POLICY MANUAL
SKIATOOK PUBLIC SCHOOLS

Excellence in Action

Updated November 2018
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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 which 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 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 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 law requiring editing of an existing policy and such editing has not yet been done to this policy 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The new and/or revised policy will take precedence over any outdated policy.

The new law and/or revised law will take precedence over any outdated law.
PHILOSOPHY OF SKIATOOK PUBLIC SCHOOLS:

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.

VISION STATEMENT:

"EXCELLENCE IN ACTION"

Mission:

The mission of Skiatook Public Schools is to provide a safe, positive, and enriched learning environment where students, staff and parents are challenged by high expectations, dedicated to helping all students succeed, and committed to working together to foster a district of excellence.

BOARD’S MISSION:

The Skiatook Board of Education is responsible on behalf of the people of this district to establish, maintain and continually improve the public schools. As the designee to carry out the responsibility for the district in implementing this mandate, the Board of Education must act in a regulatory and service-oriented capacity through the Superintendent of Schools.

The Board of Education, representing the citizens of this district, will provide a cohesive plan utilizing the best possible resources to accomplish its goal of educating all children so that they may graduate and effectively read, think and communicate as productive citizens. To accomplish this mission, the Board will involve the State Department of Education, teachers, students, citizens and other educational agencies in developing beneficial long-range plans.
**CORE GOALS:**

- Safe Learning Environment - Ensure the safety and security of all students and staff
- Student Achievement - Each student will meet or exceed state and national standards by demonstrating proficiency within a rigorous curriculum that provides a foundation for success in career readiness or college preparedness and beyond.
- Collaborative Culture - Value the opinion and ensure effective communication among student, staff, parents, and community members.
- Fiscal Responsibility - Assure that all students and staff should have access to safe and modern facilities that enrich the quality of academic and extracurricular activities to help our students excel in all areas of their educational experience.
- Teacher Leader Effectiveness - Assure that Skiatook Public Schools has an effective teacher, principal and employee in every position.

**CORE BELIEFS:**

- Skiatook Public Schools will provide a safe and healthy environment for students and staff.
- All Skiatook Public Schools students can develop into well rounded, lifelong learners that become successful and productive members of their community.
- A collaborative effort between the school, student, parents, and community is fundamental to achieving and sustaining excellence.
- Skiatook Public Schools will ensure resources are maintained efficiently and responsibly to create a modern learning environment.
- Effective school leaders and classroom teachers have a profound impact in children's lives.

*Vision Statement Logo*
1001. Composition of the Board of Education

The Skiatook board of education shall consist of five members with one member residing in and representing each of five wards. The terms of office are for five years and are staggered so that one board member position shall expire each year. Ward 1 expires in year one, followed by Ward 2 in year two, and so forth. The specific years of expiration for each ward in any given school year may be procured from the Office of the Superintendent.

1001.1 Elections and Vacancies

An election is held on the second Tuesday in February each year (except during presidential primary years) 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.

1001.2 New Board Members

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.
1001.3 **Board Officers**

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.

1002. **Powers and Responsibilities of the Board of Education**

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.

The board shall employ the following salaried employees for the district to assist the board in the daily operation of the school system and to 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
- Superintendent

The board shall transact official business with professional staff members and other school employees only through the superintendent.

1002.1 Board Treasurer/Activity Fund Custodian/Business Finance Manager

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 superintendent or designee 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.
- Construction Contracts and Payments

### 1002.2 Encumbrance Secretary/Board Minutes Clerk/Superintendent’s Secretary

The board of education shall employ a minute’s 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 minute’s clerk shall be bonded in the amount of $1000.00.

No member of the board, superintendent, principal, instructor or teacher employed by the board shall be qualified to serve as minute’s 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 minute’s clerk may serve as the encumbrance clerk.

The minute’s 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 the 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 in the amount of $1000.00.

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.

### 1002.3 Payroll Clerk/Business Office Secretary

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

- Preparing time sheets and payroll.
- Payrolls and individual earnings records, including sick leave as well as withholding to government agencies.
- Teacher retirement.
- Annuities.
- Workers’ Compensation.
- Unemployment
- Employee Insurance.

1002.4 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.

1002.5 Filling Board Vacancies (Procedures)

The board may fill a vacancy on the board by appointment or by special election. The Attorney General has ruled that a school board may interview candidates for appointment in executive session (AG Op. No. 92-23). The following suggested agenda language does not represent approval or disapproval of any action that may be taken by the board of education:

- Proposed executive session to interview candidates and to discuss appointment of a volunteer to the Skiatook Board of Education. 25 O.S. §307(B)(1) and 70 O.S. § 5-118.

- Vote to convene or not to convene in executive session.

- Vote to return to open session.

- Executive session minutes compliance announcement.

- Vote to appoint or not to appoint a volunteer to the position of board member of the Skiatook Board of Education.

If the filing period has closed for an open position on the school board and no candidate has filed resulting in a vacancy, the board may appoint to fill the vacancy. In this very limited circumstance, the board may determine that the person appointed does not have to reside in the board election ward. The person appointed would have to fulfill all other requirements as set forth in law for school board candidates. Any person appointed who does not reside in the board election ward may only serve the appointed term of office and would not be eligible to refile for that board seat.

If the board cannot reach a decision with regard to appointing an individual to fill the position within 60 days, the board is required to call a special election. The resolution calling for a special election must be delivered to the secretary of the county election board no fewer than 60 days preceding the election. However, the board is not required to wait until the next date the county is holding an election. It is at the discretion of the board as to when the election will be held, as long as the resolution is provided to the secretary of the
county election board no fewer than 60 days prior to the date requested for the election. Individuals elected to fill a vacancy serve for the remainder of the unexpired term.

If an individual is appointed to the seat, 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.

REFERENCE:  26 O.S. §13A-110
(Adopted May 2017)

1003. Authority of the Board of Education

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.

1004. Meetings of the Board of Education

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 all meetings. Official business shall be transacted by the members only in a meeting that complies with the Oklahoma Open Meeting Act.

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 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 except pursuant to 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:

- Discussing the employment, hiring, appointment promotion, demotion, disciplining or resignation of any or all of the employees of the school district;
- Discussing negotiations concerning employees and representatives of employee groups;
- 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;
- Discussing the purchase or appraisal of real property;
- To discuss matters involving a specific handicapped child;
- 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;
- Discussing any matter where disclosure of information would violate confidentiality requirements of state or federal law.

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.

1004.1 Public Participation

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.

Comments from the public: The rules for this section are:
a. Those individuals or groups wishing to address the board must sign in at the beginning of the board meeting and list the agenda item they would like to comment on;
b. Speakers must identify themselves and give the board their name, address and topic of discussion or comments;
c. Speakers must be a resident of the school district or have students enrolled in the district;
d. Civility must be maintained at all times. This means that profanity and vulgarity will not be tolerated. At its discretion, the board may utilize local law enforcement personnel to restore order if necessary;
e. Each speaker is given a maximum of three (3) minutes;
f. Total time allotted for comments from the public is thirty (30) minutes. The board reserves the right to permit only one (1) person to present the view of an organization or group. The period of public participation may be extended by a vote of the majority of the board;
g. Board members and administrative staff will not respond to questions from the public. Proper questions from members of the public may be referred to the superintendent for later report to the board.
h. Specific personnel will not be discussed in public session;
i. The President reserves the right to interrupt this section and move to the next item; and
j. The board reserves the right to table the public participation agenda item until the next regularly-scheduled meeting if the board determines it would be in the district’s best interests to do so.

1005. Handling of Complaints Made to Board Members

Individuals or groups often confront individual board members with issues that actually should be handled by the superintendent of schools. In those cases the board member must withhold commitment and/or opinion until the matter has been presented to the whole board.

A board member should postpone the formulation of his/her own opinion until he/she has had the benefit of hearing the issue discussed by the board where all aspects of the problem may be aired. A board member should not obligate other members of the board by predicting how the other members will vote.

In carrying out the policy for the handling of complaints the board will therefore observe the following procedures:

- Neither the board as a whole, nor any individual member, will entertain or consider communication nor complaints from students, parents or patrons until the complaints have first been referred to the appropriate school administrator.
When a review of the problem by the administrator in charge indicates that further action is required, an attempt will be made to have the complainant confer with the party or parties involved.

When a meeting is not feasible, the principal will receive the complaint, notify the party or parties involved, review the problem and render a judgment.

If the complainant is not satisfied with the decision rendered, he/she may appeal to the superintendent for further review. The superintendent will render a decision and notify the complainant within one week.

If the complainant is not satisfied with the judgment, he/she may request a hearing before the board within five (5) calendar days after the superintendent’s decision is rendered. Such hearing will be held at the next regularly scheduled board meeting, or at the board’s discretion, at a special meeting conducted for the purpose of hearing the complaint.

Upon receipt of a written and signed request for a hearing after the procedures outlined in A-E, above, have been complied with, the board will ask for written reports pertaining to the problem from:

- The person against whom the complaint is lodged
- The principal of the school involved
- The superintendent
- The complainant

If the board approves a hearing, the date for such a hearing will be set and the superintendent will notify the complainant.

Upon reviewing the case, the board will notify the complainant of the decision within seven (7) days of the date the decision is made. The superintendent will act for the board in advising the complainant of the board’s decision.

The board reserves the right to refuse to hear anyone who has not consulted with personnel and/or not followed the recommended procedure prior to coming to the board with a grievance.

*NOTE:* The above procedure for handling complaints does not apply to cases involving student suspension, grievances filed by teachers, and cases regarding special education placement.

1006. FINANCES OF THE SCHOOL DISTRICT

1006.1 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.

1006.2 Federal Funds

The Skiatook Public Schools qualify 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.

1006.3 Building Fund for Skiatook Public Schools

The Skiatook board of education has asked the patrons of the school district to vote for a Five Mill Building Fund Levy annually. This is a Five Mill Levy on the assessed valuation of the school district property.

The Five Mill Building Levy proceeds are placed in a special building fund which is accumulated for building purposes or used for major remodeling or repair of present buildings, or purchase of furniture.

Attorney General's Opinion No. 87-49 permits the use of local school district building fund monies to pay the premiums for fire and casualty insurance for the district's buildings.
1006.4 Activity Fund Accounting for Skiatook Public Schools

In accordance with Oklahoma State Law, the Skiatook board of education shall exercise complete control over the funds received or collected from all student activities conducted in the school district including all funds received or collected from students and others as admission charges to athletic contests, school plays and any and all other school activities, and from the sale of student activity tickets.

The board of education is authorized and directed by Oklahoma School Law to adopt appropriate rules and regulations governing the handling and expenditures of student activity funds and shall require the custodians thereof to make a full and true accounting for all such funds:

- After securing the principal’s signature, the requisition must be turned in to the business office.
- Upon approval, a purchase order will be placed in the mailbox of the requestor. The purchase order will be given to the supplier at the time of purchase.
- All monies collected must be receipted by the activity sponsor on an activity source receipt, obtained from the principal’s office.
- Any monies generated for an activity fund account will be deposited with the sponsor of the account. The sponsor issues the source receipt.
- State law requires that all monies received are to be deposited on a daily basis unless the amount is less than $100.00. Smaller amounts must be deposited no later than the end of the week.

The board of education shall require an annual audit of such student activity fund accounts, the cost to be paid out of such funds. This annual audit shall be by a certified accountant, and written reports of such audit shall be made to the board of education.

1006.5 Child Nutrition Funds for Skiatook Public Schools

The funds of various lunchrooms of the Skiatook Public Schools shall be centralized into one fund known as the Skiatook School District Child Nutrition. This central fund shall require a central accounting system and a bookkeeper for this work. Separate accounts for school lunchroom or cafeteria shall be kept so that each school may operate separately and independently.

The board of education shall require an annual audit of the Skiatook School District Child Nutrition Fund by a certified accountant, and a written report of such audit shall be made to the board of education.

1006.6 Investment of School District Funds

The district treasurer is required by the board to invest district monies only in those investments permitted by law. The treasurer shall, to the extent practicable, use
competitive bids when purchasing direct obligations of the government, its agencies or instrumentalities.

Investments made shall be prudent, exercising the level of care, judgment and discretion put upon the district as a fiduciary of the public’s funds. Primary emphasis shall be upon liquidity and security of the funds invested.

1006.7 Accounting Procedures

The Skiatook Public Schools perform all accounting services for the business affairs offices on its own computers. Special central purchasing procedures are planned and follow the regulations of the Finance Division of the State Department of Education.

1006.8 Purchasing and Procurement

This policy shall govern the purchase of all goods, equipment and services for the district. For the purpose of this policy, "goods" refers to supplies, materials, furniture, equipment, software and licenses and any other: tangible personal property.

DEFINITIONS

A. Encumbrance Clerk - The employee designated by the Board of Education to oversee all encumbrances and to charge each encumbrance appropriately and in accordance with Oklahoma legal requirements.

B. Best Value - An acquisition based on clearly defined quantifiable evaluation criteria including, but not limited to: unit pricing; total acquisition cost; cost of ownership; cost of distribution; form, fit and function of products; innovation; warranties and guarantees; vendor qualifications, reliability and past performance; quality of goods; transition costs; opportunity cost and other quantifiable criteria deemed to be in the best interest of the district.

C. Goods - Personal property, movable property, thing or things for sale (e.g., furniture, equipment, materials, supplies, software and licenses, etc.)

D. Professional Services - Those services defined by the Oklahoma Cost Accounting System (OCAS) as Purchased Professional and Technical Services are services provided by licensed professionals or services which are predominantly intellectual or artistic rather than physical or manual and which do not involve the supplying of products. Examples include educational services, accounting services, legal services, medical services, drug and alcohol testing, temporary employment services, audit services, etc.

E. Purchase Order - The printed document, issued by the district's accounting department, which authorizes the seller or supplier to furnish the goods and services specified on the purchase order. The purchase order serves as the contract and authorizes the employee to enter into a purchase agreement with the vendor.
F. P-Card/Credit Card - Purchase/Procurement or district-owned Credit Card program approved by the Board of Education.

G. Requisition (RQ) - The printed or electronically generated document prepared by the using department, school or employee to request an expenditure of funds.

H. Single (Sole) Source Procurement - A contract for the purchase of unique goods and services from a single supplier whereby said supplier is the only source. Single source does not necessarily include proprietary goods or equipment.

I. Source Selection - The method used to select a supplier of goods or services (e.g., written quotations (Requestor Quotation), sealed bids (Invitation for Bids), proposals (Request for Proposal or Request for Information), etc.)

J. Emergency - The purchase and procurement of goods or services necessary to protect the personal safety, life or property of the district or its students, employees and patrons.

**GENERAL PROVISIONS**

The Board of Education authorizes the Superintendent and/or Chief Financial Officer or designee to establish purchasing and procurement procedures and practices consistent with this policy, Oklahoma law and generally accepted governmental purchasing practices.

**A. Purchase Orders and Requisitions:**

All purchases shall be made with the use of a purchase order. Credit card purchases may be permitted provided a purchase order or blanket purchase order has been issued to the credit card vendor to cover the transaction. Approval of all purchase orders is contingent upon the availability of funding, submission and approval of a requisition form, and approval by the Board of Education. The Board of Education authorizes the Superintendent; Chief Financial Officer and the Director of Accounting (encumbrance clerk) or designee to issue purchase orders, manual purchase orders and emergency purchase orders for less than $10,000 without prior Board of Education approval. Said purchase orders (including manual and emergency purchase orders) issued on or before the last business day of each month, shall be submitted to the Board of Education at the next regularly scheduled Board of Education meeting. Any agenda item(s) approved by the Board of Education at a regular or special Board meeting constitutes approval by the Board of Education to encumber the funds, issue the purchase order and make appropriate associated payments. This provision shall not prohibit the encumbrance clerk from also submitting supplemental encumbrance and issuance of purchase order and payment requests for approval at a regular or special Board meeting. If said appropriated funded purchase orders are not approved by the Board of Education, the purchase orders shall become null and void.

All appropriated fund purchases and expenditures of $10,000 or more must be approved by the Board of Education prior to the issuance of a purchase order. Requests for purchase orders of $10,000 or more from appropriated funds must be submitted to the
Board of Education and approved as a separate agenda item. Such approval constitutes approval of the associated purchase order.

Requisitions and orders cannot be split to avoid bidding and quotation and/or Board approval requirements. All appropriated fund purchase orders shall state that the purchase order is subject to Board of Education approval and that if said purchase order is not approved by the Board of Education, the purchase order shall become null and void.

The following procedures shall be used when requesting supplies and/or equipment for Skiatook Public Schools:

1. Personnel are to present their needs to their building principal in the form of a requisition, giving all required information, including prices. If prices are not known, an estimated amount should be entered.

2. If approved, the requisition will be signed by the building principal.

3. The principal will make a copy of the requisition and the original will be taken to the purchasing office.

4. The superintendent will authorize the purchase or deny the request.

5. The district encumbrance clerk/activity funds custodian will assign the purchase order/encumbrance number.

6. The purchase order will be given to the building designee for purchase. Only the items listed on the purchase order are the ones authorized to be purchased. Any modification of the purchase order must be approved by the superintendent.

7. All shipments will be received and verified by the requestor or building designee. When the requester receives the goods, the invoice and signed and dated packing slip shall be given to the purchasing office for verification of receipt and processing for payment.

8. Personnel are not authorized to make any expenditure commitments prior to authorization by the purchasing office. This could cause duplicate purchases, two different vendors, and/or duplicate shipments. Invoices will not be paid by the school without a purchase order being issued.

9. Telephone calls or letters to vendors, made by or authorized by building principals or activity sponsors, should be specific that no shipment is to be made until a purchase order is approved.

10. When a purchase order is furnished to a vendor, the materials or equipment may be procured. NO PURCHASE IS AUTHORIZED WITHOUT A PURCHASE ORDER PROPERLY VALIDATED BY THE PURCHASING OFFICE.

After the materials or equipment have been received, the vendor will forward an invoice, an original and two copies, to the purchasing office. When the invoice has been received, the following actions will be taken:
1. The invoice will be checked to ensure the **date** of the invoice and order date is **not** prior to the **date** of the purchase order.

2. The invoice will be compared with the purchase order to ensure that items billed were actually requested.

3. The purchasing office will place a receiving report stamp on the invoice, front or back, and indicate with initials that the entries are correct as shown on the invoice.

4. The signatures on the receiving report stamp will verify that the items have been received as shown on the invoice, that the items are satisfactory, and payment may be made.

Example of receiving report stamp:

I certify that the supplies, materials, equipment, and/or services called for in this order were received without exception, that they were inspected and accepted; and that they conform to the terms of the contract and specifications and this invoice is properly payable.

<table>
<thead>
<tr>
<th>Date Mds. Recd</th>
<th>Budget Administrator</th>
<th>Approved for payment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice checked to order</td>
<td>Extensions Discount</td>
<td>Account Code:</td>
</tr>
</tbody>
</table>

5. Invoices containing charges for more than one activity will be approved for payment by the purchasing agent and the appropriate personnel will be notified of charges made against their budgets.

6. After being verified and approved, invoices will be furnished to the encumbrance clerk/activity funds custodian for check preparation.

**B. Emergency Purchases:**

In the event of emergency situations or instances where it is necessary to avoid the interruption of critical school business and operations, the Superintendent or Chief Financial Officer may authorize the issuance and emergency payment of emergency purchase orders over $10,000 and waive the bidding and quotation requirements. All said purchase orders issued on or before the last business day of the month, shall be submitted to the Board of Education for approval at the next regularly scheduled Board meeting. If said purchase orders are not approved by the Board of Education, the purchase orders shall become null and void.

In emergency situations or instances where it is necessary to avoid the interruption of critical school business and operations, or in accordance with Board Expense Reimbursement Policy, the Superintendent, Chief Financial Officer, Director of Accounting or authorized designees may authorize and issue emergency or manual purchase orders for emergency purchases and associated payments of less than $10,000 provided that, unless waived by the Superintendent or Chief Financial Officer, all such purchases meet bidding and quotation requirements. A manual emergency purchase order may be authorized and issued by the Accounting Department when a computer-generated purchase order cannot be prepared in a timely manner. The requisition number shall be
entered and logged against the emergency and manual purchase order number issued, and the requisition must be received into the Accounting Office by the end of the next business day following the issuance of the emergency purchase order. Emergency purchase orders are not issued out of the bond funds.

C. Blanket Purchase Orders: All annual blanket purchase orders of $10,000 or more must be approved by the Board of Education prior to issuance of the blanket purchase order. The Board of Education authorizes the Superintendent, Chief Financial Officer and Director of Accounting (or designee) to establish blanket purchase orders of less than $10,000 prior to Board approval, provided that said blankets, issued on or before the last business day of the month, are approved by the Board of Education at the next regularly scheduled Board meeting following the issuance of the blanket order. If the blanket purchase order is not approved by the Board of Education, the order shall become null and void.

D. Purchase Electronic Requisitions:

Purchase orders will be issued only upon submission and approval of an electronic requisition. The electronic requisition will contain a clear description of the materials or services desired, accompanied by appropriate documentary materials, and indicating an approved appropriations account. The electronic requisition must include the electronic signature of the initiator or an administrator who can verify the appropriateness of the expenditure. The encumbrance clerk or district treasurer shall approve issuance of purchase orders after verifying coding and availability of appropriations.

E. Travel Reimbursement:

All travel will be approved and paid in accordance with district travel policy, state laws and IRS guidelines. The Board of Education authorizes the encumbrance clerk to issue the purchase orders and pay travel related reimbursements, POs for hotel, registration and airline, and Board-authorized travel pre-payments prior to travel provided the travel claim meets all Board policies. These purchase orders must be submitted for Board of Education approval.

CONTRACTS

A. General:

No employee of the district shall enter into any financial contract or agreement (verbal or written), on behalf of the district without the prior official permission of the Board of Education. The Board of Education may, upon approval of any encumbrance, purchase order and all adjoining contract documents, authorize an administrator(s) of the district to sign said contract documents on behalf of the Board of Education. All vending, school picture and yearbook contracts shall be approved by the Board of Education on an annual basis prior to signing of any contract.
B. Student Activity Fund Contracts:

After the Board of Education has approved the vendor contract and after a written purchase order for the goods or services defined in the contract has been approved and issued by the Superintendent, Chief Financial Officer, Director of Accounting or designee, employees who have been duly authorized and designated by the Board of Education as student activity fund custodians may sign contracts and agreements on behalf of the district.

BIDDING AND QUOTATION REQUIREMENTS

A. General:

The solicitation for bids, proposals and quotations shall be conducted in accordance with the provisions of this policy and district purchasing procedures as approved by the Superintendent or Chief Financial Officer. Unless otherwise exempted herein, the following informal and formal bidding and quotation limits shall be followed for the purchase of all goods and services procured with all funds:

Specific Bidding and Quotation Requirements:

$0 to $9,999  
No quotations required, but recommended.

$10,000 to 49,999  
Three written quotations for all items on the requisition.

$50,000 and up  
Will follow state laws regulating public bid.

The Superintendent may periodically audit any or all requests for purchase requiring quotes or bids.

Formal sealed quotations, proposals and/or bid proposals shall have a specific bid opening date and time. All vendors shall have the right to attend the public bid opening. At least two administrators or designees must be present during the bid opening. All sealed quotations will be opened at the designated time and read out loud, if bidders are present. The administrators or designees present shall sign each bid and/or the bid tabulation sheet upon opening of the bids.

Bids and quotes shall be awarded to the lowest 'responsible bidder who submits a responsive bid. Guidelines for certifying a bidder as responsible and a bid as responsive will be provided in purchasing procedures as developed by the Superintendent. Where it serves the district's best interest, the district may award a written quote, a sealed bid or a proposal on a "best value" basis provided that the award has been based on clearly defined and quantitative evaluation criteria.
Where the Request for Proposal sourcing method is used, factors other than price may be used in determining award.

The district will make every effort to comply with state law regarding purchases from the Department of Corrections.

**ITEMS EXEMPT FROM BIDDING**

A. General:

Because of the unique nature of some goods and services, the items listed below shall be exempt from bidding. However, every effort must be made to create a fair and competitive environment where all vendors who have requested to quote on these items are given an opportunity to have their proposals considered. The method for creating a competitive environment must be in accordance with district purchasing procedures. All purchases over $10,000 must still be approved by the Board of Education prior to issuance of a purchase order.

The following goods and services are exempt from bidding requirements; however, every effort should be made to obtain the best quality goods and services at the lowest cost from a responsible vendor:

- Professional services (See Definition), e.g., audit services, legal services, insurance, medical services, demographic studies, employment services, drug and alcohol testing and professional consultation services.

- Equipment maintenance services (e.g., copier maintenance services).

- Travel services (airfare, hotel accommodations, etc.)

- Goods purchased for student activity fund raisers and goods purchased by and/or provided to staff and/or students from activity funds (e.g., candy, T-shirts, candles, etc.); disc jockey services and equipment rentals for graduation, prom, dances and other student social activities; unique and custom decorations purchased from student activity funds and used for student events (e.g., graduation ceremony, prom, etc.); class and spirit memorabilia items purchased for or by students and/or adults through the activity funds (e.g., class rings, student and group pictures, yearbooks, spirit promotion items). Although bidding and/or proposals are not required for selection of yearbook and school picture vendors annually, the district will require new proposals every three years.

- Goods purchased for resale.

- Textbooks, student workbooks, library/media books, maps and globes, and educational and training videos, DVDs and CDs.

- Utilities (gas, electricity, etc.)
- Software upgrades and specialized source software (excluding off-the-shelf software).
- Training classes (e.g., computer classes) and associated equipment rentals.
- Unique custom artistry work (graphic artist work for signage not exempted).
- Catering events.
- Repairs costing less than $10,000 to damaged buildings, vehicles, buses or equipment paid from insurance recovery funds or funds used to pay the deductible.
- Replacement repair parts purchased from the original equipment manufacturer (OEM) or OEM supplier when said supplier is the only manufacturer's authorized supplier within the manufacturer's designated sales territory for the Tulsa market.
- Used furnishings, equipment and uniforms.

B. Standardization-Programs.

If a district wide standardization program has been developed, schools and departments may make supplemental purchases of furniture and equipment, defined in the standardization program without using one of the source selection methods. The initial purchase of standardized furniture and equipment shall be procured utilizing one of the required bidding/quotation methods defined in this policy.

All standardization programs shall be limited to district wide procurements of furniture and equipment, e.g., office furniture, district wide copy machines.

The Director of Purchasing shall be included on all standardization teams.

A copy of all standardization programs shall be on file in the office of the Director of Purchasing.

C. Single (Sole) Source Selections:

Single source procurements shall be exempt from bidding provided that said procurements meet the following criteria:

- The goods or services are unique to one manufacturer/supplier and no other similar (equal in function, performance) or like goods or services are available from another supplier;
- The manufacturer distributes it directly or has limited distribution to a single distributor;
- The manufacturer (not distributor) submits a written letter on company letterhead stating why the goods or services are unique to his company and that distribution is limited to him or a sole distributor. (This letter must be attached to the requisition.)
Sole source procurements may also be permitted where compatibility of equipment, accessories or replacement parts are of paramount consideration or where service work on the original equipment must be performed by the manufacturer's designated territory representative. Written documentation of such from the manufacturer should be included with the requisition.

The Director of Purchasing shall review and approve all single (sole) source procurement requests and will assist the school and department in securing the best price for the single source procurement.

D. State and Local Contracts:
The Board of Education authorizes the Superintendent, Chief Financial Officer and the Director of Purchasing to waive bidding requirements for goods and services purchased from a vendor awarded an Oklahoma State Contract. Furthermore, when it is in the district's best interest, the district may purchase off of other public contracts, cooperative purchasing alliances, or special pricing offers awarded/made to municipalities/public schools, other political subdivisions of the State, the Department of Corrections or other governmental entities of the United States. Bidding requirements shall be waived for procurements made from other public contracts.

The Board of Education authorizes the use of a procurement/purchasing card program. Prior to the implementation of the procurement card program, the Superintendent or Chief Financial Officer shall adopt written procedures, limits and controls for the issuance and use of procurement cards.

No employee of the district shall authorize the use of or use any credit card which is not part of the purchasing card program or which will in any manner obligate the district. Where the purchasing card program is not practicable for use, the Superintendent or Chief Financial Officer may authorize the use or issuance of other specific types of credit cards on a limited basis with prior approval. The procedures, limits and controls forth purchasing card program shall apply toward all other specific credit cards.

**FOOD PROCUREMENT**

Except as otherwise exempted herein, all food and related food preparation services, goods and equipment procured by the Child Nutrition Department shall be handled in a manner consistent with the provisions of this policy and all district purchasing procedures established by the Superintendent or designee.

A. Fresh and Perishable Food Procurements:
Fresh and perishable foods (produce, chips, refrigerated goods, etc.) and related consumable goods subject to expiration, spoilage and limited storage space may be procured through verbal quotations annual bids or weekly quotations. A minimum of three verbal quotations shall be obtained for foods that cannot be stocked over extended periods of time.

The Board of Education authorizes the Superintendent, Chief Financial Officer and the Director of Accounting(or designee) to issue purchase orders for fresh and perishable foods and related consumable goods of up to $10,000 each, prior to Board approval. All said encumbrances and purchase orders, issued on or before the last
business day of each month, shall be submitted to the Board of Education for approval at the next regularly scheduled Board meeting. If the purchase order is not approved by the Board of Education, the purchase order shall become null and void.

B. Non-perishable Foods and Annual Paper Goods:
   All non-perishable foods (canned, etc.) and annual procurement of paper goods shall be procured and approved by the Board of Education in a manner consistent with the provision of this policy and all district purchasing practices established by the Superintendent or designee. All requisitions over $10,000 for the procurement of said goods shall be approved by the Board of Education prior to the issuance of a purchase order.

OTHER

A. Vendor Registration:
   In an effort to create a fair and competitive opportunity for vendors to do business with the district, any vendor or supplier may request to be added to the district’s master vendor list. When it is determined that a potential vendor is responsible, his/her company may be added to the master list. Vendors who fail to maintain a responsible status or fail to respond to two consecutive bid/quote invitations may be removed from the vendor list at any time and for any length of time.
   In order to obtain all necessary information required by the Internal Revenue Service and to ensure that vendor order and remittance information is correct, the district may require vendors to complete a vendor registration form. In order to do business with the district, vendors must agree to the terms and conditions of the district’s official purchase order.

B. Construction Contracts:
   Contracts for the purpose of making any public improvement or constructing or making minor repairs to any public building as defined by the Competitive Bidding Act of 1974 shall be made in accordance with the provisions of the Act and Board of Education policy.

C. School Buses: Pursuant to Oklahoma law, all school buses shall be purchased using the sealed-bid method.

D. Motivational Items:
   The Board of Education will allow the purchase of inexpensive student items such as stickers to be given to students as a motivational tool for use in classroom instruction providing the planned activity furthers the adopted mission of the district and is in compliance with state law.

E. Student Gifts
   The Board of Education allows the infrequent purchase of student gifts and prizes from a student activity fund without the need to tag the asset or declare it surplus, provided a statement with the purchase number on it is signed by the student recipient of the gift and sent to the Director of Accounting to be attached to the purchase order.
F. Reimbursement of Purchased Goods or Services
   It is the intent of the district for employees to use the requisition and purchase order
   system for acquiring goods and services; however, in situations where the vendor will not
   accept a district purchase order and an alternate vendor is not available, when it is
   extremely impractical or an emergency, employees may request to be reimbursed for
   personal purchase of said goods and services. If approved for reimbursement, employees
   may be reimbursed for the cost of the goods plus any associated tax. Employees will not
   be reimbursed for inventoried assets, including but not limited to, non-serialized and
   serialized furniture, fixtures and equipment and all fixed assets that do not meet the
   above-noted exceptions. If approved for reimbursement, the payment will not be issued
   until the goods have been inventoried and tagged by the district's Fixed Asset Department
   and a purchase order has been issued and approved by the Board of Education. All
   requests for reimbursement must be supported with the original itemized receipt. Where
   the vendor does not provide an itemized receipt, the employee must furnish an original
   receipt and documentation which includes the date of the purchase and the price and
   description of the goods or services purchased. The district assumes no liability for the
   purchase of goods or services purchased by an employee or for reimbursing the
   employee. If the reimbursement request is approved, the employee will not be reimbursed
   until a purchase order has been issued and approved by the Board of Education and
   appropriate documentation has been provided. Personal reimbursements against General
   Funds, Building Funds or Child Nutrition funds must be pre-approved by the
   Superintendent or Chief Financial Officer. No personal reimbursements will be made
   from bond funds.

G. Employee Gifts and Clothing
   Pursuant to IRS regulations, gifts or non-uniform clothing purchased with district activity
   funds that exceed $50 per year will be reported as income to be included on the
   employee's year-end W-2 form.

PROHIBITED PURCHASING PRACTICES

A. Acceptance of Gratuities:
   District employees are expressly forbidden from accepting gratuities from any vendor or
   supplier. Gratuities as specified under this policy include cash or assets easily convertible
   to cash, travel, lodging, tickets, appliances, automobiles or their use, or any other form of
   special treatment which might influence the employees' selection of a vendor or supplier.
   With the Superintendent's approval or prior Board approval, employees may accept
   vendor-provided travel, lodging and registration, provided said travel is for the purpose of
   attending professional development conferences, workshops, presentations or training.
   Promotional and advertising novelties and tickets with an individual value of $100 each
   or less are not considered gratuities under this policy.

B. Violations of Purchasing Policy:
   District employees violating this policy, exceeding their purchasing authority or incurring
   an expense without a pre-approved purchase order may be held personally and financially
   liable and subject to disciplinary action including, but not limited to, suspension,
   demotion, termination and legal action.
Complete payroll accounting including calculations of all deductions from detailed computer coding, writing of checks, making supporting detailed reports, and social security and tax forms are done by the Skiatook School District.

Encumbrances for all purchases of material, equipment, and services are controlled through computer processing. Payments of all encumbrances are through computer processing, and payments are made monthly after approval by the board of education.

1006.9 POLICY FORBIDDING THE SUPPLANTING OF FEDERAL FUNDS AND GRANT MONIES FOR LOCAL REVENUE

The Skiatook Board of Education assures the federal government that payments received from the federal government in the nature of grant programs shall be used solely for such programs and in accordance with the applicable grant regulations. The district will restrict fund uses to the purposes provided in the federal legislation creating the grant. Federal funds received will be used to supplement and, to the extent practical, increase the level of funds that would, in the absence of such federal funds, be made available from non-federal sources for the education of students participating in programs and projects assisted by the federal grants. In no case shall federal grant funds be used to supplant funds received by the district from non-federal sources. State and local funds will be used to provide services in federal grant projects and such services, taken as a whole, will be at least comparable to services provided in district projects that are not receiving federal grant program funds. Comparability applies to schools with more than one building for each grade span.

The school district shall receive federal funding for any fiscal year only if the Oklahoma State Department of Education finds that the local educational agency has maintained the school district’s fiscal effort in accordance with maintenance of effort requirements as outlined in section 8521 of ESSA.

The board delegates to the central administration the authority to sign federal grant "assurance statements" that are required for the receipt of federal funds.

Legal Reference: Sections 1118 and 8521 of ESSA

Adopted October 8, 2018
1006.10 Grant Policies and Procedures

GRANT SUBMISSIONS

A grant offer and acceptance constitutes a contractual agreement between the grantor (funding source) and the grantee (teacher, school, department, or district). This agreement should not be entered into without appropriate approval.

Applicants must obtain approval from the Superintendent prior to submitting a grant proposal or application to any funding source. To ensure that each proposal from the school district represents the highest quality possible, the final draft of each grant application will be reviewed by the Superintendent or designee. Proposals requiring approval or signature of the Board of Education must be submitted a minimum of one week prior to a board meeting.

NOTICE OF GRANT AWARD OR REJECTION

Upon receipt of a notice of grant award or rejection from the funding agency, the applicant will send a copy to the Superintendent. Applicants are also encouraged to send a thank you letter to the funding source even if funding is not awarded during this grant cycle.

If the grant is awarded, the superintendent or designee will meet with the applicant to establish a grant budget. Grant funds cannot be expended until a budget has been established. Grant recipients will adhere to all fiscal and programmatic reporting requirements imposed by the funding source.

The superintendent will establish and maintain the official files for all grant awards. Files must be kept for five years after the conclusion of the grant.

After the Board of Education accepts grant funding from governmental agencies, private companies, organizations, and foundations for various educational programs or projects, the funds will be budgeted for each program or project according to the amount and regulations of the grant awarded.

This district will have internal control systems to provide reasonable assurance that it is managing federal financial assistance programs in compliance with applicable laws and regulations as directed by the State Department of Education. Methods and procedures will be in place to minimize the time elapsed between the transfer of funds from the State and the disbursement of these funds by the district.

Whenever possible the superintendent will provide a formal request for quotes or accept bids for goods or services that will be purchased with the grant funds. Goods and services received in consideration for grant funds will be monitored and careful consideration will
be provided as to the quality of the goods received and/or the performance of services rendered prior to the district entering into future contracts for goods and services.

The district will maintain financial records of all expenditures made from the grant funds and such records will be available for inspection and will be deemed to be public records. These records, whenever practicable, shall be collected, transmitted and stored electronically.

**Legal Reference:** 2 C.F.R. 200.302

Adopted October 8, 2018

**1006.11 Internal Controls (Business Policies and Procedures)**

The 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.

**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.
**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 or electronic 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 approved businesses 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

Adopted November 12, 2018

1007. SCHOOL FACILITIES AND EQUIPMENT

1007.1 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.

1007.2 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.
1007.3 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 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 Section 6000 of this policy—General Information for Public, Patrons and Parents.

1008. BOARD POLICY

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.
SECTION 2000
ALL DISTRICT EMPLOYEES
2001. **GENERAL EMPLOYMENT PRACTICES**

2001.1 **Personnel Policies Goals**

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 conductive to high morale and which enable each staff member to make the fullest contribution to district programs and services. Following are 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 appropriate available candidates, i.e., those with high capabilities, strong commitment to quality education, and a great probability of effectively implementing the district’s learning program.
- To develop generally 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.

2001.2 **Employment Renewal/Nonrenewal Notification Dates**

It is the policy of the Board of Education to take action concerning the renewal of the Superintendent’s employment no later than January of each year. Board decisions on the reappointment of personnel are generally made according to the following schedule, although deviations not inconsistent with state law requirements may occur from time to time:

- **Principals** - April meeting;
- **Certified Personnel** - May meeting; and
- **Support Personnel** - May meeting.

All certified personnel shall be considered and retained, or notified of nonrenewal, on or before the first Monday in June of each year. In accordance with Oklahoma Continuing Contract Law, teachers who have not been informed to the contrary are to consider themselves employed for the next school year. Teachers may be released from contract only after final action of the Board of Education. This action ordinarily would be on the recommendation of the Superintendent.

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.

2001.3 EMPLOYEE RESIGNATIONS AND REFERENCE REQUESTS

It is the policy of the Skiatook Board of Education that any employee may submit a written resignation from employment with the school district. The resignation must be written, dated, and signed. It must specify the date upon which the resignation is to be effective. The resignation must be mailed to the superintendent by certified mail, return receipt requested, or personally delivered to the superintendent’s office and an acknowledgment of receipt inscribed on the face of the resignation. Furthermore, it is the policy of the board of education that teacher resignations must be tendered no later than fifteen (15) days after the first Monday in June.

Any individual who is a school employee, contractor, or agent of the school district is prohibited from assisting a school employee, contractor, or agent in obtaining a new job, if the individual has probable cause to believe that such employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law. This prohibition shall not apply if:

1. The information giving rise to probable cause has been properly reported to a law enforcement agency with jurisdiction over the alleged misconduct; and

2. The information giving rise to probable cause has been properly reported to any other authorities as required by Federal, State, or local law; and

3. The matter has been officially closed or the prosecutor or police with jurisdiction over the alleged sexual misconduct has investigated the allegations and notified school officials that there is insufficient information to establish probable cause that the school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law; and

4. The school employee, contractor, or agent has been charged with, and acquitted or otherwise exonerated of the alleged misconduct; or

5. The case or investigation remains open and there have been no charges filed against, or indictment of, the school employee, contractor, or agent within four (4) years of the date on which the information was reported to a law enforcement agency.

The routine transmission of administrative and personnel files is not considered assisting a school employee in obtaining a new job and will be exempt from the requirements of the procedure listed above.
2002. Hiring of Personnel

The Superintendent shall recommend candidates for administrative, support, and certified positions. The appropriate principal(s) shall 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 Skiatook system 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.

Applications will be submitted online and kept on file in the superintendent's office for one year. Applications must be updated each calendar year. If a vacancy occurs, these applications may be reviewed for qualified personnel. When no transfer is made and no qualified applicants are on file, the position may be listed with various placement sources within the state.

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, further recommendations should be made to the Board by the Superintendent until a selection is made.

2002.1 Nondiscrimination Statement

The Skiatook Public Schools 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 Skiatook School District to provide equal opportunities without regard to race, color, national origin, sex, age, disability, religion, or veteran status in its educational programs and activities. Skiatook School District does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or veteran status. The employment of any person with this school district shall not be made or excluded on the basis of age, sex, race,
color, religion, national origin, disability, pregnancy, parenthood, marriage, veteran status or for any other reason not related to individual capability to perform in the position for which he/she applies.

Inquiries concerning application of this policy may be referred to Skiatook Public Schools, 355 S. Osage, Skiatook, OK 74070, or call (918) 396-1792.

2002.2 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.

2002.3 Employee Records Investigation

The Skiatook Board of Education believes that it has a responsibility to seek only those employees who are qualified in every respect. The Board further believes that it should
avail itself of means and methods provided by the legislature to assist in the selection of employees. Therefore, it is the policy of this Board of Education to require a signed release from all prospective employees allowing a felony records check to be conducted as authorized by Oklahoma law. The records check may be initiated at the school district’s written request, through the Superintendent, to the State Department of Education.

Any person applying for employment as a substitute teacher shall only be required to have one such felony records search for the year. Upon request of the substitute teacher 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 last 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 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.

Any person employed as a full-time teacher by a school district in Oklahoma for ten (10) or more consecutive years immediately preceding an application for employment as a substitute teacher in the same school district is not required to have a national criminal history record check for as long as that person remains employed for consecutive years by that school. If the substitute teacher wishes to work in another Oklahoma school district a national criminal history background check will be required.

If the applicant for employment meets all other criteria for employment in this school district, the applicant may be employed on a temporary basis for up to sixty (60) days pending receipt of the felony records search results. 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 (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 fee will not be reimbursed.

2003. Employment Regulations

2003.1 Drug-Free Workplace
In recognition of the clear danger resulting from drug abuse, and in good faith effort to promote the health, safety, and welfare to employees, students and the community, it is the policy of this school district to provide a drug-free workplace in compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (P.L. 101-226). The superintendent is directed to develop regulations that shall be incorporated into this policy.
Note: A copy of this policy and the accompanying regulations must be distributed to each affected employee 30 days prior to implementation of the policy. This notice is also required prior to the implementation of any changes to this policy or the regulations.

**Workplace Drug and Alcohol Testing (Regulations)**
The board of education may require drug and alcohol testing of all new applicants upon conditional offer of employment. Substances tested shall be for drugs and alcohol. The refusal of a job applicant who has been offered conditional employment to take the test will be considered as a basis for not employing the applicant. Each case will be reviewed to assure compliance with current regulations of the Americans with Disabilities Act.
The school district may request or require an employee to undergo drug and/or alcohol testing as set forth below and when the superintendent at any time reasonably believes that the employee may be under the influence of drugs or alcohol including, but not limited to, the following:
  a. drugs or alcohol on or about the employee’s person or in the employee’s vicinity,
  b. conduct on the employee’s part that suggests impairment or influence of drugs or alcohol,
  c. a report of drug or alcohol use while at work or on duty,
  d. information that an employee has tampered with drug or alcohol testing at any time,
  e. negative performance patterns, or
  f. excessive or unexplained absenteeism or tardiness:

**Substances tested shall be for drugs and alcohol.**
This school district will require school bus drivers, mechanics, maintenance employees, and any employee who is required to obtain a commercial driver’s license (CDL) to undergo drug or alcohol testing prior to employment and on a random selection basis. The superintendent shall ensure that employees who are selected for random testing are selected on a basis which results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected and does not give the district discretion to waive the selection of any employee selected.
This school district will require bus drivers, mechanics, maintenance personnel, and any district employee who is required to obtain a commercial driver’s license (CDL) to undergo drug or alcohol testing during routine employee fitness-for-duty medical examinations. This school district will require periodic drug and alcohol testing without prior notice of any employee who has tested positively under this policy, who has participated in a drug or alcohol dependency treatment program as a result of this policy, or an employee who is required to obtain a commercial driver’s license (CDL).
Any employee who refuses to submit to drug or alcohol testing may be subject to disciplinary action including, but not limited to, termination of employment subject to all applicable due process procedures. Employees who refuse to undergo a drug or alcohol test shall be considered to have been discharged for misconduct for purposes of unemployment compensation benefits. In order to provide misconduct, the employer need only provide proof of a testing policy and either a refusal to take a drug or alcohol test or a positive test result.

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

1. Samples shall be collected and tested only by individuals deemed qualified by the State Board of Health. Such samples may be collected on the premises of the school district or at a testing facility.
2. Only samples deemed appropriate by the State Board of Health for drug and alcohol testing shall be collected.
3. The collection of samples shall be performed under reasonable and sanitary conditions.
4. Samples shall be collected in sufficient quantity for splitting into two separate specimens, pursuant to rules of the State Board of Health, to provide for any subsequent independent analysis in the event of challenge of the test results of the main specimen.
5. Samples shall be collected and tested with due regard to the privacy of the individual being tested. In the instances of urinalysis, no representative, agent, or designee of the school district shall directly observe an applicant or employee in the process of producing a urine sample; provided, however, collection shall be in a manner reasonably calculated to prevent substitutions or interference with the collection or testing of reliable samples.
6. A written record of the chain of custody of the sample shall be maintained from the time of the collection of the sample until the sample is no longer required.

**Testing Results**
The following steps will be taken when an employee’s medical exam is positive for the presence of drugs or alcohol:

1. The employee will be notified of the results of the test. The applicant or employee has a right to obtain all information and records relating to that individual’s testing.
2. The employee will be advised of the outcome of the drug screening and will be immediately removed from the current job assignment.
3. The employee will be given reasonable opportunity for confidential rebuttal of the results.
4. To continue employment with the district, the employee must develop a written plan for improvement with the employee’s supervisor. As an element of every plan for improvement, the employee will be encouraged to voluntarily seek professional assistance and/or participate in an appropriate rehabilitation program. Drug and alcohol dependency evaluation and referral services for substance abuse counseling, treatment, or rehabilitations shall be provided to the employee.
5. The employee will be suspended until the employee has tested negative on a follow-up drug screening. The follow-up drug screening will be administered no earlier than seven nor more than forty-five (45) calendar days following the initial positive drug screening. The physician who administered and interpreted the initial drug screening will make a recommendation to the district as to the amount of time that is appropriate before administering the follow-up screening, depending on the type and amount of chemical substance initially detected in the employee’s system. The employee may use existing
accrued leave during this suspension. If the employee does not have sufficient accrued leave to cover the absence, the leave will be without pay unless prohibited by applicable law. All employees hereby affected by this policy and regulation will be provided appropriate due process procedures.

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

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

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

1. The school district will maintain all drug and alcohol test results and related information, including, but not limited to, interviews, reports, statements, and memoranda, as confidential records, separate from other personnel records. Such records, including the records of the testing facility, shall not be used in any criminal proceeding, or any civil or administrative proceeding, except in those actions taken by the district or in any action involving the individual tests and the district or unless such records are ordered released pursuant to a valid subpoena or other court order.

2. The records described above and maintained by the district shall be the property of this district and, upon the request of the applicant or employee tested, shall be made available for inspection and copying to the applicant or employee. The district will not release such records to any person other than the applicant, employee, or the district’s review officer, unless the applicant or employee has expressly granted permission in writing, following receipt of the test results, for the district to release such records or pursuant to a valid court order.

3. A testing facility, or any agent, representative or designee of the facility, or any review officer, shall not disclose to the district, based on the analysis of a sample collected from an applicant or employee for the purpose of testing for the presence of drugs or alcohol, any information relating to the general health, pregnancy, or other physical or mental condition of the applicant or employee.

The testing facility shall release the results of the drug or alcohol test, and any analysis and information related thereto, to the individual tested upon his/her request.
Other Provisions
Drug/alcohol tests required pursuant to this policy will be conducted during, prior to, or immediately after the regular work period for current employees and shall be deemed work time for purposes of compensation and benefits for current employees. The school district shall pay all costs of testing for drugs or alcohol including any school requested confirmation tests and the costs of transportation to the drug/alcohol test site. Any individual who requests a retest of a sample in order to challenge the results of a positive test shall pay all costs of the retest, unless the retest reverses the findings of the challenged positive test in which case the school district shall reimburse the individual for the costs of the retest.

A copy of this policy shall be posted in a prominent employee access area and shall be provided to each job applicant upon the applicant’s receipt of a conditional offer of employment.

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

This Policy is Required by Law.
Revised 3/11/2013
Reference: 40 O.S. §2-406A 40 O.S. §551, et seq.

2003.2 Employees Infected with AIDS/HIV

2003.2 A  Procedure:

- Upon identification of an employee by a competent medical authority as having Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC) or antibodies to the AIDS virus, the following procedure will be followed:
- The superintendent shall immediately communicate with the employee and request the employee to provide a statement from the employee’s personal physician regarding the employee’s current health condition and/or disability.
- Any decision regarding the employee’s status shall be made based upon the best medical evidence available.
- An employee may apply for and be granted a leave of absence when approved by the Board of Education upon the advisement 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 when approved by the Board of Education upon the advisement of the employee’s personal physician, and, when deemed appropriate, a district appointed medical officer.
• The employee’s immediate principal and the superintendent, if necessary, the employee’s personal physician and/or a district appointed medical officer, shall meet and confer to determine the extent to which “reasonable accommodation” may be necessary due to the employee’s disability.

2003.2 B Confidentiality

Confidentiality requirements regarding information about the employee shall be respected and limited to those persons who have a “need to know.” Usually, this shall mean the employee’s principal, the superintendent and any health care professionals.

2003.3 Sexual Harassment

State and federal law specifically prohibit sexual harassment of employees and students in connection with their employment by or enrollment in the Skiatook School District. This policy will set forth the rules and regulations to be followed by all students, employees and Board members of the School District with regard to the issue of sexual harassment:

A. "Employee" means any person who is authorized to act in behalf of the School District, whether that person is acting on a temporary or permanent basis, with or without being compensated, or on a full-time or part-time basis and including board members and school volunteers.

B. "Student" means any person who is enrolled in any school or program of the School District.

C. In the case of an employee of the School District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature by one employee towards another employee which (a) is made an explicit or implicit term or condition of an employee's employment, or (b) is used as a basis for employment decisions affecting that employee or (c) has the purpose or effect of unreasonably interfering with an employee's work performance, or creating an intimidating, hostile or offensive working environment. In the case of a student of the School District, "sexual harassment" includes all forms of unwelcome conduct of a sexual nature by a student, an employee or any third person towards a student. Age appropriate examples of the kinds of things that can constitute prohibited sexual harassment shall be communicated to the students.

D. All students, employees and board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, and applicant for employment, vendor representative or patron of the School District. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits and termination. Such penalties shall be imposed based on the facts taken as a
whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.

E. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District's Student Discipline Code.

F. Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to the superintendent, principal, counselor, teacher by any board member of the School District. If the report of an incident needs to be made after normal school hours, the above listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party, including but not limited to a Title IX grievance form. However, in order to encourage full, complete and immediate reporting of such prohibited activities any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee or board member, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.

G. Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act and may report such incidents to the United States Equal Employment Opportunity Commission or the Oklahoma Human Rights Commission.

H. The superintendent, principal, counselor, teacher and any board member of the School District, upon receiving a report (formal or informal) of sexual harassment shall do the following as quickly as reasonably possible:

i. Obtain a statement, oral or written, from the individual who is alleged to have been sexually harassed which contains information necessary to conduct a full investigation of the matter. This information should include, but is not limited to, the name of the alleged harasser, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and the names of any witnesses;

ii. Take reasonable and age appropriate, effective steps to separate and protect the individual who is allegedly being sexually harassed from the alleged harasser, until the matter can be fully investigated and the appropriate remedial steps taken;
iii. keep the individual who is allegedly being sexually harassed reasonably apprised, to the extent allowed under federal and state privacy laws and regulations, of the investigation and the actions taken as a result of the investigation;

iv. conduct a full and complete investigation, to the extent reasonably possible and appropriate to the age of those involved, regarding the alleged sexual harassment, which would include, but not be limited to, interviewing the individual allegedly harassed, any witnesses, review of any supporting documents, and interviewing the alleged harasser;

v. based on good judgment, common sense and the facts, as revealed by the investigation, taken as a whole and the totality of the circumstances, such as the nature, extent, age of those involved, context and gravity of such activities or incidents, take or recommend the taking of appropriate and effective measures reasonably calculated to end the harassment and prevent a reoccurrence, including but not limited to, as to employees, suspension, demotion, forfeiture of pay or benefits, termination or reassignment.

I. During and after the investigation, confidentiality shall be maintained, as far as reasonably possible; provided however, nothing in this policy shall preclude public disclosure of any information of a personal or confidential nature during the course of any suspension, dismissal or non-renewal hearing or in any litigation.

J. It is the School District's position that any person filing or complaining of sexual harassment or participating in any way in any investigation of a sexual harassment claim under this policy shall not be subjected to any form of reprisal, retaliation, intimidation or harassment. The School District will discipline or take appropriate action against any student, employee, agent or representative of the School District who is determined to have engaged in such retaliatory behavior.

2003.4 Employee Dress Code

All certified and non-certified employees are expected to be well-groomed and properly dressed when school is in session. During summer school and on professional days, tasteful casual dress may be worn. The following are examples of allowed attire for the school setting:

- Dress slacks, khakis or chinos of reasonable fit and length
- Sweaters and decorative sweatshirts
- Shirts and blouses of reasonable fit which are not revealing in nature
- Skirts and split skirts of reasonable length

Following are examples of prohibited attire:

- Form-fitting leggings, joggings or stirrup pants
- Shorts
Jogging suits*
Spaghetti strap shirts or tank tops
Thong shoes
Body piercings of any kind, excepting moderate earrings on female earlobes
Earrings worn by male teachers

*This does not apply to coaches and physical education instructors who are in their classroom settings. They may wear in performance of their duties sweats or shorts, but must wear appropriate outer garments (conforming to the list above) when not in the classroom setting.

Following are the regulations on wearing of jeans:
- Jeans must be of reasonable type and color.
- Jeans which are excessively tight, which are torn, faded, and/or which are excessively loose so as to expose the undergarments are prohibited.
- Vocational Agriculture and shop teachers may wear jeans in performance of their job duties, so long as the jeans conform to the above regulations.

2003.5 Employee Use of District Property (Equipment Accountability)

Employees of the Skiatook School 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 or designee. 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 or designee 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 Request 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 or designee will review the request and inform the employee of the decision.

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 Request. 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.

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

Equipment purchased with federal funds shall be utilized in the program or project for which it was acquired as long as needed. When no longer needed for the original program or project, the equipment can be utilized in other programs or projects which are approved by the superintendent or designee. Prior to any sale of property, the board of education will need to vote to declare the property as surplus. When acquiring replacement property, the school district may utilize the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.

Any property that is purchased with federal funding is the property of the school district and should be identified on inventory lists with a description of the property, a serial number or other identification number, the source of funding for the property, the acquisition date, and the cost of the property, the location, use and condition of the property, any ultimate disposition information including the date of disposal and sale price of the property. Any sale of property that was purchased with federal funding must ensure the highest possible return for the school district and adhere to district policy regarding sale of personal property.

REFERENCE: 70 O.S. §5-130


Department of Education, Administrator's Handbook

Adopted November 12, 2018

2003.6 Employee Travel Expense Reimbursement

2003.6 A Statement of Policy

Expenses incurred by individuals for travel on behalf of the School District should be reimbursed by the School District. Reimbursement to individuals should be made upon approval by the Board of Education after proper presentation of supporting documentation, as defined below.
2003.6 B Definitions
Terms used in this policy are defined as follows:

1) "Travel" means transportation arrangements made or incurred by car, airplane, train, bus or other means or hotel accommodations and meals, for the purposes of advancing the interests of the School District. Travel may be within or without the School District. Travel does not mean transportation to and from the employee's residence or abode to the School District for employment.

2) "Employee" means any person employed by the School District or a member of the board acting in his capacity as a board member on behalf of the School District.

3) "Expenses" means any actual indebtedness incurred and paid by an individual employee on behalf of the School District, for the benefit of the School District or for the purpose of advancing the interests of the School District, with the intention of being reimbursed by the School District.

Expenses may include, but are not limited to, these items:

a) Air, bus, taxi or train fares and car rentals;

b) Meals, unless payment is made on a per diem basis established by the board;

c) Hotel or motel accommodations;

d) Other travel related expenses when applicable, such as mileage; and

e) Registration fees and meeting expenses.

4) "Receipt" means an invoice document issued by a vendor which has been paid as an expense by an employee. A receipt must contain the following information:

a) Date indebtedness incurred;

b) Date indebtedness paid;

c) Amount paid;

d) Amount of indebtedness;

e) Who paid the indebtedness?

f) Method of payment;

g) The purpose of the indebtedness including an itemized description of the goods or services purchased; and

h) The name, address and telephone number of the vendor.
A credit card slip alone is not a receipt.  
5) "Supporting documentation" means a memorandum to the board containing a request for reimbursement and explanation of the reason for the expense. All receipts for which reimbursement is sought and a travel claim must be attached to the memorandum. 
6) "Travel claim" is a document prepared by an employee who seeks reimbursement which contains the following information: 
   a) Dates entering and ending travel status; 
   b) Points of travel; 
   c) Mileage to and from destination(s) when personally owned vehicle is used; 
   d) Amount per mile reimbursed; 
   e) Air, bus or train fares when public transportation is used; 
   f) Parking fees, taxi fares, car rentals and turnpike fees; 
   g) Meals or per diem rate established by the board of education, if any; 
   h) Purpose, time, location and those in attendance for meals; 
   i) Motel and hotel expenses; 
   j) Registration fees and meeting expenses; 
   k) Other school business expenses such as telephone calls, tips, etc., which properly occur during the time an employee is in travel status; 
   l) Encumbrance to be charged for expense; and 
   m) By whom the travel activity was approved. 

7) "Credit card slip" is the customer's copy of the credit card charge form. A credit card slip alone is not a receipt. To qualify as a receipt a credit card slip must be attached to a supporting invoice issued by the vendor which contains all the information required of a receipt. 

8) "Vendor" means the individual or entity that provided the goods or services to the School District for which reimbursement is sought and a receipt for payment has been issued. 

9) "Meals" means actual food expenses incurred while traveling outside the School District or within the School District if allowed by other board policies.
2003.6 C  Procedure for Reimbursement

To obtain reimbursement for travel expenses the employee must:

1) Prepare supporting documentation to the board of education with attached receipts and travel claims. Requests for reimbursement with insufficient or incomplete documentation will be denied.

2) Submit supporting documentation with attachments to the board treasurer. The board treasurer and superintendent of schools or his designee will review the memorandum and attachments for completeness and accuracy. If the memorandum is complete and accurate the board treasurer will advise the board clerk to list the reimbursement request as an agenda item on the next available board meeting.

3) At the next available board meeting the board will consider the reimbursement request and authorize the board treasurer to issue a warrant to reimburse the employee for the amounts, if any, deemed appropriate by the board. The board has absolute discretion to deny the request or approve it in whole or in part. The board's decision is final.

4) The board treasurer will issue the warrants for reimbursement authorized by the board as soon as is practicable following the board's action.

2003.6 D  Other Issues

1) A request for reimbursement must be made within thirty (30) days after the vendor's invoice is issued. Notwithstanding this time limitation, all requests for reimbursement must be made prior to the end of the fiscal year in which the vendor's invoice was issued and services rendered, and it must be submitted in sufficient time to allow the board to take action at its last regular meeting of the fiscal year. Reimbursement requests not complying with these requirements will be denied unless unusual circumstances are presented to and approved by the board.

2) Reimbursements issued by the board are only for the actual amount of out of pocket expenses paid by the employee. No additional charges may be added by the employee and the employee may not obtain a warrant for funds he or she expects to pay or incur in the future.

3) An employee may elect a meal expense per diem in lieu of reimbursement for actual out-of-pocket meal expenses in an amount equal to the per diem allowance authorized by law for state employees in Section 500.8 of Title 74 of the Oklahoma Statutes. The superintendent shall, upon request, provide any School District employee with a copy of the current provisions of Section 500.8 of Title 74 of the Oklahoma Statutes for review.

4) According to Internal Revenue Service regulations, meal reimbursements are to be reported as taxable income, unless the employee is required to work extensive hours requiring rest or incur overnight lodging, and there is a substantiated business connection. When meal reimbursements are determined to be taxable, the School District is required to withhold Federal income tax, social security (FICA) and Medicare tax and to pay matching employer contributions for FICA and Medicare tax. Non-overnight meal reimbursement will be treated as non-taxable provided a substantial business discussion occurs during the meal and the meal is furnished for
a substantial non-compensatory business reason. When seeking reimbursement for business related meals, employees must document the purpose of the meeting, the time, location and who was in attendance. Reimbursement of any taxable non-overnight meals will be paid in the employee’s next regularly scheduled paycheck.

5) Any interpretation of this policy shall be made solely by the Board of Education and shall be binding in all respects.

6) Violation of any of the provisions of this policy may result in dismissal or nonrenewal.

REFERENCE: 70 O.S. §5-117

THIS POLICY REQUIRED BY LAW.

2003.7 Compensatory Time for Overtime

The Fair Labor Standards Act (FLSA) extends flexibility to school districts in adopting arrangements that provide compensatory time off in lieu of monetary overtime compensation. Accordingly, the Skiatook School District will provide, within reasonable limits, compensatory time off. The calculation used to determine the amount of compensatory time available to a non-exempt employee is one and one-half hours of compensatory time for each hour of overtime worked. Compensatory time received by an eligible employee extinguishes the employee’s entitlement to monetary overtime compensation. Compensatory time off is subject to all of the conditions provided in this policy and the District’s other policies concerning FLSA. The District’s administration shall, at all times, retain the authority to make the decision to permit an employee to accumulate and use compensatory time or to pay the employee for overtime worked; however, the standard of time and one-half for overtime hours worked shall apply in either instance. The District’s policy and applicable procedures concerning compensatory time are more fully detailed below.

A. Prior Approval of Overtime Required

OVERTIME WILL NOT BE ALLOWED TO ANY NON-EXEMPT SUPPORT EMPLOYEE UNLESS PRIOR APPROVAL HAS BEEN GIVEN, IN WRITING, BY THE EMPLOYEE’S SUPERVISOR OR HIS/HER DESIGNEE. NON-EXEMPT SUPPORT EMPLOYEES WORKING IN EXCESS OF FORTY (40) HOURS PER WORK WEEK WITHOUT PRIOR WRITTEN APPROVAL MAY BE SUBJECT TO APPROPRIATE DISCIPLINARY ACTION, UP TO AND INCLUDING THE POSSIBILITY OF DISMISSAL.

B. Calculation of Compensatory Time

If a non-exempt support employee is properly assigned to work more than forty (40) hours in a work week, the District may provide compensatory time (“comp time”) off in lieu of monetary overtime compensation at a rate of not less than one and one-half (1 1/2) hours of compensatory time for each hour of overtime worked. It shall be the
responsibility of the employee and the employee’s supervisor to maintain accurate records of all comp time accrued. All overtime recorded to be accrued as comp time must be initialed by the employee and the immediate supervisor or his/her designee by the end of the week following the week in which the overtime is worked.

C. **Scheduling Use of Compensatory Time**

Any non-exempt employee who has accrued comp time and who requests the use of the comp time shall be permitted to use the comp time within a reasonable period, after making the request, as long as the use of the comp time does not unduly disrupt the operations of the District. Supervisors are encouraged to limit the accumulation of comp time to eight (8) hours per pay period, but special circumstances may justify a greater accumulation. All requests to use comp time must be in writing. If the request is denied, then the employee and supervisor are to arrange an alternate date for the comp time to be used. If no agreement can be reached, then a meeting will be conducted with the superintendent of schools or superintendent’s designee to schedule a date for the comp time to be taken. The School District, at its sole option, may require an employee to use accrued comp time at certain times.

D. **Maximum Accrual of Time**

Employees may accrue up to 240 hours of comp time. (Because comp time is accumulated at time and one-half, this is 160 hours of actual overtime work.) Employees who work in a public safety activity, emergency response activity or seasonal activity may accumulate up to 480 hours of comp time (320 actual overtime hours).

E. **When Hours are Not Considered Work Hours**

Time periods in excess of twenty (20) minutes during which the employee is not actually performing job duties will not be included as “hours worked” if the time can effectively be used for the employee’s own purpose.

F. **Volunteer Work**

Non-exempt employees are not allowed to do “volunteer” work for the District. Although the District appreciates the occasional willingness of non-exempt personnel to volunteer their time, FLSA regulations create an unacceptable risk of overtime liability when non-exempt personnel volunteer to perform services for the school district or volunteer to work longer hours without compensation. An exception to the volunteer prohibition is an employee of the School District, who is a parent, grandparent, or guardian who volunteers in connection with school activities involving the individual’s child or grandchild and the activity is one for which parents or others customarily volunteer. In addition, the volunteer’s activities or services must be unrelated to the employee’s compensated duties with the school.
G.  **Payment for Comp Time upon End of Employment**

Any non-exempt support employee whose employment with the District terminates and who has accrued but not used comp time shall be paid at his/her regular hourly or salary rate in effect at the time the employee receives the payment. The District reserves the right, at any time, to substitute a cash payment, in whole or in part, for comp time.

H.  **Notice of Policy to Non-exempt Employees**

A copy of this policy will be provided all of the District’s non-exempt employees along with a compensatory time agreement which employees will sign and which the employee’s supervisor will sign. The agreement, unless withdrawn by the district, will remain in effect while the employee works for the District. This compensatory time off policy shall be considered as a condition of employment for all non-exempt support employees of the District.

**2003.8 Policy Regarding Multiple Employment Assignments**

The School District may have opportunities for its employees to assume more than one type of employment position. The District will closely monitor the assignment of more than one employment position to any employee to ensure that the assignment does not result in the employee working more hours than is advisable or hours which will create overtime or unacceptable overtime liability for the School District.

Accordingly, the District will closely monitor all multiple assignments made to employees to determine whether the positions assigned are exempt from overtime or whether the positions will require the payment of overtime. Employees must strictly adhere to instructions regarding the hours of work authorized.

**2003.8A An Exemption from Overtime**

Exemptions from the overtime provisions of the FLSA are provided under federal regulations. School administrators are exempt as administrative employees and teachers are exempt from overtime under the professional exemption. Other employees may be exempt based on the duties performed and whether they meet the long or short tests approved by FLSA for executive, administrative or professional positions.

Employees who are exempt will not be allowed to devote more than 50% of the hours worked in a workweek to activities which are not an essential part of nor necessarily incident to the work exempted from overtime by the FLSA and regulations promulgated pursuant to it.
**2003.8 B  Multiple Position Employment Prohibition of Exempt Employees**

Teachers and administrative employees of the board who are exempt from overtime provisions of the Act under regulations promulgated by the Wage and Hour Division of the United States Department of Labor may not be employed in multiple positions with the board if such employment would jeopardize the exempt status of the employee’s teaching or administrative position.

**2003.8 C  Employment Contract Supplements**

Pursuant to employment contracts approved by the board, teachers and other exempt personnel may earn a salary supplement for performing assigned duties, such as coaching athletic teams, serving as cheerleading sponsors, and other extra responsibilities incidental to their position as teachers or school administrators.

**2003.8 D  Multiple Position Employment of Non-Exempt Employees**

Non-exempt employees of the District and board may be employed in multiple positions only if the time to be worked by the employee in those positions will not normally exceed forty hours during the employee’s workweek. Additional position assignments to employees in this category will be subject to the following conditions:

1. Authorized overtime will be paid to non-exempt employees who work more than forty hours in a workweek, whether the work is performed in one or more than one job.

2. Overtime should only be allowed by supervisors under unusual or extraordinary circumstances and must be approved in advance, in writing, before overtime hours are worked.

3. An employee working overtime, which is not properly authorized, in advance, in writing, by the employee’s supervisor, is considered to be in violation of this policy and the violation may result in disciplinary action, up to and including the possibility of dismissal or non-reemployment.

**2003.8 E  Overtime Rates of Pay**

Non-exempt employees working more than one position, in which the rate of pay is different for each position, must agree in writing, in advance of performance of the work and as part of the overtime authorization, as to the rate of pay. At the time any overtime hours are approved, the employee’s supervisor will determine for which job and rate the overtime hours are to be worked. If overtime hours are properly authorized and worked, they will be paid at the rate established for the work being performed during the overtime hours.
2003.8 F  Benefit Entitlements According to Primary Position

Employees who work in more than one position for the District will be entitled to benefits in only the primary position unless otherwise provided by law. The primary position is defined as the position in which the person was initially employed by the District and will generally be the position which is regularly assigned the most hours of work.

2003.8G  After-School Daycare Employees

Employees who work in an after-school daycare program operated by the District are employees of the District and included within the purview of this policy.

2003.9  Distribution of Campaign Literature

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.

2003.10  Conflicts of Interest

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 the Skiatook 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 is prohibited. Employees that utilize school district owned property for personal gain may be subject to disciplinary action which could include possible action to nonrenew or terminate employment.

With regard to any Federal funding, the district will disclose in writing any potential conflicts of interest to the Federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policies and procedures.

No employee, officer, or agent must participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediately family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The
officers, employees, and agents must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Violation of these standards will result in disciplinary action which may include termination of 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 nonrenewal 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 a 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.

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.

Adopted October 9, 2017
Revised October 8, 2018

**2003.11 MEDICAL MARIJUANA**

**Introduction**

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

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

**Definitions**

The terms “marijuana” and “possession of marijuana” will be interpreted by the district in
accordance with state and federal law. The term “marijuana” includes, but is not limited to, any form of marijuana; all parts of the plant Cannabis sativa L., whether growing or not; marijuana seeds; marijuana oil, extract, resin, or residue; cannabidiol in any form; and marijuana edibles. Any conflict between state and federal law as to the definition of “marijuana” or “possession of marijuana” will be interpreted in favor of federal law.

Nondiscrimination

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

Overlap with Other District Policies

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

Employees

Employees of the district are expected to comply with state and federal law at all times as a term of their continued employment with the district. In that regard, employees are hereby notified that any person who uses or is addicted to marijuana, regardless of whether his or her state has passed legislation authorizing marijuana use for medicinal or recreational purposes, is an unlawful user of or addicted to a controlled substance and is prohibited by federal law from possessing firearms or ammunition. See Bureau of Alcohol, Tobacco, Firearms and Explosives (“ATF”) open letter to all federal firearms licensees (https://www.atf.gov/file/60211/download).

Employees are expected to adhere to any and all open letters, formal opinions, directives, or any other instruction provided by federal or state agencies regarding state and/or federal law.

Board Approved October 8, 2018

**2003.12 SALARY DEDUCTIONS**

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 dues and political contributions upon the request of any employee. Such deductions shall be on a ten-month basis unless otherwise designated by the employee organization. Other deductions may be authorized by the Skiatook Board of Education upon request and authorization of the employee.
However, a school employee may request in writing at any time in writing including by email or fax for the district to immediately terminate or initiate payroll deductions to a professional organization. Within five (5) business days of receipt of a written 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.

This shall be the exclusive process for termination of salary deductions and no policy or negotiated agreement can add terms that are included within statute regarding the process for termination of salary deductions. If the district fails to terminate payroll deductions for an employee, the district shall immediately reimburse the employee the amount of all payroll deductions made by the district after the employee’s request. Any amount due the employee shall double every thirty (30) days until paid in full as per 70 O.S. § 5-139.

The board shall require a minimum of 25 employees to request deductions for any other specific payee.

**REFERENCE:** 70 O.S. §5-139  
70 O.S. §6-101.1

Adopted November 12, 2018

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**2004. Employee Benefits**

**2004.1 Leaves of Absence without Pay**

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 may be granted for one year if approved by the board and may be renewed if approved by the board upon written request as shown:

- Maternity - may be extended two (1) year;
- Personal illness - may be extended two (1) year;
- Caring for sick member of immediate family - no extension will be granted.
- Military service - may be extended for duration of involuntary obligation;
- Further study - may be extended two (1) year;
- Public office - may be extended for term of office.
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 15th for the following contractual year. An employee failing to submit a request for reinstatement from or an extension of a leave of absence shall be deemed to have resigned as of the leave commencement date.

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.

*Unpaid Leave of Absence for Maternity (this does not include FMLA-approved leave):* The employee shall file a written application for leave of absence, said application to designate beginning and terminal dates of requested leave and must be filed with the Superintendent of Schools not less than one month prior to the beginning date of such requested leave of absence. Failure to do so shall make the employee ineligible for a leave of absence or reinstatement under the provisions of a leave of absence.

*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. Teachers on leave of absence for personal illness will not be permitted to do substitute teaching.

*Unpaid Leave of Absence to Care for Sick Family Member:* Requests for leaves of absence to care for a sick member of immediate family (see definition in Sick Leave section) 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 25th will not be considered.

*Unpaid Leave of Absence for Public Office:* Employees may be granted, upon request, a leave of absence of up to one year in order to run for public office. If elected, the employee may return to the Skiatook Public School system after the expiration of the term of office.

**2004.2 Retirement Sick Leave Bank – All Employees**

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.

2004.3 Sick Leave Donation – All Employees

A district employee may donate annual leave to another district employee only pursuant to the conditions set forth in 70 O.S. § 6-104.6. Any shared sick leave not used by the recipient during each occurrence shall be returned to the donor on a pro-rata basis.

A sick leave sharing program provides for the donation of sick leave days to and from employees of the Skiatook School District. The program will permit employees to donate sick leave to other employees who are pregnant or recovering from childbirth or who are suffering from or who have a relative or household member who is suffering from an extraordinary or severe illness, injury, impairment or physical or mental condition which has caused or is likely to cause the employee to exhaust all accumulated sick leave earned pursuant to Title 70, Section 6-104 of the Oklahoma Statutes and that has caused or is likely to cause the employee to take leave without pay or to terminate employment.

As used in this policy:

- “Relative of the employee” means a spouse, child, stepchild, grandchild, grandparent, stepparent or parent of the employee.
- “Household members” means that person who resides in the same home, who has reciprocal duties to and do provide financial support for one another. These terms shall include foster children and legal wards even if they do not live in the household. This term does not include persons sharing the same general house, when the living style is primarily that of a dormitory or commune.
“Severe or extraordinary” means serious, extreme or life-threatening including temporary disability resulting from pregnancy, miscarriage, childbirth and recovery there from.

“Employee” means any teacher or any full-time employee of the school district. Whether an employee is a “full-time employee of the school district” will be 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.

Non-certified employees can donate only to non-certified and certified employees can donate only to certified employees.

Procedures and requirements:
- The request for permission to receive donation must be in writing on the form provided in the Superintendent’s office. The request may be submitted to the Superintendent by the district employee or another employee acting with the affected employee’s permission on his/her behalf.
- A donee may not use any donated sick leave until his/her own sick leave earned pursuant to Title 70, Section 6-104 of the Oklahoma Statutes has been exhausted. The donee may use sick leave only for the purposes specified in this policy.
- Note: Employees using donated sick leave are not required to take their statutory 20 days of leave at the substitute deduct rate until all of their available sick leave sharing days have been used.
- The sick leave received by the donee will be designated as donated sick leave and will be maintained separately from all other sick leave balances. The donee will receive his/her regular rate of pay.
- Donated sick leave not used by the donee during an occurrence of shared sick leave use shall be returned to the donating employee(s). The donated sick leave remaining will be divided among the donors on a prorated basis based on its original donated value, returned at its original donor value and reinstated to the annual leave balance of each donor.
- The amount of leave to be donated is limited to thirty (30) days per request and is limited to a maximum accumulation of one hundred-fifty (150) days during the employee’s employment with the district. However, in the event of extraordinary circumstances, the superintendent may seek board approval to increase the maximum number of days on a case-by-case basis.
- District employees may not donate excess sick leave that the donor would not be able to otherwise take.
- Donors may donate only days that are earned and accumulated and must do so in writing. The donor may donate any amount of sick leave provided the donation does not cause his/her sick leave balance to fall below sixty (60) days.
- Any contribution of sick leave by one employee to another is strictly voluntary. No employee shall be coerced, threatened, intimidated or financially induced into donating sick leave under this policy.

2004.4 Family and Medical Leave Policy
It is the policy of the Skiatook School District to comply fully with the requirements of the Family and Medical Leave Act of 1993 (the "Act"). This Act requires that a covered employer provide up to twelve (12) work weeks of unpaid leave to eligible employees. "Eligible employees" are those employees who: (1) have been employed for at least one year by the Skiatook School District; and (2) worked at least 1,250 hours during the previous twelve-month period; and (3) have requested leave for a reason covered by the Act.

2004.4 A Reasons for Leave

All eligible employees who meet the Act's requirements may be granted a total of twelve (12) work weeks [i.e., sixty (60) work days] of unpaid family leave and paid sick, vacation and personal leave combined (during any year as defined below) for the following reasons:

1) For the birth of a child and to care for such child, or placement for adoption or foster care of a child;

2) To care for a spouse, child or parent with a serious health condition; or

3) For a serious health condition of the employee that makes the employee unable to perform his or her job functions.

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

The term "year" as used in this Policy shall mean a rolling 12-month period measured backward from the date an employee uses any leave.

2004.4 B Availability of Leave

In determining the availability of leave the School District will consider the leave available to a person (whether paid or unpaid) by virtue of existing employment conditions. The intent of the School District is to insure that each individual covered by the Act shall have the leave benefits available as a result of the law's requirements. It is not the intent of the School District or this policy to provide leave benefits that exceed those authorized by rule, policy or existing law as supplemented by the Act. Thus, an eligible employee must use any accrued paid vacation leave, personal leave and sick leave for any part of the twelve (12) week period. It is the policy of the School District that all paid non-Act leave will be used first.
An employee requesting leave for one of the reasons authorized by the Act will be entitled to the leave available by virtue of existing leave policies. In the event the application of these policies results in less leave than is required by the Act an eligible individual will be entitled to such additional leave as is necessary to result in the minimum leave specified in the Act for covered individuals.

Where the employee's spouse is also employed by the School District, the total number of work weeks of Act leave to which both spouses are entitled is limited to twelve (12) work weeks during a year if such leave is for the birth of a child or to care for a child or for placement for adoption or foster care of a child.

2004.4  C  Application for 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.

In the absence of an application for leave from an eligible employee the School District may, in its discretion, place an eligible employee on FMLA leave if the employee is absent for any of the reasons set forth above in the "Reasons for Leave" provisions.

2004.4D  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 him or she must provide certification by his or her health care provider that the employee is able to resume work. The School District reserves the right to require the employee to obtain a second medical opinion at the School District's expense. If the opinions of the first and second health care provider differ, the School District may require a third opinion from a health care provider.
mutually agreed upon by the School District and the employee. The third opinion shall be final and binding.

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

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.

**2004.4 E  Intermittent Leave or Leave on a Reduced Leave Schedule**

An employee may request to use available leave intermittently or on a reduced leave schedule. Where leave is requested in connection with a serious health condition of the employee or 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 leave schedule. Any eligible employee seeking leave on an intermittent or reduced leave basis must obtain and complete a request for leave and must submit the medical certification required.

Intermittent or reduced leave may also be taken in connection with the birth or because of the placement for adoption or foster care of a child. However, intermittent leave or leave on a reduced leave schedule for this purpose may only be taken with the approval of the School District.

In 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 School District's operations. In the event the employee takes intermittent leave or reduced leave the School District reserves the right to place the employee in an alternative position which better accommodates intermittent or reduced leave.

When an instructional employee requests intermittent or reduced leave for planned medical treatment for more than twenty percent (20%) of the total number of working days in the period during which the leave would be used, the School District may require the employee to elect either to (1) take leave for a "particular duration" or time which is not greater than the duration of the planned treatment, or (2) be transferred to an alternative position. If the instructional employee requesting intermittent leave or leave on a reduced leave schedule does not give proper notice as required the School District may deny the taking of leave until 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.
2004.4 F  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 School District may require the employee to continue taking leave until the end of the term.

If an instructional employee takes leave for a reason other than the employee's own serious health condition which commences during the 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 School District may require the employee to continue taking leave until the end of the term.

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

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

2004.4 G  The Effect of Leave on Benefits

During a period of family or medical leave, an employee will be retained on the School District's medical insurance plan under the same conditions that applied before leave began. In order to continue medical insurance coverage the employee must continue to make any contributions that he or she made to the plan before leave. Failure of the employee to pay his or her share of the medical insurance premium may result in a loss of coverage. The employee is required to pay all of the premiums for any other type of insurance coverage which may exist.

If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the School District for payment of health insurance premiums during the family or medical leave, unless the reason the employee fails to return is the presence of a serious 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.
2004.4 H  Reinstatement to Former Position

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

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

2004.4 I  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.

2004.4 J  Interpretation of Act

The School 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 interpretive regulations. Where relevant, the School District will also consider its policies, rules, practices, and negotiated agreements.

2004.5  Misuse of Sick Leave Benefits

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.

**2004.6 Workers Compensation**

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.

Accrued and unused personal business leave and sick leave benefits shall be paid as allowed by law to the injured employee in addition to workers compensation benefits for temporary disability if the injured employee should so elect. Every injured employee will be given an appropriate election form as soon as possible after an on-the-job injury. No supplemental payment shall be made until such time as the employee returns the election form to the district. If the election for supplemental pay is made, sick leave shall be used and exhausted before personal business leave unless different instructions are directed by the employee in writing to the district.

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

**2004.7 Twelve-Month Employee Paid Vacation Policy**

School district personnel who are on twelve-month contracts shall be the only personnel entitled to paid vacations. Twelve-month employees are given the following paid legal holidays in addition to any paid vacations for which they may be qualified:
- Fourth of July
- Labor Day
- Thanksgiving (two days)
- Christmas Eve
- Christmas Day
- New Years Day
- Martin Luther King, Jr Birthday
- President’s Day
- Memorial Day
Twelve-month support employees will be allowed to accrue vacation days as follows:

- Years zero and one, one monthly prorated day, for a total of twelve days per year.
- Year two, one and a quarter monthly prorated days, for a total of fifteen days per year.
- Years three and four, one and a half monthly prorated days, for a total of eighteen days per year.
- Years five and above, one and two-thirds monthly prorated days, for a total of twenty days per year.

Vacation days must be taken between July 1 and June 30 of each year. Vacation days are noncumulative and cannot be carried over from one year to the next. Requests for vacation days must be approved by the superintendent. The number of vacation days for the superintendent shall be set by the board.

An employee, upon retirement, will be paid for unused vacation days accrued only during the year of retirement. The retiree must have permission from the superintendent to take his/her accrued vacation days. Pay for vacation days will be based on salary earned per day, excluding fringe benefits. Five (5) days notice must be given for employees to use vacation days. All vacation days must be approved by supervisor.

**2004.8 Early Retirement Incentive Program**

**2004.8 A Purpose**

The purpose of an early retirement incentive program is to encourage eligible employees to consider the prospect of retirement through the offer of a financial incentive, thereby creating savings to the district in salary-related costs.

Participation in the program shall be limited to certified employees and full time classified employees who participate in the Teachers Retirement System where reduction may be needed and substantial salary savings are indicated. Benefits that come to an eligible employee are, in fact, incidental to the overall purpose of the program. *Employees must retire with the State Teachers Retirement System the year employment is terminated in order to participate in this program. Employee must show proof of retirement before receiving benefits.*

The provisions of this program which are herein outlined are, therefore, purposely restrictive and intended to favor the needs of the district, rather than the prospective retiree. Participation in the program will only be offered when salary savings to the district are indicated as determined solely by the Board of Education. Annual board approval of this plan is required. This program may be discontinued by vote of the board at any time. Any payments made under this plan are authorized for one year at a time, and may be terminated or not renewed for any fiscal year at the option of the district.
Annually, or more often if deemed necessary, the administration of this school district will assess the needs of the school district with regard to the items stated in the first paragraph above and will recommend to the Board of Education any person whom the administration believes should be offered early retirement.

2004.8 B Conditions for Participation

- Prospective retirees must be active employees with a minimum of ten (10) years of service as an employee of this school district and worked the last three (3) years in the school system.
- Certified teachers will receive $350 a month, administrators $450, twelve month full-time non-classified personnel $350 and ten month full-time non-classified personnel $100. Unused sick leave will be purchased back at $50 a day and paid in one lump sum payment. Amount paid is in lieu of all other benefits such as health, retirement, etc.
- All benefits terminate after thirty-six (36) monthly payments. In the event of death prior to the end of the maximum benefit period, all benefits will immediately cease.
- Employees wishing to take advantage of this plan must notify the Superintendent of their intent and present a letter of resignation by April 1 or within 30 days of the employee's retirement date.
- Any employee who has a written recommendation for non-renewal or dismissal will not be eligible for the Early Retirement Incentive Program.
- All benefits will permanently cease if participant accepts employment, except on a part time substitute basis, with any other school district in the state of Oklahoma or accepts employment with an entity that participates in the Oklahoma Teachers Retirement System.
- Any potential retiree must enter into a written contract with the Skiatook Public Schools before retirement benefit will be paid.
- Payment of benefits will be made monthly from July to June each year in equal installments subject to all lawful withholdings.
- Nothing in this policy shall require the school district to offer early retirement to any person nor shall prohibit the school district from effectuating staff reductions in a manner other than through early retirement.

*Revised June 2011, effective July 1, 2011

2004.9 Attendance Incentive Program

*Deletion June 2011, effective July 1, 2011

2004.10 Staff Protection

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. §§ 1375 and 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.
SECTION 3000
CERTIFIED PERSONNEL
**3001. Administration**

**3001.1 Contracts**

Contracts for the administrative personnel including principals and some other full-time employees who work all twelve months of the year run from July 1st through June 30th of the fiscal year.

**3001.2 Administrator Evaluations**

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. All certified and non-certified administrators shall be evaluated and the evaluation form completed no later than **April 15** of each school year.

The board of education shall evaluate and complete the evaluation form on the superintendent of schools at least ten days prior to the board taking any action to renew or not renew the superintendent’s contract.

Evaluations documents and responses thereto are to be maintained in a personnel file for each administrator. The same evaluation form shall be used for both certified and non-certified administrators. 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.

This policy and the evaluation form utilized to effectuate this policy shall promptly be made available upon request to all persons subject to this policy. The McRel Principal Evaluation System will be used for all Principals and Assistant Principals.

The board of education shall evaluate and complete the evaluation form on the superintendent of schools prior to the board taking any action to renew or not renew the superintendent’s contract.

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 non-reemploy a certified or non-certified administrator shall occur without a written evaluation of the administrator.

(Revised May 2017)
3001.3 Administrator Due Process

Whenever the board of education shall determine that the dismissal or non-reemployment 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 non-reemployment 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 non-reemployment. 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 non-reemployment 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 non-reemployment, following the hearing, if requested, shall be final.

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

3001.4 Superintendent of Schools

The administration of the District in all its aspects shall be delegated to the Superintendent, who shall carry out the administrative functions in accordance with the policies adopted by the Board. The execution of all decisions made by the Board concerning the internal operation of the school system shall be delegated to the Superintendent.

The Superintendent is the chief executive officer of the Board of Education and has responsibility for the administration of the schools under the direction of the Board. The Superintendent has the authority to waive Board policy when deemed necessary. The Board will be notified of any deviation from board policy and the rationale for the deviation within seven (7) days. Under the authority of the Superintendent, personnel may begin duties prior to official board approval of a contract if deemed necessary to maintain smooth operation of the district. The Superintendent may immediately accept written resignations on behalf of the Board. Such actions shall be presented to the Board for final approval at the next scheduled meeting.

Qualifications for Superintendent of Schools:
- An earned master’s degree, or higher, from an accredited college or university.
- At least eight years of successful experience in teaching, administrative, and/or supervisory fields.
Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Superintendent reports to:
- Board of Education. Board evaluates superintendent’s performance.

Superintendent supervises:
- Directly, or indirectly, all employees of the district.

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

Performance responsibilities:
- Interprets for the staff and implements all Board policies and all state and federal laws relevant to education.
- Supervises, either directly or through delegation, all activities of the school system according to the policies of the Board.
- Represents the Board as liaison between the school district and community.
- Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, affecting a wholesome and cooperative working relationship between the schools and the community.
- Attends and participates in all regular and special meetings of the Board, except when own employment or salary is under consideration, and makes recommendations of any nature affecting the schools.
- Reports to the Board such matters as deemed material to the understanding and proper management of the schools, or as the Board may request.
- Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the board for review and approval.
- 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.
- Files or causes to be filed, all reports required by the state and the school code.
- Makes recommendations to the Board for the selection of personnel of the district.
- Makes and records assignments and transfers of all employees in keeping with their qualifications.
- Employs such personnel as may be necessary, within the limits of budgetary provisions and subject to the Board’s approval.
- Suspends any employee for just cause, and reports such suspension to the Board at the next meeting thereafter for final action.
- Recommends to the Board for final action the promotion, salary changes, demotion, or dismissal of any employee.
Prescribes rules for the classification and advancement of students, and for the transfer of student from one building to another in accordance with published policies.

Summons employees of the district to attend such regular and occasional meetings as are necessary to carry out the educational program of the district.

Supervises methods of teaching, supervision, and administration in effect in the schools.

Attends such conventions and conferences as are necessary to keep abreast of latest educational trends.

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.

Defines educational needs and formulates policies and plans for recommendation to the Board.

Makes all administrative decisions within the school necessary to the proper function of the school district.

Is responsible for scheduling the use of buildings and grounds by all eligible groups and/or organizations.

Acts as purchasing agent for the Board, and establishes procedures for the purchase of books, materials, and supplies.

Approves vacations schedules for all salaried district employees.

Conducts periodical district administration meetings.

Performs such other tasks as may from time to time be assigned by the Board.

### 3001.5 Assistant Superintendent of Schools

Qualifications for Assistant Superintendent:

- Possess or qualify for a superintendent’s certificate certified by the State Department of Education.
- Have obtained a master’s degree from an accredited institution with a major in administration and supervision or education.
- Have previous experience as a superintendent, general office administrator, principal or equivalent.

Assistant superintendent reports to:

- Superintendent. Superintendent evaluates assistant superintendent’s performance.

Assistant superintendent supervises:

- All supervisory personnel of the district as directed by the superintendent.

Job goal:

- Responsibility for non-instructional personnel and aspects of the district operations either temporarily or permanently assigned by the superintendent.
- If so designated, serve as the executive officer of the board of education.
- Acting for the superintendent in the superintendent’s absence.
Performance responsibilities:

- Assisting superintendent in supervising the purchase of supplies and equipment, supervising the cafeteria, transportation and maintenance operation for the district and evaluating non-instructional personnel.
- Administering, directing and coordinating the use of school facilities in keeping with state law and board regulations.
- Directing federal programs and chairing the textbook and staff development committees.
- Determining non-instructional needs of the district.
- Administration of appointments, leaves, promotions, demotions, grievances, resignations and personal leave of non-instructional personnel.
- Preparing an annual district inventory.
- Overseeing compliance with federal mandates affecting facilities or upkeep of the school.
- Any other tasks as may be required by the administration and/or board.

3001.6 Principal

Qualifications for Principal:

- The general qualifications of a teacher in the state.
- At least a master’s degree from an accredited institution, with a major in administration and supervision or education.
- At least three years teaching experience.
- Possess or qualify for State Department of Education Administrative certification.
- Experience preferred as a principal or assistant principal or its equivalent.

Principal reports to:

- Superintendent and/or assistant superintendent. Superintendent evaluates principal’s performance based on state minimum criteria.

Principal supervises:

- All personnel serving in assigned school.

Job goal:

- The principal is the administrative head of each school and is directly responsible to the superintendent for its general organization and efficient administration. The principal is responsible for keeping appropriate, accurate and valid records as required by state law, the board of education and/or the superintendent of schools. The general quality of instruction, all leadership and guidance consistent with the policies, rules, regulations and principles of the state and local board are responsibilities of the principal. Most important, the principal is responsible for the establishment of an atmosphere conducive to learning. This includes staff morale, good student discipline and a clean environment. Other duties and responsibilities of the principal will be determined by the superintendent of schools to meet specific educational needs.

Performance responsibilities:
• Studies the educational needs of the neighborhood served by the school and develop plans for meeting them.
• Exerts leadership in the adaptation of the general program of education approved for the schools to meet the particular needs of the community served.
• Directs the activities of school provisional and nonprofessional staff members in the performance of their duties.
• Supervises the instructional staff in the development and implementation of curriculum and student activities.
• Reports to appropriate central office administrative officers regarding the needs of the school with respect to personnel, equipment, supplies, and curriculum.
• Develops a program of public relations in order to further the community's understanding and support of the educational program.
• Administers the school’s budgeted allocations.
• Implements Board policies and administrative rules and regulations relating to the school.
• Prepares such reports as may be required.
• Utilizes all resources of the school system and the community in developing the most effective educational program.
• Consults regularly with and coordinates the services of the resource personnel so that all classroom teachers may receive effective assistance.
• Any other tasks as may be required by the administration and/or board.

3001.7 Assistant Principal

Qualifications for Assistant Principal:
• The general qualifications of a teacher in the state.
• Master’s degree in education or administration
• Possess or qualify for State Department of Education Administrative certification standards.

Assistant Principal reports to:
• Principal. Building principal evaluates assistant principal’s performance based on state minimum criteria.

Assistant Principal supervises:
• All personnel serving in assigned school.

Job goal:
• To assist principal in all facets of running the school

Performance responsibilities:
• Serves as building principal in the absence of the regular principal.
• Performs necessary tasks for maintenance of attendance records, including daily attendance records, attendance reports and contacting parents concerning unexcused absences.
• Assists in control and supervision of student behavior on campus and at all high school sponsored activities, including handling of routine discipline problems.
• Works closely with the athletic director and principal on possible disciplinary actions involving suspension of activities participation.
• Performs such tasks and assumes such responsibilities as the principal may assign.
• Performs all other duties as assigned by the Principal and/or Superintendent.

3002. TEACHERS

3002.1 Job Description

Qualifications for Teacher:
• As set by the State Certification authorities.

Teacher reports to:
• Principal.

Teacher supervises:
• Teacher’s assistants and assigned volunteers.

Job goal:
• To help students learn subject matter and/or skills that will contribute to their development as mature, able, and responsible men and women.

Performance responsibilities:
• Assists administrative staff in selection of textbooks.
• Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of students.
• Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
• Keeps abreast of all curricular changes and adopts innovative ideas of benefit to students.
• Guides the learning process toward the achievement of curriculum goals and—in harmony with the goals—establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
• Employ instructional methods and materials that are most appropriate for meeting stated objectives.
• Assesses the accomplishments of students on a regular basis and provides progress reports as required.
• Keeps records of students with behavioral/discipline problems and regularly informs students of the merits of proper behavior and manners.
• Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.
Counsels with colleagues, students, and/or parents on a regular basis.  
Assists the administration in implementing all policies, rules and regulations governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.  
Plans and supervises purposeful assignments for teacher’s assistant(s) and/or volunteer(s) and, assists in evaluating teacher assistant’s job performance.  
Strives to maintain and improve professional competence.  
Attends staff meetings and serves on staff committees as required.  
Performs any other tasks as may be required by the administration and/or board.

3002.2 Standards of Performance and Conduct

The following are Standards of Conduct for Teachers adopted by the Skiatook Board of Education pursuant to 70 O.S. §§ 6-101.21 and 6-101.22:

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.

3002.2 A 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:
  o Exclude any student from participation in any program.
  o Deny benefits to any students.
  o 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.

### 3002.2 B  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.

### 3002.2 C  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.
- Any reasons involving 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 or any sex offense subject to the Sex Offenders Registration Act, in Oklahoma, or subject to another state’s or the federal sex offender registration provisions 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 Statues, which is the act of sodomy.
- “Sexual misconduct” means the soliciting or imposing of criminal sexual activity. (70-6-101.22)

**3002.3 Oklahoma Minimum Criteria for Effective Teaching Performance**

**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 learned 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.

3002.4 Contractual Information (Salaries and Expenses)

The Skiatook teaching salary schedule shall be based on State salary scale plus local increments deemed possible in the school district financial structure and approved by the Board of Education.

Teachers with special extra-curricular/extra duty assignments are paid above regular salary scale on a schedule set by the administration and the Board of Education.

Teachers will be paid on a 12-month basis. Teachers will receive their pay on the ninth day of each month. If the ninth falls on a weekend or holiday, paychecks will be issued on the last working day prior to the ninth. Teachers will receive their June, July and August paychecks as soon as funds become available. All salaries will be paid by the end of the fiscal year, June 30.

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

Teachers must sign a loyalty oath to the United States Constitution and the Oklahoma Constitution.

All regulations concerning Teacher Contracts in the School Laws of Oklahoma shall be followed by this school district.
Teachers must arrive to work each day no later than 7:45 a.m. and must remain until 3:10 p.m. each afternoon. The building principal must be notified and issue approval for any deviations from the prescribed school hours.

The standard teaching assignment is six periods or its equivalent. Teachers will normally be assigned six periods of instruction or class preparation per day or its equivalent.

Activities conducted beyond the standard teaching day which are directly related to a teacher’s subject area or to general school activities involving faculty participation in support of the educational program are considered a part of the standard teaching and a part of the teacher work day. Such activities include, but are not limited to faculty, department, committee, staff development meetings, parent-teacher conferences night and open house.

Club sponsorship and faculty assistance at athletic and social activities will be handled primarily on a voluntary basis. However, teachers may be assigned to provide such assistance if required. Such assignments shall be considered a part of the teacher work day and shall be impartially distributed among the staff and shall be reasonable in number.

All teachers are expected to remain in the building for parent or student conferences during the planning period. Teachers checking out must do so through the principal’s office.

All teachers should be in the hall outside their classrooms any time students are free. This includes the time before school, between classes and after school. Teachers are responsible for ensuring that all school rules are observed during the time when they are required to be in the halls. Teachers in the lounge during their conference periods are to return before the ringing of the first bell so that they will be in the hall in front of their assigned rooms when classes are dismissed.

Noon duty is defined as the time from when students are let out for lunch until the time school resumes. Teachers must report to scheduled duties promptly and remain on duty until the first bell. Teachers may be held responsible (outside the scope of liability insurance coverage) for accidents occurring if the teacher fails to be on assigned duty at the time of any accidents.

The building principal will attempt to schedule teachers’ lunch breaks so that they will have some time during the break when they are not on scheduled duty. Exceptions may be made during severe weather or in other extreme conditions.
Other teacher duty assignments include, but are not limited to, playground duty, parking lot duty, and school activities/assembly duty and class sponsorship.

Teachers may be moved from one building to another or from one position to another based on the needs of the school district and based on teacher certification. The Skiatook reduction in force policy does not apply to the reassignment of teachers.

**3002.6 PROFESSIONAL GROWTH AND DEVELOPMENT**

It is the policy of the Skiatook 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 may include, within budgetary limitation, special in-service training courses and workshops as recommended by a professional development committee, administration 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.

A focused and individualized program of professional development shall be created for each teacher and administrator that is consistent with the qualitative component of the TLE. Annual professional growth goals shall be developed for each certified employee in collaboration with the certified employee’s evaluator. The goals shall be tailored to address a specific area or criteria identified through the qualitative component of the TLE. The certified employee will actively engage with learning practices that are evidence-based, researched practices that are correlated with increased student achievement, and the professional development will be supported by resources that are easily available and supplied by the school district and the State Department of Education. The superintendent or designee shall monitor compliance with each individualized program of professional development.

The professional development committee shall be composed of at least two classroom teachers from each site, at least one administrator from each site, school counselor or licensed mental health provider, and parents, guardians, or custodians of children in the district.

* District Administration will appoint members of the Professional Development Committee each school year.

When classes are dismissed for professional development, teachers are expected to attend professional meetings. Leave may be requested on these days, but will be granted in emergency situations only. Doctor's notes may be required for use of sick leave on professional days.
The board may authorize the attendance of certified staff at educational conferences and may reimburse travel and lodging expenses. Authorization to attend shall be obtained from the District Administration before any payments or reservations have been made.

REFERENCE:

70 O.S. §3-104.2
70 O.S. § 101.10
70 O.S. §6-192, et seq.
70 O.S. §6-194
70 O.S. §6-204.2

Professional Growth and Development (Regulation)

In accordance with the policy of the board of education the following regulations shall govern professional development.

Professional Development of Certified and Licensed Personnel

1. Membership in Professional Organizations
   The board of education feels genuine professional growth can be obtained by membership in the various professional organizations, but that membership should be on a voluntary basis and not compulsory.

2. Attendance at Required Meetings (all certified and licensed personnel)
   Certified and licensed persons are expected to attend all curriculum meetings planned by the professional development committee.

3. In-Service Training
   A. A minimum of 75 professional development points shall be earned within a five-year period by each certified and licensed individual in order to maintain employment in this district. One point shall be equivalent to one clock hour.
   B. A minimum of 15 professional development points must be earned annually by each certified and licensed individual in order to maintain employment in this district.
   C. At least once a year a program shall be offered to include all of the professional development areas of emphasis required by state and federal guidelines. This includes, but not limited to recognition and reporting of child abuse and neglect which all teachers will be required to complete. For those teachers who are unable to complete the programs on the day offered, other arrangements will be made.

4. National Board Certification
   Teachers who have submitted an application for National Board Certification may receive two (2) professional days for certification portfolio development during which a substitute teacher will be provided, as needed, by the school district at no cost to the teacher.

Professional Growth and Development, Regulation (Cont.)

Approved Professional Development Opportunities

1. Such workshops as shall be provided by the local professional development committee in response to analysis of needs assessments administered annually to all certified and licensed personnel.

2. Credit may be earned through the following alternatives:
   A. Professional Meetings (Sanctioned by State Department of Education or professional organizations where professional development points are awarded.)
1. State and Zone O.E.A. workshops, CCOSA meetings and/or other sanctioned education organizations.
2. Summer and Saturday Workshops
3. Coaches Clinics (for summer coaching clinics in the absence of signed voucher- 10 professional development points allowed with local voucher to be signed by superintendent)
4. Vocational Workshops
5. Pre Approved Teacher Visitation
6. Other activities approved by the Professional Development Committee and Superintendent.

B. Professional Committees
1. Textbook Committees
2. Professional Development Committee
3. Local Certified Personnel conducting workshops
4. Curriculum Review Planning Committee

C. College Courses and Credits (One semester hour of approved college credit shall equal 15 professional development points.)

D. Additional kinds of experiences may be recommended as alternative activities to the professional development committee to be approved by the District Administration. For each clock hour of participation in alternative activities, one professional development point will be awarded.

Record Keeping
1. Certificate of Attendance for workshops and individual records of professional development points will be submitted to My Learning Plan. District Administration will make final approval of all documentation in My Learning Plan.
2. When an evaluation is provided it will be filled out and returned to your building principal.
3. Any questions concerning professional development should be directed to the building principal.
4. College credit earned must be turned in to the building principal no later than the first full week of the following semester. (A copy of the transcript or grades is needed to show the number of hours earned.)

Evaluation
1. Individual records of professional development points will be maintained as required by state statutes.
2. Cooperation of all certified and licensed personnel will be necessary to maintain an accurate professional development record for each person.
3. Failure to fulfill professional development training requirements will result in action by the board of education according to state statutes.

(Revised September 11, 2017)

3002.7 Academic Freedom

Academic freedom is essential to the fulfillment of the purposes of the Skiatook Public Schools. Skiatook teachers will be protected from censorship or restraint which
unreasonably interferes 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.

**3002.8 Mail Boxes**

Each teacher will be provided with a mailbox in the designated area of the building. Announcements, mail and other materials for teachers will be placed in the mailbox. Teachers should check their mailbox at least twice each day, before school each morning and after school each afternoon. Mailboxes should be cleaned out each day.

If a package has been received for a teacher, a note will be placed in the teacher’s mailbox. The teacher should pick up the package as soon as he/she receives the notice, due to space limitations in the receiving area.

Students shall not be sent to check teacher mailboxes. Teachers are the only persons who may check mailboxes because they may contain confidential information.

**3002.9 Long Distance Telephone Calls**

Long distance telephone calls concerning school business may be made by teachers at school. When a call is made the teacher must log the call on the sheet provided by the building secretary for the purpose of verifying the telephone bill. Teachers shall not leave their classrooms while class is in session to make any such calls.

**3002.10 Sick Leave**

Skiatook Public Schools’ sick leave policy provides that school personnel may be absent from their duties due to personal illness, injuries, maternity, or illness in their immediate family* without loss of salary for a period not to exceed their current year accumulated sick leave balance.

The right to sick leave shall vest at the beginning of the school year for certified employees. Sick leave will accrue at a rate of 10 days per school year for employees on a 10-month contract; 11-month contract employees will accrue 11 days per school year and 12-month contract employees will accrue 12 days per school year.
Accumulated sick leave will be reduced one day for each day that the employee 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 certified employee is employed the next succeeding school year, provided that the number of days transferred shall not exceed the maximum days permitted by the receiving 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 sending school district shall certify the exact number of days eligible for transfer.

After ten (10) consecutive years of service in the school district, upon written resignation from employment and with a written request to be paid for unused sick leave, Skiatook Public Schools will pay certified employees at the rate of $40.00 (forty dollars) per unused sick day accumulated in the Skiatook district with a maximum of 100 unused sick days to be paid.

The board shall reimburse each certified employee $50 (Fifty dollars) per day, for days accumulated in the Skiatook School District not to exceed 100 days for each day of unused sick leave upon full retirement from the school district. The certified employee must have worked at least 10 (Ten) consecutive years in the Skiatook School District to receive this retirement reimbursement.

Employees retiring or resigning must notify the district in writing 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 sixty days will accrue to 120 days maximum. Days accumulated above sixty when not retiring will not be eligible to carry over to the next school year, but will be referred to the Retirement Sick Leave Bank. This applies to all ten, eleven and twelve-month contracts.

*IMMEDIATE FAMILY DEFINITION – includes employee’s husband or wife and the following relatives: employee’s father, mother, son, daughter, brother, sister, grandchild, grandparent and corresponding relatives by affinity (i.e. marriage).

*Revised- June 2011, effective July 2011
Revised October 9, 2017

**3002.11 Personal Business Leave**

All certified personnel will be provided three days per school year for personal business leave. There will not be a salary reduction for the first two days taken. The third day of personal business leave taken will cost the teacher $50. Unused Personal Business Leave Days will be rolled over to sick leave.

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 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, unless approved by superintendent. Superintendent approval will only be for situations or emergencies that are out of the control of the employee and will not be approved for extended leave for vacations.

(Revised February 2016)

3002.12 Emergency/Bereavement Leave

Teachers shall be granted a maximum of three days in-state leave with full pay for deaths within the immediate family (see definition above). Five days leave with full pay will be granted for out-of-state deaths within the immediate family. If needed, personal business leave may be added to funeral leave. One (1) day leave with full pay, whether in-state or out-of-state shall be allowed in the death of an aunt, uncle, niece, nephew or cousin.

In the case of the death of the employee's spouse or a child of the employee, five (5) days leave with full pay shall be allowed.

3002.13 Jury Duty

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.

3002.14 Maternity Leave (Needs to be updated)

Extended Maternity and Extended Sick Leave for Certified Employees

All or any portion of a leave taken by a school employee because of personal illness, injury or maternity leave (or for an immediate family’s illness or injury) may be charged to unused sick leave. No pay will be docked for any absences designated as sick days on the employee’s absence report as long as the employee has enough sick days available to cover those absences. In the event that a certified employee has exhausted all of his/her sick leave, an additional 20 days are available for a teacher's own personal illness, injury or maternity with the cost of $65.00 per day being deducted from his/her pay, if used. If the certified employee is absent after the sick leave and the additional 20 days are exhausted,
the pay is deducted at the rate of a day’s pay. A teacher’s daily rate of pay is figured at 1/180th of his/her contract salary.

Each day of absence that requires pay to be docked will be deducted from the following month’s “regular” contract salary paycheck unless the following situation occurs. When an employee has several days per month being docked at 1/180th of their contract salary, the employee may have more pay to be deducted than the total amount of their paycheck leaving the employee without any paycheck and a balance of “carry-over docks” to be deducted from the next month’s paycheck. The lack of funds to deduct all docks from a monthly paycheck happens due to the contract salary being divided evenly for 12 months. The carrying over of the balance of docks to the following month will continue until there are no more docks left to be deducted. (If you were paid each month according to the number of days that you actually worked during that month this would not happen, you would not have a balance of docks to be carried over to the next month because the docks would all be able to be deducted from one month’s paycheck. But—if you were paid each month for days actually worked that month, you would not receive any summer paychecks!)

An employee who has given birth to a child or who has adopted a child may use sick leave for six (6) weeks after the birth/adoption of a child without submitting an Application for Family or Medical Leave. If additional leave of absence beyond six weeks is desired, then an Application for Family or Medical Leave must be submitted at least thirty (30) days before FMLA 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. Skiatook Public Schools will comply with the mandates set forth in the Family and Medical Leave Act upon written request by an eligible teacher for such unpaid leave. Pursuant to the Act, the teacher may be required to take FMLA leave concurrently with his/her accumulated sick leave.

Extended Maternity and Extended Sick Leave for Support Employees

All or any portion of a leave taken by a school employee because of personal illness, injury or maternity leave (or for an immediate family’s illness or injury) may be charged to sick leave. No pay will be docked for any absences designated as sick days on the employee’s absence report if the employee has enough earned sick leave days available to cover those absences. If a support employee is absent after all of his/her earned sick leave days are exhausted, the pay is then deducted at the rate of a full day’s pay.

Each day of absence that requires pay to be docked will be deducted from the following month’s “regular” contract salary paycheck unless the following situation occurs. When an employee has several days per month being docked at a full day’s pay, the employee may have more pay to be deducted than the total amount of their paycheck leaving the employee without any paycheck and a balance of “carry-over docks” to be deducted from
the next month’s paycheck. This lack of funds to deduct all docks happens due to the contract salary being divided evenly for 12 months. The carrying over of the balance of docks to the following month will continue until there are no more docks left to be deducted. (If you were paid each month according to the number of days that you actually worked during that month this would not happen, you would not have a balance of docks to be carried over to the next month because the docks would all be able to be deducted from one month’s paycheck. But—if you were paid each month for days actually worked that month, you would not receive any summer paychecks!)

An employee who has given birth to a child or who has adopted a child may use sick leave for six (6) weeks after the birth/adoption of a child without submitting an Application for Family or Medical Leave. If additional leave of absence beyond six weeks is desired, then an Application for Family or Medical Leave must be submitted at least thirty (30) days before FMLA 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. Skiatook Public Schools will comply with the mandates set forth in the Family and Medical Leave Act upon written request by an eligible employee for such unpaid leave. Pursuant to the Act, the employee may be required to take FMLA leave concurrently with his/her accumulated sick leave.

An employee who is pregnant may continue in active employment as late into her pregnancy as she desires, provided she is able to properly perform her required duties.

All or any portion of a leave taken by an employee because of a medical disability connected with or resulting from her pregnancy may be charged to her available sick leave.

An employee who has given birth to a child may use sick leave for six (6) weeks after such a birth, or must provide a physician’s statement certifying the necessity for further medical care.

**3002.15 School Business Leave**

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.

**3002.16 Substitute Teachers**

All substitute teachers will be required to attend a Substitute Orientation meeting yearly. After attending the orientation and completing the required back ground checks a substitute will may be added to the substitute list.
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 or as a substitute teacher assistant.

The principal and or designee is responsible for obtaining a substitute teacher when one of his/her employees needs to be absent. The District currently assigns substitute teachers through a automated scheduling system. 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. The current rate of pay is $65.00/day for certified substitute teachers and $55.00/day for non-certified substitute teachers. Certified and non-certified “long-term” (2 weeks or longer) substitutes, as approved by the superintendent and pursuant to the limitations set forth in Oklahoma law, shall be paid $80.00 per day.

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 90 total days per school year, not to exceed 20 days per year in the same assignment, as per statute. Non-certified substitute teachers may be employed for up to 100 total days per school if the teacher holds a lapsed or expired certificate or has a bachelor’s level college degree. A non-certified substitute employed to teach special education is not subject to the restrictions on total time or time in the same assignment under certain circumstances.

3002.17 Teacher Evaluations

In the Skiatook School 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.

All certified teachers 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.
Probationary teachers shall receive formative feedback from the evaluation process at least twice each year. At least one evaluation shall occur during the fall semester and at least once during the spring semester each year. Career teachers shall be evaluated at least once each year. Evaluations of teachers shall be made by the appropriate certified principal, or other designated certified and qualified administrative person.

For evaluation of teachers and administrators conducted during the 2017-2018 school year, and each school year thereafter, school districts shall incorporate and put operation the qualitative component of the TLE and shall provide all teachers and administrators with a district evaluation rating based upon the components of the TLE. For the 2017-2018 school year school districts shall incorporate the individualized programs of professional development set forth at 70 O.S. § 6-101.10 (B) on a pilot program basis.

For evaluations of teachers and administrators conducted during the 2018-2019 school year, and each school year thereafter, school districts shall fully incorporate and put into operation the individualized programs of professional development as set forth at 70 O.S. § 6-101.10 (B).

The evaluation shall be reviewed by the staff member and the 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 superintendent, the board of education 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 any hearing.

If the evaluation discloses any 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 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 nonreemployment, the administrator will admonish the teacher in writing, place teacher on a Personal Development Plan, 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 nonreemployment 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.

Reference: 70 O.S. § et seq.

THIS POLICY REQUIRED BY LAW.

Revised January 13, 2014
Revised May 8, 2017
Revised September 11, 2017
**Teacher Evaluation (Cont.)**

## Annual Review

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3002.18 Suspension, Dismissal and Non-reemployment of Teachers

A. Definitions and Scope

1. "Teacher" means a duly certified or licensed person who is employed to serve or as a counselor, nurse. An administrator shall be considered a "teacher" only with regard to service in an instructional, non-administrative capacity.

2. "Dismissal" means the discontinuance of the teaching service of a teacher during the term of a written contract.

3. "Non-reemployment" means the nonrenewal of a teacher's contract upon expiration of the contract.

4. "Suspension" means the temporary discontinuance of a teacher's services during the term of a contract pending dismissal or non-reemployment.

5. "Career teacher" means a teacher who has completed three (3) or more consecutive complete school years in such capacity in the School District under a written teaching contract.

6. "Probationary teacher" means a teacher who has completed fewer than three (3) consecutive complete school years in such capacity in the School District under a written teaching contract.

7. This policy does not apply to:
   i) Substitute teachers,
   ii) Adult education teachers or instructors,
   iii) Teachers employed on temporary contracts, and
   iv) Administrators, except with regard to service in an instructional, non-administrative position.

8. This policy does apply to teachers employed in positions fully funded by federal or private categorical grants in regard to dismissals or suspensions during the term of employment under the grant, but not in regard to "non-reemployment" at the expiration of the grant.

B. Grounds for Dismissal or Non-reemployment

1. Cause

   i) A career teacher may be dismissed or not reemployed for:

      (a) Willful neglect of duty,
(b) repeated negligence in performance of duty,  
(c) Incompetency,  
(d) Unsatisfactory teaching performance,  
(e) Instructional ineffectiveness,  
(f) Mental or physical abuse to a child,  
(g) Any reason involving moral turpitude,  
(h) Criminal sexual activity or sexual misconduct (as those terms are defined by law) which has impeded the effectiveness of the teacher's performance of school duties,  
(i) Failure to meet School District Board of Director’s staff development requirements, and  
(j) Any other grounds hereafter allowed by law.

(ii) A career or probationary teacher shall be dismissed or not reemployed for conviction of a felony.

(iii) A probationary teacher may be dismissed or not reemployed for cause.

(iv) A cause listed in i. (a) - (e) 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. Dismissal or non-reemployment for any cause not listed in i. (a) - (e) for a career teacher, or not related to inadequate teaching performance for a probationary teacher, shall not require corrective action procedures to be followed.

2. Corrective Action

i) 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 non-reemployment, the administrator shall:

   (a) Admonish the teacher, in writing, and make a reasonable effort to assist the teacher in correcting the poor performance or conduct; and  
   (b) Establish a reasonable time for improvement, not to exceed two (2) months, taking into consideration the nature and gravity of the teacher's performance or conduct.

ii) Whenever a member of the Board of Education, superintendent, or other administrator identifies poor performance or conduct that may lead to a recommendation for dismissal or non-reemployment of a teacher, the administrator who has responsibility for evaluation of the teacher shall be informed and shall admonish the teacher as described above. If the administrator fails or refuses to admonish the teacher within ten (10) days after being informed of the problem, the board, superintendent or other administrator who identified the problem shall admonish the teacher.
iii) If the teacher does not correct the poor performance or conduct cited in the admonition within the time specified, the administrator (or other admonishing official) shall make a recommendation to the superintendent for the dismissal or non-reemployment of the teacher. The superintendent shall furnish a copy of the recommendation to the Board of Education.

C. Procedures for Dismissal or Non-reemployment

1. Action

   i) Whenever the superintendent determines that cause exists for the dismissal or non-reemployment of a teacher employed within the School District, 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 non-reemployment is based.

   ii) In the absence of a recommendation from the superintendent pursuant to this section, or when the Board of Education chooses not to accept the superintendent's recommendation as to reemployment of a teacher, the board may initiate dismissal or non-reemployment action without a recommendation provided that it adheres to the other provisions of this policy and that the corrective action procedures have been followed.

2. 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 School District, the superintendent, or the Board of Education on the recommendation of the superintendent, may suspend the teacher without notice or hearing. The suspension shall not deprive the teacher of any teaching compensation or other benefits to which he/she would otherwise be entitled under the teaching contract or pursuant to law. Within ten (10) days after the suspension becomes effective, the Board of Education shall initiate a hearing for dismissal pursuant to this policy.

3. Notice and Hearing

i) Prior to the time that the Board of Education takes any action to dismiss or non-reemploy a teacher, whether the board is acting on its own volition or on a recommendation of the superintendent, the board shall mail to the teacher, by certified mail, restricted delivery with return receipt requested, a copy of the recommendation (or a comparable statement of grounds and underlying facts, if the board is acting on its own volition), and a notice that the teacher has a right to a hearing before the board and stating the date, time and place set by the board for the hearing. The hearing shall be held no fewer than 20 days and no more than 60 days after the teacher receives the notice. Notice of a recommendation of non-reemployment or possible non-reemployment action by the board acting on its own volition shall be given to the teacher prior to the first Monday in June.

ii) The hearing before the Board of Education shall be conducted pursuant to procedures established by the State Department of Education. In the absence of or to the extent not inconsistent with those procedures, the hearing shall be conducted as prescribed x)–xiii.
ix) The hearing shall be conducted in "open" session. If it is necessary to disclose information which is required by law to be kept confidential, the board shall receive such information in executive session prior to taking any action.

x) The hearing shall commence with a statement to the teacher of rights at the hearing. Following this statement, the School District administration shall present facts showing the cause for the teacher's dismissal or non-reemployment. The teacher shall then have the right to present side of the matter. After both the School District administration and the teacher have fully presented their respective positions, the Board of Education shall deliberate on the evidence regarding the teacher's dismissal or non-reemployment in executive session.

xi) At the hearing, the teacher shall be entitled to be represented by counsel, to cross-examine witnesses presented by the School District administration, to present witnesses on behalf and to present any relevant evidence or statement which the teacher desires to offer. The burden of proof for any dismissal or non-reemployment shall be on and the standard of proof shall be a preponderance of the evidence.

xii) After due consideration of the evidence and testimony presented at the hearing, the Board shall vote, in open session, on the following: (1) findings of fact based on the evidence submitted and (2) whether to dismiss or non-reemploy the teacher. The decision shall be made by a majority of the Board of Education members present at the meeting.

motion to dismiss or non-reemploy the teacher should state the specific cause for dismissal or non-reemployment, although such cause need not be a statutory cause.

xiii) The teacher shall be sent notice of the Board's decision by certified mail, restricted delivery, and return receipt requested. The notice shall state the basis for the Board's decision.

xiv) B-

4. Career teacher non-reemployed due to a reduction in force shall not be entitled to a trial de novo or any other post-decision review or appeal. The decision of the Board of Education in is final and non-appealable.

3002.19 Reduction in Force — Certified Teaching Personnel

A. General Matters

1. Reasons for a Reduction in Force. A career teacher may be non-reemployed or a probationary teacher may be dismissed or non-reemployed when the board
decides that due to (i) a financial exigency or (ii) a program change for institutional reasons or (iii) a decline in enrollment or (iv) other business necessity as determined by the board, which necessity requires a reduction in the teaching staff, the School District cannot enter into contractual obligations to one or more teachers for a future school year or, as to probationary teachers, cannot continue to meet existing contractual terms.

2. **Definitions.** For the purpose of this policy, the following terms have the stated meanings:

   i) "Financial exigency" means a reduction in the School District’s financial resources resulting from declining enrollment or any other action or event that in the judgment of the Board of Education will result in a reduction in the School District’s current or future operating budget.

   ii) "Program change" means any elimination, curtailment or reorganization of a curriculum offering, program or School District operation or a reorganization or consolidation of two or more individual School Districts that is unrelated to financial exigency.

   iii) "Declining enrollment" means a decrease in the School District’s total enrollment or enrollment in a particular program or curriculum offering which in the judgment of the Board of Education may adversely affect the School District’s current or future allocation of funds and/or the necessity of maintaining certain current or future class sections or curriculum offerings.

3. **Criteria for Eliminating Positions.** The primary criterion in effectuating any reduction in force shall be the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the School District. In evaluating its program, the superintendent and the board will consider the elimination of teaching positions, not the teachers occupying those positions. In deciding which positions to eliminate, the superintendent and the board will consider the curriculum, the needs of students and those extra duty assignments that require special skill or expertise. Probationary teachers in positions to be eliminated will be non-renewed or dismissed before career teachers.
4. "Bumping."

i) If a career teacher's position is eliminated, the superintendent shall cause a probationary teacher to be "bumped" from his or her position in favor of the career teacher, if, at the time the recommendation for a reduction in force is submitted, the career teacher is certified to teach all of the courses assigned to and actually being taught by the probationary teacher. A career teacher shall "bump" the probationary teacher with the least seniority to whom this condition applies. A career teacher cannot "bump" another career teacher or any teacher other than a probationary teacher. Probationary teachers do not have "bumping" rights.

ii) If two or more career teachers could "bump" the same probationary teacher, the following criteria, in this order, will be used to determine which career teacher will "bump" the probationary teacher:

(a) The School District will retain the career teacher who currently holds a contracted extra duty assignment if, after the reduction in force, that career teacher will continue to be assigned such extra duty assignment. A "contracted extra duty assignment" is an assignment that requires special skill or expertise for which the teacher receives additional pay pursuant to a written extra duty contract that is separate from the regular teaching contract.

(b) If no contracted extra duty assignment exists, a career teacher with a standard certificate to teach the courses assigned to the probationary teacher will be retained over a career teacher with a provisional certificate, and a career teacher with a provisional certificate to teach the courses will be retained over a career teacher with a temporary certificate.

(c) If certifications under the above criteria are equal, the School District will retain the career teacher with the most advanced academic degree status. That is, a career teacher with a Doctor's degree will be retained over a career teacher with a Master's degree, and a career teacher with a Master's degree will be retained over a career teacher with a Bachelor's degree. Hours earned toward a degree that has not yet been earned will not be considered.

(d) If degree status is equal, the School District will retain the career teacher having the most versatile certificate in order to enable the School District to have flexibility in planning future curriculum.

(e) If versatility of certificates is equal, the School District will retain the career teacher having seniority, as determined by the number of
complete, consecutive school years of employment in the School District.

(f) If seniority is the same, the School District will retain the career teacher chosen by lot.

i) If there is more than one probationary teacher who could be "bumped" pursuant to the conditions identified in section A.4.i. Of this policy, the criteria listed in section A.4.ii of this policy will be used to determine which probationary teacher will be "bumped."

ii) If there is more than one probationary teacher in a position being eliminated, the criteria listed in section A.4.ii. Of this policy will be used to determine which probationary teacher will be retained.

5. Career Teachers. In determining which career teacher(s) will be non-reemployed when one or more of a number of identical positions is eliminated, the following criteria, in this order, shall govern:

i) The School District will retain the career teacher(s) who currently holds a contracted extra duty assignment, as defined in section A.4.ii.a of this policy, if, after the reduction in force, that career teacher will continue to be assigned such extra duty assignment.

ii) If no contracted extra duty assignment exists, the School District will retain the career teacher with the most advanced academic degree status, as defined in section A.4.ii.c. of this policy.

iii) If degree status is equal, the School District will retain the career teacher having the most versatile certificate in order to enable the School District to have flexibility in planning future curriculum.

iv) If versatility of certificates is equal, the School District will retain the career teacher having seniority, as determined by the number of complete, consecutive school years of employment in the School District.

v) If seniority is the same, the School District will retain the career teacher chosen by lot.

6. Adult Education Teachers. The dismissal and non-reemployment provisions of the Teacher Due Process Act of 1990 do not apply to adult education teachers. Accordingly, adult education teachers are not covered by the protections of this policy and, unless otherwise required by law, are subject to a reduction in force without notice and without compliance with this policy.
B. Procedures

1. Action by Superintendent. The superintendent, upon receipt of the board's preliminary determination of the necessity for a reduction in force, or upon his own volition, shall submit to the board his written recommendations for terminating particular teaching positions. In making his recommendations, the superintendent (i) shall not be limited to considering only positions in the areas or programs designated by the board and (ii) shall consult with each principal or area supervisor in whose school or unit a termination is proposed and (iii) shall take into consideration the criteria set out herein.

2. Action by Board. In the absence of a recommendation from the superintendent pursuant to this section, or when the Board of Education chooses not to accept the superintendent's recommendation, the board may initiate action without such recommendation provided that it adheres to the other provisions of this policy.

3. Notice and Hearing Procedures. Prior to taking any action to non-reemploy or dismiss a teacher due to a reduction in force, whether acting on a recommendation of the superintendent or on its own volition, the board shall provide notice and an opportunity for hearing to the affected teacher. The notice and board hearing procedures shall be the same as those provided by Oklahoma law and board policy regarding dismissal and non-reemployment of teachers for cause. Notice of a recommendation of non-reemployment shall be given to the teacher prior to April 10. Forms of the notices to be sent to the teacher are attached as appendices to this policy.

4. Hearing. At the hearing, evidence may be presented by the administration and the teacher, as to (i) whether a reduction in force is reasonably necessary and is being made in good faith and for the best interests of the School District and (ii) whether the recommendation to not renew (or dismiss) the specific teacher is being made in good faith and pursuant to this policy.

5. Effect of Board Decision. The decision of the board based on the evidence presented at the hearing shall be final and un-appealable. No teacher shall be entitled to petition for a trial de novo as to non-reemployment (or dismissal) due to a reduction in force.

C. Reemployment or Other Employment after Reduction in Force

1. Recall. For one school year after the effective date of non-reemployment (or dismissal) due to a reduction in force, the Board of Education shall not fill the specific position previously held by a teacher who was non-reemployed (or dismissed) due to a reduction in force without first offering such position to the non-reemployed (or dismissed) teacher. If more than one non-reemployed (or dismissed) teacher is both certified and qualified for a position which the teachers previously held with the School District and which becomes available, the board,
after receiving the superintendent's advice, shall select the teacher it believes will best fill the position. Nothing in this policy shall give to any non-reemployed (or dismissed) teacher priority rights to fill a vacancy which becomes available and for which they are certified and qualified unless such position is identical to the position which they previously held with the School District.

2. **Recall Procedures.** The offer of reemployment shall be made personally or by certified mail, return receipt requested, and the teacher shall be notified that if he wishes to accept, he must do so in writing within five (5) calendar days of his receipt of notice. Failure to receive acceptance within five (5) calendar days or rejection of the offer of reemployment eliminates all reemployment rights of the teacher.

3. **Status after Recall.** A career teacher who has been non-reemployed and who is then reemployed within one school year shall be reinstated as a career teacher. A probationary teacher who is non-reemployed (or dismissed) but is then reemployed within one school year shall be given credit for the time already served as a probationary teacher for the purpose of determining eligibility for career teacher status.

D. **Interpretation and Application**

The interpretation and application of any provision of this policy shall be the exclusive province of the Board of Education.

**3002.20 Release from Contract**

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 15 days after the first Monday in June of the current year 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 within 15 days after the first Monday in June 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 within 15 days after the first Monday in June 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 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.

3002.21 Compensation and Salary Schedules

Teachers
When employed, teachers will be placed on the appropriate salary step on the teachers' salary schedule that corresponds to the number of years of experience credited by the State Department of Education.

Administrators
Administrators will be paid in accordance with their employment contracts.

Documentation
Certified employees who begin their employment prior to providing all official documentation required of their position shall be compensated at a daily rate of pay equal to that of a substitute teacher. Official documentation provided within the first 35 teaching days of employment establishing retroactive qualification for the position shall result in a salary adjustment retroactive to the first of the semester. Official documentation provided after the above dates will result in salary adjustment on the date of receipt of such documentation.

Advancement
Upon approval of the School Board school district employees may advance on the salary schedule at the rate of one year for each year of creditable service after initial employment. For salary advancement purposes only, a year of creditable service must be at least 120 days.

Out-of-State Experience
Individuals who are employed by the school district shall be provided with credit for years of out-of-state experience as allowed by the state department of education.

All employee compensation shall be addressed in the employment and/or extra duty contract. Employee compensation shall be reasonable for the services rendered.

Legal Reference: 2 C.F.R. §430(a)(1).

Approved October 8, 2018

3003. COUNSELORS

Qualifications for Counselor:
- Counselors will hold a certificate in guidance and counseling recognized by the State Board of Education or have counseling experience as required by the State Board of Education.
- At least three (3) years teaching experience.

Counselor reports to:
- Building principal.
Job goal:
- The Counselor has a distinct professional identity and unique function in the total program. Generally, the Counselor deals with problems of vocational and educational planning, interpretation of standardized test results, and with problems of personal and social adjustment. Also, the Counselor may counsel with pupils, parents, and teachers on individual problems and coordinate some of the group guidance work.

Performance Responsibilities:

**** 3001.1 Elementary Level  
- Evaluate records of students who enroll in Skiatook from non-accredited schools or home teaching programs for grade placement.
- Schedule and participate in staffing sessions which concern evaluation and possible placement of special education students.
- Provide liaison activities with parents in the areas of possible retention, gifted programs and special education placement.
- Serve as administrative representative for special education matters.
- Maintain frequent communications with the principal concerning role clarification, programs and activities (present & future) and goal assessment.
- Initiate and follow through on programs and activities which communicate the goals of the school to the community. (Image enhancement)
- Initiate and coordinate the career education program.
- Use every opportunity to make him/her available for personal counseling to students.
- Maintain a current standardized test report for all students for use by the teacher.
- Assist with the school's testing program.
- Test students who enter from non-accredited Schools or home teaching programs for grade placement.
- Help teachers to interpret standardized scores.
- Refer parents/students to appropriate agencies.
- Handle Drug Education Program.
- Make classroom visits.
- Handle enrollment of new students.
- Handle cumulative folders.
- Handle student withdrawals.
- Any other tasks as may be required by the administration and/or board.

3003.2 Middle School Level
- Enroll new students who have the Principal's clearance.
- Obtain records for new students and evaluate and record these records.
- Test and evaluate records of students who enroll from non-accredited schools or home teaching programs for grade placement.
- Maintain a current cumulative folder for each student.
- Make schedule changes when necessary.
- Make frequent grade checks on students having difficulty and inform parents of their progress.
- Coordinate the school's achievement on state-required standardized testing program.
- Maintain a current standardized test report for all students for use by the teacher.
- Have conferences with teachers to interpret standardized scores.
- Initiate and coordinate career education program.
- Make classroom visits on study skills, drug abuse, good self-esteem, etc.
- Schedule staffing meetings for Special Services and serve as the administrative representative for these meetings.
- Contact parents to inform them and obtain permission for testing and home adaptive behavior forms.
- Contact parents for scheduling of IEP meetings.
- Turn in the appropriate forms to the Special Services Office for the evaluation of a student.
- Make a classroom observation on special education students and new referrals.
- Serve as administrative representative in parent conferences.
- Take every opportunity to be available for personal and academic counseling.
- Any other tasks as may be required by the administration and/or board.

3003.3 High School Level
- Gather, record, assess and interpret student data.
- Help enroll grades 9-12.
- Verify that pupils are properly enrolled and that prerequisites have been met. Be certain that graduation requirements are being met with reasonable continuity.
- Verify that seniors have completed requirements for a diploma.
- Enroll new pupils who have the Principal's clearance.
- Evaluate and record data for new students.
- Test students who enter from non-accredited schools or home teaching programs.
- Assist in the enrollment of students who attend Tulsa Technology Center.
- Enroll and arrange for the supervision of students who wish to take a correspondence course.
- Aid in the enrollment of students in the homebound program when necessary.
- Regularly assess each student's academic progress; counsel with those who are having difficulty.
- Help process withdrawal sheets for pupils who are leaving Skiatook High School.
- Help keep cumulative folders updated.
- Determine the ranking of seniors, top 20% of the juniors and Honor Society Members.
- Orient students, teachers and parents to the function of the guidance department.
- Develop, interpret and disseminate educational, career and personal-social information.
- Interpret test scores for students, teachers and parents.
- Schedule classroom visits to discuss pertinent information including such things as: scholarship information, financial aids, college admissions information, test results, enrollment information, attitudes and values, citizenship, study skills, personal-social adjustments, etc.
- In individual conferences, discuss such things as aptitudes, abilities, past performance, academic problems, career plans, personal-social problems, future educational plans, college/scholarship/financial aids, information, etc.
- Schedule visits of representatives from educational institutions and the military.
Maintain a current file of college information.
Disseminate appropriate information to school and community publications.
Coordinate the school’s achievement on state-required standardized testing program.
Consult with parents, teachers, administrators, health-welfare agencies, juvenile authorities, etc., as necessary.
Make referrals to appropriate agencies/programs as necessary.
Attend professional meetings.
Evaluate program.
Schedule staffing and serve as administrative representative for special education matters.
Any other tasks as may be required by the administration and/or board.

3004. OTHER CERTIFIED STAFF POSITIONS

3004.1 Special Services Director

Qualifications for Special Services Director:
- Must possess or qualify for a special education certificate certified by the Oklahoma State Department of Education.
- Must have a minimum of Five (5) years of experience as a Special Education Teacher or related field.

Special Services Director reports to:
- Superintendent.

Performance Responsibilities:
- Supervises and coordinates policy, procedures and district activities to ensure that all programs conform to Oklahoma and federal law.
- Coordinate the special education programs within the district, working with principals and other building personnel.
- Supervise and coordinate related services, work study, child count, child find, kindergarten screening, vision and hearing screening.
- Serve as administrative representative when needed for IEP and other related meetings.
- Serve as “qualified diagnostic personnel” for interpretation/evaluation of test results.
- Arrange evaluations as needed.
- Supervise budget record and data maintenance.
- Supervise homebound programs and special student enrollment in other districts.
- Maintain all files and records and ensure their upkeep.
- Any other tasks as may be required by the Superintendent and/or board.

3004.2 Director of Federal Programs
**Summary Description:**

Manages the implementation of federal programs within the district. Plans immediate and long range initiatives for federal programs including programming models, budgeting, funding, staffing, accountability, comprehensive school improvement training. Collaborates with district divisions and departments to ensure that federal requirements are met, as well as consults with individual administrators and leadership teams regarding school improvement and school wide programming. Serves on various task forces or committees at the district and state level. Interprets related programs and policies for the board of Education and school administration. Makes recommendations to staff, administrators, and central office staff regarding federal requirements and assists with the development of policies, procedures, and processes to facilitate implementation of mandates in compliance with federal legislation. Supervises staff assigned to the division, including the coordinator, instructional specialists, and support staff.

**Minimum Qualification Standards, Knowledge, Abilities, and Skills:**

Thorough knowledge of the district’s organization and administration, policies and procedures, goals and priorities, assessment programs, and state and federal regulations. Ability to assess program needs, develop short and long range plans, coordinate program implantation through various school system departments and develop communication networks with school personnel, parents, and community leaders. Extensive knowledge of the district’s budget process in relation to federal programs. Ability to prepare grant reports which include effective data displays and an analysis of progress, and presentations for the superintendent, Board of Education, and other groups as needed. Excellent planning, organizational, management, human relations, and oral and written communications skills.

**Education, Training, and Experience:**

Master’s degree from an accredited college or university in school administration, or related field. Extensive experience in school district operations, budget development and analysis, and management of financial resources. Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

**Certificate and License requirements:**

Administrative certification

**Physical Demands:** (Special requirements such as lifting heavy objects and frequent climbing.)

None

**Special Requirements:** (Frequent overtime or night work required, etc.)

Required to attend night meetings and to work nights or weekends as deadlines require.

**3004.3 Athletic Director**
Summary Description:
Under general supervision manages and administers a well-balanced athletic program for all interested students in the junior and senior high schools. Works with coaches, sponsors, and student managers in the delivery of services for an effective program including selection and care of equipment, site preparation, practice organization and participant safety. Develops and monitors a comprehensive athletic budget. Evaluates the coaching staff.

Minimum Qualification Standards, Knowledge, Abilities, and Skills
This position requires the knowledge and application of the district’s performance standards. Thorough knowledge of the district’s policies and procedures dealing with student athletics and thorough knowledge of the Title IX of the Education Amendments of 1972. Ability to organize and manage a comprehensive athletic program. Excellent oral and written communications, leadership skills, and human relations skills.

Education, Training, and Experience:
Bachelors in Education and Minimum of Five (5) years of teaching and coaching experience. Considerable outstanding teaching experience, including experience as a coach or assistant athletic director; other combinations of applicable education, training, and experience which provides the knowledge, abilities, and skills necessary to perform effectively in the position will be considered.

Certificate and License Requirements:
Meets Oklahoma state certification requirements.

Physical Demands: (Special requirements such as lifting heavy objects and frequent climbing.)
None

Special Requirements: (Frequent overtime or night work required, etc.)
Attendance at evening Board of Education meetings, PTA presentations, award ceremonies, and school programs may be required.

3004.4 School Nurse

Qualifications for School Nurse:
- RN degree and a nursing certification by the State Department of Education.
- Prior experience working with students of all ages.

School Nurse reports to:
- Superintendent and building principals.

Performance Responsibilities:
- Responsible for maintaining all health records of K-12 children. The nurse is on call to any of the school buildings in case of a medical emergency. All drugs should be dispensed in accordance with school policy and state law. Take care of injuries and/or illness occurring at school.
- Arrange for the presentation of health-related programs. Conduct visual and hearing screening as needed and/or required. Submit health-related articles to the school newspaper as deemed necessary. Serve as a liaison between parents and the school concerning health-related matters.
- Any other tasks as may be required by the administration and/or board.

3004.5 Director of Technology

Summary Description of Classification:
The director of Technology is responsible for planning, developing, coordinating, and maintaining instructional and administrative IT systems. Provides technology vision and leadership for developing and implementing IT initiatives with the emphasis on integrating technology-based teaching and learning in all classrooms. Services as the principal advisor to the superintendent on all technology initiatives. Strategic focusing on long-range planning of all information processing and telecommunication systems (voice, video, and data) and operations. Responsible for preparing and recommending the IT portions of the IT infrastructures to achieve a more efficient and valuable use of technology-based instructional and administrative investments. Day-to-day operational aspects include overseeing IT purchases, implementation, and various related services including information security. Manages IT hardware and software assets and cost life cycles.

Minimum Qualification Standards, Knowledge, Abilities, and Skills:
Thorough knowledge of IT and IT management with a strong business orientation. Knowledge of technology, business, and educational processes, and their cross-functional relationships. Skilled at identifying and evaluating new technological developments. Excellent organizational abilities. Excellent management, oral and written communications, and human relations skills.

Education, Training, and Experience:
Experience in the development and administration of management analysis, budget, planning, and IT management. Experience with contract and vendor management. IT experiences in educational, non-profit and/or for-profit industrial organizations are desirable.

Certification and License Requirements:
None

Physical Demands: (Special requirements such as lifting heavy objects and frequent climbing.)
None

Special Requirements: (Frequent overtime or night work required, etc.)
Required to attend night meetings and to work nights or weekends as deadlines require.
3004.6 Director of Curriculum/School Improvement

**Summary Description:**
Under direction, provides administrative oversight and leadership for professional development, school improvement and instructional management. Is responsible for the designing, planning, development, implementation, and monitoring of school-wide curriculum and instructional programs in the academics (K-12) to include: Reading, English, Mathematics, Science, Social Studies, Foreign Language, Special Education, Technology Integration, and instructional initiatives. Provides leadership for development committee members in planning responsive improvements in academic programs. Requires presentations to the Board of Education and frequent dialogue with community members.

**Minimum Qualification Standards, Knowledge, Abilities, and Skills:**
Thorough knowledge of the instructional programs of the Skiatook Public School System; thorough knowledge of educational theory, research based best practices, National Standards, and State Content Standards, Core learning Goals, and Learner outcomes. Knowledge of curriculum design, implementation, and evaluation. Ability to collect, analyzes, and uses data to plan for curriculum reform. Ability to support the department’s vision, promote open communication, and collaborative problem based best practices, National Standards, and State Content Standards, Core Learning goals, and Learner outcomes. Knowledge of school improvement planning process. Knowledge of curriculum design, implementation, and evaluation. Ability to collect, analyzes, and uses data to plan for curriculum reform. Ability to use systems thinking to establish clear goals for development of curriculum. Ability to plan alignment of curriculum, assessment, and instruction with state standards. Writing and technology skills necessary for producing comprehensive reports and making presentations. Innovative and creative teaching with demonstrated ability to conceptualize, leads, and evaluates large scale curricular projects. Excellent interpersonal skills built on communications and collaboration. Excellent oral and written communications and human relation skills.

**Education, Training, and Experience:**
Master’s degree from an accredited college or university with specialization in the area of curriculum and /or administration. Experience as a classroom teacher, curriculum coordinator, and/or principal; experience providing leadership in designing, planning, and implementing instructional programs. Experience in designing curricular framework. Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered. Ability to increase responsibility and leadership in the position; ability to prioritize and manage multiple tasks in a complex school system; and wide range of varied experiences across school systems and secondary education institutes.

**Certificate and License Requirements:**
Meets state certification for supervisors and/or principals.
**Physical Demands:** (Special requirements such as lifting heavy objects and frequent climbing.)
None

**Special Requirements:** (Frequent overtime or night work required, etc.)
Attendance at evening Board of Education meetings, PTA presentation, award ceremonies, and school programs may be required.
SECTION 4000
NON-CERTIFIED PERSONNEL
4001. SUPPORT POSITIONS

4001.1 Director of Food Service

Qualifications for Director of Food Service:
- Training in food service management.
- Basic knowledge of nutritional guidelines.
- Ability to motivate and direct people.
- Food handler’s permit.
- Knowledgeable and experienced in quality food preparation.
- Computer literate.

Director of Food Service reports to:
- Superintendent.

Performance Responsibilities:
- Works with superintendent in selection of personnel.
- Plans and directs food service program.
- Plans menus according to established specifications for proper nutrition.
- Directs head cook and staff engaged in preparation and serving of meals.
- Purchases or requisitions food, equipment and supplies.
- Maintains and analyzes food cost control records.
- Maintains desired standards of sanitation and safety.
- Responsible for all bookkeeping duties concerned with food servers.
- Any other tasks as may be requested by the administration and/or board.

4001.2 Head Cook

Qualifications for Head Cook:
- Ability to organize kitchen operations.
- Food handler’s permit.
- Ability to operate institutional kitchen equipment including ranges, fryers, ovens, mixers, vertical cutter mixers, slicers, steamers, steam kettles, freezers, refrigerators, ice machines, dishwashers, liquid and dry measures, scales, bowls, whips, sinks, pots and pans.
- Ability to keep records, menu planning books and inventory as prescribed by state and federal regulations.

Head Cook reports to:
- Director of Food Services.

Performance Responsibilities:
- Maintaining charge of all kitchens and their operations.
- Maintaining direct responsibility for all cafeteria employees.
 Working with the director of food services in planning all menus and ordering food supplies.
 Arranging any banquets in the site cafeteria.
 Keeping records, menu planning books and inventories as prescribed by state and federal regulations.
 Any other tasks as may be required by the administration and/or board.

4001.3 Cook

Qualifications for Cook:
 Training in preparation of food.
 Ability to figure quantity increases in recipes.
 Ability to operate institutional kitchen equipment including ranges, fryers, ovens, mixers, vertical cutter mixers, slicers, steamers, steam kettles, freezers, refrigerators, ice machines, dishwashers, liquid and dry measures, scales, bowls, whips, sinks, pots and pans.
 Food handler’s permit.

Cook Reports To:
 Principal, Director of Food Services or Head Cook.

Performance Responsibilities:
 Directly responsible to head cook.
 Preparation of banquets when necessary.
 Under supervision, prepares food according to time schedules.
 Any kitchen duties which may be assigned.
 Any other tasks which are required by the administration and/or board.

4001.4 School Maintenance Personnel

Qualifications for School Maintenance Personnel:
 Oklahoma state license for air conditioning.
 Ability to perform routine maintenance without close supervision.
 Ability to lift and/or move up to 50 lbs. and occasionally lift and/or move up to 100 lbs.

Maintenance Personnel Report To:
 Plant Operations Director

Performance Responsibilities:
 Responsible for maintenance and general repairs.
 Responsible for keeping heating and cooling systems operating properly.
 Responsible for maintenance of plumbing and electrical equipment.
 Any other tasks which are required by the administration and/or board.
4001.5 Assistant School Maintenance Personnel

Qualifications for Assistant School Maintenance Personnel:
- Ability to perform routine maintenance tasks without close supervision.
- Possess a basic understanding of electricity and plumbing.
- Ability to frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Ability to operate lawn maintenance equipment.

Assistant School Maintenance Personnel Report To:
- Head Maintenance Personnel.

Performance Responsibilities:
- Responsible for maintenance and general repairs.
- Responsible for maintenance of lawns and grounds.
- Responsible for maintenance of plumbing and electrical equipment.
- Any other tasks as may be required by the administration and/or board.

4001.6 School Custodian

Qualifications for School Custodian:
- Knowledge of operating machinery used in custodial work.
- Knowledge of cleaning products.
- Ability to perform routine tasks without close supervision.
- Ability to frequently lift and/or move up to 50 lbs. and occasionally lift and or move up to 100 lbs.

School Custodian Reports To:
- Building principal and Plant Operations Director.

Performance Responsibilities:
- Keeping buildings and premises, including sidewalks, driveways, grounds and play areas, neat and clean at all times.
- Cleaning corridors after school each day and when necessary during the day.
- Cleaning and disinfecting bathrooms and drinking fountains at least daily.
- Maintaining floors in a clean and attractive condition which includes sweeping, mopping, waxing, stripping, sealing, etc.
- Sweeping and vacuuming classrooms daily and dusting furniture daily.
- Assuming responsibility for the opening and closing of the building each school day, and for determining that all doors and windows are properly secured, lights turned off and that security lights are left on.
- Maintaining inventory of supplies, equipment, and fuel and requisitioning needed replacements from the head custodian.
- Making minor repairs to building and equipment and reporting major needed repairs to head custodian.
Moving furniture or equipment within buildings or premises as required.
Washing windows both inside and outside as required.
Performing related custodial duties as assigned.
Running various errands upon request.
Picking up and delivering mail as directed by building principal.
Any other tasks as may be required by the administration and/or board.

4001.7 Head Mechanic

Qualifications for Head Mechanic:
- Experience in and an understanding of all phases of school bus fleet maintenance and transportation.
- Experience in and knowledge of parts and stocking procedures.
- Experience and training in diesel engines, gasoline engines and alternative fuel systems.
- Class B commercial drivers license with passenger and air brake endorsements
- Temporary or standard school bus driving certificate.
- Driving record for insurance must have no at-fault accidents or no more than one ticket in the last three years.
- Possess vast knowledge of mechanical problems and is able to give instruction in a professional manner on how to make repairs.
- Be able to furnish mechanics basic hand tools, etc.
- Be able to pass physical examination.

Head Mechanic Reports To:
- Plant Operations Director

Performance Responsibilities:
- Responsible for keeping all buses, school-owned vehicles and school-owned gasoline or diesel-powered equipment in a safe operating condition and making all necessary purchases of supplies and materials for this area upon prior authorization and purchase order from the assistant superintendent.
- Responsible for maintaining a safe and clean working environment in and around the bus garage.
- Supervising and working with the mechanics in making necessary repairs.
- Keeping all vehicles inspected as laws/regulations require.
- Maintaining up-to-date inventory of all parts, supplies and equipment.
- Seeing that all drivers make daily inspections and record them on the daily school bus inspection report.
- Contacting and employing substitute bus drivers as the need occurs and driving a bus route if no substitute is available.
- Maintaining records for each school-owned vehicle including, but not limited to, the following: Activity trip date, location and mileage; annual mileage for regular and activity trips; service and repairs to all school-owned vehicles.
- Willing to make emergency calls when vehicles break down on activity trips as well as regular route buses.
- Any other tasks as may be required by the administration and/or board.
4001.8 Mechanic

Qualifications for Mechanic:
- Experience and/or training with fleet experience preferred in diesel engines, gasoline engines and alternative fuel systems.
- Class B commercial driver’s license with passenger and air brake endorsements.
- Temporary or standard school bus driving certificate.
- Driving record for insurance that must have no fault accident or no more than one ticket in the last three years.
- Be able to furnish mechanics basic hand tools.
- Be able to pass physical examination.

Mechanic Reports To:
- Head mechanic, Plant Operations Director.

Performance Responsibilities:
- Assisting the head mechanic.
- Keeping all vehicles clean.
- Refueling all vehicles as needed.
- Substitute-driving regular bus when needed and will be compensated for so doing at the substitute bus driver’s pay for each route driven.
- Willing to make emergency calls when vehicles break down on activity trips as well as regular route buses.
- Any other tasks as may be required by the administration and/or board.

4001.9 School Bus Driver

Qualifications for School Bus Driver:
- Commercial driver’s license.
- Certification by State Department of Education.
- Annual Drug Testing and Physical

Regulations:
In accordance with the policy of the Board of Education, this regulation shall govern the operation of school buses in the Skiatook 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 operations of a school bus and an Oklahoma bus driving certificate.
3. Be required to complete a satisfactory physical examination upon the offer of employment and must obtain an annual physical examination. Such examination will include drug testing. A copy of the results of the annual examination shall be maintained by the Transportation Director.
4. Submit to drug and alcohol testing as required by state and federal law.
5. Operate on their designated routes approved by the transportation director and the transportation division of the State Department of Education.
6. Complete their bus routes each morning and afternoon by the designated times when reasonably safe and proper to do so.
7. Report individuals illegally passing their school buses. The approved form will be completed and submitted to the Transportation Director. The Director of Transportation will submit the forms to the law enforcement authority of the municipality or county where the alleged violation occurred.
8. Make other appropriate reports as required by state law and/or district administrators.
9. Bus drivers will not text or talk on cell phones while driving the bus.
10. These rules and regulations apply to all route and activity trips.
11. Bus drivers will complete all training and professional development as required by the State of Oklahoma.

School Bus Driver Reports To:
- Director of Transportation.

Performance Responsibilities:
- Transporting persons to and from school activities.
- Making certain that school children and other passengers arrive safely at their destinations in a frame of mind conducive to learning.
- Following time schedules without committing traffic violations.
- Maintaining discipline including reporting to the building principal immediately any problems with passengers on the bus.
- Any other tasks as may be required by the administration and/or board.

Reference: 47 O.S. §11-705, 70 O.S. §9-107, and §9-118

4001.10 Alcohol and Drug Testing For Bus Drivers

Purpose

This policy is intended to prevent accidents and injuries resulting from alcohol or controlled substance use by employees who are required to have a commercial driver's license to perform their duties. In particular, this policy is intended to comply with the School District's obligations under THE OMNIBUS TRANSPORTATION ACT OF 1991 and the regulations issued by the United States Department of Transportation.

Definitions

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

A. "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol.

B. "Alcohol concentration" means the number of grams of alcohol (for example: 0.04) in 210 liters of expired deep lung air.
C. "Alcohol use" means the consumption of any beverage, mixture or preparation, including any medication, containing alcohol.

D. "BAT" means a qualified breath alcohol technician.

E. "CDL" means commercial driver's license.

F. "Controlled substance" means amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, "designer" drugs, any substance classified by Oklahoma or federal law as a "controlled substance" or a metabolite of any of the above substances.

G. "Driver" means: (i) a School District employee who is required to have a CDL to perform the employee's duties; (ii) employees of independent contractors who are required to have CDLs; (iii) owner-operators; (iv) leased drivers; and (v) occasional drivers.

H. "EBT" means an evidential breath testing device on the National Highway Traffic Safety Administration's conforming products list for evidential breath testing devices.

I. "Federal Act" means the federal Omnibus Transportation Testing Act of 1991 and the regulations issued by the Department of Transportation pursuant to the Federal Act.

J. "Oklahoma Act" mean the Standards for Workplace Drug and Alcohol Testing Act, OKLA. STAT. tit. 40, §§ 551 et seq. and the regulations issued by the Oklahoma State Board of Health pursuant to the Oklahoma Act.

K. "Safety-sensitive function" means any of the following: time at a facility waiting to be dispatched, unless the driver has been relieved from duty; time inspecting equipment; driving time; all time other than driving time in or upon a vehicle; loading and unloading time; time obtaining assistance or remaining in attendance upon a disabled vehicle; and time spent providing a breath or urine sample, including travel time to and from a collection site.

**Prohibitions**

A driver will not be permitted to report to duty or to remain on duty requiring the performance of a safety-sensitive function if any of the following is present:

A. **Alcohol**

1. The driver has an alcohol concentration of 0.02 or more as measured on a breath test.
2. If the driver (i) has an alcohol concentration of 0.04 or more as measured on a breath test; (ii) possesses alcohol at work; (iii) uses alcohol at work; (iv) reports for duty within four hours after alcohol use; (v) uses alcohol within eight hours after an accident; or (vi) refuses to submit to a required alcohol test, the driver cannot return to a safety-sensitive function until (i) evaluated; and (ii) treated, if required, by a substance abuse professional; and (iii) retested with a result below 0.02.

3. After testing from 0.02 to 0.039 concentrations during a pre-employment, post-accident, random, reasonable suspicion, return-to-work or follow-up test, until (i) the next scheduled duty period if at least 24 hours have elapsed or (ii) a retest shows the alcohol concentration has fallen below 0.02.

4. Displays behavior or appearance characteristic of alcohol misuse.

5. Is under the influence of or is impaired by alcohol, as shown by behavioral speech and performance indicators of alcohol misuse.

6. Possesses alcohol while on duty.


8. Has used alcohol within the four hours previous to performing duties.

9. Has had an accident within the last eight hours and has not taken a breath test showing clearance from prohibited alcohol levels.

10. Has refused to take a breath test for alcohol use.

B. Controlled Substances

1. The driver uses any controlled substance, unless the use is pursuant to a physician's written certification stating that the use does not adversely affect the driver's ability to safely operate a motor vehicle.

2. A supervisor or administrative employee has actual knowledge that a driver has used a controlled substance.

3. The driver has a positive confirmed test for a controlled substance.

4. The driver displays behavior or appearance characteristic of controlled substance use.
C. **Medication**

The driver is taking any prescription or non-prescription medication containing alcohol, even if the driver has notified the driver's supervisor of the medication use.

D. **Required Testing**

The following testing is required of all drivers:

E. **Pre-Employment Testing**

1. **Alcohol.** A driver must pass a test prior to performing a safety-sensitive function. The test will be made during the hiring process or immediately before the driver first performs a safety-sensitive function. A driver may not commence the driver's duties unless the test shows a concentration of less than 0.04. If the test shows a concentration of between 0.02 and 0.04, no safety-sensitive duties may be performed for at least 24 hours.

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

   a. The driver has undergone an alcohol test required by the Federal Act within the previous six weeks and tested under 0.04; and

   b. The driver provides evidence that no prior employer of the driver has records of alcohol misuse within the previous six months.

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

   a. The driver has participated within the previous 30 days in a drug testing program meeting the requirements of the Federal Act; and

   b. While participating in the program, either (i) was tested for controlled substances within six months prior to the date of employment application or (ii) participated in a random controlled substance testing program for the 12 months prior to the date of the employment application; and

   c. The driver provides evidence that no prior employer of the driver has records of a violation of controlled substance use rules within the previous six months.
F. Post-Accident Testing

As soon as practical following an accident, the following tests will be administered:

1. Alcohol
   a. Each surviving driver who was performing safety-sensitive functions with respect to the vehicle, if the accident involves loss of life, regardless of whether the driver was at fault.
   b. Each driver who received a moving traffic violation arising from the accident.
   c. The test is to be administered within two hours of the accident. If the test is not administered within that time, the driver’s supervisor shall cease attempts to administer an alcohol test and shall prepare a written report as to why a test was not given.
   d. Drivers shall remain readily available for testing. A driver leaving the scene of an accident without a valid reason prior to submission to the test may be deemed to have refused to submit to testing.
   e. A breath or blood alcohol test conducted by a law enforcement agency will be considered to meet these requirements if the test meets the requirements of the Federal Act and the results are obtained by the School District.

2. Controlled Substances
   a. A test for controlled substances will be administered of those drivers for whom an alcohol test is required within 32 hours following an accident. If no test is made within that time period, then no test will be made and the driver’s supervisor will prepare a written report stating the reasons for not administering a prompt test.
   b. A urine test for controlled substances administered by a law enforcement agency will be considered to meet these requirements if the test meets the requirements of the Federal Act and the results are obtained by the School District.
3. **Random Testing**

Random testing of drivers will be conducted throughout the year. Selection of the drivers to be tested will be made by a scientifically valid method, such as random-number table or a computer based random-generator matched with drivers' social security numbers, payroll identification numbers or other comparable identifying numbers. Dates for administrating unannounced testing shall be unpredictable and spread reasonably throughout a 12 month period. Drivers are to be tested while performing safety-sensitive functions, just before performing those functions or just after ceasing those functions.

a. **Alcohol.** The minimum annual percentage rate for random alcohol testing will be 25 percent of the average number of driver positions, subject to adjustment of the percentage by the Federal Highway Administration.

b. **Controlled Substances.** The minimum annual percentage rate for random testing for controlled substances will be 50 percent of the average number of driver positions.

4. **Reasonable and Suspicion Testing**

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

a. Alcohol testing is authorized only if the observations are made during, just preceding or just after the period of the work day that the driver is performing a safety-sensitive function.

b. Persons designated to determine whether reasonable suspicion exists must receive at least 60 minutes of training on performance indicators of probable alcohol misuse.

c. The required observations shall be made by a supervisor who has received training in detecting the symptoms of alcohol/controlled substance misuse. The supervisor who makes the determination that reasonable suspicion exists shall not conduct the alcohol test.

d. A written record must be made as to why an alcohol test was not made within two hours following a determination of reasonable
suspicion of misuse. No test is to be made if eight hours passed after the determination.

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

5. **Return to Duty Testing**

No one suspected of being under the influence of or impaired by alcohol will be permitted to perform a safety-sensitive function until: (i) an alcohol test shows a concentration of less than 0.02; or (ii) 24 hours have elapsed following a determination that there was reasonable suspicion to believe the driver has violated the rules in this Policy against alcohol use. A driver engaging in conduct prohibited under Section III of this Policy shall not return to a safety-sensitive function without first passing a breath test with a result of alcohol concentration of 0.02 or less.

6. **Follow-Up Testing**

A driver who has been identified by a substance abuse professional as needing assistance in resolving problems with alcohol-controlled substance misuse and who has returned to duty involving the performance of a safety-sensitive function will be subject to a minimum of six unannounced follow-up alcohol/controlled substance tests over the following 12 months. The substance abuse professional can direct additional testing during this period or for an additional period up to a maximum of 60 months.

G. **Test Procedures**

Testing methodology will comply with the requirements of the Oklahoma Act, except that the requirements of the Federal Act stated in this Section V supersede the provisions of the Oklahoma Act.

1. Alcohol breath testing must be performed by a qualified breath alcohol technician ("BAT") who has completed a course of instruction approved by the federal Department of Transportation. The School District will establish and retain documentation of the training and proficiency of each BAT. The demonstrated proficiency must be specific as to particular breath testing models. A BAT-qualified supervisor of a driver may conduct an alcohol test for that driver only if another BAT is not available to perform the test in a timely manner.
2. Law enforcement officers certified by their agencies to conduct breath alcohol testing are deemed to be qualified as BATs.

3. If a non-employee BAT other than a law enforcement officer is used for a breath alcohol test, the non-employee BAT must furnish a certificate that the BAT has completed a course of instruction approved by the federal Department of Transportation for the particular breath testing device.

4. EBTs which do not meet the requirements for confirmation tests (sequential numbering and print-out capability) may be used for screening tests. Non-evidential breath screening devices ("breathe tubes") may not be used. If an EBT used for screening does not meet all of the requirements for a confirmation EBT device, a log book must be used with the screening EBT.

5. EBTs used for confirmation testing must be capable of: providing triplicate copies of each test; assigning a unique and sequential number to each test; capable of being read by the BAT and the employee before each test and the test result being printed out on each copy; printing out on each copy the manufacturer's name for the device, the device's serial number and time of the test. The device must be able to distinguish alcohol from acetone at the 0.02 alcohol concentration level. The EBT must be capable of performing an external calibration check.

6. A screening or confirmation EBT must have a quality assurance plan developed by the manufacturer. The School District will comply with the plan. This will involve: external calibration checks; removing the EBT from service if it fails a check; and maintaining records of external calibration. The external calibration must be performed by the manufacturer or a state health agency. If the EBT is owned by a third party, the School District will require a written certification that the third party is familiar with these requirements and will be responsible for compliance. The School District will require that the third party's compliance records will be available for inspection by representatives of the School District.

7. Alcohol testing must be conducted in a location that provides visual and aural privacy to the driver, sufficient to prevent unauthorized persons from seeing or hearing the test. When the driver enters the testing location, the BAT will require the driver to provide positive identification. If the driver requests, the BAT will provide positive identification. The BAT will explain the testing procedure. An individually-sealed mouthpiece is opened in the view of the driver and attached to the EBT. The driver will then blow into the mouthpiece for at least six seconds. If the EBT does not provide a printed result, the BAT will record the test number, date, BAT's name, location and test result in
a log book. The driver will initial the log book. If the EBT provides a printed result, the result is either: (i) printed on the testing form; or (ii) affixed to the form with tamper-evident tape. If the test result is less than 0.02, the BAT will transmit the result in a confidential manner to a School District representative designated by the Board of Education or the Superintendent of Schools for the purpose of receiving and handling alcohol test results in a confidential manner.

8. Refusal to take a required test has the same consequences as if the employee had tested 0.04 or more. The following also constitute refusal to take a test: failure to provide adequate breath for testing without a valid medical explanation; engaging in conduct that clearly obstructs the testing process; failure to sign the alcohol testing form; leaving the scene of an accident before being tested (except when reasonably necessary to receive medical treatment); or refusal to take a confirmation test after an initial positive screening test.

9. If the breath test is 0.02 or more, a confirmation test is required. The confirmation test must be conducted within 20 minutes of the initial test. Before a confirmation test is given, the BAT must conduct a "blank" test on the EBT to obtain a reading of 0.00. Confirmation testing for controlled substances will be performed in accordance with the Oklahoma Act, except that gas chromatography/mass spectrometry is the only acceptable confirmation method for cocaine, marijuana, opiates, amphetamines and phencyclidine.

10. Testing of urine samples for controlled substances must be performed by a laboratory certified by the federal Department of Health and Human Services. If the driver requests a test of a split specimen, the first laboratory will ship the unopened split sample to a second DHHS-approved laboratory for testing. If the test of the split sample fails to confirm the presence of a controlled substance, the entire test is canceled.

11. A confirmed positive controlled substance test must be reviewed by a medical review officer before the test results are transmitted to the School District. The medical review officer must be a licensed physician (M.D. or D.O.) who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate the test result, the driver's medical history and any other relevant biomedical information, including possible alternative medical explanations.

H. Referral And Treatment

Drivers testing for more than 0.04 alcohol concentration, possessing alcohol at work, using alcohol at work, working within four hours after alcohol use, using alcohol within
eight hours after an accident, refusing to submit to required alcohol or controlled substance tests or showing use of controlled substances shall be advised of the resources available to the driver in evaluating and resolving problems associated with the misuse of alcohol or controlled substances, including the names, addresses and phone numbers of substance abuse professionals and counseling and treatment programs. These drivers will be evaluated by a substance abuse professional who shall determine what assistance, if any, the driver needs in resolving problems associated with alcohol or controlled substance misuse. The driver will not be permitted to return to work until receiving a test result of less than 0.02 alcohol concentrations if the conduct involved alcohol or a controlled substance test with a confirmed negative result if the conduct involved substance abuse. If the driver is identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, the driver must be evaluated by a substance abuse professional to determine that the driver has properly followed the prescribed rehabilitation program and the driver must be subject to unannounced follow-up alcohol and controlled substance tests on return to duty as stated above.

These requirements do not apply to drivers refusing to be tested or drivers having a pre-employment test of 0.04 or more.

I. Management Information System

The School District will prepare an annual calendar year summary of its alcohol testing program. The report will be submitted in accordance with the Federal Act by March 15 for the prior year. The report will contain the statistical data required by the Federal Act.

J. Educational Materials

Each driver must receive educational materials that explain: the alcohol misuse prevention requirements; the School District's policies and procedures; the identity of a contact person knowledgeable about the materials; factual information on the effects of controlled substance and alcohol misuse on personal life; health and safety; where help can be obtained, including the School District's Employee Assistance Program; categories of employees subject to testing; what functions are covered by the policy; a description of prohibited conduct and the circumstances that trigger testing; testing procedures and safeguards; what constitutes a refusal to submit to testing and the consequences; signs and symbols of an alcohol/controlled substance problem; consequences for drivers with an alcohol test level of 0.02 or more but less than 0.04; and the consequences of violating the rules. The staff will prepare appropriate educational materials.

K. Maintenance Of Records

The School District shall maintain records of its alcohol/controlled substance misuse prevention program. The period of retention for these records shall be:
1. **FIVE YEARS**

   Records of driver alcohol/controlled substance tests with confirmed positive results; documentation of refusal to take required tests; calibration tests for EBTs; and driver evaluation and referrals.

2. **TWO YEARS**

   Records relating to controlled substance collection and training.

3. **ONE YEAR**

   Records of negative controlled substance test results.

   Upon written request, a driver is entitled to obtain copies of any School District records concerning the driver's use of alcohol/controlled substances, including test results.

L. **Disciplinary Action**

   Employees who violate the prohibitions in Section III of this policy or have a confirmed alcohol breath test of 0.02 or more while performing safety-sensitive functions or who have a confirmed positive controlled substance test will be subject to disciplinary measures, including employment termination.

M. **Other Policies**

   This policy does not supersede any other School District policy pertaining to alcohol or controlled substance use by School District employees, except to the extent that this policy is specific to drivers performing safety-sensitive functions. To the extent permitted by federal law, this policy is to be interpreted consistent with the Oklahoma Act.

4001.11 **Teacher Assistant**

**Qualifications for Teacher Assistant:**

- High school diploma
- 48 college hours, Associate Degree, or must pass the Para Pro Assessment.
- Ability to lift 50 lbs.

**Teacher Assistant Reports To:**

- Building principal.
Performance Responsibilities:

- Enabling the certified teacher to direct his/her energies to the education of children and various programs and activities which are geared to that end.
- Providing increased time for individualized instruction, evaluating learning situations, pupil counseling and guidance for other instructional activities.
- Relieving teachers of any tasks they may delegate.
- Attending any required workshops.
- Leaving discipline and related responsibilities with the certified teacher.
- Assisting certified teacher in the performance of non-instructional duty requirements.
- Substituting for teachers in times of emergency (with salary remaining that of Teacher Assistant during such time).
- Any other tasks as may be required by the board and/or administration.

4001.12 School Secretary

Qualifications for School Secretary:

- Knowledge of spelling, punctuation, arithmetic, business English and standard office record-keeping.
- General skill in typing accurately, in following oral and written instructions; in performing stenographic tasks with speed and accuracy; in operating a computer, typewriter, calculator and other standard office machines; in establishing and maintaining effective working relationships with others.
- High school diploma or equivalent.

School Secretary Reports To:

- Building principal.

Performance Responsibilities:

- Varying duties between each building due to the different ages of the students involved. Generally, in buildings with younger students, secretaries also help the nurse. Work day is seven hours per day unless otherwise notified.
- Composing and preparing correspondence and reports.
- Scheduling appointments, giving information to callers and performing clerical tasks as assigned.
- Reading and routing incoming mail.
- Taking dictation and transcribing notes.
- Relieving administrators of clerical work and business details.
- Understanding that position carries no administrative authority.
- Treating of visitors/parents/students in a cheerful and respectful manner.
- Any other tasks as required by the administration and/or board.
4001.13 Testing Employees and Applicants for Employment (Other Than Bus Drivers) With Regard To the Use of Alcohol and Illegal Chemical Substances

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

**Statement of Purpose and Intent**

A. The safety of students and employees of the School District is of paramount concern to the School Board.

B. Employees who are under the influence of alcohol or an illegal chemical substance when the employee is on duty or on school property pose serious safety risks to students and other employees.

C. The use of alcohol and illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all employees and the safety of all students.

D. Recent scientific studies demonstrate that the use of alcohol and illegal chemical substances reduces an employee's ability to perform his job beyond the time period of immediate consumption or use.

E. The Board recognizes that all employees have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma as well as by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act, OKLA. STAT. tit. 40, §§ 551 et seq. This Policy will not infringe on those rights.

F. As a part of this Policy, the Board hereby adopts an Employee Assistance Program in which employees may be referred to third-party providers who will provide the employee, at the employee's expense, a confidential drug and alcohol dependency evaluation and referral service for substance abuse counseling, treatment or rehabilitation. The Board encourages employees who have chemical dependency problems to seek professional assistance.

G. Due to the devastating impact that the use of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse affect on an employee's ability to perform the employee's job, the Board will not tolerate employees who use, possess, distribute, purchase, sell or are under the influence (as defined in the Policy) of alcohol or illegal chemical substances when on duty or while on school property.
This Policy will apply to all employees of the School District regardless of position, title or seniority except bus drivers. The testing of bus drivers for alcohol or illegal chemical substances is exclusively governed by the School District's Policy on Alcohol and Drug Testing for Drivers and the federal Omnibus Transportation Act of 1991.

Violations of this Policy will subject the employee to disciplinary action, including termination.

Definitions
A. "Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By way of example only, the drugs which will be tested for are: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.

B. "Alcohol" means ethyl alcohol or ethanol.

C. "Under the influence" means any employee of the School District or applicant for employment with the School District who has any alcohol or illegal chemical substance or the metabolites thereof present in the person's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.

D. "Positive" when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.

E. "School property" means any property owned, leased or rented by the School District, including but not limited to school buildings, parking lots and motor vehicles.

F. "Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substances or their metabolites in a person's blood, bodily tissue, fluids, products, urine, breath or hair.
G. "On duty" means any time during which an employee is acting in an official capacity for the School District or performing tasks within the employee's job description, including the taking of an annual physical examination.

H. "Reasonable suspicion" means a belief that an employee is using or has used alcohol or drugs in violation of this Policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things:

1. Observable phenomena, such as:
   (a) The physical symptoms or manifestations of being under the influence of alcohol or a drug while at work or on duty, or
   (b) The direct observation of alcohol or drug use while at work or on duty;

2. A report of drug or alcohol use while at work or on duty, provided by reliable and credible sources and which has been independently corroborated;

3. Evidence that an individual has tampered with an alcohol or drug test during his employment with the School District; or

4. Evidence that an employee is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on duty or while on the School District's premises or operating the School District's vehicles, machinery or equipment.

I. "Bus driver" means:

1. A School District employee who is required to have a commercial drivers' license ("CDL") to perform the employee's duties;

2. Employees of independent contractors who are required to have a CDL;

3. owner-operators;

4. Leased drivers; and

5. Occasional drivers.

J. To the extent not specifically defined herein, the definition of any term, word or phrase found in this Policy shall be as set forth in the Oklahoma Standards for Workplace Drug and Alcohol Testing Act.
Procedures for Alcohol or Illegal Chemical Substance Testing

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

In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent analysis in the event of a challenge of the test results of the main sample; the test monitor shall not observe any employee or applicant while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that an employee/applicant is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the applicant/employee giving the sample.

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

B. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use the gas chromatography/mass spectroscopy technique or an equivalent scientifically accepted method of equal or greater accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by Board rules. An applicant for employment will not be denied employment or an employee will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.

C. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second and different test using any
scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules.

D. Upon written request, the applicant for employment or the employee will be furnished with a free copy of all test results performed under this Policy. All test records and results will be confidential and kept in files separate from the employee or applicant's personnel records.

E. Any applicant for employment or employee who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance, as and for an appeal procedure, will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the applicant or employee asserts that the positive test results are caused by other than consumption of alcohol or an illegal chemical substance by the applicant or employee, then the applicant or employee will be given an opportunity to present evidence that the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. The School District will rely on the opinion of the District's laboratory which performed the tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance.

In the case of drug use testing, the employee or applicant will have a right to have a second gas chromatography/ mass spectroscopy test performed on the same test sample at the expense of the employee or applicant. In the case of alcohol testing, the employee or applicant will have a right to have a second test performed on the same test sample using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules. The request for the second test must be made within thirty (30) days after the date the positive test result is communicated to the employee or applicant and subject to the approval by the School District's consulting laboratory that (a) the facility selected by the applicant or employee for the second test meets the qualifications required for a testing facility under the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and (b) the testing methodology used by the facility selected by the employee or applicant conforms to scientifically accepted analytical methods and procedures, including the cutoff levels, as determined by the State Board of Health. If the re-test reverses the findings of the challenged positive result, then the School District will reimburse the applicant or employee for the costs of the re-test. A proper chain of custody shall be maintained at all times in transmitting the sample to and from a second laboratory.

F. The laboratory reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the School District will not report on or disclose to the School District any physical or mental condition affecting an employee or employment applicant which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical
substances or the metabolites thereof. The use of samples to test for any other substances will not be permitted.

**Employee Alcohol and Drug Use Tests - When Required**

A. Employees will be required to submit to alcohol and/or drug use testing as a required part of an annual physical examination to determine physical fitness for duty for: (a) school vehicle mechanics and (b) all other employees who are required to take an annual physical examination and whose job duties require them to be engaged in activities which directly affect the safety of others. Each employee who is to be tested for alcohol or illegal chemical substances as a part of an annual physical examination will be given at least thirty (30) calendar days' notice of the date of his physical examination and attendant alcohol or drug use test. The annual physical examination shall be deemed "work time" for purposes of compensation and benefits.

B. Any employee whose behavior while on duty creates a reasonable individualized suspicion that the employee is under the influence of alcohol or an illegal chemical substance will be required to take an alcohol and/or drug use test.

C. When the School District has a reasonable suspicion that an employee or other person has sustained a work-related injury or the School District's property has been damaged as a direct result of the employee's use of alcohol or drugs, alcohol and/or drug use testing will be required.

D. Random drug use and/or alcohol testing of school vehicle mechanics and employees who are engaged in activities which directly affect the safety of others will be conducted on a random selection basis. The term "random selection basis" means a mechanism for selecting employees for alcohol and/or drug testing that:

1. Results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and

2. Does not give the School District discretion to waive the selection of any employee selected under the mechanism.

E. Following a confirmed positive test or following participation in an alcohol or drug dependency treatment program under any benefit plan or at the request of the School District, the School District may request or require an employee to undergo alcohol or drug testing without prior notice for a period of up to two years, commencing with the employee's return to work.

Any employee who refuses to take an alcohol or drug use test when so required under the provisions of this Policy will be deemed to have committed an act of
insubordination or willful neglect of duty which will be the basis for disciplinary action, including termination.

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

Any employee who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this Policy) of alcohol or an illegal chemical substance while on duty, while on school property or as a result of alcohol or drug use tests conducted under this Policy will be subject to disciplinary action, including termination.

**Alcohol and Drug Use Tests of Applicants for Employment -- When Required**

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

**Applicants under the Influence of Alcohol or an Illegal Chemical Substance**

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

**Person Authorized to Order Alcohol or Drug Testing**

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

A. The Superintendent of Schools;

B. Any employee designated for such purposes by the Superintendent or the School Board.

**Circulation of Policy**

This policy shall be given broad circulation to all employees of the School District which shall include prominent posting at various places in the School District. Each employee shall be given a copy of this Policy at the beginning of each school year and each applicant shall be given a copy of this Policy upon the tender of a conditional offer of employment.
The Standards for Workplace Drug and Alcohol Testing Act

This Policy is subject to and supplemented by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act (the "Act"). To the extent that any provision of this Policy is in contravention to the Act, then the Act shall control. To the extent that this Policy is silent as to any matter covered by the Act, then the Act shall control. This Policy shall be interpreted by the Board of Education of the School District and its employees consistent with the Act.

4002. BENEFITS

4002.1 Sick Leave
Terms and Conditions
Sick Leave for Support Employees

Skiatook Public Schools’ sick leave policy provides that school personnel may be absent from their duties due to personal illness, injuries, maternity, or illness in their immediate family* without loss of salary for a period not to exceed their current year accumulated sick leave balance.

Sick leave will accrue at a rate of one sick day earned per month for each contract month of employment not to exceed the number of hours per day for which they are regularly employed cumulative up to a total of sixty (60) days.

After a support employee accumulates sixty days of unused sick leave within the Skiatook district, that employee will begin the next school year with those 60 unused sick days, and then will earn one more for each contracted month of employment during that school year.

Accumulated sick leave will be reduced one day for each day that the employee 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 support employee is employed the next succeeding school year, provided that the number of days transferred shall not exceed the maximum days permitted by the receiving district and that such transferred days shall be used first in case of illness and, provided further, that if the receiving district pays the support employee 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 sending school district shall certify the exact number of days eligible for transfer.

After ten years of continuous years of service upon written resignation from employment and with a written request to be paid for unused sick leave, Skiatook Public Schools will pay full-time support employees at the rate of $37.50 (thirty-seven dollars and 50 cents) per unused sick day accumulated in the Skiatook district with a maximum of 100 unused sick days to be paid. Upon written resignation from employment and with a written request to be paid for unused sick
leave, part-time support employee's unused sick days will be paid by pro-rating the $37.50 per unused sick day by the portion of day contracted.

After ten years of continuous years of service upon written resignation from employment and with written request to be paid for unused sick leave, Skiatook Public Schools will pay full-time support employees that are retiring with the Oklahoma Teacher's Retirement System at the rate of $50.00 (fifty dollars) per unused sick day accumulated in the Skiatook District with a maximum of 100 unused sick days to be paid.

Employees retiring or resigning must notify the district in writing 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 sixty days will accrue to 120 days maximum. Days accumulated above sixty when not retiring will not be eligible to carry over to the next school year, but will be referred to the Retirement Sick Leave Bank. This applies to all ten, eleven and twelve-month contracts.

*IMMEDIATE FAMILY DEFINITION – includes employee’s husband or wife and the following relatives: employee’s father, mother, son, daughter, brother, sister, grandchild, grandparent and corresponding relatives by affinity (i.e. marriage).

(*Revised – June 2011, effective July 2011)
Revised October 9, 2017

4002.2 Bereavement Leave

A maximum of three days leave with full pay for funerals in-state and a maximum of five days leave with full pay for funerals out-of-state shall be allowed in case of each death in the immediate family. One (1) day leave with full pay, whether in-state or out-of-state shall be allowed in the death of an aunt, uncle, niece, nephew or cousin.

Immediate family for purposes of bereavement leave is defined as: employee’s mother, father, sister, brother, grandparents or corresponding in-laws.

In the case of the death of the employee’s spouse or a child of the employee, five days (5) leave with full pay shall be allowed.

Personal business leave may be added to funeral leave if necessary and at the discretion of the administration/board.
4002.3  Personal Business Leave

A full-time non-certified employee shall be allowed three days each year for personal business leave. These leave days are not accumulative. Unused Personal Business Leave Days will be rolled over to sick leave.

A full-time support employee works a minimum of 172 days per year and the standard period of daily labor that is customarily understood to constitute full-time employment for the type of services the employee performs.

No reduction in salary will be assessed for the first two days of personal business leave. The third day of personal business leave will be assessed at $37.50.

Non-certified personnel must notify their principals or supervisor at least forty-eight hours in advance of taking any personal business leave days. A leave slip must be filled out and signed by the principal or administrator forty-eight hours prior to taking any personal business days.

If an emergency arises and forty-eight hours notice cannot be given, the superintendent must approve the leave. If the superintendent is not available in such a situation, the assistant superintendent may give the approval. If the assistant superintendent is not available in such a situation, the principal or supervisor may give the approval.

Personal business leave days may not be taken on the first or last day of the contract period, or on the day before or after a holiday.

(Revised March 13, 2017)

4002.4  Jury Duty

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.

4003. EVALUATIONS

4003.1  Procedures

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 board requires regular—and, when necessary, periodic—written evaluations of all support personnel.

The superintendent of schools or his/her designee shall designate those principals/supervisors who are required to evaluate support personnel and shall take all steps reasonably necessary to
insure that all support staff of the district are evaluated at least once annually prior to April 1 of each fiscal year.

The superintendent or his/her designee is responsible for distributing and maintaining the evaluation forms for support staff. The principal/supervisor will be responsible for the formal evaluation of the support staff assigned to his/her building/department. The evaluation will be signed by the employee and the principal/supervisor. A copy of the evaluation (and a copy of any plan for improvement) must be given to the support employee. One copy will be retained in the principal/supervisor’s file. The original evaluation (and any plans for improvement) is to be submitted to the superintendent for filing in the support employee’s personnel records.

The principal/supervisor shall use the current evaluation form and, if necessary, the plan for improvement form, both of which are available in the office of the superintendent. 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.
4004. DISCIPLINARY PROCEDURES

4004.1 Policy for Suspension, Demotion, Termination or Non-reemployment of Support Employees

A. Definitions

1. "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.

2. "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 172 days per year.

3. "Suspension without pay" shall mean the temporary denial of a support employee's right to work and receive any pay and other benefits during the term of the suspension. "Suspension without pay" may be as a disciplinary measure as provided in paragraph 4.B(1), below or as a suspension pending investigation as provided in paragraph 4.B(2), below. If a final decision is made under the procedures stated below that a suspension without pay was improper, the support employee shall receive full pay and other benefits for the period of suspension.

4. "Suspension with pay" may occur in those situations in which the superintendent or his designee, or a supervisor of the support employee perceives a significant hazard in keeping the support employee on the job, in which event the support employee may be asked to immediately leave the School District's premises and the support employee is temporarily relieved of his duties pending a hearing under paragraph 4, below.

5. "Demotion" shall mean a reduction in pay during the term of the support employee's contract. "Demotion" shall not mean a change in job description or work assignment or duties.

6. "Termination" shall mean the discharge of the support employee from his/her employment with the School District during the term of his/her contract and does not include the cessation of employment upon expiration of the support employee's contract.

7. "Non-reemployment" shall mean the failure to offer a support employee a new contract for the next successive school year after the contract under which the support employee is presently employed has expired.
B. **Policy on Suspension, Demotion, Termination or Non-Reemployment of Full-Time Support Employees**

A full time support employee who has been employed by the School District for more than one year shall be suspended, demoted, terminated or non-reemployed during the term of his/her contract only for cause as provided in this policy. In addition to the definition of cause stated in section 3 of this Policy, "cause" shall also specifically include lack of funds or lack of work. Any support employee who has been employed by the School District for less than one year (12 months) is not entitled to invoke the procedures of this policy and such employee's contract can be terminated at any time without cause.

C. **Cause for Suspension, Demotion, Termination or Non-reemployment**

1. A support employee may be suspended, demoted, terminated or non-reemployed during the term of his/her contract for any of the following:

   I) Violation of any rule, regulation or requirement issued by the Office of the Superintendent or Board of Education of the School District; or

   ii). Conduct not otherwise specified in the above rules, regulations or requirements which constitutes insubordination, neglect of duty, incompetency in job performance, dishonesty, or causing or allowing damage, destruction or theft of school property.

2. The rules, regulations and requirements referred to above shall be posted in a prominent place at each work location or otherwise communicated in writing to all support employees. The rules, regulations and requirements, which may be revised from time to time, shall state that violation of the rules, regulations and requirements may result in suspension, demotion, termination or non-reemployment during the term of his/her contract.

D. **Procedures for Suspensions without Pay, Terminations and Demotions**

1. Any full-time support employee is subject to disciplinary action in the form of a suspension without pay, demotion or termination. Prior to instituting any such disciplinary action the full-time support employee shall receive the following hearing rights:

   i) The superintendent of schools or his designee shall orally advise the support employee of the cause or basis for the proposed disciplinary action;

   ii) The superintendent of the School District or his designee shall explain to the support employee the evidence against the support employee;
iii) The superintendent of the School District or his designee shall allow the support employee an opportunity to present his side of the matter.

2. After the support employee is afforded the above hearing rights the superintendent of the School District or his designee may take any of the following actions:

i) Suspension without pay for ten (10) working days or less as a disciplinary measure;

ii) Suspension without pay pending investigation as to whether cause exists for the termination of the support employee;

iii) Demotion of the support employee;

iv) Termination of the support employee;

v) Conclude that no disciplinary action is appropriate.

3. If a support employee is suspended without pay pending an investigation as to whether termination is appropriate, then within five (5) working days after the effective date of the suspension without pay such investigation must be completed and the superintendent or his duly authorized designee shall afford the support employee a second hearing with the same hearing rights as set forth in paragraph 4.A., above. After the second hearing, the support employee shall either be reinstated, with back pay and other benefits, suspended without pay further as a disciplinary measure (not to exceed a total of 10 working days including the initial days of suspension without pay), demoted or terminated.

4. The support employee shall have the right to appeal to the Board of Education a suspension without pay as a disciplinary measure, a demotion or a termination as set forth in the Procedures for Appeal to the Board of Education in section 6 below.

E. Procedures for Non-Reemployment

Prior to being non-reemployed, a full-time support employee who has been employed by the School District for more than one (1) year shall be entitled to the following hearing rights:

1. The Board of Education or the superintendent of the School District or his designee shall advise the support employee, in writing, of the board's intention to consider and act on the non-reemployment of the support employee for the subsequent fiscal year;
2. The written notification shall set out the cause(s) for such action;

3. The support employee shall have the right to contest his non-reemployment before the Board of Education as set forth in the Procedures for Appeal to the Board of Education in section 6 below.

F. Procedures for Appeal to the Board of Education

1. After any suspension without pay as a disciplinary measure, or prior to the effective date of any demotion, termination during the term of his/her contract or non-reemployment, the support employee shall receive notice of his/her right to a hearing before the Board of Education as herein provided.

2. All notices shall be sent to the support employee by certified mail at the address of the support employee shown on the school records. If the support employee refuses to accept the notice or fails or refuses to pick up the notice after being notified by the post office to do so, then the support employee shall be deemed to have received the notice on the date that the notice was postmarked. The notice shall contain the information provided in the form attached hereto. The postmark shall be used to determine the timeliness of the notice.

3. A support employee who has been notified in writing of his/her suspension without pay as a disciplinary measure, demotion or termination during the term of his/her contract or non-reemployment may notify the Clerk of the Board of Education of the School District within ten (10) working days of the postmark on the notice if the support employee desires a hearing before the Board of Education. If the support employee fails to notify the Clerk of the Board of Education of the School District in writing within ten (10) working days of the postmark on the notice that the support employee requests a hearing, the support employee shall be deemed to have waived the right to a hearing and the suspension without pay as a disciplinary measure, demotion or termination action shall be final and, in the case of a non-reemployment, the board may take final action to non-reemploy the employee without further notice or hearing rights.

4. Hearing before Board of Education:

   i) Upon timely notice as set forth above, the support employee shall be entitled to a hearing before the Board of Education. The hearing shall be conducted at the next, or next succeeding, regularly scheduled meeting of the Board of Education if the request for the hearing was received at least ten (10) days prior to the next or next succeeding, regularly scheduled Board of Education meeting. At the request of the support employee or at the discretion of the Board of Education, the Board of Education shall call a special meeting to conduct the requested hearing, which special meeting shall be held no earlier than ten (10) days no later than thirty (30) days after receipt of the support employee's request.
ii) At the hearing before the Board of Education, the support employee shall be entitled to be represented by counsel, to cross-examine witnesses presented by the School District, to present witnesses on his/her behalf and to present any relevant evidence or statement which the support employee desires to offer. The hearing shall be conducted in "open" session. The hearing shall commence with a statement to the support employee of his rights at the hearing. Following this statement, the School District administration shall present facts showing the cause for the support employee's suspension without pay as a disciplinary measure, demotion, termination or non-reemployment. The burden of proof shall be upon the School District administration. The support employee shall then have the right to present his/her side of the matter. After both the School District administration and the support employee have fully presented their respective positions, the Board of Education shall deliberate on the evidence in executive session. The Board of Education shall announce its findings and decision immediately in open session by individual voice vote. The decision shall be made by a majority of the Board of Education members present at the meeting.

iii) As to suspension as a disciplinary measure, demotion or termination, the Board of Education may affirm, modify or reverse the action taken against the support employee, including increasing or decreasing the severity of the original action. As to non-reemployment, the board may reemploy or non-reemploy the employee for the subsequent fiscal year.

iv) The decision of the Board of Education at the hearing shall be final and non-appealable.

G. Miscellaneous

This policy shall be effective immediately upon adoption by the board of education and shall supersede all previous policies regarding the subject matter contained herein. The Board of Education reserves the right to modify or amend this policy from time to time in any manner consistent with applicable law.

Nothing contained in this policy shall prevent the Board of Education from acting on its own volition in matters pertaining to suspension, demotion, dismissal or non-renewal of support employees.
SECTION 5000
STUDENTS
5001. STUDENT OFFENSES SUBJECT TO DISCIPLINARY ACTION

5001.1

SKIATOOK SCHOOL DISTRICT
POLICY ON STUDENT BEHAVIOR

The Board of Education of the Skiatook School District adopts the following policy and procedures dealing with student conduct and behavior:

General Expectations

The Board of Education recognizes that students do not surrender any rights of Citizenship while in attendance at Skiatook Public Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

Discipline Code

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson;
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message;
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to 'be broadcast, published or distributed, any message or material.
4. Cheating;
5. Conduct that threatens or jeopardizes the safety of others;
6. Cutting class or sleeping, eating or refusing to work in class;
7. Disruption of the educational process or operation of the school;
8. Extortion;
9. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval;
10. Failure to comply with state immunization records;
11. False reports or false calls;
12. Fighting;
13. Forgery;
14. Gambling;
15. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts;
16. Hazing (initiations) in connection with any school activity;
17. Immorality;
18. Inappropriate attire (clothing or accessories that display pictures, lettering or numbering that is profane, vulgar, repulsive or obscene, that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low-point beer, drugs, drug-related items or paraphernalia or that unduly exposes the body; clothing, accessories, make-up, hair styles, or arrangements or decorations worn or displayed on the body that are likely to cause a substantial and material disruption of school operations);
19. Inappropriate behavior or gestures;
20. Inappropriate public behavior;
21. Indecent exposure;
22. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b);
23. Obscene language;
24. Physical or verbal abuse;
25. Plagiarism;
26. Possession of a caustic substance;
27. Possession of obscene materials;
28. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e.,
bullets, shells, gun powder, pellets, etc.);
29. Possession, use, distribution, sale, conspiracy to sell or possess or being in the
chain of sale or distribution, or being under the influence of alcoholic beverages,
low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled
substances;
30. Possession of illegal and/or drug related paraphernalia;
31. Profanity;
32. Sexual or other harassment of individuals including, but not limited to, students,
school employees, volunteers;
33. Theft;
34. Threatening behavior, including gestures, written or verbal expression, electronic
communication or physical acts;
35. Truancy;
36. Use or possession of tobacco in any form;
37. Use or possession of missing or stolen property if property is reasonably
suspected to have been taken from a student, a school employee, or the school;
38. Using racial, religious, ethnic, sexual, gender or disability-related epithets;
39. Vandalism;
40. Violation of the Board of Education policies, rules or regulations or violation of
school rules and regulations;
41. Vulgarity;
42. Willful damage to school property;
43. Willful disobedience of a directive of any school official;
44. Inappropriate use of an Electronic Device.
In addition, conduct occurring outside of the normal school day or off school property that has a
direct and immediate negative effect on the discipline or educational process or effectiveness of
the school, will also result in disciplinary action, which may include in-school placement options
or out-of-school suspension. This includes but is not limited to electronic communication,
whether or not such communication originated at school or with school equipment, if the
communication is specifically directed at students or school personnel and concerns harassment,
imimidation or bullying at school

THE SCHOOL BULLYING PREVENTION ACT
(70 OKLA. STAT 24-100.2)

The Oklahoma Legislature established the School Bullying Prevention Act with the
express intent of prohibiting peer student harassment, intimidation, bullying and threatening
behavior. These terms include, but are not limited to any gesture, written or verbal expression,
electronic communication or physical act that a reasonable person should know will:

1. harm another student;
2. damage another student's property;
3. place another student in reasonable fear of harm to the student's person or damage
to the student's property; or
4. Insult or demean any student or group of students in such a way as to disrupt or
interfere with the School District's educational mission or the education of any
student.

The Board has also adopted a policy prohibiting harassment, intimidation, bullying and
threatening behavior that defines and explains this conduct and the School District's response to
this legislative mandate. (See Section 5001.4)

SAMPLE DISCIPLINARY OPTIONS APPLICABLE TO STUDENT MISCONDUCT

5001.2 Detention
Detention is a correctional measure used when it is deemed appropriate. Students are to
report to the appropriate teacher/principal at the specified time with class work to be studied.
Detention may be assigned on a week-day or on a Saturday, as deemed appropriate.

5001.3 Alternative In-School Placement
Alternative in-school placement is an optional correctional measure that may be used by
the school when deemed appropriate. It involves assignment to a school site, designated by
the school, for a prescribed course of education as determined by school representatives.
5001.4 **Student Suspensions**

The judicial extension of Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of the School District must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term "out-of-school suspension" refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and the remainder of a current semester and the succeeding semester for all other offenses. **ALTERNATIVE IN-SCHOOL PLACEMENT, DETENTION, AND SIMILAR DISCIPLINARY OPTIONS** OR bullying at school.

**CORRECTIONAL MEASURES ARE NOT CONSIDERED BY LAW TO BE OUT-OF-SCHOOL SUSPENSION AND DO NOT REQUIRE OR INVOLVE THE DUE PROCESS PROCEDURES SET FORTH WITHIN THIS POLICY.**

Reference to "parent" in this section of the policy refers to a student's parent or legal guardian. Reference to "principal" means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

5001.4 A **Behavior or Conduct Which may Result in Suspension**

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the School or the District for:

a. violation of a school regulation;

b. immorality;

c. Adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, "violent offense" shall include those offenses listed as the exceptions to the term "nonviolent offenses" as specified in Section 571 of Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault;

d. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless telecommunication device without prior authorization, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; and

e. Possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the School District's policy related to firearms.

In the event of a suspension in excess of five (5) days for any of the reasons listed above, an education plan as discussed in the Individualized Plans for Out-of-School Suspension section of this policy, below, shall be applicable for acts which fall within parts "a" through "d," above. **As allowed by law, no education plan will be provided for acts which fall within part "e," above.**
Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

SCHOOL DISTRICT'S OBLIGATION
APPLICABLE TO ALL OUT-OF-SCHOOL SUSPENSIONS

5001.4 B Alternative In-School Placements:

Before the School District's designated representatives recommend out-of-school suspension, alternative in-school placements including, but not limited to placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension. STUDENTS IDENTIFIED AS DISABLED UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT OR SECTION 504 OF THE REHABILITATION ACT OF 1973 AND WHO ARE SUSPENDED OUT-OF-SCHOOL OR RECEIVE DISCIPLINARY REMOVAL FROM THE CLASSROOM MAY REQUIRE ADDITIONAL PROCEDURAL CONSIDERATIONS.

5001.4 C Pre-Conference Applicable to Out-of-School Suspensions:

1) When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense (as set out in OKLA. STAT. tit. 57, § 571), the principal shall conduct an informal conference with the student.

2) At the conference with the student the principal shall read the policy, rule or regulation which the student is charged with having violated and shall discuss the conduct of the student which is a violation of the policy, rule or regulation.

3) The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.

4) If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension.

5) The principal shall immediately notify the parent by phone and in writing that the student is being suspended out of school and that alternative in-school placement or other available options have been considered and rejected. The written notice should state
that alternative in-school placement or other available options have been considered and why they were rejected. Elementary and middle school students shall not be dismissed before the end of the school day without advance notice to the parent.

5001.4 D Immediate Out-of-School Suspension without a Pre-Out-of-School Suspension Conference:

1) A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, or school employees, or to school property, or a continued substantial disruption of the educational process.

2) In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

5001.4 E Conferences with Parents:

1) The principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is notified that an out-of-school suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.

2) At the conference, the principal will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The principal will also explain the basis for an out-of-school suspension rather than the use of alternative options. The parent should be asked by the principal if he/she understands the rule and the charges against the student.

3) At the conclusion of the conference the principal shall state whether he/she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the out-of-school suspension reviewed by the Superintendent of Schools, the Board of Education, or the out-of-school suspension review committee as provided by this policy. If the parent is in agreement with the principal's decision, he/she will be requested to sign a waiver of review.

5001.4 F Out-of-School Suspension Requirements:

1) An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten (10) school days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.

2) In no event should an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in
which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the School District's Gun-Free Schools Policy. Out-of-school suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions beyond ten (10) days be imposed only in serious situations.

3) Out-of-school suspensions should be consistent; that is, one student should not be suspended out of school for a few days and another student suspended out of school for an extended period for the same or similar offense. However, the principal may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration.

4) Out-of-school suspensions until the student performs some remedial act are not permitted; however, the student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.

5001.4 G  Individualized Plans for Out-of-School Suspension:
Out-of-school suspensions in excess of five (5) days shall include an Individualized Plan for Out-of-School Suspension ("Plan") which shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

5001.4 H  Records and Reports:
The principal will keep written records of each out-of-school suspension conference containing the date of the conference, the names of the persons present, the time duration of the conference, and the basis for rejection of alternative disciplinary options. Also, the principal shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the Plan.
LONG-TERM OUT-OF-SCHOOL SUSPENSIONS
OUT-OF-SCHOOL SUSPENSIONS FOR MORE THAN
TEN (10) SCHOOL DAYS

5001.4 I Right of Appeal:

A parent or the student may appeal the principal's out-of-school suspension
decision in excess of ten (10) school days to the Superintendent of Schools and, following
the appeal to the Superintendent, to the Board of Education, or, if appointed by the Board,
a Hearing Officer.

5001.4 J Method of Appeal to the Superintendent of Schools or His/her Designee:

1) An appeal can be presented by letter to the Superintendent of Schools.

2) If no appeal is received within five (5) calendar days after the principal's
decision is received by the parent or student, the principal's out-of-school
suspension decision will be final and no appealable.

3) The Superintendent of Schools or his/her designee should hold a
conference with the parent or guardian as soon as possible after receipt of
the appeal. The conference will be held during the regular school hours,
Monday through Friday, with consideration given to the hours of working
parents whenever possible.

4) At the conference, the Superintendent of Schools or
his/her designee will read the policy, rule or regulation
which the student is charged with having violated and will
briefly outline the conduct on the part of the student. The
parent should be asked by the Superintendent of Schools or
his/her designee if he/she understands the rule and the
charges against the student.

5) At the conclusion of the conference the Superintendent of
Schools or his/her designee will state whether he/she shall
terminate or modify the out-of-school suspension. In all
cases the parent shall be advised of the parental right to
have the out-of-school suspension reviewed as determined
by the Board of Education. If the parent is in agreement
with the decision of the Superintendent of Schools or the
Superintendent's designee, the parent shall be requested to
sign a Waiver of Final Review by the Board.
5001.4 K Method of Appeal to the Board of Education or the Board's Hearing Officer:
1) An appeal can be requested by letter to the Superintendent of Schools or to the Clerk of the Board of Education.

2) If no appeal is received within five (5) calendar days after the decision of the Superintendent of Schools or his/her designee is received by the parent or student, the decision of the Superintendent or his/her designee will be final and no appealable.

5001.4 L Hearing the Appeal:
1) The Board will hear the appeal as soon as possible, or it may appoint a Hearing Officer to hear the appeal. The Board's decision, or the Hearing Officer's decision, is final and no appealable.

2) The parent and student will be notified in writing of the date, time and place of the hearing.

3) The parent and student will have the right to an "open" or "closed" hearing, at their option.

4) Reasonable efforts will be made to accommodate the work schedule of parents.

5001.4 M Student Out-of-School Suspension Appeal Hearing Procedure

Before the Board of Education:
1) The Board President or the appointed Hearing Officer should:
   a) Announce that the next agenda item is an out-of-school suspension review hearing for the student. In order to protect the confidentiality and privacy of the student, the student's initials should be used and not the student's name.
   b) Ask whether the parents/child wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If
parents/child requests a closed hearing, a motion to go into executive session per their request should be made and voted on.

2) The Board President or Hearing Officer should advise the parents/child:
   a) That they are entitled to legal counsel, if they desire it.
   b) That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.
   c) That the parents/child will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross-examination by legal counsel for the administration.
   d) That the Board or its Hearing Officer will consider the evidence and documents and reach a decision which will be recorded by vote in open session.
   e) That the parents/child may ask any questions about the procedure.

3) Following presentation of 1 and 2 above, all administration witnesses and documents should be presented subject to cross-examination.

4) Parents/child may call any witnesses and present any documents subject to cross-examination.

5) After each witness is presented School Board members or the Hearing Officer may ask the witness any questions.

6) Parents'/child are closing statement.

7) Administration's closing statement.

8) Deliberate in private. (If the hearing is not in executive session, the Board
or its Hearing Officer may deliberate in executive session only with
permission of the parents or student.)

9) Return to open session and vote. After adopting a motion making certain
findings of fact the Board must make a motion to: (1) affirm the out-of-
school suspension; (2) modify the out-of-school suspension (increase or
decrease severity of the out-of-school suspension); or (3) revoke the out-of-
school suspension. If the hearing is before a Hearing Officer, no motions
will be required as a part of the hearing process; otherwise, the Hearing
Officer will have the same obligations as the Board with respect to
rendering a decision.

5001.4 N Attendance at School Pending Appeal Hearing:

Pending the appeal hearing of an out-of-school suspension to the Board, the student
will have the right to attend school under such "in-house" restrictions as the principal
deems proper, except that at the discretion of the principal, the student may be prohibited
from attending school pending any appeal hearing if in the judgment of the principal:

a) the conduct for which the student was suspended out of school
reasonably indicates that continued attendance by the student pending any appeal
hearing would be dangerous to other students, staff members or school property; or

b) the conduct for which the student was suspended out of school
reasonably indicates that the continued presence of the student at the school
pending any appeal hearing would substantially interfere with the educational
process at the school.

SHORT-TERM OUT-OF-SCHOOL SUSPENSIONS

OUT-OF-SCHOOL SUSPENSIONS OF TEN (10) OR FEWER SCHOOL DAYS

The Board of Education recognizes that student out-of-school suspensions of ten
(10) or fewer school days (referred to as "short-term out-of-school suspensions") involve
less stigma and require less formal due process procedures than are required for out-of-
school suspensions of greater than ten (10) school days. Appellate rights in such instances
are satisfied in an effective and expedient manner by giving the student the right to appeal
the out-of-school suspension decision to a committee composed, at the Superintendent's
discretion, of administrators, teachers, or both. The composition of the committee shall be
reserved to the School District's discretion.
5001.4 O Right of Appeal:

A student who has been suspended out of school for a period of ten (10) or fewer school days is entitled to all pre-appeal rights presently accorded by School District policy to students who have been suspended out of school for periods of greater than ten (10) school days. A student who has been given a short-term out-of-school suspension and that student's parent has a right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student with a short-term out-of-school suspension and his/her parent shall be informed by the principal of this right and the method of submitting an appeal.

5001.4 P Method of Appeal to the Committee:

1. An appeal to the committee can be requested by letter to the school principal, which must be received within five (5) calendar days after the principal's out-of-school suspension decision is received by the student or his/her parent. The out-of-school suspension decision will become final and no appealable if a request is not timely submitted.

2. Upon receipt of the request, the school principal shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized. If the school principal determines that the period of out-of-school suspension is greater than ten (10) school days, or if for any reason, the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term out-of-school suspensions must be followed and the student must be given the opportunity to appeal any adverse decision as provided by this policy for long-term suspension.

5001.4 Q Hearing the Appeal:

1. The Superintendent of Schools shall appoint a review committee consisting of not less than three School District employees who shall be certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.

2. The Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time and
place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.

3. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.

4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal and the Superintendent of Schools.

5. The decision of the committee shall be final and no appealable unless the committee determines that the suspension should be increased in excess of ten (10) days. In that event, the appeal procedures for long-term suspensions shall apply.

STUDENT PRIVILEGES WHILE UNDER OUT-OF-SCHOOL SUSPENSION OR UNDER OTHER DISCIPLINARY OR CORRECTIONAL MEASURES

PARTICIPATION IN THE EXTRACURRICULAR ACTIVITIES OF THE SCHOOL IS A PRIVILEGE AND NOT A RIGHT. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student,
then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal; such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, and clubs, organizations, ceremonies, student government, and band, athletics and all other school sponsored activities and organizations.
5001.5

SKIATOOK SCHOOL DISTRICT
POLICY PROHIBITING STUDENT HARASSMENT, INTIMIDATION, BULLYING AND THREATENING BEHAVIOR

5001.5 A Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the School Bullying Protection Act, 70 Okla. Stat. § 24-100.2. The Oklahoma Legislature requires school districts to adopt a policy to prevent harassment, intimidation, bullying and threatening behavior in an effort to "create an environment free of unnecessary disruption" and also requires districts to actively pursue programs for education regarding bullying behaviors.

The District's student conduct code prohibits harassment, intimidation, bullying and threatening behavior. This Policy further explains the negative effects of that behavior, seeks to promote strategies for prevention and education, establishes a procedure for investigating alleged incidents of prohibited behavior and establishes a post-investigation procedure that may include recommendations for community mental health care options and requests for disclosure of student mental health care information.

The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communications with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

(Revised May 8, 2017)

5001.5 B Statement of Board Purpose in Adopting Policy

The Board of Education recognizes that harassment, intimidation, bullying and threatening behavior causes serious educational and personal problems, both for the student victim and the initiator. The Board observes that this conduct:

- Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large;

- Substantially disrupts school operations by interfering with the District's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and just as disruptive of the school's
efforts to prepare students for productive lives in the community as they become adults;

- Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of harassment, intimidation, bullying and threatening behavior towards student-victims simultaneously supports the District's primary and substantial interest in operating schools that foster and promote academic achievement;

- Substantially interferes with school compliance with federal law that seeks to maximize the inclusion of students with disabilities and hinders compliance with Individualized Educational Programs containing goals to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions;

- Substantially interferes with the District's mission to advance the social skills and social and emotional well-being of students. Targets of harassment, intimidation, bullying and threatening behavior are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety, and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money or class assignments or performance bribes to protect themselves from harassment, intimidation, bullying and threatening behavior; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims, who have been harassed and demeaned by the behavior of bullies, often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide;

- Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts; and

- Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Harassment, intimidation, bullying and threatening behavior often involves expressive gestures, written or verbal expression, electronic communication or physical acts that are sexually suggestive, lewd, vulgar, profane or offensive to the education or social mission of the District, and at times involves the commission of criminal acts. This
behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction and study or to operate free from the effects of harassment, intimidation, bullying and threatening behavior. This results in a reluctance or resistance to attend school.

5001.5 C Definition of Terms

A. Harassment, Intimidation and Bullying:

The School Bullying Protection Act defines the terms "harassment, intimidation and bullying," as including, but not limited to, any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will:

1. Harm another student;
2. Damage another student's property;
3. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
4. 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. Electronic Communication

"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, a cellular telephone or other wireless telecommunication device or a computer.

The District prohibits harassment, intimidation, bullying and threatening behavior by electronic communication, whether 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.

C. Threatening Behavior

"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.

D. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult but also from the point of view of an immature child of the age of
the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

E. Display of Bullying Acts Bullying, for purposes of this section of the policy, includes harassment, intimidation and threatening behavior and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be but is not limited to physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

1. **Physical Bullying** includes harm or threatened harm to another's body or property, including but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

2. **Emotional Bullying** includes the intentional infliction of harm to another's self-esteem, including but not limited to insulting or profane remarks, insulting or profane gestures, or harassing and frightening statements, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

3. **Social Bullying** includes harm to another's group acceptance, including but not limited to harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that result in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious or loathsome disease, or similar egregious representations.
4. **Sexual Bullying** includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching or private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment, which is also prohibited by the District.

5001.5 D **Understanding and Preventing Student Harassment, Intimidation, Bullying and Threatening Behavior**

A. Student and Staff Education and Training

All staff will be provided with a copy of this Policy. All students will be provided a summary of the Policy and notice that a copy of the entire Policy is available on request. The District is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting student harassment, intimidation, bullying and threatening behavior and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of student harassment, intimidation, bullying and threatening behavior, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

B. The District's Safe School Committees

The District's Safe School Committees have the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence and other issues which interfere with and adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, bullying and threatening behavior, each Safe School Committee shall consider and make recommendations
regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, bullying and threatening behavior and understanding and identifying bullying behaviors. In addition, each Committee shall make recommendations regarding: (1) identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; (2) methods to enhance relationships between students and school staff in order to strengthen communication; and (3) fashioning of problem-solving teams that include counselors and/or school psychologists.

• In accomplishing its objectives each Committee shall review traditional and accepted harassment, intimidation and bullying prevention programs utilized by other states, state agencies or school districts.

5001.5 E Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, bullying or threatening behavior.

5001.5 F Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassment, intimidation, bullying or threatening behavior. All employees shall encourage students who tell them about such acts to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events shall complete reports and submit them to the employee designated by the principal to receive them. Staff members, who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, bullying or threatening behavior, will report all relevant information to the building principal or designee.

Investigating Alleged Incidents of Student Harassment, Intimidation, Bullying and Threatening Behavior

Staff members designated by each principal building shall investigate all reported incidents of harassment, intimidation, bullying or threatening behavior and take prompt and effective action to address confirmed incidents and prevent their recurrence. This action may include discipline, referral to the school counselor, referral to community mental health care providers, student social skills training and other actions. In addition, designated staff members will also determine the severity of confirmed incidents and assess their potential to result in future violence. Those staff members shall promptly report their findings to the building principal and other appropriate staff members.
5001.5 G  Post-Investigation Recommendations

A. Community Mental Health Care Options

When designated school personnel confirm an incident of student harassment, intimidation, bullying or threatening behavior, they may also determine that it is appropriate to recommend that the student and parent take advantage of available community mental health care options in an effort to provide additional student assistance and prevent the recurrence of further incidents. If so, designated school personnel will advise the parent in writing of such options available in the community and surrounding area.

B. Disclosure of Student Community Mental Health Care Information

Pursuant to the requirements of state law, the District may request the disclosure of any information concerning students who have received mental health care for an incident that indicates an explicit threat to the safety of students or school personnel. The District will make any request for disclosure in compliance with applicable state and federal laws and regulations.

5001.5 H  Parental Responsibilities

Parents/guardians will be informed in writing of the District's program to stop intimidation, harassment, bullying and threatening behavior. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. An administrative response to a reported act of intimidation, harassment, bullying or threatening behavior may involve certain actions to be taken by parents. Parents will be advised that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms;
5. Cooperate fully with school personnel in identifying and resolving incidents; and
6. Participate in all activities designed to eliminate harassment, intimidation, bullying and threatening behavior, including activities designed to address confirmed incident.

(Adopted December 9, 2013)
Electronic Wireless Devices/Cell Phones

Skiatook Public Schools promotes an environment for instructional learning that is safe and secure. Therefore, in order to foster digital citizenship, students are urged to practice mature and responsible cell phone and wireless device usage. The District establishes rules for the use of wireless communication devices during the school day. Students may possess wireless communication devices during school hours under the following conditions:

1. In the classroom, the device must be turned off and not be visible.
2. Students are prohibited from using the device except when a teacher allows the use of the device for academic purposes.
3. Beyond the authorized classroom use, elementary students may only use their electronic devices before or after school hours. Students in grades seven through twelve may also use electronic devices during passing periods and during lunch.
4. No electronic devices may be used in areas where a reasonable expectation of privacy exists, including, but not limited to restrooms and locker rooms.
5. Use of electronic devices that violate privacy laws, result in sexual harassment, classroom cheating, sharing of inappropriate pictures or videos, or any school disruption may result in discipline action including, but not limited to, detention and/or suspension.
6. School personnel shall have the authority to detain and search any student upon the reasonable suspicion that the student is misusing the communication device. School personnel shall have the authority to confiscate the device from the student's possession.
7. Refusal by a student to give the device to school personnel when requested may result in the student being suspended from school.

Students who bring electronic devices to school do so at their own risk. The school will not be responsible for damaged, lost, or stolen electronic devices and will not be responsible to search for lost or stolen devices.

(Revised March 2016)

Weapons

It is the policy of the Skiatook Board of Education that possession of dangerous instruments or weapons on school property, at school-sponsored functions, or while in any school bus or vehicle used by the school for transportation of students or teachers is forbidden. Dangerous instruments or weapons include, but are not limited to firearms (guns), fire-works, explosives, knives, razors, clubs, chains, or other instruments used for assault or injury. No one may use any article as a weapon or threat or injure another person. Students found to be in violation of this policy will be suspended and the police will be notified.
5002. SEARCHES AND SEIZURES

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 dangerous weapons, or controlled dangerous substances, or for intoxicating beverages, low point beer, or for 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.

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, shall be removed prior to or during the conduct of any warrantless search. 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.

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.

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.

5003. SANCTIONS

5003.1 Authority to Suspend Students
The authority to suspend a student from a school in the school district is delegated to the respective building principal or superintendent. Any student may be suspended for:

- Violations of school policy or regulations.
- Possession of a dangerous weapon or controlled substance.
- Possession of alcohol.
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, school employee or the school during school activities.
- Non-violent offenses plus assault.
- Acts of immorality.
- For any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers or officials, or damages property

**Pre-Suspension Procedures:**

- Except under circumstances which require the immediate removal of a student or students, the parent(s) or legal guardian shall be informed before a student is released from school.
- Before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternative in-school suspension (ISS), placement in an alternative school setting, reassignment to another classroom or in-school detention or some other in-school option.
- Students on an Individualized Education Program (IEP) pursuant to the Individuals with Disabilities Education Act (IDEA) shall be provided the education and related services in accordance with the student’s Individualized Education Program.

**Rules for Alternative In-School Placement**

- All books and materials must be brought to class. Library books are also recommended.
- Days assigned to alternative in-school placement are whole days. Half-days will not be counted toward days assigned.
- AEP begins at 8:10 a.m. and ends at 2:45 p.m. daily. Students must either bring a lunch or may purchase a lunch from the lunchroom.
- Tardiness is not permitted. The administration has the option of adding additional days when a student is tardy.
- If a student in AEP is ill, the student’s parents must call the office to report the illness. Notes will not be accepted. Unexcused absences will result in additional AEP days.
- Nothing other than class materials and library books needed to complete assignments will be admitted in AEP. No electronic devices of any kind will be allowed in AEP. Students are not allowed to consume food, drink, chewing gum or any form of tobacco while in AEP.
- No school activities may be participated in while a student is attending AEP.
- Discipline problems will not be tolerated in AEP. Any disciplinary problems will immediately result in student suspension. If suspended, the student will be required to finish his/her remaining days in AEP before being readmitted to the regular classroom upon expiration of the suspension term.
5003.2 Suspensions

Short-Term Suspensions

A student may be suspended from school for up to ten days or less by the principal. Both the student and the parent(s) shall be notified of the suspension, the reasons therefore, and the right to appeal the suspension to the suspension committee.

Long-Term Suspensions

A student may be suspended from school for the remainder of the current semester and the entirety of the succeeding semester. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal.

A suspension shall not extend beyond the present semester and the succeeding semester except for suspensions resulting from violations of the Weapons-Free Schools Policy which provides suspensions for up to one calendar year. Students found to be in possession of a firearm will be suspended for a period of not less than one (1) calendar year. The term of the suspension may be modified by the superintendent on a case-by-case basis.

Terms and Conditions of Suspension

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the school or the School District for:

a. violation of a school regulation;

b. immorality;

c. adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, "violent offense" shall include those offenses listed as the exceptions to the term "nonviolent offenses" as specified in Section 571 of Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault;

d. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; and

e. possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession
of a firearm shall result in out-of-school suspension as provided in the School District's policy related to firearms.

Out-of-school suspensions in excess of five (5) days shall include an Individualized Plan for Out-of-School Suspension ("Plan") which shall describe either a home-based school work assignment setting or other appropriate work assignment setting. As allowed by law, no education plan will be provided for acts which fall within part "e," above. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

**Violation of Drug Prohibition Policy:**
- If the student is guilty of violating this policy, the principal or his or her designee may:
  - Suspend the student for up to the remainder of the current semester and all of the succeeding semester, with early re-entry, contingent upon completion of a counseling and/or rehabilitation program;
  - Require the student to complete a counseling and/or rehabilitation program, while continuing to attend school.
  - Referring the student to the proper agency for prosecution;
  - Do any of, all of, none of, any combination of, or impose another consequence not mentioned in the three preceding paragraphs.

**School Work during Suspensions:**
- Students who are suspended from school for five (5) days or less will receive no academic credit while under suspension.
- For any student suspended from school for more than five (5) days – the administrator will provide the student with an educational plan providing for, but not limited to, the core units in which the child is enrolled. Parents will receive instructions as to when assignments must be obtained and returned.
- No educational plan will be provided to the student if suspended for possession of a dangerous weapon, possession of a controlled dangerous substance or violent offenses.
- Students suspended with an educational plan for more than five (5) days will receive academic credit for satisfactorily completed work.
- A copy of the educational plan shall be provided to the suspended student and the student’s parent or guardian. Parents will be requested to meet with the principal to develop an educational plan to set timeliness for completion and to establish to whom completed work will be delivered.
- The parent is responsible for a supervised, structured learning environment and must monitor the student’s educational progress until the suspension is completed.

**Extracurricular Activities during Suspensions**

Students under out of school suspension will not be able to attend school or any school sponsored function or activity (including extracurricular activities) during such suspension.
Returning to School after the Suspension Ends:

- No public school will be required to enroll the student suspended for a violent act until the terms of the suspension have been met at the time the suspension has expired.
- No public school of this state will be required to provide education services in the regular school setting to any student who has been adjudicated as a delinquent until the school in which the student is subsequently enrolled determines that the student no longer poses a threat to self, other students, or faculty. The school may provide education services through an alternative school setting, home-based instruction, or other appropriate setting.
- Any student suspended for a violent crime directed toward the classroom teacher cannot be readmitted to that teacher’s classroom without the teacher’s permission.
- For any student that enrolls in a school district other that the school district for which the student was enrolled for that year or the prior year, upon the request of the receiving school district for the education records for that student, the sending school district will include in the records a copy of any disciplinary records for the student. The forwarding and disclosure of disciplinary records or other education records to a school district in which a student seeks or intends to enroll will be in accordance with the annual notification requirements and provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
- Before students can be re-admitted into school a conference between the principal, parent/guardian, and student will be required.
- Violent acts - A student who has been suspended out of school from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students will not be entitled to enroll in a public school of this state, unless the terms of the suspension have been met or the time of suspension has expired.
- “Nonviolent offense” means any felony offense EXCEPT the following, or any attempts to commit or conspiracy or solicitation to commit the following crimes:
  - Assault, battery or assault and battery with a dangerous weapon.
  - Aggravated assault and battery on a police officer, sheriff, highway patrolman, or any other officer of the law.
  - Poisoning with intent to kill.
  - Shooting with intent to kill.
  - Assault with intent to kill.
  - Assault with intent to commit a felony.
  - Assault while masked or disguised.
  - Murder in the first degree.
  - Murder in the second degree.
  - Manslaughter in the first degree.
  - Manslaughter in the second degree.
  - Kidnapping.
  - Burglary in the first degree.
  - Burglary with explosives.
  - Kidnapping for extortion.
  - Maiming.
- Robbery.
- Robbery in the first degree.
- Robbery in the second degree.
- Armed robbery.
- Robbery by two (2) or more persons.
- Robbery with dangerous weapon or imitation firearm.
- Child beating.
- Wiring any equipment, vehicle or structure with explosives.
- Forcible sodomy.
- Rape in the first degree.
- Rape in the second degree.
- Rape by instrumentation.
- Lewd or indecent proposition or lewd or indecent act with a child.
- Use of a firearm or offensive weapon to commit or attempt to commit a felony.
- Pointing firearms.
- Rioting.
- Inciting to riot.
- Arson in the first degree.
- Injuring or burning public buildings.
- Sabotage.
- Criminal syndicalism.
- Extortion.
- Obtaining a signature by extortion.
- Seizure of a bus, discharging a firearm or hurling missile at bus.
- Mistreatment of a mental patient.

5004. APPEALING SANCTIONS

5004.1 Due Process (Appealing Suspensions)

The Student has

the opportunity to know these policies or any other school regulations or procedures.
been informed of the policy, rule or regulation allegedly violated.
sufficient opportunity to give his/her version of the alleged violation.
the right to a conference with the principal.
the right to appeal a suspension of ten (10) days or less to the Suspension Review Committee (SRC), and if over ten (10) days, to the Superintendent and the Board of Education.

SPECIAL NOTICE: A disabled student and his or her parent/guardian are entitled to
the procedural protection of Section 504 and /or IDEA-before the student's placement is changed for disciplinary reasons. If additional information is needed, consult the handbook titled, "Discipline of Handicapped Students in elementary and Secondary
Schools, “supplied by the U. S. Department of Education, Office for Civil Rights, Washington D. C.

**APPEAL**

The student suspended out of school shall have the right to appeal the principal’s suspension action by following the procedures outlined below:

**THE OUT-OF-SCHOOL SUSPENSION IS FOR TEN (10) DAYS OR LESS (SHORT-TERM)**

A student who has been given a short-term out-of-school suspension and the student’s parent/guardian have the right to appeal the out-of-school suspension decision to a building SRC.

Within five (5) days from the date the principal’s decision is received by the parent/guardian or student, the student or the student’s parent/guardian may request, in writing, a review by the building SRC. The SRC is composed of teachers and/or administrators.

The SRC will meet to review the suspension action as soon as possible. The principal will notify the student’s parent/guardian of the date, time and place of the hearing not less than 24 hours in advance of the hearing.

The student and the student’s parent/guardian will have a right to be present at the hearing and to present evidence and witnesses that support their position. Either party wishing to have legal counsel present must give the other party 24 hours in advance of the hearing.

The SRC will sustain, rescind, or modify the out-of-school suspension action. THE DECISION OF THE SRC WILL BE FINAL AND NONAPPEALABLE.

**THE OUT-OF-SCHOOL SUSPENSION IS FOR MORE THAN TEN (10) DAYS (LONG-TERM)**

A student and/or parent/guardian may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools and the Board of Education.

Within five(5) days from the date the principal’s decision is received by the parent/guardian or student, the student’s parent/guardian may request, in writing, a review of the out-of-school suspension by the Superintendent.

The Superintendent will schedule a hearing as soon as possible, notify the parent/guardian of the date, time and place of the hearing.

The Superintendent will review the facts, determine the guilt or innocence of the student, the reasonableness of the term of the suspension and decide to sustain, rescind, or to modify the out-of-school suspension. The Superintendent will notify the student’s parent/guardian of the decision at the conclusion of the hearing.
If the student and/or parent/guardian is not satisfied with the action of the Superintendent, the student and/or parent/ Guardian may appeal that decision to the Board of Education by written notice to the Superintendent or Board Clerk within five (5) days after the Superintendent’s decision. The student and/or parent/guardian will be notified in writing of the date, time and place of the Board of Education hearing at least 24 hours prior to the hearing. The student and the student’s parent/guardian will have a right to be present in person at the hearing. Both the administration and the student or student’s parent/guardian will have the right to present evidence and witnesses to support their position and to be represented by legal counsel. The Board of Education will determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. The Board will sustain, rescind or modify the out-of-school suspension action. THE DECISION OF THE BOARD OF EDUCATION WILL BE FINAL AND NONAPPEALABLE.

The appeal hearings are based on the following criteria:

Is the student guilty or innocent of a violation of a school rule, policy, or regulation?
Is the term of the out-of-school suspension reasonable and in keeping with the severity of the infraction?

**SPECIAL NOTICE:** Students who are disable and are subject to out-of-school suspension will be afforded the same treatment as provided for students who are not disabled in accordance with Section 504 and its implementing regulations at 24 C.F.R. & 104.4 (a), (b) (1) (vii). Specifically suspension and appeal procedures will be the same as for students who are disabled. These procedures could be altered if the administration makes a determination that the student will be a danger to other students, staff, or school property, or would substantially interfere with the educational process at the school.

**5004.3 Drug Free Schools**

**DRUG-FREE SCHOOLS: TESTING STUDENTS WITH REGARD TO THE USE OF ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCES**

The Board of Education, with the intent that all students have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the student is on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event hereby adopts the following policy.

**Statement of Purpose and Intent:**
a. The safety of students and employees of the school district is of paramount concern to the School Board.

b. Students who are under the influence of alcohol or an illegal chemical substance when the student is on school property; at a school sponsored event, in school vehicles, or going to or from a school sponsored event pose serious safety risks to students, employees and the public.

c. The use of alcohol and illegal chemical substances by students has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of education of all students.

d. The Board recognizes that all students have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma. This policy will not infringe on those rights.

e. Due to the devastating impact that the use by students of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse affect on a student's ability to perform as a student, the Board will not tolerate students who use, possess, distribute, purchase, sell or are under the influence (as defined in the policy) of alcohol or illegal chemical substances while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.

f. This policy will apply to all students of the school district.

g. Violations of this policy will subject the student to disciplinary action, including out-of-school suspension from school.

Definitions:

1. "Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By way of example only, the drugs which may be tested for are: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.
2. "Alcohol" means ethyl alcohol or ethanol and includes "low point" beer.

3. "Under the influence" means any student of the School District who has any alcohol or illegal chemical substance or the metabolites thereof present in the student's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.

4. "Positive" when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health for drug or alcohol testing of students or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.

5. "School property" means any property owned, leased or rented by the school district, including but not limited to school buildings, parking lots and motor vehicles.

6. "Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath or hair.

7. "Reasonable suspicion" means a belief that a student is using or has used alcohol or drugs in violation of this Policy drawn from specific objective and particularly facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things.
   
a. Observable phenomena, such as:
   
   1) the physical symptoms or manifestations of being under the influence of alcohol or a drug while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event, or
   
   2) the direct observation of alcohol or drug use while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.
   
   b. A report of drug or alcohol use while on school property, at a school sponsored event, in school vehicles, or going to or from a school-sponsored event, provided by reliable and credible sources.

   c. Evidence that a student has tampered with an alcohol or drug test.
d. Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.

**Procedures for Alcohol or Illegal Chemical Substance Testing:**

Any alcohol or drug use test administered under the terms of this Policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma State Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing, with all samples to be taken under the supervision of appropriate laboratory employees at a school site or site designated by the laboratory. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible and shall be conducted under reasonable sanitary conditions. The test sample shall be obtained in a manner which minimizes its intrusiveness.

In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent confirming analysis of the first sample; the test monitor shall not observe any student while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that a student is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the student giving the sample.

If a student is determined to have tampered with any specimen or otherwise engaged in any conduct which disrupts the testing process of any student, then the student will be deemed to have violated this policy and will be subject to disciplinary action, including out-of-school suspension from school.

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

If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use the gas chromatography/mass spectroscopy technique or an equivalent scientifically accepted method of equal or greater accuracy as approved by rules of the State Board of
Health, at the cutoff levels determined by Board rules. A student will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules.

Upon written request, the student will be furnished with a free copy of all test results performed under this policy. All test records and results will be confidential and kept in files separate from the student's cumulative records. All tests required of a student by the School District under this policy shall be at school district expense.

Any student who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance while on school property, at a school sponsored event, in school vehicles or going to or from a school sponsored event will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the student asserts that the positive test results are caused by other than consumption of alcohol or an illegal chemical substance by the student, then the student will be given an opportunity to present evidence that the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. The school district will rely on the opinion of the district's laboratory which performed the tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance.

The laboratory reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the school district will not report on or disclose to the school district any physical or mental condition affecting a student which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use of samples to test for any other substances will not be permitted.

Student Alcohol and Drug Use Tests - When Required:

Any student whose behavior while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event creates a reasonable individualized suspicion that the student is under the influence of alcohol or an illegal chemical substance may be required to take an alcohol and/or drug use test. Nothing in this policy shall require alcohol and/or drug use testing of any student nor prohibit the School District from disciplining any student in the absence of an alcohol or drug use test of the student.

Any student who refuses to take an alcohol or drug use test when so required under the provisions of this policy will be deemed to have violated this policy and will be subject to disciplinary action including out-of-school suspension from school to the
same extent as if the student tested positive for the presence of alcohol or illegal chemical substances.

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

Any student who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event or as a result of alcohol or drug use tests conducted under this policy will be subject to disciplinary action, including out-of-school suspension from school.

**Persons Authorized to Order Alcohol or Drug Testing:**

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

a. The Superintendent of Schools;

b. Any employee designated for such purposes by the Superintendent or the School Board.

**Out-of-School Suspension Due Process Procedures:**

Any student who is subject to an out-of-school suspension for the violation of this policy shall be afforded appropriate due process procedures allowed by the school district's policy on student behavior.

**Circulation of Policy:**

This policy shall be given broad circulation to all students of the school district which shall include prominent posting at various places in the school district.

**5005. Eligibility for Extracurricular Activities & Athletics**

**5005.1 Attendance Requirements**

The Skiatook Board of Education recognizes the importance of activities in the education program. The Board considers regular class attendance to be a priority so that students may achieve the maximum educational experience.

Students may not miss a class more than ten (10) times in a school year for excused school sponsored activities unless approved by the Internal Activities Review Committee.
After the tenth excused school sponsored activity, sponsors will submit in writing to the IARC the reason why they feel that a student has earned the right to attend the activity. By evaluating the student’s attendance record and the student’s grade in each class, the IARC will determine if the student should be allowed to participate in the activity.

State and national sponsored activities are exempt from the above regulations. The guidelines set forth by the Oklahoma Secondary School Activities Association and the State Department of Career and Technology Education will determine what constitutes a state and/or national activity.

Exceptions:
- Assemblies should not be counted as an activity.
- College visits and try-outs for college events should not be counted as an activity, but should be counted as regular school day excused absence.

Procedures for filing complaints will be handled as stated in the State Board of Education activities regulations.

All students who have been excused by the Principal will be reported on the daily bulletin. These absences will be recorded with an abbreviated activity designation (i.e. FFA, FB for Football, etc.) on the absentee card. State and national sponsored activities (noted on the daily bulletin) will be recorded with the abbreviated activity designation and circle around it.

**Internal Activities Review Committee Members**

The committee will be comprised of the Athletic Director, the High School Principal, one teacher appointed by the High School Principal, the Junior High School Principal and one teacher appointed by the Junior High School Principal. The committee shall be responsible for reviewing and recommending to the Board of Education any deviation from or amendment to the activities policy.

**5005.2 Scholastic Eligibility Requirements**

A student must be passing all classes on a week-to-week basis in order to be eligible for athletic and/or non-athletic school-sponsored organizations, activities and events. Participating students must be in compliance with the Scholastic Eligibility Policy at the time they represent the school in an activity or an event. However, eligibility does not apply to group or organizational fund-raising activities.

**5006. ATHLETICS**

**5006.1 General Provisions**
The Skiatook School 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.

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.

The purpose of athletics is both educational and recreational. The athletic program should encourage participation by as many students as possible and should be carried on with the best interests of the participants as the first consideration. This should be done without reasonable interference with other obligations in the school community.

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.

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**

Skiatook High School is a member of the Oklahoma Secondary School 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**

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.

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.

Expenditures for the athletic program are largely from the school activity fund. Coaches of each sport will 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 approval and inclusion in the budget.
Student Safety Issues

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.

Insurance against accident or injury shall be provided by the students engaging in interscholastic athletics.

5006.2 Behavior of Participants

Behavioral/Participation Standards:

- Athletes who quit or get 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 both coaches involved. This rule applies to the current school year and current sports season.
- School athletic equipment will not be given out to be used during the summer without the approval of the Athletic Director. Equipment is not to be used by outside groups.
- Game officials will be treated with respect, and participants will avoid arguments with officials. Players showing disrespect to officials may be dismissed from the team for the rest of the season.
- Participants must keep a good relationship with opposing coaches and players.
- The use of profanity is inconsistent with the philosophy of athletics and will not be tolerated.
- If a student loses his/her equipment he/she must reimburse the school for it.

Conduct Which May Warrant Dismissal

Following are acts which may cause an athlete to be dismissed from the athletic program for the remainder of that year or longer:

- Immorality or stealing.
- Violation of written school rules, regulations or policies.
- Possession, threat or use of a dangerous weapon.
- Assault, including verbal threats, battery and destruction of property.
- Possession or use of any illegal drug, tobacco (in any form) or alcohol.
- Conduct which jeopardizes the safety of others, which includes showing disrespect to an official.
- Habitual absence.
- Membership by athletes in secret clubs, sororities or other secret organizations.
- Hazing

Dismissal from a Team

Coaches have the responsibility of providing an atmosphere that is conducive to coaching their athletes. Therefore, athletes who become disruptive to the program should be dealt with in a firm, fair and consistent manner. The coach will first try to resolve any such situation, if circumstances permit, before dismissing any athlete.
Appeal to Athletic Director:

- 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 Athletic Director within three days from the date of the athlete’s dismissal from his/her team(s).
- The Athletic Director may uphold the original decision or reverse the decision, depending on the evidence. The athlete has a right to appeal this decision.

Appeal to Board of Education:

- If the athlete desires to make further appeal, and only after having appealed to the Athletic Director, the athlete will have the right to make a written request to the Superintendent of Schools within five days from date of previous appeal requesting a hearing before the Skiatook Board of Education. The written request will specify the basis for the appeal.
- The decision of the Board of Education shall be final.

Grooming Standards

The grooming standards for athletes are:

- The appearance should be socially and morally accepted by our community.
- Standards should be safe, realistic, healthful and consistent.
- During the season of the sport, beards, moustaches and/or goatees will not be permitted.
- Athletes are to be as neat and clean as possible.
- Athletes shall take pride in their appearance as they are representing themselves, their families and their school.

5007. Activities

5007.1 Co-Curricular and Interscholastic Programs

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:

- Require all student participation to be on a voluntary basis.
- Require that student activity funds should be used for purposes which benefit the student body of the school.
- Permit the formation approved of student clubs and other student groups organized to promote or pursue specialized athletic, social service, or social activities.

5007.2 Enrollment of High School Students in Concurrent College Courses

It is the policy of the Skiatook Board of Education to conform 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.

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.

Concurrent classes are factored into grade point averages as Honor courses or 4.5 weighted classes. Grade point averages, class standing, etc. will be completed on classes in which students are enrolled at Skiatook Public Schools as well as classes recognized as concurrent enrollment courses.

(Revised 3/10/2014)

5007.3 Fund-Raising

The Skiatook Board of Education recognizes that certain organizations within the school must raise funds in order to carry on their activities and to serve the purposes for which they were organized. In conducting fund-raising operations, all school-sponsored organizations must use the activity fund for audit purposes. The Board of Education must approve all fund-raisers prior to their occurrence.

Any school organization wishing to have a fund-raiser must fill out the correct form and submit it to that organization’s building principal during the first two weeks of the semester. The building principal will then submit the request to the board for review and approval.

The following types of fund-raising will be acceptable for review by the board:

- School-sponsored.
- Class-sponsored.
- Organization- or club-sponsored.
- FFA-sponsored.
- Cheerleading.
- Athletic.

Procedures for Fund-Raisers:
- Prepare a budget of needs and secure approval, making suggestions as to what methods will be used to meet the needs of the budget.
- Selling activities must be kept at a minimum.
- Fund-raisers must not place the school, the class or organization into competition with commercial institutions who must sell their merchandise in Skiatook to make a living.
- Under no circumstances will the school name be allowed for use in selling articles for non-school activities, such as camps, benefits for deprived families, etc.
- Public sales are prohibited and activities are not to be expanded into surrounding communities.
- Students will not be excused from class to engage in fund-raising projects or activities.
- Unauthorized fund-raising activities—those not class activities or school sponsored—are strictly prohibited and the district will not assume any responsibility for any such activities.
- In times of extreme hardship, the building principal, at his/her discretion, may accept a fund-raising proposal outside the specified time-limits and present such proposal to the board for review.

5007.4 School-Sponsored Dances

Following are the regulations governing all school-sponsored dances:
- Dress requirements will be the same as required by school policy.
- Use or possession of tobacco in any form is prohibited.
- All policies, rules and regulations concerning student behavior are applicable to school sponsored dances.
- Attendees are allowed only in the dance areas, restrooms and drinking fountain areas.
- Chaperones will have the responsibility of keeping order and may remove anyone from the dance at their discretion.
- Anyone leaving the dance will not be readmitted.
- Two certified employees must be in attendance during the dance.
- Three adult chaperones, in addition to the two certified employees, must be in attendance at any school dance.
- Dances may only be sponsored by approved organizations within the Skiatook school system.

5007.5 Reimbursement for Co-Curricular Activity Expenses

Expenses for necessary meal and lodging expenses incurred by School District students and sponsors involved in authorized school-sponsored co-curricular activities during state competitions may be paid or reimbursed by the School District.
Definitions

Terms used in this policy are defined as follows:

1. "Student" means any student of the School District who is participating in an authorized school-sponsored co-curricular activity.

2. “Sponsor” mean an employee of the School District or another person who has been authorized by the superintendent or the Board of Education to serve as a sponsor for an authorized school-sponsored co-curricular activity.

3. "Expenses" means any actual indebtedness incurred and paid by an individual student or sponsor for meals and hotel or motel accommodations associated with an authorized school-sponsored co-curricular activity.

4. "Receipt" means an invoice document issued by a vendor which has been paid as an expense by a student or sponsor. A receipt must contain the following information:

   a) Date indebtedness incurred;
   b) Date indebtedness paid;
   c) Amount paid;
   d) Amount of indebtedness;
   e) Who paid the indebtedness?
   f) Method of payment;
   g) The purpose of the indebtedness including an itemized description of the goods or services purchased; and
   h) The name, address and telephone number of the vendor.

A credit card slip alone is not a receipt.

5. "Supporting documentation" means a memorandum containing a request for reimbursement and explanation of the reason for the expense. All receipts for which reimbursement is sought and a claim must be attached to the memorandum.

6. "Claim" is a document prepared by a sponsor who seeks reimbursement which contains the following information:
a) A description of the authorized school-sponsored co-curricular activity;
b) Date of authorization by the Board of Education;
c) Meals;
d) Motel and hotel expenses; and
e) Encumbrance to be charged for expense.

7. "Credit card slip" is the customer's copy of the credit card charge form. A credit card slip alone is not a receipt. To qualify as a receipt a credit card slip must be attached to a supporting invoice issued by the vendor which contains all the information required of a receipt.

8. "Vendor" means the individual or entity that provided the goods or services to the sponsor or student for which reimbursement is sought and a receipt for payment has been issued.

9. "Meals" means actual food expenses incurred while participating in the authorized school-sponsored co-curricular activity.

10. “Authorized school-sponsored co-curricular activity” means participation in an event approved in advance by the Board of Education for a particular group of School District students and their sponsor.

Procedure for Reimbursement

To obtain reimbursement for expenses the sponsor must:

1. Prepare and maintain complete and accurate supporting documentation with attached receipts and claims for the sponsor(s) and students. Requests for reimbursement with insufficient or incomplete documentation will be denied.

2. Submit supporting documentation with attachments to the designated District employee/official.

3. The board has absolute discretion to deny the request or approve it in whole or in part. The board's decision is final.

4. The District will issue payment for reimbursement authorized as soon as practicable following the approval.

Other Issues

1. A request for reimbursement must be made within thirty (30) days after the vendor's invoice is issued.

2. Reimbursements will be issued only for the actual amount of expenses paid by the sponsor(s) and the students. No additional charges will be reimbursed. The District will not issue payment for funds a student or sponsor anticipates incurring in the future.
3. Reimbursement for necessary meal and lodging expenses incurred by School District students and sponsors involved in authorized school-sponsored co-curricular activities may be made from the appropriate activity fund sub-account or from the general fund, as determined appropriate by the Board of Education.

4. Any interpretation of this policy shall be made solely by the Board of Education and shall be binding in all respects.

5. Violation of any of the provisions of this policy by a School District employee/sponsor may result in dismissal or nonrenewal. Violation of the provisions of this policy by a student may result in disciplinary action.

5007.6 Co Curricular Use of School Buses or Suburban's for Out of State Travel

The use of school buses or suburban's for out of state school sponsored activities will be limited to a maximum of 300 miles one way. All activity trip expenses will be paid out of the approved activity account.

(Board Approved April 2016)

5008. STUDENT SAFETY

5008.1 General Safety Considerations

Student safety is of utmost importance to the district. Safety Education and Civil Defense shall be taught in the Skiatook Public Schools.

In compliance with state law, each school site will establish a safe school committee each year. Each committee is to be composed of at least six members, with an equal number of teachers, parents and students. 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.

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.
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:

- Maintaining a safe school environment, the principal shall periodically inspect the physical condition of all buildings and grounds.
- 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.
- Offering safety education to students as germane to particular subjects, such as laboratory courses in science, shop courses, and health and physical education.
- Providing first aid care for students in case of accident or sudden illness.

In addition to the above safety measures, school personnel will be on the lookout for suspicious strangers loitering in or near school buildings or seated in parked automobiles nearby. The principal shall notify the police if the circumstances seem to warrant such action.

Teachers shall instruct students not to accept gifts or automobile rides from strangers, and the students will also be instructed to tell the teachers, their parents, police or school patrols of any suspicious strangers.

**5008.2 Safety and Disaster Drills**

The school district will conduct ten (10) safety drills each school year. The superintendent shall be responsible for ensuring that all ten (10) drills have been appropriately conducted at each school site within the school district. It shall be the duty of the site principal, under the direction of the superintendent to conform to the written plans and procedures adopted by the school district. All students and teachers shall participate in the safety drills. The ten (10) drills shall consist of the following:

1. Security drills. A minimum of four (4) security drills shall be conducted at each site within the school district each school year. No security drill can be conducted at the same time of day as a previous lockdown drill in the same school year, and no more than two drills shall be conducted in the same semester. One security drill shall be conducted within the first fifteen (15) days of each semester. Security drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat around the school.

2. Fire drills. Each site school shall conduct a minimum of two (2) drills per school year. Each fire drill shall be conducted within the first fifteen (15) days of each semester. The fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal.

3. Intruder drills. Each school site shall conduct a minimum of two (2) intruder drills per school year. Intruder drills are conducted for the purpose of mitigating injuries or deaths by executing a plan as an alternative to the lockdown method. Each intruder drill shall be conducted within the first fifteen (15) days of each semester.

4. Tornado drills. Each school site shall conduct a minimum of two (2) tornado drills per school year. Tornado drills are required to be conducted in the months of September and March.
5. Safety drills. Each school site shall conduct a minimum of two (2) safety drills per year that can consist of any of the aforementioned drills. Documentation of completion of the drills shall be maintained. Records for each fire drill shall be preserved in writing for at least three years and made available to the State Fire Marshal or the marshal’s agent upon request. The school district shall document all other safety drills in writing and by school site with a copy of the report remaining at the school, a copy filed with the district administrative office and a copy with the Oklahoma School Security Institute.

* Evacuation of the building to various safe locations in a random order is preferred so that anyone threatening harm will not have prior knowledge of the evacuation route and safe areas.

Reference: 70 O.S. § 5-148
70 O.S. § 5-149

(Revised May 2017)

Fire Drills Rules and Procedures
In accordance with the policy of the board of education and Oklahoma law, fire drills will be scheduled by the principal at least twice each school year. The fire drills shall be conducted within the first fifteen days of each semester. The purpose of the fire drill is to train students, under staff direction, to move safely, and quietly from any location within the building to an assigned evacuation area outside.

The following rules and procedures will be complied with in all schools:

1. 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.

2. A district fire alarm signal will be used for fire drills only; another signal will be established by the principal for return to class.

3. No person is to remain in the building during fire drills.

4. Evacuation areas will be at least 50 feet (100 feet if possible) away from the buildings and driveways.

5. It is each student’s responsibility to move quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area.

6. Provided safety considerations allow, the teacher or other fire evacuation leader will be responsible for:
   a. Seeing that windows are closed.
   b. Assuring that electrical circuits and gas jets are turned off.
   c. Maintaining order during the evacuation.
   d. Assigning students to hold doors open, if their group is the first to evacuate from such doors, and instructing students holding doors to rejoin the class after the last person has passed through the doors.
e. 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.

7. The exercise will be observed by the principal and assistant principal and a report made as to the time required to complete the evacuation.

8. The principal will provide the superintendent, or superintendent’s designee, with a report on all fire drills, including the time required for evacuation. The superintendent shall preserve such reports for at least three years and make them available to the State Fire Marshall, or his agent, upon request.

Reference: 63 O.S. § 176

Tornado Drills Rules and Procedures

In accordance with the policy of the board of education, tornado drills will be scheduled by the principal at least two times per school year in order to ensure the know what they are to do when a signal for a tornado drill is given. Tornado drills must be conducted in September and March of each school year. The principal or designated staff member shall submit a copy of the drill plan for the building to the superintendent’s office during the first month of school. Tornado drills are to be held on different days of the week at different hours of the day.

Definition of Terms:
A tornado watch indicates that, within a period of several hours, a tornado may strike in a designated area.

A tornado warning indicates a tornado has been spotted or indicated on radar and that the tornado is likely to strike in a designated area immediately or within the next hour.

Procedures:
When a tornado warning has been received, the superintendent or designated administrator shall notify all schools in the area. Upon being notified of a tornado warning, the principal or designated staff member must check weather conditions in the area to determine if it is necessary for students to be moved into the refuge areas. A designated staff member will monitor commercial radio or TV for tornado warnings, even if the school has a NOAA weather radio tone-alert system.

It is not necessary for schools to wait for the “weather alert” before moving students into the refuge areas. If the principal or designated staff member deems it advisable Designated staff members will be assigned to bring in children from playgrounds or other outdoor areas during a tornado warning.

Each principal or staff representative will need to use individual best judgment as to when students should leave the refuge areas and return to the classrooms.

Refuge Areas:
Students should be moved into the interior corridors that are not parallel to the tornado’s path (usually from the southwest).
Students housed in single story buildings that do not have corridors should seek refuge under tables, desks, etc. preferably away from areas containing glass.

In situations where some of the students are housed in annexes adjacent to the main building, students should be moved from the annex into the main building when space is available.

Avoid the use of large enclosed areas, such as auditoriums, gymnasiums, or other rooms with wide, free-span roofs as places of refuge.

If a school bus is caught in the open when a tornado is approaching, the children will be escorted to a nearby ditch or ravine and made to lie face down, hands over their heads. They should be far enough away from the bus so that the bus cannot topple onto them.

**Planning Security Drills:**

When developing a tornado security drill, selecting refuge areas to be used should be the first consideration. After refuge areas are determined, the following should be accomplished:

1. Assign and fit the students into the refuge areas. Adjustments may be necessary.
2. Conduct drills and observe the procedures followed.
3. Determine the position(s) to be taken in the refuge areas and explain them to the students. The following positions are recommended:
   a. Down on knees, lean forward, cover as much of exposed body as possible by crossing arms and burying the face in the arms.
   b. Cross legs, sit on the floor, and cover face with folded arms. (Students should turn their backs to natural light.)
4. Determine the signal to be used for the security drill and ensure all school personnel and students know how to distinguish it from other signals. Establish a backup alarm to be used in the event of a power failure, e.g. a battery-operated bullhorn, hand-cranked siren, or hand bell.
5. Conduct a building drill and make any changes necessary to improve the plan.

**Teacher Responsibility:**

The classroom teacher has the responsibility of preparing the students for the drill as well as the real emergency. Information given by the teacher will do much to protect the emotional health of the child. Statements by uninformed or poorly informed individuals can cause students to become emotionally upset. It would seem psychologically sound to teach all students the usable facts that can be understood at their intelligence level. There cannot be a quick course of instruction once a tornado has struck.

**Preparation of the Building:**

Close the outside doors on the side from which the tornado is approaching. Open the outside doors on the side of the building opposite to the approaching tornado. Doors must be fastened securely so there is no danger of their blowing shut. Tapered wedges and/or doorstops should be used for this. All inside doors leading into the corridors must be left open.

The custodian or alternate must turn off the gas on the outside of the building when a tornado warning has been received.

**Variety:**

It is recommended that tornado drills be held under all kinds of conditions and circumstances and from all parts of the building in order to prepare students for any
emergency that would make it necessary for them to be moved into the refuge areas. Among these would be the following situations:

- From regular classrooms
- From regular classrooms with a blocked exit
- From assemblies
- When some of the students are in the classrooms and others are on the school grounds or in the cafeteria
- When students are in the process of changing classes
- Any other situation in which students might be found
- From the cafeteria
- From a bus

**Dismissal from School:**
School will not be dismissed because of a tornado warning.

Children will not be permitted to leave school during a tornado warning alert in the immediate area. However, parents may go to the school and get their children. Parents should contact the principal’s office and let a member of the school staff get the student from the classroom. When parents go to the classroom, it excites the other students and disrupts teaching.

If, at dismissal time, a storm is approaching and it is believed the children will not have time to reach home before it strikes, children should be kept in the building until it is deemed safe to dismiss them. School buses will not be used during tornado warning alerts in the immediate area.

(Revised October 14, 2013)

**5008.3 Student Dismissal**

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.

No staff member shall excuse any student from school prior to the end of the school day, or into any person’s custody, without the direct prior approval and knowledge of the building principal or designee.

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.

Additional precautions shall be taken by the school administration appropriate to the age of students, and as needs arise.

**5008.4 Admittance to School Grounds, Buildings**
No student, other than bus students, will be allowed on school grounds or in school buildings before 7:30 a.m. at Marrs Elementary or before 7:45 a.m. at all other buildings. The district will not accept responsibility for any student before the times listed above unless the student receives advance approval from the site principal for any such early arrival.

5008.5 Closed Campus Regulations

In the interest of improving the educational environment and facilitating the learning process for the students of the district, students are required to remain on school premises throughout the school day.

Specifically:
- A “school day” is a day on which classes are regularly scheduled to be held.
- Students may not leave the premises during the school day, except with prior authorization to the school from the student’s parent/legal guardian.
- During the noon period, a student’s parent/guardian must report to the principal’s office in order to check the student out of school. The student will be required to leave the campus in the same vehicle as the parent and return to campus in the same vehicle as the parent.
- Students who are late returning from lunch will be counted tardy and will be subject to school policy regarding tardiness.
- Students who leave school premises during the school day without parental and principal authorization and proper check-out from the proper building will be subject to disciplinary procedures set forth in this policy.

5009. STUDENT DRESS & APPEARANCE REGULATIONS

The Skiatook Board of Education, recognizing that student dress and appearance has a direct bearing on school morale and student behavior, endeavors to promote and maintain a safe learning environment. For that reason, the following dress and appearance regulations have been set forth:

General
- The Board of Education may legally regulate the dress of students to the extent that such dress can be potentially harmful to the student or other students or disruptive to the educational process.
- “Attire” as used in this policy includes, but is not limited to, clothing, outer wear, shoes, hair, body ornamentation, jewelry, makeup and the like.
- Parents of children at the elementary level shall be responsible for their children’s attire so long as it is not disruptive to the educational process and so long as it does not inhibit the safety of the child or other children and is within general regulations adopted by the Board.
- Attire must adhere to principles of good taste.
Attire must be appropriate to the occasion. The individual building principal shall have the final authority to determine whether apparel is in violation of approved administrative regulations.

Specific

- Attire that displays symbols, mottoes, words or acronyms that (1) convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit or sexually suggestive messages or (2) advertise tobacco, alcohol, illegal drugs or drug paraphernalia is strictly prohibited.
- Shorts, skorts and/or skirts must be of a length to completely cover the buttocks, upper and lower thighs of the wearer.
- Bare midriffs and/or exposed undergarments of any kind are strictly prohibited.
- Biking shorts and/or tank tops are strictly prohibited.
- Leggings may be worn, but only with an over-shirt which completely covers the buttocks, upper and lower thighs of the wearer.
- Hats and caps are not permitted inside school buildings unless prescribed by a physician, approved in advance by the principal for religious reasons or approved in advance by the principal for a special school activity.
- Shoes must be worn at all times.

5010. Student Mental, Physical & Emotional Health & Well-Being

5010.1 School Attendance

Regular attendance is a contributing factor to success in school. Irregular attendance is the chief cause for failures and subsequent withdrawal from school. Following are the district guidelines regarding absences:

- One-half day’s absence will be recorded if a student misses more than 45 minutes in the morning or afternoon session.
- Perfect attendance certificates will be awarded to students who have maintained a perfect attendance by being neither absent nor tardy during the current school year.
- Regular attendance is important to student success. Students gain educationally not only from review of educational materials, but also from the classroom experience and presentation of instruction. To encourage consistent attendance, elementary and middle school students who are absent from a class more than 24 times over the school year, and high school students who are absent from a class more than 12 times over the semester, whether the absence is excused or explained, will not earn credit in the class. In cases of extreme hardship, the principal may make exceptions to this policy. The affected student and/or his or her parents will be given the opportunity to present their reasons for requesting an exception. The principal’s decision shall be final.
Students who are not in attendance during any particular school day will not be allowed to attend events which take place after regular school hours. Exceptions may be made by the administration at its sole discretion.

Following are the district’s absence regulations and procedures:

- All absences must be cleared by parent contact on the day or days of absence. Parental verification must be made by telephone or in person. An absence for anything other than illness or emergency preventing advance notice must be cleared in advance.
- The student’s parent or guardian must call or appear at the school between the hours of 8:30 a.m. and 2:50 p.m. If contact has not been made regarding an absence within twenty-four hours of that absence, the absence will be considered unexcused.
- Students with excused absences will have approximately the same number of days as were missed to make up their missed assignments and other work. Any assignment due or test scheduled to be taken on the date of absence are due or required to be taken upon return to school.
- “Excused absences” are those of a type relating to illness, funeral, doctor appointments, and court cases involving the student, religious observances, and the like.
- “Explained absences” are those of a type relating to parental necessity to take children out of school for traveling when necessary. The district must receive parental notification at least two school days prior to any such absences. Explained absences will not be allowed during a semester testing period.
- “Unrecorded absences” are those of a type relating to school-sponsored activities, field trips, athletic events, etc. Students are permitted a maximum of ten total unrecorded absences per school year. Excluded from this number are state and national levels of school-sponsored contests.
- “Unexcused absences” will be given for any reason not falling within the parameters of the three aforementioned types of absences. Students with unexcused absences will not be permitted to make up classroom work for these absences. Failure to timely comply with notification procedures for absences may result in what would otherwise be classified as an excused, explained or unrecorded absence being classified as unexcused.

5010.2 Tardiness

Tardy procedures and regulations will be established at each site.

5010.3 Grading and Graduation Requirements

In order to graduate, high school seniors will be required to have completed and achieved a passing grade in the courses and number of units of each type of course mandated by current state law. For graduation purposes, students must meet all Oklahoma testing
requirements as defined by Oklahoma State Law and the Oklahoma State Department of Education. Per State law, End of Instruction tests have been discontinued for the 2016-2017 school year.

College Preparatory/Work Ready Curriculum for High School Graduation
(Title 70 O.S. § 11-103.6)
Beginning with students entering the ninth grade in the 2006-07 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students shall complete the following college preparatory/work ready curriculum units or sets of competencies at the secondary level. In lieu of the requirements of the college preparatory/work ready curriculum for high school graduation, a student may enroll in the core curriculum for high school graduation, upon written approval of the parent or legal guardian of the student.

4 Units English
to include Grammar, Composition, Literature, or any English course approved for college admission requirements;

3 Units Mathematics
limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;

3 Units Laboratory Science
limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;

3 Units History and Citizenship Skills
including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or non-Western culture and approved for college admission requirements;

2 Units of the same Foreign or non-English language, or 2 Units Computer Technology
approved for college admission requirements, whether taught at a high school or a technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

1 Additional Unit
selected from the courses listed above or career and technology education courses approved for college admission requirements; and

1 Unit or Set of Competencies of Fine Arts such as music, art, or drama, or 1 Unit or Set of Competencies of Speech
The local school board’s graduation requirements may exceed the state graduation requirements of 23 units.

For more information: Counseling, SDE, (405) 521-3549 and/or Accreditation, SDE, (405) 521-3333.

To meet the graduation requirements, local school district options may include courses taken by concurrent enrollment, Advanced Placement or correspondence, or courses bearing different titles. School districts shall strongly encourage students to complete two units or sets of competencies of foreign languages as part of the core curriculum for high school graduation. Local school district requirements may exceed state graduation requirements.

Core Curriculum for High School Graduation

(Title 70 O.S. § 11-103.6 and State Board of Education Regulations)

Students who entered the ninth grade prior to the 2006-07 school year shall enroll in the core curriculum for high school graduation.

4 Units or Sets of Competencies Language Arts

1. Grammar and Composition, and
2. which may include, but are not limited to the following courses: American Literature, English Literature, World Literature, Advanced English courses, or other English courses with content and/or rigor equal to or above grammar and composition.

3 Units or Sets of Competencies Mathematics

1. Algebra I or Algebra I taught in a contextual methodology, and
2. which may include, but are not limited to the following courses: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Pre-calculus, Calculus, Statistics and/or Probability, Computer Science I, Computer Science II, Mathematics of Finance*, Intermediate Algebra*; contextual mathematics courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other mathematics courses with content and/or rigor equal to or above Algebra I.

3 Units or Sets of Competencies Science

1. Biology I or Biology I taught in a contextual methodology, and
2. in the areas of life, physical, or earth science or technology which may include, but are not limited to the following courses: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry, Applied Physics, Principles of Technology, qualified agricultural education courses (including but not limited to Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science); contextual science courses which enhance technology preparation whether taught at a (1) comprehensive high
school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; science courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other science courses with content and/or rigor equal to or above Biology I.

3 Units or Sets of Competencies Social Studies
1 United States History,  
1/2 to 1 United States Government,  
1/2 Oklahoma History, and  
1/2 to 1 which may include, but are not limited to the following courses: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History.

2 Units or Sets of Competencies The Arts
which may include, but are not limited to courses in Visual Arts and General Music.

8 Electives

23 Total Credits (Units or Sets of Competencies)

(Revised September 2016)

Grading System Information:

- Grades (third through twelfth grade) are issued on the following scale:
  - 90-100% = A
  - 80-89% = B
  - 70-79% = C
  - 60-69% or at discretion of teacher = D
  - Below 60% = F

- Students will be allowed one day after returning to school for each day missed to make up work due to an excused or explained absence. No points will be given for an unexcused absence. Students will receive one-half credit (points) for work turned in one day late. Late work will be accepted no more than four times during any grading period. Students will receive zero credit for late work turned in over the four-time limit.

- Bonus points shall be given sparingly and will not be a major part of any assignment or test and will be limited to the subject area being taught. Extra credit will not be given solely for the purpose of improving a grade.

- Each school site will determine the point range the teachers at that site will use.

- Grades preschool through second will provide parents with individual checklists at the end of each grading period to keep parents informed of student progress.

- Grades second through twelfth will have letter grades recorded on the district student accounting system and a report either sent home or given to each student at
the end of a grading period. A grade will not be changed unless an error was made when calculating that grade.

- Semester grades will be based on the accumulative grade average throughout the semester.

**Honor Roll (SIE–Middle–High School):**

- The purpose of the honor roll is to give recognition to those students who excel in academics. Two honor rolls will be published at the end of each semester. They are as follows:
  - Superintendent’s Honor Roll – Students making all A’s.
  - Principal’s Honor Roll – Students making no grade below a B.
- Students must enroll in at least four solid subjects to be eligible for the honor rolls.

**Valedictorian and Salutatorian:**

- The valedictorian is the student with the highest GPA; the salutatorian is the student with the second-highest GPA.
- The valedictorian and salutatorian GPAs are based on a 7-semester GPA, computed to the nearest thousandth using grades earned in all academic subjects taken during grades nine through twelve, excluding activity class grades. Only grades earned from accredited schools are used in computing GPA.
- In case of an exact tie, co-valedictorians and/or co-salutatorians will be named.
- In order to be eligible for either honor, students must have completed one full year (i.e. second semester of their junior year and first semester of their senior year) at Skiatook High School.
- Students graduating prior to 2003 must have been enrolled in honors courses in order to be eligible for valedictorian and salutatorian.
- Beginning with the class of 2003, students must adhere to the following guidelines in order to be eligible for valedictorian and salutatorian:
  - Four years English, including pre-A.P. English.
  - Four years of science courses taken from among physical science, biology I, biology II, chemistry, physics, physiology or zoology.
  - Four years math with one course from among trigonometry, calculus or A.P. statistics.
  - Social studies courses as mandated by the Oklahoma State Department of Education.
  - These guidelines are subject to change if mandated by the Oklahoma State Department of Education or the Oklahoma legislature.
- The above classes must be taken and completed at Skiatook High School or credit transferred to Skiatook High School from another accredited state high school.

**Activity Credits:**

- One unit is earned for each complete year or one-half unit per semester of successful participation. All activity classes are graded on a participation basis. Should a student not participate, a grade cannot be given. Should a student drop the
class with more than 18 days left in the semester, he/she will not earn credit in the class for that semester.

- The following are considered activity courses:
  - Band – maximum of four years participation
  - Mixed chorus – maximum four years participation
  - Athletics – maximum four years participation
  - Annual – maximum two years participation
  - Newspaper – maximum two years participation
  - Physical Education – maximum two years participation

- Academic credit may be earned for the third and fourth years of consecutive participation at the senior high level for any applicable activity courses.

- Varsity PE must be attended by those athletes enrolled in a sport which is not in season. Any student who quits a sport during the season will not earn his/her participation credit. To receive one-half unit of credit, an athlete must participate in a sport or sports and varsity PE classes for the entire semester. To receive one unit of credit, he/she must participate the entire year.

- To raise money for first aid supplies, the district will allow athletes enrolled in a sport or varsity PE class to purchase an activity pass for $15 that will enable the student to attend any regular Skiatook activity free of any additional charge.

5010.4 Student Retention

As used in this policy:

- “Promote” or “promotion” means to place a student who has successfully completed the requirements of a particular grade level into the next higher grade level following the end of the school year and to record on the student’s permanent cumulative record that he/she has successfully completed his/her current grade level.

- “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.

- “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

- 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), and 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.

- 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.
- 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.
- 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 reasonable efforts to help the student improve the student’s academic performance.
- Students on IEPs are excluded from the promotion/retention portions of this policy and will be advanced in accordance with their Individualized Education Program team recommendations.

**Student Retention (Regulation)**

In accordance with the policy of the board of education, the following criteria for the selection of students to be retained in their current grade, or denied course credit, will be used in this school district.

Students shall be promoted or received credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

Students in grades one through eight must achieve a grade average of 60% or higher in at least three major courses of study to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading, and social studies.

1. Any student who demonstrates proficiency in reading at the third -grade level through a screening instrument which meets the acquisition of reading skills criteria shall not be subject to retention. Upon demonstrating proficiency through screening, the district shall provide notification to the parent(s) and/or guardian(s) of the student that they have satisfied the requirements of the Reading Sufficiency Act and will not be subject to retention pursuant to this section.
2. If a third-grade student is identified at any point of the academic year as having a significant reading deficiency, which shall be defined as scoring below proficient on a screening instrument which meets the acquisition of reading skills criteria, the district shall
immediately begin a student reading portfolio and shall provide notice to the parent of the deficiency.

3. a. If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade, the student may qualify for automatic promotion to the fourth grade upon scoring at the "limited knowledge" level on the reading portion of the statewide third-grade criterion-referenced test. Prior to promotion, however, the district shall provide notice to the student's parent(s) and/or guardian(s) that the child is not yet reading at grade level and provide the parent(s) and/or guardian(s) of the child the option for retention should they so desire. The notice shall contain, at a minimum, the most recently identifiable grade level on which the student is actually proficient, the opportunities for summer reading programs, school and/or community based reading tutoring, vendors which provide reading tutoring and the rights to the continuing intensive remediation pursuant to this paragraph. 

b. A student so promoted shall be entitled to intensive remediation in reading until the student is able to demonstrate proficiency in reading at the grade level in which the student is enrolled. An intensive remediation plan shall be developed by a "Student Reading Proficiency Team" composed of:

(1) the parent(s) and/or guardian(s) of the student,
(2) the teacher assigned to the student who had responsibility for reading instruction in that academic year,
(3) a teacher in reading who teaches in the subsequent grade level,
(4) the school principal, and
(5) a certified reading specialist, if one is available.

c. A student not promoted under paragraph 3a shall be entitled to intensive remediation in reading until the student is able to demonstrate proficiency in reading at the grade level in which the student is enrolled. An intensive remediation plan shall be developed by a "Student Reading Proficiency Team" composed of:

(1) the parent(s) and/or guardian(s) of the student,
(2) the teacher assigned to the student who had responsibility for reading instruction in that academic year,
(3) a teacher in reading who teaches in the subsequent grade level,
(4) the school principal, and
(5) a certified reading specialist, if one is available.

4. If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade and still has a significant reading deficiency, as identified based on assessments administered that meet the acquisition of reading skills criteria, has not accumulated evidence of third-grade proficiency through a student portfolio, or is not subject to a good cause exemption, then the student shall not be eligible for automatic promotion to fourth grade.

5. For the 2013-14 and 2014-15 school years, a student not qualified for automatic promotion under paragraph 4 of this subsection may be evaluated for "probationary promotion" by a "Student Reading Proficiency Team" composed of:

(1) the parent(s) and/or guardian(s) of the student,
(2) the teacher assigned to the student who had responsibility for reading instruction in that academic year,
(3) a teacher in reading who teaches in the subsequent grade level,
(4) the school principal, and
(5) a certified reading specialist.

The student shall be promoted to the fourth grade if the team members unanimously recommend "probationary promotion" to the school district superintendent and the superintendent approves the recommendation that promotion is the best option for the student. If a student is allowed a "probationary promotion", the team shall continue to review the reading performance of the student and repeat the requirements of this paragraph.
paragraph each academic year until the student demonstrates grade-level reading proficiency, as identified through a screening instrument which meets the acquisition of reading skills criteria, for the corresponding grade level in which the student is enrolled or transitions to the requirements set forth by the Achieving Classroom Excellence Act.

6. Beginning with the 2015-2016 school year, students who score at the satisfactory level on the reading portion of the statewide third-grade criterion referenced test and who are not subject to a good cause exemption as provided in subsection K of this section shall be retained in the third grade and provided intensive instructional services and supports.

7. The school district shall annually report to the State Department of Education the number of students promoted to the fourth grade as required by law.

A third grade student may be promoted for "good cause" if the student meets one of the following statutory exemptions:

1) Limited-English-proficient students who have had less than two years of instruction in an English language learner program;
2) Students with disabilities whose individualized education plans, consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternate Assessment Program (OAAP);
3) Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
4) Students who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
5) Students with disabilities who participate in the statewide criterion-referenced tests and who have an individualized education plan that reflects that the student has received intensive remediation for reading for more than two years but still demonstrates a deficiency in reading and was previously retained in prekindergarten for academic reasons, kindergarten, first grade, second grade, or third grade; and
6) Students who have received intensive remediation in reading through a program of reading instruction for two or more years but still demonstrate a deficiency in reading and who were previously retained in Prekindergarten, kindergarten, first grade, second grade, or third grade for a total of two years.

Requests to exempt students from the mandatory retention requirements based on one of the good-cause exemptions shall be made using the following process;

1. Documentation submitted from the teacher of the student to the school principal that indicates the student meets one of the good-cause exemptions and promotion of the student in appropriate. Documentation shall be limited to the alternative assessment results or students portfolio work and the individual education plan (IEP), as applicable;
2. The principal of the school shall review and discuss the documentation with the teacher. If the principal determines that the student meets one of the good-cause exemptions and should be promoted based on the documentation provided, the principal shall make a recommendation in writing to the school district superintendent; and
3. After review, the school district superintendent shall accept or reject the recommendation of the principal in writing.

In the elementary and middle schools, a placement committee consisting of the principal, counselor, and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider standardized test scores and the student's age. Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s) or guardian's reason(s) for disagreeing with the decision of the board.

Reference: 70 O.S. §24-114.1
70 O.S. §1210.508C

(Revised March 2015)

5010.4A MIDYEAR PROMOTION: FOURTH-GRADE

A student retained in third grade in accordance with the Reading Sufficiency Act may be eligible for a midyear promotion to fourth grade. The midyear promotion of a retained student will be considered if the student can demonstrate that the student is a successful and independent reader, is reading at or above grade level, and is ready to be promoted to the fourth grade. Tools that may be utilized to reevaluate any retained student may include subsequent assessments, alternative assessments, and portfolio reviews, in accordance with rules of the State Board of Education. Retained students may only be promoted midyear prior to November 1 and only upon demonstrating 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 school district. A midyear promotion shall be made only upon the agreement of the parent or guardian of the student and the school principal.

REFERENCE: 70 O.S.§ 1210.508C
5010.4 B  **Student Retention 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:

- **First level of appeal** – The parent may request review of the initial decision by letter to the building principal within five days of the parent’s receipt of notice of the committee’s initial decision to retain or to issue a failing grade. If the principal does not receive the review request within this time frame, the committee’s decision shall be final and un-appealable.

- **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 un-appealable.

- **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 un-appealable. 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 therefore to be placed in the student’s permanent record files.

5010.5 **Programs for Children with Disabilities**

Skiatook Public Schools will 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) and any other applicable state and/or federal laws.

**Child Find (Identifying Students with Disabilities):**
Child find is a component of Individuals with Disabilities Act (IDEA) and is an ongoing process of locating, identifying and evaluating children who may need special education and related services. All Children with disabilities, residing in the Skiatook Public School District, whether attending public or private schools, should be identified, located and evaluated. This service is provided to children with suspected disabilities, free of charge. If you would like more information on Child Find, contact Skiatook Public Schools, Department of Special Services, 918-396-1792.

Skiatook Public Schools does not discriminate on the basis of race, color, national origin, sex disability, or age in its programs. All school sites will consider cultural aspects and disability category when identifying a student with a disability.
5010.5A Service Animals (Students with Disabilities)

The District has a responsibility to permit students and/or adults with disabilities to use a “service animal” in school facilities, programs or activities pursuant to Title II of the Americans with Disabilities Act (ADA).

An individual with a disability who wants to use a service animal on a routine or daily basis in District facilities, programs or activities must submit a request in writing to the Special Services Director at least ten (10) business days in advance of the date the individual first seeks to bring the animal. The Special Services Director will promptly review each request and notify the requestor in writing of any additional information needed to evaluate the request.

The term “service animal” includes a dog and, in specific circumstances, a miniature horse. Only those two species of animal will be permitted in school facilities, programs or activities as a “service animal.”

Miniature horses generally stand no taller than 34 inches measured to the shoulders and weigh no more than 100 pounds. The superintendent or designee will evaluate any request to use a miniature horse as a service animal under the following criteria:

- Whether the miniature horse is housebroken;
- Whether the miniature horse is under the handler’s control;
- Whether the particular facility or location can accommodate the miniature horse’s type, size and weight; and
- Whether the miniature horse’s presence will compromise legitimate safety requirements for safe operation of the particular facility or location.

A service animal must perform some work or task that the individual with disabilities cannot perform for him or herself, and the work or task must be directly related to the individual’s disability.

To determine whether an animal qualifies as a service animal, the Special Services Director may ask the following questions:

- Whether the animal is required because of a disability (unless the Director is already aware of the individual’s disability); and
- What work or task the animal has been trained to perform.

The District will not seek or require documentation that an animal has been certified, trained or licensed as a service animal.

Service animals should, at all times, be current on all vaccinations required by law and treated for and kept free of fleas and ticks. The owner of the service animal will provide
documentation showing current vaccinations. To avoid shedding and dander, service animals should also be kept clean and groomed at all times.

The owner of the service animal is responsible for any harm or injury the animal may cause to other students, District personnel, visitors and/or property.

Service animals may accompany individuals with disabilities in all areas of District facilities where members of the public, participants in District services, programs or activities, or invitees, as relevant, are allowed to go.

Each service animal must have a handler. The handler may be the individual with disabilities or a third party who has been appropriately trained to handle the animal.

The superintendent or another District administrator may require the handler to remove a service animal from District property if any one of the following events occurs:

- The animal is out of control and the handler cannot take effective action to control the animal. In this event, District personnel may contact a District resource officer or local law enforcement for assistance on a case-by-case basis, if needed.
- The animal is not housebroken. “Housebroken” means that, absent illness or accident, the animal controls its waste elimination.
- The animal’s presence would “fundamentally alter” the nature of the service, program or activity.

A service animal must have a harness, leash or other tether, unless, because of a disability, the handler is unable to use the tether or the tether would interfere with the animal’s safe, effective performance of work or tasks. In the latter event, the service animal must be otherwise under the handler’s control (i.e., voice control).

The District is not responsible for the care or supervision of any service animal. This includes, but is not limited to, walking or feeding the animal and responding to the animal’s need to eliminate.

Students with disabilities who are serving as the handler for their service animal are expected to care for and supervise the animal. If a student with disabilities is unable to care for or supervise the service animal, the student’s parent or guardian is responsible for providing a handler who can provide that care and supervision.

The District will make reasonable modifications to its policies, practices and procedures, as necessary, to avoid discrimination against a student with disabilities who uses a service animal, unless it can show that making the modifications would fundamentally alter the nature of the District’s service, program or activity. Reasonable modifications include, but are not limited to, providing assistance to the student in tethering or untethering the service animal and escorting the student on District property as he or she is accompanied by the service animal.
The District will not impose any type of surcharge for the use of a service animal on its property.

(Adopted September 2016)

5010.6 Extended School Year Policy

The term extended school year ("ESY") services means special education and related services that are provided to a child with a disability beyond the School District’s normal school year in accordance with the child’s IEP, at no cost to the child’s parent and that meet state standards. The purpose of this policy is to set forth the School District’s intent to make ESY services available as necessary to provide its children with disabilities a free appropriate public education as required by the Individuals with Disabilities Education Act.

Each child will have the opportunity to be considered for ESY by his or her IEP team. The question of a child’s need for ESY services may be raised at any time by an IEP team member (including during a regularly scheduled IEP meeting) or incorporated into the annual IEP review. For a child whose current IEP provides for ESY services, the question of his or her continuing need for such services should be included in any subsequent meeting held to review and revise the IEP. The IEP team will make its ESY determination sufficiently in advance so that the necessary services are provided in a timely manner.

The purpose of ESY services is not to enhance the present levels of educational performance exhibited by children and youth with disabilities at the end of the regular school year. The purpose, instead, is to ensure that each child benefits from his or her education. To make its determination, the IEP team will consider the following factors:

1. The child’s degree of impairment;
2. The child’s actual/predicted degree of regression;
3. The child’s actual/predicted recovery time from this regression (ESY services may be appropriate when the team determines that a child has regressed or is predicted to regress to such a severe degree in a critical skill area that recoupment of such skill loss following the break in programming is unlikely or would require an unusually long period of time);
4. The ability of the child’s parents to provide educational structure at home (After affirming a parent’s ability to provide educational structure at home, an IEP team may determine that appropriate ESY services would consist totally or partially of such parental support);
5. The child’s rate of progress;
6. The child’s behavioral problems;
7. The child’s physical problems;
8. The availability of alternative resources;
9. The ability of the child to interact with children who are not disabled;
10. The area(s) of the child’s curriculum that need continuous attention;
11. The child’s vocational needs;
12. Whether the requested service is extraordinary for the child’s condition as...
opposed to an integral part of a program for those with the child’s condition; and

13. Other relevant factors as determined by the IEP team.

In making its determination, the IEP team will consider all pertinent data, which could include the following:

1. Criterion referenced and standardized tests, including pre-test and post-test data of a student’s progress;
2. Functional assessments used in natural environments (home, community, work and school);
3. An analysis of data collected on a regular basis;
4. Evaluations and progress records for related services;
5. Parent, student and/or service provider information;
6. Attendance records;
7. Behavior and disciplinary records;
8. Health/medical information;
9. Interviews with teachers, parents and students; and
10. Progress reports and assessments to determine the child’s performance of IEP annual goals and objectives or benchmarks across time.

The IEP team will document its ESY decisions on the IEP and through other appropriate records. If the IEP team determines that a child needs ESY services, it will specifically document the goals and benchmarks or short-term objectives to be addressed during ESY services, including the type, amount (including time and frequency), duration (including beginning and ending dates), and least restrictive environment considerations.

5010.7 Alternative Education

The alternative education program of the Skiatook ISD shall:

- Allow class sizes and student/teacher ratios which are conducive to effective learning for at-risk students.
- Incorporate appropriate structure, curriculum and interaction and reinforcement strategies designed to provide effective instruction.
- Include an intake and screening process to determine eligibility of students.
- Demonstrate that teaching faculty is appropriately certified teachers.
- Demonstrate that teaching faculty has 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.
- Reflect appropriate collaborative efforts with state agencies and local agencies serving youth.
- Provide courses that meet the curricula standards adopted by the State Board of Education and remedial courses.
- Offer individualized instruction.
- State clear and measurable program goals and objectives.
- Include counseling and social services components with the provision that providers of services are not required to be certified as school counselors.
requiring a plan leading to graduation be developed for each child in the program.
- Offer life skills instruction.
- Provide opportunities for arts education to students, including Artists in Residence programs coordinated through the Oklahoma Arts Council.
- Provide a proposed annual budget.
- Include an evaluation component including an annual written self-evaluation.
- 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.

**5010.8 Homebound Program**

**Students being served through Special Services**
Homebound placement will be determined by the IEP team on an individual basis. Coursework and instructional method will be determined at time of placement.

**Students not being served through Special Services**

Skiatook Public Schools provides Homebound Services through a Student Medical Leave Program (SMLP) to eligible students who are temporarily unable to attend school due to a serious health condition or disability. Serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth and related medical conditions. A student receiving instruction by a teacher on the homebound program must be enrolled as a student in Skiatook Public Schools.

Eligible student should make requests to their principal/counselor at least 10 days in advance of foreseeable events or as soon as possible after unforeseeable event. Administration will forward application request to the Homebound Coordinator.

Documentation for SMLP: The Homebound Coordinator will require the following; a health care provider’s statement, Home-Based Student Medical Report Form, and State of Oklahoma Standard Form Consent for the Release of Confidential Information. Forms must be submitted verifying the need for SMLP Homebound Services and its beginning and expected ending dates. Any changes in this information should be promptly reported to the school. Students returning from SMLP Homebound Services must submit a health care provider’s verification of their fitness to return to school.

Students can be granted SMLP Homebound Services for the period of a disability up to a maximum of 12 weeks within a 12 month period. Any combination of SMLP Homebound Services may not exceed 12 weeks in a 12 month period. If the initial period of approved absences provides insufficient, consideration will be given to a request for an extension.

Enrollment in Homebound coursework will be determined by a counselor or administrator and will be delivered without instructional support. Homebound instruction is not intended or designed to replace the full range of course offerings and electives provided within a
public school. It is designed to consist of short term services specifically designed to provide instruction in basic educational and core content areas of math, language arts, social studies/history, and sciences so that when a student is medically able to return to school, he or she is current in those skills required to fully participate in the curricular offerings of the school the student attends. Homebound instruction is not designed to provide courses of study that requires “labs” or are outside of the core academic areas. As Homebound is designed to be a short term service, students who access these services may experience disruption in credit attainment toward graduation because of elective classes that are outside the scope of the core academic areas will not be offered.

The student will be responsible for arranging a weekly pickup and drop-off of any completed assignments. If 10 school days pass without exchange of assignments, student will be dropped from all courses for non-attendance unless administration approves lack of contact. When the child is taught by a certified teacher for up to three hours per week, the child shall be counted as having attended school five days per week and their attendance shall be entered in the school register.

Students are not exempt from state mandated testing as required by state law.

When the Homebound Coordinator believes that a student is no longer eligible to continue on homebound instruction, such information will be immediately communicated to the student, parent, and administration in writing. The following circumstances could result in the discontinuation of homebound instruction: (1) no longer medically necessary as determined by treating physician, (2) student is actively employed on a part-time or full-time basis and/or is actively engaged in extracurricular activities that would indicate that the student is able to return to school, (3) student no longer resides within the District’s boundaries.

(Revised September 2016)

5010.9 Gifted and Talented Program

Mission Statement

The staff of Skiatook ISD 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. Skiatook ISD recognizes that each student, regardless of race, economic background, cultural background, sex or disability deserves the opportunity to receive an education commensurate to his/her capability. Skiatook ISD 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:

- Formulation of district goals for gifted education.
- Development of the district plan for gifted education.
- Preparation of the district report on the school’s gifted program.

The Local Advisory Committee shall consist of:

- Principal
- Teacher
- 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** - "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 disability 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.

**Testing Methods**

- Standardized Ability Test
- Standardized Achievement Test
- Student achievement within the curriculum
- Other as appropriate

**Non-Testing Methods**

- Student work portfolios
- Student achievement outside the school’s curriculum
- Student achievement (i.e. grades)
- Other as may be deemed appropriate

A placement team including teachers and chaired by a school administrator will be known as the Identifying and Placement Team. The director will be trained in gifted education.

**The Placement Team will:**

- Ensure that all potentially gifted and talented students have been considered.
Collect and analyze data to be used in making decisions for selection of students.

The committee coordinates and uniformly implements the process for identification and communicates these procedures to the entire school staff consistent with this plan, State Board of Education regulations and state statutes.

Recommend placement.

The following criteria will be used to identify gifted students:

- 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.
- Student placement decisions in the capability areas will be based on multiple criteria, such as, grades, classroom performance teacher or parent referral, portfolios, etc. No single criterion will be used to exclude a student from educational programming.
- Instructionally 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.
- Teachers, administrators, parents, community members, may nominate students for consideration for placement that has exceptional visual or performing arts ability.
- 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 at Skiatook Schools 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.

Parental involvement - written identification and placement procedures will include parent involvement. 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.

Placement
The Identification and Placement Team will ensure that student’s placement in programming is based on his/her abilities, needs and interest. Opportunities will be provided for students to be considered for placement throughout their school experiences.

Procedural Safeguards
- 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.
- Individual students will be evaluated to determine admittance into the program. Documentation of placement will be kept on file at each site. 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.

- If the parent disagrees with the school's evaluation and the parent chooses to obtain outside private evaluations, the cost incurred will be the responsibility of the parent.
- Review of gifted and talented students will be made annually, and appropriate placement will be determined at that time. Gifted and talented transfer students will be placed in the Skiatook program immediately upon receipt of supporting data from the previous educational institution. Students must meet Skiatook criteria before placement.
- Skiatook School 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. Skiatook School district shall provide differentiated education for all identified gifted and talented students. Differentiated educational opportunities may include, but not be limited to, the following programs:

- **Individualization of Instruction** - Instruction of an individual student focused on the specific educational needs of that student.
- **Proficiency Based Promotion** - Elementary or secondary students advancing one or more levels in a curriculum area by demonstrating proficiency at the 90% level on designated assessments.
- **Differentiated or Enriched Classes** - Include differentiated curriculum and accelerated content designed for able students. These classes need not be limited to identify gifted students and will be noted on student's transcripts.
- **Independent Study** - Individually contacted in-depth study of a topic; also a course or unit of study taken through an individual arrangement.
- **Continuous Progress** - The content and pacing of curriculum and instruction are matched to students' abilities and needs. Students move ahead on the basis of mastery.
- **Cluster Groups** - Any classroom with a group of identified able learners purposefully organized to provide planned differentiated instruction most of the time.
- **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.
- **Acceleration** - Administrative practices designed to allow students to progress through the curriculum and/or grade levels at a rate faster than the average.
- **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.
- **Seminars** - Special short-term sessions where students focus on one area of study.
- **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.
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.

Qualifications for Gifted Child Educational Program Staff:

- Teachers hold a valid Oklahoma teaching certificate appropriate to the grade level(s) included in the program.
- Gifted educational program coordinators hold a valid Oklahoma teaching certificate.
- 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.
- 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.
- 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:

- 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.
- 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.
- 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.
- 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.
- 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.
The gifted educational specialist is responsible for coordinating gifted student identification, monitoring student progress and record maintenance.

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 Skiatook Public Schools considers Staff Development of utmost importance and will ensure that training of teachers and administrators includes:

- Higher level Thinking Skills
- Critical Thinking Skills
- Components of appropriate Flexible Pacing
- Learning styles
- 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.

Budget

The superintendent, along with the district coordinator, will prepare a district budget for gifted educational programming.

The proposed budget will be reviewed and approved the district Board of Education before filing with the State Department of Education.

The district budget for gifted educational programming will be prepared and submitted on the forms required by the State Department of Education.

Purchase orders, for use in the gifted area in the district, will be submitted to both the district coordinator and the superintendent for approval.

Each site in the district will receive notification at the beginning of each school year concerning the amount budgeted for gifted spending. The site principal will receive a list of the previous year’s spending to help determine the best use of gifted money for the coming year.

Updated 10/01/2009- Gifted Advisory Committee
5010.10 Communicable Diseases, Students

A communicable disease is defined as an illness which is capable of being transmitted through personal contact with others. The Board of Education has concern for the health of students and staff in the district. An important part of a school health program is the prevention and control of communicable diseases. The superintendent, school principal, teacher or other officials in charge of any school may exclude any child exhibiting the following symptoms:

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

There are numerous communicable diseases that may affect a school age population and/or school staff. Charts which are developed by or in cooperation with the County Health Department shall be available to each building which specify the more prevalent communicable diseases in Oklahoma. Included will be control measures which suggest periods of exclusion recommended for students or staff. These can be modified to the circumstance surrounding the problem with medical or health department consultation.

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.

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

A. Any child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he/she is free from the contagious disease or head lice. In instances of repeated parasite infestations, Skiatook Public Schools personnel will follow protocols prescribed by the County Health Department.

B. Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before the child may reenter school, certification from a health professional as defined by Sec. 2601 or Title 63 of the Oklahoma Statutes, or an authorized representative of the State Department of Health that the child is no longer afflicted with head lice.
C. School district and county or city/county health departments may enter into agreements under the Interlocal Cooperation Act for the purpose of providing assistance to the school districts by inspecting children who are returning to school after an absence due to head lice to ensure that the child is no longer afflicted with head lice.

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

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

Revised May 12, 2014

5010.11 AIDS/HIV Policy and Regulation

This regulation shall govern the placement of students infected with the Human Immunodeficiency Virus (HIV), which can result in Acquired Immune Deficiency Syndrome (AIDS), and its related illnesses.

By definition, HIV is the virus that causes AIDS. AIDS is a medical term used to describe the variety of illnesses a person may suffer after being infected with a type of virus that attacks and cripples a crucial element of the body’s immune system. “Acquired” means that AIDS is not an inherited condition; instead, a person contracts AIDS through exposure to the virus that causes it. “Immune Deficiency” refers to the fact that the body’s immune system is rendered ineffective by the virus that causes AIDS. “Syndrome” refers to the fact that AIDS is characterized by a collection of maladies, which can include types of cancer, pneumonia, severe diarrhea and neurological problems.

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

The case of any student who has been diagnosed as being infected with HIV or as having AIDS will be referred to the superintendent. If the student or any person other than a student’s parents or guardian reports that a student is infected with HIV or has AIDS, the
superintendent will meet with the student’s parents or guardian as soon as possible. The superintendent will determine if the parents or guardian have knowledge of the student’s infection and, if not, whether further medical examination is desired. If the superintendent confirms that the student has AIDS, the superintendent will report the student’s illness to the Oklahoma Department of Health.

When a student is confirmed as being infected with HIV or as having AIDS, the superintendent will discuss the educational options of the student with a Health Review Committee composed of the parents or guardian, the student’s physician, public health personnel and school personnel. School personnel may include the superintendent or designee, the counselor and, for elementary students, the homeroom or grade teacher. The Health Review Committee shall make recommendations for educational placement after weighing the risks and benefits to both the infected child and to others in the educational setting. The Health Review Committee will determine if the student’s health poses an immediate and present danger to the student, the school staff or other students if the infected student is placed in a regular classroom environment. If the Health Review Committee determines that the student’s health does not pose an immediate danger to the student, school staff or other students, the Health Review Committee will be requested to conduct a monthly evaluation of the infected student’s progress or a more frequent evaluation as circumstances warrant.

It is the policy of this district that students who have contracted the HIV virus or AIDS will not be denied educational opportunities. The placement of students with HIV or AIDS, or any other communicable disease, within the school system will depend upon the students’ needs and the school’s capabilities. Students who have been verified by the Oklahoma Department of Public Health or a physician as having contracted HIV or AIDS may be eligible for special education services under the IDEA or Section 504, provided that the students otherwise meet eligibility requirements. If the Health Review Committee determines that the condition of the student warrants the student’s evaluation, then the district shall conduct the evaluation and convene a multidisciplinary team to consider whether the child qualifies for services.

Protection of the confidentiality of information regarding HIV or AIDS-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 students with HIV or AIDS. The superintendent, on consultation with other staff members, will identify by name those employees who are to be given this information. This list will be given to the principal who will be responsible for ensuring that only authorized employees are made aware of the student’s condition, and that they are informed of the potential legal consequences of revealing that information. When a student is identified as being infected with HIV or AIDS, 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 HIV/AIDS condition is to be made on the student’s cumulative record, health cards, the computerized student database or the record.

The first consideration must be the protection of students and employees from infection by students with HIV/AIDS. Since the possibility of spreading the virus through casual
contact such as occurs in a school situation is “remote,” according to medical researchers, most students infected with the virus can continue without restriction in the regular classroom, except that such students are not to be allowed to participate in contact sports or swimming. If a student is prone to biting or aggressive behavior, is incontinent, has open skin lesions, is subject to drooling or any questionable behavior or condition, the student may be placed in a more restrictive environment which minimizes the exposure of other students to body fluids. Any employee assigned to work with the student under these circumstances must be informed of the potential risks.

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

As per state law, AIDS prevention education will be taught at the option of the district a minimum of once during the period from grade five through grade six, a minimum of once during the period from grade seven through grade nine and a minimum of once during the period from grade ten through grade twelve. The general objective of the curricula for the three levels includes being made aware of the forms of the disease, methods of transmission and prevention of AIDS.

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

5010.12 Immunization Requirements

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, peruses, tetanus, homophiles influenza type B (HIB), measles (rubella), rubella, poliomyelitis, vermicelli, 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.

5010.13 Administration of Medicine to Students

Purpose

The purpose of this Policy is to identify when District personnel are authorized to administer medication to students, when students are authorized to self-medicate and how District personnel will maintain, administer, monitor and dispose of student medication.

Definitions

For purposes of this Policy, these terms have the following definitions:

"Medicine" or "medications" includes prescription medications and over-the-counter medicines such as but not limited to aspirin, cough syrup, medicated ointments and any other item used to treat an illness, disease or malady.

"Parent" means a parent, a court appointed guardian or a person having legal custody.

Policy

Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription and nonprescription medications to students. Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer medication to students with legitimate health needs.

Except as provided in this Policy and in the District's Student Diabetes Care and Management policy, students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the student's parent and may result in discipline, including out-of-school suspension.
As further set out below, the District retains the discretion to reject requests for the administration of medication and to discontinue the administration of medication.

The parent must deliver the student's medicine to the school nurse or school administrator in its original container with the parent's written authorization for administration of the medicine. The parent's authorization must identify the student, the medicine and include or refer to the label for instructions on administration of the medicine. The school nurse, an administrator or a designated employee will administer the medicine to the student pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. The parent must complete a new authorization from annually and for each change of medication. The District will maintain the authorization form as a part of the student's health record. Authorization forms will be available in the principal's office. A parent who chooses to do so may come to the school and personally dispense medication to the student.

The administration of each school will keep a record of the students to whom medicine is administered, the date of administration, the person who administered the medicine and the name --or--type-of-medicine-administered. Medications will be stored in a separate locked drawer or cabinet that is readily accessible only to the persons who will administer the medication. Medications requiring refrigeration will be refrigerated in a secure area.

Any person administering medicine to a student will participate in training by October 1 of each year conducted by a school nurse or other health care professional. The training will include:

- Review of state statutes and school rules and regulations (including this Policy) regarding administration of medication by school personnel;
- Procedures for administration, documentation, handling and storage of medication; and
- Medication needs of specific students, desired effects, potential side effects, adverse reactions and other observations.

Only those persons who successfully complete the training are authorized to administer medication. Each school site will maintain a current list of those authorized to administer medication at that site.

Students who are able to self administer specific medications, such as inhaled asthma medication or anaphylaxis medication, or use specialized equipment, such as an inhaler or Epinephrine injector, may do so provided such medication and specialized equipment are transported and maintained under the students' control in compliance with the following rules:

- A licensed physician or dentist must provide a written order that the student has a particular medical condition (asthma, anaphylaxis, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent's responsibility to contact the physician and have the physician
complete and return the required order.

- The parent must provide a written authorization for self administration of medication.

- Parents who elect self medication understand and agree that the District, its agents and employees shall incur no liability for any adverse reaction or injury the student suffers as a result of self-administration of medication and/or use of specialized equipment.

- The written authorization will terminate at the end of the school year and must be renewed annually.

- If the parent and physician authorize self medication, the District is not responsible for safeguarding the students' medications or specialized equipment.

- Students who self medicate are prohibited from sharing or playing with their medication or special equipment. If a student engages in these activities the parent will be contacted and a conference will be scheduled with the parent, student, nurse and other appropriate persons.

- Students will not be allowed to self administer:
  - Narcotics;
  - Prescription pain killers;
  - Ritalin; and
  - Other medication hereafter designated in writing by the District.

- Except as otherwise provided by an individual student's school health plan, students may self administer non-diabetes and non-anaphylaxis-related injectables only in the school office in the presence of authorized school personnel. Diabetes-related injectables will be administered in accordance with the District's Management of Students with Diabetes Policy.

- Students who self medicate are encouraged to wear Medic Alert bracelets or necklaces.

- The parent will provide an emergency supply of a student's inhaled asthma medication or anaphylaxis medication to be administered by school personnel, as required by state law.

**Non-prescription medication.** School staff will only administer nonprescription medication with the parent's written authorization and according to label directions or
written instructions from the student's physician. The medication must be in the original container that indicates:

- Student name (affixed to the container);
- Ingredients;
- Expiration date;
- Dosage and frequency;
- Administration route, i.e., oral, drops, etc.; and
- Other directions as appropriate.

School staff will only administer aspirin (acetylsalicylic acid) and products containing salicylic acid with written instructions from the student's physician. The parent must provide and maintain a supply of nonprescription medication for the student.

**Prescription medication.** School staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:

- Student name;
- Name and strength of medication and expiration date;
- Dosage and directions for administration;
- Name of the licensed physician or dentist;
- Date, name, address and phone number of the pharmacy.

The parent must provide and maintain the supply of prescription medication for the student.

The parent must reclaim any remaining medication by the last official day of school closing or within seven days after the prescribing physician discontinues the medication. The school nurse or designated employee will destroy in a no recoverable fashion in the presence of a witness any medication not timely reclaimed. The person who destroys the medication will record the following information:

- Date of destruction;
- Time of destruction;
- Name and quantity of medication destroyed; and
• Manner of destruction of medication

Any and all controlled substances will be destroyed according to state law.

The school nurse or designated employee will advise the principal or designee if discontinuance of medication to a student is appropriate and assist in informing the parent. Legitimate reasons for discontinuing administration of medication include, but are not limited to the following:

• A legitimate lack of space or facility to adequately store specific medication;

• Lack of cooperation by the student, parent and/or prescribing doctor and the District;

  An unexpected and/or adverse medical reaction to the medication at school, i.e., mood change, allergic reaction, etc., considered to be deleterious to the health and well being of the student;

• Any apparent change in the medication's appearance, odor, or other characteristics that raise reasonable doubts about the quality of the medication; and

• The medication expiration date has passed

• Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.

Amended September 10, 2018
In accordance with Oklahoma law, any person is required to immediately report suspected cases of physical abuse or neglect involving students under the age of eighteen (18) to the statewide toll free hotline of the Department of Human Services. The statewide DHS hotline number is 1-800-522-3511. Any person having reason to believe that a student age eighteen (18) or older is a victim of abuse or neglect shall immediately report the matter to local law enforcement. 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 Form FFG-E.

“Child Abuse and Neglect” shall include, but is not limited to:

1. Child abuse as defined in Section 843.5 of Title 21 of the Oklahoma Statutes;

2. Sexual abuse or sexual exploitation as defined in Section 1-1-105 of Title 10A of the Oklahoma Statutes;

3. Contributing to the delinquency of a minor as defined in Section 856 of Title 21 of the Oklahoma Statutes;

4. Trafficking in children, as defined in Section 866 of Title 21 of the Oklahoma Statutes;

5. Incest as described in Section 885 of Title 21 of the Oklahoma Statutes;

6. Forcible sodomy, as described in Section 888 of Title 21 of the Oklahoma Statutes;

7. Maliciously, forcibly or fraudulently taking or enticing a child away, as described in Section 891 of Title 21 of the Oklahoma Statutes;

8. Soliciting or aiding a minor child to perform or showing, exhibiting, loaning or distributing obscene material or child pornography, as described in Section 1021 of Title 21 of the Oklahoma Statutes;
9. Procuring or causing the participation of any minor child in any child pornography or knowingly possessing, procuring or manufacturing child pornography, as described in Section 1021.2 of Title 21 of the Oklahoma Statutes;

10. Permitting or consenting the participation of a minor child in any child pornography, as described in Section 1021.3 of Title 21 of the Oklahoma Statutes;

11. Facilitating, encouraging, offering or soliciting sexual conduct with a minor, as described in Section 1040.13a of Title 21 of the Oklahoma Statutes;

12. Offering or offering to secure a minor child for the purposes of prostitution or any other lewd or indecent act, as described in Section 1087 of Title 21 of the Oklahoma Statutes;

13. Causing, inducing, persuading or encouraging a minor child to engage or continue to engage in prostitution, as described in Section 1088 of Title 21 of the Oklahoma Statutes;

14. Rape or rape by instrumentation, as described in Sections 1111.1 and 1114 of Title 21 of the Oklahoma Statutes; and

15. Making any oral, written or electronically or computer-generated lewd or indecent proposals to a minor child under the age of sixteen (16) as described in Section 1123 of Title 21 of the Oklahoma Statutes.

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 to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.
Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity from any liability with respect to participation in any judicial proceeding resulting from such report.

The school district shall post, in a clearly visible location in a public area of the school that is readily accessible to all students, a sign in English and Spanish that contains the toll-free number operated by the Department of Human Services.

REFERENCE: 10A O.S. § 1-2-101
10A O.S. § 1-2-104
63 O.S. §1-120 (G)
70 O.S. §1210.162

Revised September 10, 2018

5010.15 Questioning by Law Enforcement Officials

Skiatook ISD strongly discourages questioning of its students on-campus 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.

5010.16 Testing Program (Remediation)

The following regulation shall govern the skill reinforcement and remediation of students who do not obtain a satisfactory grade under the Oklahoma School Testing Program Act as implemented by this school district.

Students who do not perform satisfactory on the tests implemented by this school district under the above referenced policy shall be provided opportunities for remediation.

The regular classroom teacher will be notified of all students making an unsatisfactory score in a specific curriculum area. The teacher will refer to the Criterion Referenced Test (CRT) report regarding a specific objectives for which the student scored unsatisfactorily.
The teacher will correlate activities within the classroom in relation to the Priority Academic Skills (PASS) objectives to assist the student in preparing for future testing.

Students who fail to obtain a satisfactory score will be offered assistance from certified personnel during Expanded Learning Opportunity (ELO) or advisory periods. Students will also be offered the opportunity to work on the computer network integrated learning system (ILS) in basic skill usage on an individual basis at their level of proficiency. Finally, students will be offered assistance through individual subject area review sessions if requested.

A student who is subject to an individualized education plan (IEP) shall be tested only to the extent specified by the student's IEP or as required by state law.

Reference: 70 O.S. § 1210.508
(Adopted March 2015)

5010.17 Weapons-Free School

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 possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the Board of Education at its next meeting.

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

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

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such 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 weapon as defined below:

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

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disability Act and Section 504 of the Rehabilitation Act. If the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for up to 45-calendar days at the discretion of the superintendent. If the student's IEP team determines that the violation is related to the 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 district 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. (See Note 2, below.)

Any student who violates this policy will be subject to discipline which may include suspension for up to one full calendar year or a term less as determined by the superintendent or his designee.

Note 1:
The district is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965, a description of the circumstances surrounding any expulsions imposed under this policy, including the name of the school; the number of students expelled from the school, and the type of weapons concerned.

Note 2:
Firearms and weapons are allowed on school property and deemed not in violation as follows: 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 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 transport a student to and from school and such vehicle does not remain unattended on school property; 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; and weapons in the possession of any peace officer or
other person authorized by law to possess a weapon in the performance of his/her
duties and responsibilities.
(Revised April 2015)

5010.18 Privacy at School

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

(Approved November 14, 2016)

5010.19 Concussions and Head Injuries

The Skiatook Board of Education recognizes that concussions 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
ensure that no youth athletes are allowed to participate in practice or competition
prior to the receipt of a concussion and head injury information sheet. Any coach or
staff allowing a youth athlete to participate in practice or competition prior to the
receipt of a 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 the evaluation and
management of concussion and receives written clearance to return to participation
from that health care provider. “Return to learn” guidelines shall be provided to teachers and relevant school personnel pertaining to athletes returning to the classroom after sustaining a concussion or head injury. “Graduated return to athletic participation” guidelines shall be provided to coaches and staff members pertaining to youth athletes returning to activity after sustaining a head injury or concussion.

The school district shall impose the following minimum penalties for failing to remove an athlete from an activity:

1st offense: The coach or staff member will be required to attend additional training.

2nd offense: The coach or staff member will be suspended from the sport or activity until an appearance in front of the board of education. The appearance before the board of education may involve a determination as to whether the coach or staff member will continue employment in the extra duty assignment.

Additional free online concussion training programs are available at The Center for Disease Control at http://www.cdc.gov/HeadsUp/index.html and at the National Federation of State High School Associations at http://nfhslearn.com/?courseID=38000.

Return to learn guidelines are located at:

Graduated return to participation guidelines are located at:

REFERENCE: 70 O.S. §24-155

POLICY NOTE: SB 1164 (2016) requires that a school policy include links to one or more online concussion training programs provided by the Center for Disease Control, the National Federation of State High School Associations or comparable programs or resources. We have linked two above in the final paragraph of this policy.

(Adopted December 12, 2016)
CONCUSSION AND HEAD INJURY
ACKNOWLEDGEMENT
AND INFORMATION SHEET

In compliance with Oklahoma Statute Section 24-155 of Title 70, this acknowledgement form is to confirm that you have read and understand the Concussion Fact Sheet provided to you by Skiatook School District related to potential concussions and head injuries occurring during participation in athletics.

I, ____________________________, as a student-athlete who participates in Skiatook School District’s athletic programs and I, ____________________________, as the parent/legal guardian, have read the information material provided to us by Skiatook School District related to concussions and head injuries occurring during participation in athletic programs and understand the content and warnings.

____________________________________________________
SIGNATURE OF STUDENT-ATHLETE
DATE

____________________________________________________
SIGNATURE OF PARENT/LEGAL GUARDIAN
DATE

This form should be completed annually prior to the athlete’s first practice and/or competition and be kept on file for one year beyond the date of signature in the principal’s office or the office designated by the principal.
CONCUSSION/HEAD INJURY INFORMATION SHEET
STUDENT-ATHLETES

WHAT IS A CONCUSSION?
A concussion is a brain injury
Is caused by a bump or blow to the head
Can change the way your brain normally works
Can occur during practice or games in any sport
Can happen even if you have not been knocked out
Can be serious even if you have just been “dinged”

WHAT ARE THE SYMPTOMS OF A CONCUSSION?
Headache or “pressure” in head
Nausea or vomiting
Balance problems or dizziness
Sensitivity to light
Sensitivity to noise
Feeling sluggish, hazy, foggy or groggy
Concentration or memory problems
Confusion
Does not “feel right”

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?
Tell your coaches or parents. Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates may have a concussion.
Get a medical checkup. A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.
Give yourself time to get better. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Additional concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

HOW CAN I PREVENT A CONCUSSION?
Follow your coach’s rules for safety and the rules of the sport.
Practice good sportsmanship.
Use the proper equipment, including personal protective equipment (such as helmets, padding, shin guards and eye and mouth guards----IN ORDER FOR EQUIPMENT TO PROTECT YOU, it must be the right equipment for the game, position and activity; it must be worn correctly and used every time you play.)

FOR MORE INFORMATION VISIT:
www.cdc.gov/TraumaticBrainInjury/
www.oata.net
www.ossaa.com
www.nfhslearn.com
Introduction

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

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

Definitions

The terms “marijuana” and “possession of marijuana” will be interpreted by the district in accordance with state and federal law. The term “marijuana” includes, but is not limited to, any form of marijuana; all parts of the plant Cannabis sativa L., whether growing or not; marijuana seeds; marijuana oil, extract, resin, or residue; cannabidiol in any form; and marijuana edibles. Any conflict between state and federal law as to the definition of “marijuana” or “possession of marijuana” will be interpreted in favor of federal law.

Nondiscrimination

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

Overlap with Other District Policies

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

Employees

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

Board Approved October 8, 2018

5011. TRANSPORTATION

5011.1 School Bus Program

The Board of Education shall provide school bus transportation to those eligible students within the Skiatook School 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 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.

Bussing Regulations

In accordance with the policy of the Board of Education, the following rules and regulations shall govern the conduct of school bus passengers:

- Students and other school bus passengers shall conduct themselves in a manner consistent with good classroom behavior while waiting on and traveling on school buses. Misconduct will be brought to the attention of parents and the principal by the school bus driver, and disciplinary action will be taken as necessary.
- 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.
- Smoking, chewing tobacco or the consumption of food or beverages is not permitted on school buses.
- School bus windows must remain closed unless the driver permits them to be opened. When windows are open, passengers must not throw or dangle objects from windows or extend any part of the body through a window.
• 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 are paid.

• For misconduct other than vandalism, the student’s parent/guardian and the principal shall be notified of a first occurrence. The principal shall follow the bus discipline rules as listed in their site handbooks. Discipline may vary from site to site based on the age and grade of the students.

• 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.

• 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.

• Elementary school students waiting at the high school until school dismissal must remain in the bus.

• If a student is denied transportation for any reason, the parent(s) must be notified. The bus driver shall not put a child off the bus other than at the student’s regular stop without written parental permission.

• Bus evacuation drills shall be conducted on the school buses for this school district as required by the Oklahoma School Transportation Laws.

5012. STUDENT RESIDENCY AND TRANSFERS

5012.1 Student Residency

The Skiatook School District is established for the purpose of serving the educational interests of resident students.

Definitions:

A. Person having legal custody. As used in this policy, the phrase "person having legal custody" means a person who is legally responsible for the care of the child pursuant to the order of a court or governmental agency responsible for making custody determinations and/or placements.

B. Homeless children and youth. As used in this policy, the phrase “homeless children and youth” means students who lack fixed, regular and adequate nighttime residence, and includes:
1. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

2. children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

3. children and youths who are living in cars, parks, public spaces, buildings, substandard housing, bus or train stations, or similar settings; and

4. Migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses 1. Through 4.

C. Permanent care and custody. As used in this policy, the phrase "permanent care and custody" means a person who has assumed the care and custody of the child on a continuous and ongoing basis with the intent not to relinquish such care and custody until the child reaches the age of majority.

D. Major degree of support. As used in this policy, the phrase "major degree of support" means a substantial contribution to the cost of the child's care, but it need not be in excess of one-half of all monies expended in the care and support of the child.

Policy Statement:

A. State law provides that a child's residence for school purposes is the school district in which the (1) parents, (2) guardian or (3) person having legal custody of the child holds legal residence or (4) Person having legal custody assigns temporary guardianship to another adult. Temporary guardianship is good for one year and has to be renewed yearly.

B. Federal law provides that homeless children and youth, individually or through a parent or guardian, may choose to attend the school in the area in which they are currently living. The Superintendent or designee will determine whether a student is a homeless child or youth for purposes of establishing residency and promptly advise the parent, guardian or person having legal custody of the child of the decision, both orally and in writing, if possible. If there is no such person, the Superintendent or designee will advise the student. The School District will enroll each homeless student and permit his or her full participation in all school programs, whether or not the student is accompanied by a parent, guardian or
person having custody of the child, and without proof of residence, current
immunizations and traditional enrollment documentation, such as school records
and medical/immunization records. The School District’s homeless liaison may
assist the student and school in obtaining those items. A parent, guardian or
person having legal custody of the child who disagrees with the Superintendent
or designees determination may appeal the decision to the Board of Education. If
there is no parent, guardian or person having legal custody of the child available,
the student may appeal the decision.

C. The Board of Education of the Skiatook School District has determined that it is
in the best interests of the School District not to allow a child to establish
residency in the School District by residing with an adult who is a legal resident
of the School District and has assumed permanent care and custody of the child
but does not fit into any of the three categories listed in paragraph II.1. above.

D. Pursuant to Oklahoma law, knowingly filing a false affidavit of residency is a
misdemeanor punishable by imprisonment in the county jail for not more than one
(1) year or a fine of not more than $500 or both.

Procedure for Resolving Residency Disputes:

A. The School District recognizes that there may be occasions when there is a
dispute regarding residency. Upon enrollment in the school system the School
District will verify that the student is a resident of the School District or is
otherwise entitled to attend school in the School District for any reason authorized
by law. As a part of this verification process the School District will obtain an
address from each student or the student's parent, guardian, or person having legal
custody of the child. In providing an address to the School District that is within
the School District's boundaries the student and student's parent, guardian, or
person having legal custody of the child represent that this address is the student's
residence. The School District may also require, in order to verify residency,
certified copies of court orders, guardianship documents, written agreements and
affidavits relating to the care, custody and control of the student and any other
information deemed relevant by the School District.

B. If at any time an administrator of the School District has a reasonable belief that
the reported residence may not be the residence of the child for purposes of school
attendance, the administrator shall notify the student's parent, guardian, or person
having legal custody of the child that there is a question regarding the legal
residency of the student. The student's parent, guardian, or person having legal
custody of the child shall be given an opportunity to submit information regarding
the student's residency to the School District's Residency Officer. All notices
required by this policy shall be in writing. Additionally, reasonable alternative
arrangements for documenting communications will be made for those persons who are visually impaired or otherwise unable to communicate in writing.

C. Information or documentation to prove student residency in the School District shall include but not be limited to proof of provisions of utilities, payments of ad valorem taxes, local agreements or contracts for purchasing/leasing housing, driver's licenses, income tax returns, notes, mortgages, contracts and any other source of proof which is not in conflict with statutory provisions relating to the residence of students.

D. Any question or dispute as to the residence of a student shall be determined by the Superintendent and the School District's Board of Education pursuant to the following procedures:

1. The student's parent, guardian, or person having legal custody of the child must notify the Superintendent in writing of the review request within three (3) school days from the date of written denial of admittance or from the date of written notification that the student is considered not to be a resident of the School District. Upon receipt of a request for review, the Residency Officer shall allow the parent, guardian or person having legal custody to provide additional pertinent information in accordance with the School District's criteria and the statutory provisions regarding residency. This information must be submitted with the request for review.

2. The Superintendent or designee must render a decision and notify the student's parent, guardian, or person having legal custody of the child of the decision and reasoning therefore in writing within three (3) school days of the receipt of the request for review.

3. In the event the student's parent, guardian, or person having legal custody of the child disagrees with the Superintendent or designee's decision, such person shall notify the Superintendent in writing within three (3) school days of his or her receipt of the decision. The Superintendent will submit his/her findings and all documents reviewed to the Board of Education. The Board of Education of the District will review the decision and the documents submitted on behalf of the School District and the student and will render a decision at the next board meeting. The decision of the Board of Education shall be the final administrative decision.

4. In an effort to place students in school as quickly as possible, timelines shall be followed unless due to emergency circumstances both parties agree to an extension of timelines.
Miscellaneous Policy Provisions:

A. Hearings involving more than one student where students are related or residing in the same household may, at the discretion of the Residency Officer and the Board of Education, be consolidated.

B. In the event the residency dispute involves an 18-year old student all notices will be delivered to the student because at 18 the student ceases to be a minor.

C. If already enrolled and attending school in the School District, a student or students involved in a dispute related to the student's residency may remain in school until available appeals are exhausted when the student or the student's parent, guardian, or person having legal custody of the child has filed an appeal in the manner and within the time permitted by this policy.

D. The Superintendent shall be in charge of maintaining the files related to a residency dispute, ensuring that the principals or others directly involved in such a dispute forward their records of the dispute following their involvement, and otherwise keeping all communications involving the dispute intact.

E. The Board of Education understands that there may be some instances where residency may be established on a date other than the date the student was enrolled in the School District. For any period during which a student is enrolled in the School District, but is not a resident of the School District, the School District may charge tuition if it is established that the student's parent, guardian, or person having legal custody of the child knew or should have known that the child or children who are the subject of the residency dispute were not residents of the School District. The tuition shall be based on a per capita cost of educating a student in the School District during the preceding year. This issue may be raised along with other issues related to the residency dispute and shall be heard in the same manner.

F. The School District shall provide for educational services for homeless children to the extent required by Public Law 100-77, Title VII, Subsection B.

G. The School District reserves the right to require re-verification of student residency at the beginning of each school term.

H. A copy of this policy shall be given to the student's parent, guardian, or person having legal custody of the child as soon as possible following the inception of any residency dispute.

(Revised May 12, 2014)
5012.2 Home School Students

Students who live in the Skiatook district that are being home-schooled (i.e. web-based and/or two-way interactive video instruction) are not permitted to enroll in any classes or school activities in the Skiatook Public School system unless such enrollment is on a full-time basis as a full-time student (i.e. if the student ceases to be home-schooled and becomes a permanent student of the Skiatook School system). No part-time enrollment will be allowed for any purpose. This includes enrollment in any and all curricular and extracurricular programs.

5012.3 Transfers

Any child residing in a school district that does not offer the grade which such child is entitled to pursue shall be entitled to be transferred to any school district inside or outside of the transportation area in which such student resides which offers the grade which he/she is entitled to pursue, hereinafter “receiving district.” Nothing in this policy shall be construed as preventing the approval of any other kind of transfer for which such student is eligible as elsewhere provided by law.

5012.4 Open Transfer Policy

A request for a transfer into this School District initiated by or on behalf of a nonresident student will be approved or refused in accordance with this policy. The transfer of a student whose resident District does not offer the grade the student is entitled to pursue will be approved if the student resides within the transportation area of this School District. In accordance with Okla. Statutes 70, § 8-101, as amended, a student shall be limited to one transfer. Following that transfer, a student may apply for any other kind of transfer for which the student is eligible based on the Education Open Transfer Act.

Criteria for Approval or Denial of Regular Transfers:

The fact that the District has adopted an open transfer policy does not mean that every transfer application will be accepted. A transfer will be denied if the administration determines the transfer would detract from the educational experience of currently enrolled students or place additional financial or space burdens upon the district. A transfer application will NOT be approved if this District does not:

1. Provide the courses/educational program(s) in which the applicant desires to enroll or in which this District deems the student is required to enroll in order to comply with state and federal laws and regulations;

2. Have adequate facilities to provide the courses/educational program(s) in which the applicant desires to enroll or in which this District deems the student is required to enroll in order to comply with state and federal laws and regulations;

3. Have adequate space for the student in the courses/educational program(s) in which the applicant desires to enroll or in which the District deems the student is required to
enroll in order to comply with state and federal laws and regulations. The administration may reserve preferred space for resident students or new resident students reasonably anticipated to move into the District during the school year. Thus, the District may deny a transfer if approval would result in:

A. Placing a financial or education burden on District facilities or staff in the courses/educational programs the student would attend;

B. Exceeding class size limitations set by state law or District policy in such courses; or,

C. Exceeding a percentage of such class size limitations as set by the Superintendent or designee. The administration may determine that a percentage of class size mandates should be reserved for later resident enrollment to prevent the exceeding of class size limits later in the school year due to additional enrollment of reasonably anticipated new resident students.

4. Have current personnel needed to provide the grade/courses/programs in which the applicant desires to enroll.

A transfer will not be approved if the student:

Has a disciplinary record which provides a reasonable basis to determine the applicant would present a discipline problem if enrolled. Such a reasonable basis will exist if school discipline or court records of the student, from any public or private school within or without the State of Oklahoma or any court within or without the State of Oklahoma, show the student at any time:

A. Has violated school regulations;

B. Has committed an act commonly regarded as being immoral;

C. Has been adjudicated as a delinquent for an offense that is not a violent offense under relevant Oklahoma law;

D. Has been adjudicated as a delinquent for an offense that is a violent offense under relevant Oklahoma law;

E. Has been convicted as an adult for an offense defined in relevant Oklahoma law as an exception to a nonviolent offense;

F. Has been convicted as an adult for an offense defined in relevant Oklahoma law as a violent offense;
G. Has committed on school property, in school transportation, or at a school event a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or others;

H. Has possessed on school property, in school transportation, or at a school event an alcoholic beverage, low-point beer as defined by relevant Oklahoma law, an unauthorized wireless telecommunication device, or missing or stolen property found to have been taken from a student, school employee, or the school during school activities; or,

I. Has possessed on school property, while in school transportation, or at a school event a dangerous weapon or a controlled dangerous substance as defined by relevant Oklahoma law.

A transfer will not be approved if the applicant:

1. Fails to complete the Application Form (Attachment “A”), provide the District with sufficient educational records, or inform the District in detail of the grades/courses/programs in which the student desires to enroll or participate if the application is accepted so that the criteria above can be applied within the time deadlines set by law for the approval or rejection of a transfer. All such records must be supplied to the District in time for District personnel to make a reasonable review of such records in applying the approval/denial criteria set by this policy. This is particularly important for students with disabilities because all documentation of the resident district will need to be reviewed to make a preliminary determination as to whether the District has the appropriate programs, staff, and services to provide the applicant with the education and services set forth in the student’s IEP, and, if a preliminary approval determination is made, to prepare for and conduct a joint IEP conference with the resident district prior to any final approval or rejection of the transfer application. All applicants must consent in writing to the release of educational records from previous schools attended, and applicants for students with disabilities must consent in writing to forward to this District whatever confidential records this district deems is necessary to review in applying the approval/denial criteria of this policy. The Superintendent or designee has authority to amend Attachment “A” by regulation to include additional information needed to review an application request;

2. Fails to timely submit a completed application; or,

3. Provides incorrect information on the application request.

Delegation of Approval Authority to Superintendent or Superintendent’s Designee:

The Board of Education delegates to the Superintendent or the Superintendent’s designee authority to approve or deny a transfer application pursuant to the criteria listed in this policy.

First Priority for Transfer Openings Will Be Reserved For Children of District Employees:
Subject to the foregoing criteria for approval or denial of regular transfers, priority for transfers first will be given to applications for the enrollment of nonresident students who are children of District employees. Transfer requests for such children will be numbered as received, and the District shall consider requests on a first-come, first-serve basis. Any currently enrolled District student who is a child of a District employee for whom a regular transfer has been approved in the past and any sibling of such student will be given priority if an application is filed before February 1, and the first-come, first-serve list will be compiled only after such current students and their siblings have been placed on the list.

Second Priority For Transfer Openings Will Be Reserved For Children Of Parents Who Work Within The Geographical Confines of the School District:

Second, subject to the foregoing criteria for approval or denial of regular transfers, priority for transfers will be given to applications for the enrollment of nonresident students who are children of parents who work within the geographical confines of this School District. Transfer requests for such children will be numbered as received, and the District shall consider requests on a first-come, first-serve basis. Any currently enrolled District student who is a child of a parent working within the geographical confines of this School District for whom a regular transfer has been approved in the past and any sibling of such student will be given priority if an application is filed before February 1, and the first-come, first-serve list will be compiled only after such current students and their siblings have been placed on the list.

Time Of Receipt Of Applications Determines Order Of Review:

Transfer requests will be numbered as received, and the District shall consider requests on a first-come, first-serve basis. All transfer applications received by this District shall be dated and time-stamped. Any currently enrolled District student for whom a regular transfer has been approved in the past and any sibling of such student will be given priority if an application is filed before February 1, and the first-come, first-serve list will be compiled only after such current students and their siblings have been placed on the list.

Nondiscrimination:

The District shall not accept or deny a regular transfer application based upon the student’s ethnicity, national origin, race, color, religion, gender, income level, disabling condition, and proficiency in the English language, measure of achievement, aptitude, or athletic ability. Failure to meet the criteria in this policy for approval will not be deemed to be rejection for a discriminatory reason.

Students with Disabilities:

If a student with a disability applies for a transfer, the student must supply all documentation of the resident district relating to the student’s previous and current IEPs so that this District may:
1. Determine whether the District currently has appropriate programs, staff, services and placement needed to fulfill the current or anticipated IEP of the student; and,

2. If a preliminary determination is made that the District has the appropriate programs, staff, services and placement needed to fulfill the current IEP of the student if the transfer application is approved, conduct the statutorily-required joint IEP conference with the district of residence before a final determination of approval or denial is made.

Notwithstanding the provisions of this policy, students with disabilities may be educated in this district pursuant to special education cooperative agreements between this District and other school districts. Such transfers will not be deemed to be parent- or student-initiated transfer applications governed by this policy.

**Time Deadlines for Regular Transfers:**

An application for a regular transfer must be submitted on a form approved by the State Board of Education, completed by the parent or person having custody of the student or Power of Attorney for the child, and filed with the superintendent of this District not later than February 1 of the school year preceding the school year in which the transfer is requested. On or before March 1 of the school year preceding the school year in which the transfer is requested, the District will notify all resident school districts that an application for the transfer has been filed by a student enrolled in the resident school district. This District shall approve or deny the application not later than June 1 of the same year in which the application is submitted and shall notify the parents of the students, in writing, of the decision. If the transfer is approved, then by July 1 of the same year the parents of the student must notify this School District, in writing, that the student will be enrolling in this School District. Failure of the parents to notify this School District, in writing, as required may result in loss of the student’s right to enroll in this District for the ensuing school year. By August 1 this District will inform the State Board of Education and the resident district, in writing, of the students who have been granted transfers and their grade levels.

**Athletic and Other Competition:**

A transfer student, other than a student granted an emergency transfer, will not be eligible to participate in school-related interscholastic competition governed by the Oklahoma Secondary School Activities Association (“Association”) for a period of one year from the first day of attendance at this District, unless the transfer is from a school district not offering the grade the student is entitled to pursue. Whether a student granted an emergency transfer will be eligible to participate in school-related interscholastic competition shall be determined by the Association.

**5012.5 Emergency Transfers**

Students may be granted a transfer on an emergency basis. The parent or person with custody must submit a completed application on a form approved by the State Board of Education. On an adequate showing of an emergency, the superintendent may approve a transfer,
subject to approval of the State Board of Education. An emergency shall include proof provided by the parent of:

1. The inability of the resident district to provide an education to the transfer applicant due to the destruction or partial destruction of a school building attended by the student;

2. The inability of the resident district to offer the subject the pupil desires to pursue, provided the pupil became a legal resident of the school district after February 1 of the school year immediately prior to the school year for which the pupil is seeking the transfer;

3. A catastrophic medical problem of the student, which means an acute or chronic serious illness, disease, disorder or injury which has a permanent detrimental effect on the body’s system or makes the risk of harm unusually hazardous, such that removal from the resident district is medically needed;

4. The total failure of the resident district to provide transportation to and from school;

5. The concurrence of both the resident school district and this receiving District; or

6. The unavailability of remote or on-site Internet-based instruction by course title in the District of residence for a student identified as in need of drop-out recovery or alternative education services provided such student was enrolled at any time in a public school in this State during the previous three school years.

Applications for approval of a transfer will not be considered unless the parent has signed Attachment “B,” which will cancel the transfer if the conditions stated in the Attachment occur. This District shall have complete discretion as to whether to approve or not to approve an emergency transfer which is based upon prior approval of the resident district.

Approval of a Transfer Requires Agreement for Cancellation of Transfer:

Approval by this District of any transfer is contingent upon the applicant agreeing in writing to cancellation of this transfer by the District during the school year if the student does not comply with the rules and regulations of this District for student behavior, or if the family of the transferred student fails to remain current in financial obligations owed to the District, including, but not limited to, payment for lunches or lost or destroyed District property. The board of education hereby delegates to the Superintendent or the Superintendent’s designee authority to cancel any transfer previously granted by the board of education upon a determination that cancellation is appropriate. The consent form is attached as “Attachment B,” which may be amended by administrative regulation.
Students Seeking A Transfer From A Non-Accredited School Or A Home School Only Will Be Granted Provisional Approval Pending Review Of Test Results And Application Of Policy Criteria To The Placement Deemed Appropriate:

Students currently enrolled in a private school not accredited by a state agency or in a home school are not guaranteed enrollment in the grade/programs/courses in which the applicant desires to enroll. Students desiring to transfer from private schools not accredited by a state agency or from a home school will be required to take all placement tests required of resident students enrolling in the District after attendance in private schools not accredited by a state agency or home schools, and the administration will decide the appropriate placement primarily upon placement test results as per District policy. Accordingly, students applying for a transfer from such schools will be granted a provisional transfer until a) test results are reviewed to determine the appropriate grade/courses/programs for the applicant and b) the criteria of this policy is then applied to determine if the applicant is eligible for transfer approval. An applicant who does not agree to accept placement based upon such test results and criteria review will be deemed ineligible for an approved transfer and the provisional transfer will be of no effect.

Acceptance Of Assignment Required; Subsequent Change Needs Administrative Approval:

Because approval of transfers is based upon criteria of sufficient programs, staffing, and space needs for the particular applicant, a transfer student must accept the school site, courses, and programs to which the student is assigned by the administration. **A TRANSFER STUDENT WILL NOT BE ALLOWED AT THE TIME OF, OR AFTER, ENROLLMENT TO CHANGE THE GRADE/COURSES/PROGRAMS IN WHICH THE STUDENT STATED HE OR SHE DESIRED TO ENROLL ON THE TRANSFER APPLICATION WITHOUT SPECIFIC WRITTEN PERMISSION FROM THE SUPERINTENDENT OR DESIGNEE.**

It will be the responsibility of the transfer student or parent to inform the school official from whom approval for a new assignment is requested that the student is a transfer student, and failure to do so will result in cancellation of the transfer unless excused by the Superintendent or designee.

5013. **STUDENT RECORDS AND INFORMATION DISSEMINATION**

5013.1 **Student Records**

**Introduction**

1. This policy and the procedures included with it are intended to satisfy the provisions of the Family Educational Rights and Privacy Act (FERPA) and Oklahoma law. The School District is committed to implementing this policy and following its procedures.

2. The Board of Education authorizes the Superintendent of Schools to inform parents, students and the public of the policy and to exercise his or her administrative resources to implement the policy as well as to deal with individuals who violate the policy.
3. If a parent of a student, an eligible student or a citizen of the School District believes that the School District is violating FERPA, that person has a right to file a complaint with the Department of Education. The address is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
Telephone: (202) 260-3887

2013.2 Definitions

For the purpose of this policy, the following definitions apply:

1. Student - Any person who attends or has attended a program of instruction sponsored by the Board of Education of the School District and for whom it maintains education records.

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

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

4. Education records - Any record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche or other medium) maintained by the School District, an employee of the School District or an agent of the School District, which is directly related to a student and maintained by the School District or by a party acting for the School District, except:

   A. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

   B. Records of a law enforcement unit of the School District, but only if education records maintained by the School District are not disclosed to the unit, and the law enforcement records are:

      1. Maintained separately from education records;

      2. Maintained solely for law enforcement purposes; and

      3. Disclosed only to law enforcement officials of the same jurisdiction.
C. An employment record that is used only in relation to a student's employment by the School District. (Employment for this purpose does not include activities for which a student receives a grade or credit in a course.)

D. Records on an eligible student, that are:

1. Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity;

2. Made, maintained or used only in connection with treatment of the student (treatment does not include remedial educational activities or activities that are part of the program of school instruction); and

3. Disclosed only to individuals providing the treatment.

E. Alumni records that relate to the student after he or she no longer attends classes provided by the School District, and the records do not relate to the person as a student.

5. Personally identifiable information - Any data or information that make the subject of a record known. This includes the student's name, the student's parents' or other family member's name, the student's or family's address, the student's social security number, a student number, a list of personal characteristics or any other information that would make the student's identity easily traceable.

6. Dates of attendance -

A. The period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester or a first quarter.

B. The term does not include specific daily records of a student’s attendance at an educational agency or institution.

7. Directory information - Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

5013.3 Annual Notification

1. Within the first three weeks of each school year, the School District will publish in a local newspaper of general circulation in the area a notice to parents and eligible students of their rights under FERPA and this policy. The School District will also send home with each
student a bulletin listing these rights, and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

2. The notice will include the following:

   A. The right of a student's parents and eligible students to inspect and review the student's education records.

   B. The intent of the School District to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by FERPA and the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest, for purposes of disclosure.

   C. The right of a student's parent or an eligible student to seek to correct parts of the student's education record that he or she believes to be inaccurate, misleading or in violation of student privacy rights and the procedure for requesting amendment of records.

   D. The right of any person to file a complaint with the U.S. Department of Education, if the School District violated FERPA.

   E. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

3. The School District will arrange to provide translations of this notice to non-English speaking parents in their native language and to effectively notify parents or eligible students who are disabled.

4. All rights and protections given parents under FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student."
5013.4 Locations of Education Records

Check with the Education Service Center for locations of the following types of records.

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<tr>
<th>TYPES</th>
<th>LOCATION</th>
<th>CUSTODIAN</th>
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<tr>
<td>Cumulative School Records</td>
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<td>Health Records</td>
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<td>Special Education Records</td>
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<td>School Transportation Records</td>
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<tr>
<td>Occasional Records (Student Education Records not identified above, such as those in Superintendent's office, in the school attorney's office or in the personal possession of teachers.)</td>
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5013.5 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. See the schedule of fees for copies below.

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 make every effort to accommodate their wishes.

3. Parents or eligible students should submit to the student's school principal a written request that identifies as precisely as possible the record or records he or 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).

5. 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.

6. 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 School 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.

7. When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

8. The School District is not required to give an eligible student access to treatment records (as defined by the term "education records" in the Definitions section of this policy), but the student may have those records reviewed by a physician or other appropriate professional of the student's choice.

5013.5 A Fees for Copies of Records

1. The School District will not deny parents or eligible students any rights to copies of records because of the following published fees. When the fee represents an unusual hardship, it may be waived in part or entirely by the record custodian. However, the School 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 FERPA) in the following situations:

   A. The student has an unpaid financial obligation to the school.

   B. There is an unresolved disciplinary action against the student that warrants the denial of copies.

2. FERPA requires the School District to provide copies of records:

   A. When the refusal to provide copies effectively denies access to the records by a parent or eligible student.

   B. At the request of the parent or eligible student when the School District has provided the records to third parties by the prior consent of the parent or eligible student.
C. 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.

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

4. The fee for all other copies, such as copies of records forwarded to third parties with prior consent, open records request or those provided to parents as a convenience will be:
   - Copies: 8 1/2" x 11" $0.25 per copy
   - 8 1/2" x 14" $0.30 per copy
   - Computer Track Fed Paper $0.50 per copy
   (Postage will be added if copies are requested to be mailed)
   
   Search Fee: $25.00 per hour
   Secretarial Time @ $10.00 per hour
   Administrative Time @ $30.00 per hour
   
   The reference fees shall be posted at the principal office of the school district and with the county clerk.

5. The following records shall be kept confidential by the district:
   a. Individual student records;
   b. Teacher lesson plans, tests, and other testing material;
   c. Personal communications concerning individual students;
   d. Personnel records which relate to internal personnel investigations including examination and selection materials 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.

6. An employee of the district shall have a right of access to the employee’s own personnel file.

Reference: 51 O.S. § 24A.5
(Revised March 2015)

5013.5B Requests for School District Information Procedures

Any patron wanting general information from the school district must file a written request using the following guidelines:
1. All requests for information will be made in writing by the patron stating the date the information is needed.
2. Written requests for information will be directed to the top administrator at the appropriate level where the information may be available:
   a. At the building level, the request will be made to the building principal.
   b. At the district level, the request will be made to the superintendent of schools.
   c. In both instances, the principal or superintendent will delegate the request to the administrator or employee who can most appropriately fulfill the request.
   d. If a request sent to the building principal cannot be completed at the building level, the principal will forward the request to the superintendent.
3. Requested information will be provided in a minimum of ten (10) school days. This amount of time will allow for distribution to the appropriate administrator, for compiling the information, and to allow time to integrate the new workload into the administrator's schedule.
4. Information that violates privacy or confidentiality laws will not be provided. If a request is rejected, a letter of explanation will be forwarded to the requesting patron.
5. In accordance with state law, costs for research and copying may be assessed on a per page basis as determined by board policy.

(Revised March 2015)

**5013.6 Directory Information**

1. The School District proposes to designate the following information contained in a student's record as "directory information," and it will disclose that information without prior written consent:

   A. The student's name;
   B. The names of the student's parents;
   C. The student's address;
   D. The student's telephone listing;
   E. The student’s electronic mail address;
   F. The student's date and place of birth;
   G. The student’s dates of attendance;
   H. The student's grade level (i.e., first grade, tenth grade, etc.);
I. The student's participation in officially recognized activities and sports;

J. The student's degrees, honors and awards received;

K. The student's weight and height, if a member of an athletic team;

L. The student's photograph; and

M. The most recent educational agency or institution attended.

2. Within the first three weeks of each school year, the School District will publish in a newspaper of general circulation in the area the above list or a revised list of the items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

3. After the parents or eligible students have been notified, they will have two weeks to advise the School District in writing (a letter to the Superintendent of Schools' office) of any or all of the items they refuse to permit the School District to designate as directory information about that student.

4. At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the School District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

5013.7 Use and Disclosure of Student Education Records

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

   A. A person duly elected to the School Board;

   B. A person certified by the state and appointed by the School Board to an administrative or supervisory position;

   C. A person certified by the state and under contract to the School Board as an instructor;

   D. A person employed by the School Board as a temporary substitute for administrative, supervisory or instructional personnel for the period of his or her performance as a substitute;
E. A person employed by or under contact to the School Board to perform a special task such as secretary, a clerk, the School Board attorney or auditor for the period of his or her performance as an employee or contractor; or

F. A person participating in a school service program or an official school committee.

2. 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:

   A. Perform an administrative task required (a) by the school employee's position description, or (b) by participation in the school service program.

   B. Perform a supervisory or instructional task directly related to the student's education; or

   C. 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.

3. The School District will only release information from or permit access to a student's education record with a parent or eligible student's prior written consent, except that the Superintendent of Schools or a person designated in writing by the Superintendent may permit disclosure:

   A. When a student seeks or intends to enroll in another school district or a postsecondary school. Parents and students have a right to obtain copies of records transferred under this provision;

   B. When certain federal, state and local officials need information in order to audit or enforce legal conditions related to federally supported education programs in the School District;

   C. The parties who provide or may provide financial aid to a student to:

      (1) Establish the student's eligibility for the aid;

      (2) Determine the amount of financial aid;

      (3) Establish the conditions for the receipt of the financial aid; or

      (4) Enforce the agreement between the provider and the receiver of financial aid;
D. If a state law adopted before November 19, 1974, allowed certain specific items of information to be disclosed in personally identifiable form from student records to state and local officials or authorities concerning the juvenile justice system and the system's ability to effectively serve the student whose records are released or if a state law adopted after November 19, 1974, allowed such information to be disclosed to state or local officials concerning the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released;

E. When the School District has entered into a written agreement or contract for an organization to conduct studies on the School District's behalf to develop tests, administer student aid or improve instruction;

F. To accrediting organizations to carry out their accrediting functions;

G. To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1986;

H. (1) To comply with a judicial order or lawfully issued subpoena. The School District will make a reasonable effort to notify the student's parents or the eligible student before making a disclosure under this provision so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a Federal grand jury subpoena or other subpoena issued for a law enforcement purpose, and the court or issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;

(2) If the School District initiates legal action against a parent or student, the School District may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the School District to proceed with the legal action as plaintiff;

(3) If a parent or eligible student initiates legal action against the School District, the School District may disclose to the court, without a court order or subpoenas, the student’s education records that are relevant for the School District to defend itself; and

I. If the disclosure is an item of directory information and the student's parent as not refused to allow the School District to designate that item as directory information for that student.
4. The School District will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

A. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;

B. The information is necessary and needed to meet the emergency;

C. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; and

D. Time is an important and limiting factor in dealing with the emergency.

5. School District officials may release information from a student's education record if the student's parent or the eligible student gives his or 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 reasons 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; and;

E. The date of the consent and, if appropriate, a date when the consent is to be terminated.

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

7. The School District will not release information contained in a student's education records, except disclosures made to parents of dependent students under 34 C.F.R. 99.31(a)(8), to disclosures pursuant to court orders, lawfully issued subpoenas or litigation under 99.31(a)(9), to disclosures of directory information under 99.31(a)(11), to disclosures made to a parent or student under Sec. 99.31(a)(12), and as otherwise provided by state law concerning releases of information to state and local officials and authorities regarding the juvenile justice system, to any third parties, except its own officials, unless those parties agree that the information will not be re-disclosed without the parent or eligible student's prior written consent.
5013.8 Records or Requests for Access and Disclosures Made From Education Records

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

2. The record will include at least:

   A. The name of the person or agency that made the request;
   B. The legitimate interest the person or agency had in the information;
   C. The date the person or agency made the request; and
   D. Whether the request was granted, and if it was, the date access was permitted or the disclosure was made.

3. The School District will maintain this record as long as it maintains the student's education record.

   A. The record will not include requests for access or access granted to parents of the student or to an eligible student, requests for access or access granted to officials of the School District who have a legitimate educational interest in the student, requests for or disclosures of information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or the disclosure is authorized by such prior consent, for requests for or disclosure of directory information designated for that student, or for access by a party seeking or receiving the records by a Federal grand jury or other law enforcement subpoena, when the issuing court or agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

5013.9 Procedures to Seek to Correct Education Records

1. 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 School District may decline to consider a request to change the grade a teacher assigns for a course.)
2. 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.

3. To establish an orderly process to review and correct an education record for a requester, the School District may make a decision to comply with the request for a change at several levels in the procedure.

4. *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.

5. If the custodian cannot change the record to the requester's satisfaction or the record does not appear to be obviously incorrect, he or she will:
   - A. Provide the requester a copy of the questioned record at no cost;
   - B. Ask the requester to initiate a written request for the change; and
   - C. Follow the procedure for a second level decision.

6. *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 School District to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:
   - A. Is inaccurate and why;
   - B. Is misleading and why; or
   - C. Violates student rights and why.

7. The request will be dated and signed by the requester.

8. 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 School 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.
9. If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will affect the change and notify the requester in writing that he or 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.

10. If the custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of his or her findings in the matter. He or she will transmit this summary and a copy of the written request to the Superintendent of Schools.

11. Third level decision - The Superintendent of Schools 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 Board of Education (in executive session). He or 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.

12. If the Superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as he or she would if the change had been made at the second level.

13. If the Superintendent decides the record is correct, he or she will prepare a letter to the requester which will include:

   A. The School District's decision that the record is correct and the basis for the decision;

   B. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the School District will grant such a hearing;

   C. Instructions for the requester to contact the Superintendent or an officer he or she designates, to discuss acceptable hearing officers, convenient times and a satisfactory site for the hearing. (The School 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.); and

   D. Advise that the requester may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

14. Fourth level decision - After the requester has submitted (orally or in writing) his or 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 School District will hold the hearing and who it has designated as the hearing officer.

15. 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).

16. within one week after the hearing, the hearing officer will submit to the Superintendent of Schools a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

17. The Superintendent of Schools will prepare the School District's decision within two weeks of the hearing. That decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the School District's decision will be based solely on the evidence presented at the hearing. Therefore, the Superintendent may overrule the hearing officer if he or she believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the School District's decision, the Superintendent will take one of the following actions:

A. If the decision is that the School 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.

B. If the decision is that the School District will not change the record, the Superintendent will prepare a written notice to the requester, which will include:

   (1) The School District's decision that the record is correct and will not be changed;

   (2) A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the School District's decision; and

   (3) Advice the requester that he or she may place in the student's education record an explanatory statement that 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.

18. Final administrative step in the procedure - When the School District receives an explanatory statement from a requester after a hearing; it will maintain that
statement as part of the student's education record as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record, and whenever the questioned part of the record is disclosed, the explanatory statement will also be disclosed.

5013.10 Collection of Information

Information about a student and his/her family shall be collected upon entry into the Skiatook Schools. It shall be kept current and shall include:

- Basic information about the student and his/her family
- Attendance records
- Grades or progress reports
- Health information
- Records of achievement in the basic skills
- Results of intelligence, aptitude and interest tests
- Special individual test results on students with special needs.

It is the responsibility of each building principal to make reasonable efforts to notify parents when standardized tests are to be administered. Parents must also be notified if, during the school year, any individual diagnostic test suggests 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.

5013.11 Record Maintenance

Each principal or designee 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 the Skiatook Schools for any reason, 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.

5013.12 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 his/her 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 to his/her overall grade point average.

5013.13 Access to Confidential Records

All confidential special education records for students with disabilities 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 annually in confidentiality policies and procedures. The District 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:

- Special Education Teacher.
- Regulation Teacher.
- Administrators and Designated Administrative Personnel.
- Counselors, including Vocational Rehabilitation.
- State Department of Education Personnel.
- Career-Technology Personnel.
- Parents/Guardians/Surrogate Parents.
- Student (if appropriate and 18 years old).
- Paraprofessionals/Teacher Assistants.
- Registered Physical Therapists.
- Physical Therapist Assistants.
- Occupational Therapists.
- Certified Occupational Therapist Assistants.
- School Psychologists and Psychometrics.
- Speech and Language Pathologists/Therapists.
- School Nurses.
- Social Workers.
- Other related service providers as appropriate.
- Student Teachers.

5013.14 Availability of Policy

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.
5013.15 Notification of Nondiscrimination

Skiatook Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities providing equal access to the Boy Scouts and other designated groups. Career and Technical Education training is offered to all students in Agricultural Education, Business and Information Technology Education, and in Family and Consumer Science Education. The following person has been designated to handle inquiries regarding the non-discrimination policies: for questions about discrimination on the basis of race, color, national origin, age, disabilities, sex, age, or access for youth groups contact the Director of Special Education, at 918-396-1792. This individual may be contacted by mail at 355 S. Osage, Skiatook, OK 74070.

5014. MEDIA

5014.1 Internet Use

Internet access is available to students and teachers in the district. The Internet offers vast, diverse and unique resources to both students and teachers. This service is provided to teachers and students to promote educational excellence in schools by facilitating resource sharing, innovation and communication.

With access to the Internet the availability of material not of educational value is possible. The School District has taken available precautions to restrict access to inappropriate materials. However, on a global network, it is impossible to control all materials and an industrious user may discover inappropriate information. The School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school.

Internet access is coordinated through a complex association of agencies and global networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. These guidelines are provided here so that users are aware of the responsibilities they are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. The School District will cancel Internet privileges of any user who violates the provisions of this agreement. The School District will determine the duration of the loss of the student’s or other user’s privileges.

Terms and Conditions

The use of Internet access must be in support of education and research and consistent with the educational objectives of the district. Use of another organization’s network or computing resources must comply with the rules appropriate for that network. The School District prohibits transmission of any material in violation of any U.S. or state regulations. This includes, but is not limited to the following prohibitions:

- Copyrighted material.
- Threatening or obscene material.
- Material protected by trade secret.
- Chat rooms.
- E-mail. Because e-mail cannot be filtered, students will be responsible for any material contained in their e-mail inboxes or messages/attachments that they send or receive.

Any materials a student/staff member accesses, receives, or sends with school equipment will be considered property of the school and the user will have no rights to privacy of the materials. All materials may be accessed by staff, administration or the authorities and will be subject to school policy, state and federal laws.

Any material a student/staff member accesses, receives or sends on school equipment will not be considered private and may be accessed by school personnel or authorities. All material will be subject to school policy, state and federal laws.
Alternatives to Classroom Instruction

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 and grant credit for Internet-based instruction. Only regularly enrolled students of this district shall qualify for such course credit.

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:

- **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.
- **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.
- **Web-based instruction** uses the Internet as the primary medium of instruction, with a computer serving as the primary tool of instruction.
- **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 the Skiatook School 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 FERPA law 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.

5014.3 Copyright Guidelines for Television, Video and Audio

Off-air recordings of broadcast radio or television programs available to the general public without charge may be used once to meet instructional objectives in a classroom and repeated once for reinforcement during a ten-day period following the broadcast. If written permission is sought from the copyright owner to keep and use the program in teaching/learning activities, the recording may be retained an additional thirty-five days. If permission is not granted, the tape of the broadcast shall be erased. The school may not build library collections of off-air recordings without permission of copyright owners. Such recordings may be made only at the request of and used by individual teachers and may only be recorded once for a teacher, regardless of any rebroadcasts.

All off-air recordings must meet the following two tests of spontaneity:

- The copying is 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.

Programs recorded from pay-television services (e.g. HBO, Showtime, etc.) do not qualify under the “fair use” guidelines set forth above and such programs may not be used in the classroom.

A rented or purchased videotape marked “for home use only” may be used in school only in a regular instructional situation by a teacher in a face-to-face setting or to meet an instructional objective. It may not be used for entertainment, filler or any other purposes without prior permission from the copyright owner.

“Face-to-face” teaching exemptions apply if all of the following requirements are met:

- Performance must be given by an instructor or pupil.
- Performance must take place at a non-profit educational institution in a classroom or in a similar place devoted to instruction.
- Performance must be part of a regular instructional activity limited to when instructor and students are in a face-to-face situation.
- Performance must utilize a lawfully-made copy (i.e. no “bootlegged” copies allowed).
Each school will maintain a film log in the main office that will be used to monitor the utilization of films. Teachers will be required to post appropriate information on the log at least 48 hours before showing the film to students.

All films shown shall meet the following criteria:

- Prior approval by the principal.
- Reflected in the lesson plans.
- Directly related to subject matter currently being taught.
- Falls within the rating guidelines as follows:
  - R – Prohibited at all grade levels.
  - PG-13 – Prohibited at all grade levels.
  - PG – May be shown at middle school and high school at the discretion of administration.
  - G – May be shown at any grade level.
  - NR – May be shown with principal approval.
  - Edited – May be shown with principal approval.

Commercial films may be shown only after other educational resources of a non-commercial nature have been considered.

Commercial films may not be required viewing material for assignments outside the classroom. They may only be offered for extra credit if they fall within the above rating guidelines.

Audio and video tapes on preview shall not be copied and must be returned or purchased after a reasonable evaluation time.

Tapes may not be borrowed from any other school district for use in the classroom.

It is illegal to make a shelf or archival copy of any audio or video material or duplicate any material on any other format without express written permission from the copyright owner.

5014.4 Library/Media Center

Lost and Damaged Media Materials

The Library/Media Center’s responsibility is to provide materials that will enrich the student as an individual and support the curriculum, taking into consideration individual needs and the varied interests, abilities, socio-economic backgrounds and maturity levels of the students being served. The Center cannot meet this responsibility unless materials are promptly returned in good condition and made available to all patrons.

Library/Media Center materials and equipment shall be returned to the Center on or before the due date. After thirty days from the due date have lapsed, the parents or guardians of the student will be expected to reimburse the school for the replacement cost of said material. The Skiatook Board of Education, each school’s administration, and the Library/Media Staff subscribe in
principle to this statement of policy for lost and damaged books, other media center materials and equipment.

Library Media Center Book Selection Policy and Statement of Philosophy

The Board of Education and media staff of Skiatook Public Schools subscribe in principle to the following statement of policy expressed by the American Association of School Librarians:

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

- To provide materials that will enrich the student as an individual and support the curriculum, taking into consideration individual needs, and the varied interest, abilities, socio-economic backgrounds, and maturity levels of the students served.
- To provide materials that will stimulate growth in knowledge and develop literary, cultural, and aesthetic appreciations and ethical standards.
- To provide materials on all sides of issues, beliefs and ideas so that young citizens may develop the habit of critical thinking, reading, listening, and viewing, thereby enabling them to develop an intellectual integrity in forming judgments.
- To provide materials which accurately reflect all religious, social, political, and ethnic groups, and their contribution to our American heritage as well as a knowledge and appreciation of world history and culture.
- To provide a comprehensive collection of instructional materials which, when selected in compliance with basic selection principles, can be defended on the basis of their appropriateness for the users of the media center.

Responsibility for Selection of Materials

The Board of Education, the governing body of the school district, is legally responsible for the selection of instructional materials. This authority is delegated to the professional personnel of the district for the selection of these materials.

Materials for the library resources center are selected by the library media specialist with the cooperation of the faculty, the administration, and when feasible, the students.

Criteria for Selection

It is the policy of the Skiatook Public Schools to select materials for library media centers in accordance with the following principles:

- Instructional materials are chosen because they are of interest and have learning value for the students in the community. Materials are not excluded because of race, nationality, religion or political views of the writer.
- Insofar as it is practical, materials are provided which present all points of view concerning the problems and issues of our times—international, national and local.
Books and materials of sound factual authority are not removed or banned from library media center shelves because of partisan or doctrinal disapproval.

**Certain factors are considered in the selection of library media center materials.**
- Selections are made for, and in accordance with, the different maturity levels of the students.
- Nonfiction materials are selected which fill a need related to the curriculum and/or contribute to the development and enrichment of the student.
- 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 human problems and human relations.
- Fiction is acquired to supplement areas of the curriculum and to encourage and develop the interests of students.
- Recognized reviewing tools such as the following are used: BOOKLIST, SENIOR HIGH SCHOOL LIBRARY CATALOG, JUNIOR HIGH SCHOOL LIBRARY CATALOG, SCHOOL LIBRARY JOURNAL, HORNBOOK, THE ELEMENTARY SCHOOL LIBRARY COLLECTION: A GUIDE TO BOOKS AND OTHER MEDIA, BULLETIN OF THE CENTER FOR CHILDREN’S BOOKS, AAAS SCIENCE BOOKLIST, VOYA, SDE BOOKLISTS, BOOK REPORT. When possible, audiovisual materials are previewed before purchase or ordered with return privilege guaranteed.

The following specific criteria are considered:
- The overall purpose of the material and how well it is accomplished.
- Reputation and significance of the author.
- Timeliness or permanence of the materials.
- Importance of subject matter to the collection.
- Accuracy of material.
- Reputation and standards of the publisher or producer.
- Readability and reader appeal.
- Quality of writing and illustrations.
- Appearance of the title in material selection aids.
- Price.

Subjects which are topics of criticism are carefully considered before selection. Among these are:
- Religion – Factual unbiased materials which represent all major religions may be included in the library media center collection. Bibles and other sacred writings are acceptable. Publications from religious bodies may be selected if they have general value or appear in magazine indices.
- Ideologies – The library media center should, without making any effort to sway the reader’s judgment, make available basic factual information on the maturity level of its reading public on ideologies or philosophies that are of current or continuing interest.
- Science – Medical and scientific knowledge suitable to the developmental state of the students should be made available without any biased selection of facts.
Sex Education – Materials presenting information on sex should be subjected to a stern test of literary merit and realistic applicability to a majority of library media center’s users.

Sex – The library media specialist will be careful not to include media which contains sensational, overly dramatic, or graphically explicit sex scenes presented in a lewd or pornographic way. However, the fact of sexual incidents appearing should not automatically disqualify any materials. The decision should be made on the basis of the value of the media as a whole, as it fills a need of the curriculum or students and falls within their maturation levels.

Profanity – The fact that profanity appears in material will not automatically disqualify a selection. Care will be taken to exclude materials using profanity excessively or in a lewd or detrimental fashion.

Procedures in Specific Areas

Gift materials are judged on basic selection standards and are accepted or rejected by these standards. The practice of a donor’s purchasing new books or materials as library media center gifts is discouraged. It is preferable that donors make monetary gifts for purchase of books and materials because of the school receives a discount and can purchase more books for the same amount of money.

Gift books and other materials, once accepted by the Skiatook Public Schools, become the property of the Skiatook Schools.

Multiple items of outstanding and much in demand media are purchased as needed.

Worn or missing standard items are replaced periodically.

Out-of-date or no longer useful materials are withdrawn from the collection. Salesmen must have permission from the Superintendent’s office before going into any of the schools.

5014.5 Guidelines for Reconsideration of Materials

If a member of the public wishes to make an objection to a selection, the procedures below must be followed:

- Patrons will be informed of the process of media review.
- The complainant must file his/her objections in writing with the school principal, specifying the request on the given form.
- If the principal is unable to satisfy the complaint during an informal conference, he/she should refer the matter to the Staff Review Committee composed of: library media specialist, principal, two teachers and one parent.
- Administrators, librarians or teachers shall not agree to withdraw an item without referring it to the Review Committee, which determines whether the materials should be withdrawn from any or all schools.
The principal shall call on the library media specialist to contact and chair the committee for the purpose of:

- Screening questionable media, and by a majority vote of the committee, recommend placing or not placing the media on the library shelves.
- Reviewing and judging material as to conformity with selection criteria and instructional goals.
- Reading and examining challenged media by using the following suggested procedures:
  - Read or view entire media selection.
  - Check general acceptance of materials by reading professional reviews.
  - Meet to discuss the media and prepare a report on the decision of the committee. This decision will result in reinstatement, restriction, or removal of the material.

The decision of the committee is submitted to complainant, and a file of the objection and decision is kept by the library media specialist, school office, and the administrative office.

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.

**5014.6 Transfer and Release of Confidential Information**

The Skiatook School District adopts this policy pursuant to Title 10, Section 620.5 of the Oklahoma Statutes.

For purposes of this policy, "confidential information" means any information regarding a child receiving services supported in whole or in part by state or federal funds, a family member of such child, or other persons residing in the home of such child, and which is required by state or federal law or regulation to be maintained in a confidential manner.

The School District will transfer and release confidential information in accordance with this policy to:

1. The Department of Human Services,
2. The Department of Mental Health and Substance Abuse Services,
3. The State Department of Health,
4. The State Department of Education
5. The State Department of Vocational and Technical Education,
6. The Oklahoma Commission on Children and Youth,
7. The J.D. McCarty Center for Handicapped Children,
8. The Department of Corrections,
(9) Private agencies receiving public funds pursuant to a grant or contract with one of the agencies listed in (1) through (8) and providing institutional, community residential or community-based services as defined by Title 10, Section 1101 of the Oklahoma Statutes, to children and family,

(10) Persons and agencies subject to the rules promulgated by the agencies listed in (1) through (8) and

(11) Statutorily-constituted juvenile bureaus.

Unless otherwise permitted by state or federal law or regulation, confidential information will only be released to the above-described entities pursuant to (1) a court order or (2) an informed consent that has been executed by (a) the parent or guardian of the child or other person authorized by state or federal law to execute such consent, if the subject of the confidential information is a child or (b) the individual who was the subject of the confidential information or other person authorized by law to execute such consent on his or her behalf, if the subject of the confidential information is an adult. The School District will use the State of Oklahoma Standard Form Consent for the Release of Confidential Information form to obtain informed consent.

The School District will follow the rules promulgated by the State Department of Education for authorizing access to confidential information for the purpose of gathering statistical information or conducting studies or researches otherwise authorized by law.

The School District shall charge $. For all copies made pursuant to this policy plus the actual cost of mailing the copies.

5014.7 Protection of Pupil Rights Amendment Policy

For purposes of this policy, the following definitions apply:

“Instructional material” means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

“Parent” includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). All rights provided to parents under this policy transfer to the student when the student turns 18 years old or is an emancipated minor at any age.

“Personal information” means individually identifiable information including (i) a student or parent’s first and last name; (ii) a home or other physical address (including street name and the
name of the city or town); (iii) a telephone number); or (iv) a Social Security identification number.

“The Survey” includes an evaluation.

Inspection of Instructional Materials

All instructional materials, including teacher’s manuals, films, tapes, or other supplementary instructional material that will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents of students in the School District. However, teacher lesson plans and tests are confidential records under the Oklahoma Open Records Act. After request by a parent, review of instructional materials shall be at a time mutually convenient to the teacher involved and the parent. Any complaint by a parent regarding the parent’s inability to inspect any instructional material shall initially be addressed to the principal of the school where the parent’s child attends. If the parent is dissatisfied with the principal’s decision, then the parent may request review by the superintendent, or his or her designee, who shall have final authority over the matter.

Establishing a curriculum and determining to include or remove particular materials within the curriculum are the legal responsibilities of the board of education subject to statutory and state board of education guidelines. Nothing in this policy is intended to grant or require prior parental approval or control of materials or parental control, approval or review of teaching techniques or methods.

Surveys

No student shall be required to submit to a survey, analysis, written examination or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student’s family;
2. Religious practices, affiliations, or beliefs of the student or the student’s parent;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Mental or psychological problems of the student or the student’s family;
6. Critical appraisals of other individuals with whom the student has a close family relationship;
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; and
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the parent’s prior consent.

Parents may inspect, upon request, a survey created by a third party before the survey is administered or distributed to students. Review of such surveys shall be at a time mutually convenient to the principal involved and the parent. Any complaint by a parent regarding the
parent’s inability to inspect any such survey shall be addressed to the superintendent, or his or her designee, who shall have final authority over the matter.

The School District will take appropriate steps in compliance with the Family Educational Rights and Privacy Act to protect student privacy in the event of the administration or distribution of a student survey containing one or more of the items mentioned above.

Psychiatric or Psychological Examinations

Without the prior written consent of the parent or guardian, no student who is an un-emancipated minor shall be required, as part of any applicable program, to submit to psychiatric or psychological examination, testing or treatment.

Notification and Opt-Out

The School District will directly notify parents, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

1. Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information or providing that information to others for that purpose. These activities do not include information for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions, such as:
   a. College or other postsecondary education recruitment, military recruitment;
   b. Book clubs, magazines, and programs providing access to low-cost literary products;
   c. Curriculum and instructional materials used by elementary and secondary schools;
   d. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic clinical, aptitude, or achievement information about students and the subsequent analysis and public release of the aggregate data from such tests and assessments;
   e. The sale by students of products or services to raise funds for school-related or education-related activities; and
   f. Student recognition programs.

2. The administration of any survey containing one or more items described above in the Surveys section of this policy; and

3. Any non-emergency, invasive physical examination or screening that is (i) required as a condition of attendance; (ii) administered by and scheduled by the school in advance; and (iii) not necessary to protect the immediate health and
safety of the student or other students. This provision does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screening that is permitted without parental notification.

**Inspection of Data Collection Instruments**

The School District will take appropriate steps in compliance with the Family Educational Rights and Privacy Act to protect student privacy in the event of such collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information or providing that information to others for that purpose. Parents and eligible students may inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to students. Review of such instruments shall be at a time mutually convenient to the principal involved and the parent. Any complaint by a parent regarding the parent’s inability to inspect any such survey shall be addressed to the superintendent, or his or her designee, who shall have final authority over the matter.

**5015. Foreign Exchange Student Policy**

**FOREIGN EXCHANGE STUDENT APPLICATION**

Foreign exchange programs are a source of enrichment for local families, the participating students and Skiatook Public Schools. Skiatook High School welcomes these participants every year and desires for them to have a successful and meaningful year of learning the culture and language. The following admission policies apply to all foreign exchange students seeking to enroll in Skiatook Public Schools.

A. No more than four (4) students from foreign exchange programs will be enrolled in Skiatook Public Schools during a school year.
B. No Skiatook High School diplomas will be awarded to foreign exchange program students since state requirements encompass a four-year educational program.
C. Student must be in excellent academic standing and be classified as a senior, or completing his/her last year of high school.
D. Student must have adequate English skills to handle all academic work at the high school level.
E. Only those students who have J-1 visas, issued pursuant to Paragraph (a)(15)(J) of Section 1101 of Title 8 of the United States Code, which hold the sponsoring organization responsible will be considered for enrollment. In addition, all health, academic and discipline records must be valid, up to date and in good standing.
F. The application to request enrollment into Skiatook Public Schools as a foreign exchange student must be completed by June 1 and submitted to the Skiatook High School principal.
I. Foreign Exchange Student Agencies - Agencies whose students are to be considered for admission to Skiatook High School must meet the following requirements and complete the Sponsor Application and Student Forms no later than June 1. (See also-Foreign Exchange Student Enrollment Checklist and Foreign Exchange Student Data Sheet)

A. Agree in writing that they understand and will adhere to our policy and regulations.

B. Provide a local representative from their national agency who will be available to meet as needed.

C. Provide information about their agency to include:
   1. U. S. State Department approval, pamphlets, names, addresses, and telephone numbers of national, regional, and district representatives for future contact by school personnel.
   2. The name, address, and telephone number of a knowledgeable, current representative.
   3. The name, address, and telephone number of the local representative, change of local representative must be approved by the Skiatook High School Principal.

D. Submit all materials for review to the Principal at Skiatook High School.
   1. Skiatook High School will mail letter of approval/decline to representative.

E. The local representative must be prepared to assist student host families and school personnel with all problems and situations involving the placement and progress of the student. In addition, the local representative must visit the school in person to discuss the student's enrollment and placement. The local representative may not serve as the host family for the foreign exchange student.

II. Admission of Foreign Exchange Students - The sponsoring agency must provide the following assurances and minimum information about each student whom they wish to enroll for the subsequent school year, no later than June 1.

A. Students must be 16 through 19 years old by September 1 of the school year in which they plan to attend Skiatook High School.

B. Documentation that the student is an above average academic achiever as evidenced by a current official transcript written in English. The records must include the name of each class taken, the number of hours per week it met, and for how many months.

C. Evidence of good health and current record of immunizations:
   2. Confirm with the U.S. embassy or consulate what immunization(s) are required before entering the United States.

D. Be able to assure that each student will be living with a responsible adult sponsor(s) who is a legal resident of Skiatook Public Schools. The sponsor must be available and willing to meet with school personnel if and when deemed necessary.

E. Be able to assure that each student will comply with the attendance, conduct, and academic standards of Skiatook High School.

F. Be able to assure that arrival dates will be arranged to coincide with the first day of the first semester so students can be in attendance. There will be no students enrolled the second semester.

G. Only agencies which satisfactorily complete the requirements will be approved for placement of foreign students at Skiatook High School.
H. Students will not be offered nor provided any special services such as "English Language Learner" or Special Education classes, and thus, must be well enough prepared to have a successful educational experience in our school district. Students who fail to comply with the requirements listed above may be placed on probation and/or discontinued in the foreign exchange student program at Skiatook High School.

I. Evidence of medical insurance coverage - students must provide evidence of full health insurance coverage through either their host family or their student exchange program. The insurance coverage must be acceptable in both the United States and the State of Oklahoma.

III. Placement of Foreign Exchange Students

A. Students will normally be placed at the grade level which most closely corresponds to their grade level in their home country and assigned to the senior office.

B. It must be recognized that placement of students within Skiatook High School will depend upon:
   1. The student load of regular students within Skiatook High School.
   2. Foreign exchange students would not be eligible for placement in District alternative programs.
   3. A limit of one per country per school per agency on a first-come first-served basis of those students meeting the requirements.
   4. A limit of one per agency per school on a first-come, first-served basis of those students meeting the requirements.
   5. If a student accepted to enroll at Skiatook High School is unable to attend, there is no guarantee that the next student with that agency will automatically be enrolled at Skiatook High School. There will be no consideration of an alternate student, unless he/she has met the established deadline of June 1. There will be no new students accepted the second semester of the school year.

C. An honorary diploma will not be awarded to any Foreign Exchange Students nor will they be allowed to participate in the graduation ceremony.

Foreign student placement agencies are reminded that these criteria are for the student's protection and benefit as well as that of Skiatook High School.
SKIATOOK HIGH SCHOOL

Foreign Exchange Student Enrollment Checklist

Student Name: ___________________ DOB _________ Country ___________________

Program ______________ Local Coordinator ___________ Phone ________________

Host Family ______________________ Phone ______________________________

Address __________________________ City, Zip ________________

Deadline: June 1

Start Date: Fall 20____

Please attach the following items:

High School Transcript (English Translation including # hrs./week)

Student Written Biography: Write about yourself, siblings, parents, and family.

Health/Immunization Records (English Translation)

Proof of Full Insurance Coverage Acceptable in the U.S. A. and Oklahoma

I have read and understand Skiatook Public Schools Board Policy, as well as Skiatook High

School’s Foreign Exchange student guidelines, that accompanies this packet.

______________________________________________ Organization Coordinator Signature

Final approval for enrollment at Skiatook High School by:

__________________________________________  ______________________________

Principal- Skiatook High School                     Date
Student Name: _________________________ Country _____________________

Organization: ____________________________________________

Host Family: ____________________________________________

Address: ____________________________________________ Phone: __________________

Local Representative: ____________________________________________

Address: ____________________________________________ Phone: __________________

Regional/National Rep. ____________________________________________

Address: ____________________________________________ Phone: __________________

City: ___________________ State: ___________ Zip_________________

Please Forward this form to:

Will Parker- Principal
Skiatook High School

Policy Adopted 4/17/2014

Deadline: June 1st
SECTION 6000
GENERAL INFORMATION
FOR PUBLIC, PATRONS AND PARENTS
6001. NON-DISCRIMINATION

The Board of Education is committed to a policy of nondiscrimination on the basis of race, color, religion, sex, age, national origin, disability and veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, educational programs and services, and individuals, companies and firms with whom the board does business.

6002. FILING A GRIEVANCE

6002.1 Grievance Procedure for Filing, Processing and Resolving Alleged Discrimination Complaints

A. Definitions

1. Discrimination Complaint: A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex (including sexual harassment), religion, age or disability.

2. Grievant: Any person enrolled in or employed by the School District who submits a complaint alleging discrimination based on sex (including sexual harassment), race, color, national origin, religion, age or disability. Sexual harassment is a prohibited type of sexual discrimination under Title IX for which a grievance under this policy can be filed with the Title IX Coordinator. For purposes of any complaint alleging a violation of Section 504, in addition to those identified as possible grievant in this paragraph, members of the public may also be potential grievant. For purposes of this policy, a parent or guardian’s complaint or grievance shall be handled in the same manner as a student’s complaint would be.

3. Title IX, ADA, Title VI and VII and 504 Coordinator(s): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Titles VI of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973 and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title IX, ADA, Title VI and VII and 504 is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons.

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

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

**B. Pre-Filing Procedures**

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

**C. Filing and Processing Discrimination Complaints**

1. The Grievant submits a written complaint to the Coordinator, as applicable, stating the basis, nature and date of the alleged discrimination, the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the Superintendent for assignment. Complaints must be submitted within 30 days of alleged violation or date Grievant has become knowledgeable of alleged violation. Complaint forms are available from the offices of the District's Title IX, ADA, Title VI and VII and 504 Coordinators.

2. The Coordinator conducts an investigation within 10 days of receiving the complaint, to the extent reasonably possible, which may include but not be limited to, interviewing the Grievant, any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to a. confirm or deny facts; b. indicate acceptance or rejection of the Grievant requested action; and c. outline alternatives.

As to complaints of discrimination by students and school employees, the Coordinator will disclose the complaint, the identity of the Grievant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the Grievant and only when the disclosure is required or permitted by law. If a complainant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the School District’s ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with its investigation.

3. The Respondent will submit a written answer within 10 days to the applicable Coordinator.
4. Within 5 days after receiving Respondent's answer, the applicable Coordinator will refer the written complaint and Respondent's written answer to the Superintendent for a hearing. If any person charged with decision making responsibility at any level of this grievance procedure is the person alleged to have committed the discriminatory act(s), then a different decision maker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent and Superintendent. The hearing will be conducted within 10 days after the Coordinator receives Respondent’s answer.

5. At the hearing, the Superintendent will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual harassment, the Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.

6. Within 5 days after the hearing, the Superintendent will issue a written decision to the Grievant, Respondent and applicable Coordinator.

7. If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator, in writing, within 5 days and request an appeal to the Board of Education. The written appeal shall contain a specific statement of the basis for the appeal.

8. The applicable Coordinator will notify the Board of Education, in writing, within 5 days after receiving the appeal. The Clerk will place the appeal on a board agenda within 30 days from the date of notification to the Board of Education.

9. The Board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the Board meeting, the Board may ask for oral or written evidence from the parties and any other individual it deems relevant. The Clerk will make arrangements to audiotape any oral evidence presented. Within 5 days of the meeting, the Board will issue a final decision in writing to all parties involved.

D. General Provisions

1. Extension of time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the complaint is resolved shall be no more than 120 days.

2. Access to Regulations: Upon request, the School District shall provide copies of any School District regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age or disability.
3. Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the School District. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.

4. Representation: The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.

5. Retaliation: No reprisals or retaliation will be allowed to occur as the result of the good faith reporting of a discrimination complaint.

6. Basis of Decision: At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.

7. Section 504 Due Process Procedures: For information concerning due process procedures under Section 504, the Grievant should contact the 504 Coordinator.

6003. USE OF DISTRICT FACILITIES

6003.1 Building/Property Use by the Public

The Skiatook Board of Education recognizes the capital investment made by the Skiatook community in buildings, sites, equipment, and supplies. Therefore, as a part of the school system’s community relations, the Board of Education will permit the use of buildings, facilities, and grounds for legitimate community purposes for school related and non school-related uses. The school district shall allow use of school buildings and facilities to youth groups listed in Title 36 of the United States Code as a patriotic society in accordance with the rules and requirements set forth in the school district's regulation on use of school facilities. In accordance with 70 O.S. § 5-130, the Board of Education of any school district, may under such regulations and conditions as it may prescribe:

- Open a school building and permit the use of any property belonging to such district for religious, political, literary, community, cultural, scientific, mechanical, agricultural, or
parental involvement purposes, and other purposes of general public interest including
the provision of public library services pursuant to agreements with governing boards or
commissions of public libraries or library systems;

 Contract to provide transportation equipment as defined in Section 9-104 of this title for
any purpose specified in paragraph 1 of this subsection; and
 Make a reasonable charge to cover the cost of the use of such building, property or
transportation equipment.

6003.2 Priorities for Scheduling Events

First priority: Regular school day programs, activities, and special scheduled school events, such
as class plays, athletic contests, commencements, etc.

Second priority: School related activities, such as school-sponsored groups, P.T.A., 4-H Club,
etc.

Third priority: Non school-related activities, such as political meetings, church purposes,
independent athletics, etc.

ADDITIONAL TERMS AND CONDITIONS

1. AGREEMENT: This instrument is a legally binding Contract between the
Skiatook School District ("School District") and the Organization and the
Responsible Person named on the reverse hereof.

2. OBLIGATION OF RESPONSIBLE PERSON: By signing this instrument, the
individual designated as Responsible Person assumes personal responsibility for all
of the obligations of the organization under this contract.

3. BASIC SERVICES: The Skiatook School district agrees to provide heat, air
conditioning (June to September if building is air-conditioned), water, non-
theatrical lighting and routine janitorial services.

4. INSURANCE: Organization/Responsible Person agrees to release, hold harmless
and indemnify the School District, its agents and employees from any and all
liability (including defense costs) regardless of the source and regardless of the
type of claim which may occur, arising out of, directly or indirectly, the
Organization's/Responsible Person agrees to furnish the school District with a
certificate or certificates of insurance coverage of $1,000,000.00 for a single
claimant and $25,000 for property damage arising out of a single act with no
deductible or retention and actions that can arise by virtue of the School District
will be named as an additional party insured. Notice will be provided to the
Skiatook District building coverage for any reason, including non-payment of
premiums. USE OF THE FACILITIES WILL NOT BE PERMITTED unless a
proper certificate of insurance is on file at least 5 days in advance of each Facilities
Use.
5. **INDEMNITY:** In addition to the insurance to be provided by Organization/Responsible Person, and not in lieu thereof, Organization/Responsible Person agrees to indemnify the School District and its agents and employees from and against all claims, liability and actions (including defense costs) arising out of the usual and occupation by Organization/Responsible Person and their agents, employees, members and guest of the School District Facilities. Without limiting the generality of the foregoing, Organization/Responsible Person and their agents, employees, members and guests.

6. **CASUALTY:** This Contract will terminate if the Facilities are damaged or destroyed by casualty prior to the use date, in which event the deposit (if any) will be refunded and the Organization/Responsible Person will have no claim against the School District for any damages, consequential or otherwise, resulting from their inability to use the Facilities.

7. **GENERAL:** This instrument contains the entire agreement between the parties concerning the subject matter hereof. This instrument may be modified verbally but only by a written and mutually signed instrument. This instrument shall not be binding until it is signed on behalf of the School District. If any lease action is instituted to end this contract or to recover damages for the breach of this contract; the prevailing party shall be entitled to recover a reasonable attorney's fee to be fixed by the court.

8. **USE OF ALCOHOLIC BEVERAGES, TOBACCO AND ILLEGAL CHEMICAL SUBSTANCES:** Organization/Responsible Person understands that the School district Rules and regulations prohibit the possession or use of alcoholic beverages (including beer), tobacco and tobacco products (including snuff and chewing tobacco) and illegal chemical substances in school facilities or on school property. Organization/Responsible Person will elect or deny admission to any person who violates School District's rules and regulations.

**USE OF SCHOOL FACILITIES (BOARD ADOPTED POLICY)**

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.

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.
Rules for use of Elementary, Middle, or High School Facilities.

1. Request for use of school facilities shall be made to the Plant Operations Director.

   The Board of Education will set the price for the use of the school and the pay for extra people involved.

2. The Board of Education will also set the cost of any damage to the building if this is incurred while an outside organization is using school property.

3. The board of Education will not approve requests for the building for the purpose of sponsoring dances, unless sponsored by the school.

4. No organization shall have access to the cafeteria or kitchen, unless a food service person has worked less than forty (40) hours that particular week, they will be paid straight time. If more than forty (40) hours, time and a half.

5. **All concession items sold, will be sponsored by Skiatook Public Schools.**

   (NO concession items will be carried into the auditorium). Any exceptions must be made by the Superintendent and/or designee.

6. Skiatook Schools is a tobacco free environment. No smoking, dipping or chewing will be allowed in school facilities at any time.

7. Local churches may utilize our auditorium or other school facilities for services only under emergency conditions on a temporary basis. The term "temporary basis" will be defined as ninety (90) calendar days, or less.

8. Purpose
   a. All school property may be used for school purposes during school hours according to the official school schedules. Any modification should first be approved by the principal and/or Plant Operations Director.
   b. Any school activity involving the use of school property by school personnel must be cleared by the Principal or Plant Operations Director. There will be no charge for the use of the facility.
   c. School activities shall come first in case there is a conflict of dates with non-school activities.
   d. No school facilities will be utilized by outside school organizations during the summer months (June, July or August). *Exceptions must be made by Superintendent or Designee.*
   e. School Personnel wishing to use school facilities after school hours for personal use (special classes, etc.), must have permission from the assistant Superintendent.
   f. Approved types of non-school activities:

      Use of Skiatook Public School property will fall under one of the following two (2) classifications:

      Class 1- Community groups/Church groups
      Class 2- Non-community groups
Organizations will be placed in a classification at the time of the request to use facilities by the Plant Operations Director. If a group does not agree with the classification assigned, they must appeal to the Board of Education.

**6003.3 Payment for Use of Facilities.**

The dollar amount assessed each organization will vary depending upon which classification they fall.

**Class 1-A** Use of all school facilities with the exception of the Skiatook Multi-Purpose Center. The minimum charges will be two hundred dollars ($200.00) per day, and cleanup, food service, sound/light fee to be paid directly to the employee.

**Class 1-B** Use of the Activity Center, the minimum charge will be One Thousand dollars ($1,000.00) per day, and cleanup, food service, sound/light fee to be paid directly to the employee.

**Class 2-A** Use of all school facilities with the exception of the Skiatook Multi-Purpose Center. The minimum charges will be three hundred dollars ($300.00) per day, and cleanup, food service, sound/light fee to be paid directly to the employee.

**Class 2-B** Use of the Activity Center, the minimum charge will be one thousand five hundred dollars ($1500.00) per day, and cleanup, food service, sound/light fee to be paid directly to the employee.

(Revised June 13, 2016)

**6003.4 Supervision of Facilities**

Those organizations charged with the responsibility of paying for the facility shall see that hours agreed upon are observed and that school property is protected. A school official will open and lock facility

**6003.5 Deposits:** In addition to the payment for use facility:

One hundred dollars ($100.00) deposit will be required. This deposit will be refunded if the building or equipment is not damaged. If the building is damaged, the amount of repair will be deducted from the deposit, and the outside group will be billed accordingly.
6003.6 Waivers

The Board of Education may, under certain conditions, waive or reduce payment for use of facilities. The Superintendent of Schools will give this directive. Under conditions of waiver, a $25.00 key deposit will be required.

6003.7 Time Limits

The Plant Operations Director and/or Superintendent of Schools shall approve times for all meetings on school property.

6003.8 Cancellations

Requests for a cancellation of the use of school facilities must be received at least twenty-four (24) hours in advance of the meeting time. Failure to do so will obligate the applicant and his organization to pay for all custodial and such other expenses as are incurred in opening the building for this use.

Cancellation of permission may be ordered whenever such action is deemed in the best interest of the School District. However, such cancellations will not be made except when unforeseen emergencies arise, and then with as much advance notice as possible. The Superintendent may cancel permission, if conduct or infraction of regulations warrant.

6003.9 Holidays

As a general rule, school properties will not be available for use by outside organizations on school or national holidays. Should one or more meetings approved as a series of meetings fall on such days; such meeting dates will be automatically called for these days only. The Superintendent may, in his best judgment, authorize limited exceptions to this rule for good cause shown.

6003.10 Non-School Days

School facilities will be available on non-school days, such as weekends, provided proper application is made and approved by the Superintendent and provided such use is not a conflict with use of the facilities by school organizations or student.
6003.11 Interpretation of the Policy and Procedures

The Plant Operations Director shall interpret and enforce all provisions of this policy and procedures. The Plant Operations Director’s Interpretation shall be final unless at least two board members direct that the issue be brought to the Board of Education for review.

6003.12 Use of District Playground Facilities during Summer Months

Priorities to use school ground will not be given to any person or groups by the school system. The grounds may be used on a first come basis only. If there are conflicts between groups wanting to use the grounds, it will be up to the people involved to work out the day and times the grounds will be used by each group.

All equipment installed on the grounds is the property of the school system. The installation of equipment does not give any group special priority to use the grounds.

All equipment proposed to be installed on school grounds must be approved by the school’s principal before installations.

No grading to remove grass will be allowed.

Cars must not be driven on playgrounds.

Any portion of the playground which a principal does not want to be used for summer activity must not be used.

Abuse of school grounds and equipment will result in a group being prohibited from using the facilities.

6003.13 CONTRACT FOR USE OF SCHOOL TRANSPORTATION

NO OUT OF STATE TRIPS WILL BE APPROVED

APPLICANT MUST

Provide proof of liability/physical damage/Comprehensive-Collision vehicle insurance prior to use, in the amount of $1,000,000 per event, $125,000 for a single claimant and $25,000 for property damage arising out of a single act with no deductible or retention. This will insure the district against any and all liability and actions that can arise by virtue of the district, its agents and representatives, as additional parties insured. The Skiatook School district must be named as
an additional party insured. Such verification must be on file with Superintendent's office at least five days in advance of each use.
The organization/responsible party agrees to release, hold harmless and indemnify the district, regardless of the source and regardless of the type of claim which may occur, arising out of directly or indirectly, the organizations/responsible person's occupancy and use of the transportation vehicle. Juvenile groups must have adult sponsorship and supervision. Group riding must consist of predominantly Skiatook Public School students.

FEES FOR USE:
* A One Hundred ($100.00) dollar refundable deposit is required prior to confirmation of schedule. This deposit will be returned or applied to incur fees if the bus is returned in good repair and clean.
* All turnpike, parking, and bridge tolls must be paid by the user.
* Entry fees for parks, shows, and events attended by the riders must be paid by the user for the driver.
* Any expenses incurred by the driver in relation to his or her duties as the driver of the school vehicle must be paid by the user.
* When applicable hotel accommodations and meals must be paid by the user for the driver.
* Drivers are paid a minimum of $15.00 per hour from the time they leave the bus yard, until the time they return to the school property. (Exception: Schedule will be adjusted for overnight trips. Drivers will be paid for an 8 hour day plus overnight expenses.)
* Fuel costs are the responsibility of the applicant. Cost for fluids (oil, transmission, brake, etc) are the responsibility of the applicant during the trip. All fluids, including gasoline/diesel, will be checked and full prior to leaving on all trips. When possible, vehicles should be filled with fuel prior to returning to the school property. Otherwise, tanks will be filled by the driver and charged to the user at the highest posted rate.
Renter will assume all costs to have bus towed or returned to the Skiatook Public Schools Bus Garage if mechanical failure or breakdown occurs.
Renter will be charged for any damages to the bus or its contents during the period of the Rental Agreement.

Revised 4/17/2014
SKIATOOK PUBLIC SCHOOLS
CONTRACT FOR USE OF SCHOOL TRANSPORTATION

NO OUT OF STATE TRIPS WILL BE APPROVED

APPLICATION

Organization: _________________________________________
Date(s) Requested: ________________________________
Departure Time: __________________ Destination: _____________
Miles (one way): ___________ Estimated total time of trip: _____(hours)
Number Going: ___________ Type of Vehicle Requesting: __________
Person Responsible: _______________________________________
Address: _______________________________________________
City: _________________ State: __________ Zip: ___________
Home Phone: ____________ Office Phone: _______________
Cellular Phone: ___________ E-Mail Address: _______________
Purpose for use: __________________________________________
Ages of Group: ______________ # of Sponsors/Adults in each vehicle: _____

Include a brief description of trip and your expectations of the driver and vehicle on an additional page

______________________________  ________________________
Signature of Applicant          Date

______________________________  ________________________
Transportation Director         Date

______________________________  ________________________
Superintendent of Schools       Date

Only certified, licensed drivers, approved and employed by the School District are allowed to operate school vehicles.
Absolutely no eating or drinking inside of school vehicles.
No banners or signs may be displayed on the exterior of any school vehicle, other than the existing, permanent graphics placed by the school.
Only those registered with the user are allowed as passengers in any school vehicle.

_____ User Initial
ODOMETER VERIFICATION

Date: __________

User Name: ____________________________

Trip Destination: _______________________

Odometer Reading (Start): ___________________

Driver Signature: _________________________

User Signature: ___________________________

Odometer Reading (Return): __________________

Driver Signature: _________________________

User Signature: ___________________________

THIS FORM MUST BE FILED WITH THE DISTRICT TRANSPORTATION DIRECTOR IMMEDIATELY FOLLOWING TRIP.
The Skiatook 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.

- 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.

- In determining whether a student achievement program or a parent-teacher association or organization should be sanctioned by the district, the board may consider:
  - If the program, association or organization promotes activities that are an extension, expansion or application of district curriculum;
  - If the program, association or organization assists student government or activities in carrying out special projects or responsibilities;
  - If the program, association or organization assists student clubs, organizations and other student groups in raising funds to promote activities approved by the board.
  - Supplemental information provided by the student achievement program or by a parent-teacher association or organization in support of its application.

- Organizations/Associations/Programs seeking sanctioning by the board are required to submit a written statement which includes the following:
  - A statement of purpose, goals, organizational structure and membership requirements;
  - A detailed statement of the potential benefits to the district and its students from sanctioning of the entity;
  - A statement of nondiscrimination consistent with state and federal laws;
  - Financial and performance audits, if any, which have been performed on such program/association/organization by an independent accounting firm.

- The written statement shall be submitted to the superintendent for preliminary review. Upon review, the superintendent shall make a recommendation to the board, which will review the request and be the final determinant of whether or not to sanction. This decision is non-appealable.

- 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.

- The board or superintendent may, at their discretion, request copies of records from the sanctioned entity.

- 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.
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.

6005. REGULATIONS FOR PUBLIC, PATRONS AND PARENTS

6005.1 Skiatook Schools Communication Process

The Board of Education recognizes a climate of mutual understanding and cooperation between the schools and staff, students, parents and community is essential if the education program is to meet student and community needs and expectations. Honest and timely communication with parents and community is critical if a district is to maintain the trust and confidence of the community. As a result, Skiatook Schools has established an information dissemination framework, which provides effective interaction with all segments of the school community.

**Leadership cabinet meetings** - This is the superintendent's cabinet comprised of assistant superintendent, principals and directors, that meets on a regular basis to discuss the issues and determine the district's course of action. The tone and example of communication for the district begins with this group. The superintendent conveys the expectations of the school board to the cabinet and as a group decide the best strategies to accomplish these expectations.

**Skiatook Journal** - This is the local newspaper that is published weekly and is a vital link between the school district and the community. It is the responsibility of the superintendent to set the example and develop a positive relationship with the newspaper staff. The newspaper covers board meetings, sporting events, award ceremonies, musicals, concerts, plays and any additional events involving students and staff. The newspaper will also publish stories provided by the district highlighting the students and staff.

**Community Cablevision, Channel 12** - Highlights district events, achievements, and school news and information.

**Strategic Planning Committee** - This is a 35-40 member committee selected by the superintendent consisting of community leaders, parents, teachers, administrators and school board members. This committee will evaluate and make recommendations on Capital Improvements, Curriculum and Technology. The Strategic Plan is approved by the board of education on a yearly basis.

**Media Relations** - When the media calls requesting information or arrives at a school site to cover a story, all requests should go through the Superintendent of Schools. No one should grant interviews without the approval from the Superintendent. Only the Superintendent or
his/her designee shall release information to the media. It is imperative that a quick response is given when an inquiry is made by the media. This will foster a trusting relationship over time with the media. The exception to this rule would be coaches in athletics who have regular contact with the media regarding the individual sports, teams, and athletes. However, if the questions become controversial the coach should refer the media to the building principal.

**Highlight Stories**- Achievement stories sent by the school sites to the media for publication do not have to pass through the superintendent’s office. These stories must be cleared by the Principal prior to releasing for print.

**Superintendent-School Board Update**- Each board member is sent emails and letters on a regular basis keeping everyone updated with vital information. In urgent matters the superintendent will place a telephone call to each member briefing them of the situation. It is important to keep each board member updated with information that is important to the interaction with the community.

**Parent/Teacher conference**- Set dates district wide 3 times throughout the school year for parents to meet with teachers to discuss the status of their children. This is a critical link in the connection made with the parents of the community.

**Wengage Parent Portal**- This is a computer software program that allows parents to log on and check the grades and homework assignments of their child. This is an excellent opportunity for interaction between parents and school sites.

**School Closing due to Weather or Disaster**- Superintendent of Schools or designee will make the decision to close school when deemed necessary for the safety of students and staff. Each building administrator and program director will establish a calling tree and enact it when notified of the school closing, enabling all staff members the opportunity of immediate notification. In addition, the superintendent or designee will notify the television stations and radio stations in the Tulsa area of the school closing.

**District Web Page**- Current information regarding district events, achievements, news, information, organization structure, department structure and general district information, is posted for community access. Each site has a link with details specific to their site and programs. In addition, surveys seeking public sentiment take place here.

**Skiatook Schools Foundation, Chamber of Commerce, Rotary and other Community groups**- The central office personnel participates in these meetings on a regular basis to help provide a continuous link of information with key communicators of the staff and community.

In addition to the above mechanisms for information exchanges between school and home all sites use newsletters. Also, the superintendent meets with the staff at each site periodically to
keep the lines of communication open and keep the staff updated on important information. At the beginning of each school year the superintendent will cover with the principals a list of guidelines to be covered with all staff.

- Current address and telephone number for every parent, including an emergency contact.
- Scheduled open house date at the beginning of the school year
- Designate a person at each site to update your link on the district web page. This must be updated regularly.
- Staff should be trained in the proper response to the media when asked for a statement or an attempt to set up a story at your site. All requests must pass through the Superintendent.
- Meet with your PTA on a regular basis. This keeps the line of communication open within the community.
- Make sure everyone understands who to contact in case of an emergency if the principal is unavailable.
- Provide positive success stories on a regular basis to the newspaper.

**6005.2 Orders to Leave School Property**

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. § 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)
6005.3 Appeal Process for Banned Visitors

The procedure for appeals shall be as follows:

- Any person removed from the school grounds or a school building shall be given written notice of his/her right to appeal.
- The person so banned may, within 14 days of the removal, make a written request to the superintendent or designee for lifting of the ban.
- The superintendent or designee 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.
- If the superintendent or designee denies lifting of the ban, the affected individual may then appeal to the Board of Education. 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.
- If the appeal is denied by the Board, a letter so stating will be sent to the banned individual, all administrators and security personnel. Such ban will exist up to six months, with time 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.
- 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.

6005.4 Assault on School District Employees or Students

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, commits any assault, battery, or assault and battery upon the person of a school employee 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 employee 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)

6005.5 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)

6005.6 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)

6005.7 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).

6005.8 Crowd Control for Emergencies

Those people responsible for student control or crowd control will be the building principals and/or superintendent of schools. In the event of a drill or actual emergency, the above named persons or staff designated by them shall be responsible for crowd control. When necessary to
maintain order, the above-named persons or designees will enlist the help of local law enforcement.

6005.9 Tobacco Policy

The Skiatook Public School District, recognizing that the health of students, employees and of the public in general is a factor of concern, has declared the entire school environment and all of its district property and buildings to be tobacco free. Effective 4/7/2008, smoking, chewing or any other use of tobacco by staff, students and members of the public is prohibited on, in, or upon any school property 24 hours a day, 7 days a week. This includes any owned or leased property, inside and outside campus buildings, parking lots, personal vehicles in parking lots and school vehicles. This policy applies to all teachers, staff, employees, bus drivers, other contracted personnel, students, volunteers, visitors and vendors of Skiatook public schools and the general public.

District employees and students will not be permitted to use tobacco or tobacco products while they are participants in any class or activity in which they represent the District.

Then policy also affects employees of agencies working with students and/or employees of the District, spectators at contests, activities, sports events and games and all other authorized to be in, on or upon the District’s facilities.

‘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. 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:
- All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
- All school grounds over which the school exercises control, including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
- All vehicles used by the district for transporting students, staff, visitors or other persons.

6005.10 Outside Entities, Solicitation or Distribution on District Property

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.

6005.11 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:

- The primary educational aims of the schools and the needs and interest of their students must be the primary consideration at all times.
- Schools shall not be used to promote private or commercial interests.
- Schools shall not be used to promote sales promotion of individual competitive goods or services.
- 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.
- Consideration shall be given in all cases to protecting students and teachers against unreasonable added work and/or responsibilities.

6005.12 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 cleared through the office of the Superintendent of Schools.

6005.13 Distribution of Advertising Materials or Other Propaganda in the Schools

Skiatook Schools cannot 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.

6005.14 Questions from/Statements to Media Representatives

Any communication to representatives from the various media (i.e. television, newspaper, radio, etc.) pertaining to the Skiatook ISD must 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.

6005.15 Safe School Committees and Healthy and Fit School Advisory Committees

Safe School Committees

Due to growing concerns about safety and the ever present threat of violence in the public schools, the Oklahoma Legislature has enacted certain statutory mandates to assist in combating
this rising problem. This policy will implement the legislative mandate for the establishment and operation of safe school committees in this School District as follows:

At the beginning of each school year, the principal at each school site within this District where students are regularly present during the school day shall establish a Safe School Committee for that site to be composed of at least six members, with an equal number of teachers, parents and students. All members of each Safe School Committee shall serve until the following June 30 unless earlier removed from the Committee by the principal for any reason. The principal who appoints the Safe School Committee members shall advise the superintendent, in writing, of the names, addresses and phone numbers of the committee members. In case of the resignation, death or removal of any committee member, the principal shall immediately appoint a successor committee member so as to maintain the composition of the committee as set forth above. Committee members are eligible to serve consecutive terms.

Each Safe School Committee shall study and make recommendations, in writing, to the school principal regarding 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.

Each Safe School Committee shall meet at least once each semester. Each Safe School Committee shall appoint its committee chairperson who shall maintain written minutes of each meeting. The committee chairperson will be responsible for notifying all committee members of meetings, preparing agendas for each meeting, and posting such agendas in the principal's office for a reasonable period prior to the date and time of each meeting. All agendas, minutes and other documents related to each Safe School Committee shall be retained by the principal of each respective school site.

Prior to the last day of school of each school year, each Safe School Committee shall make a written report to the school principal. The school principal shall transmit a copy of the report to the superintendent of schools. The superintendent shall maintain the reports in the records of the School District and shall transmit a copy of each Safe School Committee report to each School District board member.

Healthy and Fit School Advisory Committees

The District also establishes Healthy and Fit School Advisory Committees, which shall be combined with the District’s Safe School Committees. The Healthy and Fit School Committees are established pursuant to OKLA. STAT. tit. 70, Section 24-100a, which created the Healthy and Fit Kids Act of 2004.

The Committees shall be composed of no fewer than six individuals who may be the same individuals appointed to the District’s Safe School Committees. The composition of the Advisory Committees may include teachers, administrators, and parents of students, health care professionals and business community representatives.
The Advisory Committee at each school site shall study and make recommendations to the school principal regarding health education, physical education and physical activity and nutrition and health services.

The Advisory Committee, for purposes of timelines, shall follow the same schedule as established for the District’s Safe School Committees.

6005.15 A Skiatook Public Schools District Wellness Policy (Child Nutrition and Physical Fitness Program)

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases. Skiatook Public Schools is committed to providing an environment that promotes students learning, establishing, and maintaining lifelong healthy eating and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students’ overall health, as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a healthy school environment since school staff can be daily role models for healthy behaviors.

Goal:

All students in Skiatook Public Schools shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. All staff in Skiatook Public Schools are encouraged to model healthful eating and physical activity as a valuable part of daily life.

To meet this goal, the Skiatook Public Schools adopts this wellness policy with the following commitments to nutrition, nutrition education, physical activity, and other school-based activities that support student and staff wellness.

I. Nutrition Guidelines for all Foods Available on Campus

A. School Meals

Meals served through the National School Lunch and Breakfast Programs will implement all USDA regulations by the fiscal school year 2007-2008:

- Per USDA Regulations §210.10 and §210.8, school lunches and breakfasts will meet menu-planning system guidelines as required by USDA.
- Per USDA Regulation §220.8, school breakfasts will provide ¼ of the recommended dietary allowances (RDA) for calories, protein, calcium, iron, vitamin A, and vitamin C as required by USDA;
- Per USDA Regulation §220.8, school breakfasts will provide ¼ of the RDA for calories, protein, calcium, iron, vitamin A, and vitamin C as required by USDA;
Per USDA Regulations §210.10 and §220.8, the total calories from fat in school meals will be limited to 30 percent when averaged over one week;

Per USDA Regulations §210.10 and §220.8, the total calories from saturated fat in school meals will be less than 9.9 percent when averaged over one week

Per USDA Regulations §210.10 and §220.8, school meals will meet the Dietary Guidelines for Americans.

Healthy food preparation techniques will be implemented. Food items will not be fried.

Potato products served as part of a reimbursable meal or as an a la carte item will not exceed three ounces per serving and may not be offered more than three times a week, and students may only purchase one serving at a time.

Fruits and/or vegetables will be offered daily at all points of service. Fruits and vegetables should be fresh whenever possible. Frozen and canned fruits should be packed in natural juice, water, or light syrup.

Schools serving chips must use reduced-fat or baked varieties, rather than the traditional varieties, whenever possible.

Beverages such as tea, lemonade, and fruit drinks containing less than 50 percent fruit juice will not be offered to students.

Ensure than half of the served grains are whole grains.

Students will be offered a variety of milk, meat, fruits and vegetables, and whole grains on a daily basis.

A nutrient analysis of school meals offered to students will be made available upon request.

School staff will support and encourage student participation in the USDA school meals programs.

Skiatook Public Schools Will:

- engage students and parents, through taste-tests of new entrees and surveys, in selecting foods sold through the school meal programs in order to identify new, healthful and appealing food choices; and
- share information about the nutritional content of meals with parents and students. (The information could be making available on menus, web site, on cafeteria menu boards, place cards or other point-of-purchase materials.)

Breakfast

Provide children with breakfast at school, in order to meet their nutritional needs and enhance their ability to learn,
Skiatook Public Schools will:

- operate the School Breakfast Program, to the extent possible;
- arrange schedules and utilize methods to serve school breakfast that encourage participation,
- notify parents and students of the availability of the breakfast program, where available; and
- encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials or other means.

**Free and Reduced-Priced Meals**

Skiatook Public Schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals. Toward this end, Skiatook Public Schools may:

- utilize electronic identification and payment system;
- promote the availability of school meals to all students; and

**Meal Times and Scheduling**

Skiatook Public Schools:

- will provide students with at least 10 min. to eat after sitting down for breakfast and 20 min. after sitting down for lunch;
- should schedule meal periods at appropriate time, e.g., lunch should be scheduled between 10:30 a.m. and 1 p.m.;
- should not schedule tutoring, club or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and

**Qualification of School Food Service Staff**

Qualified nutrition professionals will administer the school meal programs. As part of the school district’s responsibility to operate a food service program, Skiatook Public Schools will:

- provide continuing professional development for all nutrition professionals in schools; and
- provide staff development programs that include appropriate certification and/or training programs for child nutrition directors, school nutrition managers and cafeteria workers, according to their levels of responsibility.
Sharing of Foods

Skiatook Public Schools staff should discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children’s diets.

Other Food Items Sold on School Campuses (e.g. vending, a la carte, sales)

- Per USDA Regulation §210, Appendix B, foods of minimal nutritional value (FMNV) are prohibited from being sold or served during student meal services in the food service area where USDA reimbursable meals are served or eaten;
- Per the Child Nutrition and WIC Reauthorization Act of 2004, beverage contracts will not restrict the sale of fluid milk products at any time during the school day or at any place on the school premises;
- Per Oklahoma Senate Bill 265 (effective school year 2007-2008), students in elementary schools will not have access to FMNV except on special occasions;
- Per Oklahoma Senate Bill 265 (effective school year 2007-2008), diet soda, an FMNV, will be available for sale at the middle school only in vending areas outside of the cafeteria;
- Per Oklahoma Senate Bill 265 (effective school year 2007-2008), healthy food options will be provided at the high school and priced lower than FMNV in order to encourage students and staff to make healthier food choices; and
- Per Oklahoma Senate Bill 265 (effective school year 2007-2008), students in middle and high school will not have access to FMNV except after school, at events taking place in the evening, and on special occasions.

- Fried food items will not be available for sale as a la carte food items.
- Nutrient-rich food items will be available for sale at all places where food and beverages are sold on school campuses. This includes the cafeteria, vending machines, school stores, and concession stands during school hours. The district will follow the recommended food items specified in Healthy Snack Choices provided by the OSDE.
- Snack food items available for sale will contain less than 30 percent or 7 grams of fat per single serving as stated on the Nutrition Facts label (exception: nut and seed mixes).
- Snack food items available for sale will contain less than 10 percent or 2 grams of saturated fat per single serving as stated on the Nutrition Facts label.
- Snack food items available for sale will contain no more than 35 percent sugar by weight or 15 grams per single serving as stated on the Nutrition Facts label (exceptions are fresh and dried fruits).
• Snack food items available for sale will contain less than 480 milligrams of sodium per single serving as stated on the Nutrition Facts label.
• High energy drinks with elevated levels of caffeine will not be available for sale anywhere on school campus.

Skiatook Public Schools Elementary schools: The school food service program will approve and provide all food and beverage sales to students in elementary schools. To this end:

• food in elementary schools should be sold as balanced meals, given young children’s limited nutrition skills; and
• foods and beverages sold individually should be limited to low-fat and non-fat milk, fruits and non-fried vegetables.

Skiatook Public Schools Middle and High schools: In middle and high schools, all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines, student stores or fundraising activities) during the school day, or through programs for students after the school day, will meet the following nutrition and portion size standards:

NOTE: Diet drinks less than ten calories do not fit this rule.

Beverages

• **Allowed:** water or seltzer water without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50 percent fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free fluid milk and nutritionally equivalent nondairy beverages (as defined by the USDA).
• **Not allowed:** soft drinks containing caloric sweeteners; sports drinks; iced teas; fruit-based drinks that contain less than 50 percent real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, excluding low-fat or fat-free chocolate milk (which contain trivial amounts of caffeine)

Foods

A food item **sold** individually:

• will have no more than 35 percent of its calories from fat (excluding nuts, seeds, peanut butter and other nut butters) and 10 percent of its calories from saturated and trans fat combined;
• will have no more than 35 percent of its weight from added sugars;
• will contain no more than 230 mg of sodium per serving for chips, cereals, crackers, French fries, baked goods and other snack items; will contain no more than 480 mg of sodium per serving for pastas,
meats and soups; and will contain no more than 600 mg of sodium for pizza, sandwiches and main dishes; and
• will include a choice of at least two fruits and/or nonfried vegetables for sale at any location on the school site where foods are sold.

Portion Size

Limit portion sizes of foods and beverages sold individually to those listed below:

• one and one-quarter ounce per serving or less for chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit or jerky and pretzels,
• Bakery items such as pastries, muffins, doughnuts, cakes, and cupcakes: 3 ounce serving or less,
• two ounce or less for cereal bars/cookies
• four fluid ounces for frozen desserts, including, but not limited to, low-fat or fat-free ice cream, pudding and jello,
• eight ounces for non-frozen yogurt,
• Whole milk, flavored or unflavored. 8 oz or less,

Reduced fat milk, 16 oz serving or less may not contain more than 30 grams total sugar per 8 oz twelve fluid ounces for beverages, excluding water and milk; candy bars and prepackaged candies, 1.5 oz or less

Fundraising Activities

To support children’s health and school nutrition-education efforts, Skiatook Public Schools fundraising activities will use only foods that meet the above nutrition and portion size standards for foods and beverages sold individually. Skiatook Public Schools will encourage fundraising activities that promote physical activity and will make available a list of ideas for acceptable fundraising activities.

Snacks

Snacks served during the school day or in after-school programs or enrichment programs will make a positive contribution to children’s diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Skiatook Public Schools will assess if and when to offer snacks based on timing of school meals, children’s nutritional needs, children’s ages and other considerations. The district will disseminate a list of healthful snack items to teachers, after-school program personnel and parents.

If eligible, schools that provide snacks through after-school programs will pursue receiving reimbursements through the National Lunch Program.
Rewards

Schools will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually, as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.

Celebrations

Schools should limit celebrations that involve food during the school day to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually. The district will disseminate a list of healthy party ideas to parents and teachers.

School-Sponsored Events

Foods and beverages offered or sold at school-sponsored events inside the school day will meet the nutrition standards for meals or for foods and beverages sold individually. Field trips are exempt from nutrition standards.

Food Safety

All foods made available on campus adhere to food safety and security guidelines.

- All foods made available on campus comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools.
- For the safety and security of the food and facility, access to the food service operations are limited to child nutrition staff and authorized personnel. For further guidance, see the USDA food security guidelines.

II. Nutrition Education

- Per USDA Regulations §210.12 and §227, nutrition education is offered in the school cafeteria as well as the classroom.

- Per Oklahoma Senate Bill 1627, the Healthy and Fit School Advisory Committee at each school site will study and make recommendations regarding health education, nutrition, and health services.

  - My Pyramid nutrition education resources will be used in the cafeteria and classroom.
  - All schools will apply with USDA to participate as a Team Nutrition school. Each school will conduct nutrition education activities and
promotions that involve students, parents, and the community


- Family/parent nutrition education opportunities will be provided.
- Advertising and other materials that promote FMNV will be eliminated on all school campuses.
- Students will receive consistent nutritional messages throughout the school, classroom, cafeteria, and school events.
- Compass Learning Odyssey health and physical education activities and lessons will be utilized in the classroom.
- Age appropriate USDA Team Nutrition resources will be utilized to teach nutrition education to students.
- School staff will promote healthful eating and healthy lifestyles to students and parents.

Skiatook Public Schools will provide nutrition education and engage in nutrition promotion that:

- is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- includes enjoyable, developmentally appropriate, culturally relevant participatory activities, such as contests, promotions, taste testing, farm visits and school gardens;
- promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, healthy food preparation methods and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
- includes training for teachers and other staff.

III. Physical Activity

Daily Physical Education

- Per Oklahoma Senate Bill 1627, the Healthy and Fit School Advisory Committee at each school site will study and make recommendations regarding physical education and physical activity.
- Per Oklahoma Senate Bill 312 (effective school year 2006-2007), student in Grades K through 5 will participate in 60 minutes of physical activity each week.

- Elementary students will participate in the Compass Learning Odyssey curriculum to promote positive attitudes and behaviors towards nutrition and physical activity.
- Students will participate in an annual health-related fitness test (e.g., Fitness Gram, President’s Challenge to Physical Fitness, etc.).
• School sites will establish or enhance physical activity opportunities for students, staff, and parents (fitness challenges, family fitness nights, fun walks and runs, bike events).
• Students will be encouraged to participate in voluntary before- and after-school physical activity programs.
• Students will not be denied participation in recess or other physical activity as a form of punishment.
• Recess or other physical activity time will not be canceled for instructional make-up time.
• Staff will serve as physical activity role models for students.
• All playgrounds will implement the recommended safety standards for design, installation, and maintenance.
• School sites will provide adequate equipment (e.g., balls, rackets, and other manipulative) for every student to be active.
• Middle and high schools will offer physical education as an elective.
• Physical Education courses taught by a certified physical education teacher.

Daily Recess

Elementary schools should provide recess for students that:

• is at least 20 minutes a day;
• is preferably outdoors;
• encourages moderate to vigorous physical activity verbally and through the provision of space and equipment; and
• discourages extended periods (i.e., periods of two or more hours) of inactivity.

When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

Safe Routes to School

The Skiatook Public Schools will:

• assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for students to walk and bike to school;
• when appropriate, work together with local public works, public safety or police departments in those efforts;
• explore the availability of federal “safe routes to school” funds, administered by the state department of transportation, to finance improvements.
Use of Facilities Outside of School Hours

School spaces and facilities should be available to students, staff and community members before, during, and after the school day, on weekends, and during school vacations. These spaces and facilities also should be available to community agencies and organizations offering physical activity and nutrition programs. School policies concerning safety will apply at all times.

IV. Other School-Based Activities that Promote Student Wellness

- Per Oklahoma Senate Bill 1627, each school site will establish a Healthy and Fit School Advisory Committee that meets and makes recommendations to the school principal. The school principal shall give consideration to recommendations made by the Healthy and Fit School Advisory Committee.
- Per the school district’s Child Nutrition Programs Agreement, school meals may not be used as a reward or punishment.
- Per USDA Regulations §210.12 and §227, students and parents will be involved in the NSLP. Parent and student involvement will include menu-planning suggestions, cafeteria enhancement, program promotion, and other related student-community support activities.
- Students will be provided with a clean, safe, and enjoyable meal environment.
- Students will be provided with an adequate amount of time to eat breakfast and lunch.
- Working towards implementing recess before lunch at all elementary schools in order to increase food consumption and nutrient intake, decrease plate waste, and improve cafeteria and classroom behavior.
- All fundraising efforts and classroom parties will be supportive of healthy eating.
- Classroom teachers and administrators will not use candy or sweets as a reward.
- Students will be involved in planning for a healthy school environment.

Integrating Physical Activity into Classroom Settings

For students to receive the nationally recommended amount of daily activity and for students to fully embrace regular physical activity as personal behavior, students need opportunities for physical activity beyond physical education class. Skiatook Public Schools will:

- offer classroom health education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities;
- discourage sedentary activities, such as watching television;
- provide opportunities for physical activity to be incorporated into other subjects lessons; and
- encourage classroom teachers to provide short physical activity breaks between lessons or classes, as appropriate.

**Communication with Parents**

The Skiatook Public Schools will support parents’ efforts to provide a healthy diet and daily physical activity for their children. The district/school will:

- send home nutrition information, post nutrition tips on school web sites and provide nutrient analyses of school menus;
- encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages;
- provide parents a list of foods that meet the district’s snacks standards and ideas for healthy celebrations/parties, rewards and fundraising activities;
- provide information about physical education and other school-based physical activity opportunities before, during, and after the school day;
- support parents’ efforts to provide their children with opportunities to be physical active outside of school, and

**Food Marketing in Schools**

School-based marketing will be consistent with nutrition education and health promotion.

Skiatook Public Schools will:

- limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually;
- prohibit school-based marketing of brands promoting predominantly low-nutrition foods and beverages;
- promote healthy foods, including fruits, vegetable, whole grains, and low-fat dairy products; and
- market activities that promote healthful behaviors (and are therefore allowable) including: vending machine covers promoting water; pricing structures that promote healthy options in a la carte lines or vending machines; sales of fruit for fundraisers; and coupons for discount gym memberships.

V. **Plan for Measuring Implementation**
Monitoring

The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policy.

In each school:

- The principal will ensure compliance with those policies in his/her school and will report on the school's compliance to the school district superintendent or designee; and
- School food service staff, at the school or district level, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the school principal.

In district:

- The school district will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If the district has not received a SMI review from the state agency within the past five years, the district will request from the state agency that a SMI review be scheduled as soon as possible;
- The superintendent or designee will develop a summary report every three years on district-wide compliance with the district’s established nutrition and physical activity wellness policies, based on input from schools within the district; and
- The report will be provided to the school board and also distributed to all school health councils, parent/teacher organizations, school principals and school health services personnel in the district.

Policy Review

To help with the initial development of the district’s wellness policies, each school in the district will conduct a baseline assessment of the school’s existing nutrition and physical activity environments and policies. The results of those school-by-school assessments will be compiled at the district level to identify and prioritize needs.

Assessments will be repeated every three years to help review policy compliance, assess progress and determine areas in need of improvement. As part of that review, the school district will review our nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. The district, and individual schools within the district, will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.
Skiatook Public Schools Wellness Policy

Appendices

- Child Nutrition and WIC Reauthorization Act of 2004
  Section 204 of Public Law 108-265 June 30, 2004
- Foods of Minimal Nutritional Value Fact Sheet
  OSDE, Child Nutrition Programs, May 2005
  - Healthy Snack Choices, OSDE
  - Nonfood Reward Ideas, OSDE
  - Healthy Fundraising Ideas, Things To Do, OSDE
  - Healthy Fundraising Ideas, Things To Sell, OSDE
  - School Wellness Policy Web Sites, OSDE
  - Health and Physical Education Web Sites, OSDE
  - Nutrition Web Sites, OSDE

(Policy Review October 9, 2017)

6005.16 Procedures for Prohibiting a Sex Offender from Entering School Grounds

1. Verification of Sex Offender Status. Verify that the suspect sex offender is, in fact, a registered sex offender. A list of registered sex offenders in the Skiatook area may be found at http://www.ocso.net/offenderlist.php. The registry includes the name, physical description, address, and picture of the sex offender, as well as the crime of which the sex offender was convicted. If the sex offender resides outside the Skiatook area, contact the sheriff’s department for the county in which the sex offender resides.

2. Child Molesters. Determine whether the sex offender is a “child molester.” That is, was the sex offender convicted of lewd molestation, rape or sodomy in this state or any similar offense of another state or the United States and the victim was a child under the age of thirteen years. If you cannot determine this information from the online registry, contact the sheriff’s department for the county in which the sex offender resides. If the sex offender is a child molester, notify the sex offender orally and in writing that he or she is prohibited at all times, except as provided below, from being within three hundred feet (300) of any of the District’s elementary or junior high (middle) schools and at all times, except as provided below, of being on all other School District property.
3. **All other Sex Offenders.** If the sex offender is not a convicted “child molester” but is a registered sex offender, notify the sex offender orally and in writing that he or she is prohibited at all times, except as provided below, from being on any school grounds or attending school-sponsored activities.

4. **Exception of Child Molester and Other Sex Offender Who is a Parent/Guardian:** If the child molester or other sex offender is the custodial parent or legal guardian of a child who is enrolled at the school, notify the child molester or other sex offender that he or she may enter school grounds only to enroll (after prior notice to the site principal), deliver or retrieve their child during normal school hours or to deliver or retrieve their child from a school-sanctioned extracurricular activity. While performing these delivery/retrieval functions, he or she may exit his or her vehicle only with prior approval of the site principal. Provide the child molester or other sex offender with the site principal’s contact information. The child molester or other sex offender custodial parent or guardian may not be on School District grounds for any other reason at any time other than as contained in this exception.

**6005.17 Classroom Observation Policy**

The School District encourages parents and guardians of Skiatook School District students to observe in their child’s classroom, with advance permission from the Building Administrator. Parents and guardians need not complete a request form.

The School District also permits others with a legitimate educational reason to observe in a school or classroom. Examples of this group might be visiting educators, intern teachers or education students doing a practicum. Further, the School District permits observation of a specific student by non-school affiliated professionals with a legitimate educational reason to conduct an observation. Examples of this group might include a social worker or a psychologist. The person wishing to observe must first complete a request form. These forms will be kept in the office of the Building Administrator. The Building Administrator may approve or deny the request or seek additional information. He or she will also require a written release of information from the child’s parent or guardian or a court order when observation is requested of a specific student. The Building Administrator will make the final decision whether to grant or deny a request. In addition, the Building Administrator may limit or deny subsequent observations if, in his or her discretion, they are or may become detrimental to the educational process.

**6006. Wednesday and Sunday Functions**

There will no school functions between 6:00 and 8:30 p.m. on Wednesday and after 6:00 p.m. on Sunday. There will also be no functions on Sunday before 1:00 p.m. This policy also applies to outside groups using school facilities. *(Special exceptions must be approved by the Board of Education).*

**6007. Restricted School Safety Information**
The Skiatook School District is an orderly and purposeful place where students and staff are free to learn, teach, and work without the threat of physical or psychological harm. The Board of Education promotes educationally and psychologically healthy environments for all children, staff, and visitors. The Skiatook School District recognizes there are comprehensive, broad factors directly related to a safe school environment such as school facilities, district emergency plans, school safety training programs, parent safety information, and community emergency responders.

The Skiatook Board of Education recognizes safety assessments and emergency plans must be remain confidential in order to protect District students, staff, and guests from terrorist activities or other wishing to do harm or circumvent the law.

For the above-mentioned reasons, the Skiatook Board of Education, operating under the authority of state and federal law, has mandated the following documents to be exempt from public record disclosure requirements.

1. School safety and security measures, plans, and systems, including emergency preparedness and response plans.

2. A record or part of a record, the public disclosure of which would have reasonable likelihood of threatening public safety by exposing a vulnerability to terrorist attack. A like record described under this subdivision includes:

   a. a record assembled, prepared, or maintained to prevent, mitigate, or respond to an act of terrorism;

   b. vulnerability assessments;

   c. risk planning documents;

   d. needs assessments;

   e. threat assessments;

   f. school safety meeting minutes or other records;

   g. intelligence assessments;

   h. domestic preparedness strategies;

   i. the location of water, gas, and HVAC intakes;
j. the emergency contact information or emergency responders and volunteers;

k. business continuity and disaster planning documents;

l. infrastructure records that would disclose the configuration of critical systems such as communication, electrical, ventilation, water, and wastewater systems;

m. Detailed drawings or specifications of structural elements, floor plans, and operating, utility, or security systems, whether in paper or electronic form.

3. Records received by and/or from the Oklahoma Office of Homeland Security or United States Department of Homeland Security.

The district’s Safety Coordinator, working with the District’s Superintendent, is responsible for determining whether the public disclosure of a record, or part of a record has a reasonable likelihood of threatening student, staff, or guest safety by exposing a vulnerability to terrorist attack.

6008. PROTEST PROCEDURES FOR AWARDING CONTRACTS

1. Any actual or prospective bidder, offeror, or contractor who considers himself to have been aggrieved in connection with the solicitation, evaluation, or award of a contract by Skiatook Public Schools may formally protest to the Superintendent of Skiatook Public Schools. Such protests must be made in writing and received by the Superintendent of Skiatook Public Schools. The protesting party must mail or deliver copies of the protest to the Skiatook Public School District, the State Agency and other interested parties.

2. In the event of a timely protest, the Skiatook Public School District shall not proceed further with the solicitation or award of the contract.

3. A formal protest must be sworn and contain:
   a. A specific identification of the statutory or regulatory provision that the protesting party alleges has been violated.
   b. A specific description of each action by Skiatook Public Schools that the protesting party has identified.
   c. A precise statement of the relevant facts.
   d. A statement of any issues of law or fact that the protesting party contends must be resolved.
   e. A statement of the argument and authorities that the protesting party offers in support of the protest.
f. A statement that copies of the protest have been mailed or delivered to the State Agency and all other identifiable interested parties.

4. The Skiatook Public School District may settle and resolve the dispute over the solicitation or award of a contract at any time before the matter is submitted on appeal. The Skiatook Public School District may solicit written responses to the protest from other interested parties.

5. If the protest is not resolved by mutual agreement, the Skiatook Public School District shall issue a written determination that resolves the protest.
   a. If the Skiatook Public School District determines that no violation of statutory or regulatory provisions has occurred, then the Skiatook Public School District shall inform the protesting party, the State Agency and other interested parties by letter that sets forth the reasons for the determination.
   b. If the Skiatook Public School District determines that a violation of any statutory or regulatory provisions has occurred in a situation in which a contract has not been awarded, then the Skiatook Public School District shall inform the protesting party, the State Agency, and other interested parties of that determination by letter that details the reasons for the determination and the appropriate remedy.
   c. If the Skiatook Public School District determines that a violation of any statutory or regulatory provisions has occurred in a situation in which a contract has been awarded, then the Skiatook Public School District shall inform the protesting party, the State Agency, and other interested parties of that determination by letter that details the reasons for the determination. This letter may include an order that declares the contract void.

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

6009. Suspension and Debarment Compliance

It is the policy of the Skiatook board of Education that all contracts and purchase orders reimbursed using federal funds need to include suspension and debarment language. The purpose of this certification is to protect the government from entering into business relations with unethical or otherwise irresponsible companies and individuals.

The following language shall be included within the terms of any contract for goods and services that will be paid for using federal funding:

Certification Regarding Debarment, Suspension and Ineligibility

To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal Agency by the inclusion of the contractor or its principals in the current "List of Parties Excluded from Federal Procurement or Non-Procurement Programs" published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective
lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified.

THE SCHOOL DISTRICT IS REQUIRED BY FEDERAL LAW TO HAVE A POLICY FOR DEBARMENT AND SUSPENSION FROM PROGRAMS AND ACTIVITIES INVOLVING FEDERAL FINANCIAL BENEFITS. IF THE DISTRICT ELECTS NOT TO UTILIZE THIS POLICY, A POLICY ON THIS TOPIC WILL BE REQUIRED TO ENSURE THAT EITHER THE VENDOR OR THE SCHOOL DISTRICT IS VERIFYING THAT THE VENDORS ARE NOT LISTED ON THE EXCLUDED PARTIES LISTING SYSTEM ON THE FEDERAL WEBSITE OF THE SAME NAME.

(Adopted March 2015)

6010. Indian Tribal Involvement

The following policy relates to tribal and parental involvement in the education of children residing on Indian lands within the school district and is hereby approved by the Skiatook Board of Education in regular session and shall remain in effect until rescinded by the board of education.

1. Children living on Indian land participate in school programs on an equal basis with all other children attending school in the Skiatook Public Schools. No teacher or program director is to exclude or limit participation in any district activity on the basis of race. The Skiatook Public Schools will review school data and comments from the tribal officials and parents to assess the extent of Indian Children’s participation in the educational program on an equal basis. An annual statistical study will be conducted to determine the extent Indian children do participate on an equal basis and modifications will be made in the educational programs, as needed, to allow participation of all children.

2. Pertinent program policies/plans, applications, and evaluations will be disseminated through one or more of the following ways:
   A. Mail notices in advance to tribal leaders and send handouts home to parents of Indian children requesting their participation in meetings regarding educational programs assisted with funds provided under Public Law 81-874.
   B. Inform the Indian community of events in education programs assisted with funds under Public Law 81-874 through student handouts and/or the district website and make use of newspapers serving the Skiatook Public Schools area.
   C. Mail copies of an information summary sheet describing the Public Law 81-874 application and evaluations, program plans, and other information concerning education programs assisted with funds provided under Public Law 81-874 to the tribe and send copies home with children to all parents of Indian Children, when these
items become available, with a note saying that upon request to the superintendent/principal, copies of the original documents listed above will be provided.

3. By scheduling through the superintendent’s office a place on the agenda of any open meeting of the board of education, a tribe, or their designee, parent, or group of parents, concerned with the educational opportunity of any student or group of students in the Skiatook Public Schools may:
   A. Present views regarding applications.
   B. Make recommendations concerning the needs of their children.
   C. Provide input into the planning and development of the educational program of the district.
   D. Present views on the education program and its operation.
   In addition to the above, the Skiatook Public Schools will:
   A. Provide notice of any annual meetings regarding education programs assisted with funds provided under Public Law 81-874 to the Indian community and to the tribe.
   B. Work with the tribal leaders to seek input from the Indian parents, tribe, and other Indians in the community by using available forms of communication and cooperation to seek and encourage such input.
   C. Hold all meetings involving or discussing education programs assisted with funds provided under Public Law 81-874 in the school auditorium, classroom or Board room of sufficient size to accommodate all Indian parents who might wish to attend.
   D. Provide ample time for discussion of education programs assisted with funds provided under Public Law 81-874.
   E. Invite comments and suggestions from the Indian community with regard to educational programs assisted with funds provided under Public Law 81-874 by holding as many meetings with the tribe and Indian community as are necessary to ensure that the needs of the Indian community are received and considered.
   F. Lea officials will review school data and comments from tribal officials and parents to assess the extent of Indian children’s participation in the educational program on an equal basis.

4. A public hearing will be held on the 2nd Monday in December at which parents of children living on Indian land and/or tribal officials may discuss the current status of school programs, desired directions for future development for board consideration, and any changes needed in the Indian policies and procedures. In addition to the above, Skiatook Public Schools will:
   A. Encourage staff members of the LEA to elicit input regarding the general educational program from Indian parents and tribal leaders, and to submit such suggestions to the administration for consideration and evaluation.
B. Encourage staff members to use their best efforts in establishing a more amicable relationship with tribal leaders and parents of Indian children to elicit voluntary input.

C. Recommendations of the tribe will be considered and written response will be submitted.

Policy Adopted: May 12, 2014

6011 PARENT PARTICIPATION IN THE SCHOOL DISTRICT

The Skiatook Board of Education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote and encourage the involvement of parents and guardians of children within the school district.

1. Parent participation in the schools is encouraged to improve parent and teacher cooperation in such areas as homework, attendance and discipline. At the beginning of each school year each teacher shall provide parents with contact information so that a parent has the opportunity to contact the teacher or administration to address concerns related to homework, attendance and discipline.

2. Parents may request additional information from the administration to learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.

3. Parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality or religion. Parents are hereby informed that the withdrawal of a child from any state mandated courses could prevent their child from being eligible to receive a high school diploma.

4. If the school district offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rules adopted by the State Board of Education, parents may opt their child out of sex education instruction if the child’s parent provides written objection to the child’s participation in the sex education curricula.

5. Parents are hereby notified and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes.

6. Parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, as well as extracurricular clubs and activities that have been approved
by the school. A list of school clubs that have been approved by the board of education is available from the administration upon request.

Specific parent rights and responsibilities provided under the laws of this state, include the following:

a. The right to opt out of a sex education curriculum if one is provided by the school district,
b. Open enrollment rights,
c. The right to opt out of assignments,
d. The right to be exempt from the immunization laws of the state pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes,
e. The promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statutes,
f. The minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes,
g. The right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes,
h. The right to review test results,
i. The right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes,
j. The right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes,
k. The right to receive a school report card,
l. The attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes,
m. The right to public review of courses of study and textbooks,
n. The right to be excused from school attendance for religious purposes,
o. Policies related to parental involvement pursuant to this section, the right to participate in parent-teacher associations and organizations that are sanctioned by the board of education of a school district, and
p. The right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student’s public school record.

Parents may submit a written request for information during regular business hours to either the school principal at the school site or the superintendent at the office of the school district. Within ten (10) days of receiving the request for information, the school principal or superintendent, shall deliver the requested information to the parent or provide a written explanation of the reasons for the denial of the requested information. If the request is denied or the parent does not receive the requested information within fifteen (15) days after submitting the request, the parent may submit a written request for the information to the board of education. The board of education shall formally consider the request at the next scheduled public meeting if the request can be properly noticed on the agenda. If the request cannot be properly noticed on
the agenda, the board of education shall formally consider the request at the next subsequent meeting of the board of education.

This Policy Required by Law

Adopted November 10, 2014

6012. Federal Programs Complaint Resolution

(a) **Purpose:** Federal Programs regulations (34CFR Part 299, Subpart F S299.10-12) pertaining to programs under the reauthorized *Elementary and Secondary Education Act (ESEA)* require the State Education Agency (SEA) to adopt written procedures, consistent with State law for:

1. Receiving and resolving any complaint from an organization or individual that the SEA or an agency or consortium of agencies is violating a Federal statute or regulations that apply to a covered program listed in subsection (b) of this section.
2. Reviewing an appeal from a decision of an agency or consortium of agencies with respect to a complaint; and
3. Conducting an independent on-site investigation of a complaint if the SEA determines that an on-site investigation is necessary.

(b) **Covered Programs:** Programs covered by this section are the following:

1. Part A of Title I (Improving Basic Programs Operated by LEAs)
2. Subpart I of Part B of Title I (Reading First)
3. Subpart 3 of Part B of Title I (Even Start Family Literacy Programs)
4. Part C of Title I (Migrant Education)
5. Part D of Title I (Neglected and Delinquent)
6. Part F of Title I (Comprehensive School Reform)
7. Part A of Title II (Teacher and Principal Training and Recruiting fund)
8. Part B of Title II (Math and Science Partnerships)
9. Part D of Title II (Enhancing Education Through Technology)
10. Part A of Title III (English Language Acquisition, Language Enhancement and Academic Achievement)
11. Part A of Title IV (Safe and Drug Free Schools and Communities)
12. Part B of Title IV (21st Century Community Learning Centers)
13. Part A of Title V (Innovative Programs)

(c) **Complaint Procedures at the Local Education Agency (LEA) Level:**
(1) All complaints concerning an LEA should be filed with the appropriate LEA or with the General Counsel of the State Department of Education. Within thirty (30) days of receipt of a complaint, the applicant agency shall conduct an investigation of the allegation and resolve the complaint. Subsequent to the investigation and resolution, a written decision shall be filed with the General Counsel of the State Department of Education and the complainant.

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

(A) the complaint is in written form and alleges that Federal program requirements have been violated;
(B) the complaint is signed;
(C) the complaint includes the facts on which the statement is based and the specific program requirement alleged to have been violated; and
(D) the complaint includes information supporting the allegation along with the allegation.

(d) **Complaint Procedures at the State Education Agency (SEA) Level:**

(1) Within thirty (30) days of receipt of a decision, the SEA shall review the investigation and decision and make the LEA aware if further steps are to be taken by the LEA or the SEA. A complainant who is dissatisfied with the decision of the LEA may file an appeal with the SEA. A request for an appeal must be submitted in writing to the General Counsel of the State Department of Education within thirty (30) days of resolution of the complaint by the LEA.

(2) Upon receipt of an appeal, the SEA will request from the LEA a copy of the original complaint and evidence found during the investigation by the LEA. Upon receipt of evidence supplied by the complainant and the LEA, the SEA will either make a disposition from submitted documentation or conduct an independent, on-site investigation of the complaint if deemed warranted.

(3) Resolution of the complaint shall be made by the SEA within forty-five (45) days of receipt of an appeal. A request for an extension of this time limit may be submitted by the LEA or the complainant. An extension of this time limit will be made only if exceptional circumstances exist with respect to a particular complaint.

(4) Within ten (10) days of completion of the appeal review process by the SEA, a written decision will be provided to the person, persons, or organization making the complaint and to the LEA to which the complaint was filed.

(5) A complaint against an LEA made directly to the SEA without previously being filed with the appropriate LEA will be reviewed by the SEA to determine if an investigation is warranted by the SEA because of the seriousness of the complaint or if the complaint shall
be returned to the complainant to be filed with the appropriate LEA. The forwarding of a complaint filed with the SEA requires the LEA to conduct an investigation and produce a decision within thirty (30) days of receipt of the complaint by the LEA.

(6) A direct complaint which the SEA determines must be investigated by the SEA will be resolved within forty-five (45) days of the receipt of the complaint by the SEA. A written decision will be provided to the person, persons, or organization making the complaint and to the LEA upon which the complaint was filed.

(7) The complainant has the right to request the Secretary of the United States Department of Education to review, at the Secretary's discretion, the final decision made by the SEA.

(8) Complaints against the SEA must be filed with the General Counsel of the State Department of Education. Complaints must:

(A) be submitted in written form and specify the Federal program requirements alleged to have been violated;
(B) be signed;
(C) include the facts on which the statement is based and the specific program requirement alleged to have been violated; and
(D) include information supporting the allegation along with the allegation.

(9) The SEA will investigate and resolve the complaint and issue a written decision to the LEA and to the complainant within forty-five (45) days of receipt of the complaint.

(10) The complainant has the right to request the Secretary of the United States Department of Education to review, at the Secretary's discretion, the final decision made by the SEA.

[Source: Added at 15 Ok Reg 500, eff 10-31-97 (emergency); Added at 15 Ok Reg 2532, eff 6-25-98; Amended at 25 OK Reg 8, eff 8-3-07 (emergency); Amended, eff 5-12-08]

Adopted November 10, 2014

6013 Naming of District Facilities

The Skiatook Board of Education shall maintain consistent procedures in the naming of school facilities. The board of education will consider requests from the school and community groups to name a portion of a building, an entire building, a campus with multiple buildings or a specific area on the campus for a person, provided the person has made a significant contribution to the community, school, or the school system over a period of several years. The Board of Education shall have the flexibility to evaluate the significance of requests received concerning naming a facility.

If the board decides that naming a school building or site is appropriate a public announcement of the Board of Education's consideration to name a facility will be made by the Board of Education at a regular Board of Education meeting. The Board of Education will ask that
recommends for naming a facility be sent to the Superintendent. The Superintendent will forward those recommendations to the board members for them to review. The naming of a facility will then be placed on the next board agenda for the board to consider.

The Board of Education recognizes that the name selected for a facility is a vital factor in the public image of the school system and the community. Naming a facility is an important matter that deserves thoughtful attention. The selection of a facility namesake is intended to be the highest honor bestowed upon an individual, corporation, foundation, organization or entity that has made an everlasting impact on the community. In cases when facilities are named after individuals, the credentials, character and reputation of each individual for whom the facility is to be named shall be carefully scrutinized and evaluated. The Board expects discretion of the highest caliber to be exercised in such deliberations. Personal prejudice, favoritism, political pressure or temporary popularity should not be an influence in choosing a name.

The cost for replacing or adding lettering on any school facility will be paid by the person or organization requesting the name change. The Board of Education will direct the superintendent to get pricing for the purchase and installation of the new signage. The cost of the new signage will be paid for in advance.

The Board of Education may, at any time, consider action to rescind an approved name of a facility. Sufficient cause to rescind the name of a facility or portion thereof exists when, as determined by the Board, the individual, corporation, foundation, or entity for which the facility is named has been convicted of a felony, engages in acts involving moral turpitude, has engaged in behavior which has brought the name of the individual, family, organization, or group into ill repute for any reason.

**Naming of District Facilities Criteria:**

A. Schools may be named in honor or memory of a person, family, group, or organization having rendered outstanding or significant service/s or donations to the Skiatook Public Schools, the city, the State, and/or the Country;

B. Other district facilities or those used routinely for a specialized or multiple-purpose criteria may be named according to criteria decided by the Board of Education;

C. Areas within or around district facilities may be named with the approval of the Board of Education.

D. Highest consideration should be given to a name with educational significance or inspiration.

E. Names selected for facilities or for formal recognition should reflect substantial achievements of extraordinary and lasting distinction.

F. Except for compelling reasons, names to be considered shall be persons who are deceased. When unusual circumstances or compelling reasons prevail, facilities may be named for a living person who had a positive, direct, substantial and active association with the District.

G. District facilities will not be named after a current employee of the district or an elected official while serving in office.

Persons submitting a request for naming of a district facility shall submit the completed form to the Superintendent.

**Adopted February 9, 2015**
Skiatook Public Schools
Naming of District Facilities

Name of person/group submitting the request: ___________________________________________
Address: ______________________________________________________________________

Phone Number: __________________________

Name you would like the board to consider? __________________________________________

Facility you would like to see named? _______________________________________________

Information about the Person you are asking the facility to be named after:

Years of Service to the District? ____________________________

Position in the District? ____________________________

Accomplishments while working in the District? _____________________________________

______________________________________________________________________________

______________________________________________________________________________

Community Accomplishments or Service? ___________________________________________

______________________________________________________________________________

______________________________________________________________________________

Reasons you feel this person is qualified to be considered for the naming of a school facility?
(You May Attach a typed explanation if necessary)

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

6014. SPECIAL EDUCATION SERVICES FOR CHILDREN ENROLLED IN PRIVATE SCHOOL

The school district shall provide special education services for district resident children enrolled in private schools located within the school district in accordance with state and federal law requirements. To ensure timely and meaningful consultation, the
superintendent or designee shall consult with private school officials to design and develop educational programs and services. Consultation shall include:

A. How the children’s needs will be identified;
B. What services will be offered;
C. How, where and by whom the services will be provided;
D. How the services will be academically assessed and how the results of that assessment will be used to improve those services;
E. The size and scope of the equitable services to be provided to the eligible private school children, the proportion of funds that are allocated under federal law for the services;
F. The method and sources of data that are utilized to determine the number of children from low-income families in participating school attendance areas who attend private schools;
G. How and when the school will make decisions about the delivery of services to such children, including a thorough consideration and analysis of the views of the private school officials on the provision of services through a contract with potential third-party providers;
H. How, if the school and the private school officials disagree on the provision of services through a contract, the school will provide in writing to the private school officials an analysis of the reasons why a contractor was not utilized;
I. Whether the school will provide services directly or through a separate government agency, consortium, entity, or third-party contractor;
J. Whether to provide equitable services to eligible private school children:
   a. By creating a pool or pools of funds with all of the funds allocated by federal law based upon all the children from low-income families in a participating school attendance area who attend private schools; or
   b. By using a proportion of funds allocated under federal law based upon the number of children from low-income families in the school district’s participating school attendance area who attend private schools.
K. When, including the approximate time of day, services will be provided; and
L. Whether to consolidate and use funds provided under federal law in coordination with eligible funds available for services to private school children under applicable programs defined in federal law to provide services to eligible private school children participating in programs.

If the school district disagrees with the private school regarding an issue addressed above, the school district shall provide in writing to private school officials the reasons why the school district disagrees. The school district will maintain written documentation which includes a written affirmation signed by private school officials that consultation has occurred. The written affirmation shall also include an option for private school officials to provide that the private school officials do not believe that timely and meaningful consultation has occurred and that the program design is not equitable with regard to private school students.
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PROPERTY CHECK-OUT REQUEST

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

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

A signed copy of this waiver will be presented to the drug/alcohol consortium as notification that I am a referral from SKIATOOK ISD. This form will serve as notice that information may be released to the Superintendent of SKIATOOK ISD. 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 SKIATOOK ISD.

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

Name of Employee: ________________

Social Security Number: ________________

Signature of Applicant or Employee: ________________ Date: ________________

Referring Supervisor: ________________ Date: ________________

Superintendent: ________________ Date: ________________

Time: ________________
SAFETY SENSITIVE POSITIONS
SKIATOOK ISD

SAFETY SENSITIVE - The Board of Education of SKIATOOK ISD 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 of SKIATOOK ISD.

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

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

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

________________________________________
EMPLOYEE NAME (PLEASE PRINT)

________________________________________
EMPLOYEE SIGNATURE

DATE

___________________________________________________________________________

SKIA TOOK ISD

REPRESENTATIVE

DATE
STATEMENT OF POLICY

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

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

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

AFFIRMATION OF POLICY

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

APPLICANT NAME (PLEASE PRINT)

APPLICANT SIGNATURE

DATE

SKIATOOK ISD

DATE

REPRESENTATIVE
SKIATOOK SCHOOL DISTRICT
BUS DRIVER CONSENT FOR RELEASE OF INFORMATION
FROM DOT-REGULATED EMPLOYER(S)

I, __________________________, hereby agree to allow any of my former Department of Transportation (“DOT”) regulated employers, who have employed me within two (2) years of the date that I applied for a position with the Skiatook School District, to release information concerning my prior drug and alcohol tests and results. This is for any position I held which required the performance of safety-sensitive duties. I understand that the Skiatook School District is required by law to obtain my consent in writing, and my signature below authorizes any of my former DOT-regulated employers to release the following information to the Skiatook School District:

1. Alcohol tests with a result of 0.04 or higher alcohol concentration;
2. Verified positive drug tests;
3. Refusals to be tested (including verified adulterated or substituted drug test results);
4. Other violations of DOT agency drug and alcohol testing regulations; and
5. Documentation of the successful completion of the return-to-duty requirements (if I have violated a drug or alcohol regulation).

I further agree to turn over copies of any documentation or information I have in my possession that relates to the five (5) areas described above. I understand that if I refuse to consent in writing to the release of the above information, federal law prohibits me from performing safety-sensitive duties.

By signing below I acknowledge that I have read, understand and agree to the foregoing. I also acknowledge and affirm that I have provided the School District with a complete listing of my former employers, including my former DOT-regulated employers.

___________________________
Driver (Print name)

___________________________
Driver (Signature)

___________________________
Date

For Skiatook School District Use Only:

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**BUS DRIVER QUESTIONNAIRE**

1. Have you ever **tested positive** on any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work during the past two (2) years?  
   - Yes  
   - No

2. Have you ever **refused to take** any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work during the past two (2) years?  
   - Yes  
   - No

3. If you answered “Yes” to Question 1 or 2, have you successfully completed the return-to-duty process?  
   - Yes  
   - No

4. If you answered “Yes” to Question 3, can you provide documentation of your successful completion of the return-to-duty process?  
   - Yes  
   - No

If you desire to provide any comments to supplement your answers to questions 1-4 above, please do so below:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
SKIATOOK ISD
RELEASE OF INFORMATION

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

________________________________
Signature of Applicant

****************************************************************************************************

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

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

DRUG TESTING PROGRAM
ALCOHOL TESTING PROGRAM

The driver did not participate in the alcohol testing program.
The driver did not participate in the drug testing program.
The alcohol program conforms to the testing requirements of 49 CFR Part 40.
__Yes ___No

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

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

Date the driver was last tested for controlled substances:
Date the driver was last tested for alcohol:

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

________________________________
Signature of Responsible Party

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SKIATOOK ISD
Reasonable Suspicion Report Form

Employee's Name: __________________________________________
Department: ______________________ Social Security Number ______________________

Date Behavior Observed: __________________________ (Month/Day/Year)

Time Observed: From_______am/pm to _______am/pm

Location where employee was observed: __________________________________________

Behavior Observed: (Check all items which apply)

Speech: Normal__ Incoherent____ Confused_____ Slurred__ Whispering____ Silent_______
Loud___ Rapid___ Cursing______

Balance: Normal____ Staggering____ Swaying_______ Falling________

Eyes: Normal____ reddened (bloodshot)____ Pupils Dilated____ Pupils Constricted ______

Walking and Turning: Normal____ Stumbling____

Arms raised for Balance_______ Reaching for Support_______

Lack of Coordination_________

Awareness: Normal____ Confused_____ Sleepy____ Paranoid ______

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

__________________________________________________________

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

__________________________________________________________

Supervisor __________________________ Date _________________________

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

1. Name of Donee: ____________________________________________
   A. Certified_______  B. Non-Certified_______

2. _____Initial Request   _____Supplemental Request
   (If supplemental, answer only 9 and 10)

3. Nature of illness, injury, impairment or physical or mental condition
   ____________________________________________

4. Identify person affected (i.e., employee, relative of employee, household member of employee): ____________________________________________

5. If affected person is a relative or household member of employee, identify relationship to employee (i.e., spouse, child, etc.): ____________________________________________

6. Total anticipated time employee will be unable to work:
   ____________________________________________

7. Medical certificate from a licensed physical or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition must be attached.

8. The employee's own sick leave was exhausted on ________________________________.

9. The employee's 20-day substitute-deduction will be/was exhausted on ____________________.

10. Date on which donated days would commence: ________________________________

11. Number of days requested (maximum of 30): ________________________________

Donee's Signature ________________________________ Date ________________________________

OR IF SUBMITTED BY ANOTHER EMPLOYEE:

I certify that the employee named in this request has given me permission to act on his/her behalf.

Employee's Signature ________________________________ Date ________________________________

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FOR OFFICE USE ONLY

Received on ________________________ by ______________________
Eligibility: ____________________  Approved on ____________________
Commencing on ________________  Denied ______________________

______________________________________________________________

Superintendent of Schools
SICK LEAVE DONATION

Recipient:_______________________________________________________________

   A. Certified_______   B. Non-Certified_______

Donor: ________________________________________________________________

Donor currently has ________________ total accumulated sick days.

Number of days to be donated: ________________________________

__________________________ Donor’s Signature

Date

FOR OFFICE USE ONLY

Date received: __________________________

_______ Accepted/assigned for period beginning ________________

and ending ________________________________.

_______ Not needed, returned to Donor.

Processed by ________________________________.
APPLICATION FOR FAMILY OR MEDICAL LEAVE

Name: ____________________________________________________________

Current address: __________________________________________________

Position: _________________________________________________________

School District or Worksite: _________________________________________

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:

1. Name of family member: _________________________________________

2. Relationship of family member to you: _____________________________

3. Describe care you will provide: _________________________________

_________________________________________________________________

_________________________________________________________________

Name and Mailing Address of Health Care Provider(s):

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________
MEDICAL CERTIFICATION

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 Skiatook 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 the School District.

Date

Employee's Signature

Approved by:

Employee's Immediate Supervisor

Superintendent of Skiatook School District
APPLICATION FOR FMLA INTERMITTENT LEAVE
OR LEAVE ON A REDUCED SCHEDULE

Name: ________________________________________________________________

Current Address: ______________________________________________________

Position: _____________________________________________________________

School District or Worksite: ____________________________________________

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 an individual other than the employee state:

Family member: ______________________________________________________

Relationship to employee: ____________________________________________

Name and address of Health Care Provider(s): _________________________________

____________________________________________________________________

____________________________________________________________________

If leave is requested in connection with the birth or placement of a child, please note that the leave is subject to the approval of the School District.
EMPLOYEE'S STATEMENT

I hereby authorize the Skiatook 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 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 Skiatook School District.

__________________________________________  __________________________________________
Date                                                  Employee's Signature

Approved by:

__________________________________________  __________________________________________
Employee's Immediate Supervisor                     Superintendent of Skiatook School District
CERTIFICATION OF HEALTH CARE PROVIDER
(FAMILY AND MEDICAL LEAVE ACT OF 1993)

1. Employee's Name: ____________________________________________

2. Patient's Name (if different from employee): _________________________

3. The attached sheet describes what is meant by a "serious health condition" under the Family and Medical Leave Act. Does the patient's condition qualify under any of the categories described? If so, please check the applicable category.

   (1)____ (2)____ (3)____ (4)____ (5)____ (6)____ or none of the above_______

4. Describe the medical facts which support your certification, including a brief statement as to how the medical facts meet the criteria of one of these categories:

   ___________________________________________________________________

   ___________________________________________________________________

   ___________________________________________________________________

5. a. State the approximate date the condition commenced, and the probable duration of the condition (and also the probable duration of the patient's present incapacity if different):

   ___________________________________________________________________

   ___________________________________________________________________

   ___________________________________________________________________

   b. Will it be necessary for the employee to take work only intermittently or to work on a less than full schedule as a result of the condition (including for treatment described in Item 6 below)? ______

      If yes, give the probable duration: ______________________________________

   c. If the condition is a chronic condition (condition #4) or pregnancy, state whether the patient is presently incapacitated and the likely duration and frequency of episodes of incapacity:

      ___________________________________________________________________

6. a. If additional treatments will be required for the condition, provide an estimate of the probable number of such treatments. _________________________________

      1/ Here and elsewhere on this form, the information sought relates only to the condition for which the employee is taking FMLA leave.

      2/ "Incapacity," for purposes of FMLA, is defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery there from.
If the patient will be absent from work or other daily activities because of treatment on an intermittent or part-time basis, also provide an estimate of the probable number and interval between such treatments, actual or estimated dates of treatment if known, and period required for recovery if any: ________________________________

______________________________

b. If any of these treatments will be provided by another provider of health services (e.g., physical therapist), please state the nature of the treatments. ________________________________

______________________________

c. If a regimen of continuing treatment by the patient is required under your supervision, provide a general description of such regimen (e.g., prescription drugs, physical therapy requiring special equipment): ________________________________

______________________________

7. a. If medical leave is required for the employee's absence from work because of the employee's own condition (including absences due to pregnancy or a chronic condition), is the employee unable to perform work of any kind? _____

b. If able to perform some work, is the employee unable to perform one or more of the essential functions of the employee's job (attached is information about the essential job functions)? _____ if yes, please list the essential functions the employee is unable to perform:

______________________________

c. If neither a. nor b. applies, is it necessary for the employee to be absent from work for treatment? _____

8. a. If leave is required to care for a family member of the employee with a serious health condition, does the patient require assistance for basic medical or personal needs or safety, or for transportation? _____

b. If no, would the employee's presence to provide psychological comfort be beneficial to the patient or assist in the patient's recovery? _____

c. If the patient will need care only intermittently or on a part-time basis, please indicate the probable duration of this need: ________________________________

______________________________

(Signature of Health Care Provider)  (Type of Practice)

______________________________

(Address)  (Telephone Number)

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To be completed by the employee needing family leave to care for a family member:

State the care you will provide and an estimate of the period during which care will be provided, including a schedule if leave is to be taken intermittently or if it will be necessary for you to work less than a full schedule:

(Employee Signature)  (Date)

A "Serious Health Condition" means an illness, injury, impairment, or physical or mental condition that involves one of the following:

1. **Hospital Care**

   **Inpatient care** (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity\(^2\) or subsequent treatment in connection with or consequent to such inpatient care.

2. **Absence plus Treatment**

   (a) A period of incapacity\(^2\) of **more than three consecutive calendar days** (including any subsequent treatment or period of incapacity\(^2\) relating to the same condition), that also involves:

      (1) **Treatment\(^3\) two or more times** by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or

      (2) **Treatment** by a health care provider on **at least one occasion** which results in a **regimen of continuing treatment\(^4\)** under the supervision of the health care provider.

3. **Pregnancy**

---

\(^2\) Treatment includes examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.

\(^3\) A regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.
Any period of incapacity due to pregnancy, or for prenatal care

4. Chronic Conditions Requiring Treatments

A chronic condition which:

(1) requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;

(2) Continues over an extended period of time (including recurring episodes of a single underlying condition); and

(3) May cause episodic rather than a continuing period of incapacity\(\text{2/}\) (e.g., asthma, diabetes, epilepsy, etc.).

5. Permanent/Long-term Conditions Requiring Supervision

A period of incapacity\(\text{2/}\) which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

6. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity\(\text{2/}\) of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).
EMPLOYER RESPONSE TO EMPLOYEE
REQUEST FOR FAMILY OR MEDICAL LEAVE
(FAMILY AND MEDICAL LEAVE ACT OF 1993)

(Date)

TO: ____________________________________________
(Employee’s Name)

FROM: __________________________________________
(Name of appropriate employer representative)

SUBJECT: Request for Family/Medical Leave

On ___________, you notified us of your need to take family/medical leave due to:

(Date)

☐ The birth of your child, or the placement of a child with you for adoption or foster care; or

☐ A serious health condition that makes you unable to perform the essential functions of your job; or

☐ A serious health condition affecting your spouse, child, parent, for which you are needed to provide care.

You notified us that you need this leave beginning on ______________________ and that you need leave to continue until, on or about ______________________.

(Date)

(Date)

Except as explained below, you have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period for the reasons listed above. Also, your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work and you must be reinstated to the same or an equivalent job with the same pay, benefits and terms and conditions of employment on your return from leave. If you do not return to work following FMLA leave for a reason other than: (1) the continuation, recurrence, or onset of a serious health condition which would entitle you FMLA leave; or (2) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave.

This is to inform you that (check appropriate boxes, explain where indicated):

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1. You are **eligible** not eligible for leave under the FMLA.

2. The requested leave **will not** be counted against your annual FMLA leave entitlement.

3. You **will not** be required to furnish medical certification of a serious health condition. If required, you must furnish certification by ________________ (insert date) (must be at least 15 days after you are notified of this requirement) or we may delay the commencement of your leave until the certification is submitted.

4. You may elect to substitute accrued paid leave for unpaid FMLA leave. We **will not** require that you substitute accrued paid leave for unpaid FMLA leave. If paid leave will be used the following conditions will apply: (Explain)

5(a). If you normally pay a portion of the premiums for your health insurance, these payments will continue during the period of FMLA leave. Arrangements for payment have been discussed with you and it is agreed that you will make premium payments as follows: (Set forth dates, e.g., the 10th of each month, or pay periods, etc. that specifically cover the agreement with the employee)

5(b). You have a minimum 30-day (or, indicate longer period, if applicable) grace period in which to make premium payments. If payment is not made timely, your group health insurance may be canceled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work. We **will not** pay your share of health insurance premiums while you are on leave.

5(c). We **will not** do the same with other benefits (e.g., life insurance, disability insurance, etc.) while you are on FMLA leave. If we do pay your premiums for other benefits, when you return from leave you **will not** be expected to reimburse us for the payments made on your behalf.
6. You **will not** be required to present a fitness-for-duty certificate prior to being restored to employment. If such certification is required but not received, your return to work may be delayed until the certification is provided.

7(a). You **are not** a “key employee” as described in § 825.218 of the FMLA regulations. If you are a “key employee,” restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us.

7(b). We **have not** determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic hardship to us. *(Explain (a) and/or (b) below. See § 825.219 of the FMLA regulations.)*

8. While on leave, you **will not** be required to furnish us with periodic reports every ________ (indicate interval of periodic reports, as appropriate for the particular leave situation of your status and intent to return to work (see § 825.309 of the FMLA regulations). If the circumstances of your leave change and you are able to return to work earlier than the date indicated on the reverse side of this form, you **will not** be required to notify us at least two work days prior to the date you intend to report for work.

9. You **will not** be required to furnish recertification related to a serious health condition. *(Explain below, if necessary, including the interval between certifications as prescribed in § 825.308 of the FMLA regulations.)*
NOTICE OF INTENTION TO RETURN FROM LEAVE

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 or employment benefits during my period of leave.

__________________________________  ____________________________
Date                                                 Employee's Signature

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.

__________________________________  ____________________________
Date                                                 Health Care Provider
REQUEST FOR EXTENDED LEAVE OF ABSENCE

Name: __________________________________________

Position: _______________________________________

Assigned School: _________________________________

Reason for Requested Leave: (attach any supporting documents)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I hereby request an extended leave of absence from the Skiatook School District. I request that my leave commence on ___________ and terminate on ____________________. (Leaves may not extend beyond June 30 of the school year in which such leave is granted.)

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 Skiatook 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 Skiatook 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.

_________________________________________   ________________________________
Date                                               Signature
This Authorization and Release is executed under penalty of perjury on the __ day of ______________, 20__, by ________________________, an applicant for employment ("Applicant") with the Skiatook School District.

Applicant understands that the Skiatook School District's receipt of a clear national felony record search 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, fingerprints, if applicable, social security number and any other lawful means of obtaining such results. 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:

HAVE YOU EVER:

**YES** NO

Entered a plea of guilty or no contendere to a state (any state) or federal felony charge? (This question includes criminal cases involving a "deferred sentence," "deferred judgment" and any "expunge of the records.")

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Been convicted of a state (any state) or federal felony offense?

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Been charged with a state (any state) or federal felony offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or no contendere? (This question includes criminal cases involving a "deferred sentence," "deferred judgment" and any "expunge of the records.")

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Entered a plea of guilty or no contendere to, or been convicted of, a state (any state) or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity? (This question includes criminal cases involving a "deferred sentence," "deferred judgment" and any "expunge of the records.")

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Entered into a deferred prosecution agreement with a state (any state) or federal prosecutor?

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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 OTHERWISE BY THE SUPERINTENDENT OF SCHOOLS. Furthermore, Applicant understands that if the felony record search reveals a prior felony offense conviction or if Applicant provides a false response to one or more of the above questions, then Applicant will be denied employment. If Applicant is employed prior to receipt of the search results then (1) Applicant is deemed to have resigned Applicant's temporary employment with the School District, effective upon acceptance by the Board of Education; (2) the Board of Education may accept Applicant's resignation at any time within thirty (30) days after the date the School District was notified of either the unsatisfactory search results or the false response, whichever is later; and (3) Applicant waives Applicant's right to any and all due process procedures to which Applicant might otherwise be entitled under federal and state law and School District policies and procedures. APPLICANT UNDERSTANDS AND AGREES THAT IF HIRED BY SCHOOL DISTRICT, THEN APPLICANT IS SUBJECT TO A FELONY RECORD SEARCH AT ANY TIME DURING HIS/HER EMPLOYMENT WITH THE SCHOOL DISTRICT AND THIS AUTHORIZATION AND RELEASE SHALL REMAIN IN FULL FORCE AND EFFECT THROUGHOUT APPLICANT'S EMPLOYMENT WITH THE SCHOOL DISTRICT.

__________________________________________
"Applicant"

 VERIFICATION

STATE OF OKLAHOMA )
) ss.
COUNTY OF ____________ )

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

__________________________________________
"Applicant"

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

__________________________________________
Notary Public

My Commission Number is: My Commission Expires:  
(SEAL)
[FOR CURRENT EMPLOYEES]  
AUTHORIZATION AND RELEASE

This Authorization and Release is executed under penalty of perjury on the ___ day of _____________, 20___, by ____________________, an employee ("Employee") with the Skiatook School District.

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

Employee acknowledges that he/she has been furnished and understands all of the requirements of 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:

HAVE YOU EVER:

Entered a plea of guilty or no contendere to a state (any state) or federal felony charge? (This question includes criminal cases involving a “deferred sentence,” “deferred judgment” and any “expunge of the records.”)  

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Been convicted of a state (any state) or federal felony offense?

|     |    |

Been charged with a state (any state) or federal felony offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or no contendere? (This question includes criminal cases involving a “deferred sentence,” “deferred judgment” and any “expunge of the records.”)

|     |    |

Entered a plea of guilty or no contendere to, or been convicted of, a state (any state) or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity? (This question includes criminal cases involving a “deferred sentence,” “deferred judgment” and any “expunge of the records.”)

|     |    |

Entered into a deferred prosecution agreement with a state (any state) or federal prosecutor?

|     |    |

Employee understands that if the felony record search reveals a prior felony offense conviction or if Employee has provided a false response to one or more of the above questions, then Employee’s employment by 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 may accept Employee’s resignation at any time within thirty (30) days after the date the Skiatook School District was notified of either the unsatisfactory search results or the false response, whichever is later.

"Employee"

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VERIFICATION

STATE OF OKLAHOMA  )
COUNTY OF __________  ) ss.
 ) ss.

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

________________________
"Employee"

SUBSCRIBED AND SWORN to before me this ___ day of ____________, ____.

________________________
Notary Public

My Commission Number is: ______________

My Commission Expires: ______________

(SEAL)
SKIATOOK SCHOOL DISTRICT
20__ - 20__ FISCAL YEAR
EMPLOYEE INFORMATION WORKSHEET
FOR ADMINISTRATORS AND TEACHERS OF THE DISTRICT

I. Employee Information

a) Employee Name: ______________________________________

b) Degree(s) Held: ______________________________________

c) Years for Teaching Credit: ______________________________

d) Step Placement: ______________________________

II. Salary Information

a) Pay based on minimum salary schedule: $_____________

b) District salary supplement (if any): $_____________

c) Extra-duty salary* (if any) (itemized):

   Duty: ______ $__________
   ______ $__________
   ______ $__________
   ______ $__________

   Total $_____________

d) Other Salary (if any) $_____________

e) Total Salary*: $_____________

f) Dollar amount of salary paid in cash: $_____________

g) Dollar amount of salary paid in fringe benefits:
   [See OKLA. STAT. tit. 70, § 18-114.7(A) (2001)]
   Retirement (Employee’s Portion Only) $_____________

*Amount paid for extra-duty is subject to termination as allowed by law or the terms of the extra duty contract.

III. Benefits Information

a) State-paid flexible benefit allowance amount: $_____________

b) District-paid retirement
   [Employee’s portion not included in II (g) above.] $_____________

c) District-paid health insurance $_____________

d) Other District-paid benefits
   [Excluding amount in II (g) above.]
   Life Ins.: $_______
   Dental Ins.: $_______
   Disability Ins.: $_______
   Salary Protection Ins.: $_______
   Vision Ins.: $_______
   Cancer Ins.: $_______
   Health Supp. Ins.: $_______
   Other: $_______

   Total $_____________
e) **Other Benefits**  
[Excluding amounts in II above.]

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**Total** $_________________

f) **Total District-paid Benefits**  
[Includes only amounts in III (a) to (e) above.] $______________

Date prepared: 

Prepared or approved by: 


Certified Mail, Restricted Delivery,
Return Receipt Requested;
And by Hand Delivery

Mr. _________________________
[Address]

Re: Notice of Hearing on Superintendent's Recommendation for Your Non-reemployment

Dear Mr. ________________:

This letter will notify you that the Board of Education has received a recommendation from the Superintendent of Schools for your non-reemployment as a teacher in this School District. Enclosed with this letter is a copy of the Superintendent's recommendation which sets out the cause on which the recommendation is based and specifies the underlying facts supporting the recommendation.

This is to further notify you that on the _____ day of ________________, 20___, at ___ p.m., the Board of Education will hold a hearing at ________________, Skiatook, Oklahoma, at which time the Board will consider and determine whether to accept the recommendation of the Superintendent that you be non-reemployed from your teaching position based on the cause or causes and the underlying facts specified in the Superintendent's recommendation, as follows:

[Insert statutory cause or causes and underlying facts]

You have the right to appear before the Board at the hearing. The school administration will explain and present evidence regarding the charges against you. You are entitled to be represented by legal or other counsel, to ask questions of the witnesses presented by the administration, to present witnesses on your behalf and to present any relevant evidence or statement which you desire to offer.

If the Board of Education determines the preponderance of the evidence supports the Superintendent's recommendation and warrants your non-reemployment, then the Board of Education can vote to non-reemploy you.

This notice is sent at the direction of the Board of Education.

If you have any questions concerning the procedures to be followed at the hearing, please feel free to contact the Superintendent.

Yours very truly,

Clerk of the Board of Education
Certified Mail, Restricted Delivery,  
Return Receipt Requested;  
And by Hand Delivery

Mr. /Ms. ____________:
[Address]

Re: Notice of Hearing on Superintendent’s Recommendation for Your Non-reemployment

Dear Mr. ________:

This letter will notify you that the Board of Education has received a recommendation from the Superintendent of Schools for your non-reemployment as a teacher in this School District. Enclosed with this letter is a copy of the Superintendent's recommendation which sets out the cause on which the recommendation is based and specifies the underlying facts supporting the recommendation.

This is to further notify you that on the _____ day of _________________, 20__, at ______ p.m., the Board of Education will hold a hearing at _________, Skiatook, Oklahoma, at which time the Board will consider and determine whether to accept the recommendation of the Superintendent that you be non-reemployed from your teaching position based on the cause or causes and the underlying facts specified in the Superintendent's recommendation, as follows:

[Insert cause or causes which need not be statutory cause and the underlying facts]

You have the right to appear before the Board at the hearing. The school administration will explain and present evidence regarding the charges against you. You are entitled to be represented by legal or other counsel, to ask questions of the witnesses presented by the administration, to present witnesses on your behalf and to present any relevant evidence or statement which you desire to offer.

If the Board of Education determines the preponderance of the evidence supports the Superintendent's recommendation and warrants your non-reemployment, then the Board of Education can vote to non-reemploy you.

This notice is sent at the direction of the Board of Education.

If you have any questions concerning the procedures to be followed at the hearing, please feel free to contact the Superintendent.

Yours very truly,

Clerk of the Board of Education
Re: Notice of Hearing on Recommendation for Non-reemployment due to Potential Reduction in Force

Dear __________________:

This is to notify you that on the ____ day of __________, 20___, at ___ p.m., the Board of Education will hold a hearing at [address], at which time the Board will consider and determine whether to accept the superintendent’s recommendation that your position be eliminated and that your contract not be renewed for the _____ - _____ school year due to a reduction in force.

Enclosed with this letter is a copy of the superintendent’s recommendation which sets out the cause or causes and underlying facts on which the recommendation is based and which is incorporated herein by reference.

You have the right to appear before the Board at the hearing and present your 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 teaching contract for the _____ - _____ school year should be renewed. You will be given an 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 the superintendent of schools.

Very truly yours,

Clerk of the Board of Education

Enclosure

[TO BE PERSONALLY DELIVERED TO TEACHER AND TO BE MAILED BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED, ADDRESSEE ONLY]
[To be used for Reduction in Force of Certified Personnel]

[DATE]

[NAME OF TEACHER]
[ADDRESS OF TEACHER]

Re: Notice that Non-reemployment [Dismissal] Due to Reduction in Force has been approved by the Board of Education.

Dear [Mr. or Ms.] ___________________________

On the a_____ day of __________, 20___, the Board of Education of the Skiatook School District voted to eliminate your employment position and to [not renew] [dismiss you from] your contract for the _____ - _____ school year because of a reduction in force.

The basis for the Board's decision is:

________________________________________________________________________

The decision of 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

[TO BE PERSONALLY DELIVERED TO TEACHER AND TO BE MAILED BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED, ADDRESSEE ONLY]

[IF A PROBATIONARY TEACHER IS DISMISSED UNDER THIS POLICY RATHER THAN NONREEMPLOYED THEN THE LANGUAGE OF THIS LETTER NEEDS TO BE REVISED TO REFLECT A DISMISSAL]
NOTICE TO SUPPORT EMPLOYEE OF
SUSPENSION WITHOUT PAY, DEMOTION OR TERMINATION

TO:

On the ____ day of ________________, 20_____, an initial hearing was held concerning your employment status. This will notify you of: [Mark the Applicable Item]

____A. Suspension without Pay as a Disciplinary Measure.

You have been suspended from your employment without pay and other benefits as a disciplinary measure from ________________, 20_____, to ________________, 20_____.

____B. Demotion Action.

You have been demoted from ________________________ to ________________________, with appropriate reduction in pay and other benefits, effective ________________, 20_____.

____C. Termination Action.

You have been terminated, effective as of ________________, 20_____.

The above action has been taken for the following cause or causes:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
You are entitled by law to a hearing before the Board of Education on this action. If you desire to exercise this right, you must notify the Board of Education in writing within ten (10) working days of the postmark on the envelope in which this notice is sent. FAILURE TO REQUEST A HEARING WITHIN THE ABOVE TIME WILL RESULT IN THE LOSS OF YOUR RIGHT TO A HEARING. ENCLOSED FOR YOUR CONVENIENCE IS A HEARING REQUEST FORM. IF YOU DESIRE A HEARING ON THE ABOVE ACTION, THE ENCLOSED HEARING REQUEST FORM SHOULD BE DELIVERED TO THE CLERK OF THE BOARD OF EDUCATION AT THE SKIATOOK SCHOOL DISTRICT, OR MAILED BY CERTIFIED MAIL TO THE SAME PERSON AT THE SKIATOOK SCHOOL DISTRICT, 355 SOUTH OSAGE STREET, SKIATOOK, OKLAHOMA 74701.

If you request a hearing you will be notified in writing of the date, time and place of the hearing. The hearing will be conducted at the next, or next succeeding, regularly scheduled meeting of the Board of Education if the hearing request is received at least 10 days prior to the next, or the next succeeding regularly scheduled Board of Education meeting. However, you have the right to request a special board meeting to conduct the hearing, which special meeting will be held no earlier than 10 days no later than 30 days after receipt of your hearing request.

You have the following hearing rights: the right to be present in person; the right to be represented by counsel of your choice; the right to present evidence and witnesses on your behalf; and the right to confront and cross-examine witnesses on behalf of the School District administration. The Board of Education at the hearing may affirm, modify or reverse the above action and may increase or decrease the severity of the above action. The decision of the Board of Education will be final.

Yours very truly,

Superintendent of Skiatoook School District

Enclosure: Hearing Request Form
[DATE]

[NAME OF EMPLOYEE]
[ADDRESS]

Re: Notice to Support Employee of Proposed Non-reemployment

Dear Mr./Ms.________________________:

This is to advise you that the Board of Education intends to consider and act on whether you should not be reemployed with the Skiatook School District for the ____________ fiscal year. The cause for your possible non-reemployment is as follows:

You are entitled by law to a hearing before the Board of Education on this proposed action. If you desire to exercise this right, you must notify the Board of Education in writing within ten (10) working days of the postmark on the envelope in which this notice is sent. FAILURE TO REQUEST A HEARING WITHIN THE ABOVE TIME WILL RESULT IN THE LOSS OF YOUR RIGHT TO A HEARING. ENCLOSED FOR YOUR CONVENIENCE IS A HEARING REQUEST FORM. IF YOU DESIRE A HEARING ON THE ABOVE PROPOSED ACTION, THE ENCLOSED HEARING REQUEST FORM SHOULD BE DELIVERED TO THE CLERK OF THE BOARD OF EDUCATION AT THE SKIATOOK SCHOOL DISTRICT, SKIATOOK, OKLAHOMA, OR MAILED BY CERTIFIED MAIL TO THE SAME PERSON AT THE SKIATOOK SCHOOL DISTRICT, 355 SOUTH OSAGE STREET, SKIATOOK, OKLAHOMA 74701.

If you request a hearing you will be notified in writing of the date, time and place of the hearing. The hearing will be conducted at the next, or next succeeding, regularly scheduled meeting of the Board of Education if the hearing request is received at least 10 days prior to the next, or the next succeeding regularly scheduled Board of Education meeting or at a special meeting called by the Board, at the Board's discretion. However, you have the right to request a special board meeting to conduct the hearing, which special meeting will be held no earlier than 10 days no later than 30 days after receipt of your hearing request.
You have the following hearing rights: the right to be present in person; the right to be represented by counsel of your choice; the right to present evidence and witnesses on your behalf; and the right to confront and cross-examine witnesses on behalf of the School District administration. At the conclusion of the hearing the Board of Education will vote to reemploy or non-reemploy you for the ensuing fiscal year. The decision of the Board of Education is final and non-appealable.

Yours very truly,

Superintendent of Skiatook School District

Enclosure: Hearing Request Form

[TO BE SENT BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED, RESTRICTED DELIVERY]
HEARING REQUEST FORM

TO: Clerk of Board of Education

I hereby request a hearing before the Board of Education on the ___ suspension without pay as a disciplinary measure ___ demotion ___ termination action ___ proposed non-reemployment concerning my employment. I acknowledge receipt of the Notice dated ________, 20__, concerning such action. I understand that the hearing will be conducted at the next, or next succeeding, regularly scheduled meeting of the Board of Education if the hearing request is received at least 10 days prior to the next, or the next succeeding regularly scheduled meeting of the Board, or at a special meeting of the Board, at the Board's discretion, unless I check the item below requesting a special meeting of the Board of Education.

I request a special meeting of the Board of Education, to be held no earlier than 10 days no later than 30 days after receipt of this hearing request.

----------------------------------------------------------  ------------------------------------------
Support Employee                                      Date
EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I received the following policies:

- Policy Regarding Multiple Employment Assignments; and
- Compensatory Time for Overtime Policy

I further acknowledge that I have an obligation to read these policies, and that any questions I may have regarding these policies must be addressed to an appropriate administrator of the School District. I agree that I must understand these policies and I agree to comply with these policies.

Employee Signature ________________________________ Date ________________________________

*The supervisor’s signature below verifies that the above named support employee was furnished with the District’s FLSA policies.*

Supervisor’s Signature ________________________________ Date ________________________________
COMPENSATORY TIME OFF AGREEMENT

In accordance with the Fair Labor Standards Act, the Skiatook School District has a policy of granting employees compensatory time off in lieu of compensation for hours worked in excess of 40 hours a week. A copy of this policy has been provided to me. I understand that the compensatory time will be granted at time and one-half for all hours worked in excess of 40 hours per week. I further understand that the compensatory time may be limited, preserved, used or cashed out consistent with the provisions of that policy and applicable law and regulations of the U.S. Department of Labor.

I voluntarily and knowingly agree to this provision of time off as compensation for overtime work as a condition of my employment and consent to the use of compensatory time in accordance with the policy. I further understand that in the event any portion of the policy is interpreted to conflict with the FLSA or its regulations that the conflicting portion shall be struck and the remainder of the policy shall continue in full force and effect.

__________________________________
Employee Signature

__________________________________
Date

__________________________________
Supervisor Signature

__________________________________
Date
BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

Facility Name: Skiatook Public Schools

Date of Preparation: May 1, 2009

In accordance with the OSHA Blood borne Pathogens Standard, 1910-1030, the following exposure control plan has been developed:

A. Purpose
   The purpose of this exposure control plan is to:

   1. Eliminate or minimize employee occupational exposure to blood or certain other body fluids;
   2. Comply with the OSHA Blood borne Pathogens Standard, 1910.'1030.

B. Exposure Determination

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. At this facility the following job classifications are in this category:

1. School Nurses who provide first-aid to the sick and injured students and staff members.

2. School building secretaries who provide first-aid when the nurse is not in the building, Custodians who clean up blood and body fluid spills on the school premises.

3. Special Education personnel who care for the high-risk students, i.e. those students who drool, bite, or are incontinent of stool or urine. This list includes the Occupational Therapist, the Speech Therapist and the aides to the high-risk students.

4. The head athletic coach who is assigned to administer first-aid to an injured athlete in each of these areas: swimming pool supervisor, MS and HS head wrestling coach, MS and HS head boys and girls basketball coach, MS and HS head volleyball coach, MS and HS head football coach, MS and HS head track coach.

In addition, OSHA requires a listing of job classifications in which some employee, may have occupational exposure. Since not all the employees in these categories would be expected to incur exposure to blood or other potentially infectious' materials, task or procedures that would cause these employees to have occupational exposure are also required to be listed in order to clearly understand which employee in these categories are considered to have occupational exposure. The job classifications and associated tasks for these categories are as follows:
1. Bus Drivers who may have to clean up blood and body fluid spills if such should happen when they are transporting students.

2. Vocational Agriculture teachers who may come in contact with blood if a student is injured in the shop area.

3. Industrial Arts teachers who may come in contact with blood if a student is injured in the shop area.

4. Physical Education teachers who may come in contact with blood or body fluid spills if a student is injured during PE.

C. Implementation Schedule and Methodology

OSHA also requires that this plan include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirements.

1. Compliance Methods

Universal precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. AR blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. At this facility the following engineering controls will be utilized: sharps containers, gloves, red bags for biohazard waste, and covered waste baskets, paper towels, and cleansing towelettes, biohazard traveling kits for buses, playground monitors and athletic department. Mini biohazard kits in each classroom.

The above controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows: (Per Semester, August – January)

- By bus drivers for bus kits;
- By athletic department head coaches for athletic kits; weekly by nurses in nurse/sick room supplies;
- By custodians over their supplies;
- By classroom teachers for classroom kits.

Hand washing facilities shall be made available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. (If hand-washing facilities are not feasible, Will provide either an antiseptic
cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. If these alternatives are used then the hands are to be washed with soap and running water as soon as feasible.)

School Nurses shall ensure that if employees incur exposure to a potential Bio Hazard to their skin or mucous membranes then those areas shall be washed or flushed with water as soon as feasible following contact.

2. Containers for REUSABLE Sharps

Contaminated sharps that are reusable are to be placed immediately, or as soon as possible, after use into appropriate sharps containers. At this facility the sharps containers are puncture resistant, labeled with a biohazard label and are leak proof.

3. Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present.

All procedures will be conducted in a manner which will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials.

4. Contaminated Equipment

The school nurse is responsible for ensuring that equipment which has become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary unless the decontamination of the equipment is not feasible. Equipment not decontaminated shall be tagged/labeled.

Personal Protective Equipment PPE Provision

School Nurses / Administration is responsible for ensuring that the following provisions are met:

All personal protective equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it
does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time, which the protective equipment will be used.

CPR face shields will be provided in the nurse's offices and the athletic medical kits. Situations at this facility which would require its usage would be when a student's heart and breathing have stopped.

**PPE Use**

*School Nurses / Administration* shall ensure that the employee uses appropriate PPE unless the supervisor shows that employee temporarily and briefly declined to use PPE when under rare and extraordinary circumstances, it was the employee's professional judgment that in the specific instances its use would have prevented the delivery of healthcare or posed an increased hazard to the safety of the worker or co-worker. When the employee makes this judgment, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.

**PPE Accessibility**

*Skiatook Public Schools* shall ensure that appropriate PPE in the appropriate sizes are readily accessible at the work site or is issued *without cost* to employees. All gloves will or shall be latex free.

**Gloves**

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes and when handling or touching contaminated items or surfaces.

Disposable gloves used at this facility are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

**7. Housekeeping**

This facility will be cleaned and decontaminated according to the following schedule:

<table>
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<tr>
<th>AREA</th>
<th>Schedule</th>
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<tbody>
<tr>
<td>All bathrooms</td>
<td>daily</td>
</tr>
<tr>
<td>Bathrooms/Hallway</td>
<td>daily</td>
</tr>
</tbody>
</table>

All areas will be cleaned as quickly as is feasible after any blood or body fluid spill by the
All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill or blood or other potentially infectious materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning.

All bins, pails, cans, and similar receptacles shall be inspected and decontaminated on a regularly scheduled basis: daily as needed by Custodians.

**Regulated Waste Disposal Disposable Sharps**

Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are closeable, puncture resistant, leak proof on sides and bottom and labeled or color-coded.

During use, containers for contaminated sharps shall be easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found (e.g., laundries).

The containers shall be maintained upright throughout use and replacement routinely and not be allowed to overfill.

When moving containers of contaminated sharps from the area of use, the containers shall be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

The container shall be placed in a secondary container if leakage of the primary container is possible. The second container shall be closeable, constructed to contain all contents and prevent leakage during handling, storage and transport, or shipping. The second container shall be labeled or color-coded to identify its contents.

Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner which would expose employees to the risk of percutaneous injury.

**Hepatitis B Vaccine and Post-Exposure Evaluation/Follow-UP General**

Skiatook Public Schools shall make available the Hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and post exposure follow-up to employees who have had an exposure incident.

Skiatook Public Schools shall ensure that all medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post exposure follow-up, including prophylaxis are:

a. Made available at no cost to the employee;

b. Make available to the employee at a reasonable time and place;

c. Performed by or under the supervision of a licensed physician or by or under the
supervision of another licensed healthcare professional; and

d. Provided according to the recommendations of the U.S. Public Health Service.

All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

**Hepatitis B Vaccination**

School Nurses are in charge of the Hepatitis 13 vaccination program.

Hepatitis B vaccination shall be made available after the employee has received the training in occupational exposure (see information and training) and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

Participation in a pre-screening program shall not be a prerequisite for receiving Hepatitis B vaccination.

If the employee initially declines Hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, the vaccination shall then be made available.

All employees who decline the Hepatitis B vaccination offered shall sign the OSHA required waiver indicating their refusal.

If a routine booster dose of Hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster doses shall be made available.

**Post Exposure Evaluation and Follow-Up**

All exposure incidents shall be reported, investigated, and documented. When the employee incurs an exposure incident, it shall be reported to the school nurse.

Following a report of an exposure incident, the exposed employee shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

a. Documentation of the route of exposure, and the circumstances under which the exposure incident occurred;

b. Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by state or local law.
All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard. All post exposure follow-up will be performed by the employee's personal physician.

**Information Provided To the Healthcare Professional**

_Skiatook Public Schools_ shall ensure that the healthcare professional responsible for the employee's Hepatitis B vaccination is provided with the following:

- a. A written description of the exposed employee's duties as they relate to the exposure incident;
- b. Written documentation of the route of exposure and circumstances under which exposure occurred;
- c. All medical records relevant to the appropriate treatment of the employee including vaccination status.

**Healthcare Professional's Written Opinion**

The School Nurse shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

The healthcare professionals written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for an employee, and if the employee has received such vaccination.

The healthcare professional's written opinion for post exposure follow-up shall be limited to the following information:

- a. A statement that the employee has been informed of the results of the evaluation; and
- b. A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

Note: All other findings or diagnosis shall remain confidential and shall not be included in the written report.
**Labels and Signs**

Skiatook Public Schools shall ensure that biohazard labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious materials, and other containers used to store, transport or ship blood or other potentially infectious materials.

The universal biohazard symbol shall be used. The label shall be fluorescent orange or orange-red.

Red bags or containers may be substituted for labels. However, regulated wastes must be handled in accordance with the rules and regulations of the organization having jurisdiction.

**Information and Training**

School Nurses shall ensure that training is provided at the time of initial assignment to tasks where occupational exposure may occur, and that it shall be repeated within twelve months of the previous training. Training shall be tailored to the education and language level of the employee, and offered during the normal work shift. The training will be interactive and cover the following:

a. A copy of the standard and an explanation of its contents;

b. A discussion of the epidemiology and symptoms of blood borne diseases:

c. An explanation of the modes of transmission of blood borne pathogens;


e. Recognition of tasks that may involve exposure.

f. An explanation of the use and limitations of methods to reduce exposure, for example engineering controls, work practices and personal protective equipment (PPE)

g. Information on the types, use, location, removal, handling, decontamination, and disposal of PPEs.

h. An explanation of the basis of selection of PPEs.
i. Information on the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge.

j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.

k. An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up.

l. Information on the evaluation and follow-up required after an employee exposure incident.

m. An explanation of the signs, labels and color-coding systems. The person conducting the training shall be knowledgeable in the subject matter.

Employees who have received training on bloodborne pathogens in the twelve months preceding the effective date of this policy shall only receive training in provisions of the policy that were not covered.

Additional training shall be provided to employees when there are any changes of tasks or procedures affecting the employee’s occupational exposure.

**Recordkeeping / Medical Records**

School Nurses are responsible for maintaining medical records as indicated below. These records will be kept at individual site’s nurses stations.

Medical records shall be maintained in accordance with OSHA Standard. These records shall be kept confidential, and must be maintained for at least the duration of employment. The records shall include the following:

a. The name and social security number of the employee

b. A copy of the employee's HBV vaccination status, including the dates of vaccination.

c. A copy of all results of examinations medical testing, and follow-up procedures.
d. A copy of the information provided to the healthcare professional, including a description of the employee’s duties as they relate to the exposure incident, and documentation of the routes of exposure and circumstances of the exposure.

**Training Records**

School Nurses are responsible for maintaining the following training records. These records will be kept at the school nurse’s station.

Training records shall be maintained for three years from the date of training. The following information shall be documented:

a. The dates of the training sessions;

b. An outline describing the material presented;

c. The names and qualifications of persons conducting the training;

d. The names and job titles of all persons attending the training sessions

**Availability**

All employee records shall be made available to the employee.

All employee records shall be made available to the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Director of the National Institute for Occupational Safety and Health upon request.

**Evaluation and Review**

School Nurses are responsible for annually reviewing this program, and its effectiveness, and for updating this program as needed.

**Dates**

All provisions required by this standard will be implemented by July 1, 2009.

**APPENDIX**

A. TRAINING RECORD TRAINING INFORMATION

B. HBV EMPLOYEE VACCINATION STATEMENT
C. EXPOSURE INCIDENT PROCEDURE EXPOSURE INCIDENT CHECKLIST CLEAN UP PROCEDURE
D. INCIDENT REPORT
E. WCD-1
F. WCD-2
G. HEALTHCARE PROFESSIONAL’S WRITTEN OPINION
H. INFORMED REFUSAL OR POST-EXPOSURE MEDICAL EVALUATION
I. OSHA STANDARD

TRAINING RECORD

1. Date of training session ________________________________

2. Names and qualifications of those doing the training: ________________________________

3. Names and job descriptions of those attending training session:
<table>
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**TRAINING INFORMATION**

a. A copy of the standard and an explanation of its contents;

b. A discussion of the epidemiology and symptoms of bloodborne diseases;
c. An explanation of the modes of transmission of bloodborne pathogens;


e. The recognition of tasks that may involve exposure.

f. An explanation of the use and limitations of methods to reduce exposure, for example engineering controls, work practices and personal protective equipment (PPE).

g. Information on the types, use, location, removal, handling, decontamination, and disposal of PPEs.

h. An explanation of the basis of selection of PPEs.

i. Information on the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge.

j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.

k. An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up.

l. Information on the evaluation and follow-up required after an employee exposure incident.

m. An explanation of the signs, labels, and color-coding systems.
HEPATITIS B

EMPLOYEE DECLINATION STATEMENT

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B Virus (HBV) infection.

I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no cost to myself. However, I decline Hepatitis B vaccine at this time.

I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease.

If, in the future I continue to have occupational exposure to blood or other potentially infectious materials, and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

________________________
Signature

________________________
Date
EXPOSURE INCIDENT PROCEDURE

1. Perform immediate First Aid procedures (such as thorough washing of skin or flushing of mucous membranes, or encouraging bleeding from puncture wounds).

2. If possible, identify source or keep syringe/needle for possible testing. Make every effort to obtain a blood sample from the source, individual. If the source patient will agree, draw blood and submit specimens to the State Lab for Hepatitis B antigen and HIV Status. Test results should be sent to the physician providing the medical evaluation.


4. Complete an Incident Report which includes details of the exposure.

5. Promptly contact a local physician for immediate medical evaluation. Arrangements for post-exposure medical evaluations should be made in advance with the County Health Officer or other identified physician's, E.R.'s etc.


7. Employee health records are confidential. HIV and/or HVB status is NOT reported to the employer without written permission of the employee. The medical evaluator completes a written opinion that is limited to whether or not the employee needs and has received hepatitis B immunization and the employee has been told about any medical conditions resulting from possible exposure which requires further evaluation or treatment.

8. If an employee refuses blood draws and the medical evaluation, the refusal shall be documented and signed by the employee (see Appendix E).
EXPOSURE INCIDENT CHECKLIST

Immediate First Aid (washing skin, flushing mucous membranes, encouraging bleeding of punctures, etc.)

Report to the Superintendent of School Nurse. STAT

Identify source and obtain source blood sample when feasible for Hepatitis B antigen and HIV antibody. Consent Signed Not Signed _____

Complete a confidential Exposure Report.

Obtain prompt medical evaluation from: local physician ____________________________
(required information)

Complete Employer (WCD-1) and recommended completion of Employee (WCD-2) Workers' Compensation Injury Reports.

Filed _______ Not Filed _______

Employer receives written medical opinion. It is maintained in the confidential files along with the other required information and reports for the duration of employment plus 30 years.

If employee chooses not to have blood drawn or obtains a medical evaluation, employee completes the refusal form.
CLEAN UP PROCEDURE

Staffs Name:________________________________________

Client Involved:____________________________________

Date: ________________________________

Chemicals used in clean up: ____________________________

__________________________

__________________________

Protective devices used by staff: ____________________________

__________________________

__________________________

Description of the clean-up procedure:

____________________________________________________________________

____________________________________________________________________

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Description of disposal of infection waste:

_________________________________________________________________________________

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Staff Member

Coordinator

Reviewed by Superintendent
EXPOSURE INCIDENT REPORT

Employee Name:_____________________________________________________

Employee Address:____________________________________________________

Social Security #:_____________________________________________________

Source Name:________________________________________________________

Source Address: ___________________________ Source Phone #:________________

Exposure Incident Circumstances: (Describe what happened and route and place of exposure)
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Person(s) notified of exposure: ___________________________________________

Describe follow-up procedures taken, e.g., Dr. visits, tests taken, etc.: ________________
_____________________________________________________________________
_____________________________________________________________________

Employee's Hepatitis B Vaccine History:

Dose #1 ___________________________
Dose #2 ___________________________
Dose #3 ___________________________

Employee's Immunity Status _____________________________________________

Date of Test (anti-HB's)__________________________________________________

Date of Incident _______________________________________________________

______________________________
Superintendent Signature / Date

______________________________
Employee Signature / Date
"Employer's report of Injury or Occupational Illness or Disease"
"Employee's report of Injury or Occupational Illness or Disease"

________________________________________________________________________

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Employee Signature                                                   Date

Superintendent's Signature                                           Date

(This form is attached to the Incident Report and filed in the confidential file.)
HEALTHCARE PROFESSIONAL WRITTEN OPINION

Patient Name: ___________________________ Date: ______________

Is the HBV vaccination indicated for this employee? ______________________

Has this employee ever received the HBV vaccine before? ______________________

POST-EXPOSURE FOLLOW-UP

1. Would you please give a statement that this employee of has been informed of the results of this evaluation:
   __________________________________________
   __________________________________________
   __________________________________________

2. Would you please give a statement that this employee of has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.
   __________________________________________
   __________________________________________
   __________________________________________

(Note: All other findings or diagnoses shall remain confidential and shall not be included in this written report.)

Please send completed form to: ___________________________
INFORMED REFUSAL OF POST-EXPOSURE MEDICAL EVALUATION

I ______________________________, am employed by ____________________
As an employee. My employer has provided training to me regarding infection control and the risk of disease transmission in the agency.

On ________________, 2 ____ , I was involved in an exposure incident when I ... (describe incident)

My employer has recommended and offered to provide follow-up medical evaluation (including testing for HBV immunity and HIV status) in order to assure that I have full knowledge of whether I have been exposed to or contacted an infectious disease from this incident.

However, I, of my own free will and volition, and despite my employer's offer, have elected not to have a medical evaluation. I have personal reasons for making this decision.

_________________________________________
Signature

________________________________________
Witness                          Name

________________________________________
Address

________________________________________
City                      State       Zip

________________________________________
Date

NOTE: Maintain this record for duration of employment plus 30 years.
SKIATOOK PUBLIC SCHOOL'S WORKPLACE SAFETY POLICY (HAZARD COMMUNICATION PROGRAM)
Skiatook Public School's Workplace Safety

Policy INTRODUCTION AND GENERAL STATEMENT:
Almost every workplace contains some substances that could pose potential health problems to employees if exposed to them in concentrations or in a manner not prescribed. Skiatook Public School recognizes that its employees have the right and need to know the properties and potential safety and health problems of substances to which they may be exposed. With this policy, Collinsville Public School intends to ensure the transmission of necessary information to employees regarding substances in the workplace, pursuant to Title 40, Oklahoma Statues, Section 401-424 and the Federal Occupational Safety and Health Act Hazard Communication Standard, 29 Code of Federal Regulations 1910.1200.

A hazardous substance is defined as any substance that is a physical hazard or a health hazard, i.e. compressed gases, explosives, flammables, oxidizers, carcinogens, toxins, irritants, or corrosives. Hazardous substances generally have a Material Safety Data Sheet (MSDS) provided by the manufacturer.

Skiatook Public School is committed to the prevention of hazardous material and chemical incidents that could result in injury and/or illness to any employee. We will spare no effort in providing a safe and healthful work environment for employees and all levels of supervision will be accountable for the safety of those employees under their direction.

This policy is established to:

a. Ensure compliance with the applicable state and federal standard.
b. Safeguard the health and safety of employees of Skiatook Public School.
c. Create guidelines to follow for implementation and maintenance of a hazard communication program.

The Hazard Communication Program for Skiatook Public School shall be administered by the Director of Safety, whose line of administrative authority is through the District Superintendent and Assistant Superintendent. The Director of Safety has been designated as the Master Record Keeper.

The Director of Safety is the program coordinator who will review and update the program as necessary. Copies of the written program may be obtained from Steve Williams, whose office is located at 355 S. Osage Ave.

This program applies to all work operations in Skiatook Public School where you may be exposed to hazardous substances under normal working conditions or during an emergency situation.

Under this program, you will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which you work, safe handling procedures, and measures to take for protection from these chemicals. You will also be informed of the hazards associated with non-routine tasks you may be asked to perform.
CHEMICAL INVENTORY AND MATERIAL SAFETY DATA SHEETS:

The Director of Safety will make a list of all hazardous chemicals and related work practices used in the district facilities and will update the list as necessary. Skiatook Public School's list of chemicals identifies all of the chemicals used in its work process areas. A separate list is available for each work area and is posted there. Each list also identifies the corresponding MSDS for each chemical. A master list of these chemicals will be maintained by and is available from Steve Williams, Director of Safety.

Annual updates of the Chemical Information Lists (CIL - See Appendix B) beginning with the fiscal year July 1, 1990, are required. Principals and individual department supervisors shall complete and send Chemical Information Lists (CIL) to the Director of Safety no later than August 1 of each year. CIL’s must be submitted in alphabetical order and shall be verified for completeness by the appropriate department head. Each CIL is subject to audit by the Director of Safety. The Director of Safety will provide copies of the CIL to the Local Fire Department and the Local Emergency Planning Committee.

A master CIL shall be created and maintained by the Director of Safety in a manner that will allow a listing of hazardous substances by building, room, department, and manufacturer. Each building on campus shall have a CIL. The CIL shall include a listing of all hazardous substances present. The Director of Safety will develop an overall Building CIL by combining the individual lists supplied by each department/area in the building. Each time a department receives a new hazardous substance, the substance must be added to the departmental CIL within 30 days. A copy of the CIL, along with the original copy of the Material Safety Data Sheet (MSDS) for the new substance, must be sent to the Director of Safety.

Material Safety Data Sheets (MSDS’s - See Appendix A) provide detailed information on a hazardous substance. The sheets include information such as product name (hazardous substance), chemical abstract service number(s), ingredients, physical data, fire and explosion hazard data, environmental and disposal information, health hazard data, first-aid instructions, and handling precautions. Principals and department heads must assure that MSDS’s for all hazardous substances in the workplace are obtained. A copy of the MSDS’s must be kept in the department and be readily accessible to employees who work with the hazardous substances. The original copies of MSDS’s must be sent to the Director of Safety to be placed in the master file. Copies of the MSDS’s should be placed in a filing cabinet, notebook, etc., and marked with an MSDS label. Purchase Orders for any hazardous substance, regardless of the quantity ordered, shall require that an MSDS be obtained. It is the responsibility of the ordering department (Department Head) to make every effort to obtain an MSDS from the manufacturer. If difficulties are encountered, the Director of Safety can assist.

Areas that store hazardous substances for distribution to other departments must obtain MSDS’s for these substances and prepare a CIL. When the storeroom sells or transfers a hazardous substance to another department, the storeroom supervisor must assure that the receiving department or individual receives a copy of the MSDS. Likewise, if the storeroom prepares a substance by any process for distribution to another department or individual, then the storeroom has assumed the role of the manufacturer and must prepare an MSDS for the substance. The Department Head over the storeroom areas shall assure that the above steps have been completed.
Should the supervisor of an area dealing with hazardous substances become aware of any information that is significant in regard to the health hazard of a substance (that does not already appear on the
MSDS), he/she must add the information to the MSDS within a period not to exceed 30 days. The supervisor must also report this information to the Director of Safety. The information will be added to the master file and reported in writing to the appropriate state agency for follow-up investigation with the chemical manufacturer.

**SIGNS AND LABELS:**

All existing labels on containers of hazardous substances must remain intact. The labels must be legible and written in English. Where labels are not present or are not legible, a Hazardous Material Information System (HMIS) label will be affixed to those containers holding the hazardous substance.

It is the responsibility of the Department Heads to assure that each container of a hazardous substance in the workplace is marked, labeled or tagged with the...

a. Common/trade name of the substance.

b. Appropriate hazard warnings: Health, flammability, reactivity, and personal protective equipment.

c. Chemical abstract service number (CAS).

Portable containers filled with hazardous chemicals transferred from a labeled storage container must be labeled if:

a. The material is not used within the work shift of the employee making the transfer.

b. The employee that made the transfer leaves the work area.

c. The container is moved to another work area and is no longer in possession of the employee who filled the container.

Labels on portable containers are not required if the employee who made the transfer uses all of the contents during the work shift.

Storage tanks must be labeled with the identity of the substances that it contains. The label must show the health, flammability, reactivity, and physical hazards associated with the substance. The National Fire Protection Association (NFPA) rating system must be used to show these ratings.

Containers used by outside service contractors shall be properly labeled with either a manufacturer's label or an HMIS label prior to the use of the hazardous substance on Skiatook Public Schools' property.

Employees that work in the storeroom areas, where sealed containers of hazardous substances are received for distribution to other departments, must assure that the manufacturer's labels are not defaced or removed. If the labels are removed or defaced, follow the procedure outlined above for replacement of the labels. In addition, if a spill or leak occurs in a container of hazardous substance, the employees should leave the area, go to a place of safety, and call their supervisor for assistance. MSDS's for all substances in the storeroom must be obtained and be readily accessible to employees for these substances.
EXCLUSIONS:

These regulations do not apply to any substances that are foods, drugs, cosmetics, or tobacco products intended for personal consumption by the employees while in the workplace. Additionally, these regulations do not apply to any consumer products and foodstuffs packaged for distribution to (and intended for use by) the general public. Consumer products are packaged and used as a normal consumer would use the product as defined in the Consumer Product Safety Act and Federal Hazardous Substances Act.

EXPOSURE:

Exposure means that an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.), and includes potential (e.g. accidental or possible) exposure as referenced by the MSDS. When the employer discovers that an employee has received a potentially hazardous exposure to any substance or agent, the employer must immediately notify the employee and take such steps that may be necessary to provide medical evaluation, monitoring, or treatment. Likewise, an employee that has received a potentially hazardous exposure to a substance or agent must immediately notify the employer of such exposure.

After the appropriate safety and health precautions have been taken, it is the responsibility of the employee's supervisor to fill out an Employee Exposure Report (EER - See Appendix C). EER forms are available from the Director of Safety. The completed EER should be submitted to the Director of Safety (original copy), a copy to the Education Service Center, and a copy retained at the department and a copy provided to the employee.

The Director of Safety will retain the original EER. The Business Manager will place the EER in the employee's permanent personnel file to be retained for the length of employment plus 40 years.

An affected employee (or designated representative) may make a request to the Director of Safety or employing department for access to copies of the appropriate CIL and MSDS's. Access to the appropriate CIL and MSDS's shall be granted within a reasonable time, place, and manner, but never later than one working day after the request for access is made. In addition, whenever an affected employee or designated representative requests a copy of the CIL and/or MSDS's, the Director of Safety shall, within 15 days, assure that either a copy or a mechanical means to copy is provided.

An employee that has requested information as stated above, and has not received the requested information within the specified time period, may refuse to work with the substances or refuse to work at the location for which the request was made. An employer may not discharge or initiate any adverse personnel action against any employee because the employee has exercised his/her right to the requested information. Furthermore, an employer may not request or require an employee to waive any rights under this policy. Any such waiver executed shall be null, void, and unenforceable.

Employees working in areas where exposure(s) to hazardous substances exist shall be required to perform their jobs in accordance with precautions communicated to them during training and education programs. A supervisor may take the appropriate disciplinary action when an employee does not comply with the precautionary measure this policy indicates.

The Principal or Department Head or designee shall be responsible for providing the following in all departmental areas having contact with hazardous substances:
a. Chemical name of each hazardous substance.
b. Correct labeling of each hazardous substance.
c. Availability of any MSDS for each hazardous substance present in the immediate work area.

d. Training and education of employees on work practices, protective measures, and emergency measures in the work place.

**TRAINING:**

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and the safe use of those hazardous chemicals by their immediate supervisor. Whenever a new hazard is introduced, additional training will be provided. Regular safety meetings will also be used to review the information presented in the initial training. Supervisory personnel will be extensively trained regarding hazards and appropriate protective measures so that they will be available to answer questions from employees and provide daily monitoring of safe work practices.

The training program will emphasize these items:

1. Summary of the standard and this written program.
2. Chemical and physical properties of hazardous materials (for example, flash point, reactivity) and methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled pipes).
3. Physical hazards of chemicals (potential for fire, explosion, etc.).
4. Health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.
5. Procedures to protect against hazards (personal protective equipment that is required and its proper use and maintenance; work practices or methods to assure proper use and handling of chemicals; and procedures for emergency response).
6. Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks.
7. Where MSDS are located, how to read and interpret the information on both labels and MSDS and how employees may obtain additional hazard information.

The Director of Safety will review Skiatook Public School's employee training program and give advice regarding training and retraining needs. Retraining is required when the hazard changes or when a new hazard is introduced into the workplace, but it will be Skiatook Public School's policy to provide training regularly in safety meetings to ensure the effectiveness of its training program. As part of the assessment of the training program, the Director of Safety will obtain input from you regarding training that you receive and suggestions for improving it.

**OUTSIDE CONTRACTORS:**

Upon notification of their presence or potential presence in Skiatook Public Schools' workplace, the Assistant Superintendent, Director of Safety, or Maintenance Director will advise outside contractors in person of any chemical hazards that may be encountered in the normal course of their work on Skiatook Public School's premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. In addition, the Director of
Safety will notify these individuals of the location and availability of MSDS. Each contractor bringing chemicals on site must provide Skiatook Public School with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.
**ADDITIONAL INFORMATION:**

All employees may obtain further information on Skiatook Public School’s written program, the hazard communication standard, applicable MSDS and chemical information lists from the Director of Safety.

**RECORD-KEEPING:**

Skiatook Public School is required to keep records on every workplace injury and to record any time you are unable to perform your full duties because of a work-related injury or illness. Skiatook Public School’s Business Manager maintains these records. Any time you incur a workplace injury, an accident form must be sent to the Business Manager, no matter how minor the injury is.

Similarly, you may not be excused from performing any of your regular work duties, unless you have first obtained a work restriction form. If you are unable to perform your regular work duties, you must obtain a work restriction form from the Business Manager.

If your work restriction form expires and you are still unable to perform your regular duties, you must return to the Business Manager for a new work restriction form.

You will see a listing of all occupational injuries and illnesses for the year posted at the Education Service Center for the District, and at each site for their statistics, on February 1 of each year. Logs and summaries of occupational injuries and illness are kept by the Director of Safety for 5 years.

**POSTING:**

A poster describing Skiatook Public Schools and your responsibilities and duties under OSHA is displayed in break areas at each work site, along with other work-related informational posters. If you have any questions about the information found on the poster or need assistance in understanding, reading, or having the poster translated, contact the Director of Safety.
SAMPLE: MATERIAL SAFETY DATA SHEETS
Material Safety Data Sheet

IDENTITY (as Used on Label and List)

Section I
Manufacturer's name
Emergency Telephone Number

Address (Number, Street, City, State and ZIP Code)
Telephone Number for Information

Date Prepared
Signature of Preparer (optional)

Section II-Hazardous Ingredients/Identity Information

Hazardous Components (Specific Chemical Identity, Common Name(s))

Other Limits
OSHA PEL ACGIH TLV Recommended % (optional)

Section III-Physical/Chemical Characteristics
Boiling Point
Specific Gravity (H₂O = 1)

Vapor Pressure (mm Hg)
Melting Point

Vapor Density (AIR =1)
Evaporation Rate (Butyl Acetate = 1)

Solubility in Water

Appearance and Odor

Section IV-Fire and Explosion Hazard Data
Flash Point (Method Used)
Flammable Limits LEL UE

Extinguishing Media

penal Fire Fighting Procedures

Unusual Fire and Explosion Hazards
### Section V - Reactivity Data

<table>
<thead>
<tr>
<th>Stability</th>
<th>Unstable</th>
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</thead>
</table>

| Stable |

Incompatibility *(Materials to Avoid)*

Hazardous Decomposition or Byproducts
Conditions to Avoid

Hazardous Polymerization

May Occur

Will Not Occur
Conditions to Avoid

Section VI - Health Hazard Data

Route(s) of Entry
Inhalation? Skin? Ingestion?

Health Hazards (Acute and Chronic)

Carcinogenicity NPT? IARC Monographs OSHA Regulated?

Signs and Symptoms of Exposure

Medical Conditions
Generally Aggravated by Exposure

Emergency and First Aid Procedures

Section VII - Precautions for Safe Handling and Use

Steps to Be Taken in Case Material Is Released or Spilled

Waste Disposal Method

Precautions to Be Taken in Handling and Storing

Other Precautions

Section VII - Control Measures

Respiratory Protection (Specify Type)

Ventilation Local Exhaust Special
<table>
<thead>
<tr>
<th>Protective Gloves</th>
<th>Eye Protection</th>
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<tbody>
<tr>
<td>Other Protective Clothing or Equipment</td>
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<tr>
<td>Work/Hygienic Practices</td>
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</table>
SAMPLE:
CHEMICAL
INFORMATION
LISTS (OIL)
# SKIATOOK PUBLIC SCHOOL CHEMICAL INVENTORY FORM

<table>
<thead>
<tr>
<th>PRODUCT NAME:</th>
<th>MANUFACTURER:</th>
<th>AREA OR ROOM#</th>
<th>WHERE STORED &amp; USED</th>
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</table>
SAMPLE:
EMPLOYEE
EXPOSURE
REPORT (EER)
Skiatook Public School Employee Exposure Report
Complete form and return to Education Service Center, within 24 hours of notification

Last name: ___________________________ Middle Initial: ___________________________ First Name: ___________________________

Department: ___________________________ Title: ___________________________ SSN: ___________________________

Date/Time of Exposure: ___________________________ ___________________________

Duration of Exposure: ___________________________ ___________________________

Location of Exposure (Bldg. & Rm. #): ___________________________ ___________________________

Chemical / Hazardous Substance Name(s): ___________________________ ___________________________

Chemical Abstract Number(s) - (CAS): ___________________________ ___________________________

Trade and/or common name(s) of chemical(s) or hazardous substance(s): ___________________________ ___________________________

Type of exposure (e.g. inhalation, ingestion, contact) (If contact, what body part was involved?): ___________________________ ___________________________

How did exposure occur? (Use additional sheet if necessary): ___________________________ ___________________________

Was personal protective equipment available? Yes __ No __

Was personal protective equipment used? Yes __ No __

If personal protective equipment was used, what type(s)? ___________________________ ___________________________

Did employee receive training/instructions prior to exposure? (Explain) ___________________________ ___________________________

Were any symptoms present at time of exposure? Yes __ No __

If so, describe (attach physician’s report, if applicable): ___________________________ ___________________________

Severity of exposure: First Aid ______ Medical Treatment ________ Unknown ______

Describe: ___________________________ ___________________________

Did employee lose time from work? Yes __ No __

Estimate of lost time: ___________________________ ___________________________

Were other employees exposed? Yes __ No __

If so, list names & SSN (use additional sheet if necessary): ___________________________ ___________________________

List suggestions to prevent reoccurrence: ___________________________ ___________________________

(Exposed employee’s signature & today’s date)
(Supervisor’s signature + print/type name of supervisor)
ANNUAL REVIEW OF WORKPLACE SAFETY POLICY

Signature ___________________________ Date __________________

Signature ___________________________ Date __________________

Signature ___________________________ Date __________________

Signature ___________________________ Date __________________

Signature ___________________________ Date __________________

Signature ___________________________ Date __________________

Signature ___________________________ Date __________________

Signature ___________________________ Date __________________

Signature ___________________________ Date __________________

Signature ___________________________ Date __________________

Signature ___________________________ Date __________________

Signature ___________________________ Date __________________
SKIATOOK PUBLIC SCHOOL’S PERSONAL PROTECTIVE EQUIPMENT PROGRAM (PPE)
Skiatook Public School

Personal Protective Equipment Program

(Job Hazard Assessment)

Skiatook Public School's Personal Protective Equipment Program is designed to provide protection to our employees from the risk of injury by creating a barrier against workplace hazards. Serious consideration should be given to reducing these hazards by the use of engineering controls and/or administrative controls. Personal protective equipment (PPE) should be used in conjunction with engineering and administrative controls.

OSHA’s personal protective equipment standard became effective July 5, 1994 - 29 CFR 1910 subpart I.

Summary

- Job Hazard Assessment
- Selection of PPE
- Employee Training - PPE Program and PPE use
- Record-keeping - Certification and Training

Responsibilities

- Building Principals and Department Heads
  - Building Principals and Department Heads have the primary responsibility for the implementation and maintenance of this program within their work areas/units. This includes:
    - Providing appropriate PPE to employees
    - Ensuring their employees are trained
    - Ensuring their employees properly use, wear and maintain their PPE whenever they are conducting tasks identified in this program
    - Ensuring defective PPE is removed from service and replaced
- Employees
  - The employee is responsible for following the components of this program
  - Wearing PPE as identified in the hazard assessment
  - Attending training programs
  - Caring for, cleaning and maintaining their PPE in good clean condition
- Director of Safety
  - Responsible for the development and administration of this program.
  - Providing assistance in the hazard assessment process - determining job hazards
  - Maintaining record-keeping requirements
  - Providing training programs - PPE selection, use, care
  - Conducting program evaluation and audits to determine the effectiveness of this program

Program Components
Hazard Assessment

- OSHA requires that employers conduct inspections of all workplaces to determine the need for PPE and to assist in selecting the proper PPE for each task performed. This assessment shall be accomplished by the Building Principals/Department Heads [with assistance from the Safety Officer] by conducting a walk-through of the workplace to identify sources of hazards.
The attached Hazard Assessment Certification Form (See Appendix A and Appendix B) shall be completed by the Supervisor and forwarded to the Director of Safety for review.

\textit{At this time, a review of the task process and associated hazards should be reviewed to determine if engineering or administrative controls can be reasonably implemented to reduce or eliminate the hazard{s} to the employee.}

- Selection of PPE
- Appropriate PPE will then be selected to protect our employees from these hazards.
- This information Will be presented to the employee by their supervisor.

\textbf{PPE}

- In most cases, PPE will be provided by Skiatook Public School. In limited circumstances, employees may be required to provide their own PPE.

\textbf{Cleaning and Maintenance}

- All PPE will be maintained in a clean, safe condition by the employee.
- PPE shall be regularly inspected by both the supervisor and the employee.
- Whenever possible, PPE will be distributed for individual use.

\textbf{Training}

- All employees who are required to use PPE shall attend the PPE training program. The training shall include:
  - When PPE is necessary to be worn - hazard assessment form
  - What type of PPE is necessary
  - How to use/wear PPE properly
  - Limitations of PPE
  - Proper care, maintenance, useful life and disposal of PPE

\textbf{Record-keeping}

\checkmark Written records shall be maintained to document:

- Training of employees
- Hazard Assessment Certification
Job Hazard Assessment Guide - PPE
Job Hazard Assessment Guide - PPE

Skiatook Public School shall assess the workplace to determine if hazards are present or are likely to be present OSHA 1910.132 [ July 5, 1994 ]. If hazards are identified, then personal protective equipment will be selected and appropriate training will be provided to those employees. Please note that personal protective equipment should be the last resort to protecting our employees. Engineering & administrative controls should be given priority to remove the hazard from the job.

Building Principals and Department Heads are responsible for conducting the job hazard assessment (with assistance from the Director of Safety). To help identify job hazards, to determine the appropriate personal protective equipment.

Use this guide to help conduct hazard assessments and then complete the PPE Hazard Assessment Certification Form. Completed drafts should be submitted for review to the Director of Safety.

Assessment Guidelines

A. SURVEY - conduct a walk-through survey of all areas to identify job related hazards. Special consideration should be given to the following basic hazard categories:

- Impact
- Penetration
- Compression
- Chemicals
- Heat/Cold
- Dust - harmful
- Radiation

- Particular attention shall be given to foot, head, eye, face and hand hazards but may also include assessments for hearing and respiratory hazards.

B. SOURCES - observe and make a note of:

- Source of motion
- Sources of high temperature
- Types of chemical exposures
- Sources of harmful dusts
- Sources of light radiation
- Sources of falling objects
- Sources of rolling, pinching objects
- Sources of sharp objects or head bump hazards
- Sources of electrical hazard

C. ORGANIZE DATA
D. ANALYZE DATA and COMPLETE HAZARD ASSESSMENT CERTIFICATION FORM
E. SELECT, PROVIDE AND TRAIN EMPLOYEES ON PPE
F. REASSESS AS NEEDED
SAMPLE:
CERTIFICATION OF
HAZARD
ASSESSMENT
FORM
FOR PPE USE
**CERTIFICATION OF HAZARD ASSESSMENT FORM FOR PPE USE**

This form may be used to certify (document in writing) your hazard assessment. Keep it on permanent file in your department. The hazard assessment is accomplished by surveying the workplace to determine where physical or health hazards are present or likely to be present which necessitate the use of personal protective equipment. Any additional or unique hazards should be added to this list of common sources and hazards.

**PERFORMED BY** (Name & Title): ___________________________  **DEPARTMENT:** ___________________________

**LOCATION (Building & Room):**

- **NONE** - Hazards requiring personal protective equipment are not present or likely to be present.

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>ASSESSMENT OF HAZARD</th>
<th>PPE REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use or handling of:</td>
<td>Eye or face injury</td>
<td>Safety glasses</td>
</tr>
<tr>
<td>Chemicals</td>
<td>Impact from flying particles</td>
<td>Safety goggles</td>
</tr>
<tr>
<td>Biological agents, human blood, OPIM</td>
<td>Chemical splash in eyes</td>
<td>Face shield</td>
</tr>
<tr>
<td>Radioactive materials</td>
<td>Facial skin chemical contact</td>
<td>Face mask for blood/OPIM only</td>
</tr>
<tr>
<td></td>
<td>Nose/mouth contact with blood/OPIM</td>
<td>Other</td>
</tr>
<tr>
<td>Body/skin/hand contact</td>
<td>Safety goggles</td>
<td>Chemical splash goggles</td>
</tr>
<tr>
<td>Biological agents</td>
<td>Safety goggles</td>
<td>Chemical splash goggles</td>
</tr>
<tr>
<td>Sharps</td>
<td>Other</td>
<td>See Protective Clothing Factsheet</td>
</tr>
<tr>
<td>Radioactive materials</td>
<td>Lab coat / Gown</td>
<td>Latex gloves</td>
</tr>
<tr>
<td>Chemicals</td>
<td>Apron</td>
<td>Double latex gloves</td>
</tr>
<tr>
<td>Hot or cold objects</td>
<td>Scrubs</td>
<td>Rubber gloves</td>
</tr>
<tr>
<td></td>
<td>Tyveks</td>
<td>Chemical resistant gloves</td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td>Respirator program is separate. See Factsheet. Notify HPO.</td>
</tr>
<tr>
<td>Operations generating airborne fiber, dust, fume, mist, or vapor</td>
<td>Respiratory: inhalation exposure above exposure standards</td>
<td>Respirator</td>
</tr>
<tr>
<td></td>
<td>Filter or Cartridge El SCBA or air line</td>
<td>Other</td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td>Respirator program is separate. See Factsheet. Notify HPO.</td>
</tr>
<tr>
<td>High noise levels from equipment or operation</td>
<td>Hearing: noise exposure above IOSH standards</td>
<td>Muff or Plugs</td>
</tr>
<tr>
<td>---------------------------------------------</td>
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</tr>
<tr>
<td>Non ionizing radiation sources</td>
<td>Radiation burns to:</td>
<td>Shaded safety glasses</td>
</tr>
<tr>
<td>Lasers</td>
<td>Eyes,</td>
<td>Shaded safety goggles</td>
</tr>
<tr>
<td>Welding</td>
<td></td>
<td>Welding helmet</td>
</tr>
<tr>
<td>Infrared</td>
<td>Body</td>
<td>Protective clothing (welding leathers, etc.)</td>
</tr>
<tr>
<td></td>
<td>Skin</td>
<td>Barriers, shields</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other</td>
</tr>
<tr>
<td>General safety: physical hazards from</td>
<td>Foot Injury: equipment or object that</td>
<td>Safety glasses</td>
</tr>
<tr>
<td>equipment, process, or material</td>
<td>can fall or roll onto feet</td>
<td>With side shields</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Safety goggles</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Face shield</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Safety shoes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hard hats</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cut resistant gloves</td>
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<tr>
<td></td>
<td></td>
<td>Coveralls</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other</td>
</tr>
<tr>
<td></td>
<td>Other: extreme heat or cold</td>
<td>Thermal gloves</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Face shields</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Thermal clothing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Safety glasses</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>Barriers /shields</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>
ANNUAL REVIEW OF PERSONAL PROTECTIVE EQUIPMENT

Signature ____________________________ Date ____________
Signature ____________________________ Date ____________
Signature ____________________________ Date ____________
Signature ____________________________ Date ____________
Signature ____________________________ Date ____________
Signature ____________________________ Date ____________
Signature ____________________________ Date ____________
Signature ____________________________ Date ____________
Signature ____________________________ Date ____________
Signature ____________________________ Date ____________
Purpose
This procedure establishes the minimum requirements for lockout of energy sources that could cause injury to personnel. All employees shall comply with the procedure.

Responsibility
The responsibility for seeing that this procedure is followed is binding upon all employees.
All employees shall be instructed in the safety significance of the lockout procedure by (designated individual). Each new or transferred affected employee shall be instructed by (designated individuals) in the purpose and use of the lockout procedure.

**Preparation for Lockout**

Employees authorized to perform lockout shall be certain as to which switch, valve, or other energy isolating devices apply to the equipment being locked out. More than one energy source (electrical, mechanical, or others) may be involved. The employees shall clear any questionable identification of sources with their supervisors. Before lockout commences, job authorization should be obtained.

**Sequence of Lockout Procedure**

1. Notify all affected employees that a lockout is required and the reason therefore.
2. If the equipment is operating, shut it down by the normal stopping procedure (such as: depress stop button, open toggle switch).
3. Operate the switch, valve, or other energy isolating devices so that the energy source(s) (electrical, mechanical, hydraulic, and other) is disconnected or isolated from the equipment. Stored energy, such as that in capacitors, springs, elevated machine members, rotating fly wheels, hydraulic systems, and air, gas, steam or water pressure, must also be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down.
4. Lockout energy isolating devices with an assigned individual lock.
5. After ensuring that no personnel are exposed and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. **CAUTION:** Return operating controls to neutral position after the test.
6. The equipment is now locked out.
Restoring Equipment to Service

1. When the job is complete and equipment is ready for testing or normal service, check the equipment area to see that one is exposed.
2. When equipment is clear, remove all locks. The energy isolating devices may be operated to restore energy to equipment.

Procedure Involving More Than One Person

In the preceding steps, if more than one individual is required to lock out equipment, each shall place his/her own personal lock on the energy isolating device(s). One designated individual of a work crew or a supervisor, with the knowledge of the crew, may lock out equipment for the whole crew. In such cases, it may be the responsibility of the individual to carry out all steps of the lockout procedure and inform the crew when it is safe to work on the equipment. Additionally, the designated individual shall not remove a crew lock until it has been verified that all individuals are clear.

Rules for Using Lockout Procedure

All equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy-isolating device bearing a lock.

________________________________
ANNUAL REVIEW

Signature ___________________________ Date ___________________________
Signature ___________________________ Date ___________________________
Signature ___________________________ Date ___________________________
Signature ___________________________ Date ___________________________
Signature ___________________________ Date ___________________________
Signature ___________________________ Date ___________________________
Signature ___________________________ Date ___________________________
Signature ___________________________ Date ___________________________
7002. STUDENTS

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**Probation Contract**

In an effort to positively influence a student's decision to participate in the use of alcohol or illegal controlled substances and to offer a cooperative alternative to a long-term out-of-school suspension, student/parent may elect to participate and comply with the terms and provisions of this contract. Failure to complete all terms and conditions of this contract will result in a violation of the probation program and the reinstatement of the initial disciplinary action.

Student's Name__________________ Grade_______ Date_________

**Terms:**

Initial disciplinary action will be reduced to a 10-day out-of-school suspension.

Student will not be in violation of the district's policy on Drug Free Schools addressing the use, possession, or under the influence of alcohol, illegal chemical substances, and/or non-prescription inhalants.

Student will comply with all school rules.

Student will be ineligible to participate and/or attend all extracurricular activities for a period of thirty (30) school days from the date of this contract. Eligibility begins: __________________________

Student will obey all rules and regulations as imposed by the student's parents or legal guardian.

Student and parents or legal guardian shall participate in an assessment and evaluation conducted by a licensed drug/alcohol assessment professional to determine the level of the student's alcohol chemical substance involvement prior to re-entry into school. Follow-through on all recommendations of the professional is required.

All costs involved in the assessment, evaluation, and treatment program are the responsibility of the student/parent or legal guardian.

Parents and student shall keep the school advised of the student's progress during the assessment and treatment.

Parent and student will attend an evaluation conference with the school administrator on to determine further placement of the student.

Student will be subject to random drug testing for a period of one calendar year. The cost for any future test with a positive result will be the financial responsibility of the student or student's family.

We, the undersigned, agree to participate and comply with all terms stated in this probation contract and understand that failure to comply with the terms of the contract will result in a violation of the contract and the reinstatement of the initial disciplinary action.

Student Signature________________________________ Date _______________

Parent/Guardian Signature____________________________ Date _______________ 

School Administrator Signature_________________________ Date ______________

Student has met criteria for re-entry:________________________ Date ____________

Administrator Signature ___________________________ Date ____
ATTACHMENT “A”
APPLICATION FORM

Completion of this form is required of each applicant for a transfer in order to apply the criteria of this policy. Failure to fully and truthfully complete and timely submit this form to the District will result in a denial of the transfer. Completion of this form will be in addition to completion of any form required by the State Board of Education.

1. Full name of student as it appears on the student's birth certificate:

2. Date of student's birth:

3. Current address of student:

4. Full names of parent, guardian, or custodian of the student:

5. Has the student applied for any other school transfers? Yes ☐ No ☐

If Yes: Attach a written explanation of all other transfers for which student applied including the schools to which transfer was sought, the dates of transfer requests, and whether transfers were approved or denied.

6. Educational history of the student:
   A. School district in which student currently resides:
   B. School in which the student is currently enrolled, if different from above.
   C. If the student has not exclusively attended the school district in which the student is currently enrolled, list the name of each school district and addresses, if known, in which student has ever been enrolled:

   School:
   Dates of Attendance:
   Grade Completed Upon Leaving District:

7. Current or last completed grade of student:

8. Grade in which the student desires to enroll:

9. Courses in which the student desires to enroll in each semester in the coming school year:
10. Has the student a disciplinary record for violating school regulations?

   Yes ☐ No ☐

   If Yes: State school(s) in which each violation occurred and approximate date(s) of violation(s):

11. Has the student ever been suspended from school or placed in an alternative education program or setting for disciplinary reasons?

   Yes ☐ No ☐

   If Yes: For each suspension and alternative program or setting, state the school which suspended or placed the student, the nature of the offense, and approximate date of the suspension or placement, if different from above.

12. Has the student been adjudicated as a delinquent for an offense that is not a violent offense under relevant Oklahoma law?

   Yes ☐ No ☐

   If Yes: State the name of the court making the adjudication, the time of such adjudication, the nature of offense, whether the student is still under any court supervision, and, if so, the name of the person overseeing such supervision:

13. Has the student been adjudicated as a delinquent for an offense that is a violent offense under relevant Oklahoma law?

   Yes ☐ No ☐

   If Yes: Name the court making the adjudication, the time of such adjudication, the nature of offense, whether the student is still under any court supervision, and, if so, the name of the person overseeing such supervision:

14. Has the student been convicted as an adult for an offense defined in relevant Oklahoma law as an exception to a nonviolent offense?

   Yes ☐ No ☐

   If Yes: State the name of the court in which the conviction was entered, the time of the conviction, the nature of the offense, the sentence imposed, whether the student is still under any court supervision, and, if so, the name of the parole officer or other supervisor:
15. Has the student been convicted as an adult for an offense defined in relevant Oklahoma law as a violent offense?

Yes ☐  No ☐

If Yes: State the name of the court in which the conviction was entered, the time of the conviction, the nature of the offense, the sentence imposed, whether the student is still under any court supervision, and, if so, the name of the parole officer or other supervisor:

16. Has the student committed on school property, in school transportation, or at a school event a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or others?

Yes ☐  No ☐

If yes: State the district attended when the act occurred, the approximate date of the act, and describe what occurred.

17. Has the student possessed on school property, in school transportation, or at a school event an alcoholic beverage, low-point beer as defined by relevant Oklahoma law, an unauthorized wireless telecommunication device, or been involved with missing or stolen property found to have been taken from a student, school employee, or the school during school activities?

Yes ☐  No ☐

If yes: State for each separate act, the district attended when the act occurred, the approximate date of the act, and describe what occurred.

18. Has the student possessed on school property, while in school transportation, or at a school event a dangerous weapon or a controlled dangerous substance as defined by relevant Oklahoma law?

Yes ☐  No ☐

If yes: For each separate act, state the district attended when the act occurred, the approximate date of the act, and describe what occurred.

19. If the student has been identified as a child with a disability, this District will need to review all such records to make a reasonable determination of whether the District has the facilities, programs, staff, and space to implement the student’s current or anticipated IEP, and, if preliminary approval of a transfer is made, to conduct the statutorily-required joint IEP conference with the resident district. Is the student currently, or has the student been, a child with a disability who received an Individualized Education Program?

Yes ☐  No ☐
If yes: Briefly describe the nature of the disability, the approximate time period in which the student has been or was under an Individualized Education Program (IEP), and the names of the school districts which implemented the student’s IEP:

20. Do you agree to complete the Consent for Release of Confidential Information, State Department of Education Form 11, allowing this District to review all educational records of the student from all previous schools attended by the student?

Yes ☐ No ☐
ATTACHMENT “B”
TRANSFER STUDENT CONSENT TO CANCELLATION OF TRANSFER

The undersigned, who is not a resident of this School District, recognizes:

1. That the undersigned student has a right by law to attend the school district of residence;

2. That the non-resident student desiring to enroll in this school district has no statutory right to attend this District;

3. That the District is not required to accept this transfer application; and,

4. That the District does not desire to accept a transfer of a student who will detract from the educational process of resident students or take the place of another transfer applicant who would not detract from that process.

The undersigned hereby agrees that if the District approves a transfer allowing the undersigned student to enroll in this School District, the administration of the District has the consent of the undersigned to cancel the transfer during the approved enrollment school year if:

5. The student fails to comply with student behavior rules set by the District, school, or teacher;

6. The parent or student 18 years of age or older fails to promptly pay financial obligations owed to the District, including payments owed, but not limited to, school lunches and for lost or destroyed school property; or,

7. The student does not have a valid excuse for failure to attend school.

The undersigned also is informed that this consent to cancellation is a necessary component for continued enrollment after transfer acceptance, and thus the consent may not be withdrawn at any time in the future.

The undersigned also understands that although the administration will notify the parent or student 18 years of age or older of any cancellation, the undersigned understands and agrees that the determination of the administration that a cancellation is to be effected will be final, that the undersigned will have no right to appeal that determination to the board of education, and that after cancellation the administration will send the educational records of the student to the student’s resident school district or to such other school district as the undersigned directs.

By signing this agreement I affirm that I have read and understand the above conditions concerning acceptance of the transfer application and my consent to district authority to cancel the transfer, if granted, for the reasons stated above.
Signed this ____ day of _____________, _____________.

________________________________
Signature of parent applying for a transfer

________________________________
Printed name of parent

________________________________
Signature of Student 18 Years of Age or Older

________________________________
Printed name of student
PARENTAL AUTHORIZATION TO ADMINISTER MEDICINE

TO:  

(Administrator)  

(School)  

I am the parent, guardian or legal custodian with legal custody of ____________, a minor 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 principal, or _________ (an employee of the School District designated by the school nurse, the principal, and me) to administer:

______ ___________________________ (Name of drug), a non-prescription medication which I am hereby supplying you, in accordance with my written instructions or the written instructions of a physician which are attached hereto.

______ ___________________________ (Name of drug), 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.

______ ___________________________ (Name of drug), 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 hereby give my consent and authorize my child to self medicate under the School District’s Policy on the Administration of Medicine to Students.

I understand that under state law the Board of Education, the School District, or employees of the School 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. I understand that the School District, its agents and employees shall incur no liability for any adverse reaction or injury suffered by the student as a result of the self-administration of medication and/or using the specialized equipment.

I agree to abide by all of the terms of the School District’s Policy on the Administration of Medicine to Students, a copy of which will be given to me on my request.

________________________________________________________  
Date  
Signature  

[Print Name]  
Address  
Parent with Legal Custody or Guardian
Child: ___________________________  Birth date: ______________________
Grade: __________________________ Date of Review: ______________________
School District/Agency: ______________________ Building/Site: ____________
CONSIDERATION FOR EXTENDED SCHOOL YEAR (ESY) SERVICES

34 CFR § 300.309 Extended school year services.
(a) General.
(1) Each public agency shall ensure that extended school year services are available as necessary to provide FAPE, consistent with paragraph (a) (2) of this section.
(2) Extended school year services, must be provided only if a child’s IEP team determines, on an individual basis, in accordance with §§ 300.340-300.350, that the services are necessary for the provision of FAPE to the child.
(3) In implementing the requirements of this section, a public agency may not –
   (i) Limit extended school year services to particular categories of disability; or
   (ii) Unilaterally limit the type, amount, or duration of those services.
(b) Definition. As used in this section, the term extended school year services means special education and related services that –
   (1) Are provided to a child with a disability –
      (i) Beyond the normal school year of the public agency;
      (ii) In accordance with the child’s IEP; and
      (iii) At no cost to the parents of the child; and
   (2) Meet the standards of the SEA.

The following information may be completed by the IEP team during the annual IEP review or any time the need for ESY services is being considered by the IEP team to ensure a free appropriate public education (FAPE). Documentation should be considered and maintained in the child’s individual special education records.

1. Skill areas and annual goals being considered:
   a. List/explain:

2. Degree of the impairment:
   a. Degree of impairment: Mild ☐ Moderate ☐ Severe ☐
   Describe/explain:

3. Degree of regression and the time necessary for recoupment of skills:
   a. Documented degree of regression in the past:
      Documentation source/basis:
b. Documented amount of time required for recoupment of skills in the past:

Documentation source/basis:

Documentation not available  ☐

c. Predicted degree of regression during interruption of child’s educational program (such as school breaks):

d. Predicted amount of time required for recoupment at the beginning of each school year if this child does not receive ESY services:

4. The ability of the child’s parents to provide educational structure at home:

Information/Comments:

5. The child’s rate of progress:

Information/data reviewed:

Comments on IEP annual goals and progress:
6. Describe any behavioral problems:

7. Describe physical problems which the child has:

8. Availability of alternative resources for this child:

9. The ability of the child to interact with nondisabled children:

Comments on IEP determination for least restrictive environment:

10. Area(s) in curriculum which require continuous attention for the child:

11. Child’s vocational needs:

12. Whether requested service(s) is “extraordinary” for this child’s disability, as opposed to an integral part of a program for those with the child’s disability:

   Yes ☐  No ☐
13. Other relevant factors as determined by the IEP team:

Additional information or comments:

The IEP team has determined ESY services are necessary for the provision of FAPE to this child.

*Yes ☐  No ☐

*The IEP annual goals and benchmarks or short-term objectives requiring ESY service(s) are determined by the IEP team in accordance with 34 CFR §§ 300.340 – 300.350. The type, amount and duration of ESY services will be determined by the IEP team on an individual basis and not based on particular categories of disability.

IEP TEAM MEMBERS PARTICIPATING IN REVIEW OF EXISTING DATA FOR ESY:

<table>
<thead>
<tr>
<th>Parent(s)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student (as required)</td>
<td>Date</td>
</tr>
<tr>
<td>Special Education Teacher</td>
<td>Date</td>
</tr>
<tr>
<td>Regular Education Teacher</td>
<td>Date</td>
</tr>
<tr>
<td>Administrative Representative</td>
<td>Date</td>
</tr>
<tr>
<td>Related Service Provider(s) (as appropriate)</td>
<td>Date</td>
</tr>
<tr>
<td>Others (indicate name and title)</td>
<td>Date</td>
</tr>
</tbody>
</table>
AFFIDAVIT OF PERSON WHO HAS
ASSUMED PERMANENT CARE AND CUSTODY OF STUDENT

STATE OF OKLAHOMA )
COUNTY OF TULSA ) ss.

I ____________, being of lawful age and after being duly sworn upon oath, state as follows:

1) I presently reside at [address ________________________________], which is within the geographical boundaries of __________________________, also known as Skiatook School District.

2) I have assumed permanent care and custody of __________________________, a minor, and I desire to enroll __________________________ at the Skiatook School District. I understand that "permanent care and custody" means that I have assumed responsibility for the care and custody of __________________________ on a continuous and ongoing basis, and I do not intend to relinquish such care and custody until ____________ reaches the age of majority.

3) The reason(s) that I have assumed the permanent care and custody of ____________ are as follows:

[State in detail] __________________________

______________________________

______________________________

______________________________

4) I contribute the major degree of support to __________________________.

5) I understand that the statements made in this affidavit are made under oath and that knowingly filing a false affidavit of residency is a misdemeanor punishable by imprisonment in the county jail for not more than one (1) year or a fine of not more than $500 or both.

______________________________

[Signature]

Subscribed and sworn to before me, a Notary Public, this ___ day of ______, 20__.

______________________________

Notary Public

My Commission Expires:

______________________________

(SEAL)
SKIA Took SCHOOL DISTRICT
DIRECTORY INFORMATION NOTICE

The Family Educational Rights and Privacy Act require that the School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws required local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

The School District has designated the following information as "directory information," and it will disclose that information without prior written consent:

- The student’s name;
- The names of the student's parents;
- The student's address;
- The student's telephone listing;
- The student’s electronic mail address;
- The student's date and place of birth;
- The student’s dates of attendance;
- The student's grade level (i.e., first grade, tenth grade, etc.);
- The student's participation in officially recognized activities and sports;
- The student's degrees, honors and awards received;
- The student's weight and height, if a member of an athletic team;
- The student's photograph; and
- The most recent educational agency or institution attended.

The School District will publish the above list or a revised list of the items of directory information it proposes to designate as directory information in the student the handbook.

After the parents or eligible students have received the handbook, they will have two weeks to advise the School District in writing (a letter to the Superintendent of Schools' office) of any or all of the items they refuse to permit the School District to designate as directory information about that student.

At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the School District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.
The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

A. The right to inspect and review the student's education records within 45 days of the day the School District receives a request for access.

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

B. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of student rights.

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

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

C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

ii. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

  Family Policy Compliance Office
  U.S. Department of Education
  400 Maryland Avenue, SW
  Washington, D.C. 20202-4605
SKIATOOK SCHOOL DISTRICT
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:

- **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;
  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.

- **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.

- **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:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- 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
SKIATOOK SCHOOL DISTRICT  
STUDENT PARTICIPANT POLICY ON TESTING FOR ALCOHOL  
AND ILLEGAL OR PERFORMANCE ENHANCING DRUGS

The Board of Education, in an effort to protect the health and safety of its student participants from the possession or use of alcohol and illegal or performance enhancing drugs, thereby setting a positive example for all other students of the School District, adopts the following "Student Participant Policy on Testing for Alcohol and Illegal or Performance Enhancing Drugs".

STATEMENT OF PURPOSE AND INTENT

It is the desire of the Board of Education, administration, and staff that every student in the School District refrains from using or possessing alcohol and illegal or performance enhancing drugs. Notwithstanding this desire, the administration and Board of Education realize that their power to restrict the possession or use of alcohol and illegal or performance enhancing drugs is limited. Therefore, except as provided below, the sanctions of this Policy relate solely to limiting the opportunity of any student determined to be in violation of this Policy to participate in competitive extracurricular activities. This Policy is intended to supplement and complement all other policies, rules and regulations of the Skiatook School District regarding possession or use of alcohol and illegal or performance enhancing drugs.

Participation in school-sponsored competitive extracurricular activities, at the School District is a privilege, not a right. Students who participate in these activities are respected by the student body and are expected to conduct themselves as good examples of behavior, sportsmanship and training. Accordingly, student participants 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 alcohol and illegal or performance enhancing drugs.

The purpose of this Policy is to prevent alcohol and illegal or performance enhancing drug use, to educate student participants as to the serious physical, mental and emotional harm caused by alcohol and illegal or performance enhancing drug use, to alert student participants with possible substance abuse problems to the potential harms of use, to prevent injury, illness and harm as a result of alcohol and illegal or performance enhancing drug use, and to strive within the Skiatook School District for an extracurricular activity environment free of alcohol and illegal or performance enhancing drug possession and use. This Policy is not intended to be disciplinary or punitive in nature. The sanctions of this Policy relate solely to limiting the opportunity of any student participant found to be in violation of this Policy to participate in extracurricular activities. There will be no academic sanction solely for a violation of this Policy. Notwithstanding the foregoing, a student may be disciplined, including suspended out of school, if a violation of this Policy also results in a violation of the School District's Student Behavior Policy.

DEFINITIONS

1. "Student Participant" means a 9th-12th grade member of any Skiatook School District sponsored interscholastic activities or athletic team, including, but not limited to, athletes, cheerleaders, FFA members, band members, and members of competitive vocal music,
speech, and debate teams.

2. "Coach" and "sponsor" means any person hired by the School District to act as a sponsor or coach of an athletic or activity team of the School District.

3. "Activity" means any competitive interscholastic team, group or organization sponsored by the School District.

4. "In-season" means anytime during the day, night, weekends or holidays, including all time in and away from school during the entire school year for all student participants.

5. "School District" means Independent School District No. 7 of Tulsa County, Oklahoma, also known as the Skiatook School District.

6. "Alcohol" means ethyl alcohol or ethanol and any alcoholic beverage and includes "low-point beer" as defined by Oklahoma law.

7. "Illegal drugs" means any substance which an individual may not sell, possess, use, distribute or purchase under either federal or Oklahoma law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization and all prescribed and over-the-counter drugs being used for an abusive purpose, paraphernalia to use such drugs, mood altering substances such as paint, glue, aerosol sprays and similar substances, and mate coca (also known as mate de coca and Eritroxilecea coca), whether ingested in the form of coca tea or otherwise and which can produce a positive result for cocaine in a drug test.

8. "Performance enhancing drugs" include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term "performance enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.

9. "Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal or performance enhancing chemical substances or their metabolites in a student's blood, bodily tissue, fluids products, urine, breath or hair.

10. "Random selection basis" means a mechanism for selecting student participants for drug and/or alcohol use testing that:
    A results in a equal probability that any student athlete from a group of student athletes subject to the selection mechanism will be selected, and
    B: does not give the School District discretion to waive the selection of any student participant selected under the mechanism.

11. "Positive" when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal or a performance enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug or alcohol use test.

12. "Reasonable suspicion" means a suspicion based on specific personal observations concerning the appearance, speech or behavior of a student participant, and reasonable inferences 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.
13. "Extracurricular" means any School district sponsored team, club, organization or activity in which student participation is not required as a part of the School District curriculum and in which students represent the School District in competitions sanctioned by the Oklahoma Secondary Schools Activities Association or in other competitive interscholastic activities.

The Activities Director and applicable coach/sponsor shall be responsible for determining whether a violation of this Policy has occurred when an observation of possession or use of alcohol or illegal drug by a student participant has been reported. If a violation of the Policy is determined to have occurred, the activities director will contact the student sponsor, the head coach/sponsor, the applicable principal and the parent or custodial guardian of the student participant and schedule a conference. At the conference, the violation of the Policy will be described and the restrictions explained.

3. The contract for alcohol and illegal or performance enhancing drug and/or alcohol use testing shall be to provide a urine sample: a) as part of the annual physical and/or prior to the start of the season for the activity in which a student participates, b) as chosen by the random selection basis, and c) at any time a student participant is requested by the activities director or a coach/sponsor, based on reasonable suspicion, to be tested for alcohol and illegal or performance enhancing drugs.

4. All student participants shall be required to provide a urine sample for drug use testing for illegal drugs as part of their annual physical examination and/or prior to the start of the season for each sport in which a student participates. Student participants who have physical examinations performed by their personal physicians must nonetheless sign the Contract and comply with

5. Drug and/or alcohol use testing for student participants will also be chosen on a random selection basis weekly from a list of all "in-season" participants. The School District will determine a weekly number of student names to be drawn at random to provide a urine sample for drug and/or alcohol use testing for alcohol and/or illegal or performance enhancing drugs.

6. In addition to the drug and alcohol use tests required by paragraphs 4, 5 and 6, any student participant alcohol and illegal or performance enhancing drug possession or use is all Policy incompatible with participation in extracurricular activities on behalf of the requirements. School District. For the safety, health and well being of the student 5. Drug participants of the School District, the School District has adopted this and/or alcohol Policy for use by all participating students at the 9th-12th grade level. Any use testing for student participant found to be in possession of, or having used alcohol or illegal or performance enhancing drugs, either by observation or drug or participants alcohol use test, will be considered to have violated this Policy. will also be

2. Each student participant shall be provided with a copy of this Policy and the chosen on a "Student Participant Alcohol and Illegal or Performance Enhancing Drugs random Contract" (the "Contract") which shall be read, signed and dated by the selection basis student participant, parent or custodial guardian and a coach/sponsor before weekly from a such student participant shall be eligible to practice or participate in any list of all "in-extracurricular activity. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed Contract.

The School District will determine a weekly number of student names to be drawn at random to provide a urine sample for drug and/or alcohol use testing for alcohol and/or illegal or performance enhancing drugs.
participant may be required to submit to a drug and/or alcohol use test for alcohol or illegal or performance enhancing drugs or the metabolites thereof at any time upon reasonable suspicion.

8. The school district will set a fee charge to be collected from each student when the contract is signed and returned to the coach/sponsor at the beginning of an activity season.

9. Any alcohol or drug use test required 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 using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

10. All aspects of the alcohol or drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of student participants to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The activities director shall designate an adult person of the same sex as the student participant to be a monitor and to accompany the student participant to a restroom or other private facility. The monitor shall not observe the student participant while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the activities director who will then determine if a new sample should be obtained. If a student participant is determined to have tampered with any specimen or otherwise engaged in any conduct which disrupts the testing process of any student participant, then the student participant will be deemed to have committed a second offense under this Policy and the sanctions for a second offense will be imposed. The monitor shall give each student participant a form on which the student participant may list any medications he/she has taken or any other legitimate reasons for having been in contact with illegal drugs or performance enhancing drugs in the preceding thirty (30) days. The medication list may be submitted to the lab in a sealed and confidential envelope.

11. If an 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 gas chromatography/mass spectroscopy technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or performance enhancing drug or the metabolites thereof. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method. The unused portion, if any, of a specimen that tested positive for alcohol or illegal or performance enhancing drugs shall be preserved by the laboratory for a period of six (6) months.

12. If the alcohol or drug use test for any student participant has a positive result, the laboratory will contact the activities director with the results. The activities director will contact the student participant, the head coach/sponsor, the applicable principal and the parent or custodial guardian of the student participant and schedule a conference. At the conference, the
activities director will solicit any explanation for the positive result and ask for doctor prescriptions of any drugs that the student participant was taking that might have affected the outcome of the alcohol or drug use test. If the student participant and his/her parent or custodial guardian desires another test of the remaining portion if any, of the specimen, the activities director will arrange for another test at the same laboratory or at another laboratory agreeable with the activities director. Any such re-test shall be at the expense of the student participant and his/her parent or custodial guardian.

13. If the student participant asserts that the positive test results are caused by other than consumption of alcohol or an illegal or performance enhancing drug by the student participant, then the student participant will be given an opportunity to present evidence of such to the activities director. The School District will rely on the opinion of the original laboratory which performed the test in determining whether the positive test result was produced by other than consumption of alcohol or an illegal or performance enhancing drug.

14. A student participant who has been determined by the activities director to be in violation of this Policy shall have the right to appeal the decision to the superintendent or his/her designee(s). Such appeal must be lodged within five (5) business days of notice of the initial report of the offense, during which time the student participant will remain ineligible to participate in any extracurricular activities. The superintendent of his/her designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this Policy shall be the sole and exclusive judgment and discretion of the superintendent which shall be final and cannot be appealed.

15. Before a student participant who has tested positive in an alcohol or drug use test may rejoin his/her extracurricular activity after a first or second offense, such student participant may be required to undergo one or more additional alcohol or drug use tests to determine whether the student participant is no longer using alcohol or illegal or performance enhancing drugs. The School district will rely on the opinion of the laboratory which performed or analyzed the additional alcohol or drug use test in determining whether a positive result in the additional alcohol or drug use test was produced by alcohol or illegal or performance enhancing drugs used by the student participant before the offense or by more recent use.

16. All documents created pursuant to this Policy with regard to any student participant will be kept in a confidential folder and will never be made a part of the student's cumulative folder nor be considered a "disciplinary" record.

VIOLATION

1. Any student who is determined by observation or by alcohol or drug use tests to have violated this Policy shall be subject to the loss of the privilege to participate in extracurricular interscholastic activities and offered educational and support assistance to stop using.

2. **For the First Offense:** Suspension from participation in all scheduled extracurricular interscholastic activities (including all meetings, practices, performances and games/competitions) for 30 school days which may be reduced by 15 days (five school days reduced for professional drug/alcohol evaluation/assessment and ten school days
reduced for participating in and successfully completing at least four (4) hours of substance abuse education/counseling provided by the School District or an outside agency). During
the period of any suspension a student participant will report: to study hall for his/her activity hour. The student participant will also be required to miss a minimum of two games/competitions. If the student is not competing in an extracurricular activity during any suspension period due to injury, academic ineligibility or the games or competitions for that sport or activity are finished or have not begun for that school year and, therefore, does not miss a minimum of two games/competitions during the suspension period, then the student will be required to miss the next two games/competitions after he or she returns from the injury, becomes eligible or the games or competitions resume in the following school year or begin later in the same school year. These restrictions and requirements shall begin immediately following the determination of an observed violation or the reporting of the results of a positive alcohol or drug use test. Such suspension will extend into a succeeding season if necessary to fulfill the suspension.

3. For the Second Offense (in the same school year): Complete suspension from participation in all extracurricular interscholastic activities including all meetings, practices, performances and competition for eighteen (18) continuous and successive school weeks from the date of the determination of a violation or the reporting of the results of a positive alcohol or drug use test under this Policy. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension. Offenses shall not accumulate from school year to school year; the eighteen (18) week suspension from participation in all extracurricular interscholastic activities shall come into play only when two (2) offenses are committed in the same school year.

4. Self-Referral: As an option to the consequences for a first offense only, a student participant may self-refer to the activities director or a coach/sponsor before being notified of a Policy violation or prior to being asked or required to submit to an alcohol or drug use test. A student participant who self-refers will be allowed to remain active in all extracurricular interscholastic activities after the following conditions have been fulfilled: a conference has been held with the student participant, activities director, coach/sponsor and the parent or custodial guardian of the student participant to discuss the Policy violation; an alcohol or drug use test is provided by the student participant that is not positive, and a participation commitment by the student participant and parent for four (4) hours of substance abuse education/counseling provided by the school or an outside agency. Documentation of successful completion of this commitment must be provided to the activities director by the student participant or parent. A student participant who self-refers will, however, be considered to have committed his/her first offense under this Policy. A self-referral may be used only once in a student's time in the School District.

5. Refusal to Submit to Alcohol or Drug Use Test: If, after signing the Contract, a student participant refuses to submit to an alcohol or drug use test authorized under this Policy, such student participant shall not be eligible to participate in any extracurricular interscholastic activities including all meetings, practice, performances and competition for eighteen (18) continuous and successive school weeks. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension.
GUIDELINES

1. One mass testing for fall activities.
2. Test random groups of fifteen students twice a week.
3. Charge a one-time testing fee of $10 to students each school year.
Statement of Purpose and Intent:
Participation in school sponsored extracurricular activities at the Skiatook School District is a privilege and not a right. Such privilege is governed by the attached Skiatook School District Policy on Testing for Alcohol and Illegal or Performance Enhancing Drugs (the "Policy"). Alcohol and illegal or performance enhancing drug use of any kind is incompatible with participation in extracurricular activities on behalf of the Skiatook School District. Students who participate in activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship and training. Accordingly, student extracurricular activities participants 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 alcohol or illegal or performance enhancing drugs.

Participation in Extracurricular Activities:
For the safety, health and well-being of the students of the Skiatook School District, the Skiatook School District has adopted the attached Policy and this Student Extracurricular Activities Participant Alcohol and Illegal or Performance Enhancing Drugs Contract (the "Contract") which shall be read, signed and dated by the student, parent or custodial guardian and sponsor or coach before such student shall be eligible to practice or participate in any extracurricular activity. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed Contract.

<table>
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<tr>
<th>Student's Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Student ID Number</th>
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I understand after having read the Policy and this Contract that, out of care for my safety and health, the Skiatook School District enforces the rules applying to the consumption or possession of alcohol and illegal or performance enhancing drugs. As a student extracurricular activities participant, I realize that the personal decision that I make daily in regard to the consumption or possession of alcohol and 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 the Policy regarding the use or possession of alcohol and illegal or performance enhancing drugs any time during the school year, I understand upon determination of that violation I will be subject to the restrictions of my participation as outlined in the Policy.

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<th>Signature of Student</th>
<th>Date</th>
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We have read and understand the Policy and this Contract. We desire that the student named above participate in the extracurricular activities of the Skiatook School District and we hereby agree to abide by all provisions of the Skiatook School District's Policy. We accept and consent to the method of obtaining urine samples, testing and analyses of such specimens, and all other aspects of the program. We agree to cooperate in furnishing urine specimens that maybe required from time to time. We further agree and consent to the disclosure of the sampling, testing and results as provided for in this program. This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to non-disclosure of such test records and results only to the extent of the disclosures authorized in the program.
Signature of Parent or Custodial Guardian  
[If the student athlete is 18 years or older, he/she must also sign at this line in addition to the line above.]

BELOW PLEASE OBTAIN THE SIGNATURE OF ANY SPONSOR OR COACH OF AN EXTRACURRICULAR ACTIVITY IN WHICH YOU ARE INVOLVED:

<table>
<thead>
<tr>
<th>Signature</th>
<th>Sponsor/Coach</th>
<th>Team/Extracurricular Activity</th>
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478
7003. PUBLIC, PATRONS & PARENTS

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REQUEST TO ADDRESS BOARD OF EDUCATION

I request permission to address the Board of Education on the following topic: Attach all documents for board review explaining the reason for addressing the board.

_________________________________  __________________________
Name                                    Date

_________________________________
Address                                Phone#
NOTE: Approval is required from the assistant superintendent's office regarding availability of space desired before submitting this form.

Request Approved By: 

Check One 

____School Affiliated Event 

____Cooperative event with the school 

____Outside Event 

Assistant Superintendent 
(Or person who scheduled use) 

This is a contract (the "Contract") between the Skiatook School District ("School District") and the Organization/Responsible person (jointly and severally) for the temporary use of the School District facilities (the "facilities") designated in this Contract as follows:

1. School: ______________________, 20___

2. Facilities (no other facilities will be provided unless checked):

   ___Auditorium 
   ___Gymnasium: Which one ____________
   ___Cafeteria dining room only 
   ___Cafeteria w/kitchen facility 
   ___Dressing room:
   ___Boys___ Girls___
   ___Classrooms (see below) 
   ___Other (Describe) 

   Number of classrooms needed: ____ Indicate room Nos._______

3. Date: ___________Day of wk____Time: from___am/pm to ___am/pm

   Date: ___________Day of wk____Time: from___am/pm to ___am/pm

   Date: ___________Day of wk____Time: from___am/pm to ___am/pm

4. Purposes (list kinds of activities planned, i.e., Recital, concert) 

   ________________________________

5. Will you charge admission?  Yes___ No___ How much?

   ___
Anticipated attendance____________________

6. Organization to use facilities: ____________________________________________
Address: ___________________________ Telephone # ______________________

7. Responsible person: ____________________________ Telephone # ___________

8. Special Services/Equipment: School District agrees to provide the following special services equipment:

<table>
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<tr>
<th>Item</th>
<th>Additional cost</th>
<th>Initialed</th>
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</table>

(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.

THE ADDITIONAL TERMS AND CONDITIONS ATTACHED HERETO ARE A PART OF THIS CONTRACT.

Dated this _____ day of _____________________, 20__

ORGANIZATION: 

APPROVED:

SKIATOOK SCHOOL DISTRICT

By____________________ By____________________
Title_________________ Title_________________

Responsible Person: ____________________________
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."

ADDITIONAL SKIATOOK SCHOOL EMPLOYEES NEEDED:

CUSTODIAN____________ RATE OF PAY____ # OF HOURS____
NAME

482
FOOD SERVICE WORKER_________RATE OF PAY____# OF HOURS___
NAME
LIGHTING PERSON NEEDED _______RATE OF PAY____# OF HOURS___
NAME
SOUND PERSON NEEDED____________RATE OF PAY____# OF HOURS___
NAME
OTHER________________________RATE OF PAY____# OF HOURS___
NAME
CITIZEN'S REQUEST FOR RECONSIDERATION OF EDUCATIONAL MATERIALS

Author____________________ Type of Material __________________

T I T L E ____________________________________________________

Publisher (If Known) ________________________________________

Request Initiated By__________________________________________

Telephone_________Address _________________________________

City__________________ Zip Code ______________________________

After reading the entire book or listening to, reviewing the entire material, please answer these questions:

To what in the material do you object? (Please be specific, cite pages, etc.)

___________________________________________________________

___________________________________________________________

For what age group would you recommend this material? _____

Is there anything good about this material? _________________

Are you aware of the judgment of this material by professional critics?

___________________________________________________________

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

Do not assign it to my child ________________________________

Withdraw it from all students ________________________________

Other ________________________________

Signature of Complaint ________________________________

Date: ________________________________

Librarian, Review Committee Chairman

Recommendations____________________________________________

Principals

Recommendations____________________________________________

President of the School Board

Recommendations____________________________________________
GRIEVANCE FORM

1. Name and Address of Charging Party (Grievant):

________________________________________________________________________
________________________________________________________________________

2. Date: __________________________

3. Phone numbers where Grievant may be reached:
   
   Home  ________________________________________________________________

   Office _________________________________________________________________

   Other  _________________________________________________________________

4. Statement of grievance (please provides 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 or materials 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.

________________________________________________________________________

________________________________________________________________________

_______________________________________
Signature of Grievant

IF, AS A RESULT OF A DISABILITY, YOU NEED ASSISTANCE IN COMPLETING THIS FORM PLEASE CONTACT:

ADA Compliance Officer
Skiatook School District
355 South Osage Street
Skiatook, OK 74070-2015
Telephone: 918-396-5702 – Fax: 918-396-1799
FOR ASSISTANCE OR ACCOMMODATION
PUBLIC RECORD ACCESS REQUEST
OKLAHOMA OPEN RECORDS ACT

TO: ________________________SCHOOL DISTRICT
___________________________, OKLAHOMA

1. Pursuant to the Oklahoma Open Records Act, the undersigned hereby requests access to the following School District records:

_______________________________________________________________________________
_______________________________________________________________________________

(Describe records as specifically as possible, attach additional sheets if necessary)

2. The undersigned requests access to the foregoing records for the following purpose:

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

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.__.
PROPOSAL FOR FUND RAISING

1. *To be filled out by the Sponsor and given to the Building Principal for school audit use.*

   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 _________________________________________________________

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) _______________
   ________________________________________________________________
   ________________________________________________________________
   Principle Approval __________________________ Date of Approval ___________