

# **POLICIES OF THE BOARD OF EDUCATION**

**Dale Public Schools  
Dale, Oklahoma**

**May, 2016**

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(New additions are printed in red.)

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## **PREFACE**

Formation of educational policy is one of the most important functions of the board of education.

School board policies are statements which set forth the purpose and describe in general terms the organization and program of a school system. They create a framework within which the superintendent and staff can discharge their assigned duties with positive direction.

The board of education is the final authority in setting and interpreting policy.

## **MISSION STATEMENT**

The mission of Dale Public Schools is to create an environment that channels each student's energy into self-realization and high academic standards.

## **GOALS**

Dale Public Schools will provide each student with the opportunity and guidance necessary to develop skills for

1. applying mathematics; social and natural sciences; and the communication skills of reading, writing, speaking, and listening to the solving of real life problems;
2. dealing with change on all levels locally, nationally, and globally;
3. exercising personal, social, and moral responsibility in dealing positively with health, wellness, drugs, and environmental issues;
4. developing a sense of responsibility for successful citizenship in our American democracy in order to serve the community and society and to achieve personal fulfillment; and
5. developing creativity and enhancing positive human relationships.

Students in Dale Public Schools should realize a wide range of job and educational opportunities available to them through cooperative and individual education. Ideally, every student should graduate with a marketable skill and a foundation which fosters life-long learning upon which further education can be built.

Through the education of the district's youth and the active involvement of parents and citizens, Dale Public Schools is committed to developing, improving, and advancing the community.

## **DEFINITIONS**

"Board" or "a board" or "the board": used throughout this policy to refer to the Dale Board of Education or the Dale School Board

"District" or "a district" or "the district": used throughout this policy to refer to the Dale School District or Dale Public Schools, District I-2

"Superintendent": used throughout this policy to refer to the Dale superintendent of schools

## **ARTICLE I. Educational Philosophy**

We believe that every student is entitled to love, security, a feeling of belonging, the respect of his teachers and fellow pupils, and dignity as an individual.

We believe that each pupil has a right to succeed at some level, to achieve to the limit of his ability, and to take pride in his achievements.

We believe that every student deserves to find in each classroom a capable, mature, well-trained, dedicated teacher.

We recognize that the education of children is not the exclusive province of the school but should be a joint effort of the school, the home, and the community.

The goal of our school system is to develop in students high standards of scholastic attainment, moral excellence, and responsible citizenship.

Ideally, every student should graduate with a marketable skill and a foundation upon which further education can be built.

## **ARTICLE II. The Board of Education**

### **SECTION A. Responsibility of Local School Board**

The Oklahoma School Code, in part, provides that each school district shall be a body corporate and shall possess the usual powers of a corporation for public purposes. It may sue and be sued, it may be capable of contracting and being contracted with, and it may hold such real and personal estate as it may come into possession of as authorized by law. It further provides that the governing board of each school district in Oklahoma is designated to be known as the board of education of such district, and that the superintendent of schools appointed and employed by such board

shall be the executive officer of said board and shall perform such duties as said board directs. These sections of the School Code emphasize the legal responsibilities of the board of education for the acts or business transacted by the school district and its responsibility of outlining, defining, and fixing the sphere within which its superintendent is to perform the assigned duties.

Each responsibility mentioned elsewhere for the superintendent legally is a responsibility delegated by the board of education. Hence the first and most important responsibility of the board of education is a complete and comprehensive set of written policies giving the framework of authority assigned to its executive officer, the superintendent of schools. It is proper practice for the board of education to grant authority to its executive officer to represent it during the interim between board meetings on routine business management problems which can be handled within established policies.

In any area in which the board of education does not have specific written policies, the superintendent shall furnish the board with the necessary information and advice concerning the operation of the district's business.

## **SECTION B. Objectives of the Board**

1. To give the students a comprehensive understanding of the organization and functioning of society with reference to its physical setting and its local, national, and international interests.
2. To develop ideals, attitudes, appreciations, and loyalties that will assist the students in determining their responsibilities to society.
3. To encourage correctness in oral and written English.
4. To encourage the love of literature and recognize its value.
5. To cultivate useful work habits and study skills.
6. To instill character traits of honesty, dependability, loyalty, and trustworthiness.
7. To develop certain skills which will enable each one to be a happier individual.

## **SECTION C. Composition of the Board**

### **1. Membership**

#### **a. Status of Members**

The board shall consist of five members. A person serving on a board of education is no more or less than a citizen of the district except when the governing board of the district is in regular or special meetings for the purpose of transacting business for the district. During such meetings the board member participates in determining the board's judgment; but when the board as such adjourns, he reverts to the status of citizen of the district. Each act of the board should be referred to as "a decision made by the board in one of its meetings" without reference to any particular person who is a member of the board.

Each board member is expected to attend all board meetings. If an emergency situation should arise which will prevent a board member from attending a scheduled meeting, the board member should notify the board president or the superintendent. If a board member fails to attend a minimum of fifty percent of meetings in a calendar year and/or three or more consecutive unexcused absences from board meetings may constitute abandonment of office and the board may declare the position vacant and fill the vacancy as prescribed by law.

#### **b. Election of Members**

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

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

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

#### **c. Vacancies**

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

held and the elected member shall fill the vacancy for the unexpired term.

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

1. dies;
2. resigns;
3. moves out of the school district;
4. fails to timely complete required workshop hours;
5. is convicted of any felony or any offense involving a violation of the member's official oath;
6. pleads guilty or *nolo contendere* to a felony or any offense involving a violation of the member's oath;
7. abandons the office;
8. assumes the duty of a second public office when the holding of such office and being a board member violates the dual office-holding provisions of the law (This does not apply to any elected or appointed member of a local school board who is a member or an officer of a volunteer fire department, a director or officer of a rural water district, a chief of municipal fire department or rural fire district appointed or elected to an unsalaried office, except where the duties of the office would create a conflict of interest.); or,
9. ceases to be a resident of the board district or ward for which the person was elected.

## 2. Election of Officers

At the first regular meeting of the board after the annual school election, it shall organize itself by the election from its own members of a president, vice-president, and clerk.

## 3. Duties of Officers

The officers of the board shall also perform such duties as may from time to time be lawfully required of them through the adoption of permanent rules or other lawful action of the board.

**President:** It shall be the duty of the president to preside over all meetings of the board, to appoint all committees when called upon to do so by the board, and to sign all warrants ordered to be drawn upon the school treasury for school money.

**Vice-president:** It shall be the duty of the vice-president to perform all duties of the president in the case of the president's absence or disability.

**Clerk:** The clerk is required by law to

- a. countersign all warrants for school monies drawn upon the treasurer by the board of education;
- b. maintain all claims, warrants, contracts, purchase orders, and any other financial records or documents, including those relating to student activity funds, on file or stored in the offices of the board for a period of not less than five (5) years;
- c. perform such other duties as the board or its committees may require.

**Minute Clerk:** The minute clerk is required by law to

- a. keep an accurate record of the procedures of the board;
- b. perform such other duties as the board or its committees may require;
- c. furnish the tentative minutes of each board meeting to the news media;
- d. give a bond of not less than one thousand dollars (\$1000.00) with sufficient sureties to be approved by the board conditioned for the faithful performance of duties.

**Encumbrance Clerk:** The encumbrance clerk shall be employed by the board and in performing the required duties of the position needs the following forms and documents

- a. a supply of approved purchase order blanks;
- b. a supply of approved warrant blanks;
- c. a supply of approved school district appropriation and allotment ledger sheets;
- d. a supply of encumbrance ledger forms;
- e. a copy of the school district budget;
- f. a statement of the appropriations made and approved, or a copy of the estimate of needs and the financial statement, and supplemental adjustments;
- g. other supplies as needed;
- h. other forms to meet the board's requirements.

The encumbrance clerk shall give a bond of not less than one thousand dollars (\$1000.00) with good and sufficient sureties to be approved by the board conditioned for the faithful performance of duties.

The encumbrance clerk shall also perform such other duties as the board or its committees may require.

**Treasurer:** The treasurer, under bond, shall arrange for and manage the funds of the district in designated school depositories in accordance with board direction and policy. The treasurer shall not pay out funds in his care except upon warrants signed by the president and clerk of the board.



**Auditor:** The auditor, one who is under bond and who is an approved school auditor, shall make an annual audit of all accounts including lunchroom funds and activity funds and shall make other such audits and reports as may be required by the board.

#### **SECTION D. Functions of the Board**

##### **1. Selection of the Superintendent**

One of the major responsibilities of the board is the selection of a qualified superintendent who shall act as the executive officer of the board.

##### **2. Meetings of the Board**

Regular meetings of the board shall be held on the first Monday of each month or upon such day as may be fixed by the board. A majority of the board membership shall constitute a quorum for transaction of business. All meetings are open to the public.

All board meetings will begin at 6:30 P.M.

##### **3. Preparation and Dissemination of the Board Meeting Agenda**

The superintendent will prepare board meeting agendas in consultation with the board president. Only the superintendent and board members may place an item on the agenda. Any board member desiring to place an item on the agenda will notify the superintendent of the particular item of business at least forty-eight hours before the meeting during which the item will be considered. Items requested by any board member will automatically be placed on the agenda.

Any citizen, group of citizens, or organization may request that the board consider matters affecting the school system. Such requests for board consideration should be made in writing to the board president or the superintendent at least forty-eight hours before the meeting during which the requests are to be considered. A written request for the board consideration should include a brief explanation of the action desired and any background material which might be helpful. The person initiating the request will be notified by the board president or superintendent as to whether or not the request has been granted.

The agenda and other materials for a board meeting will be distributed to board members three days before the meeting. Copies of the agenda will be posted and available to the public upon request at least twenty-four hours before each board meeting.

##### **4. Public Comments at Board Meetings**

###### **a. Presentation of Comments Concerning Items on the Agenda for Board Discussion, Consideration, or Vote**

- i.** Residents of the Dale School District, parents of Dale students, and Dale students may comment on any items of business, recommendation, and/or presentation appearing on regularly-scheduled meeting agendas which do not concern hearings relating to district personnel employment decisions or student suspension appeals.
- ii.** A request to present comments to the Board under "Public Comments Related To Agenda Items" must be made in writing (see "Attachment M"), and will be accepted at any time prior to the time the president calls the meeting to order. The written request (see "Attachment M") must include legible printing of the name of the individual to address the board as well as a description of the agenda item upon which comments are to be made or the number of the agenda item.
- iii.** No speaker will be permitted to address the board more than three minutes unless such time is extended for an additional two minutes by the board president.
- iv.** No speaker will be permitted to assign part or all of the speaker's time to another individual. However, an individual will be permitted to address the board for up to five minutes if the individual serves as a spokesperson for others who have signed to submit comments to the board.
- v.** Provided, if a speaker is making the same comments as a previous speaker on the same agenda item, in an effort to conserve meeting time the Board President may ask the speaker if the speaker has any comments to make in addition to those made by the previous speaker or if the speaker desires for the Board to know that the speaker agrees with the comments made by a previous speaker.
- vi.** The time limit to make comments will begin as soon as the individual is called by the President to submit comments.
- vii.** Since the purpose of the agenda is to listen to the concerns, opinions, and comments of district patrons, board members and administrators will not be required to respond to questions from the public or the presenter. The board members and administration, however, may ask questions of presenters, and board members may refer any questions they have to the Superintendent for comment or for later report to the board or to the presenter.

**b. Presentation of Comments Concerning Items Not on the Agenda for Board Discussion Consideration or Vote**

- i.** A resident of the Dale School District, parents of Dale students, and Dale students wanting to address the board of education regarding an item reasonably related to district operations which will not be listed on the agenda of a regular meeting for discussion, consideration, or vote must present a legible, written request (see "Attachment M") with the superintendent's office no later than 3:30 p.m. on the seventh day preceding the regular monthly meeting. The superintendent and board president will confer about timely submitted requests to determine if the matter should be placed on the agenda of the ensuring or subsequent board meeting. However, if two or more board members request the matter to be placed on the agenda, a request otherwise complying with this policy shall be an agenda item on the ensuing board meeting.
- ii.** To form an agenda item under "Public Comments Not Related to Agenda Items" with desired specificity to describe the topic on the agenda and to determine whether the request complies with this policy, the request must describe the topic to be addressed with sufficient detail of what is to be presented to the board so as to allow the superintendent and board president to form a complete understanding of the requested topic. No one will be placed on the agenda without completion of a signed and dated written form (see "Attachment M") describing the topic to be addressed, stating the name and address of the speaker, describing the ultimate relief, if any, desired by the speaker, and stating whether the individual has proceeded through the appropriate chain of command as described below.
- iii.** The Superintendent has authority to devise whatever forms may be needed to implement this requirement.
- iv.** Individuals addressing the board on topics not a matter of board discussion, consideration, or vote shall be individually listed in the "Public Comments Not Related to Agenda Items" section of the agenda of regular meetings, along with a description of the topic on which comments are to be presented.
- v.** The board does not guarantee a requested address will be placed on the agenda. Because board policies, state laws, hearing bodies, courts, and federal laws and regulations establish separate and distinct procedures and forums to address certain categories of school issues, and because statutes protect the confidentiality of student and employee records, a topic concerning these issues will not be placed on the agenda if needed to ensure that confidential information will not be discussed in public and or if needed to preserve the devised channel for relief of a particular issue from being circumvented. Accordingly, no person will be allowed to address the board concerning:

  - aa.** information concerning the contents of educational records of a particular student or the confidential employment records of a particular district employee;
  - bb.** an employee or student hearing being held before the board of education and for which the patron has not been called as a witness by one of the participants of that hearing;
  - cc.** an issue in a pending lawsuit, complaint, or investigation filed with an outside agency in which the district, district employees, or the board is a party;
  - dd.** a pending employee grievance; or
  - ee.** a pending employee complaint filed with the district or an outside agency.
- vi.** In addition, no agenda items will be listed if the topic to be discussed:

  - aa.** would address issues unrelated to or not affecting the District or which is not a matter within the jurisdiction or control of the Board of Education; or
  - bb.** is to consist of comment on commercial, political, social, or similar topics. The "Public Comments" section of the agenda, for example, will not be used by a candidate for public office to make a campaign speech or political appeal.
- vii.** To avoid a duplication of discussions and to allow the board to move forward to current board business after a decision has been made, the board may refuse to place on the agenda requested reconsideration of a subject previously discussed by the board in regard to which a course of action was voted to be taken or voted not to be taken. No request will be granted to discuss an issue relating to a topic previously decided by the board of education after the completion of a hearing process.
- viii.** If a requested topic is not placed on the agenda, the superintendent's office will inform the desired presenter of the reasons that the request does not conform to this policy.
- ix.** Since the purpose of the agenda is to listen the concerns, opinions, and comments of district patrons, board members and administrators will not be required to respond to questions from the

- public or the presenter. The board members and administration, however, may ask questions of presenters, and board members may refer any questions they have to the superintendent for comment or for later report to the board or to the presenter.
- x. No more than three minutes will be granted to a speaker or a combination of speakers addressing the same issue, unless such time is extended for an additional two minutes by determination of the board president. No speaker will be permitted to assign part or all of the speaker's time to another individual. However, an individual will be permitted to address the board for up to five minutes if the individual serves as a spokesperson for others who have signed to submit comments to the board.
  - xi. The board reserves the right to establish reasonable restrictions on the time allowed for public comments when the number of those submitting requests to address the board on topics not on the agenda would cause the board to exceed forty-five minutes in public comments. In the event the board votes to limit the number of speakers, speakers will be selected in the order in which forms to be listed on the agenda were submitted to the superintendent's office.
  - xii. Members of the public may view and hear the open session deliberations of the board, but do not have a right to participate in board-member discussion and decision-making. Members of the public may submit comments to the board in compliance with this policy.
- c. Personnel, Student, and School Operations Issues (Presenters Must Have First Complied with the District's Chain-of-command Process)**
- i. The board of education desires to encourage the settlement of issues prior to board consideration, particularly when the proposed topic relates to issues concerning students, employees, or operations of a school. The board has established a chain-of-command process for those bringing concerns to the district, and this public-comments policy will not be used by members of the public to circumvent the requirements of the chain-of-command process. For example, no agenda item will be placed on the agenda at the request of a patron concerning disagreement with the actions of an employee or actions relating to a student unless the person desiring the item to be placed on the agenda:
    - aa. (if the issue involves a teacher or a student classroom issue) has brought the issue to the attention of the appropriate teacher and discussed those concerns with the teacher;
    - bb. (if not satisfied with the resolution of the conflict by the applicable teacher) has documented in writing the issues the patron contends were not resolved at the teacher level and has brought those remaining issues to the attention of the appropriate principal and discussed the remaining concerns with the principal;
    - cc. (if not satisfied with the resolution of the conflict by the applicable school principal) has documented in writing the issues the patron contends were not resolved at the principal level and has brought those remaining issues to the attention of the superintendent and discussed the remaining issues with the superintendent; and
    - dd. (if not satisfied with the resolution of the conflict by the superintendent) has documented in writing the issues the patron contends were not resolved at the superintendent level and for which the patron desires board consideration.
  - ii. If a teacher or a support employee has a conflict with another teacher or support employee or an issue arises between an employee and another employee, the board will not place on the agenda an item dealing with that issue until the employee:
    - aa. has sought to resolve the conflict with the other employee;
    - bb. thereafter has documented the nature of the unresolved conflict and brought those items to the attention of the principal-supervisor of that employee; and
    - cc. thereafter has brought any unresolved conflict to the attention of the Superintendent, documenting in writing the unresolved issues, and has sought to resolve the issue at that level.
  - iii. If a teacher or support employee has a conflict with a principal, the board will not place on the agenda an item dealing with that issue unless the employee has first sought to resolve the issue with the principal, and thereafter, documents in writing the unresolved issues, presents these issues to the superintendent, and, if still unresolved, documents the unresolved issues.
  - iv. If a citizen has comments to make regarding the operation of a school, the board will not place on the agenda an item dealing with that issue unless the citizen has first sought to resolve the issue with the principal, and thereafter, documents in writing the unresolved issues, presents these issues to the superintendent, and, if still unresolved, documents the unresolved issues for presentation to the board.

**d. Control of Public Comments to the Board**

- i. The individual dignity of board members, district employees, students, and members of the public must be respected by all those addressing comments to the board, board members, district employees, students, and members of the public will not be subjected to verbal abuse. Those addressing the board will not engage in language which district or school rules do not permit students or employees to use on district premises, including but not limited to profanity or vulgar or lewd speech.
- ii. The board president has discretion to interrupt and terminate any presentation of comments related or not related to agenda items if the presentation is not confined to the topic to be addressed or does not otherwise comply with this policy.

**5. Expenditure of District Funds**

The board is responsible for safeguarding the expenditures of public funds and for making certain that all funds expended are by proper authority in proper amounts and for proper purposes as provided by law and by orders and directions of the board.

**6. Approval of the School Calendar**

The administration shall construct a school calendar in the spring of each year for the ensuing school year, to be presented to the board for approval at its April meeting.

**7. Approval of the School Budget**

During or before November of each year, the superintendent shall submit to the board for approval a preliminary estimate of needs, prepared on a form prescribed by the state board of education, of the amount or amounts of money and tax rate or rates believed to be required for the district for the ensuing year; and if such preliminary estimate shows an estimated need for a levy requiring the approval of the district's electors, such preliminary estimate shall contain a call for an election to be held to vote on the question of making such levy or levies.

**8. Revision of Board Policies**

A new board policy may be added or an existing policy changed at any board meeting by the approval of a majority of the membership.

**9. Approval of Club and Class Constitutions**

No class or club may execute a policy regarding its membership without prior approval by the administration and the board. This policy in no way should be interpreted as to restrict the authority of a teacher to control his classroom. All club constitutions and bylaws should be ready for board action by the October meeting each year.

**ARTICLE III. Licensed and Certified Personnel**

**SECTION A. Code of Ethics of the Education Profession**

The board approves and recommends the "Code of Ethics of the National Education Association" (adopted by the NEA Representative Assembly in 1975 and adopted by the Oklahoma Education Association, November 2, 1975), which follows.

**"Code of Ethics of the Education Profession"**

**Preamble:** The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principals. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The "Code of Ethics of the Education Profession" indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this code shall be exclusive and no such provision shall be enforceable in any form other than one specifically designated by NEA or its affiliates.

**Principle I: Commitment to the Student.** The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works 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 educator

- 1. shall not unreasonably restrain the student from independent action in the pursuit of learning;

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

**Principle II: Commitment to the Profession.** The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

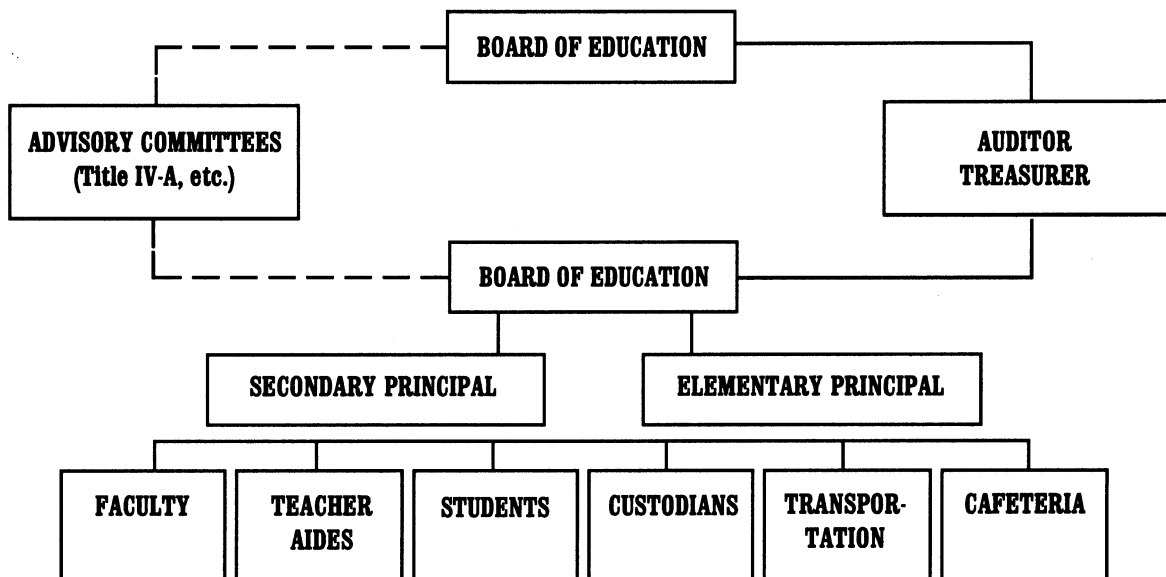
In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator

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

**SECTION B. Chain of Authority**

A spirit of cooperation and respect is expected at all levels. Internal



affairs should be handled with organization and routine. Therefore, in order to save time and prevent interruption, the chain of authority should be followed whenever possible. Under some circumstances, it is permissible to bypass a

superior, but these instances should be minor in number and detail.

**Department Heads:** Superintendent, High School Principal, Middle School Principal, Elementary School Principal, Maintenance, Transportation, Cafeteria.

### **SECTION C. Superintendent of Schools**

#### **1. Authority**

A district superintendent shall be the executive officer of the board and the administrative head of the school system of a district maintaining an accredited high school, provided he holds an administrator's certificate recognized by the state board of education.

These provisions of law make it clear that the legal responsibility for the operation of the schools in a school district rests entirely with the board of such district and that this responsibility should be executed through its administrator by delegating to him such authority and duties as may be necessary for the operation of the schools. The administrator operating under such grant of power from the board assumes the responsibility for the execution of the duties assigned to him and as such is responsible to the board. As the board delegates authority to the superintendent, the superintendent may in turn redelegate it to other employees; but in all instances the superintendent will be held accountable to the board. He cannot assume or be granted the legal responsibilities which are vested in a duly constituted board of education. It should, however, be pointed out that even though the administrator is not the legal respondent for a school district, the courts have never passed on his responsibility to the board involving cases of maladministration.

The superintendent and the board should have a clearly stated and written set of policies outlining the duties assigned to the administrator. In developing such policies, the board should acquire a greater awareness of its legal responsibilities, and the superintendent should have a better understanding of his sphere of operation and authority.

#### **2. Qualifications**

The qualifications are those set by the state board of education and such other qualifications of academic, professional, and personal excellence as the board may specify.

#### **3. Supervisory Functions**

The superintendent is responsible for the supervision of

- a. operations and personnel services;
- b. educational services, planning, and development;
- c. special services;
- d. informational services;
- e. reimbursable programs and claims;
- f. research and testing;
- g. the district's safety program;
- h. the district's hazardous communications program;
- i. the district's asbestos management and operations program.

#### **4. Job Goal**

The job goal of the superintendent is to inspire, lead, guide, and direct every member of the administrative, instructional, and supportive services team in setting and achieving the highest standards of excellence so that each individual student enrolled in the district may be provided with a complete, valuable, meaningful, and personally rewarding education.

He will also oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency, a minimum of waste, and an ever-present, overriding awareness of and concern for their impact upon each individual student's education.

As the director of school plants and plant operations, he is to see that the district's safety program, the hazardous communications program, and the asbestos management and operations program are in compliance with all state and federal laws.

#### **5. Performance Responsibilities**

The superintendent shall

- a. administer as chief executive the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the board;
- b. recommend the number and types of positions required to provide personnel for the operation of such a program;
- c. recommend policies on organizations, finance, instruction, school plant, and all other functions of the school program;
- d. nominate for appointment, assign, and define the duties of all personnel, subject to the approval of the board;

- e. confer periodically with professional and lay groups concerning the school program and transmit to the board suggestions gained from such conferences;
  - f. supervise the preparation and presentation of the annual budget and recommend it to the board for approval;
  - g. attend and participate in all meetings of the board except executive sessions of those meetings which are concerned with the superintendent's employment;
  - h. conduct a continuous evaluation of the progress and the needs of the schools and keep the public informed;
  - i. maintain the buildings, grounds, and equipment, insofar as funds permit;
  - j. as Director of School Plants and Plant Operations interpret and enforce district policies, state and federal laws, and administrative regulations; and keep necessary files and records that pertain to his assignments.
- 6. Terms of Employment**  
The superintendent's contract shall be for twelve months a year at a salary to be negotiated with the board.
- 7. Evaluation**  
Performance of this job will be evaluated annually by the board before February 10. (See applicable evaluation policy below "Section E. 11. Evaluation.")
- 8. Schedule of Election**  
The election of the superintendent will be considered annually by the board at its January meeting.
- 9. Pay Dates**  
All district employees will be paid twelve times a year, monthly, on the last working day of the month.

#### **SECTION D. Principal and Assistant Principal**

##### **1. Job Description**

###### **a. Principal**

The school principal is the supervisory head of the school to which he is assigned. He is responsible for all teacher efforts, all student efforts, and the efficient running of the educational unit.

He reports directly to the superintendent and is responsible for supervising all personnel directly or indirectly serving his assigned school.

The elementary principal shall also serve as Director of Special Services.

###### **b. Assistant Principal**

i. As elementary administrative assistant, the assistant principal will

aa. assist with the special education department, including attending JEP meetings, discipline of students, evaluation of teaching staff, preparation of reports, etc.

bb. assist with development of federal programs, including coordination of services and professional development district wide.

cc. assist with responsibilities for all teacher efforts, all student efforts, and with the efficient running of the educational unit.

ii. As secondary administrative assistant, the assistant principal will

aa. assist with athletic department responsibilities, including scheduling of athletic events in grades 5 through 12, hiring of referees and umpires, game contracts, officials contracts, requisition and payment of officials and entry fees, arrangement of team travel, general management of all athletic events, fundraising events including pop and candy machines, and forwarding all forms and reports as required to the OSSAA.

bb. assist with responsibilities for all teacher efforts, all student efforts, and with the efficient running of the educational unit.

iii. The assistant principal will assume responsibility for district-wide staff development.

iv. The assistant principal will assume responsibility for eligibility reports for all student activities.

##### **2. Qualifications**

The principal shall have at least two years successful experience as a classroom teacher or such alternatives as the board may find appropriate and acceptable as set by the state certification authorities.

##### **3. Job Goal**

The job goal of the principal is to make the school facility an attractive, pleasant, and productive place in which to work and learn.

As Director of Special Services, the elementary principal shall supervise and administer all of the district's special education programs (i.e., Chapter 1, EHA-B, Gifted and Talented, etc.).

#### **4. Performance Responsibilities**

The principal shall

- a. interpret and enforce district policies and administrative regulations;
- b. participate in the selection and supervision of all school personnel;
- c. lead in the development, determination of appropriateness, and monitoring of the instructional program;
- d. organize and administer the public relations program for his school;
- e. supervise the daily use of the school facilities for both academic and nonacademic purposes;
- f. provide for adequate inventories of property under his jurisdiction and for the security and accountability for that property;
- g. approve the master teaching schedule and any special assignments;
- h. prepare and administer the school budget and supervise school finances;
- i. supervise the maintenance of all required records and reports;
- j. maintain active relationships with students and parents;
- k. supervise all activities and programs that are outgrowths of the school's curriculum;
- l. assume responsibility for all official school correspondence and news releases;
- m. serve as a member of such committees and attend such meetings as the superintendent shall direct;
- n. serve as an ex officio member of all committees and councils within his school;
- o. respond to written and oral requests for information;
- p. keep his supervisor informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability;
- q. assume responsibility for his own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state, and national meetings, through enrollment in advanced courses, and the like.

The elementary principal shall also, as Director of Special Services,

- a. interpret and enforce district policies, state and federal laws, and administrative regulations;
- b. write and prepare such proposals as needed to substantiate and acquire grants and entitlement;
- c. keep necessary files and records that pertain to his assignments;
- d. keep his supervisor informed about program needs and regulations.

#### **5. Terms of Employment**

The principal shall be employed for ten months a year at a salary to be negotiated with the board.

#### **6. Evaluation**

Job performance shall be evaluated annually by the superintendent before February 10. (See applicable evaluation policy below "Section E. 11. Evaluation.")

#### **7. Schedule of Election**

The election of the principal will be considered annually by the board at the February meeting.

#### **8. Pay Dates**

All district employees will be paid twelve times a year, monthly, on the last working day of the month.

### **SECTION E. Teaching Personnel**

#### **1. Qualifications**

The qualifications for teaching personnel are set by the state certification authorities.

#### **2. Job Goal**

The job goal of the teacher is to help students learn subject matter and/or skills that will contribute to their development as mature, able, and responsible men and women.

#### **3. Schedule of Election**

The election of classroom teachers will be considered annually by the board at its April meeting.

#### **4. Selection of Teachers**

The policy of the board is to hire the best teaching personnel available.

##### **a. Hiring Procedures**

Advertisements for openings will be placed on several college placement boards and in newspapers. Applications will be received in the office of the superintendent. Employment will be on the superintendent's recommendation.

The board is fully aware of the Title IX guidelines and Title VI of the Civil Rights Act of 1964 and intends to fully comply with these laws in every way.

##### **b. Title IX**

No person in the United States shall on the basis of sex be excluded from participation in, be denied



the benefits of, or be subject to discrimination under educational programs or activity operated by a recipient which receives or benefits from federal financial assistance. Title IX forbids sex discrimination in any educational institution receiving federal assistance.

**c. Title VI of the Civil Rights Act of 1964 (P.L. 88-352)**

In accordance with this act, no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, or denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance.

**5. Professional Growth**

**a. Membership in Professional Organizations**

The board 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.

**b. Attendance of Teachers' Meetings**

All teachers are expected to attend all teachers' meetings and to do such other professional work as directed by the superintendent.

**c. In-service Training**

Members of the faculty are expected to attend such meetings as are scheduled by the administration. Pre-school workshops, grade level meetings, curriculum studies, orientation programs for new teachers, building workshops, and the school visitation program are integral parts of the in-service training program. Every member of the faculty should participate in these projects.

When the district's schools are dismissed for local staff development programs, teachers must either attend such programs or work in their rooms until the prescribed end of the work day.

**6. Dress Code**

Dress regulations for teachers are based on personal cleanliness and respect for their positions. It is expected that teachers will set high standards and good examples for students to follow. It is expected that teachers will not wear blue jeans nor cutoffs at any time while students are present.

**7. Leaves of Absence**

**a. Dismissal of Teachers before the End of the Work Year**

Teachers who are going to attend summer schools whose sessions begin after the last regular class and before the end of the period of employment may be excused upon approval of the principal and the superintendent.

**b. Military Leave**

The board recognizes the involuntary recall to active duty in the armed forces of the United States government of members of the faculty and grants leaves of absence to such personnel for the period of such active service without loss of status or efficiency rating and without loss of pay during the first thirty calendar days of such leaves of absence. Such leave is exclusive of vacation time.

**c. Extended Leave**

A career teacher may request that the board grant the teacher a leave of absence from employment duties for one school year.

**i. Required Purposes of Extended Leave**

A leave may be considered if the purpose of the leave is to:

**aa.** pursue academic studies that will directly benefit future teaching performance by the teacher for the Dale public school system (The teacher will provide the board with a written report of the academic studies that will be pursued during the leave, the beginning and ending dates of such studies, any brochures or written documentation explaining the academic studies, an explanation of how the academic studies will be used to benefit future instruction by that teacher in the Dale School District, and documentation verifying acceptance to any such academic program.);

**bb.** provide time for recovery from or dealing with a serious illness that is of such a nature that the illness would severely impact the ability of the teacher to perform teaching services for the district (A teacher requesting a leave of absence for a serious illness must afford the district with documentation from treating physicians as to the nature of the illness, the expected time for recovery or healing, medications used for that illness, expected treatment during the leave of absence, and other medical information deemed relevant by the board.); or

**cc.** provide time for a parent to remain with a new-born child.

**ii. Factors Determining the Granting of Extended Leave**

In determining whether to grant such a leave, the board may consider the purpose of the leave, the impact of such leave upon the Dale education system, the ability of the district to replace the teacher during the

absence, the teaching and extra-duty assignments of the teacher, and such other facts that the board may deem to be relevant. It is expressly understood that the board may accept or deny a request for leave at its discretion.

**iii. Stipulations Subsequent to the Granting of Extended Leave**

It is also understood that if leave is granted, the following stipulations apply.

- aa.** During the time period of the leave, the teacher will not engage in any employment of any nature, whether regular or temporary employment or in the nature of substitute employment, or engage in any operations of a business, that occurs during a day in which Dale schools are open and during the times of that day that a teacher would normally be providing employment services for the Dale district. If the teacher engages in any employment, such will be grounds for termination of the teacher's contract.
- bb.** If leave is granted for academic purposes, and the teacher does not complete the academic plan as provided to the board, such failure to devote the leave time to academic studies as given to the district will be grounds for employment termination.
- cc.** The district does not guarantee that the teacher, upon return to employment after the termination of the leave, will be assigned to the same teaching position or to the same courses taught by that teacher prior to being granted the leave of absence.
- dd.** A teacher with an extra-duty assignment will not be entitled to any extra-duty assignment upon return. However, the teacher will agree, if desired by the administration, to resume all extra-duty assignments held by that teacher immediately prior to being granted the leave of absence.
- ee.** No teacher will be allowed to receive more than one leave of absence during employment with the Dale School District.

**iv. Return from Extended Leave**

A teacher who is granted a year leave of absence must inform the district in writing by March 1 of the school year in which the leave is granted that the teacher will be returning to employment with the District for the following school year. Any teacher who fails to inform the district in writing shall be deemed to have resigned from future employment with the district. Written notice of return must be provided by certified mail to the Superintendent with returned written receipt or by personal delivery to the Superintendent, with a signed acknowledgment of receipt.

**v. Commencing Extended Leave Subsequent to the Start of the School Year**

Ordinarily, any such leave must start at the beginning of the school year. If a leave were to be granted during the school year, the leave, at the option of the board, may be extended until the end of the semester after the end of the one calendar year of leave.

**8. Community Citizenship**

Teachers are encouraged to become a part of the community and to engage in community activities. However, teachers shall enter into the social, religious, and civic life of the community on a voluntary basis.

**a. Jury Duty**

Teachers who are summoned for jury duty shall be granted leave to serve and shall be paid during such service the full current contract salary. The district shall deduct any compensation received for serving as juror from a teacher's salary during such service. If released by the court before or by noon, the teacher shall return to duty as soon as possible.

**b. Subpoena**

Any teacher who is subpoenaed as a witness by a court of record in Oklahoma shall not suffer loss of pay as a result of such subpoena, provided that his testimony is given for official business or as a result of his employment by the district, and provided that all witness fees received are delivered to the district. If released by the court before or by noon, if the court of record sits locally, the teacher shall return to duty as soon as possible.

**9. Political Activities of Employees**

The official policy of the board is that the public schools shall be kept out of partisan politics. The board does not however, presume to control or limit the personal activities of its employees. They may exercise their privileges and responsibilities as citizens according to their personal convictions. The board does not approve the use of school facilities, materials, equipment, or official capacities to promote the candidacy of any individual or group. The superintendent and the administrative staff are responsible for assuring the board of the compliance of their staffs with this provision.

**10. Teacher Welfare**

**a. Retirement**

**i. Age of Retirement**

Prevailing state and federal laws concerning mandatory retirement age will be observed by the

district.

**ii. Teachers' Retirement System**

All teachers are required to participate in the Oklahoma Teachers' Retirement System, with certain exceptions as stated in the "Handbook of Information of the Retirement System."

**iii. Unused Sick Leave Bank**

It is the policy of the board to encourage and reward personnel who exercise particular care in the maintenance of their personal health and job attendance. In accordance with Oklahoma Statutes, Title 70, Section 6-104, employees may accumulate sick leave days up to a maximum of one hundred and twenty (120) days as prescribed by local board policy and the annual negotiated agreement with the teachers.

In accordance with Section 17-116-2, the total creditable service of a member who retires to terminate employment and elects a vested benefit shall include not to exceed 120 days of unused sick leave accumulated subsequent to August 1, 1959, during the member's membership with the Teachers' Retirement System.

To clarify the difference between the two types of statutory sick leave days, the board has established a 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 Teachers' 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 one hundred and twenty (120) days of sick leave have been accumulated. Unused sick leave days shall be deposited in the 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 one hundred and twenty (120) days of accumulated sick leave. This provision will apply to employees who have participated in the Teachers' Retirement System subsequent to August 1, 1959, and who have accumulated the maximum one hundred and twenty (120) days of sick leave.

Upon retirement, accumulated sick leave days and the unused sick leave days in the sick leave bank may be certified to the Teachers' Retirement System of Oklahoma to add creditable service for retirement purposes at a rate of one month of credit for twenty (20) days of accumulated sick leave up to a total of 120 days.

The number of days of unused sick leave in the sick leave bank and one hundred and twenty (120) days of accumulated sick leave may be counted as an additional year of creditable service toward retirement by the Teachers' Retirement System of Oklahoma provided that the total number of sick leave days are acceptable to the Teachers' Retirement System.

Unused sick leave days may be used only to extend creditable service at retirement and for no other purpose. No employee may contribute unused sick leave days to another employee.

Under Title 70, Section 6-104 A, payments for accumulated sick leave upon retirement or termination of a contract can be made only for sick leave days accumulated in the district.

An employee who elects to transfer accumulated sick leave to another school district shall forfeit all rights and privileges outlined under this policy. Unused sick leave days cannot be transferred from this district.

**iv. Extenuating Circumstances**

The board may consider each employee's request to consider individual situations because of extenuating circumstances, provided he has a total of 120 days of unused and accumulated sick leave.

**b. Social Security**

All employees are required to participate in the Federal Old Age and Survivors Insurance Plan (F.I.C.A.) as provided under the Social Security Law.

**c. Insurance Programs**

Group health insurance is available to all employees on a voluntary basis, with payroll deductions. The board may offer all or part of this in a benefit package.

**d. Annuity Programs**

A part of the salary payable to an employee by a school district may, at the request of the employee, subject to the limitation of payroll equipment, be paid by the purchase of an annuity contract from any insurance company authorized to do business in Oklahoma by the district for the employee, and the employee shall be entitled to have an annuity contract continued in force in succeeding years by such district or by any other school district subsequently employing the employee. The amounts so contributed or paid by the school district for the annuity contract, or to continue it in force, shall be considered a payment of salary for the same amounts, to the employee for state aid purposes, Teachers' Retirement System purposes, or Social Security purposes, but not for state income tax purposes, provided that the amount received under such annuity contracts shall be income subject to state income tax when actually received. Any employee desiring to be covered by the provisions of this act shall express his wishes in writing to the local board of education of the district not later than ten days prior to the end of any pay period of the school.

**e. Workmen's Compensation Insurance**

Employees of the district have insurance coverage provided under the Workmen's Compensation Act.

**f. Injuries Sustained by School Personnel in Performance of Duties**

By its action March 23, 1987, and effective December 1, 1986, the board will consider on a case-by-case basis the payment of monies up to the full contract amount to any teacher, school administrator, or other employee of the district who is unable to continue his or her contract of employment as a result of injuries sustained in a reasonable performance of his or her duties.

It is specifically understood that this policy is discretionary with the board and is not mandatory in any way for any individual or group of individuals. Additionally, the board may discontinue such payments by a majority vote of the board at any time. This provision applies even if the board has previously agreed to allow such payments.

If approved, payments to an employee shall continue until the full contract amount is paid or until the employee is able to again perform his contractual duties subject to the other limitations contained herein. In the event a dispute should arise concerning the ability of an employee to continue his or her duties, the opinion of the board shall be final.

In no case shall payment under this policy exceed the term of an employee's contract.

In the event payments are granted under this policy, no hospital or medical payments shall be charged against sick leave benefits; however, proceeds received by a teacher, administrator, or other employee from any other insurance provided by the district for loss of compensable time shall be charged against his or her contract salary. No loss of time shall be charged against any employee's sick leave.

**g. Liability Insurance**

The board has insurance to protect the district in the event the board is sued for the actions of one of its employees.

The board does not provide personal liability for any of its employees.

**h. Duty Assignments**

The board expects all its students to be supervised properly at all times. Therefore, it will be necessary for teachers to be on supervisory duty in the halls, on the playground, at gates during athletic events, in the lunchroom, and in the student lounge.

The principal will assign such duties so that all teachers share equally and effectively in these duties.

Classrooms and areas of supervision must not be left unattended. If it becomes necessary for a teacher to leave his post of duty, arrangements must be made with the principal so that a substitute may be provided.

**i. Sponsorship Assignments**

The board recognizes the importance of a good extracurricular program for its students, and in order to have a good program, effective sponsors are necessary.

The principal will assign teachers to sponsorships of the various clubs and organizations. He is to guard against overloading any one teacher and make necessary assignments so that all teachers share equally in these sponsorships.

The sponsors have the responsibility of leadership and of doing a complete and adequate job.

The sponsor has the right to expect cooperation from other teachers and support from the board and administration.

In the event one sponsor does not adequately fulfill his obligations, the board may award any monetary compensation to another sponsor.

**j. Extra-duty Salaries as of the 2010-2011 School Year**

Head High School Coach.....	\$5000.00
Assistant Coach. ....	\$2000.00
Ninth-grade Coach. ....	\$1750.00
Eighth-grade Coach. ....	\$1250.00
Seventh-grade Coach.....	\$1000.00
Sixth-grade Coach.....	\$750.00
Fifth-grade Coach.....	\$500.00
Bus Driving as Part of Coaching Duties. ....	\$500.00
Summer Activities as Part of Coaching Duties.....	\$500.00
Academic Bowl Teams Coach.....	\$1250.00
Drama Club Sponsor.....	\$500.00
High School Cheerleaders Sponsor. ....	\$1000.00
Junior High Cheerleaders Sponsor.....	\$750.00
National Honor Societies.....	\$750.00
Student Council Sponsor.....	\$750.00
Students against Driving Drunk Sponsor.....	\$500.00
Yearbook Sponsor.....	\$1250.00

## 11. Evaluation

### a. Policy

The Board of Education believes that personnel evaluation is a mutual endeavor among all staff members and the board to improve the quality of the overall educational program. The improvement of the district's educational efforts must be a joint responsibility of the school district and the individual educator.

The Dale Board of Education has chosen the A-F Report Card components as the category of measure to be used in teacher evaluation.

One hundred percent of the evaluation rating of certified staff members shall be based upon the qualitative component of the TLE Observation and Evaluation System. The school district will incorporate the student academic growth and other academic measurement quantitative components of the TLE in all school sites within the school district). 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 be evaluated and receive formative feedback from the evaluation process at least twice each year. At least one evaluation shall occur during the fall semester on or before November 14, and at least once during the spring semester subsequent to November 14 and on or before February 9, each year. Career teachers shall be evaluated at least once each year except for career teachers who receive a "Superior" or "Highly Effective" rating under the TLE, who may be evaluated once every two years. Evaluations of teachers shall be made by the appropriate certified principal, or other designated certified and qualified administrative person.

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 board and administrative staff of any school to which the evaluated person applies for employment, and such other persons given consent by the teacher in writing, and shall be subject to disclosure at a hearing or trial de novo.

If the evaluation discloses 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 non-re-employment, the administrator will admonish the teacher in writing and make reasonable effort to assist the teacher in correcting the poor performance or conduct, and establish a reasonable time for improvement, not to exceed two months.

If the career teacher does not correct the poor performance or conduct cited in the admonition within the time specified, the administrator shall make a recommendation to the superintendent for the dismissal or non-re-employment 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.

### b. Procedures for Evaluation of Teacher Performance

#### i. Use of a List of Other Academic Measures

The board of education shall annually approve a list of OAM (other academic measures) from the list of options which have been approved by the State Board of Education. OAM are alternative instruments ensuring a robust teacher evaluation, capturing unique facets of effective teaching, and reflecting student academic performance impact by the teacher. Each teacher shall have at least two options that are grade-level appropriate. The teacher shall be required to select an OAM from the list approved by the board of education that is relevant to the job duties assigned to that teacher. The OAM should be selected by the teacher with the understanding that the measure is to be utilized to provide actionable feedback to the teacher. If there are not at least two options of OAM listed on the approved OAM list that are relevant to the job duties of a teacher, two other relevant options will be provided by the board of education that meet the definition of OAM adopted by the Oklahoma State Board of Education prior to the expiration of the first nine weeks of school.

#### ii. Rating Scale

The rating scale for each teacher shall be a five-point scale, where "5" is *Superior*, "4" is *Highly Effective*, "3" is *Effective*, "2" is *Needs Improvement*, and "1" is *Ineffective*.

### iii. Time Line

The time line for the evaluation process shall be as follows:

- aa. During the first nine weeks of school, each teacher shall do each of the following:
  - Determine an academic area of focus for the teacher's students that will guide the other academic measures for the teacher.
  - Administer a pre-assessment or locate data that can be used as a pre-assessment of the academic area of focus.
  - Select an OAM that will be used to measure the performance of the academic area of focus at the end of the school year (or after instruction for the academic area of focus is complete). Those teachers who receive an individual value-added model score because they teach in a grade and subject that has state tests used for calculating individual value-added model scores may substitute the value-added model score (on a five-point scale) for the OAM if they so choose.
  - Establish a SMART goal by the end of the first semester for the academic area of focus as measured by the OAM. SMART goals are *Specific, Measurable, Attainable, and Ambitious*, based on pre-assessment data. Teachers may collaboratively develop SMART goals and five-point rating scales with peers.
  - Establish a five-point rating scale, by the end of the first semester, for the SMART goal, where "5" is *Superior*, "4" is *Highly Effective*, "3" is *Effective*, "2" is *Needs Improvement*, and "1" is *Ineffective*.
  - By way of signature, receive agreement from the evaluator on the SMART goal and five-point rating scale. If the teacher and the evaluator cannot agree on the SMART goal and five-point rating process, the superintendent shall provide mediation.
- bb. At the end of the school year (or after instruction for the academic area of focus is complete), all teachers shall consult with their respective evaluators to determine if the SMART goal was reached and what score will be assigned based on the previously-agreed-upon five-point rating scale for the OAM. Documentation of student performance should be provided.
- cc. Because the results of many OAM are unavailable until after evaluations must be completed for re-employment decisions, other academic measure results will be calculated as fifteen percent of teacher evaluations during the year following their attainment.
- dd. If a teacher encounters an extenuating circumstance including, but not limited to, extended illness, acceptance of a student teacher, natural disaster, flu epidemic, or those situations that materially impact the achievement of the teacher's students after a SMART goal has been agreed upon, the teacher shall be evaluated via the development of a high-quality reflective analysis of their student performance and factors that contributed to the teacher's inability to reach expected targets.
- iv. The district shall utilize the OAM sample worksheet provided by the State Department of Education.
- v. Data shall be collected by the evaluator on an ongoing basis in compliance with the system of evaluation selected by the board of education. The data shall be maintained in an evaluation file for the teacher. Final scores for the OAM component shall be determined by the end of the school year.

### 12. Pay Dates

All district employees will be paid twelve times a year, monthly, on the last working day of the month.

## SECTION F. Athletic Director

### 1. Job Description

The job of the athletic director is to administer the athletic department's complete program in a consistent, competent, efficient manner, thus contributing to the achievement of the school system's goals in interschool athletics. The position of athletic director exists for the purpose of strengthening the effective management of the athletic department by providing a supervisory-administrative leader in charge of all athletic programs.

### 2. Authority

The authority delegated by the board to the athletic director should be clearly defined in writing. The athletic director is responsible to the superintendent.

### **3. Qualifications**

The athletic director should

- a.** know the basic policies of the board, the district's schools, the athletic conference, and the Oklahoma Secondary School Activities Association (OSSAA);
- b.** uphold the honor and dignity of his profession in all his relations with students, colleagues, administrators, and the public;
- c.** act impartially in the execution of basic policies, the enforcement of rules and regulations, and the recognition of the worth and dignity of all his staff members;
- d.** obey local, state, and national laws and hold himself to high ethical and moral standards by constantly displaying a high degree of moral stability and by abiding to the letter of the law in all transactions and exert an effort to set an example to foster and respect all rules and regulations pertinent to administration of athletic programs;
- e.** accept the responsibility to master and contribute to the growing body of specialized knowledge, concepts, and skills which characterize athletics as a profession;
- f.** strive to provide the finest possible athletic experiences and opportunities to all students in his school through a comprehensive athletic program;
- g.** carry out in good faith all policies duly adopted by the board and the regulations of the OSSAA and offer professional service to the best of his ability;
- h.** recognize that the athletic programs are an integral part of the total educational program and seek to keep the school administrators and public fully and honestly informed about these programs.

### **4. Performance Responsibilities**

The athletic director shall

- a.** coordinate the hiring and replacement of coaches and placement of these coaches in their various coaching duties;
- b.** be responsible for the conduct of the coaching staff;
- c.** be responsible for the formulation of the athletic budget;
- d.** be responsible for the disbursement of the funds of the athletic budget;
- e.** be responsible for the purchase of all equipment, supplies, etc., of the total athletic program and be responsible for the use, storage, inventory, and replacement of these items;
- f.** schedule or supervise the scheduling of all athletic events in every sport;
- g.** be responsible for the general management of all athletic contests;
- h.** schedule or supervise the hiring of officials for all contests;
- i.** be responsible for the arrangement of team travel to and from athletic contests, including bus arrangements;
- j.** be responsible for general management of athletic facilities including dressing rooms, gyms, and fields relative to care, maintenance, and recommendations for use and replacement;
- k.** be responsible for forwarding all forms, reports, etc., that are requested, including local school reports as well as those requested by the OSSAA;
- l.** assist in keeping sportsmanship and conduct of coaches, students, participants, and spectators on the highest level possible;
- m.** be responsible for the formulation of policies pertaining to the total athletic department and its activities;
- n.** perform such other duties that may fall within his jurisdiction which may be assigned to him;
- o.** organize and supervise the fall baseball and softball tournaments;
- p.** organize and supervise the Pottawatomie County Junior High and 100-lb. Tournament;
- q.** supervise the pop and candy machines;
- r.** supervise the annual pre-season booster club and season ticket sales;
- s.** organize and supervise the athletic banquet.

## **ARTICLE IV. Non-certified Personnel**

### **SECTION A. Definition**

Non-certified personnel includes allemployees oftheboard who are not certificated by the Teacher Certification Section of the state board of education.

### **SECTION B. Job Descriptions**

#### **1. Secretaries and Teacher Aides**

The duties of the teacher aides and secretaries will be assigned by the principals or assigned as prescribed by guidelines of the program under which they were hired.

The teacher aides and secretaries are directly responsible to the principals and the superintendent.

Secretaries and aides should make themselves available to teachers for duplication and clerical tasks.

At no time should office personnel substitute for teachers or sit in for teachers without expressed consent from the principal.

The superintendent's secretary will be responsible for all record keeping. He or she will keep a ledger on activity accounts, lunchroom accounts, the clerk's appropriation ledger, and the encumbrance ledger. He or she will receive all monies, receipt it, make necessary entries in the ledgers, and make all bank deposits.

#### **2. Bus Drivers**

The duties and routes of the bus drivers will be assigned by the superintendent. The department head will also have the responsibility of purchasing parts, repairing all school vehicles, and maintaining all buses in good running order. In the instance of major repairs or purchases, he should consult with the superintendent.

The bus drivers are responsible to the department head and the superintendent.

The department head will be a twelve-month contract, and all others will be on a ten-month contract.

#### **3. Custodians**

The duties and responsibilities of the custodians will be assigned by the superintendent. Their primary responsibility is to provide a clean, pleasant atmosphere conducive to a good learning environment. The custodians are responsible to the department head and the superintendent. The department head will be on a twelve-month contract.

#### **4. Cafeteria Personnel**

The duties and responsibilities of the cafeteria staff will be assigned by the superintendent. The department head will assign such duties as are necessary for a pleasant atmosphere and for providing wholesome, nutritious meals for students.

All guidelines set forth by the School Lunch Section of the state department of education will be followed explicitly. The cafeteria personnel will be on a ten-month contract during which time they will be paid for 185 days. One hundred seventy-five of these days will require the preparation of meals, three days will be set aside for preparation before the beginning of the school year, two days will be used at the end of the school year for closing down the cafeteria for the summer break, and five days will be set aside for attending summer workshops at the discretion of the superintendent.

### **SECTION C. Assignment**

Assignment of all non-certified personnel shall be made by the superintendent or his designated representative.

Each non-certified employee will be assigned such tasks as are necessary to create a pleasant and efficient atmosphere.

All non-certified personnel are employed to support the efforts of the teaching staff.

### **SECTION D. Delegation of Authority**

Non-certified personnel shall be directly responsible to immediate supervisors and indirectly to the superintendent.

### **SECTION E. Schedule of Election**

The election of all non-certified employees will be considered annually by the board at its June meeting.

### **SECTION F. Wages and Pay Dates**

Annually the superintendent shall submit recommendations of wage schedules for all non-certified personnel to the board of education for approval.

All district employees will be paid twelve times a year, monthly, on the last working day of the month.



## **SECTION G. Vacation**

Non-certified personnel who are employed on a twelve-month basis are granted a vacation of one week each calendar year during the first three years of employment at Dale and two weeks each calendar year subsequent to the third year of employment.

## **SECTION H. Leave**

### **1. Sick Leave**

Upon verification of supervisory officer, non-certified full-time employees are granted one day of sick leave for each month of their contract per year. Unused sick leave may be cumulative up to a total of eighty-five (85) days.

From any employee who has accumulated eighty-five (85) days of sick leave, the board agrees to buy back each unused sick leave day above the eighty-five (85) days accumulated at the rate of ten (10) dollars per day, to be paid by June 10 of the fiscal year during which such unused sick leave is accumulated.

By June 10 of the last year of employment, any sick leave accumulated by a retiring employee shall be bought back at a rate per unused day determined by multiplying the number of years employed at Dale times one (1) dollar.

### **2. Personal Business Leave**

The district shall provide for all full-time non-certified employees a minimum of two (2) paid days for personal business leave. An additional paid personal day may be earned by any employee who has not used any sick leave during the previous year.

Request for personal business leave shall be made one week in advance when possible.

Personal business leaves shall not be granted during the last fifteen (15) school days of the school year unless an emergency arises, and then only after permission has been obtained from the superintendent.

The district shall buy back unused personal business leave at the rate of twenty (20) dollars per unused day to be paid by June 10 of the fiscal year during which such buy back is earned.

### **3. Bereavement Leave**

The district shall provide for each employee a minimum of three (3) paid days for bereavement leave to be used upon the death of a member of the immediate family of the employee. Immediate family shall be interpreted as spouse, child, parent, grandparent, grandchild, son-in-law, daughter-in-law, mother-in-law, father-in-law, sister, brother, sister-in-law, brother-in-law, aunt, uncle, niece, or nephew.

## **SECTION I. Suspension, Demotion, or Termination of Non-certified Employees**

In order to comply with Title 70 of the Oklahoma Statutes, Sections 24-132 through 24-136, the board hereby adopts the following procedure for the suspension, demotion, or termination of non-certified employees.

No non-certified employee who has been employed in the district for one year or more may be suspended, demoted, or terminated, except by this policy, a non-certified employee may be suspended, demoted or terminated by his immediate supervisor, subject to approval by the superintendent.

Nothing contained in this policy shall prevent the board from acting on its own volition in matters pertaining to suspension, demotion, or termination of non-certified employees.

Whenever the superintendent is of the opinion that the immediate suspension of a non-certified employee is necessary and in the best interest of the district, the superintendent may suspend the employee without notice or hearing. If an employee is suspended for a period exceeding ten days, the superintendent shall initiate proceedings for termination and shall follow the procedures set forth in this policy. However, in a case involving a criminal charge, the suspension may be delayed until the case is adjudicated at trial. Nothing herein shall prevent proceeding against the employee during or after the suspension for termination as provided in this policy.

Prior to any demotion or termination, the non-certified employee shall receive notice of this right to a hearing, which if requested will be conducted by the board. All notices shall be sent by certified mail, with the postmark used to determine the timeliness of such notice. The non-certified employee must request a hearing within ten working days of said notice or be deemed to have waived his right to a hearing.

If the non-certified employee requests a hearing, the hearing shall be conducted at the next regularly scheduled meeting of the board if the request is received by the clerk of the board or the superintendent at least ten days prior to the aforesaid meeting. A special meeting may be conducted if requested by the employee or at the discretion of the board. The special meeting shall be conducted no sooner than ten days nor later than thirty days after receipt of the employee's request.

The decision of the board shall be final.

Nothing in the above-state policy shall be construed to prevent layoffs for lack of funds or lack of work.

In order to comply with Title 70 of the Oklahoma Statutes, Sections 24-132 through 24-136, the board hereby adopts the following causes for suspension, demotion, or termination:

1. failure to be at work station at starting time;
2. leaving work station without authorization prior to lunch periods or end of work day;
3. excessive unexcused absenteeism;
4. chronic absenteeism for any reason;
5. excessive tardiness;
6. wasting time or loitering during working hours;
7. leaving work area during working hours, without permission first, for any reason;
8. falsification of personnel or other records;
9. possession of weapons on the premises at any time;
10. removing district property, records, or confidential information from premises without proper authority;
11. willful abuse, misuse, defacing, or destruction of district property, including tools, equipment, or other property, or property of other employees;
12. theft or misappropriation of property of employees, students, or of the district;
13. sabotage;
14. distracting the attention of others;
15. refusal to follow instructions of supervisor;
16. refusal or failure to do work assignment;
17. unauthorized operation of machines, tools, or equipment;
18. threatening, intimidating, coercing, or interfering with employees or supervisors at any time;
19. the making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, or the district;
20. creating disturbances on the premises at any time;
21. creating or contributing to unsanitary conditions;
22. practical jokes injurious to employee or district property;
23. possession, consumption, or reporting to work under the influence of alcohol, non-prescribed drugs, or controlled substances;
24. disregard of known safety rules or common safety practices;
25. unsafe operation of motor-drive vehicles;
26. operating machines or equipment without safety devices provided;
27. gambling, lottery, or any other game of chance on district property;
28. unauthorized distribution of literature or written or printed matter of any description on district property;
29. posting or removing notices, signs, or writing in any form on bulletin boards of district property at any time without specific authority of the administration;
30. poor workmanship;
31. immoral conduct or indecency including abusive and/or foul language;
32. personal calls during working hours, including in-coming and out-going calls, except for emergencies;
33. walking off job;
34. refusal of job transfer within the district, if transfer does not result in demotion;
35. abuse of breaks (rest periods) or meal period policies;
36. insubordination of any kind;
37. violation of any district rule or policy;
38. violation of any administrative rule or order.

When it is in the best interest of the district, any non-certified personnel may be suspended, demoted, or terminated.

Violations of any of the above shall be sufficient grounds for the suspension, demotion, or termination of non-certified personnel.

#### **SECTION J. Reduction-in-force Policy for Non-certified Employees**

The Dale Public Schools exist to provide the very best quality education possible for the students and not to provide employment for individuals. Therefore, the board will determine which non-certified staff members can best serve the needs of the students.

In the event of a need to reduce the number of non-certified personnel, the reduction by category (a. office personnel/aides, b. bus drivers, c. maintenance/custodial, d. food service personnel) will be accomplished according to these criteria:

1. ability to meet requirements of the position;
2. qualification by training and experience;
3. attendance and punctuality records;

4. evaluations, reprimands, etc.;
5. length of service with the district.

Notification of termination will be by written notice with a witness required. A minimum of two weeks' notice will be given when possible.

Personnel whose positions are eliminated in one category will be considered for a position in another category.

#### **SECTION K. Fair Labor Standards Act**

The board in its concern for the morale and welfare of its employees supports the "Fair Labor Standards Act." It is the board's intent to comply fully with the act, its regulations, and relevant court decisions. The board will cooperate with all state agencies and maintain compliance. The superintendent will prepare rules and regulations in compliance with the act and in support of this policy. Such rules shall include the provision of overtime pay (time and a half) for all hours worked which exceed forty hours per week, provided, however that for any overtime hours to be credited for overtime pay, such overtime hours must be approved in advance by the superintendent. The superintendent shall inform employees through posted information from the United States Department of Labor of the law and shall establish through administrative regulations the process for time keeping and procedurally complying with the act.

#### **SECTION L. Substitute Teachers**

The Dale Board of Education realizes that teachers may occasionally be absent from the classroom and recognizes the need for qualified substitute teachers. In recognizing that need, the board has decided that non-certified substitute teachers or substitute teachers with a lapsed or expired teaching certificate shall be paid at the rate of \$50 per teaching day. Certified substitute teachers shall be paid \$50 per day.

Substitute teachers are to be approved by the superintendent. All substitutes will be employed by the school system and paid by the school system.

No non-certified, non-degreed substitute teacher shall be employed for a total period of time in excess of ninety days per school year and may not be employed for the same assignment for more than ninety days during a school year.

No substitute teacher with a lapsed or expired certificate shall be employed for a total period of time in excess of 100 days per school year and may not be employed for the same assignment for more than 100 days during a school year.

Substitute teachers who do not hold a valid certificate and who are employed to teach special education for physically handicapped students or mentally retarded students are not subject to these restrictions if no certified teachers are available to teach such students and the students would be denied instruction in special education if the substitute teacher were not employed. The district will provide in-service training for a substitute teacher employed to teach special education for more than fifteen consecutive days or thirty total days in the same assignment.

A certified substitute teacher may be employed on a monthly or annual basis in accordance with the terms of a written employment contract in the same manner and under the same conditions as regular teachers. Such substitute teachers shall receive the same compensation as regular teachers, at the same salary level, and will be employed pursuant to a temporary employment contract.

### **ARTICLE V. Students: Enrollment, Attendance, Academic Standing**

#### **SECTION A. Attendance Age**

##### **1. Minimum Age**

All children who have reached the age of five (5) on or before September 1 may be admitted to kindergarten classes provided by the district. All children who have reached the age of six (6) on or before September 1 shall be entitled to attend school in the district in which they reside. An official birth certificate or other proof of birth is required as proof of age at the time of enrollment in kindergarten or, if not previously verified, in first grade.

##### **2. Maximum Age**

Maximum age is set by Oklahoma school law. Termination of school attendance before graduation from high school or before reaching the age at which attendance is not compulsory may be permitted by mutual consent of the superintendent, principal, parents or guardian, and, in some cases, the county judge.

#### **SECTION B. Residency**

##### **1. Factors to Be Considered in Determining Residency**

- a. The residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody, or the person who is a relative within the fourth degree of the child and who has assumed permanent care and custody of the child and holds legal residence within the district

as defined in 70 O.S. 1-113(c).

- b. A parent, legal guardian, person, or institution having legal custody must contribute in a major degree to the support of such child.
- c. Any child who is self-supporting shall be considered a resident of the school district if the child works and attends school in the school district.
- d. Questions concerning legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with Title 70, O.S. 1-113.
- e. The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend Dale Public Schools or programs without payment of nonresident tuition.

**2. Evidence of Residency**

Evidence which proves residency may include, but is not necessarily limited to, the following:

- a. Proof of payment of local personal income tax or ad valorem taxes
- b. Title to residential property in the district, or a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides
- c. Proof of provisions of utilities
- d. A valid, unexpired motor vehicle operators permit or motor vehicle registration
- e. Maintenance of voter registration

**3. Residency Officer**

The school district designates the superintendent as residency officer.

**4. Appeal of Denial of Residency by the District**

**a. Request for Review of the Denial Decision**

If the Dale School District denies admittance of a student who claims to be a resident of the district, the parent, guardian, or person having care and custody (hereafter parent) of the student may request a review of the decision of the residency officer's decision. Such request for review shall be in writing and must be received by the residency officer within three school days of the denial of admittance. The request for review shall include any additional pertinent information which may justify the admittance of the child to the school district.

**b. Review Decision by Residency Officer**

Upon receipt of a written request for review, the residency officer will render a decision and notify the parent of the decision within three school days of the receipt of the request for review.

**c. Appeal of the Review Decision**

If the parent disagrees with the findings of the residency officer, the parent will notify the residency officer within three school days of the receipt of the decision. The residency officer then will submit all documents reviewed and his/her findings to the board of education.

**d. Action by the Board Concerning an Appeal of a Review Decision**

The board of education will review the decision documents submitted by both the superintendent and the student and render a decision at the next board meeting. The board's decision may be appealed only pursuant to procedures utilized by the State Department of Education.

**SECTION C. Transfer**

**1. Policy**

It is the policy of the Dale Board of Education that any legally-transferring student shall be accepted by the district (initially on an emergency basis only) unless, in the opinion of the board and the administration, it would be in the best interest of the school or the student not to accept the transfer. Requests for transfer will be evaluated on an annual basis. A student granted a transfer may continue to attend school in this district unless the transfer is subsequently canceled by the board of education. Notice of such cancellation shall be given on or before July 15, provided the student shall be entitled to continue attending school in this district until the end of the school year.

The State Board of Education shall establish the necessary and appropriate application forms sufficient to enable school districts to accomplish transfers. The application form shall be obtained from and filed with the superintendent during regular business hours of the school district.

On or before September 1, the superintendent shall file a copy of a list of students granted transfer showing the resident school district and grade level of all students granted transfer with the State Board of Education and each resident school district.

**2. Acceptable Reasons for Transfer**

Written application for any transfer shall be made by the parent(s) of the student and filed with the superintendent of the district. For purposes of the *Education Open Transfer Act*, the term "parent" means the parent of the student or person having custody of the student or a competent student having reached the age of majority. On an

adequate showing of emergency, the superintendent may make and order a transfer, subject to approval by the State Board of Education. An emergency shall include only:

- a. The destruction or partial destruction of a school building;
- b. The inability to offer the subject a student desires to pursue, if the student becomes a legal resident of a school district after February 1 of the school year immediately prior to the school year for which the student is seeking the transfer;
- c. A catastrophic medical problem of a student, which for purposes of this section shall mean an acute or chronic serious illness, disease, disorder, or injury which has a permanent detrimental effect on the body's system or renders the risk unusually hazardous;
- d. The total failure of transportation facilities;
- e. The concurrence of both the sending and receiving school districts;
- f. 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 Oklahoma during the previous three school years;
- g. The unavailability of a specialized deaf education program for a student who is deaf or hearing impaired; or
- h. When a student has been the victim of harassment, intimidation, and bullying as defined in 70 O.S. § 24-100.3, and the receiving school district has verified that:
  - The student has been the victim of harassment, intimidation, or bullying; and
  - The sending school district was notified of the incident or incidents prior to the filing of the application for transfer.

### **3. District Consideration of Transfer**

The district may accept or refuse the transfer request based upon the following criteria and standards for approval or denial of transfers of students who do not reside in the district:

- Provisions relating to the availability of programs, staff, or space
- Provisions relating to each student's behavior and attendance at his/her previous school.

The district shall not accept or deny a transfer based upon ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Notwithstanding the provisions of the *Education Open Transfer Act*, transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70 of the Oklahoma Statutes.

A child who has reached the age of four on or before September 1 of the school year, and resides in a district that does not offer an early childhood program may be granted a transfer into the district provided the physical facilities and teaching personnel can accommodate the child. The district may also refuse to accept the nonresident child if the district determines the child is not ready for the district's early childhood education program.

A child whose family relocates from the school district may continue attendance to the end of the current school year provided the student began the school year in the school district.

Students transferring to the district between school years shall be admitted to the next higher grade upon meeting entrance requirements and showing evidence of having completed the preceding grade. Students transferring from private, non-accredited schools shall be tested and placed accordingly.

Any student residing in a school district that does not offer the grade that 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. Such transfer shall be automatically approved.

No student shall be permitted a transfer more than once in any school year.

Any brother or sister of such transferred student may apply to attend the same said school system.

Discipline records of students transferring to this school will be requested as part of the student's records.

Any parent, guardian, person, or institution having care and custody of a child who pays ad valorem tax on real property in this district, but does not reside in this district may, with approval of the board of education, enroll the child in this district and receive a credit on the nonresident tuition fee equal to the amount of the ad valorem tax paid for school district purposes provided the credit shall not exceed the total amount required for the tuition payment.

### **4. Transfer of Children of Active-duty Military Members**

The school district shall allow the transfer of students who are dependent children of a member of the active uniformed military services of the United States on full-time active duty status and for whom Oklahoma is the home of record and students who are the dependent children of a member of the military server on active duty orders and for whom Oklahoma is the home of record. Transfers will be approved if:

- At least one parent of the student has a Department of Defense-issued identification card;
- At least one parent can provide evidence that he or she will be on active duty status or orders, meaning

the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation, or a natural disaster requiring the use of orders for more than thirty consecutive days; and

- The student will be residing with a relative of the student who lives in the receiving school district or who will be living in the receiving school district within six months of the filing of the application for transfer.

#### **5. Open Transfer**

A student attending Dale on emergency transfer will be invited to apply for "open" transfer before April 1 of the school year. After completing and submitting an "open" transfer request, and upon approval of the transfer by the district, the student will no longer need to apply for transfer in subsequent years, so long as continuous enrollment is maintained.

#### **6. Cancellation of Transfer**

Should the board of education determine that cancellation of a previously-approved transfer is in the best interest of the district, the resident district and the parents/guardian of the student shall be notified of the cancellation. Such notice shall be made by June 1 prior to the school year for which the cancellation is applicable.

### **SECTION D. School Attendance**

Under the supervision of the superintendent, principals and teachers shall stress the importance of regular attendance and punctuality of students.

Absences from regular class periods due to extracurricular activities shall be held to a minimum, and when absences for these activities become a detriment to the student's regular classwork, the student shall be restrained from future extracurricular activities.

#### **1. Ten-day Rule**

No student will be allowed to miss school for extracurricular activities on more than ten (10) days, with the exception of days missed to attend state-sponsored events (e.g., Tulsa and Oklahoma City livestock shows and state FFA and FHA conventions), gifted and talented field trips, interscholastic meets, class meetings (maximum of three per year), and events approved by the Extracurricular-activities Committee.

#### **2. Extracurricular-activities Committee**

The Extracurricular-activities Committee shall oversee the implementation of the "Ten-day Rule." The members of the committee as of the 1994-1995 school year are Harold Jones, Carol Snow, Debra Streber, Karen Wright, and Don Robertson.

### **SECTION E. Grading**

All students entering Dale Public Schools will immediately become subject to the grading scale and grading policies of Dale Public Schools.

### **SECTION F. Report Cards and Progress Reports**

During the fifth week of each nine-weeks period, notices of failure to do satisfactory work will be mailed to the parents of those children affected.

Student report cards will be issued at the end of each nine-weeks period.

### **SECTION G. Semester Tests**

Semester tests shall count a maximum of twenty percent (20%) of the semester grade. Less than this amount is at the discretion of each teacher.

### **SECTION H. Student Retention**

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 receive credit for a course of study if a grade average of sixty percent 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 sixty percent 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.

**b.** 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.

**c.** 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:

  - i.** the parent(s) and/or guardian(s) of the student,
  - ii.** the teacher assigned to the student who had responsibility for reading instruction in that academic year,
  - iii.** a teacher in reading who teaches in the subsequent grade level,
  - iv.** the school principal, and
  - v.** 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 upon 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. a.** For the 2013-14 and 2014-15 school years, a student not qualified for automatic promotion under paragraph four of this subsection may be evaluated for “probationary promotion” by a Student Reading Proficiency Team composed of:

  - i.** the parent(s) and/or guardian(s) of the student,
  - ii.** the teacher assigned to the student who had responsibility for reading instruction in that academic year,
  - iii.** a teacher in reading who teaches in the subsequent grade level,
  - iv.** the school principal, and
  - v.** a certified reading specialist.

**b.** 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 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 2015-16 school year, students who score at the unsatisfactory 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:

  - a.** Limited-English-proficient students who have had less than two years of instruction in an English language learner program;
  - b.** Students with disabilities whose individualized education plan, consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternate Assessment Program (OAAP);
  - c.** Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
  - d.** Students who demonstrate through a student portfolio, that the student is reading on grade level as

- e. 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 pre-kindergarten for academic reasons, kindergarten, first grade, second grade, or third grade; and
  - f. 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 pre-kindergarten for academic reasons, kindergarten, first grade, second grade, or third grade for a total of two years.
8. Requests to exempt students from the mandatory retention requirements based upon one of the good-cause exemptions shall be made using the following process:
- a. 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 is appropriate. Documentation shall be limited to the alternative assessment results or student portfolio work and the individual education plan (IEP), as applicable;
  - b. 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 upon the documentation provided, the principal shall make a recommendation in writing to the school district superintendent; and
  - c. After review, the school district superintendent shall accept or reject the recommendation of the principal in writing.
9. 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.
10. 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)'s or guardian's reason(s) for disagreeing with the decision of the board.

## **SECTION I. Graduation**

### **1. Requirements**

Requirements for graduation from high school are determined by the state department of education and by the board. Only those students who are eligible for graduation, including having completed the required number of credits for graduation, will be allowed to participate in commencement exercises.

### **2. Valedictorians**

Valedictorians will be named at the end of seven semesters (middle of senior year). To be eligible to become a valedictorian, a student must be enrolled full time. In addition, each valedictorian must have taken at least one advanced-placement class. The students with the top two GPA rankings will be named the valedictory speakers and will speak during commencement exercises. All students with a GPA of 4.0 or higher will be recognized at graduation and for scholarship purposes as being valedictorians.

## **ARTICLE VI. Students: Conduct and Discipline**

### **SECTION A. School Conduct Code**

All pupils shall observe the "Student Conduct Code" distributed to each student at the beginning of each school year and shall adhere to all rules and regulations formulated by the school administration in fulfillment of board policies.

### **SECTION B. Student Discipline Plan**

The goal of any disciplinary policy should be to correct the misconduct of the individual and to promote adherence by that student and by other students to the policies and regulations of the district.

The district, in order to provide quality education for all its students, will not tolerate disruptive acts that would interfere with the tranquility of its schools, the safety of its students, or the damaging of property. Students, while enrolled in a Dale school, shall be under the supervision of and accountable to school personnel. The supervision shall include going to and from school and attending any school-sponsored activity or going to and from such an activity.



## 1. Disruptive or Interfering Behavior

A disruptive or interfering act shall be defined as, but not limited to, inciting, encouraging, promoting, or participating in activities which interfere with the due process of the educational program of the school. The following activities, if accomplished for the purpose of disrupting or interfering with the due process of the educational program, are examples of behavior that will constitute disruptive activities:

- a. demonstrations;
- b. sit-ins;
- c. walk-outs;
- d. blockages;
- e. group violence;
- f. disrespect or disobedience to school personnel;
- b. harassment and/or intimidation, verbal or physical, of students or school personnel;
- h. the use of obscene, lewd, or profane language (visual and/or auditory);
- i. fighting;
- j. disruptive publications; and
- k. theft or inappropriate use of personal or school property.

## 2. Dealing with Student Misconduct

Administrative response to student misconduct is a matter directly influencing the morale of the entire student body. As such, all student discipline should be based on a careful assessment of the circumstances surrounding each infraction (i.e., the student's attitude, the seriousness of the offense, and its potential effect on other students).

### a. Methods of Punishment

In administering discipline, consideration should be given to methods of punishment which will provide various alternatives to insure that the most effective discipline is administered in each case. In all disciplinary action, administrators should be mindful of the fact that they are dealing with individual personalities. The administrators should consider consultation with parents on disciplinary measures that might prove most effective in particular instances. The following are the methods of punishments to be used and their code numbers:

#### Code Punishment Alternatives

- 1 Warn student (written)
- 2 Advise parents
- 3 Remove from class or group (temporary or permanent)
- 4 Have conference with parents
- 5 Place in in-school detention
- 6 Place in after-school detention
- 7 Place in in-school suspension
- 8 Have review by committee composed of teachers who know the student and who will review the record and render a written recommendation
- 9 Administer corporal punishment
- 10 Require financial restitution
- 11 Involve law enforcement
- 12 Refer to other social agencies
- 13 Place on probation
- 14 Suspend (short term of ten days or less)
- 15 Expel (long-term suspension of more than ten days)
- 16 Take any other disciplinary action deemed appropriate under the circumstances

### b. Infractions Resulting in Punishment

The following are examples of infractions that will result in discipline by the school. "Level I" is the least serious; "Level III" is the most serious; thus, "Level III" will result in more serious discipline alternatives being used by the principal.

#### Code Infraction

##### Level I

- |    |  |
|----|--|
| IA | Unexcused tardiness                            |
| IB | Disruption of class or assembly                |
| IC | Cafeteria misconduct                           |
| ID | Smoking or other tobacco use on school grounds |

##### Level II

- |     |                                   |
|-----|-----------------------------------|
| IIA | Cutting class                     |
| IIB | Leaving school without permission |

- IIC Truancy
- IID Bus misconduct

**Level III**

- IIIA Theft
- IIIB Assault (physical or verbal)
- IIIC Fighting
- IIID Destruction or defacing of property
- IIIE Other offenses (possession of deadly weapons, use of drugs or alcohol, distribution or possession of obscene material, etc.)

**c. Discipline Action Schedule**

The following schedule is intended to provide students with a definition of the limits of acceptable behavior, and to equip school administrators for their disciplinary responsibilities. The schedule shows vertically the levels and sublevels of infractions and horizontally the probable progression of methods of punishment which could be administered.

	<b>First Violation</b>	<b>Second Violation</b>	<b>Third Violation</b>
IA:	1	1,2,6	2,4,6,7,9
IB:	1,3,6	1,2,3,4,6,13	3,4,6,7,8,9,14
IC:	1,3	1,2,3,5,6	3,4,6,9
ID:	1,7	2,4,6,13	9,14
IIA:	1,2,6	2,4,6,13	4,8,9,14
IIB:	1,2,6,13	2,4,6,7	4,8,9,14
IIC:	1,2	2,4,8,4,8,14	
IID:	1,2,6	2,4,6,9,13,14	4,6,9,14,15
IIIA:	2,4,6,9,10,11,14,15	2,4,9,10,11,14,15	10,11,14,15
IIIB:	2,4,6,8,9,11,14,15	2,4,6,8,9,11,14,15	8,11,14,15
IIIC:	1,2,4,6,7,9,13	2,4,6,7,8,9,14,15	14,15
IIID:	2,4,6,9,10,11,14	2,4,6,8,9,10,11,14,15	10,11,14,15
IIIE:	2,4,8,11,12,14,15	11,12,14,15	11,12,15

Nothing in the above discipline schedule shall be construed to deny the student's right to a fair and orderly hearing, appeals, counsel, and due process in cases which may end in suspension or expulsion.

The schedule shall be interpreted by the principals and their designees in a manner which they deem just, given the circumstances of the individual case. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action which they find warranted by situations not covered in the disciplinary action schedule.

**d. Corporal Punishment Parental Permission Form**

See "Attachment E."

**3. Suspension and Expulsion Procedures**

**a. Introduction**

With regard to the ever increasing importance for student rights, it is felt that a definite procedure for suspension and expulsion be adopted. This procedure is for the protection of the student, school system, the board of education, and its administration.

**b. Notification of Impending Suspension or Expulsion**

Each student will be provided with a list of offenses that might lead to a suspension and/or expulsion.

**c. Appeal of a Suspension or Expulsion**

The Oklahoma State suspension and expulsion law will be followed. The parent of a suspended or expelled student has ten days to appeal the decision, according to one of these three options:

- i.** The student and his parent may appeal to the principal.
- ii.** Students suspended out-of-school for ten (10) days or less shall have the right to appeal the decision of the administration. The student and his parent (who are not entitled to have with them representation for such a suspension) may appeal to a local suspension review committee composed of district teachers. Upon full investigation of the matter, the committee shall determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. The decision of the committee shall be final.
- iii.** Students suspended out-of-school for more than ten (10) days may request a review of the suspension with the administration of the district. If the administration does not withdraw the suspension, the student shall have the right to appeal the administration's decision to the board of education.

### **SECTION C. School Dress Code**

Dress regulations for students shall be based on personal cleanliness and respect for one another. Clothes and grooming shall be neat and reflect pride in oneself and one's school. Students shall remember at all times that they represent their school to the community. Therefore, ordinary community standards of good taste and modesty should be observed.

### **SECTION D. Search Policy**

It shall be the policy of the district that if a search of a student becomes necessary, it should be conducted in the presence of the principal or his designee, with no other students present.

### **SECTION E. Use of Tobacco**

See "Article XIV," "**SECTION G. 24/7 Smoke Free/Tobacco Free Environment Policy**"

### **SECTION F. Reporting Students under the Influence of or Possessing Nonintoxicating or Alcoholic Beverages or Controlled Dangerous Substances**

It shall be the policy of the board that any teacher who has reasonable cause to suspect that a student may be under the influence of or has in his possession a nonintoxicating beverage, an alcoholic beverage, or a controlled dangerous substance, as these are now defined by state law, shall immediately notify the principal or his designee of such suspicions. The principal shall immediately notify the superintendent and a parent or legal guardian of such a student of the matter.

Any suspension and/or search of such a student shall be subject to any applicable school policy, state law, or student-handbook regulation.

Every teacher employed by the district who has reasonable cause to suspect that a student is under the influence of or has in his possession a nonintoxicating beverage, an alcoholic beverage, or a controlled dangerous substance and who reports such information to the appropriate school official shall be immune from all civil liability.

### **SECTION G. Student Drug Testing Program as Applies to Extracurricular Activities**

The Dale Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Dale Public School District, has adopted the following policy for drug testing of students participating in extracurricular activities.

#### **1. Purpose and Intent**

- a. It is the desire of the board of education, administration, and staff that every student in the Dale Public School District refrain from using or possessing illegal drugs. The administration and board of education realize that their power to restrict the possession or use of illegal drugs is limited. The sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to participate in extracurricular activities. This policy is intended to complement all other policies, rules, and regulations of the Dale Public School District regarding possession or use of illegal drugs.
- b. Participation in school-sponsored extracurricular activities, such as interscholastic athletics, at the Dale Public School District is a privilege. Students who participate in extracurricular activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs. Additionally, this school district is contracted to follow the rules and regulations of the OSSAA whose rules specifically state: "A student under a discipline plan or whose conduct or character outside the school is such as to reflect discredit upon the school shall be ineligible until reinstated."
- c. The purposes of this policy are
  - i. to prevent illegal drug use, to educate students as to the serious physical, mental, and emotional harm caused by illegal drug use;
  - ii. to alert students with possible substance abuse problems to the potential harms of illegal drug use;
  - iii. to help students avoid drugs;
  - iv. to help students get off drugs;
  - v. to prevent injury, illness, and harm as a result of illegal drug use;
  - vi. and to strive within this school district for an environment free of illegal drug use and abuse.
- d. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of the policy to participate

- in any extracurricular activities. There will be no academic sanction for violation of this policy.
- e. Illegal drug use of any kind is incompatible with participation in any extracurricular activities on behalf of the school district. For the safety, health, and well-being of the students of the district, this policy has been adopted for use by all participant students in grades 7-12.
2. Definitions
    - a. Athlete or Student Athlete. A member of one of the middle school or high school district-sponsored interscholastic sports teams, including athletes and cheerleaders.
    - b. Extracurricular Activities. Those activities that take place outside the regular course of study in school.
    - c. Participant. A student involved in an extracurricular activity.
    - d. Drug Use Test. A scientifically-substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person's urine.
    - e. Random Tests. Tests given monthly to participants from the pool.
    - f. Random Selection Basis. A mechanism for selecting students for drug testing that
      - i. Results in an equal probability that any student from a group of students subject to the selection mechanism will be selected, and
      - ii. Does not give the school district discretion to waive the selection of any student athlete or extracurricular-activities participant selected under the mechanism.
    - g. Follow-up Tests. Tests given monthly, at random, or any time a student who has tested positive may be under suspicion of being under the influence.
    - h. Illegal Drugs. Any substance that an individual may not sell, possess, use, distribute, or purchase under either federal or state law. Illegal drugs include, but are 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.
    - i. Performance-enhancing Drugs. 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 that can be lawfully purchased in over-the-counter transactions.
    - j. Positive. When referring to a drug-use test administered under this policy, a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
    - k. Reasonable Suspicion. A suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student athlete or extracurricular 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.
    - l. Self Referral. Occurs when a participant believes he or she will test positive for illegal or performance-enhancing drugs, prior to submission for a drug test under this policy, and thus notifies the principal, athletic director, coach, or sponsor of such belief.
  3. Procedures
    - a. Student participants in extracurricular activities shall be provided with a copy of this policy and an extracurricular activities student drug testing program consent form that must be read, signed, and dated by the student, parent or custodial guardian, and coach/sponsor before a participant student shall be eligible to practice in any extracurricular activity. The consent shall provide a urine sample-(a) as chosen by the random selection basis and (b) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed consent form.
    - b. Drug use testing for extracurricular participants will be chosen on a monthly selection basis from a list of all extracurricular participants in off-season or in-season activities. The school district will determine monthly a number of students' names to be drawn at random to provide a urine sample for drug use testing for illegal or performance-enhancing drugs.
    - c. In addition to the drug test required above, any extracurricular participant may be required to submit to a drug use test for illegal drugs or performance-enhancing drugs or the metabolites thereof at any time upon reasonable suspicion by the athletic director, principal, sponsor, or coach of the student.

- d. The school district will determine any necessary fees to be collected from students who are drug tested and when those fees will be collected. The cost of subsequent tests will be borne by the school district or appropriate activity fund.
- e. Any 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 that uses 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.
- f. All aspects of the drug use testing program, including the taking of specimens, will be conducted to safeguard the personal and privacy rights of students to a 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 with an enclosed stall or stalls. The athletic director/sponsor shall designate a coach and/or other school employee of the same gender as the student to accompany the student to a restroom or other private facility. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to ensure 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 athletic director/sponsor who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications he or she has taken or is taking or any other legitimate reasons for having been in contact with illegal drugs or performance-enhancing drugs in the preceding thirty days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the twenty-four hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope.
- g. If the initial drug-use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six months or to the end of the school year, whichever is shorter. Student records will be retained as long as the student is subject to random testing.

#### 4. Confidentiality

If the drug-use test for any student has a positive result, the laboratory will contact the athletic director or designee with the results. Procedures for maintaining confidentiality will be practiced. The athletic director or designee will contact the principal, the student, the head coach/sponsor, and the parent or custodial guardian of the student and schedule a conference. At the conference, the student will be given the opportunity to submit additional information to the athletic director/principal or to the lab. The school district will rely on the opinion of the laboratory that performed the test in determining whether the positive test result was produced by other than consumption of an illegal drug or performance-enhancing drug. Under no circumstance will results from a drug test under this policy be turned over to any law enforcement officer or agency.

#### 5. Appeal

A student who has been determined by the athletic director or designee to be in violation of this policy shall have the right to appeal the decision to the superintendent or the superintendent's designee(s). Such appeal must be lodged within forty-eight hours of notice of the initial report of the offense as stated in this policy, during which time the student will remain eligible to participate in any extracurricular activities. The superintendent or designee(s) shall then determine whether the original finding was justified. There is no further appeal right after the superintendent's decision and the decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the superintendent, which shall be final and non-appealable.

#### 6. Consequences

- a. First Positive Test. The student will be suspended from participation in all extracurricular activities, for ten school days. The student and parent/guardian must provide documentation of enrollment in an approved counseling program. The student must provide a negative test result prior to participating in any extracurricular activity. The student may be required to test each time for 180 school days.
- b. Second Positive Test. The student will be suspended from participation in any extracurricular activity for 90 school days. The student must provide a negative test result prior to participating in

- any extracurricular activity.
- c. **Third Positive Test.** The student will be suspended from participation in any extracurricular activity for 180 school days. The student must provide a negative test result prior to participating in any extracurricular activity.
- d. **Self Referral.** A student who self refers to the athletic director, principal, coach, or sponsor before being notified to submit to a drug test will be suspended from participation in all extracurricular activities for five school days. However, the student will be considered to have committed his or her first offense under this policy, and will be required to retest as would a student who has tested positive.
- e. **Refusal to Submit to a Drug Test.** If a participant student refuses to submit to a drug test under this policy—or is found to have attempted to supply, or who in fact did supply, a specimen not coming from the student’s body—such student shall not be eligible to participate in any extracurricular activity, including all meetings, practices, performances, and competition for 180 school days, upon completion of which, the participating student shall again be subject to this policy.
- f. **Time Line.** The effective time line for a student to be held accountable for each subsequent offense is the remainder of his or her high school career. For example, if a student commits a first offense in the eighth grade and is randomly tested again in the tenth grade with a positive result, then the second offense is considered to have occurred and the consequences listed above will be enforced.
- g. **Failure to Test on Required Day.** If after being randomly selected the student cannot complete the test on the required day, he or she must produce drug-testing results within forty-eight hours or will not be able to participate in any extracurricular activities for 180 school day. The cost of this test will be borne by the parent/guardian.
- h. **Cost of Testing.** The cost per test is subject to change and will be determined by the board of education on an annual basis.

**SECTION H. Weapons-free School**

It is the policy of the Dale school district to comply fully with the Gun-free Schools Act.

**1. Weapons Definitions**

**a. Firearms**

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.

**b. Knives and Other Weapons**

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 follows: "...any dagger; [pocket knife;] 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."

**2. Students Who Possess Weapons**

Any student in the Dale 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. Any student who uses or possesses weapons other than firearms will be subject to discipline which may include suspension for any term up to one calendar year as determined by the superintendent or the superintendent's designee.

**3. Disabled Students Who Possess Weapons**

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy.

**4. Exceptions to This Policy**

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.

**5. Changes in This Policy**

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.

## **SECTION I. Paging Devices**

It is the policy of the board that no student shall possess or use an electronic paging device while on school premises, while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, except that a student may possess and use an electronic paging device upon prior written consent of the student's parent or guardian and the superintendent or his designee. Such consent will be granted only upon a showing of medical necessity or other compelling reason as determined by the superintendent.

## **SECTION J. Social Organizations**

In the best interests of the school program of the district, the board prohibits any fraternity, sorority, secret society, or any other kind of social organization composed of pupils enrolled in the elementary or secondary schools of the district.

## **SECTION K. Fund Raising**

Student solicitation of direct donations of merchandise or cash to finance school activities is prohibited without expressed permission of the board. Fund raising activities in which something of value is offered to the recipient may be permitted at the discretion of the board.

## **SECTION L. Use of School Telephone**

Use of the school telephones for student communication has to be restricted. Phones may be used for emergencies at any time. Students will not be called from their classrooms during class time to respond to in-coming phone calls except under dire circumstances.

## **SECTION M. Internet and Other Computer Networks Acceptable Use and Internet Safety Policy**

### **1. Introduction**

The Dale Public School District is pleased to make available to students access to interconnected computer systems within the district and to the internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the school district to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Following is the "Acceptable Use and Internet Safety Policy" of the district and the data acquisition site that provides internet access to the district.

### **2. "Internet Access Conduct Agreement"**

Upon reviewing, signing, and returning the "Internet Access Conduct Agreement" ("Attachment L"), each student will be given the opportunity to enjoy internet access at school and agrees to follow this policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the agreement, as well. The district cannot provide access to any student who, if 18 or older, fails to sign and submit the agreement to the school or, if under 18, does not return the agreement with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of the agreement regarding computer network and internet use. Questions about these provisions, should be directed to the appropriate school administrator. If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn; and he or she may be subject to additional disciplinary action.

### **3. Personal Responsibility**

By signing the afore-mentioned agreement, the student agrees not only to follow the rules in this policy, but agrees to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

### **4. Term of the Permitted Use**

A student who submits to the school a properly-signed agreement and follows this policy as she or he has agreed will have computer network and internet access during the course of the school year only. Students will be asked to sign a new agreement each year during which they are students in the district before they are given an access account.

### **5. Acceptable Uses**

#### **a. Educational Purposes Only**

The district provides access to its computer networks and the internet for educational purposes only. A person who has any doubt about whether a contemplated activity is educational may consult with the person(s)

designated by the school to help him decide if a use is appropriate.

**b. Unacceptable Uses of Network**

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

**i. Uses that violate the law or encourage others to violate the law**

A user must not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the district's student discipline policy; view, transmit, or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential or trade-secret information or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.

**ii. Uses that cause harm to others or damage to their property**

For example, the user must not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

**iii. Uses that jeopardize the security of student access and of the computer network or other networks on the internet**

For example, the user must not disclose or share his password with others or impersonate another user.

**iv. Uses that are commercial transactions**

Students and other users may not sell or buy anything over the internet and should not give others private information about themselves or others, including credit card numbers and social security numbers.

**6. Netiquette**

All users must abide by rules of network etiquette, which include the following:

**a. Be polite.**

The user must use appropriate language and no swearing or vulgarities or suggestive, obscene, belligerent, or threatening language.

**b. Avoid language and uses which may be offensive to other users.**

The user must not use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

**c. Don't assume that a sender of e-mail is giving his permission for the user to forward or redistribute the message to third parties or to give his e-mail address to third parties.**

This should only be done with permission or when the user knows that the individual would have no objection.

**d. Be considerate when sending attachments with e-mail (where this is permitted).**

The user must be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

**7. Internet Safety**

**a. General Warning; Individual Responsibility of Parents and Users**

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.

**b. Personal Safety**

In using the computer network and internet, the user must not reveal personal information such as his home address or telephone number. The user must not use his real last name or any other information which might allow a person to locate him without first obtaining the permission of a supervising teacher. The user must not arrange a face-to-face meeting with someone "met" on the computer network or internet without his parent's permission (if user is under 18). Regardless of age, the user should never agree to meet a person he has only communicated with on the internet in a secluded place or in a private setting.

**c. "Hacking" and Other Illegal Activities**

It is a violation of this policy to use the school's computer network or the internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which



violates any other applicable law or municipal ordinance, is strictly prohibited.

**d. Confidentiality of Student Information**

Personally-identifiable information concerning students may not be disclosed or used in any way on the internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

**e. Active Restriction Measures**

The school, either by itself or in combination with the data acquisition site providing internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

**ARTICLE VII. Students: Health and Welfare**

**SECTION A. Student Health Services Provided by the District**

The purpose of health services provided by Dale Public Schools will be to ensure the fullest possible educational opportunity for each student by minimizing absence due to illness and creating a climate of health and well-being in the schools.

Executing student health policies and providing health services will be the responsibility of the school nurse. Dale Public Schools will contract with a school nurse to assess students educational health records, including, but not limited to, immunizations on an annual basis. The nurse will be available for consultation services on an "as needed" basis to fulfill the requirements and/or regulations as listed below.

**1. Health Services and Requirements for Grades Kindergarten Through Ninth**

- a. The school nurse will remain on call to the school to exercise judgment regarding the disposition of students who become ill or are injured while at school. The nurse will evaluate symptoms of illness and, when necessary, consult the parent or guardian. A parent or guardian will be promptly notified when a student has symptoms of a communicable disease, such as elevated temperature, coughing, pain, skin rashes, pediculi (lice), or general distress, so that the child can be excluded from school. The parent or guardian will also be notified when an accident occurs at school and the child needs medical attention.
- b. A parent, guardian, or other relative must be contacted before an ill student is permitted to leave school and a responsible adult will be required to come to the school to pick up the student.
- c. All students who have health problems of any kind and chronically ill children who must take medication at school or require special care should be reported to the school nurse.
- d. If a student has a physical problem that prevents the student from taking physical education, an exemption from a physician stating the problem should be submitted to the school principal during the first week of school. The principal may request a physician's statement exempting a student from physical education when frequent daily exemptions are requested by parent or guardian.
- e. The school nurse may be contacted through the school office by any parent or guardian desiring health information about his or her child.

**2. Health Services and Requirements for Grades Ten Through Twelve**

- a. The school nurse may approve or write gym exemptions for one illness (up to three days); thereafter, a physician's statement calling for exemption must be provided by the student.
- b. If a student has a chronic or long-term physical problem that prevents the student from taking physical education, an exemption from a physician stating the problem should be turned in to the school nurse during the first week of school.
- c. All students with a health problem must check out through the health center. Each student having a doctor's appointment must be approved by the school nurse and then report to the office secretary before 8:25 A.M.
- d. The school nurse will evaluate symptoms of illness and decide if the student should be sent home.

When in doubt, the school nurse will consult the parent or guardian.

- e. A parent, guardian, or other relative must be contacted before an ill student is permitted to leave school. The principal will exercise discretion in allowing the student to leave without an adult's being contacted.
- f. All students who have health problems of any kind should be reported to the school nurse.
- g. The school nurse may be contacted through the school office by any parent or guardian desiring health information about his or her child.

### **3. First Aid**

In accordance with the policy of the board of education, the following procedure will be followed in the event of personal injury or sudden illness involving a student.

If a student becomes injured or ill during the school day or while attending a school-sponsored activity, any staff member present should render first aid and summon a school nurse. If a school nurse or other professional medical person is not available, the staff person will

- a. Administer first aid to the child or injured person;
- b. Notify the student's parent or guardian, if possible; otherwise, follow instructions on the student's enrollment card, if available;
- c. In the event of an extreme emergency, summon professional care, with or without parental permission.

In the absence of family transportation or ambulance service, the school nurse, principal, teacher, or other school personnel may transport the student to the student's home, to a physician's office, or to a hospital. An ill or injured student shall be accompanied by an adult.

Medication shall not be administered by school personnel, including the school nurse, without a prescription or a written order from a physician.

A written report of any accident or serious illness must be made as soon as possible, but not later than noon of the following school day.

## **SECTION B. Immunization**

An up-to-date immunization record is required at the time of enrollment.

## **SECTION C. Dispensing of Medication**

### **1. General Policy**

- a. The term "medicine" as used in this policy means "non-prescription medicine" and "filled-prescription medicine." "Filled-prescription medicine" is prescription medication contained in a prescription vial with a label which correctly states the name and address of the pharmacy, date of filling, name of patient, name of prescriber, prescription number, and directions for the administration of the medication.
- b. Only the following personnel shall be authorized to administer medicine at school: the school principal or school employees who have been designated in writing by the school principal as authorized to administer medicine. A nurse employed by the county health department and the school district may also administer medicine.
- c. No medicine shall be administered unless the parent or guardian of the student requiring the medication has given the school written authorization to administer the medicine. The parent or guardian of any student requiring medication at school shall bring the medication to the principal of the school that the student attends and complete and sign the "Parental Authorization Form." (See "Attachment A.") When a student enrolls in a particular school, the parent or guardian of the student may sign a "Clinic Card" (See "Attachment B.") authorizing the appropriate personnel to administer non-prescription medication to the student during an emergency when the parent or guardian cannot be reached. Each school shall keep on file the written authorization(s) of the parent or guardian of the student to administer medicine to the student.
- d. Filled-prescription medicine shall be administered pursuant to the directions for the administration of the medicine listed on the label or as otherwise authorized in writing by the physician prescribing it. Non-prescription medication may be dispensed and administered only in compliance with the written directions on the label of the medication, or as otherwise authorized in writing by the child's physician. All medicine shall be properly stored and not readily accessible to persons other than the persons who will administer the medication.
- e. Each school in which any medicine is administered shall keep a record of the name of the student to whom the medicine was administered, the date the medicine was administered, the name of the person who administered the medicine, the type or name of medicine which was administered, the dosage of

the medicine which was administered, and the time the medicine was administered. The "Log of the Administration of Medicine" (See "Attachment C.") shall be used by each school to keep the record of all medicine administered during each school year.

- f. The board adopts this policy pursuant to the provisions of 70 O.S. 1984, 1-1116.2. Under this statute a school nurse, county nurse, administrator, or designated school employees are not liable to the student or his parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of the school or county nurse, administrator, or designated school employees in administering any medicine pursuant to the provisions of the statute. However, such immunity does not apply to acts or omissions constituting gross, willful, or wanton negligence.

## **2. Self-administration of Inhaled Asthma Medication**

In compliance with state law (70 O.S. 1-116 .3), Dale Schools permits the self-administration of inhaled asthma medication by a student for treatment of asthma. The parent or guardian of the student must provide the district with written authorization for the student to self-administer the medication. The parent or guardian must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

- a. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
- b. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
- c. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
- d. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.
- e. **Definitions:**
  - i. "Medication" means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.
  - ii. "Self-administration" means a student's use of medication pursuant to prescription or written direction from a physician.

## **SECTION D. Student Directory Information**

It is the policy of the board that the following student information shall be considered "directory information" and be open for inspection and copying: name of student, date of birth, grade level, participation in officially-recognized sports and other activities, weight and height (usually pertinent only to athletes), dates of attendance, and the most-recent previous educational institution attended.

The public shall be made aware of this student information and its availability through the weekly school bulletin and the monthly "Superintendent's Newsletter." After such notice two weeks will be given for a parent or a student if he is eighteen years of age or older to inform the school that any or all of the information designated should not be released.

## **SECTION E. School Records**

Teachers, counselors, and administrators shall keep such records and make such reports concerning pupil personnel as are required by law and by the superintendent.

### **1. Cumulative Record**

A cumulative record shall be kept as the official file of each pupil. Such record will record the progress of the individual from kindergarten or first grade through the twelfth grade and include, but not be limited to, grades, attendance data, health and immunization history, results of testing programs, school activities, personal and family background, and disciplinary reports.

### **2. Official Custodian of Records**

The building principal is the official custodian of cumulative records, responsible for the storing, filing, distribution, and maintenance of such records.

### **3. Compliance with the Family Education Rights and Privacy Act of 1974**

The district is committed to implement the following policy and the procedures included with it, which are designed to meet the provisions of the Family Education Rights and Privacy Act (FERPA).

The board authorizes the superintendent to inform parents, students, and the public of this policy and to

exercise his administrative resources to implement the policy as well as to deal with individuals who violate it.

Should a parent, a student, or any resident of the district believe that the district is violating FERPA, he may exercise his right to file a complaint with the United States Department of Education, whose address is

Family Education Rights and Privacy Act Office  
United States Department of Education  
Switzer Building, Room 4511  
Washington, DC 20202  
Phone number: 202-732-2058.

**a. Definitions**

"Student": any person who attends or has attended a program of instruction sponsored by the board

"Eligible student": a student or former student who has reached age 18 or who is attending a post-secondary school

"Parent": either biological parent of a student unless his or her rights under FERPA have been removed by court order; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian

"Education record": any record (handwritten, in print, on tape, on film, or in some other medium) having to do with a student and maintained by the district, an employee of the district, or an agent of the district, except

- i. a personal record, kept by a school staff member, which meets the following tests:
    - aa. It was made as a personal memory aid.
    - bb. It is in the personal possession of the individual who made it.
    - cc. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute.
  - ii. an employment record which is used only in relation to a student's employment by the district (Employment for this purpose does not include activities for which a student receives a grade in or credit for a course.)
  - iii. the alumni records of a student after he or she no longer attends classes in the district
- "Personal identifier": any information that makes the subject of a record known, including a student's name, address, or social security number; a parent's or other family member's name; a student number; a list of a student's personal characteristics; or any other information which would make a student's identity known

**b. Annual Notification**

Within the first three weeks of each school year, the district, through its "Superintendent's News letter," will send to parents and eligible students a notice of their rights under FERPA. The district will also send home with each student a weekly school bulletin listing these rights and will include notice of these rights in a packet of materials given to parents and eligible students at enrollment time each school year.

The notice will include the following:

- i. the right of a student's parents or eligible students to inspect and review the student's education records;
- ii. the intent of the district to limit the disclosure of information contained in a student's education records except
  - aa. by the prior written consent of a student's parent or an eligible student,
  - bb. as directory information, or
  - cc. under certain limited circumstances as permitted by FERPA;
- iii. the right of a student's parent or an eligible student to seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of student rights; and the right to a hearing to present evidence that the record should be changed if the district decides not to alter the record according to the parent's or eligible student's request;
- iv. the right of any person to file a complaint with the United States Department of Education if the district violates FERPA;
- v. the procedure that a student's parent or an eligible student should follow to obtain copies of this policy and notification of the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English-speaking parents in their native languages.

**c. Statement of Rights**

Parents and eligible students have the following rights under FERPA:

- i. the right to inspect and review a student's education record;

- ii. the right to exercise a limited control over other people's access to a student's education record;
- iii. the right to seek to correct the student's education record, in a hearing if necessary;
- iv. the right to report violations of FERPA to the United States Department of Education;
- v. the right to be informed about FERPA rights.

All rights and protections given parents under FERPA transfer to the student when he or she reaches age 18 or enrolls in a post-secondary school. The student then becomes an "eligible student."

**d. Locations of Education Records**

<u>Types</u>	<u>Location</u>	<u>Custodian</u>
Cumulative School Records (of current students)	Principal's Office	Elementary Principal Middle School Principal High School Principal
Cumulative School Records (of former students)	Principal's Office	High School Principal
Health Records	Principal's Office	Elementary Principal Middle School Principal High School Principal
Speech Therapy and Psychological Records	Office of Education for the Handicapped	Elementary Principal
School Transportation Records	Principal's Office	Elementary Principal Middle School Principal High School Principal
Special Test Records	Principal's Office	Elementary Principal
Occasional Records (student records not identified above [e.g., records kept in the superintendent's office, in the district's attorney's office, or in the personal possession of teachers], to be collected by the appropriate principal)	Principal's Office	Elementary Principal Middle School Principal High School Principal

**e. Procedure for Inspecting Education Records**

Students' parents and eligible students may inspect and review their children's or their own education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. (See "Providing Copies of Education Records" below.)

Since a student's records may be maintained in several locations, the appropriate principal will offer to collect copies of records or the records themselves stored at locations other than the student's schools so that all of the records may be inspected at one site. However, if a parent or eligible student wishes to inspect records at the sites where they are maintained, the appropriate principal will make every effort to accommodate his or her wishes.

A parent or eligible student wishing to see education records should submit to the appropriate principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect. The principal (or other custodian) will contact the parent or the eligible student to discuss how access to requested records may best be arranged (i.e., making copies, viewing the records at each site where they are maintained, or pulling all of the records together for viewing at one site).

If for any valid reason such as conflicting working hours, unreasonably long distances between records locations, or poor health a parent or eligible student cannot personally inspect and review a student's education record, the district will arrange for the parent or eligible student to obtain copies of the record. (See "Providing Copies of Education Records" below regarding possible fees charged for copies of records.)

When a record contains information about a student or students other than the eligible student or the child of the parent requesting access to the record, the eligible student or parent may not inspect and review that record.

**f. Providing Copies of Education Records**

The district will not deny a parent or eligible student any rights to copies of records because of the fees

stated below. When fees to be charged for making copies of education records create a hardship for the person requesting copies of records, payment of such fees may be waived in part or entirely by the record custodian. However, the district reserves the right to charge for copies of such items as transcripts that are forwarded to potential employers or to colleges and universities for employment or admissions purposes. The district may deny copies of records (except for those required by FERPA) in the following situations:

- i. the student for which such copies are requested has an unpaid financial obligation to the school;
  - ii. there is an unresolved disciplinary action against the student, which warrants the denial of copies.
- FERPA requires the district to provide requested copies of records
- i. when the refusal to provide copies effectively denies a parent or eligible student access to the records;
  - ii. when the district has provided copies of the records to third parties by prior consent of the parent or eligible student;
  - iii. when the district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies the district is required by FERPA to make may be not more than ten (10) cents per page and may not include the costs for search and retrieval. The district may charge the actual copying cost less any hardship factor.

The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience, will be not less than ten (10) cents and not more than thirty-five (35) cents per page (for actual searching, retrieval, and copying costs) plus postage if any is required.

**g. Directory Information**

The district proposes to designate the following personally identifiable information contained in a student's education record as "directory information," and it will disclose such information without prior written consent from the student's parent or an eligible student:

- i. the student's name,
- ii. the names of the student's parents,
- iii. the student's date of birth,
- iv. the student's class designation (e.g., first grade, tenth grade, etc.),
- v. the student's extracurricular participation,
- vi. the student's achievements (e.g., awards and other honors),
- vii. the student's weight and height if he is a member of an athletic team,
- viii. the student's photograph,
- ix. the school or school district the student attended before he enrolled in the Dale School District.

Within the first three weeks of each school year, the district, through its "Superintendent's Newsletter," will publish the above list or a revision of the list. Parents of students enrolling after the notice is published will be given a copy of the above list or a revision of it at the time and place of enrollment.

After an eligible student or a parent has been notified of the above list or a revision of it, he will have two weeks to advise the district in writing through a letter addressed to the superintendent of any of the items on the list he refuses to permit the district to designate as directory information for him or his child.

At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate which items the district will designate as directory information for 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.

**h. Use of Student Education Records**

**i. Use by School Officials**

In order to be able to carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. Within the Dale School District a "school official" is

- aa. a person duly elected to the board;
- bb. a person certified by the state and appointed by the board to an administrative or supervisory position;
- cc. a person certified by the state and under contract to the board as an instructor;
- dd. a person employed by the board as a temporary substitute for administrative, supervisory, or instructional personnel, for the period of his or her performance as a substitute;
- ee. a person employed by or under contract to the board to perform special tasks such as those performed by a secretary, a clerk, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

A school official as defined above has a "legitimate educational purpose" for accessing a student's education records if that official needs to perform

- aa.** an administrative task required in his job description by the board;
- bb.** a supervisory or instructional task directly related to the student's education;
- cc.** a service or benefit for the student or the student's family, such as health care, counseling, student job placement, or student financial aid.

**ii. Use by Persons Not Employed by the District**

The district will generally not release information from or permit access to a student's education record without prior written consent from the student's parent or the eligible student. However, the superintendent or a person designated in writing by the superintendent may permit disclosure of a student's education record

- aa.** when a student seeks or intends to enroll in another school district or in a post-secondary school (The district will not further notify a parent or an eligible student prior to such a transfer of records. Parents and students have a right to obtain copies of records transferred under this provision.);
- bb.** when certain federal and state officials need information in order to audit or enforce legal conditions related to federally-supported education programs in the district;
- cc.** when parties who provide or may provide financial aid to a student request information in order 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,
  4. enforce the agreement between the provider and the receiver of financial aid;
- dd.** if a state law adopted before November 19, 1974, requires certain specific items of information to be disclosed in personally-identifiable form from student records to the state or local officials;
- ee.** when the district has entered into a written agreement or contract for an organization to conduct studies on the district's behalf to develop tests, administer student aid, or improve instruction;
- ff.** to accrediting organizations to carry out their accrediting functions;
- gg.** to parents of an eligible student if the parents claim the student as a dependent as defined by the Internal Revenue Code of 1954;
- hh.** to comply with a judicial order or lawfully-issued subpoena, in which case the district will make a reasonable effort to notify the student's parents or the eligible student before making a disclosure under this provision;
- ii.** if the disclosure is an item of directory information and the student's parent or the eligible student has not refused to allow the district to designate that item as directory information for that student.

The district will permit any school official to make the needed disclosure from student education records in a health or safety emergency if

- aa.** he or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;
- bb.** the information is needed to meet the emergency;
- cc.** the persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency;
- dd.** time is an important and limiting factor in dealing with the emergency.

A school official may release information from a student's education record if the student's parent or the eligible student gives his prior written consent for the disclosure. The written consent must include at least

- aa.** a specification of the records to be released;
- bb.** the reasons for the disclosure;
- cc.** the name of the person or organization or the class of persons or organizations to whom the disclosure is to be made;
- dd.** the parent's or student's signature;
- ee.** the date of consent and, if appropriate, a date when consent is to be terminated.

The student's parent or the eligible student may obtain a copy of any records disclosed under this provision.

The district will not release information contained in a student's education record, with the exception of directory information, to any third parties other than school officials, unless those parties agree that the information will not be disclosed to fourth parties without the prior written consent of the parent or the eligible student.

**i. Records of Requests for Access to, and of Disclosures Made from, Education Records**

The district will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and will also maintain an accurate record of information it discloses and access it permits, with some exceptions as listed below. These records will be kept with, but will not be a part of, each student's cumulative school records. These records will be available only to the record custodian, to the eligible student, to the parent of the student, or to federal, state, or local officials for the purpose of auditing or enforcing federally-supported educational programs.

These records will include at least

- aa.** the name of the person or agency that made the request of a student's education records;
- bb.** the interest the person or agency had in the information;
- cc.** the date the person or agency made the request;
- dd.** whether the request was granted and, if it were, the date access was permitted or the disclosure was made.

The district will maintain these records as long as it maintains the student's education records.

These records will not include

- aa.** requests for access or access granted to parents of students or to eligible students;
- bb.** requests for access or access granted to officials of the district who have a legitimate educational interest in the records accessed;
- cc.** requests for, or disclosures of, information contained in students' education records if requests are accompanied by prior written consent of parents of the students or by eligible students or if disclosure is authorized by such prior consent;
- dd.** requests for, or disclosure of, properly-designated directory information.

**j. Procedures for Making Corrections to Education Records**

Eligible students and parents of students have a right to seek to change any part of students' records that they believe are inaccurate, misleading, or in violation of student rights. (FERPA allows the district to decline to consider requests to change grades teachers assign for courses students have completed.)

**i. Definitions**

"Incorrect": used herein to describe a record that is inaccurate, misleading, or in violation of student rights

"Correct": used herein to describe a record that is accurate, not misleading, and not in violation of student rights

"Requester": used herein to describe the parent of a student or the eligible student who is asking the district to correct a record

**ii. Level One**

When an eligible student or a parent of a student finds an item in his or his child's student education record which he believes is inaccurate, misleading, or in violation of student rights, he should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and if it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the custodian cannot change the record to the requester's satisfaction or if the record does not appear to be obviously incorrect, he will

- aa.** provide the requester a copy of the questioned record at no cost,
- bb.** ask the requester to initiate a written request for the change, and
- cc.** follow the procedure for reaching a second-level decision.

**iii. Level Two**

The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state where he believes the item

- aa.** is inaccurate and why,
- bb.** is misleading and why, or
- cc.** violates student rights and why.

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he will

- aa.** study the request;
- bb.** discuss it with other school officials, such as the person who made the record or those who may have a professional concern about the district's response to the request;
- cc.** make a decision to comply or decline to comply with the request; and



- dd.** complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he will effect the change and notify the requester in writing that he has made the change. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the custodian decides the record is correct, he will make a written summary of any discussions with other officials of his findings in the matter. He will transmit this summary and a copy of the written request to the superintendent.

**iv. Level Three**

The superintendent will review the material provided by the record custodian, and if necessary discuss the matter with other officials such as the district's attorney or the board while it is in executive session. He will then make a decision concerning the request and complete the steps at this level. Ordinarily, this level of the procedure should be completed within two weeks. If it will take longer, the superintendent will notify the requester in writing of the reasons for the delay and a date when the decision will be made.

If the superintendent decides the record is incorrect and should be changed, he will advise the record custodian to make the changes. The record custodian will advise the requester of the change as he would if the change had been made at the second level.

If the superintendent decides the record is correct, he will prepare a letter to the requester which will include

- aa.** the district's decision that the record is correct and the basis for the decision;
- bb.** a notice to the requester that he has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing;
- cc.** instructions to the requester concerning contacting the superintendent or an official he designates to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing (The district will not be bound by the requester's positions on these items but will, so far as possible, arrange the hearing as the requester wishes.);
- dd.** advice that the requester may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

**v. Level Four**

After the requester has submitted, orally or in writing, his wishes concerning the hearing officer and time and place for the hearing, the superintendent will within a week notify the requester when and where the district will hold the hearing and whom it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request (made at Level Two) for a change in the record.

Within one week after the hearing, the hearing officer will submit to the superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his recommendation based solely on the evidence presented at the hearing that the record should be changed or remain unchanged.

The superintendent will prepare the district's decision within two weeks of the hearing. That decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. The superintendent may overrule the hearing officer if he believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

- aa.** If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as he would have at the second level.
- bb.** If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester, which will include
  - 1.** the school district's decision that the record is correct and will not be changed;
  - 2.** a copy of the summary of the evidence presented at the hearing a written statement of the reasons for the district's decision;
  - 3.** advice to the requester that he may place in the student's education record an explanatory statement which states the reasons he disagrees with the district's decision and/or the reasons he believes the record is incorrect.

**vi. Final Administration Step**

When the district receives an explanatory statement (See "v. b. iii." above.) 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.

**k. Adoption of These Procedures**

The board adopted this student records policy at its December, 1978, meeting and thereby directed and authorized the appropriate school officials to establish and put into effect the procedures to implement the policy beginning January 1, 1979.

Copies of the policy will be available for parent and eligible student review in the principal's office of each school in the district and at the superintendent's office.

**l. Forms**

- i. The forms to be used to implement this student records policy are printed in the "Attachments" section of this Dale Board of Education Policy. See "Attachments J-1" through "J-15."
- ii. Upon request from another school district or institution of high learning for student records, the district will send "Form M," along with "Form C" or "Form D" and "Form K."
- iii. To request student records in the possession of another district, the district will send a completed "Form C" or "Form D" and "Form K," along with a letter of request.
- iv. Upon request by a parent or an eligible student to inspect records, he will be required to complete "Form A" or "Form B."
- v. Upon a third-party request for records, the district will have the parent or eligible student complete "Form I" or "Form J" and "Form L," if applicable and will have the third party complete "Form K."
- vi. Upon a record challenge, the district will have the parents or eligible student complete "Form E" or "Form F."
- vii. To give notification of a hearing, the district will complete "Form G."
- viii. To complete a record of the challenge procedure, the district will use "Form H" as a checklist for the correct hearing procedure.
- ix. To comply with a judicial order, the district will have the officer serving the subpoena sign "Form K" and have the parent or eligible student complete "Form L."
- x. "Form N" is a sample letter requesting proof of proper governmental authority to receive student information without securing parental signature.

**SECTION F. Harassment**

**1. Overview**

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

As used in the *School Safety and Bullying Prevention Act*, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, or verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

Suggested corrective actions are

- Conference with student,
- Conference with parents,
- In-school suspension,
- Detention,
- Referral to counselor,
- Behavioral contract,
- Changing student's seat assignment or class assignment,
- Requiring a student to make financial restitution for damaged property,
- Requiring a student to clean or straighten items or facilities damaged by the student's behavior,
- Restriction of privileges,
- Involvement of local authorities,
- Referring student to an appropriate social agency,
- Suspension, and
- Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

- Verbal, physical, or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, etc.;
- Demeaning jokes, stories, or activities directed at a student;
- Unwelcome physical contact.

The superintendent shall develop procedures providing for

- Prompt investigation of allegations of harassment;
- The expeditious correction of the conditions causing such harassment;
- Establishment of adequate measures to provide confidentiality in the complaint process;
- Initiation of appropriate corrective actions;
- Identification and enactment of methods to prevent reoccurrence of the harassment; and
- A process where the provisions of this policy are disseminated in writing annually to all staff and students.

A copy of this policy will be furnished to each student and teacher in this school district.

## **2. Investigation Procedures**

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

### **a. Definitions**

- i. "Bullying"** means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in, or is reasonably perceived as, being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.
- ii. "Electronic Communication"** means the communication of any written, verbal, or pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.
- iii. "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.

### **b. Procedures**

The procedures for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, are as follows:

- i.** The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form

to allow for a thorough investigation of the matter.

- ii. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
- iii. If, during the course of the investigation, it appears that a crime may have been committed, the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
- iv. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The building principal shall make a determination as to whether the conduct is actually occurring.
- v. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care, substance-abuse therapy, or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel, provided the disclosure of information does not violate the provisions or requirements of the *Family Educational Rights and Privacy Act of 1974*, the *Health Insurance Portability and Accountability Act of 1996*, Section 2503 of Title 12 of the *Oklahoma Statutes*, Section 1376 of Title 59 of *Oklahoma Statutes*, or any other state or federal laws relating to the disclosure of confidential information.
- vi. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within 10 days of the conclusion of the investigation.
- vii. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within 10 days of the conclusion of the investigation.
- viii. Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.
- ix. The superintendent shall be responsible for enforcing this policy. The building principal should notify the superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal should notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

### **3. Regulation**

The student conduct code of Dale Public Schools prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

#### **a. Statement of Board Purpose in Adopting Policy**

- i. The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student victim and the initiator of the bullying. 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 is just as disruptive of the district'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 intimidation, harassment, and bullying 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 mainstreaming of students with disabilities and hinders compliance with IEP’s (individual educational programs) containing objectives 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 intimidation, harassment, and bullying are often “passive-target” students who already are lacking in social skills because they tend to be extremely sensitive, shy, and 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 intimidation, harassment, or bullying; 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.
- ii. Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student victim’s or bystander’s ability to concentrate, retain instruction, and study, or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

**b. Definition of Terms**

**i. Statutory Definition of Bullying**

70 O.S. §24-100.3(c) of the *School Safety and Bullying Prevention Act* defines the term “bullying” as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication; directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student that a reasonable person should recognize will

- Harm another student;
- Damage another student’s property;
- Place another student in reasonable fear of harm to the student’s person or damage to the student’s property; or
- Insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

**ii. 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.

**iii. General Display of Bullying Acts**

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, 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.

**aa. 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.

**bb. 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.

**cc. Social Bullying** includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim's 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 student victim 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.

**dd. Sexual Bullying** includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a 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, also prohibited by Dale Public Schools.

**c. Procedures Applicable to the Understanding of and Prevention of Bullying of Students**

**i. Student and Staff Education and Training**

All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Dale Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons that the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

**ii. Dale Public Schools Safe School Committee**

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization,

crime prevention, school violence, and other issues that interfere with an adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding (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; (3) and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts.

**d. Student Reporting**

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying by using the “Harassment/Bullying Incident Report.” (See “Attachment R”.)

**e. Staff Reporting**

An important duty of the staff is to report acts or behavior that employees witness that appear to constitute harassing, intimidating, or bullying. Employees, whether certified or non-certified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying by having them complete the “Harassment/Bullying Incident Report.” (See “Attachment R”.) For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the building principal. Staff members who hear of incidents that may, in their judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the building principal.

**f. Parental Responsibilities**

Parents/guardians will be informed in writing of the district’s program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the school immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
- Cooperate fully with school personnel in identifying and resolving incidents.

**g. Discipline of Students**

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

- i. Conference with student
- ii. Conference with parents
- iii. In-school suspension
- iv. Detention
- v. Referral to counselor
- vi. Behavioral contract

- vii. Changing student's seat assignment or class assignment
- viii. Requiring a student to make financial restitution for damaged property
- ix. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
- x. Restriction of privileges
- xi. Involvement of local authorities
- xii. Referring student to the appropriate social agency
- xiii. Suspension
- xiv. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

**h. Publication of Policy**

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at [www.dale.k12.ok.us](http://www.dale.k12.ok.us) and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

**SECTION G. Safety**

A safe environment shall be sought at all times. Pupils shall be instructed continuously in principles of safety.

1. The principal shall be responsible for conditions of school buildings and grounds, and any unsafe condition shall be reported immediately.
2. Fire and disaster drills shall be held regularly.
3. School playgrounds and campuses shall be supervised at all times during activity periods.
4. Any injury to or illness of a pupil shall be promptly reported to building principals or proper persons in authority. Notification of a pupil's parents or guardian of such injury or illness shall also be prompt to insure proper medical attention to the pupil if such attention is warranted.
5. Faculty members or responsible chaperons must be present on all official field trips and at all approved activities where pupils participate as representatives of the district. The degree of supervision on such trips and at such activities shall be determined by the school administration after consultation with sponsoring faculty members.

**SECTION H. Lost and Damaged Property**

Teachers and principals shall emphasize the importance of caring for school property. Students who lose or damage school property, including textbooks, shall be required to pay an amount necessary to restore the lost or damaged property.

**SECTION I. Dealing with Suspected Child Abuse**

**1. Reporting Suspected Child Abuse and/or Neglect**

In accordance with Oklahoma law (21 O.S. 1981, 846, 847; Attorney General Opinion 78-202 [December 28, 1978]; "Policy FFGB," "Child Abuse Investigations"), teachers are required to report suspected cases of physical abuse or neglect involving students to the county office of the Department of Human Services. The board fully supports this requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of the district shall report any suspected physical, mental, or sexual abuse or neglect of any student to the appropriate counselor or administrator. The administrator shall telephone the Department of Human Services and follow up with a written report. The superintendent will be advised that the report was made.

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 with respect to participation in any judicial proceeding resulting from such report.

## **2. Assisting with Child Abuse Investigations**

It is the policy of the board to participate in any reasonable manner with agencies investigating alleged child abuse (in accordance with 21 O.S. 847; "Policy FFG," "Reporting Suspected Child Abuse and/or Neglect"; "Exhibit FFG-E," "Release Form," "Child Abuse Investigations").

When a suspected child-abuse situation is reported to the Department of Human Services by an administrator of the district, the administrator will advise the superintendent.

If the Department of Human Services, or other appropriate agency, makes a request to interview the child on school premises, the superintendent will comply with such request and provide reasonable assistance and accommodation.

If a representative of the Department of Human Services, or other appropriate agency, wishes to remove a child from school for the purpose of a suspected child-abuse investigation, the superintendent will allow the release of the child only upon the completion of a release form provided by and signed by the representative.

No person shall have access to any child in the district until the superintendent or building principal is reasonably satisfied that such person's identity has been properly established.

## **SECTION J. Concussions and Head Injuries of Student Athletes**

The Dale Board of Education recognizes that concussions and head injuries are commonly reported injuries in contact sports.

On an annual basis, a form ("Attachment Q-1") acknowledging having received "Concussion/Head Injury Fact Sheets" (for athletes: "Attachment Q-2"; for parents: "Attachment Q-3") shall be completed and returned to the school district by the youth athlete and the youth athlete's parent or guardian prior to the youth athlete's participation in practice or competition. The athletic director shall provide written instructions to all coaches to insure that 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.

## **SECTION K. School Wellness Policy**

### **1. Purpose**

The link between nutrition, physical activity, and learning is well documented. Healthful eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthful eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases. Schools have a responsibility to help students learn, establish, and maintain lifelong healthful 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 healthful school environment since school staff can be daily role models for healthful behaviors.

### **2. Overall Goal**

All students in the district shall possess the knowledge and skills necessary to make nutritious-food choices and enjoyable-physical-activity choices for a lifetime. All staff in the district are encouraged to model healthful eating and physical activity as a valuable part of daily life. To meet this goal, the district adopts this school wellness policy with the following commitments to nutrition, nutrition education, physical activity, and other school-based activities that support student and staff wellness.

### **3. Nutrition Guidelines and Standards**

#### **a. Minimum Policy Statements**

- i.** Per USDA Regulations §210.10 and §220.8, school lunches and breakfasts will meet menu-planning system guidelines as required by USDA.
- ii.** Per USDA Regulation §210.10, school lunches will provide one third of the recommended dietary allowances (RDA) for calories, protein, calcium, iron, vitamin A, and vitamin C as required by USDA.

- iii. Per USDA Regulation §220.8, school breakfasts will provide one fourth of the RDA for calories, protein, calcium, iron, vitamin A, and vitamin C as required by USDA.
  - iv. Per USDA Regulations §210.10 and §220.8, the total calories from fat in school meals will be limited to thirty percent when averaged over one week.
  - v. Per USDA Regulations §210.10 and §220.8, the total calories from saturated fat in school meals will be less than ten percent when averaged over one week.
  - vi. Per USDA Regulations §210.10 and §220.8, school meals will meet the *Dietary Guidelines for Americans*.
- b. Additional Policy Statements**
- i. Qualifying after-school programs will participate in USDA's After-School Snack Program.
  - ii. Qualifying school sites will participate in USDA's Summer Food Service Program.
  - iii. Deep-fat fried potato products served as part of a reimbursable meal or as an à la carte item will not exceed three ounces per serving, may not be offered more than once a week, and students may purchase only one serving at a time.
  - iv. 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.
  - v. Schools serving chips will use reduced-fat or baked varieties rather than the traditional varieties whenever possible.
  - vi. Beverages such as tea, lemonade, and fruit drinks containing less than fifty percent fruit juice will not be offered to students.
  - vii. The most nutritious food items offered will be placed on the serving line(s) first to encourage students to make more-healthful selections.
  - viii. Students will be offered a variety of skim and low fat milk, meat and beans, fruits and vegetables, and whole grains on a daily basis.
  - ix. A nutrient analysis of school meals offered to students will be made available to school staff and will support and encourage student participation in the USDA school meal programs.
- 4. Other Food Items Sold on School Campuses**
- a. Minimum Policy Statements**
- i. 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.
  - ii. 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.
  - iii. Per Oklahoma Senate Bill 265 (effective school year 2007-2008), students in elementary schools will not have access to FMNV except on special occasions.
  - iv. Per Oklahoma Senate Bill 265 (effective school year 2007-2008), students in middle and junior high schools will not have access to FMNV except after school, at events which take place in the evening, and on special occasions.
  - v. Per Oklahoma Senate Bill 265 (effective school year 2007-2008), diet soda, an FMNV, will be available for sale at the junior high only in vending areas outside of the cafeteria.
  - vi. Per Oklahoma Senate Bill 265 (effective school year 2007-2008), healthful food options will be provided at the high school and priced lower than FMNV in order to encourage students and staff to make more healthful food choices.
- b. Additional Policy Statements**
- i. 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. The district will adhere to the recommended food items specified in *Healthy Snack Choices* provided by the OSDE.
  - ii. High-energy drinks with elevated levels of caffeine will not be available for sale anywhere on school campus.
- c. Food Fund Raiser Exemption**
- i. During the school day and while the school district's food program is offering meals, there shall be no sales of competitive foods at school. The board of education may approve up to thirty exemptions for food fund raisers for each school site each semester for the sale of foods that do not meet the guidelines of the *Healthful Hunger-free Kids Act of 2010*. These fund raisers cannot

be held when the school district's food program is serving meals nor during school hours. Each fund raiser cannot last more than fourteen days.

- ii. Those groups wishing to have an approved exempted food fund raiser should submit a written request to the superintendent. The superintendent will make a determination as to whether the request will be recommended for approval at an upcoming board meeting under an appropriately-worded agenda item.

## **5. Nutrition Education**

### **a. Minimum Policy Statements**

- i. Per USDA Regulations §210.12 and §227, nutrition education will be offered in the school cafeteria as well as the classroom.
- ii. Per Oklahoma Senate Bill 1627, the Healthful and Fit School Advisory Committee at each school site will study and make recommendations regarding health education, nutrition, and health services.

### **b. Additional Policy Statements**

- i. Nutrition education will be integrated into the core curriculum, including math, science, and language arts.
- ii. Students, parents, and the school staff will participate in an annual school-wide enrollment offering health information and services.
- iii. Family/parent nutrition education opportunities will be provided.
- iv. Advertising and other materials that promote FMNV will be eliminated on all school campuses

## **6. Physical Activity**

### **a. Minimum Policy Statements**

- i. Per Oklahoma Senate Bill 1627, the Healthful and Fit School Advisory Committee at each school site will study and make recommendations regarding physical education and physical activity.
- ii. Per Oklahoma Senate Bill 312 (effective school year 2006-2007), students in grades K through 5 will participate in sixty minutes of physical activity each week.

### **b. Additional Policy Statements**

- i. Students will participate in an annual health-related fitness test (e.g., Fitness Gram, President's Challenge to Physical Fitness, etc.).
- ii. 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).
- iii. Elementary school sites will provide twenty minutes of daily recess that promotes physical activity beyond what is provided through physical education classes.
- iv. All playgrounds will meet the recommended safety standards for design, installation, and maintenance.
- v. School sites will provide adequate equipment (e.g., balls, rackets, and other manipulatives) for every student to be active.

## **7. School-based Activities**

### **a. Minimum Policy Statements**

- i. 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.
- ii. Per the school district's Child Nutrition Programs Agreement, school meals may not be used as a reward or punishment.
- iii. 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.

### **b. Additional Policy Statements**

- i. Students will be provided with a clean, safe, enjoyable meal environment. Students will be provided with an adequate amount of time to eat breakfast and lunch. A minimum of fifteen minutes will be provided at breakfast and twenty minutes at lunch (after students receive trays).
- ii. Recess before lunch will be implemented at all elementary schools in order to increase food consumption and nutrient intake, decrease plate waste, and improve cafeteria and classroom behavior.
- iii. Students will be involved in planning for a healthful school environment. Students will be asked for input and feedback through the use of student surveys, student committees, and school clubs.

iv. Dale Public Schools maintains a 24/7 tobacco-free policy.

**8. Monitoring and Review Policy**

- a. The superintendent or designee will ensure compliance with the established district-wide school wellness policy. In each school the principal or designee will ensure compliance within his respective site and will report on the school's compliance to the superintendent. The school food service staff at the sites and district level will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent or designee (or if done at the site level to the principal).
- b. The superintendent or designee will report annually on the district-wide compliance for the wellness policy based upon input from the sites within the district. That report will be provided to the school board and also distributed to those who would have a need to know.

## **ARTICLE VIII. Curriculum**

### **SECTION A. Content Specifications**

The curriculum shall include all courses of study formulated, prescribed, adopted, or approved by the state board of education for the instruction of pupils in the public schools of Oklahoma. There shall be no discrimination on the basis of gender in any area of the curriculum.

### **SECTION B. Planning and Improving Instruction**

1. The superintendent shall supervise the planning and improvement of courses of study in cooperation with the principals.
2. Each principal is responsible for the program in his building and shall submit his program to the superintendent for approval.
3. No additions to the curriculum may be made without approval of the superintendent.
4. No changes or deletions may be made in the curriculum without consent of the superintendent.
5. Provisions shall be made for continuous appraisal of the instructional program.

### **SECTION C. Selection of Library Materials**

#### **1. Statement of Philosophy**

The primary objective in the selection of materials is to implement, enrich, and support the educational program of the school. To this end, the district subscribes in principle to the following statement of policy expressed by the American Association of School Librarians:

#### **Bill of Rights for Library Media Center Programs**

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 interests, abilities, socioeconomic 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.

#### **2. Responsibility for Selection**

Since materials are selected to provide for the interests and needs of the school community and the school program, educationally, informationally, and recreationally, they will be selected cooperatively by teachers, principals, and the librarian; parent and student recommendations will also be considered.

#### **3. Criteria for Selection**

- a. Materials selected shall be judged upon their authoritativeness and effectiveness of presentation and shall meet high standards of quality in content, expression, and format. Factual accuracy, effective expression, significance of subject, sincerity and responsibility of opinion these and other factors shall be considered and at times balanced one against the other.
- b. There shall be the fullest practical provision of material presenting all points of view concerning the problems and issues of our times international, national, and local.
- c. Selection of materials will be assisted by the reading, examination, and checking of standard evaluation aids, including standard catalogues and book review digests.
- d. Reading and audio-visual material shall be judged upon the merit of the work itself. Books or other instructional materials of sound factual authority and instructional merit shall not be removed or banned because of partisan or doctrinal disapproval or frankness of content. However, efforts will be made to avoid material which purposefully degrades or belittles particular ethnic or religious groups.

- e. Materials for the school library and for instructional use shall be examined to select those in which the presentation and subject matter are suitable for the grade and interest level at which they are to be used. They will be considered in relation to both the curriculum and to the personal interest of pupils and teachers.
  - f. Gift books and other materials are accepted with the understanding that they must meet the same selection criteria as materials purchased with the board's funds. The practice of a donor's purchasing new books or materials is discouraged. It is preferable that donors make monetary gifts for the purchase of books and materials. Gift books and other materials, once accepted by the district, become the property of the district.
- 4. Reconsideration Procedure**
- a. Any parent who wishes to request reconsideration of the use of any library material in the school must make the request in writing on a form (See "Attachment D.") provided through the librarian. The completed form must be returned to the librarian, who will discuss the request informally with the complainant.
  - b. If the librarian is unable to satisfy the complainant during the informal conference, the matter will be referred to a review committee which will judge the material according to its conformity to the aforementioned principles.
  - c. The membership of this committee shall normally consist of (1) an administrator, (2) the librarian, (3) the chairman of the department in which the material is challenged, and (4) another teacher from the department in which the material is challenged.
  - d. The committee members will thoroughly review the questioned material and will study all pertinent information. The complainant and a representative teacher will be invited to address the committee, if they so desire.
  - e. Copies of the decision of the committee will be sent to all parties involved and will be kept on file in the offices of the librarian, the principal, and the superintendent.
  - f. If necessary, the superintendent will be furnished a copy of the complaint and all other pertinent information. Appeals of the decision of the committee may be made through the superintendent to the board for final decision.

**SECTION D. Internet-based Instruction Offered the District**

Internet-based instructional programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Dale Board of Education. The proposed course(s) may be evaluated by the State Department of Education.

**1. Definitions**

- a. Synchronous instruction occurs when the instructor and student's primary interactions are in real time. Regular classroom instruction is synchronous instruction, as well as two-way interactive video. Web-based instruction that requires real-time interaction between student(s) and instructor as the primary format of instruction is also synchronous instruction.
- b. Asynchronous instruction is not dependent upon instructor and student interaction in real time. Asynchronous instruction allows the student to engage in learning activities anywhere at any time. For instruction to be considered asynchronous, the primary format of instruction does not depend upon real-time interaction of the participants.
- c. Web-based instruction uses the World Wide Web as the primary medium of instruction, with a computer serving as the primary tool of instruction. Web-based instruction may be synchronous or asynchronous.
- d. Two-way interactive video instruction provides for real-time (synchronous) interaction between student(s) and instructor by means of an electronic medium that provides for both audio (sound) and video (sight) signal. Students and instructors participating in two-way interactive video instruction may both see and hear one another in an approximation of real time.

**2. Guidelines**

Prior to offering an internet-based instructional course, the board of education shall comply with the following guidelines recommend by the State Department of Education:

- a. Web-based and two-way interactive video instruction shall be viewed as methods by which the school district can expand the course offerings and access to instructional resources. These technologies should not be viewed solely as substitutes for direct, face-to-face student and teacher interactions, but as a means of expanding the ability of the district to bring the world of knowledge to the students.

- b.** The board of education will grant students credit for completion of courses offered by means of internet-based instruction and will assume all responsibility for such course work.
- c.** Only students who are regularly enrolled in this district shall be allowed to enroll in alternative-instructional-delivery-systems courses offered for credit through this district.
- d.** The principal or designee shall evaluate and approve or disapprove all students' requests to participate in courses delivered by means of internet-based instruction. Only those approved enrollments shall be eligible for credit granted by the district.
- e.** The principal shall appoint a certified staff member to serve as the building-level contact person to assist students enrolling in on-line courses and to serve as a liaison to the on-line teachers and provider(s).
- f.** Students earning credit by means of internet-based instruction shall participate in all assessments required by the Oklahoma School Testing Program. No student shall be allowed to participate in these assessments at a place other than the school site at which the student is enrolled.
- g.** Courses offered for credit by means of internet-based instruction shall be aligned with the Priority Academic Student Skills (PASS).
- h.** Oklahoma statutes limiting the number of students teachers may supervise in each period of instruction and the total number of students allowed daily shall apply to synchronous web-based and two-way interactive video courses.
- i.** Each teacher of two-way interactive video and web-based courses shall be provided in-service training pertaining to the methodology of instructional delivery and the technical aspects of distance learning.
- j.** Student progress shall be monitored on a daily basis. Assignments shall be graded on a weekly basis.
- k.** A syllabus shall be prepared by the teacher and posted on the school district's web-site prior to the commencement of the first class. The syllabus shall provide details to students including assignment grading, testing, and the grading scale used.
- l.** The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation in internet-based instruction courses shall be used for any purposes other than those that support the instruction of the individual student.
- m.** District-level aggregated data obtained through participation in internet-based instruction courses shall be utilized for education purposes only and shall not be provided to commercial entities.
- n.** All federal and state statutes pertaining to student privacy, the posting of images on the World Wide Web, copyright of materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district. (See cross-referenced policies concerning these issues.)
- o.** Prior to the beginning of instruction, cooperating school districts sharing courses by means of two-way interactive video technology shall, by means of contractual agreement, address such issues as the instruction costs, bell schedules, school calendars, student behavior, teacher evaluation, textbooks, class periods, student grades and grading policies, teacher load, and instructor employment.
- p.** Contractual agreements shall be established between the school district and parent(s), or legal guardian, of students participating in alternative-instructional-delivery-system courses prior to the beginning of instruction. These contracts may address such issues as grading criteria, time allotted for course completion, student attendance, and the responsibility for course costs and equipment.
- q.** Instructors of internet-based courses shall be (a) certified in Oklahoma or another state to teach in the content area of the course offered or (b) a faculty member at an accredited institution of higher education, possessing the specific content expertise necessary to teach the course.
- r.** Students having failed a required class may be eligible for internet-based instruction in order to gain necessary graduation requirements. However, the students will be responsible for all costs.
- s.** Students wishing to enroll in classes that are not offered through Dale Public Schools, or students that have scheduling conflicts as determined by the counselor may be eligible for internet-based instruction. Students would be required to pay all costs before enrolling and would be reimbursed by the district upon successful completion of the course. If students fail to meet the requirements for completion, money cannot be refunded.
- t.** Students enrolling in internet-based instruction must get approval from the counselor and/or principal. Students will be required to report to the designated area of instruction each day as if they were reporting for class. All lessons, tests, and grades would be monitored by the designated instructor.

## **SECTION E. Internet-based Instruction Not Offered by the District**

### **1. On-line Courses Which Duplicate Courses Offered by the District**

On-line instructional programs offered for instructional purposes and/or high school credit shall be approved by, and under the supervision of, the Dale Board of Education. The proposed course(s) may be evaluated by the State Department of Education.

### **2. Supplemental On-line Courses**

#### **a. Definitions**

- i. Synchronous Instruction** occurs when the instructor and student's primary interactions are in real-time. Regular classroom instruction is synchronous instruction, as well as two-way interactive video. Web-based instruction that requires real-time interaction between student and instructor as the primary format of instruction is also synchronous instruction.
- ii. Asynchronous Instruction** is not dependent upon instructor and student interaction in real time. Asynchronous instruction allows the student to engage in learning activities anywhere at any time. For instruction to be considered asynchronous, the primary format of instruction does not depend upon real-time interaction of the participants.
- iii. Supplemental On-line Course** is an on-line program that allows students who are enrolled in a public school to supplement their education by enrolling part time in on-line courses that are educationally appropriate for the student, which are equal to the equivalent of classroom instruction time required by student attendance and participation in the district.
- iv. Educationally Appropriate** means any instruction that is not substantially a repeat of a course or portion of a course that the student has successfully completed, regardless of the grade of the student, and regardless of whether a course is similar to or identical to the instruction that is currently offered in the school district. The determination of "educationally appropriate" will be made at the local school district level.
- v. Web-based Instruction** uses the World Wide Web as the primary medium of instruction, with a computer serving as the primary tool of instruction. Web-based instruction may be synchronous or asynchronous.
- vi. Two-way Interactive Video Instruction** provides for real-time (synchronous) interaction between student and instructor by means of an electronic medium that provides for both audio (sound) and video (sight) signal. Students and instructors participating in two-way interactive video instruction may both see and hear each other in an approximation of real-time.

#### **b. Guidelines**

Prior to offering an online instructional course, the board of education shall comply with the following guidelines recommend by the State Department of Education:

- i.** Web-based and two-way interactive video instruction shall be viewed as methods by which the school district can expand the course offerings and access to instructional resources. These technologies should not be viewed solely as substitutes for direct, face-to-face student and teacher interactions, but as a means of expanding the ability of the district to bring the world of knowledge to the students.
- ii.** The board of education will grant students credit for completion of courses offered by means of online instruction. School district policies governing grading scales and credits earned shall be applied to Oklahoma Supplemental Online Course Program courses under the same criteria as courses offered by the school district. A grade assigned for course credit that was completed through the supplemental on-line program shall be treated the same as any other course offered by the district.
- iii.** Only students who are enrolled in this district will be granted access to supplemental on-line courses.
- iv.** Requests for enrollment in supplemental on-line courses shall be as follows:
  - aa.** Interested students shall be required to fill out a request for enrollment in supplemental on-line course, using the form provided.
  - bb.** The principal or designee shall evaluate the application and determine whether the supplemental on-line course is educationally appropriate for the student.
  - cc.** If the supplemental on-line course is not deemed to be educationally appropriate, notification shall be provided to the student in writing as to the reasons in support of the principal's recommendation, and the student shall be afforded the opportunity to appeal the principal's decision to the local school board. The decision of the local board with regard to whether a course is educationally appropriate is final and non-appealable. A copy of the notification



shall be provided to the director of instructional technology at the State Department of Education.

- v. If enrollment in the supplemental on-line course is allowed, the principal shall appoint a certified staff member to serve as the building level contact person to assist students enrolling in on-line courses and to serve as a liaison to the on-line teachers and provider(s). Students shall have a grace period for withdrawal from a supplemental on-line course of fifteen calendar days from the first day of a supplemental on-line course enrollment without academic penalty. A written request for withdrawal should be provided to the principal from the student prior to the expiration of the fifteen day period.
- vi. Students earning credit by means of on-line instruction shall participate in all required state-level academic assessments in the same manner as other regularly-enrolled students within the district. No student shall be allowed to participate in these assessments at a place other than the school site at which the student is enrolled.
- vii. Courses offered for credit by means of on-line instruction shall be aligned with the *Priority Academic Student Skills* (PASS).
- viii. Student progress shall be monitored on a weekly basis by the supplemental on-line course provider. Attendance/participation in a supplemental on-line course shall be monitored in accordance with local district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, on-line chats, emails, and posting/submission of lessons. The student may be counted “present” or “in attendance” when the supplemental on-line course provider provides evidence of student/teacher/course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Supplemental on-line course providers shall make available to students, parents, and the school district reports that reflect daily attendance/participation, progress reports, and grades. Such attendance/participation reports, progress reports, and grades shall be provided on a regular weekly basis to parents and the school district via electronic format. The district will review progress reports and grades twice per month.
- ix. The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation in on-line instruction courses shall be used for any purposes other than those that support the instruction of the individual student.
- x. District level aggregated data obtained through participation in on-line instruction courses shall be utilized for education purposes only and shall not be provided to commercial entities.
- xi. All federal and state statutes pertaining to student privacy, the posting of images on the World Wide Web, copyright of materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district. (See cross-referenced policies concerning these issues.)
- xii. Prior to the beginning of instruction, cooperating school districts sharing courses by means of two-way interactive video technology shall, by means of contractual agreement, address such issues as the instruction costs, bell schedules, school calendars, student behavior, teacher evaluation, textbooks, class periods, student grades and grading policies, teacher load, and instructor employment.
- xiii. Contractual agreements shall be established between the school district and parent(s), or legal guardian, of students participating in alternative-instructional-delivery-system courses prior to the beginning of instruction. These contracts may address such issues as grading criteria, time allotted for course completion, student attendance, and the responsibility for course costs and equipment.
- xiv. Instructors of on-line courses shall be (a) certified in Oklahoma or another state to teach in the content area of the course offered or (b) a faculty member at an accredited institution of higher education, possessing the specific content expertise necessary to teach the course.
- xv. Students at remote sites who participate in the on-line courses offered by the district will be responsible for providing their own equipment and Internet access.
- xvi. Annually, the board of education shall establish fees or charges for the provision of alternative-instructional-delivery-system courses. The district shall not be liable for payment of any fees or charges for any on-line course for a student who has not complied with district policies and procedures.

### **3. Student Information Sheet**

See "Attachment S" for the "Student Information Sheet: On-line Courses," which may be printed and distributed to Dale students giving them needed information about Dale's on-line course policy.

## **ARTICLE IX. Targeted Educational Programs**

### **SECTION A. Special Education**

1. The district shall provide special education classes for those children defined as exceptional and handicapped by the state board of education.
2. A child's eligibility for such special education shall be determined under the rules and regulations approved by the state board of education. The eligibility of exceptional children shall be re-evaluated at least once every three years. Any child determined to be eligible shall be permitted to receive such special education for a minimum of twelve years.
3. The district shall follow all rules and regulations of the state board of education concerning qualifications of all persons who teach exceptional children and all other regulations deemed necessary by the state board of education for the teaching of exceptional children.

### **SECTION B. Extended School Year Program**

#### **1. Introduction**

In recognition that some handicapped children need special education services in excess of 180 days provided during the traditional school year, the Dale Public Schools has developed this extended school year program. This program and its attendant procedures do not supersede or preempt the prerogative of the individualized education planning team. The intent is to assure thorough review and careful consideration of the needs of the small number of our student population who need additional special help. The superintendent is directed to establish regulation setting forth eligibility standards for this program.

#### **2. Definition**

For the purpose of this program, extended school year shall mean special education and related services in excess of 180 days per school year at no cost to participants

#### **3. Purpose**

The purpose of this program is to serve those students who suffer from regression during the customary summer vacation to such a marked degree that they will not be able to recoup the loss within a reasonable period of time at the commencement of the ensuing school year. The thrust of this program will be to limit regression during the summer so as to enable recoupment within a reasonable period of time when school resumes. The services which a child will require in order to avoid regression that cannot be recouped within a reasonable time will be determined on an individual basis.

#### **4. Eligibility Standards (Regulations)**

##### **a. Introduction**

In accordance with the policy of the board of education, the following regulations shall govern the standards of eligibility for the Extended School Year (ESY) program.

##### **b. Determining Eligibility**

A handicapped student will be eligible for ESY services when it is determined that in the absence of such services the student will regress to such a marked degree during the summer months that the student will be unable to recoup the loss within a reasonable time when school reconvenes. Many factors will be considered in evaluating a student's eligibility for an ESY program.

##### **c. Factors Considered in Determining Eligibility**

###### **i. Nature of the Handicapping Condition**

Certain children, by the nature of their handicap, may be predisposed to severe regression and limited recoupment. Such handicapping conditions include autism, severe emotional disturbance, severe or profound mental retardation, degenerative impairments with mental involvement, and severe multiple handicaps.

###### **ii. Severity of Handicapping Condition**

Children more severely handicapped are most likely to need services.

###### **iii. Availability of Home Stimulus During Summer Months**

In many instances it is feasible for a parent to monitor and implement a child's program during the summer break. When such a non-school program can be implemented by the student's parents and/or peers, it may provide a child the dual benefit of a vacation break from school without severe regression.

## 5. ESY Review Procedures

All special education students will be considered for an ESY program and screened upon request of a parent or other member of the Individual Education Program (IEP) team. However, because of their propensity toward severe regression and slow recouplement, multi-handicapped and trainable mentally-handicapped students will automatically be screened, each year, for the need of ESY, using the following screening process:

### a. Initial Determination of Need for the ESY Program

All special education students will be considered for eligibility in an ESY program at their annual IEP team meeting and provision will be made on the IEP at that time if the team determines that an ESY program is necessary. Likewise, notation will be made on the IEP if a determination has been made that the student does not need or desire an ESY program.

### b. Factors Which Must Be Considered by the IEP Team in Determining ESY Eligibility

- i. Degree of disability
- ii. Degree of regression
- iii. Recovery time from this regression
- iv. Ability of parents to provide education structure at home
- v. Child's rate of progress
- vi. Child's behavioral problems
- vii. Child's physical problems
- viii. Availability of alternative resources
- ix. Ability of the child to interact with children and youth who are not disabled
- x. Area(s) in curriculum which need continuous attention
- xi. Child's vocational needs
- xii. Whether the requested service is extraordinary for the child's disability, as opposed to an integral part of a program for those with the child's disability
- xiii. Other relevant factors as determined by the IEP team

### c. February Screening of All Handicapped Students

In February, all multi-handicapped and trainable mentally-handicapped students will be screened by their teachers and therapists using forms ("Attachments K-1" and "K-2") provided by the district.

### d. February Screenings by Special Request

February screening of students with other handicaps will be conducted upon special request by a parent teacher, or other service provider.

### e. Return of Screening Forms

All screening forms ("Attachments K-1" and "K-2") must be returned prior to the end of the second week in March.

### f. Compilation of List of Students Considered for the Program

The district will compile a list of those students requiring additional consideration and analyze possible service needs.

### g. Preparation of Recommendations for Students Identified for the Program

For those students identified as in need of ESY, the district will prepare recommendations as to the nature, duration, and frequency of services needed to assure that significant regression will not occur to such a degree that recouplement cannot be accomplished within a reasonable period of time.

### h. Report to Parents of Students Recommended for the Program

At either the spring IEP review or a specially convened IEP team meeting, the team shall be advised of the referral for ESY and the recommendation, if any, that the student be placed in an ESY program for the summer. The advantages and disadvantages of such a program shall be explained to the parent as well as the basis for the referral and recommendation.

### i. Parent Acceptance or Rejection of Recommended Student Placement in the Program

If the parent rejects the ESY, such should be recorded on the IEP. If the parent accepts the recommendation for an ESY, the IEP team should complete an amendment to the IEP with regard to services to be provided.

## SECTION C. Gifted Education Program (Revised February, 1991)

### 1. Program Administration

The program will be administered by

- a. the program director;
- b. an elementary coordinator and a secondary coordinator; and

- c. the Gifted Program Committee, which is comprised of the program director, the elementary and secondary coordinators, the elementary and secondary principals, and the elementary and secondary counselors.
2. **Goal**  
The goal of the district's gifted program is to meet the educational needs uniquely associated with its gifted students.
3. **Objectives**  
The objectives of the district's gifted program are
- a. to challenge the students to develop their abilities for both personal fulfillment and significant contributions to society;
  - b. to provide a learning environment which will enhance the students' creative thinking and reasoning skills;
  - c. to encourage use of leadership skills;
  - d. to challenge students to develop concepts, abilities, and reasoning skills that may be used for understanding and applying rules, making choices, and understanding cause-and-effect relationships;
  - e. to allow opportunities for independent studies in individual areas of interest.
4. **Identification**
- a. **Screening**  
The annual participation of students in this district's nationally-standardized testing program will usually serve to locate and/or nominate potential candidates for the gifted program. Nationally-recognized multi-criteria evaluation tools may also be utilized. These criteria may include
    - i. referrals from professionals, parents, and students themselves;
    - ii. recognized scales, inventories, or checklists;
    - iii. group or individual standardized tests administered by qualified professionals;
    - iv. gifted students transferring from other districts and meeting this district's gifted placement policies.
  - b. **Placement Criteria**
    - i. Students scoring at the ninety-seven percentile or above on a nationally-normed standardized intelligence and ability test will be automatically placed. This test result shall be considered valid for three years.
    - ii. Students scoring a basic or total composite score at the ninety-five percentile or above on a nationally-normed standardized achievement test will be eligible for further evaluation which shall include multi-criteria evaluations. (See "Screening" above.)
    - iii. No student shall be denied placement or participation based upon race, gender, or age.
  - c. **Parental Permission**
    - i. Students referred for the program without having been administered the group achievement or ability tests will be given individual or group tests after parental permission forms have been signed.
    - ii. If a student qualifies for the program and wishes to participate, his parent or guardian must sign a permission form before entry into the program will be permitted.
    - iii. If a student qualifies for the program but he or his parent or guardian does not want him to participate, his parent or guardian shall sign a statement to the effect that notification was given that the student was eligible to participate but did not elect to do so.
  - d. **Additional Testing**
    - i. Parents may, upon written declaration, request additional testing.
    - ii. Should a parent request additional testing, it will be the responsibility of the parent to pay all costs of such testing.
    - iii. Additional testing shall be limited to one series of tests administered by a licensed psychometrist or the Regional Education Service Center.
    - iv. Parents or guardians shall be provided an opportunity to review test results.
    - v. Placement may be completed by the Gifted Program Committee upon receipt and review of test results.
  - e. **Students Transferring from Other Districts**
    - i. New students may, upon teacher or parent recommendation, be considered for the screening process.

- ii. Test scores from outside the district may be recognized if they are nationally-standardized tests and meet this district's policies. It is the new student's or his parent's responsibility to secure needed records and documentation to present to the Gifted Program Committee for consideration.
  - iii. Placement may be completed by the Gifted Program Committee upon receipt and review of the records and documentation submitted by the new student or his parent.
- f. Procedural Safeguards**
- i. Review of Placement**
    - aa. The Gifted Program Committee will assess placement of each student in the gifted program at the beginning of each school year.
    - bb. Periodic reviews will be made of each student in the program to ensure that he is receiving benefits from the program.
    - cc. Parents will be afforded opportunities to meet with the program coordinator and classroom teacher(s) to evaluate member students' performance and levels of achievement.
  - ii. Removing Students from the Program**
    - aa. Upon the recommendation of the Gifted Program Committee, students failing to make good use of opportunities made available to them through the program are subject to removal for the remainder of the semester. Parents of such students will be notified of such impending action.
    - bb. Upon parental request the program coordinator and the teacher(s) of gifted students will meet with the parents to review reasons for the removal.
    - cc. A removed student may, upon written declaration, re-enter the program at the beginning of the next succeeding semester, provided all criteria for re-entrance are met.
  - iii. Appeals Regarding Placement**
    - aa. Appeals regarding placement into the program will be made in writing to the Gifted Program Committee and will be reviewed by the committee on an individual basis.
    - bb. Any student who is deemed eligible to enter the program but declines to do so may upon written declaration enter the program at the beginning of the next succeeding semester, provided all placement criteria are met.
  - iv. Confidentiality**
    - aa. In compliance with the Family Education Rights and Privacy Act of 1974, all student records will be kept confidential.
    - bb. All confidential records will be kept under the supervision of the appropriate program coordinator.
    - cc. Upon request, opportunities will be provided to parents or guardians and professional staff to review pertinent records.
  - v. Evaluation of the Gifted Program**
    - aa. There will be an annual review of all gifted program policies, procedures, and personnel conducted by the Gifted Program Committee and the superintendent.
    - bb. All policies and procedures will be submitted for board adoption annually.
    - cc. Parent and student evaluations of the program are welcome. Comments are to be submitted in writing to the appropriate program coordinator.

**5. Ways in which Gifted Students May Participate in the Program**

Gifted students in the district may have available to them any or all of the following opportunities to participate in the gifted program. The following lists are not to be considered all inclusive.

- a. Elementary Program Opportunities**
  - i. Interest groups
  - ii. Age groups
  - iii. Whole-group projects
  - iv. Field trips
  - v. Lectures by guest speakers
  - vi. Creative and academic competitions
  - vii. Guided research
  - viii. Acceleration
  - iv. Enrichment activities in the classroom
  - x. Counseling
- b. Junior High Program Opportunities**
  - i. Enrichment activities in the classroom

- ii. Acceleration
- iii. Individualized instruction
- iv. Guided research
- v. Counseling
- vi. Creative and academic competitions
- vii. Field trips
- viii. Lectures by guest speakers
- c. **Senior High Program Opportunities**
  - i. Enrichment activities in the classroom
  - ii. Acceleration
  - iii. Individualized instruction
  - iv. Guided research
  - v. Counseling
  - vi. Creative and academic competitions
  - vii. Concurrent enrollment in post-secondary educational institutions
  - viii. Independent studies through correspondence courses
  - iv. Field trips
  - x. Lectures by guest speakers

**6. Guidelines for Gifted Activities**

**a. Authorized Participation**

Summer camps, workshops, and other activities funded with gifted education monies are available only to students identified as gifted and talented. Students seeking tuition assistance for non-gifted activities should contact the officers or sponsors of the particular organization.

**b. Labeling of Gifted Activities**

Camps, workshops, or other activities must be listed and advertised as being specifically for gifted education.

**c. Tuition Assistance**

Students interested in tuition assistance from the district must present a personal resume, and proposal for the activity to the Gifted Education Committee by April 15th.

**d. Reporting Results of Activities**

Upon completion of gifted camps, workshops, or other activities, students must give oral reports to the board of education at their earliest convenience.

**ARTICLE X. Finance**

**SECTION A. Budget**

**1. Preliminary Estimate of Needs**

The superintendent shall prepare on a form prescribed by the state board of education and present to the Dale board for its approval a preliminary estimate of needs for the ensuing school year. This estimate must be presented on or before December 31 of each school year.

**2. Preliminary Budget**

The superintendent shall prepare and present to the board for its approval not later than May 31 a preliminary budget for the ensuing school year. This preliminary budget shall include

- a. general funds requirements for current operation expense;
- b. building funds requirements for erecting, remodeling, or repairing school buildings and for purchasing building furniture and equipment for the ensuing year;
- c. sinking fund requirements;
- d. estimated income.

**3. Financial Statement and Itemized Statement of Estimated Needs**

The superintendent shall prepare and present to the board in July a financial statement showing the true fiscal condition of the district as of the close of the previous fiscal year ended June 30 and an itemized statement of estimated needs and probable income from sources other than ad valorem tax for the current fiscal year.

## **SECTION B. Issuance of Debt**

### **1. Preamble**

In connection with the issuance of debt, the Dale School District (“Issuer”) agrees to comply with the post-issuance requirements imposed by the *Internal Revenue Code of 1986*, as amended (the “Code”), the statutes and *Constitution of the State of Oklahoma*, requirements of state and federal securities laws, continuing disclosure requirements with the purchasers of the debt and other general rules and regulations. At the time of issuance the Issuer covenants that many of these post-issuance requirements will be complied with throughout the term of the indebtedness. Responsibility for ongoing compliance with these requirements rests with the Issuer.

It is the determination of the Issuer to comply with all post-issuance requirements that are applicable to the Issuer's indebtedness and to provide written procedures to regulate such compliance by the responsible officers and agents of the Issuer. It is likely that the responsibility for compliance with the post-issuance requirements will fall among multiple offices and persons. Some of those persons will have considerable knowledge of the financing practices and requirements, and some will not. Because of the long term of many issues, changes in elected or appointed officials and staff may result in some institutional knowledge being lost. Therefore, it is important to identify the positions or departments that will have access to the information to demonstrate compliance and/or the authority to make decisions that will impact compliance. Attention and training may be applied to these positions to develop procedures for maximizing the likelihood of compliance.

### **2. General**

Because most of the Issuer's debt will remain outstanding for many years, it is important to have procedures that can be understood and implemented over time even as the responsible officials may change. The particular procedures that are appropriate may vary substantially, depending upon the size and complexity of the issues. Also important is to assign responsibility for post-issuance compliance and to be sure that sufficient information is routinely identified and maintained to allow those who later inherit that responsibility to successfully comply with the post-issuance requirements.

### **3. Responsibility and Review**

The district's superintendent (“Responsible Official”), shall be the overall responsible official for the debt management activities of the Issuer. The Responsible Official, by and through these written procedures, shall assign departments or individuals to be responsible for different aspects of the post-issuance requirements and will coordinate record-keeping and review. In addition, these procedures will determine the frequency for review of various items and plan of implementation. In the absence of any other indication, each debt issue of the Issuer will be reviewed for post-issuance compliance no less than once annually. This annual review will consist of examining all of the aspects of post-issuance compliance outlined by these procedures. The annual review will be conducted by the Responsible Official and shall include only those persons directly responsible for a noted aspect of post-issuance compliance.

The Responsible Official shall review post-issuance compliance of each issue of the Issuer. Such review shall address all areas of compliance with post-issuance requirements and set forth any area of non-compliance and suggest a plan of action for remedying such non-compliance. The Responsible Official shall determine the appropriate action to be taken.

### **4. Post-issuance Compliance**

For each issue of debt of the Issuer, the Responsible Official will cause to be executed a “Post-issuance Compliance Checklist” as detailed below. The person responsible for compliance with each item shall be noted on this checklist and a frequency of review for such item shall be determined. In addition, the transaction parties' names, addresses, phone numbers, and email addresses shall be noted on a coversheet—as detailed below—for the checklist along with any other interested party, if applicable, including the rebate analyst, the Issuer's accountant or auditor, and the dissemination agent for the Issuer.

#### **a. Compliance with Tax-law Requirements**

Generally, at the closing of an issue, the market counsel will deliver the market legal opinion which will opine as to the exemption from federal income taxation of the interest on the debt. The market counsel's opinion is based upon the reasonable expectation that tax-law requirements will be complied with throughout the term of the debt. These expectations are based upon fact-gathering and analysis by the market counsel, much of which is memorialized in the “Arbitrage and Use of Proceeds Certificate” (or a similar certificate) delivered by the Issuer at closing of the issue.

The officers of the Issuer who are responsible for tax-law-requirements compliance should be very familiar with the “Arbitrage and Use of Proceeds Certificate” and other tax certificates and document covenants contained in the transcript of proceedings delivered in connection with an issue. The person responsible for tax compliance should be involved in the transaction before closing and comment upon the necessary documents used to establish such expectations and obtain copies of all relevant documents post closing.

In addition to requirements set forth in a specific document related to an issue, the officer responsible for tax compliance should confirm, at a minimum, that the following has been accomplished for each specific issue:

- i. Choose an accounting method with respect to bond proceeds and interest earnings, investments, and expenditures.
- ii. Obtain computation of "yield" of bonds and determine who will track investment returns.
- iii. Establish who will allocate bond proceeds and interest earnings to expenditures.
- iv. Establish who will monitor compliance with expectations for expenditure of bond proceeds, typically three years, and provide yield restriction of investment or yield reduction payments.
- v. Determine that investments acquired with bond proceeds are purchased at fair market value.
- vi. Avoid creation of funds reasonably expected to be used to pay debt service on bonds without determining in advance whether such funds must be invested at a restricted yield.
- vii. Develop and maintain general and special records with regard to each issue.
- viii. Engage rebate analysts for computation of rebate liability, if necessary.
- ix. Consult with bond counsel before engaging in post-issuance transactions involving the issue (i.e., change in documentation, refunding or reissuance issues, sale or lease of assets, change in use of facilities financed with issue, bond insurance, hedging transactions, etc).

**b. Disclosure Requirements**

Public sale of municipal securities requires that certain securities-law disclosures be made, both at the time of sale (pursuant to an official statement or other offering document) and post closing for the term of the issue. The preliminary and final official statements may need to be filed in various state offices and with the MSRB usually at or shortly after closing. Information may be required to be posted with the MSRB and others pursuant to SEC Rule 15c2-12 as amended. When required to file post-closing information in accordance with this rule, there will be a provision in the "Resolution Designating Bonds as Qualified Tax-exempt Obligations" or a "Continuing Disclosure Certificate" executed by the Issuer at closing which will detail the type and substance of additional disclosures. Other documents executed in connection with the sale of the issue may contain requirements to deliver additional information to underwriters, purchaser, trustees, paying agents, rating agencies, and other parties. The officer should review the transcript to determine the types and frequency of additional document disclosure requirements.

The officer of the Issuer responsible for continuing disclosure should obtain and review the "Resolution Designating Bonds as Qualified Tax-exempt Obligations" or the "Continuing Disclosure Certificate" and monitor compliance therewith and in addition:

- i. Establish a tickler or other notification system to confirm that the necessary documentation required to be filed annually for each issue is timely filed.
- ii. Coordinate with other departments of the Issuer to insure that the disclosure officer obtains timely notice of the happening of any of the listed events requiring disclosure.
- iii. Maintain a record of each document filed pursuant to any disclosure requirement.
- iv. Retain true and correct copies of all documents filed for each issue.
- v. Review all documents pertaining to the issue to determine additional disclosure or notification requirements and develop a system to deliver such disclosures to the required parties.

**c. Miscellaneous State-law Requirements**

Additional requirements for post-issuance compliance may be dictated by state law. For the most part, state constitutional and statutory requirements will be met at closing of the issue and will be evidenced by filings or documents contained in the closing transcript. The documents for the issue may set forth agreements and covenants of the Issuer to be complied with post-closing, including certain UCC filing requirements, insurance and financial covenants, and restrictions on the use of bond-financed property. The officer responsible for compliance should review the closing transcript and determine the necessary requirements.



**d. Post-issuance Compliance Checklist**

**i. Cover Sheet**

Name of Issue: \_\_\_\_\_  
 Principal Amount: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_  
 Purpose: [Example:] To construct, furnish, and equip a new structure to include, but not be limited to, plumbing fixtures, toilet partitions and toilet accessories, and fire-suppression equipment.

**Transaction Parties**

**Ex-officio Bond**

Commissioner: \_\_\_\_\_ Trustee: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Email: \_\_\_\_\_

Rebate Analyst: \_\_\_\_\_ Paying Agent: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Email: \_\_\_\_\_

Financial Advisor: \_\_\_\_\_ Other: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Email: \_\_\_\_\_

**Current School District Officials and Titles Listed as Responsible for Certain Items**

Superintendent/  
 Responsible Official: \_\_\_\_\_  
 Finance Officer: \_\_\_\_\_  
 Treasurer: \_\_\_\_\_

**ii. Tax Law Requirements**

**Tax-law Requirements**

	<u>Responsibility</u>	<u>Frequency of View</u>
1. General Matters.		
a. Proof of filing Form 8038-0	Responsible Official	Once
b. "Significant modification" to bond documents results in reissuance under Treas. Reg. §1.1001-3. Proof of filing new Form 8038, etc., plus final rebate calculation on pre-modification bonds.		
2. Use of Proceeds.		
a. No private business use arrangement with private entity (includes federal government) beyond permitted <i>de minimis</i> amount unless cured by remedial action under Treas. Reg. §1.141-12.	Responsible Official	Annually or upon happening of any of the following listed events
i. Sale of facilities.		
ii. Lease.		
iii. Nonqualified management contract. Rev. Proc. 97-13		
iv. Nonqualified research contract. Rev. Proc. 97-14		
v. "Special legal entitlement."		
b. Remedial action may consist generally of redemption or defeasance of bonds (with notice of defeasance to IRS). Where disposition is a cash sale, remedial action may be an alternative qualifying use of proceeds.	Bond Counsel	Upon happening of event
3. Arbitrage		
a. Rebate. IRC §148(f).	Responsible Official	Calculate at the end of the 3-year temporary period if bond proceeds remain, and then annually thereafter until all proceeds are expended
Small Issuer Exception: This issue qualifies for the small issuer exception and will be treated as meeting the arbitrage rebate requirement if all proceeds are expended within the three-year temporary period for capital projects.		
i. First installment of arbitrage rebate due on fifth anniversary of bond issuance plus 60 days.		As noted
ii. Succeeding installments every five years.		As noted
iii. Final installment 60 days after retirement of last bonds of issue		As noted & upon refunding
iv. Monitor expenditures prior to semi-annual target dates for six-month, 18-month, or 24-month spending exception.		Annually and at Bond Review Comm. meetings
b. Monitor expenditures generally against date of issuance expectations for three-year or five-year temporary periods or five-year hedge bond rules.	Responsible Official	Annually
c. Yield Computations		
i. Obtain computation of yield from Financial Advisor	Responsible Official	Upon receipt of closing transcript
ii. Track investment returns for all gross proceeds	Treasurer	Monthly
iii. Monitor compliance with temporary period expectation for expenditures and provide for yield restriction of investments or yield reduction payments if expectations are not satisfied.	Responsible Official	Monthly
iv. Ensure investments are acquired at fair market value	Financial Officer/Treasurer	Upon occurrence

v.	Monitor creation of all funds reasonably expected to be used to pay debt service on the issue	Financial Officer/Treasurer	Monthly
d.	For advance refunding escrows, confirm that any scheduled purchases of 0% securities of state and local government series are made on scheduled date.	N/A	
4.	Record Retention.		
a.	Maintain general records relating to issue for life of issue plus any refunding plus three years.	Responsible Official	Annually
b.	Maintain special records required by safe harbor for investment contracts or defeasance escrows. Treas. Reg. §1.148-5.	Responsible Official	As needed per issue
c.	Maintain record of identification on issuer's books and records of "qualified hedge" contract. Treas. Reg. §1.148-4(h)(2)(viii) and §1.148-11A(i)(3).	N/A	
d.	Maintain record of agreements and assignments between governmental units that affect volume cap allocations under IRC §146. Treas. Reg. §1.103(n)-3T Q/A8, 13 & 14.	N/A	
5.	Allocations of Bond Proceeds to Expenditures. Make any allocations of bond proceeds to expenditures needed under Treas. Reg. §1.148-6(d) and §1.141-6(a) by 18 months after the later of the date the expenditure was made or the date the project was placed in service, but not later than the earlier of five years after the bonds were issued or 60 days after the issue is retired.	Responsible Official	As noted

### iii. Disclosure Requirements

#### Tax-law Requirements

	<u>Responsibility</u>	<u>Frequency of View</u>
1. SEC Rule 15c2-12 Requirements.		
a. Determine applicability of continuing disclosure undertaking ("CDU").	Financial Advisor	At closing
b. Identification of "obligated person" for purposes of Rule 15c2-12. Governmental Bonds: Issuer	Financial Advisor	At closing
c. Name of dissemination agent, if applicable.	N/A	As needed
d. Periodically determine that required CDU filings have been prepared, sent to, and received by EMMA.	N/A	Annually, if required
e. Information required to be provided to EMMA:	N/A	At closing
i. Annual Reports.	N/A	Annually
aa. Quantitative financial information and operating data disclosed in official statement.	N/A	Annually
bb. Audited financial statements.	N/A	Annually
ii. Other information.	N/A	Annually
aa. Change of fiscal year.	N/A	Upon happening of event
bb. Other information specified in CDU.	N/A	As needed
f. Material Event Disclosure	N/A	Not later than ten business days after the day of the occurrence of the event
Notification by obligated person to EMMA, in timely manner, of any of the following events with respect to bonds, if event is material within the meaning of the federal securities laws:		
i. Principal and interest payment delinquencies.		
ii. Non-payment related defaults, if material.		
iii. Unscheduled draws on debt service reserves reflecting financial difficulties.		
iv. Unscheduled draws on credit enhancements reflecting financial difficulties.		
v. Substitution of credit or liquidity providers, or their failure to perform.		
vi. Adverse tax opinions, the issuance by the IRS of a proposed or final determination of taxability, notice of proposed issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the bonds, or other material events affecting the tax status of the bonds.		
vii. Modifications to rights of bondholders, if material.		
viii. Bond calls, if material, and tender offers.		
ix. Defeasances.		
x. Release, substitution or sale of property securing repayment of the bonds, if material.		
xi. A rating change.		
xii. Bankruptcy, insolvency, receivership or similar event of the issuer as set forth in Rule 15c2-12.		
xiii. Consummation of a merger, consolidation, acquisition, or sale or all or substantially all of the assets of an obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such action or the termination of a definitive agreement relating to such actions, other than pursuant to its terms, if material.		
xiv. Appointment of a successor or additional trustee or the change of name of a trustee, if material.		

<ul style="list-style-type: none"> <li>xii. Bankruptcy, insolvency, receivership or similar event of the issuer as set forth in Rule 15c2-12.</li> <li>xiii. Consummation of a merger, consolidation, acquisition, or sale or all or substantially all of the assets of an obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such action or the termination of a definitive agreement relating to such actions, other than pursuant to its terms, if material.</li> <li>xiv. Appointment of a successor or additional trustee or the change of name of a trustee, if material.</li> </ul>	N/A	Annually
<ul style="list-style-type: none"> <li>g. Failure of the obligated person to timely file financial information (including audited financial statements) and operating data with EMMA.</li> </ul>	N/A	Annually
<p>2. Notification to Underwriters of Bonds. Determination of whether bond purchase agreement requires Issuer of the bonds to notify underwriters for a specified period of time of any fact or event that might cause the official statement to contain any untrue statement of material fact or omit to state a material fact necessary to make the statements made therein, in light of the circumstances in which they were made, not misleading.</p>	Financial Advisor	As required by documents
<p>3. Information Required to be Filed with Other Entities.</p> <ul style="list-style-type: none"> <li>a. Trustee.</li> <li>b. Rating Agency(ies).</li> <li>c. Bond Insurer.</li> <li>d. Credit Enhancer.</li> </ul> <p>Examples:</p> <ul style="list-style-type: none"> <li>i. Financial records. <ul style="list-style-type: none"> <li>aa. Annual.</li> <li>bb. Quarterly.</li> </ul> </li> <li>ii. Budgets.</li> <li>iii. Issuance of additional bonds.</li> <li>iv. Events of default.</li> <li>v. Notices of redemption.</li> <li>vi. Amendments to bond documents.</li> </ul>	Responsible Official	Annually or as needed per issue
<ul style="list-style-type: none"> <li>a. Trustee.</li> <li>b. Rating Agency(ies).</li> <li>c. Bond Insurer.</li> <li>d. Credit Enhancer.</li> </ul>	N/A	
<ul style="list-style-type: none"> <li>a. Trustee.</li> <li>b. Rating Agency(ies).</li> <li>c. Bond Insurer.</li> <li>d. Credit Enhancer.</li> </ul>	N/A	
<ul style="list-style-type: none"> <li>a. Trustee.</li> <li>b. Rating Agency(ies).</li> <li>c. Bond Insurer.</li> <li>d. Credit Enhancer.</li> </ul>	N/A	
<ul style="list-style-type: none"> <li>a. Trustee.</li> <li>b. Rating Agency(ies).</li> <li>c. Bond Insurer.</li> <li>d. Credit Enhancer.</li> </ul>	N/A	
<p>4. Local Disclosure. State and/or local requirements.</p> <ul style="list-style-type: none"> <li>a. Filing of Preliminary Official Statement with Secretary of State of Oklahoma</li> <li>b. Filing of Official Statement with Secretary of State of Oklahoma, Oklahoma Department of Securities and Bond Oversight Commission</li> <li>c. Filing of "Notice by Local Governmental Entity" with Council of Bond Oversight</li> </ul>	N/A	N/A
<ul style="list-style-type: none"> <li>a. Filing of Preliminary Official Statement with Secretary of State of Oklahoma</li> <li>b. Filing of Official Statement with Secretary of State of Oklahoma, Oklahoma Department of Securities and Bond Oversight Commission</li> <li>c. Filing of "Notice by Local Governmental Entity" with Council of Bond Oversight</li> </ul>	Financial Advisor	After funds become available to the issuer

#### iv. Miscellaneous State Law Requirements

<u>Tax-law Requirements</u>	<u>Responsibility</u>	<u>Frequency of View</u>
<p>1. Security</p> <ul style="list-style-type: none"> <li>a. Proof of filing UCC statements with appropriate authorities as required by State procedures. <ul style="list-style-type: none"> <li>i. Initial UCC financing statements filed with appropriate authorities. UCC 9-515(a).</li> <li>ii. Continuation statements filed by fifth anniversary. UCC 9-515(d).</li> <li>iii. Public finance transaction in connection with debt securities (all or portion of securities have initial stated maturity of 20 years; obligated party is State or State governmental unit) qualifies for 30-year filing. UCC 9-515(b).</li> <li>iv. Other local requirements or exceptions.</li> </ul> </li> <li>b. Proof of filing recorded mortgages, deeds of trust with appropriate authorities and proof of delivery of originals to trustee or custodian.</li> </ul>	N/A	
<p>2. Insurance.</p> <ul style="list-style-type: none"> <li>a. Proof of receipt of final title policy and proof of delivery to trustee or custodian.</li> <li>b. Monitor compliance with property and casualty insurance requirements.</li> </ul>	N/A	
<p>3. Financial Covenants. Monitor compliance with rate covenant or other covenants not included in B(3) above.</p>	N/A	
<p>4. Transfer of Property.</p> <ul style="list-style-type: none"> <li>a. Restrictions on transfer of cash.</li> <li>b. Restrictions on releases of property.</li> <li>c. Restrictions on granting liens or encumbering property.</li> </ul>	N/A	
<p>5. Investments. Compliance with permitted investments.</p>	Treasurer	Upon making each investment

## **SECTION C. Handling of Funds**

### **1. Receipt and Disbursement**

All general fund receipts shall be transmitted to the treasurer of the board. A receipt shall be issued by the person receiving the funds to the person depositing the funds. As provided by law, all disbursements shall be in the form of legal warrants issued by the treasurer.

### **2. Activity Funds**

All monies collected by any department or agent of the school connected with a school activity shall be deposited in a student activity fund. The superintendent shall be the supervisor of this fund, and his secretary shall be custodian, keeping all records. All monies shall be deposited through the school secretary, showing the purpose for which the money was received. A copy of the bank deposit slip, with an explanation of all deposits, will be sent to the activity funds custodian. Requests for expenditures shall be made through the superintendent's secretary and approved by the superintendent, an itemized statement being provided as required by law. All requests shall be paid by check prepared by the activity funds custodian and signed by the superintendent and principal. The custodians of activity funds shall be under one-thousand-dollar (\$1,000) bonds.

### **3. Audit of Records**

The board will hire a certified accountant each year to audit all district funds in addition to preparing the estimate of needs and the financial statement. The board will supply the auditor with its adopted legal budget and all necessary supporting data. This budget and its supporting papers should give the auditor a good basis on which to prepare the schedules and exhibits required by law in the estimate of needs and financial statement.

The auditor will not be required to make up the annual financial report since a well-prepared estimate of needs and financial statement would furnish the administrator with the section of the report on receipts, while the expenditures classification should originate with the administration and its accounting system.

## **SECTION D. Control of Funds**

All expenditures shall be approved by the board and the superintendent. No expenditures shall be made except on a purchase order, as approved by Oklahoma school law and by the board.

## **SECTION E. Purchasing**

### **1. Purchase Orders**

No purchases shall be made by employees of the board except on written purchase orders (encumbrance orders) issued by the encumbrance clerk as approved by the superintendent.

### **2. Records**

The board shall keep a written record covering all purchases. This record shall include written purchase (encumbrance) orders, signed copies of the orders showing receipt of goods, copies of the bills, and claims showing times of payment.

### **3. Procedure for Purchase Requisitions**

Each employee shall request his principal or department head to requisition such materials as may be needed. If a request is approved by the principal or department head, the requisition will then be sent to the superintendent for final approval.

A purchase request must have complete information, including address and zip code, catalog prices, extensions, and completed catalog order forms. An adding machine tape should be attached.

### **4. Procedure for Filling Purchase Orders**

If a purchase request is approved in the office of the superintendent, one copy of a purchase order will be mailed to the vendor; one copy will be kept in the superintendent's office; one copy will be sent to the data processing center; and the receiving copy will remain with the superintendent.

### **5. Procedure for Receiving Shipment**

Upon receiving shipment, the receiving employee or his principal or department head must sign and date the invoice (certifying that all items were delivered) and return the invoice to the superintendent.

### **6. Business**

The board is aware of the need for exacting procedures in the area of purchasing and accounting. With this need in mind, the board adopts the following policy and procedure for conducting business at Dale Public Schools:

- a. The superintendent will serve as purchasing agent for the school in all areas.
- b. It will be necessary for the superintendent to charge persons in other areas to secure bids and make recommendations.
- c. Administrative purchases will be made by the superintendent.
- d. Purchase requests made by teachers, secretaries, and aides of each of the two schools based upon the budgets they have been given will be submitted to the appropriate principals, who, after approving

such requests, will forward them to the office of the superintendent for further processing.

- e. Activity bills will be paid once monthly.
- f. All purchases should be secured where the best goods can be found at the best prices. Three criteria should be followed in making purchases: (1) quality of goods, (2) cost, and (3) service.
- g. Any purchase of \$13,500.00 or more must be submitted for bids, except when the item must be secured from a certain vendor because of kind or other extenuating circumstances. The superintendent will make such a judgment. A department member wanting to make such a purchase should make his request to the superintendent. If the purchase can be made, he is to secure bids from at least three (3) reputable vendors. The three bids will then be submitted to the board for its approval. Construction bids will conform to state law.
- h. Any purchase of \$2,000.00 or more must be accompanied by a non-collusion clause (See "Attachment G.").
- i. All contracts entered into by the district must include a non-collusion statement (See "Attachment H.").
- j. The board empowers the superintendent to act in their behalf in the approval of purchases, encumbrance of funds, and the assignment of purchase orders less than \$5,000.00 for original purchases and change orders of less than \$500.00.

## 7. School Credit Cards

### a. Regulations

In accordance with the policy of the board of education, the following regulations shall apply to the usage of the school credit card:

- i. The credit card will be maintained in the superintendent's office. The use of the credit card will be carefully controlled by the superintendent.
- ii. The superintendent and the superintendent's designees are the only district employees authorized to charge expenditures on the card.
- iii. Personnel desiring use of the card must obtain approval through the superintendent's office.
- iv. The card may be checked out from the superintendent's office by an employee who is serving as person in charge of a board-approved activity or purchase.
- v. A card usage log will be maintained in the superintendent's office and will include the following information:
  - The signature of the employee checking out the card,
  - The activity for which the card is to be used,
  - The date the card is checked out,
  - The date the card is checked in,
  - License number or vehicle number on receipts for gasoline purchases, and
  - The verification of receipts turned in for all purchases.
- vi. Purchases are to be made only by the employee whose signature is recorded on the usage log as checking out the card.
- vii. Purchases made which are not approved by the board will be reimbursed to the school district within ten days of notification. Anyone making such purchases may be prohibited from future use of the card.
- viii. Personal usage of the card is prohibited at all times.
- ix. All usage of the credit card will require the acquisition of an original invoice from the vendor in addition to the customer copy of the credit card invoice. Purchases made with the credit card will not be reimbursed without both the original invoice and the customer copy of the credit card invoice.
- x. All bills received from oil companies or other credit card companies will be paid in full upon receipt and within the time period provided by the credit card company. Service charges for late payments cannot be paid by the district.
- xi. An employee, with the approval of the superintendent, may use a school credit card to register for a workshop or event. However, if the employee fails to attend the event or cancels the registration, the employee shall be required to remit payment to the school district for any cancellation fees or penalties incurred and charged to the school district.

### b. Credit Cards Authorized for Use

It is the policy of the board of education that only the following credit card(s) will be used by designated personnel of this school district: First United Visa, Fuelman, Sam's Club, Staples, and Walmart.

## **ARTICLE XI. Transportation**

### **SECTION A. Purpose of Transportation**

1. Primarily, the district will provide transportation to and from school for students whose homes are more than a reasonable walking distance from the schools attended by such students.
2. Secondly, the district will allow, when practicable, the use of school buses for the transportation of students to school activities and on field trips which have been approved by the superintendent.
  - a. Application for the use of such vehicles for these purposes shall be made in the manner prescribed by the superintendent.
  - b. Expense for such additional transportation shall be paid by the students so transported or by the school activity or school organization receiving benefit from such transportation. Such cost may also be paid from other private sources.

### **SECTION B. Regulations Pertaining to Bus Drivers**

1. All school bus drivers must be eighteen years of age or older, have completed the medical examination requirements of the district by the first day of employment, hold a temporary or standard bus driver's certificate, and hold a valid Oklahoma chauffeur's license.
2. Except in case of emergency, anyone who operates a school bus as a driver in the district shall complete a course of instruction pertaining to the operation of a school bus, the course to be approved by the state department of education and the local district.
3. Each school bus shall be operated by its driver in conformity with all the rules of the road duly established by law, and the driver shall observe traffic requirements for the route traveled.

### **SECTION C. Regulations pertaining to School Bus Passengers**

1. At the beginning of each school year, each student requiring regular transportation and the student's parent or guardian shall receive and acknowledge receipt of a copy of a passenger safety conduct code to be observed by all students riding as regular school bus passengers.
2. Observance of the passenger safety conduct code shall be required also of student passengers on school activities trips and field trips. Disciplinary action to be taken against violators shall be communicated to students prior to such trips.

### **SECTION D. Tech Center Transportation**

Gordon Cooper Tech Center provides bus service for students, to and from Dale High School. The morning bus leaves at 7:30 a.m. and the afternoon bus returns at 4:30 p.m. Morning tech center students must provide their own transportation from home to catch the bus at Dale High School, and afternoon students must provide their own transportation to their homes. With written parental permission, a student may furnish his own transportation to and from Gordon Cooper. Students who drive or ride with another student are expected to abide by Dale regulations regarding automobiles. Any transportation other than by bus should be cleared through the office of the principal. Rules and regulations for the use of motor vehicles are available and must be followed.

## **ARTICLE XII. The School Plant**

### **SECTION A. Responsibility for Maintenance**

The responsibility for maintenance of the school plant is a joint responsibility of the superintendent, principals, and custodial staff. It is the responsibility of the principal to notify the superintendent of all situations which may affect the maintenance of the school plant. Routine daily maintenance of the school plant and school site is the responsibility of the school custodian and the principal. The safety and welfare of the pupil shall be the first consideration.

### **SECTION B. Use of School Property**

The board 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.

The superintendent is directed to establish rules and regulations in support of this policy.

**1. For School Purposes**

- a. School property buildings, grounds, libraries, auditoriums, stadium, gymnasiums, or any other building or equipment will be used for school purposes during school hours according to the official school schedule. Any modification of this program must first be approved by the principal and/or superintendent.
- b. Any organization or activity directly a part of the school program shall have the use of the buildings at no cost, with the consent of the superintendent and with notification given to the board.
- c. The building custodian and the principal or a member of the faculty must be present on all such occasions.
- d. Any employee who permits students or patrons to use school facilities assumes the responsibility for those facilities.

**2. For Non-school Activities**

Facilities of the district may be made available for non-school use for literary, cultural, and scientific purposes and for other purposes of general public interest. A reasonable charge may be made to cover the cost of the use of the building or property. Use of school facilities by non-school groups must not interfere with regular school programs or activities. Regulations for use of buildings shall be formulated by the superintendent and approved by the board. These regulations regarding the use of facilities shall be made available to applicants, and observance of these regulations is a condition of use of facilities. (See "Attachment I" for the form "Agreement for Use of School Facilities.")

**3. Borrowing of School Property and Equipment**

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

**4. Rental of the Cafeteria Building**

Any group of persons who uses the Cafeteria Building must

- a. not allow children into the kitchen or storage rooms;
- b. not use equipment such as the slicer, the dishwasher, etc., unless cafeteria personnel are present;
- c. put garbage (in plastic bags which will be provided) in containers outside;
- d. check restrooms for running water before leaving;
- e. leave the cafeteria clean;
- f. turn off all lights before leaving;
- g. lock all doors when leaving.
- h. pay a fee of \$100 per day for the use of the building.
- i. use the services of a school-district employee or supervisor while the building is in use and to be billed for a minimum of four hours of such services at the rate of \$10 per hour.

**Note:** The use of alcohol, tobacco, and related substances is prohibited in school buildings and on school grounds, with the exception of designated smoking areas on campus where tobacco use is permitted.

**5. Use of the Cafeteria Building as a Storm Shelter**

The board has designated the cafeteria building as a shelter available for public use during times of bad weather.

No pets, of any kind, shall be allowed in the shelter. Patrons bringing animals to the shelter will not be allowed to enter the shelter. Service animals will be allowed into the shelter for those individuals that have a disability protected under the Americans with Disabilities Act that require the use of service animals for protected disabilities.

Patrons are encouraged to be weather wise and not to travel to the storm shelter if imminent danger exists.

**6. Hours of Non-availability of School Facilities and Property**

No school facilities or other school-owned property will be available for use between the hours of Midnight on Saturday and Noon on Sunday.

**ARTICLE XIII. Food Services**

**SECTION A. General Policy**

The board desires that the food services program provide the finest meals possible. To this end, funds received from the food services program shall be used only for the purchase of food and equipment necessary for the preparation of meals and for salaries and wages of those employees engaged in the supervision and/or preparation and serving of meals and for those employees necessary for the operation of the school foods program.

## **SECTION B. Responsibility**

The principals are responsible for supervision of the cafeteria.

The department head, under the supervision of the superintendent, shall be responsible for carrying out the policies of the board concerning the food services program.

## **SECTION C. Reports**

The department head shall maintain accurate records and provide information to the superintendent on a periodic basis. The superintendent shall be responsible for the preparation of consolidated monthly and annual reports to the board and to the School Lunch Division of the Oklahoma State Department of Education.

## **SECTION D. Procurement Policies and Procedures**

### **1. Purchasing Authority**

The superintendent or his designated buyer is responsible for all invitations for sealed quotations for bids on food, equipment, and services and all modifications of these documents. It will also be the responsibility of the superintendent to authorize purchase order modifications with regards to supplements or cancellations. The superintendent may be assisted with these decisions by assigned buyers. Except for the superintendent and the department head, no school official or employee is authorized to incur debt for the district or in any way obligate the district for an indebtedness. Any purchases or contractual obligations made which are contrary to these provisions and authorities shall be null and void, and the district shall not be bound thereby.

### **2. Purchase Period**

The department head will prepare a list of items needed to prepare meals for the week ahead. He or she will secure quotations from an adequate number of vendors during the week prior to this menu week. All purchases should be secured where the best goods can be found at the best prices. Three criteria should be followed in making purchases: (a) quality of goods, (b) cost, and (c) service. If items purchased are not at the lowest prices, documentation must be provided stating the reason(s) for not selecting items with the lowest prices.

### **3. Code of Conduct**

- a. No employee, officer, or agent of the district shall participate in selection of, or in the award or administration of, a contract supported by food services program funds if a conflict of interest, real or apparent, would be involved.
- b. Conflicts of interest arise when any of the following has a financial or other interest in a firm selected from which to purchase food, equipment, or services:
  - i. an employee, officer, or agent of the district;
  - ii. any member of the immediate family of an employee, officer, or agent of the district;
  - iii. a partner of an employee, officer, or agent of the district;
  - iv. an organization which employs or plans to employ any of the above.
- c. The district's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements.

All of the district's officers, employees, agents, contractors, and contractors' agents should be aware that violations of these procurement standards are subject to penalties as established by Title 74 O.S. 3401 et. seq., also known as the Anti-kickback Act of 1974.

### **4. Guidelines for Small Purchases**

The following guidelines will be followed when making small purchases of food, equipment, and services on a weekly basis:

- a. Food, equipment, or services to be purchased must be adequately and consistently described to each prospective supplier so that each one can provide price quotations on the same merchandise or service that other suppliers will be providing quotations on.
- b. Requests for quotations on food, equipment, or services may be made in either written or oral form.
- c. An adequate number of qualified suppliers must be contacted to provide quotations. "Adequate number" is determined by local market conditions.
- d. Responses to requests for quotations may be made in either written form or in oral form with a written confirmation.
- e. The cost-plus-a-percentage-of-cost method of purchasing is prohibited.
- f. Price quotations must be retained by the district with other food services program records for a period of five (5) years after the end of the fiscal year to which they pertain.



## **ARTICLE XIV. General Policies**

### **SECTION A. Grievance Procedure for Concerns Not Addressed in the Negotiated Contract**

The board, being aware of the need for a well-defined grievance procedure, establishes the following procedure for handling complaints brought to the district.

The superintendent is the appointed coordinator for the district's efforts in all areas, including Title I, Title IV-A, Title IX, Section 504, ADA, Johnson O'Malley, student relations, employee relations, public relations, etc., and is responsible for the investigation of any complaint brought to the district.

The following procedure should be followed at all times. If anyone is in doubt about the procedure, he should contact the superintendent.

1. Anyone who suspects aviolation of present rules and policies should contact the superintendent about such suspicion.
  - a. The superintendent shall then investigate and inform the interested party of the situation and what can be done.
  - b. In the event board action is not required and the complaint is valid, the situation shall be rectified if possible.
  - c. If board action is required, the superintendent shall place the item on the next board meeting agenda. In case of emergencies, such as student suspension, a special board meeting may be called within seventy-two hours.
2. If after the superintendent and the board have heard and investigated the complaint(s) and satisfaction is still not gained, the complainant may take the situation to district court.

### **SECTION B. Communications**

#### **1. Internal**

It is the intent of the board that all areas in the system be accessible to its employees. Employees and students are urged to consult with the administration and the board whenever they (administration and the board) can be of help.

The principal is the designated counselor of students and as such should be accessible to the student body. As supervisor of the teaching staff, he should be willing and able to counsel and advise teachers whenever the need arises.

The teachers are closer to the students than perhaps any other persons and as such should be available to the students for guidance and direction. The responsibilities and importance of teachers cannot be overly emphasized. Their dedication to pupil growth as citizens is paramount.

The superintendent as administrative head of the schools should be concerned with and accessible to all its students and employees.

#### **2. External**

Patrons of the district are encouraged to take part in the school. Patron visits are welcomed and encouraged.

##### **a. Parent Visits**

Parents are encouraged to visit with their children's teacher(s) and to become involved with them. It is felt that children who are constantly exposed to encouragement, concern, and direction make better members of society.

Any parent who wants to visit with a teacher should check in at the principal's office. The principal shall take the parent to his child's teacher and inform the teacher of the nature of the visit. The principal should use discretion about leaving the parent and teacher alone, depending on the nature of the visit.

##### **b. School Bulletin**

Each week a school bulletin shall be printed and a copy provided for each family. This bulletin should consist of the next week's cafeteria menu, coming events, and other announcements.

### **SECTION C. Policies and Procedures Related to Tribal and Parental Involvement in the Education of Children Residing on Indian Lands**

The following policies and procedures related to tribal and parental involvement in the education of children residing on Indian lands were approved by the board in regular session October 1, 1979, and amended August 4, 1980, August 8, 1988, and November 2, 1992. These policies and procedures shall remain in effect until rescinded by the board.

1. Children living on Indian Land participate in school programs on an equal basis with all other children attending school in the district. No teacher or program director is to exclude or limit participation in any

- district activity on the basis of race. The district shall annually review school records and comments from tribal officials and parents to assess the extent of Indian children's participation on an equal basis in the educational program, and modifications shall be made in the educational program, as needed, to ensure equal participation of all children.
2. Pertinent program policies, plans, applications, and evaluations shall be disseminated through one or more of the following ways:
    - a. mailing notices in advance to tribal leaders and sending handouts home to parents of Indian children requesting their participation in meetings regarding education programs funded or partially funded with funds provided under P.L. 81-874;
    - b. informing the Indian community of events in education programs funded or partially funded with funds provided under P.L. 81-874 through student handouts, the student newspaper, and newspapers serving the Dale area;
    - c. mailing copies of an information summary sheet (describing the P.L. 81-874 application and evaluations, program plans, and other information concerning education programs funded or partially funded with funds provided under P.L. 81-874) to the tribes; and sending copies of this summary home with all children of Indian parents, with a note stating that upon request, the superintendent or principal shall provide copies of the original documents listed within parentheses above.
  3. By scheduling through the superintendent's office a place on the agenda of any open meeting of the board, a tribe, its designee, a parent, or a group of parents concerned with the educational opportunities of any student or group of students in the district 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 educational program and its operation.
  4. In order to fully implement the policies stated here in "Section C," the district shall
    - a. annually, on the first Monday of October, hold a public hearing during which parents of children living on Indian land and/or tribal officials may discuss the current status of the district's education programs, desired directions for future development, and any changes needed in the policies and procedures contained here in "Section C";
    - b. provide notice to tribes and the rest of the Indian community of any annual meetings regarding education programs funded or partially funded with funds provided under P.L. 81-874;
    - c. work with the tribal leaders to seek input from Indian parents, the tribes, and other Indians in the community by using available forms of communication and cooperation to seek and encourage such input;
    - d. hold all meetings involving or discussing education programs funded or partially funded with funds provided under P.L. 81-874 in the school auditorium or in a classroom of sufficient size to accommodate all Indian parents who might wish to attend;
    - e. provide ample time for discussion of education programs funded or partially funded with funds provided under P.L. 81-874;
    - f. invite comments and suggestions from the Indian community with regard to education programs funded or partially funded with funds provided under P.L. 81-874 by holding as many meetings with the tribes and the rest of the Indian community as are necessary to ensure that the needs of the Indian community are considered;
    - g. review school records and comments from tribal officials and parents to assess the extent of Indian children's participation in the educational program on an equal basis;
    - h. encourage staff members 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;
    - i. 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;
    - j. consider recommendations of the tribe and submit written responses;
    - k. establish a task force or ad hoc committee to review the Indian input and opportunity for input and the district's response to the Indian comments recommending changes in the district's policies and procedures and recommend modification of the policies and procedures, if necessary, to respond to the Indian input; provide for a board meeting to modify the policies and procedures.

#### **SECTION D. Communicable Diseases**

The board has concern for the health of students and staff in the district. Any person with knowledge of suspected or confirmed cases of communicable diseases is responsible for reporting this information to the appropriate personnel. Exclusions from school may be required when it is deemed necessary to promote the safety and well being of all students and staff. The board recognizes the possibility of students and staff acquiring and/or transmitting a communicable disease, which may or may not be life threatening. Communicable disease conditions shall be evaluated on an individual basis considering three prime factors:

- a. degree of life-threatening condition;
- b. degree of communicability; and
- c. whether the disease has been or should be medically confirmed with laboratory documentation.

Responsibility for evaluating conditions of life-threatening and non-life-threatening diseases shall rest with a designated team of appropriate persons.

A student afflicted with a communicable or contagious disease may be prohibited from attending school in this district until he or she is free from the disease, or until a plan for management of the case has been formulated which shall adequately protect other students and employees in the school environment against transmission of the disease.

##### **1. Acquired Immune Deficiency Syndrome**

Acquired immune deficiency syndrome (AIDS) is a disease which disables the body from fighting infection. The cause of the disease is infection by the human t-lymphotropic virus, type III (HTLV-III), also known as human immunodeficiency virus (HIV). Three categories of outcomes result from infection by HTLV-III. The first, AIDS, is the most severe form of the infection, and most victims die within two years. The second form of infection is AIDS-related complex (ARC), a milder form with less severe symptoms. The third and most common form of infection by HTLV-III causes the affected person to be an asymptomatic carrier, having no symptoms but still believed capable of transmitting the virus to others. Based upon the medical evidence presently available, it appears that each of the three levels or stages of HTLV-III infection is contagious under certain conditions.

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 fluid blood, tears, semen, saliva, vomitus, urine, or excrement by an AIDS-infected individual should be considered as a possible source of infection.

##### **a. AIDS-prevention Education for Students**

AIDS-prevention education shall be taught in grades seven through twelve during the spring semester of 1988 and then each year thereafter. The district shall use the curriculum developed by the Oklahoma State Department of Education.

The general objective of the curriculum for all levels includes making students aware of the (1) forms of the disease, (2) methods of transmission of the disease, and (3) prevention of the disease.

The curriculum and materials that shall be used to teach AIDS-prevention education shall be made available by the district for inspection by the parents and guardians of the students who shall be involved with the curriculum and materials. The curriculum shall be limited in time frame to deal only with factual medical information for AIDS prevention. At least one month prior to teaching AIDS-prevention education in any classroom, the district shall conduct for the parents and guardians of the students involved at least one presentation concerning the curriculum and materials that shall be used for such education. Such presentations shall be made during evening or weekend hours. 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.

##### **b. Admission and Management of Students with AIDS**

AIDS is one of a number of communicable diseases which require special precautions to prevent transmission in the school environment. Because there is no cure for AIDS and because it is a life-threatening disease, it is imperative that specialized procedures be followed in the management of a student who is diagnosed as a carrier of the AIDS virus.

##### **c. Cleanup of Body Fluids**

Since it is not always known whether a student is infected with the HTLV-III virus, rubber gloves and a one-to-ten solution of household bleach in water are to be used in cleaning up a spill of body fluid by any student. Following cleanup, the rubber gloves and paper towels are to be sealed in a plastic bag and discarded. Used sanitary napkins are also to be sealed in plastic bags and disposed of in the same manner. Other materials used in the cleanup, such as mop heads, rags, or clothing, are to be thoroughly rinsed in a bleach and water solution or washed separately in hot water. Thorough hand washing with soap and water is also advised.

Band instruments which are shared among students are to be thoroughly decontaminated between uses.

These precautions shall help to guard against the spread of not only AIDS but other more communicable, though less deadly, diseases.

**d. Referral of Students with AIDS**

The case of any student who has been diagnosed as having AIDS shall be referred by the superintendent to the Pottawatomie County Health Department (P.C.H.D.). If medical authorities verify that the student is infected with the HTLV-III virus and if there is a possibility that other students or employees might become infected from the AIDS student, the superintendent is authorized to arrange a safe, temporary placement for the student until permanent arrangements can be made.

Following a thorough analysis of the case, the P.C.H.D. shall make a recommendation as to whether and under what conditions the student should be permitted to continue in school. The P.C.H.D. shall then notify the superintendent in writing of its recommendation in the case. A copy of its recommendation shall be sent to the parents or guardians of the student. If the student's parents or guardians are dissatisfied with the P.C.H.D.'s recommendation, they may send a written request for a review of the case to the P.C.H.D. The parents or guardians, together with the child's physician, shall have the right to attend all review meetings regarding the child's case to ask questions and to present any matters in response to the recommendation.

If an alternative educational program is required, the superintendent and the principals shall establish that program in the least-restrictive environment possible. At least once each semester, the supervising principal shall call a meeting of the student's parents, the family physician, and the P.C.H.D. to review the case and, if needed, make any adjustments in the student's program.

**e. Protection of Non-infected Students and Employees**

First consideration must be given to the protection of employees and other students from infection by the student with AIDS.

**f. Protection of Students with AIDS**

Consideration must also be given to the physical well being of the AIDS-afflicted student. Since AIDS severely depresses the immune system, any of the minor infections or childhood diseases which are common among children could be life threatening to a student afflicted with AIDS. It may thus be advisable to recommend a restrictive educational environment, either permanently or temporarily, for the protection of the student with AIDS.

**g. Protecting Confidentiality of Students with AIDS**

The protection of the confidentiality of information regarding HTLV-III-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 AIDS. The appropriate education director, in consultation with other staff members, shall identify by name those employees who are to be given this information. This list shall be given to the principal who shall be responsible for ensuring that only authorized employees are made aware of the student's condition and that they are informed of the potential legal consequences of revealing that information. When an HTLV-III student is identified, the principal is to establish a separate file on that student to which only he and those identified employees are to have access. No entry regarding the AIDS condition is to be made on the student's cumulative record, health card, the computerized student data base, or other record.

**h. Employees Infected with AIDS**

The board is strongly committed to providing a safe working environment for staff and students in relation to communicable diseases. Medical evidence indicates that AIDS is a communicable disease. Therefore, the superintendent or his designee shall develop appropriate regulations governing the posture of the district when dealing with an employee who has been identified by a competent medical authority to have AIDS or ARC or who tests positive to AIDS antibodies. Such regulations shall ensure the confidentiality of and non-discrimination against the employee.

**i. Management of Employees with AIDS**

Upon identification of an employee by a competent medical authority as having AIDS, ARC, or antibodies to the AIDS virus, the following procedure shall be followed:

- i.** 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.
- ii.** Any decision regarding the employee's status shall be made based upon the best medical evidence available.
- iii.** An employee may apply for and be granted a leave of absence when approved by the superintendent upon the advisement of the employee's personal physician and, when deemed appropriate, a district-appointed medical officer.
- iv.** An employee may request and be granted return from a leave of absence when approved by the superintendent upon the advisement of the employee's personal physician and, when deemed appropriate, a district-appointed medical officer.

- v. 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.

**j. Protecting Confidentiality of Employees with AIDS**

Confidentiality requirements with regard to information about any employee shall be respected and limited to those persons who have a need to know. Usually, this shall mean the employee's immediate supervisor, the department head, the superintendent, and any health-care professionals.

**SECTION E. Prayer in Public Schools**

According to the school laws of Oklahoma, no sectarian or religious doctrine shall be taught or inculcated in any public school, but this shall not be construed to prohibit the reading of the Holy Scriptures. It is the opinion of the attorney general that a public school teacher may, when pupils are present in the classroom, acting upon his own authority without express permission, direction, or requirement of a superior whose authority is derived from the sovereign, recite or cause to be recited, a prayer and/or read or cause to be read, passages from the Holy Scriptures.

**SECTION F. Use of Alcohol, Drugs, and Controlled Substances by Employees (Drug-free Workplace Policy)**

Student and employee safety is of paramount concern to the board. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students, and to other employees. Therefore, the board shall not tolerate the unlawful manufacture, use, possession, sale, distribution, or being under the influence of drugs or controlled substances; nor shall the board tolerate the unlawful use of, or being under the influence of, alcohol by an on-duty employee.

**1. Action to Be Taken by and against Employees Who Violate This Policy**

Each employee of this district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy. Any employee who violates this policy shall be subject to disciplinary action which may include employment termination.

**a. Notification by Employees of Violations**

An employee shall notify the superintendent of any criminal drug-statute conviction for a violation occurring in or on the premises of this district or while engaged in regular employment. Such notification must be made by the employee to the superintendent no later than five (5) days after the conviction.

**b. Notification by the Superintendent of Violations**

The superintendent shall provide notice of violation of this policy to the Impact Aid Program, United States Department of Education, or other appropriate government agency within ten (10) days after he receives notification from an employee of such violation.

**c. Disciplinary Action**

Thirty (30) days following receipt of the above notification, the district shall take appropriate disciplinary action which may include termination or require an employee to participate satisfactorily in a drug-abuse assistance or rehabilitation program.

**2. Drug-free Awareness Program**

Each employee shall attend a district drug-free awareness program at which employees shall be informed about

- a. the dangers of drug abuse in the workplace;
- b. this policy of maintaining a drug-free workplace;
- c. available drug-abuse counseling, rehabilitation, and employee-assistance programs;
- d. the penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace.

**3. Seeking Help for Drug-abuse Problems**

The board recognizes that employees who have a drug-abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

**4. Alcohol and Illegal-drug Use Away from School**

When it is evident that a staff member has consumed alcoholic beverages or illegal drugs away from school property and/or before a school activity, the staff member shall not be allowed on school property or to participate in school activities. Any staff member who commits such an act shall be subject to the same penalties as for possession or consumption of alcohol, drugs, or controlled substances while on school property.

**5. Notifying Employees about This Policy**

Because the board commits itself to a continuing good-faith effort to maintain a drug-free workplace, this policy shall be communicated in writing to all present and future employees.

## **SECTION G. 24/7 Smoke Free/Tobacco Free Environment Policy**

Smoking, distribution, and the use or possession of tobacco or tobacco products or paraphernalia used with tobacco and tobacco products is prohibited on school property, in school vehicles, or at or going to or from any school-sponsored or authorized function.

It is specifically directed that this ban on the use of tobacco products will be in effect twenty-four hours a day, seven days a week, and will apply to all students, employees, visitors, and anyone providing service to the schools with the exception of training provided by Gordon Cooper Technology Center as required by government contract. When required by a government contract, the designated smoking area must be away from general traffic areas and completely out of sight of children under 18 years of age and may be used only by adults attending those training sessions.

Additionally, students are prohibited from possessing or distributing tobacco products or simulated tobacco products in school buildings, on school grounds, in school-owned vehicles, and at all school affiliated functions on or off the campus.

Employees are prohibited from use, or distribution of, tobacco products or simulated tobacco products in school buildings, on school grounds, in school-owned vehicles, and at all school affiliated functions on or off the campus.

### **1. Definitions**

- a. "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:
  - i. All interior portions of any building or other structures used for instruction, administration, support services, maintenance, or storage.
  - ii. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas, and parking areas.
  - iii. All vehicles used by the district for transporting students, staff, visitors, or other persons.
- b. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in such manner to be suitable for chewing, smoking, or both.
- c. "Simulated Tobacco Products" are defined as products that imitate or mimic tobacco products, including, but not limited to, cloves, bidis, kreteks, and vapor smoking with or without nicotine.
- d. "Use" is defined as lighting, chewing, dipping, inhaling, or smoking any tobacco as defined within this policy.

### **2. Advertising**

Advertising of tobacco products on school property, in school publications, and in video-TV productions is prohibited. This prohibition also includes gear, paraphernalia, clothing, etc., that display and/or promote tobacco products.

### **3. Signs**

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited. The success of this policy will depend upon the cooperation and consideration of smokers and tobacco users and non-smokers and non-tobacco users. All individuals on school property share in the responsibility for adhering to and enforcing this policy. Those found in violation will be informed that they are in violation of board policy, and in the case of tobacco and/or tobacco products, state law.

### **4. Reporting Violations of This Policy**

Any individual who observes a violation on school property may report it in accordance with the procedures listed below:

#### **a. Students**

Any violation of this policy by students will be referred to the site administrator. Site administrators shall inform both students and parents that failure to comply with the policy may result in confiscation of paraphernalia and/or suspension from classes and school activities.

#### **b. Employees**

Any violation of this policy by staff will be referred to the appropriate supervisor. Continued violations will constitute willful neglect of duty and will be dealt with accordingly based upon established policies and procedures for suspension, demotion, dismissal, and non-renewal of employment.

#### **c. Visitors and the General Public**

Visitors who are observed smoking or using tobacco products on school district property will be asked to refrain from smoking or using tobacco on school property. If the individual fails to comply with the request, such violation of policy may be referred to the site administrator or other school district supervisory personnel responsible for the area or program during which the violation occurred. The site administrator or supervisor shall make a decision on further action that may include a directive to leave school property. Repeated violations may result in a recommendation to the superintendent to prohibit the individual from entering school district property for a specified period of time. If deemed necessary by the school administration, local law-enforcement officials may be called upon to assist with enforcement of this policy with regard to removal of violators of this policy.

## **SECTION H. Sexual Harassment**

The policy of this district forbids discrimination against any employee or applicant for employment on the bases of gender. The board shall not tolerate sexual harassment by any of its employees. This policy applies also to non-employee volunteers whose work is subject to the control of school personnel.

### **1. General Prohibitions**

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

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

#### **b. Sexual Harassment**

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

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

### **2. Specific Prohibitions**

#### **a. Administrators and Supervisors**

- i. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit shall result in adverse treatment or when the subordinate's acquiescence shall result in preferential treatment.
- ii. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions as described below.

#### **b. Non-administrative and Non-supervisory Employees**

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

### **3. Reporting Sexual Harassment**

It is the express policy of the board to encourage victims of sexual harassment to come forward with such claims. This may be done through the employee grievance procedure.

- a. Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the alleged offending person, the report shall be made to the next higher level of administration or supervision.
- b. Employees are also urged to report any unwelcome conduct of a sexual nature by supervisors or fellow employees if such conduct interferes with the individual's work performance or creates a hostile or offensive working environment.
- c. Confidentiality shall be maintained and no reprisals or retaliation shall be allowed to occur as a result of the good-faith reporting of charges of sexual harassment.

### **4. Investigating Reports of Sexual Harassment**

In determining whether alleged misconduct constitutes sexual harassment, the totality of the circumstances, the nature of the alleged misconduct, and the context in which the alleged misconduct occurred shall be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.

### **5. Sanctions because of Sexual Harassment**

Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning, suspension, or termination, subject to applicable procedural and due-process requirements.

### **6. Policy References**

The following were referenced during the creation of this policy on sexual harassment:

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

- b. Policy DAAB, "Grievance Procedures," "Sex Discrimination"
- c. Policy DAAB-R, "Grievance Procedures," "Sex Discrimination," "Regulation"
- d. Policy DO, "Termination," "Certified Teachers"
- e. Policy DO-R, "Teacher Termination Procedures"

### **SECTION I. Appropriate Language**

Employees shall at all times during school employment duties use appropriate language when addressing students, patrons, fellow faculty members, and visitors. Language commonly recognized as derogatory, profane, vulgar, or cursing will not be tolerated, and, if used, may constitute grounds for employment termination.

### **SECTION J. Employees and Social Networking Sites**

The superintendent and the principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process.

#### **1. Prohibited Behaviors**

The orientation and reminders will give special emphasis to the following prohibited behaviors:

- a. Improper fraternization with students using *Facebook* and similar internet sites or social networks, or via cell phone, texting, or telephone
  - i. Teachers may not list current students as "friends" on networking sites.
  - ii. All e-contacts with students should be through the district's computer and telephone system.
  - iii. All contacts and messages by coaches with team members shall be sent to all team members, except messages involving medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.
  - iv. Teachers will not give out their private cell phone or home phone numbers to students without prior written approval of the district and the parent of the minor student.
  - v. Improper private contact via e-mail or phone is prohibited.
- b. Posting items with sexual content
- c. Posting items exhibiting or advocating use of drugs and alcohol

#### **2. Monitoring and Penalties for Improper Use of District Computers and Technology**

- a. The superintendent or his designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the school principals and superintendent will download the offensive material and promptly bring that misconduct to the attention of the school district's legal counsel for review.
- b. Employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

### **SECTION K. Safety**

This guide to safety for the district's employees is written in compliance with the Occupational Safety and Health Act of 1985 (OSHA), the Hazard Communication Law of 1986, and the Governmental Tort Claims Act of October, 1985. The administration shall meet with employees at the beginning of each school term for an in-service session on the general operation and safety of the school system.

The following are board policies designed to establish safety guidelines regarding safe practices for pupils, staff, and visiting patrons. The "Chemical Information List," "Material Safety Data Sheet"s (MSDS's), "Injuries and Illnesses File," and all pertinent safety records shall be filed in the office of the high school principal.

All employees of the district are to receive a copy of this safety policy and are to have in-service training concerning its contents.

#### **1. Bomb Threats**

In the case of a bomb threat the school buildings shall be totally evacuated. The alarm shall be the same as for fire drills, a series of short bells. Students shall remain with their teachers and follow their teachers' directions. Teachers shall take a head count before leaving their classrooms and a second head count after the buildings are evacuated; teachers shall stay with their students during the evacuation period. The civil and legal authorities shall be notified, and the building(s) shall be checked by trained personnel. No one person shall re-enter the buildings until cleared to do so by the authorities.

#### **2. Severe Weather and Civil Defense Emergencies**

The high school halls and junior high dressing rooms in the old gym are the approved storm shelter. In the case of a tornado during school hours, students shall be directed to these shelters until the storm subsides. A series of



three short bells shall be the alarm.

All elementary students (kindergarten through sixth grade) shall go directly to the junior high dressing rooms and sit on the floor as closely as necessary. Emergency lighting shall be supplied by the elementary principal.

All secondary students (seventh through twelfth grades) shall go directly to the halls in the main high school building and sit against the walls. If time does not permit secondary students who are in the outer buildings (i.e., shop and band buildings and the new gymnasium) to go to the main high school halls, shall go to the inner core of the buildings they are in and sit on the floor.

The school librarian is the designated person to watch television and/or listen to the radio for storm alerts and to notify the principals when students and staff should take shelter.

In the case of a civil defense directive, the district's buses shall be dispatched immediately to evacuate the town proper, and the instructions of the civil defense authorities shall be followed.

### **3. Fires**

A fire-alarm drill shall be scheduled at regular intervals. The fire alarm shall be a series of short bells. Teachers shall remain with their students during evacuation and shall not stop until they are 100 feet or more away from the buildings. Teachers are to take a head count of their students as they leave the classroom and a second count after evacuation is completed to make sure each student is accounted for. An evacuation plan shall be used.

### **4. Crowd Control during Emergencies**

The principals and the superintendent or persons designated by them shall be responsible for student crowd control in the event of a drill or actual emergency.

### **5. Student Travel on the District's School Buses**

All bus drivers are certified by the state department of education and have had instruction in safe driving practices. Bus-rider evacuation drills shall be held at least once each semester. Bus drivers have absolute authority and control on the bus. It is the responsibility of the bus drivers, for the safety of all, to ensure that riders obey all rules. In the case of a bus breakdown or an emergency situation, the bus driver shall assume responsibility and shall designate responsible riders to give assistance if the situation warrants; every such occurrence shall be reported to the appropriate building principal.

### **6. Elementary School**

- a. Appropriate signs shall be used to indicate danger areas (i.e., wet floors, etc.).
- b. Playground equipment shall be maintained and safeguards taken to provide a safe and hazard-free environment. The playground supervisors shall advise the principal of any potentially hazardous conditions so that they may be rectified.
- c. Safety procedures (for fires, storms, use of equipment, etc.) shall be discussed with students at the beginning of each school year and reviewed periodically during the year.
- d. Safety procedures shall be observed in art and science classes when working with paints, solvents, etc. Proper storage of materials used in these classes shall be used.
- e. Accidents shall be reported to teachers and the principal, and each case shall be handled as the situation calls for.
- f. Regular fire and tornado drills shall be held at least once each semester. An evacuation plan shall be used during these drills.
- g. Fire extinguishers shall be maintained and shall be easily accessible.
- h. Students and teachers shall help the custodian maintain a clean, safe, well-cared-for building.

### **7. Secondary School**

- a. All accidents shall be reported to the building principal by teachers who witness them or are informed of them.
- b. Custodians shall make sure that walkways and building entrances are cleared of snow and ice before students arrive at school.
- c. "Wet Floor" signs shall be placed on any floors that are wet, whether they have just been mopped or are wet for some other reason.
- d. All halls and exit doors shall be kept clear of obstructions, such as mop buckets, vacuum cleaners, etc.
- e. Fire and tornado drills shall be conducted on an irregular basis.
- f. Fire extinguishers shall be serviced regularly and placed near exits for easy access in the case of fire.

### **8. Science Lab**

Chemicals may not be ordered until they are approved by the administration. The list of needs shall be reviewed first by the best-qualified chemistry teacher in the system and then presented to the administration for final approval. If there is doubt about the stability or safety of a chemical in question, the Oklahoma State Fire Marshall's Office is a local source of information for approved chemicals for use in state institutions.

- a. The following is a partial list of chemicals not recommended for use in public schools:
  - i. carbon tetrachloride,
  - ii. potassium chlorate,
  - iii. hydrogen peroxide (full strength),
  - iv. calcium carbonate,
  - v. calcium oxide (to be kept in an air-tight, waterproof container),
  - vi. ammonium dichromate,
  - vii. chlorine gas,
  - viii. mercuric oxide.
- b. The following are procedures for disposal and handling of hazardous materials:
  - i. The state health department may need to be contacted.
  - ii. The Environmental Protection Agency may need to be contacted.
  - iii. Teachers shall instruct students concerning safety in science labs and require students to wear eye protection.
  - iv. Science teachers shall keep all chemicals in locked cabinets when these chemicals are not in supervised use.

All laboratory classes shall be properly vented. No equipment shall be used that is in improper working order.

### **9. Physical Education**

Instructors of physical education shall be certified teachers with training in first aid and cardiovascular resuscitation. Physical education classes are not to be left unattended. Students shall be given instruction concerning the hazards of sports.

### **10. Home Economics Education**

Students shall be made aware of the possible hazards of cooking (e.g., hot pans, hot grease, etc.), using a micro-wave oven, and using sewing machines. Students shall be taught necessary safety precautions by the instructor.

### **11. Vocational Shops**

The instructor shall instruct students at the beginning of each term concerning safety procedures for the class and warn students of safety hazards related to operating power equipment such as saws, sanders, routers, and grinders. Torches and welders will not be operated by students until they are given proper safety instruction in the use of these pieces of equipment. Students shall be instructed to use eye protection when operating equipment.

### **12. Vocational Agriculture**

Each project has its unique type of considerations regarding safety. The handling of livestock and or chemicals requires that the instructor warn and instruct students about possible hazards and state rules for safe handling of livestock, equipment, and chemicals.

### **13. Eye Protection**

Eye protection devices shall

- a. provide adequate protection against hazards for which they are designed;
- b. be comfortable, fit snugly, not unduly interfere with movement, and be durable;
- c. be capable of being disinfected and cleaned;
- d. be kept in good repair.

Safety glasses must be worn in vocational agriculture shop, industrial arts shop, welding shop, paint shop, science lab, or any similar class when class is in session and activities warrant it.

### **14. Teacher Liability**

A survey conducted by Harvey Barrett of the Virginia Technical Institute revealed that the major areas resulting in judgments against teachers (resulting in large settlements, in and out of court) for incidents that involved students were because of teachers' failure to

- a. explain basic safety procedures;
- b. warn of possible dangers;
- c. anticipate unsafe events;
- d. exercise reasonable care (e.g., not providing proper labeling, leaving classes unsupervised, etc.);
- e. provide proper supervision to pupils in the selection and handling of hazardous materials;
- f. see that pupils use safety equipment (e.g., safety glasses, gloves, etc.);
- g. insist on the use of safety guards;
- h. use a supplemental safety textbook or rule book.

Any potential hazard to the health or safety of a student shall be explained to students at the beginning of the term within any class having such potential. For example, a teacher might give this instruction: "Wear a hard hat while batting" (in baseball).

## 15. General School Safety Policies

### a. Classroom Supervision

Teachers are not to leave students unsupervised in the classroom, shop, gym, or laboratory.

### b. School Grounds

Supervision of students during lunch breaks shall be accomplished by assigned support staff or faculty.

### c. Bus Loading and Unloading

Supervision of students loading and unloading buses shall be a team effort of bus drivers, teachers, and administrators.

### d. Accidents

All accidents shall be recorded and a report given to the appropriate principal.

### e. Record Keeping

Each instructor shall establish a file listing all chemicals used in his classroom, lab, or shop. This file shall be kept up to date. The instructor shall make copies of the records in this file and submit them to the central office to be kept on file there as well.

### f. Training and Testing

In any classroom where rules for safety are required, the instructor is responsible for training and testing his students with regard to safety procedures before operation of equipment or handling of chemicals.

## 16. Chemicals Used by Support Personnel

a. A list of chemicals used shall be made, a copy of which is to be submitted to the central office.

b. A list of chemicals not to be used should be placed on the custodian bulletin boards. These chemicals are

i. flammable liquids those with a flash point below 100 degrees Fahrenheit;

ii. toxic and corrosive chemicals, such as

aa. carbon tetrachloride,

bb. potassium chloride,

cc. hydrogen peroxide (full strength),

dd. calcium carbonate,

ee. calcium oxide,

ff. ammonium dichromate,

gg. chlorine gas,

hh. mercuric oxide.

c. Other important items which should be placed on custodians' bulletin boards are

i. a list of new chemicals being introduced;

ii. a copy of "New Material Data Sheets" (MSDS) or notification of where it is kept;

iii. emergency telephone numbers, such as "800-424-9300" (Chemical Emergency Control, Washington, D.C. [need to have CAS number of chemical when placing call]);

iv. names, addresses, and telephone numbers of chemical vendors or manufacturers;

v. general information pertaining to where certain pieces of equipment are kept;

vi. notification of safety meetings;

vii. a copy of the OSHA law.

d. All chemical supply rooms are to be kept locked to prevent access by untrained personnel or students.

e. Any safety violations and/or accidents shall be reported to the administration.

f. Records shall be kept on chemicals used.

g. New employees shall be trained in the use of chemicals.

h. Labels on the containers of all products shall be read before using them.

## 17. Signage

Signs shall be created or purchased and posted or in some other way displayed upon the following occurrences and/or at or on the following locations:

a. wet floors;

b. restrooms closed for cleaning;

c. each doorway, showing where it leads (e.g., restrooms, shops, storage areas, rooms with microwaves in use, etc.);

d. electrical boxes ("High Voltage");

e. chemical storage areas (These areas need to have definite storage instructions posted. Custodians and teachers must follow guidelines concerning what is to be stored and where it is to be stored.);

f. electrical and mechanical rooms;

g. welding areas ("High Voltage");

- h. custodian's cleaning cart (chemical labeling);
- i. "No Admittance";
- j. "Authorized Personnel Only";
- k. baseball field lights switch box ("High Voltage");
- l. hot water and cold water faucets in showers;
- m. kilns in art classrooms ("Caution: Extremely High Temperatures");
- n. "High Voltage" (High-voltage areas should be behind locked doors or fenced off.);
- o. "Out of Order" (No machine is to be used that is in improper working order.);
- p. "Wear Eye Protection" (All employees and students shall wear eye protection while operating any machine. Eye-protection devices are to be marked with the manufacturer's safety label which shall be in accordance with the American National Standard and Occupational and Educational Eye and Face Protection Act.);
- q. long hair (Equipment operators with long hair are required to contain their hair in hats or hair nets.).

#### **18. Cafeteria Kitchen**

The head cook is responsible to supervise other kitchen employees and make sure that they follow safety rules and that the work place is in order.

The cooks, cooks' helpers, and dishwashers are to be made aware of safety hazards in connection with their daily work schedule. These employees shall

- a. be aware of the possibility of slick floors, especially when grease or soapy water is spilled (Such spills should be cleaned up immediately to prevent the possibility of injury.);
- b. be aware of hot grease, extremely hot or boiling water, and the dangers resulting from handling both;
- c. take care when operating power or electrical equipment not to be standing on a wet surface and check all electrical cords for worn or bad insulation;
- d. be aware of the hazards of working with sharp tools, knives, or electric knives;
- e. have adequate materials available to handle hot pots and pans to avoid burns;
- f. have first-aid kits, fire extinguishers, fire blankets, and eye wash stored in close proximity to cafeteria employees.

#### **19. Right to Access to Records**

Employees and students have the right to access to the written records concerning this safety policy. The administration has a one-day time limit to give access and must provide copies within fifteen days.

#### **20. Files Required to Be Kept**

Files shall be kept containing district records concerning

- a. hazards and risks, including the potential for fire, explosion, corrosion, and reactivity;
- b. asbestos;
- c. MSDS's;
- d. injuries from chemicals;
- e. chemical exposures;
- f. training programs on safety;
- g. registration of the names and social security numbers of persons educated;
- h. pupil safety training programs, registered by name;
- i. pupil training programs with regard to specific equipment;
- j. test results from pupil training.

### **SECTION L. Contraband in Vehicles on School Property**

All student drivers and other drivers of vehicles on school property are responsible for the contents of their vehicles. It is the responsibility of the driver of any vehicle to ensure that the vehicle does not contain alcohol, controlled substances or related paraphernalia, weapons, or any item banned on school property.

### **SECTION M. Travel Expenses**

#### **1. Requesting Travel Expense Reimbursement**

It is the policy of the board of education that official school travel for board members must be approved in advance by the board, and travel for employees will be approved in advance by the building administrator or the superintendent. Requests and arrangements for employee travel will originate from the appropriate building administrator's office. Travel requests will be made as early as possible and placed on the building calendar, as well as the master calendar. Emergency travel will be placed on the respective calendars as soon as possible following the travel or notification of the emergency. The school will reimburse reasonable costs, subject to the availability of funds, for approved and documented travel.

**2. Vehicles**

School vehicles, when available, may be used for official business only. Private vehicles may be used when school vehicles are not available.

**3. Mileage**

If a school gasoline credit card is used, mileage will not be reimbursed. Mileage expenses will be reimbursed at the current IRS-approved rate per mile, with a signed claim form, when a school gasoline credit card is not used.

**4. Lodging**

Lodging expenses will be reimbursed at actual cost for a single occupancy room not to exceed \$150 per night per person, with proper receipts.

**5. Meals**

Documented meal costs will be reimbursed in an amount not to exceed \$75 per day when appropriate receipts are provided. The costs of meals and incidental expenses for group meetings conducted for the general improvement of the school system may be approved as a separate item by the board. The board may approve payment of meal expenses on a per diem basis rather than requiring meal expenses to be itemized and documented. Per diem rates will not exceed those provided in 74 O.S. 500.8. If overnight travel is not involved and/or a meal is not provided as part of a workshop or part of a legitimate business meeting relating to school business, reimbursement for meals will be reported as taxable compensation and run through payroll.

**6. Other Expenses**

Expenses for registration, parking, toll charges, and similar expenses will be reimbursed when documented by receipts or notarized affidavits.

**7. Claim Forms**

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

**8. School Board Members**

Travel expense reimbursement for school board members will be authorized and approved by the board at rates consistent with school employees.

**SECTION N. Employee 403(b) Plan**

Dale Public Schools maintains a 403(b) plan for the benefit of its employees. Participation in this plan is voluntary.

**1. District's Responsibilities with Respect to the Plan**

In 2007, the Internal Revenue Service issued regulations relating to the operation of the plans. These regulations became effective January 1, 2009, and require that the employer assume more responsibility over the administration of the plan. Because of these requirements, the district has taken steps to ensure that the plan is operated in compliance with Section 403(b) of the Internal Revenue Code. To assist with the ongoing administration, the district has contracted with AFPlanServ™ to provide administrative services.

**2. Notification of Employees Concerning the Plan**

One requirement of the 403(b) regulations is that all eligible employees must be notified of their eligibility to participate in the plan and that such notification must contain enrollment information. See "Attachment N" for a copy of this required notification. Outlined in the notification are changes to procedures for plan transactions and possible changes to the list of vendors/providers allowed to receive contributions under the plan. With the requirements of the new regulations, not all vendor/providers will be permitted or able to participate in the plan. Each employee should review the notice carefully. If his current 403(b) contribution is to a vendor/provider not listed, his contributions will have ceased after January 1, 2009, and will remain stopped until activation of a salary reduction agreement with an approved vendor.

**SECTION O. Felony Records Search**

Pursuant to 70 O.S. §5-142, the Dale School District will obtain the results of a state felony record search of the name of every prospective school district employee. During the first interview with each employment applicant, the applicant will be advised that:

1. The school district requires a state felony record search of every prospective employee's name as a condition of employment.
2. To enable the school district to request the search and obtain the results, the applicant must complete and sign the "Application for Criminal History Record Search" ("Appendix O") provided by the school district.

3. The school district will request a felony record search *only* if the superintendent of schools recommends employment of the applicant.
4. The applicant, if placed on duty prior to receipt of the felony search results, will be classified as a temporary employee until the school district is notified that the search is clear of any felony record.

If the felony records search reveals a prior felony offense conviction *or* if the applicant provides a false response to one or more of the questions on the “Application for Criminal History Record Search” (“Appendix O”), the applicant will be denied employment with the school district, effective upon acceptance by the board of education. The board of education may accept any employee's resignation at any time within thirty (30) days after the date the school district is notified of either the unsatisfactory search results or learns of the applicant's false response, whichever is later. Under these circumstances, the employee waives any due process procedures that might otherwise be available under federal and state law and school district policies and procedures.

The school district will also request a national felony record search of the name and fingerprints of any current school district employee if the board of education recommends a search of that employee's felony record.

**SECTION P. Acceptance of Letters of Resignation**

The Dale Board of Education empowers the superintendent, as agent of the board, to accept on its behalf letters of resignation from any school district employee. Receipt of a letter of resignation by the superintendent constitutes acceptance of such resignation by the board of education and releases the employee and the district from any and all further contractual obligations beyond the effective date of the resignation. Any resignation received by the superintendent is irrevocable.

Upon receipt of a letter of resignation, the superintendent will give the resigning employee, either in person or by certified mail, the following statement:

I, the Superintendent of Schools, acting as the Chief Executive Officer of the Dale Board of Education, acknowledge receipt this date of a resignation from employment signed by \_\_\_\_\_, effective the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. My signature constitutes acceptance of this resignation by the Board of Education and releases the resigning employee and the district, upon the effective date of the resignation, from all further contractual obligations. By accepting this resignation from the employee, the employee's offer to be released from his or her contract with the Board of Education is accepted, and thus the resignation is irrevocable.

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

**SECTION Q. Transporting Injured or Ill Persons**

Building administrators have the responsibility of making every reasonable effort to secure immediate first aid and/or medical care for all injured and/or critically-ill students and employees. In order to transport injured persons to hospitals, the administrator may request parents or guardians, or other authorized relatives of the ill or injured person, to provide a vehicle or request ambulance service. Fire department rescue squads may be contacted for services.

The responsibility of providing the school with current emergency telephone numbers for parents at home and at work rests with each student's parent(s) or guardian. The responsibility for maintaining emergency phone numbers at an accessible location in the school rests with the school administrator. The “Parent Notification Emergency Medical Authorization” card should be kept up to date and be available to school staff in times of need.

When classes are scheduled to take field trips or otherwise leave the school building to participate in a school-sponsored activity, the teacher in charge should be given a card for each student in the class. Building administrators shall periodically remind employees and parents of these responsibilities.

For school employees, the responsibility of providing the school with current emergency telephone numbers of family or responsible persons rests with each employee. The “School Personnel Emergency Medical Authorization” card should be kept current and available to building administrators in time of need. Building administrators shall, at the beginning of each school year, remind employees of these responsibilities.

Responsibility for any medical service fees rests with the injured or ill employee or parent/guardian of minor children. If the injured party is a minor and the injury or illness is deemed life threatening, the party shall be immediately transported in a professional emergency vehicle. If the injured or ill party is a conscious adult, the mode of transportation is to be his or her decision.

## **SECTION R. Nondiscrimination**

The Dale Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student, or a visitor.

The board directs the superintendent of schools to prepare necessary rules, regulations, and procedures to insure that all local, state, and federal laws, regulations, and guidelines are followed.

The following statement will be included in all course announcements, bulletins disseminated to all students, materials used for recruiting or describing programs and training, application or enrollment forms, brochures, and catalogs:

**“The Dale Board of Education does not discriminate on the basis of disability, race, color, religion, national origin, sex, age, qualified handicap, or veteran status.”**

When an open forum is created whereby non-curricular groups are allowed to meet on school premises, Boy Scouts and other designated youth groups will have equal access.

Inquiries concerning application of this policy may be referred to the superintendent who is the Title IX/504/ADA Compliance Coordinator.

### **1. Discrimination Complaints: Procedures**

The following procedures will be used by any person, including personnel and students, for the filing, processing, and resolution of alleged discrimination complaints.

#### **a. Definitions**

- i. Discrimination Complaint.** A written complaint alleging any policy, procedure, or practice to discriminate on the basis of race, color, religion, national origin, sex, qualified handicap, veteran status, or other perceived discrimination.
- ii. Student Grievant.** A student of the public school district who submits a complaint alleging discrimination based upon race, color, religion, national origin, sex, or qualified handicap.
- iii. Employee Grievant.** An employee of the school district who submits a complaint alleging discrimination based upon race, color, national origin, religion, sex, age, qualified handicap, or veteran status.
- iv. Public Grievant.** Any person other than a student or employee or employment applicant who submits a complaint alleging discrimination based upon race, color, national origin, religion, sex, age, qualified handicap, or veteran status.
- v. Title IX, 504 and ADA Coordinator, or, Coordinator.** The person designated to coordinate efforts to comply with and carry out responsibilities under “Title IX” of the *Education Amendments of 1972*, “Section 504” of the *Rehabilitation Act of 1973*, *Americans with Disabilities Act of 1990*, and other state and federal law addressing equal educational opportunity. The Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.
- vi. Respondent.** The person alleged to be responsible for the violation alleged 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.
- vii. Day.** Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

#### **b. Pre-filing Procedures**

Prior to the filing of a written complaint, the grievant is encouraged to visit with the high school principal, and reasonable effort should be made to resolve the problem or complaint.

### **2. Filing and Processing Discrimination Complaints**

#### **a. Grievant**

Submits written complaint to the coordinator stating name, nature, and date of alleged violation; names of persons responsible (where known); and requested action. Complaint must be submitted within thirty days of alleged violation. Complaint forms are available in all school offices.

#### **b. Coordinator**

Notifies respondent within ten days and asks respondent to:

- i.** Confirm or deny facts,
- ii.** Indicate acceptance or rejection of grievant's requested action, or

- iii. Outline alternatives.
  - c. **Respondent**  
Submits answer within ten days to the coordinator.
  - d. **Coordinator**  
Within ten days after receiving respondent's answer, the coordinator refers the written complaint and respondent's answer to the building principal. The coordinator also schedules a hearing with the grievant, the respondent, and the building principal.
  - e. **Principal, Grievant, Respondent, and Coordinator**  
Hearing is conducted.
  - f. **Principal**  
Within ten days after the hearing, issues a written decision to the grievant, respondent, and Coordinator.
  - g. **Grievant or Respondent**  
If the grievant or respondent is not satisfied with the decision, the coordinator must be notified within ten days and a hearing with the superintendent requested.
  - h. **Coordinator**  
Within ten days of receiving a request for a hearing, schedules a hearing with the grievant, respondent, and superintendent.
  - i. **Superintendent, Grievant, Respondent, and Coordinator**  
Hearing is conducted.
  - j. **Superintendent**  
Issues a decision within ten days following the hearing.
  - k. **Grievant or Respondent**  
If the grievant or respondent is not satisfied with the decision, the coordinator must be notified within ten days and a hearing with the board requested.
  - l. **Coordinator**  
Notifies board within ten days after receiving a request for hearing. The coordinator schedules the hearing with the board. The hearing is to be conducted within thirty days from the date of notification to the board.
  - m. **Board of Education (or Hearing Panel Established by the Board), Grievant, Respondent, and Coordinator**  
Hearing is conducted.
  - n. **Board of Education**  
Within ten days after the hearing, issues a final written decision regarding the validity of the grievance and any action to be taken.
3. **General Provisions**
- a. **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 that the complaint is filed until the complaint is resolved shall be not more than 180 days.
  - b. **Access to Regulations.** The school district shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified handicap, or veteran status upon request.
  - c. **Confidentiality of Records.** Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personnel files. Complaint records shall be maintained on file for three years after complaint resolution.
  - d. **Respondent Is Principal.** The above procedures are adjusted accordingly with the first hearing being with the superintendent.
  - e. **Alternate Coordinator.** The middle school principal shall serve as an alternate coordinator.
4. **ADA Grievance Procedure**

The *Americans with Disabilities Act of 1990* (ADA) secures the right of individuals (whether employees, students, visitors, or others) to file a complaint with a school district or other public entity in any instance in which an individual believes that a violation of the ADA requirements related to public entities has occurred. Any employee who believes a violation of the ADA's requirements, related to the district, has occurred with respect to the employee's employment may utilize the applicable employee grievance procedure. Any employee who believes that a violation has occurred that does not involve the employee's employment, may utilize this grievance procedure to secure review of a complaint. Likewise, any individual or organization may utilize this grievance procedure to secure a review of a claim, cause, or concern arising under the ADA.



The district's ADA compliance officer shall provide, upon request, a grievance form. The form shall include the individual's name and address, an explanation of the grievance, and reference to facts, documents, witnesses, or other proof of support for the claim. (See "Attachment U.")

Additionally, each individual filing a grievance shall state the relief requested and any recommendation for addressing, correcting, or otherwise adjusting the source of the perceived problem, concern, or complaint.

The ADA compliance officer will immediately review the grievance. The compliance officer will determine whether the grievant has supplied the information necessary to permit reasonable investigation of the claim or charge. If an insufficient statement of the grievance is submitted or if additional information is desirable, the compliance officer will inform the grievant. The grievant will have ten calendar days to supply the necessary information. In the absence of supplemental information, the compliance officer will proceed with investigation of the claim.

The compliance officer or designee will investigate the grievance. The investigation shall consist of a review of documents, interviews with appropriate individuals, and other action consistent with the nature and scope of the grievance.

The investigation must be completed within thirty days of submission of the grievance. In the event the grievant submits additional information pursuant to the request of the compliance officer, the report shall be due within thirty days of the submission of additional information. The compliance officer's report shall state the grievance, the scope of the investigation, findings related to the grievance, and a recommended disposition. A copy of the grievance decision shall be furnished to the grievant and to the superintendent.

The grievant shall have ten calendar days from receipt of the compliance officer's report to file with the superintendent an appeal of the findings or recommendations made. The superintendent shall schedule a meeting to consider the report and recommendation of the compliance officer and the objections of the grievant. Following this meeting, the superintendent may request additional investigation by the compliance officer, adopt the recommendation of the compliance officer, enter the superintendent's own findings, adopt the relief request of the grievant, or take other action deemed necessary to achieve a reasonable resolution of the grievance.

The decision of the superintendent shall be final. The superintendent's decision shall be rendered within fifteen calendar days from any meeting scheduled to discuss and consider the grievance.

## **5. Racial Harassment**

### **a. Discipline Policy**

- i. Any faculty or staff member found to be guilty of verbal acts, such as racial slurs, disparaging comments, or epithets; or physical acts, such as harassment or intimidation, may be subject to any or all of the following disciplinary actions, according to the severity of the action:

**First:** Placement of an administrative reprimand in the offending party's personnel file.

**Second:** An official board of education reprimand, along with compulsory participation in an equity assurance workshop.

**Final:** A required appearance before the board of education for the specific purpose of imposing sanctions, up to and including suspension without pay or complete dismissal from service.

- ii. Any student found to be out of compliance with this policy through verbal acts, such as racial slurs, disparaging comments or epithets; or physical acts, such as harassment or intimidation, will be subject to discipline under the following guidelines:

**First Offense:** Discussion with principal or in-school suspension.

**Second Offense:** Corporal punishment or in-school suspension at the option of the administration.

**Third Offense:** Suspension.

**Final Offense:** Recommendation of long-term suspension to board of education pursuant to the guidelines set forth by the laws of the state of Oklahoma. (See also policy FOD.)

### **b. Counseling Services**

Any person found to be either a victim or offender in an incident of a discriminatory nature shall be made aware of counseling services that are available through the counseling services of the school district or the guidance services with Pottawatomie County, Oklahoma.

Any student who is a victim of discrimination or is found to be guilty of discriminatory behavior will have available counseling services through the counseling services of the school district.

## **SECTION S. Conflicts of Interest**

### **1. Purpose**

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 Dale Board of Education that school district personnel shall not engage in any activity that would create a conflict of interest or the appearance of a conflict of interest.

The purpose of this policy is, first, to identify activities of employees and board members that may constitute willful neglect of duty and, thus, should be prohibited and, second, to further identify activities that, although they do not constitute prohibited activities, should be disclosed to the superintendent and so create a duty to disclose those activities.

This policy applies to personnel of all levels within the district, including teachers, administrators, and all other employees. All references to “employees” in this policy shall apply to all of the foregoing.

## **2. Use of District Property**

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 without the express written consent of the superintendent. The district will consider the use of its property without such consent, even if the user intends to return the property to the district, to be willful neglect of duty and grounds for termination of employment.

## **3. Contracts and Business Arrangements**

### **a. Contracts with Board Members**

All employees are expected to be aware of the provisions of 70 O.S. §5-124 with respect to prohibited contracts with members of the board of education. No employee shall enter into a contract or business relationship with any member of the board of education without notifying the superintendent in writing. If the superintendent determines that such business relationship or contract violates this or any other provision of law prohibiting such contracts, the superintendent may prohibit the employee from engaging in the proposed activity. Failure of an employee to comply with this provision or the directive of the superintendent shall be considered willful neglect of duty and grounds for termination of employment.

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

In addition to the foregoing, the board of education believes that certain business and contractual arrangements by employees, although not in violation of the foregoing statute, 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:

- i.** 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.
- ii.** 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 be considered willful neglect of duty and grounds for termination of employment.

### **c. 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.

Employees who hire or use the services of other employees are encouraged both to enter into such written agreements or keep such documentation as may be necessary to show that this policy is not being violated and to voluntarily disclose such written arrangements to the board of education through the office of the superintendent. Violation of this section will be considered willful neglect of duty and grounds for termination of employment.

School facilities, such as the bid assistance center, are available to the public at large. District employees who have an interest in businesses that may be using school services available to the public are encouraged to avoid situations that may cause the appearance of impropriety and are discouraged from heavy use of these types of services.

### **d. 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 without disclosure to the superintendent and the consent of the superintendent. Any gifts received by any employee that directly or indirectly relate to his or her employment shall be immediately reported to the superintendent. Violation of these rules will be considered willful

neglect of duty and grounds for termination of employment. Without limiting the above, examples of activities that would violate this policy include receipt of gifts or money by employees in exchange for favors or other services rendered or arrangements whereby an employee receives a portion of a full or part-time teacher's salary in exchange for promoting such person for employment. All employees should be aware that such activities may constitute a criminal violation of either state or federal law. One of the purposes of this policy is to enable the district to identify in advance any arrangements that may violate the law.

#### **4. Outside Activities of Full-time Employees**

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

Violation of the reporting requirement of this section will be considered willful neglect of duty and grounds for termination of employment.

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 on the campus. Employees are prohibited from engaging in outside business activities or employment while on duty on the campus as such activity can constitute willful neglect of duty and grounds for termination of employment.

Parental Authorization to Administer Medicine

To: \_\_\_\_\_
(Principal)

I am the parent with the legal custody of or the legal guardian of
\_\_\_\_\_, a student attending this school. This student requires
medication at intervals during the school day.

I hereby give my consent and authorize the school nurse, the school principal, or
\_\_\_\_\_ (an employee of the school district designated by the
school nurse, the principal, and me) to:

- Administer \_\_\_\_\_ a non-prescription medication which
I am hereby supplying you, in accordance with the written instructions (which are
attached hereto) of the child's physician.
Administer \_\_\_\_\_ a filled-prescription medication which
I am hereby supplying you, in accordance with the directions for the administration
of the medicine listed on the label of the vial.
Administer \_\_\_\_\_ a filled-prescription medication which
I am hereby supplying you, in accordance with the written instructions (which are
attached hereto) of the physician prescribing the medicine.

I understand that under state law, the board of education, the school district, or employees
of the district shall not be liable to the student or the student's parent or guardian for civil
damages for any personal injuries to the student which result from acts or omissions of school
employees in administering the medicine I have hereby authorized.

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

\_\_\_\_\_  
Parent with Legal Custody; Guardian

\_\_\_\_\_  
Address

WITNESS:

\_\_\_\_\_

**Clinic Card**

The undersigned, \_\_\_\_\_, is the parent with legal custody of  
or the legal guardian of \_\_\_\_\_, who attends  
\_\_\_\_\_ School.

If this child is injured or becomes ill at school, I hereby authorize the school nurse, school  
principal, or \_\_\_\_\_ to administer non-prescription medicine to the  
child in the event I cannot be contacted to give my consent to administer the same.

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

\_\_\_\_\_  
Parent with Legal Custody; Guardian

\_\_\_\_\_  
Address

**WITNESS:**

\_\_\_\_\_

ATTACHMENT C: "Log of the Administration of Medicine"

---

**Log of the Administration of Medicine**

For \_\_\_\_\_ School

School Year 20\_\_ - 20\_\_

Date Medicine Administered	Name of Student Administered Medicine	Name and Title of Person Administering Medicine	Name of Medicine	Dosage and Time Administered

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## Request for Reconsideration of Library Materials

Title: \_\_\_\_\_

Book    Periodical    Other: \_\_\_\_\_

Author: \_\_\_\_\_ Publisher: \_\_\_\_\_

Request initiated by: \_\_\_\_\_

P.O. Box or Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Tele.: \_\_\_\_\_

Do you represent:  Yourself

An organization. Name: \_\_\_\_\_

Other group. Name: \_\_\_\_\_

1. To what part of the work do you object? (Please be specific. Cite pages.)

\_\_\_\_\_  
\_\_\_\_\_

2. Did you read or view the entire work?  Yes  No If not, what parts?

\_\_\_\_\_  
\_\_\_\_\_

3. What do you feel might be the result of a student's reading this work?

\_\_\_\_\_  
\_\_\_\_\_

4. For what age group would you recommend this work? \_\_\_\_\_

5. What do you believe is the theme of this work?

\_\_\_\_\_

6. What would you like your library/school to do about this work?

Don't assign/lend to my child.    Staff Review Committee evaluation.    Other (Explain.):

\_\_\_\_\_

7. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?

\_\_\_\_\_

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

## Corporal Punishment Parental Permission Form

### DALE PUBLIC SCHOOLS

Dale, Oklahoma 74851

High School Office: 964-5556 ● Elementary Office: 964-5514

1. I understand, if other forms of punishment have failed, the principal and/or the teacher may use corporal punishment (spanking) in accordance with the Dale Board of Education policy and Oklahoma State school law.

**Student's Name:**

---

\_\_\_\_\_  
**Signature of Parent or Guardian**

\_\_\_\_\_  
**Date**

- 
- 
2. When my child's behavior requires correction, and other forms of discipline have not been effective, I do not wish for corporal punishment to be used. Therefore, I understand my child will be *dismissed from school* until an acceptable correction to the problem is made.

**Student's Name:**

---

\_\_\_\_\_  
**Signature of Parent or Guardian**

\_\_\_\_\_  
**Date**

- 
- 
3. If the parent has not contacted the school within forty-eight (48) hours, the administrator in charge will use whatever forms he feels necessary to correct the problem, including suspension, expulsion, or corporal punishment.



## Statement of Policy: Drug-free Work Place

Dale Public Schools  
Dale, Oklahoma 74851

**A.** In recognition of the clear danger resulting from drug abuse and in a good-faith effort to promote the health, safety, and welfare among employees, students, and the community as a whole, it shall be the policy of the Board of Education of Dale Public Schools to provide a drug-free work place in compliance with the Drug-free Schools and Communities Act, Amendment of 1989 (P.L. 101-226).

Employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all work stations in the school district. Such action is prohibited by any employee during that employee's work hours or in the performance of any duties for the school system.

**B. *Disciplinary Action:*** Employees are further notified that as a condition of their employment they are required to abide by these requirements and that violation of any requirement will result in appropriate action, which may involve (1) probation, (2) suspension, or (3) termination.

Additionally, it shall be the responsibility of the employee to report to the district any and all conviction(s) resulting from violation of criminal drug statutes which occur in the work place and to report such convictions no later than five days after they occur. Appropriate personnel action shall follow such disclosure with thirty days of such notice.

**C.** Because it is the policy of the board of education to promote prevention, information about a drug-free awareness program will be made available to inform employees about

1. The dangers of drug abuse in the work place;
2. The district policy of maintaining a drug-free work place;
3. Available drug counseling, rehabilitation, and employee assistance programs;
4. Penalties that may be imposed upon employees for drug-abuse violations occurring in the work place.

It is a requirement of the Dale Board of Education that each current employee shall be notified of this policy in writing, and future employees shall be notified in writing upon employment.

**D.** Compliance with the standards of conduct, as detailed in Section A above, is mandatory.

My signature below certifies that on (date:) \_\_\_\_\_, I received a copy of the policy pertaining to the Drug-free Schools and Communities Act of 1989, P.L. 101-226, from Dale Public Schools.

\_\_\_\_\_  
(Employee's Signature)

**State of Oklahoma**

**County of** \_\_\_\_\_

The undersigned (architect, contractor, supplier, or engineer), of lawful age, being first duly sworn, on oath says that this (invoice, claim, or contract) is true and correct. Affiant further states that the (work, services, or materials) as shown by this invoice or claim have been (completed or supplied) in accordance with the plans, specifications, orders, or requests furnished the affiant. Affiant further states that (s)he has made no payment, given or donated or agreed to pay, to an employee of the State of Oklahoma, of money or any other thing of value to obtain payment or the award of this contract.

**Subscribed and sworn to before me**

\_\_\_\_\_  
Claimant, Architect, Contractor, Supplier, or  
Engineer

\_\_\_\_\_, 20\_\_\_\_

**My commission expires**

\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public, Court Clerk, or Judge

## Statement on Non-collusion on Bids

State of Oklahoma )  
 )  
County of \_\_\_\_\_ )

Pursuant to H.B. 469, Second Session of the 34th Legislature, this statement is hereby submitted:

\_\_\_\_\_, of lawful age, being first duly sworn, on oath says, that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any (county, school district, or municipal) official or employee as to quantity, quality, or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidder and other terms of said prospective contract; or in any discussions between bidder and any (county, school district, municipal) official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

\_\_\_\_\_  
Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public, Court Clerk, or Judge

**ATTACHMENT I: "Agreement for Use of School Facilities"**

**DALE PUBLIC SCHOOLS  
Dale, Oklahoma 74851**

**Agreement for Use of School Facilities**  
*Return This Form to the Office of the Superintendent*

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

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

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

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

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

Admission charge:  Yes  No

***The following stipulations apply to non-school-related individuals, groups, and organizations.***

The undersigned user of school facilities hereby agrees that he or she has authority to bind the sponsoring group or organization or individual users to

1. Observe the rules and regulations for the use of school facilities as established in adopted board policy, as spelled out in the ***Board Policy, Article XII, Section B:***
  4. **Regulations Concerning Use of the Cafeteria Building**

Any group of persons who uses the Cafeteria Building must

    - a. not allow children into the kitchen or storage rooms;
    - b. not use equipment such as the slicer, the dishwasher, etc., unless cafeteria personnel are present;
    - c. put garbage (in plastic bags which will be provided) in containers outside;
    - d. check restrooms for running water before leaving;
    - e. leave the cafeteria clean;
    - f. turn off all lights before leaving;
    - g. lock all doors when leaving.
    - h. pay a fee of \$100 per day for the use of the building.
    - i. use the services of a school-district employee or supervisor while the building is in use and to be billed for a minimum of four hours of such services at the rate of \$10 per hour.

**Note:** The use of alcohol, tobacco, and related substances is prohibited in school buildings and on school grounds, with the exception of designated smoking areas on campus where tobacco use is permitted.
2. Assume full responsibility for loss of or damage to school district property resulting from such use.
3. Assume full responsibility for personal injury or property damage sustained by any person as a result of such use, waive all school district liability for such injury, and agree to hold the district harmless from any and all claims of whatever nature which may be brought against the district arising from the user's use of the school premises.
4. Pay the usual and customary fee for such use. (See above.)
5. Assure the school district that the sponsoring group or organization has liability insurance to protect the school district from any liability claimed against the district from the user's use of premises, has read and understands the board policies on school use, and will inform all individual users that the use is not for a school function.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Request Approved by Superintendent

\_\_\_\_\_  
Fee

# Request to Inspect Records

(Applicable only to parents of students under 18)

I, \_\_\_\_\_,  
(Name)

the parent or legal guardian of \_\_\_\_\_,  
(Name)

a student at \_\_\_\_\_  
(School) (School District)

1. Request to inspect the records of the above student at the above school in the principal's office on

\_\_\_\_\_  
(Date) (Time)

or such other reasonable time and place as the principal may indicate.

**OR**

2. If I *and the above mentioned student* no longer live in the school district, I request that the records be sent to me at the following address:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, Zip Code)

Enclosed is \$ \_\_\_\_\_ for reproduction and mailing.

\_\_\_\_\_  
(Signature)

The portion below this line may be completed but is not required by law.

## INSPECTION REPORT

\_\_\_\_\_  
(Date)

The above student's education record was inspected on this date.

Remarks(if any): \_\_\_\_\_

\_\_\_\_\_  
(Parent's or Guardian's Signature)

\_\_\_\_\_  
(Principal's Signature)

# Request to Inspect Records

I, \_\_\_\_\_, a student 18 years  
 (Name)

of age or older (date of birth: \_\_\_\_\_), at  
 (Month) (Day) (Year)

\_\_\_\_\_ request to  
 (School) (School District)

inspect my record at the above school in the principal's office on \_\_\_\_\_  
 (Date)

\_\_\_\_\_ or such other reasonable time and place as the principal may indicate.  
 (Time)

**OR**

If I no longer live in the school district, I request that the records be sent to me at the following address:

\_\_\_\_\_  
 (Name)

\_\_\_\_\_  
 (Street Address)

\_\_\_\_\_  
 (City, State, Zip Code)

Enclosed is \$\_\_\_\_\_ for reproduction and mailing.

\_\_\_\_\_  
 (Date) (Signature)

The portion below this line may be completed but is not required by law.

## INSPECTION REPORT

\_\_\_\_\_  
 (Date)

The above student's education record was inspected on this date.

Remarks (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 (Signature of Student 18 or Over)

\_\_\_\_\_  
 (Principal's Signature)

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## Authority to Transfer Education Records Of Students under 18

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

I, \_\_\_\_\_, the parent or  
(Name)  
legal guardian of \_\_\_\_\_ authorize  
the transfer of all of the above student's education records.

From \_\_\_\_\_  
(School) (School District)  
\_\_\_\_\_  
(State)

To \_\_\_\_\_  
(School Official) (School District)  
\_\_\_\_\_  
(State) (Zip Code)

the school at which the above student seeks or intends to enroll or is enrolled; or the following parts of the education record if applicable:

- |  |   |
|--|---|
| <input type="checkbox"/> Scholastic Record | <input type="checkbox"/> Activity Record          |
| <input type="checkbox"/> Census Data       | <input type="checkbox"/> Health Record            |
| <input type="checkbox"/> Attendance Record | <input type="checkbox"/> Behavioral Record        |
| <input type="checkbox"/> Test Record       | <input type="checkbox"/> Personal Recommendations |

Others (list): \_\_\_\_\_

I have been given the opportunity to inspect and challenge the above record.

\_\_\_\_\_  
(Parent's or Guardian's Signature)

\_\_\_\_\_  
(Principal's Signature)

\_\_\_\_\_  
(Date)

# Authority to Transfer Education Records

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

I, \_\_\_\_\_, a student 18 years of age  
(Name)

or over (date of birth: \_\_\_\_\_) authorize  
(Month) (Day) (Year)  
the transfer of all of my education records.

From \_\_\_\_\_  
(School) (School District)  
\_\_\_\_\_  
(State)

To \_\_\_\_\_  
(School Official) (School District)  
\_\_\_\_\_  
(State) (Zip Code)

in which I am enrolled or seek to enroll; or the following parts of the education record if applicable:

- |  |   |
|--|---|
| <input type="checkbox"/> Scholastic Record | <input type="checkbox"/> Activity Record          |
| <input type="checkbox"/> Census Data       | <input type="checkbox"/> Health Record            |
| <input type="checkbox"/> Attendance Record | <input type="checkbox"/> Behavioral Record        |
| <input type="checkbox"/> Test Record       | <input type="checkbox"/> Personal Recommendations |

Others (list): \_\_\_\_\_

I have been given the opportunity to inspect and challenge the above record.

\_\_\_\_\_  
(Signature of Student 18 or Over)

\_\_\_\_\_  
(Principal's Signature)

\_\_\_\_\_  
(Date)



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## Education Record Challenge By a Student under 18

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

I, \_\_\_\_\_, the parent or  
(Name)  
legal guardian of \_\_\_\_\_, a student at  
(Name)  
\_\_\_\_\_ on \_\_\_\_\_  
(School) (School District) (Date)

inspected the education record of the above student and challenge the following items:

1. \_\_\_\_\_  
\_\_\_\_\_
- Inaccurate  
 Misleading  
 Other violations of privacy or  
other rights of student
2. \_\_\_\_\_  
\_\_\_\_\_
- Inaccurate  
 Misleading  
 Other violations of privacy or  
other rights of student

(Continue on back if necessary.)

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
(Parent)

Received by Principal:

\_\_\_\_\_  
(Date) (Principal's Signature)

Action taken (e.g., records purged before hearing, hearing granted)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
(Principal's Signature)

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# Education Record Challenge

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

I, \_\_\_\_\_, a student 18 years of age  
(Name)

or over (date of birth: \_\_\_\_\_) inspected  
(Month) (Day) (Year)

on \_\_\_\_\_ my education record and challenge the  
(Date)

following items:

1. \_\_\_\_\_  
\_\_\_\_\_

- Inaccurate
- Misleading
- Other violations of privacy or other rights of student

2. \_\_\_\_\_  
\_\_\_\_\_

- Inaccurate
- Misleading
- Other violations of privacy or other rights of student

(Continue on back if necessary.)

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

Signed: \_\_\_\_\_  
(Student 18 or Over)

Received by Principal:

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Principal's Signature)

Action taken (*e.g.*, records purged before hearing, hearing granted)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Signed: \_\_\_\_\_  
(Principal's Signature)

## **Notice of Hearing to Contest Record Content**

You are hereby notified that a hearing to contest the content of the record of

\_\_\_\_\_ will be held at  
(Name of Student)

\_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_.  
(Place) (Date) (Time)

The hearing officer will be \_\_\_\_\_

You have the following rights:

- A. The right to present testimony within a reasonable time limitation.
- B. The right to introduce written evidence.
- C. The right to question adverse evidence.
- D. The right to appeal the hearing officer's decision to your local board of education.

## Summary of Hearing to Contest Record Content

1. Date of request by parent or eligible student for contest hearing: \_\_\_\_\_
2. Date hearing set (within reasonable time after request): \_\_\_\_\_
3. Date notice of hearing (Form G) sent to parent or eligible student: \_\_\_\_\_
4. Hearing officer (superintendent or his designee): \_\_\_\_\_

- A. Parent or eligible student given reasonable time to present testimony.
  - B. Parent or eligible student allowed to introduce written evidence.
  - C. Parent or eligible student allowed to question adverse witnesses.
  - D. Action taken by hearing officer:
    - Record purged
    - Record changed to read:
- \_\_\_\_\_
- \_\_\_\_\_

Reasons: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- E. Parent or eligible student notified in writing of conclusion and actions taken. (A copy of this completed form may serve as written notice.) File copy of written notice of decision kept for documentation.
  - F. Parent or eligible student, if aggrieved by hearing officer decision, notified of right to appeal to local board of education.
5. Appeal Contest:
- A. Parent or eligible student informed of appeal hearing date.
  - B. Parent or eligible student given time to present arguments.
  - C. Local board of education:     Affirmed     Reversed

**ATTACHMENT J-9: "Form I—Permission to Give Access to  
Record of Student under 18"**

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**Permission of Parent or Legal Guardian for Third-party  
Access to Student's Education Record**

I, \_\_\_\_\_,  
(Name)

the parent or legal guardian of \_\_\_\_\_,  
(Name)

a student at \_\_\_\_\_  
(School) (School District)

request that the following part of the above student's records:

\_\_\_\_\_  
\_\_\_\_\_

be made available to \_\_\_\_\_ for the purpose of  
(Name)

\_\_\_\_\_  
\_\_\_\_\_

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

Please send me a copy of the records released at the following address:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, Zip Code)

Please send a copy to the above student at the following address:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, Zip Code)

enclosed is \$ \_\_\_\_\_ for reproduction and mailing.

**Permission of Eighteen-or-over Student for Third-party  
Access to Student's Education Record**

I, \_\_\_\_\_, a student at \_\_\_\_\_  
(Name) (School)

being 18 or older (date of birth: \_\_\_\_\_),  
(Month) (Day) (Year)

request the following part my record:

\_\_\_\_\_  
\_\_\_\_\_

be made available to \_\_\_\_\_ for the purpose of  
(Name)

\_\_\_\_\_  
\_\_\_\_\_

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

Please send a copy to the above student at the following address:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, Zip Code)

Enclosed is \$ \_\_\_\_\_ for reproduction and mailing.

## Record of Third-party Access

(Required of *All* Third Parties, to be kept in student file)

I, \_\_\_\_\_, request access to the education record of  
(Third Party)

\_\_\_\_\_  in whole,  in part, (specify part seen)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

for the following legitimate educational or other interest:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The above information was transferred to me only on the condition that I will not permit any other party to have access to such information without the written consent of the parent of the above student.

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

**ATTACHMENT J-12: "Form L—Transfer of Records under  
Judicial Order or Lawfully-issued Subpoena"**

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**Transfer of Records under Judicial Order or  
Lawfully-issued Subpoena**

I, \_\_\_\_\_,  
(Name)  
the parent or legal guardian of \_\_\_\_\_,  
(Name)  
a student at \_\_\_\_\_  
(School) (School District)

**OR**

I, \_\_\_\_\_, a student 18  
(Name)  
years of age or over (date of birth: \_\_\_\_\_),  
(Month) (Day) (Year)  
at \_\_\_\_\_  
(School) (School District)

have been notified prior to compliance that a judicial order or lawful subpoena has been issued demanding the records of the above student in whole or part.

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



Dale Public Schools

300 Smith Avenue

Dale, Oklahoma 74851

405-964-5556 (Secondary Office) or 405-964-5514 (Elementary Office)

Dear Sir or Madam:

We will be unable to comply with your request for the records of [student's name] until you complete the enclosed forms and return them to us. If you have substantially similar forms, we will accept them, provided the parental or eligible student notification signature is attached. Such signature is necessary in order to comply with the Family Educational Rights and Privacy Act of 1974.

Sincerely,

[name of record custodian]

Dale Public Schools

300 Smith Avenue

Dale, Oklahoma 74851

405-964-5556 (Secondary Office) or 405-964-5514 (Elementary Office)

Dear Sir or Madam:

We are unable to honor your request for information from student files unless you inform us in writing of:

1. Your authority to act as representative of (a) the Comptroller General of the United States, (b) the Secretary of Health and Human Services, (c) an administrative head of an education agency, or (d) state educational authorities.
2. The federally-supported education program or state law pursuant to which you request the information.
3. The specific authorization by federal statute to receive personally-identifiable information, if you seek such information.

We are sorry for the delay but feel restrained by the Family Educational Rights and Privacy Act of 1974.

Sincerely,

[name of record custodian]

**ATTACHMENT J-15: "Form O—Letter Three  
('Review of Student Records—Notification to Parent')"**

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**Dale Public Schools**  
300 Smith Avenue  
Dale, Oklahoma 74851  
405-964-5556 (Secondary Office) or 405-964-5514 (Elementary Office)

Dear Parent:

In the course of your child's education, the school district will keep records as deemed necessary to provide programs to meet his or her needs and interests. You have the right to inspect and review any and all records, files, and data related to your child; they will be available for such review at any time during the regular school day. If you have any concern regarding the accuracy or appropriateness of any information or record maintained by the school, please do not hesitate to inform the principal of that concern.

Sincerely,

[name of record custodian]

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**EXTENDED SCHOOL YEAR SCREENING FORM**

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_ HomePhone: \_\_\_\_\_

HandicappingCategory, Condition(s): \_\_\_\_\_

Service Provider: \_\_\_\_\_ Title: \_\_\_\_\_

1. Is there progress toward achievement of IEP objectives during the regular school year?  Yes  No
2. Indicate evidence of progress or lack of progress toward achievement of IEP objectives during the regular school year.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Is there evidence of severe difficulty in maintaining skills learned during the regular school year?  Yes  No
4. Description and examples of severe difficulty in maintaining skills learned during the regular school year. (Indicate specific skills.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Is there evidence of severe skill regression during breaks in programming?  Yes  No
6. Provide evidence of severe skill regression or lack of regression during breaks in programming and rate of recoupment. (Indicate specific skills.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. List factors such as degenerative condition, environmental or other considerations that might indicate a need or lack of need for ESY services.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Recommended for further consideration for ESY programming?  Yes  No

**Multi-disciplinary Team Members:**

\_\_\_\_\_  
Signature & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature & Title

\_\_\_\_\_  
Signature & Title

\_\_\_\_\_  
Signature & Title

**ATTACHMENT K-2: "ESY Record of Multi-disciplinary Team Action"**

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**EXTENDED SCHOOL YEAR  
RECORD OF MULTI-DISCIPLINARY TEAM ACTION**

Student Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

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

Handicapping Category, Condition(s): \_\_\_\_\_

1. List special education and related services provided during the regular school year.  
\_\_\_\_\_  
\_\_\_\_\_
2. Record the profile of the student indicated on the ESY screening form(s).  
\_\_\_\_\_  
\_\_\_\_\_
3. Record any additional data pertinent to determining eligibility or lack of eligibility for ESY services.  
\_\_\_\_\_  
\_\_\_\_\_
4. List and discuss the factors in the ESY policy that are relevant to this student's ESY eligibility.  
\_\_\_\_\_  
\_\_\_\_\_
5. Record the data that demonstrate whether or not the student meets the standard for eligibility for ESY programming.  
\_\_\_\_\_  
\_\_\_\_\_
6. Recommended for Extended School Year?  Yes  No
7. If the child is eligible for an ESY, please recommend and record the nature, duration, and frequency of services needed to prevent or slow regression and maintain skills.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Multi-disciplinary Team Members:**

\_\_\_\_\_  
Signature & Title \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature & Title \_\_\_\_\_

\_\_\_\_\_  
Signature & Title \_\_\_\_\_

\_\_\_\_\_  
Signature & Title \_\_\_\_\_

I have discussed and been made aware of my child's eligibility for Extended School Year services, as described above, and  accept  reject the placement of my child in the Extended School Year program.

\_\_\_\_\_  
Parent or Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

## INTERNET ACCESS CONDUCT AGREEMENT

*Every student, regardless of age, must read and sign below.*

I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school's computer network and the internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

**User's Name:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_  
(print clearly)

**User's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Status:**  Student  Staff  Patron  I am 18 or older  I am under 18

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

**Parent or Guardian:** (If applicant is under 18 years of age, a parent or guardian must also read and sign this agreement.) As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the school district's "Acceptable Use and Internet Safety Policy" for the student's access to the school district's computer network and the internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this policy and agree to indemnify and hold harmless the school, the school district, and the data acquisition site that provides the opportunity to the school district for computer network and internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school district's computer network and the internet.

**Parent/Guardian:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_  
(please print)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

This agreement is valid for the 20\_\_\_\_ - 20\_\_\_\_ school year only.

## CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS

The purpose of providing internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities.

**All internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:**

1. **Be polite.** Messages should not be abusive to others.
2. **Take pride in communications.** Check spelling and grammar.
3. **Use appropriate language.** Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. **Protect password confidentiality.** Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. **Do not reveal your personal address or telephone number or those of other persons.** No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. **Do not disguise the point of origin or transmission of electronic mail.**
7. **Do not send messages that contain false, malicious, or misleading information which may be injurious to a person or a person's property.**
8. **Illegal activities are strictly prohibited.**
9. **The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures.** Internet relay chat lines, or downloading excessively large files.
10. **No charges for services, products, or information are to be incurred without appropriate permission.**
11. **Do not use the network in such a way that you would disrupt the use of the network by other users.**
12. **Users shall respect the privacy of others and not read the mail or files of others without their permission.** Copyright and licensing laws will not be intentionally violated.
13. **Vandalism will result in cancellation of privileges.** Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user. Internet, or any other agencies or other networks which may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
14. **Report security problems to the supervising teacher or system administrator.**
15. **Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.**

## REQUEST TO ADDRESS THE BOARD OF EDUCATION

Residents of the Dale School District, parents of Dale students, and Dale students may comment on any items of business, recommendation, and/or presentation appearing on regularly-scheduled-meeting agendas which do not concern hearings relating to employment decisions concerning district personnel or student suspension appeals.

Since the purpose of the agenda is to listen to the concerns, opinions, and comments of district patrons, board members and administrators will not be required to respond to questions from the public or presenter. The board members and administration, however, may ask questions of presenters, and board members may refer any questions they have to the Superintendent for comment or for later report to the board or to the presenter.

- All requests *must* include:
1. Nature of item
  2. Full name, address, and phone number
  3. Current time at sign in

I the undersigned acknowledge that I have read and understand the above policy.

\_\_\_\_\_

(Signature)

**TIME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

I request permission to address the Dale Board of Education on the following topic:

**(Time Limit: 3 minutes)**

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**Please print:**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_



## EMPLOYEE 403(B) PLAN ELIGIBILITY NOTICE

Dale Public Schools

We are pleased to offer employees the opportunity to participate in the Dale Public Schools 403(b) Plan ("the Plan"). The opportunity for eligible employees to participate is offered on a voluntary basis.

### What is a 403(b) Plan?

A 403(b) Plan gives eligible employees the opportunity to save for retirement. Amounts contributed to the Plan are, in general, contributed on a tax-deferred basis, meaning that the contribution is not subject to federal income tax, in most cases, state income tax until distributed by the Plan. This tax deferral also applies to any earnings on the contributions. Because the Plan is intended as a means of saving for retirement, distributions are limited to certain events.

### Who is eligible to participate?

All employees are eligible to participate in the plan.

### How much may be contributed to the Plan?

The amount that may be contributed to the Plan is set by federal tax law. The limit set is an annual contribution limit.

For the 2009 tax year, the contribution limits are:

- Basic salary deferral limit for all employees \$ 16,500
- Additional Contribution for age 50+ catch-up \$ 5,500

An additional catch-up contribution will be permitted for employees with 15 years of service with the employer. This additional catch-up limit, if permitted, requires the completion of a worksheet to determine eligibility for the additional catch-up contribution.

After tax Roth 403(b) contributions are permitted under the Plan. If Roth 403(b) contributions are permitted, see your provider for more information.

### When is a distribution allowed under the Plan?

The 403(b) Plan is intended as a source of retirement income so there are withdrawal restrictions on the funds, including earnings, until you reach age 59½. A withdrawal or distribution may be taken for the following reasons:

- Attainment of age 59½
- Severance from employment
- Total and permanent disability
- Death
- A "qualified reservist" distribution
- Financial hardship

Hardship distributions are permitted under the Plan. If a hardship is taken, contributions to the Plan must cease for six (6) months following the distribution.

### May I change investment options under the Plan?

Employees are permitted to move all or a portion of the value of one investment option under the plan for another approved investment option under the plan. This transaction is called an exchange. These exchanges may be subject to withdrawal or contingent deferred sales charges.

### What other transactions are permitted under the Plan?

Other transactions may be permitted under the Plan. The following list will indicate what options are available:

- Transfers into the Plan from another employer's 403(b) Plan
- Rollovers into the Plan from another eligible qualified plan
- Loans from investment options permitting such transactions
- Roth 403(b) or 401 (k) direct rollovers into the Plan

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## EMPLOYEE 403(B) PLAN ELIGIBILITY NOTICE

Dale Public Schools  
(continued)

### Who are the approved investment option providers under the Plan?

The following providers are authorized to receive contributions, exchanges, and transfers:

<u>Provider Name</u>	<u>Provider Contact</u>	<u>Provider Telephone</u>
American Fidelity Assurance	Cherie Horsfall	800-662-1106
Life Insurance Company of the Southwest	Plan Admin. Unit	800-579-2878
Reliastar Life Insurance Company	Laurie Lombardo	860-580-1649
United Teacher Associates Insurance Company	Cathy Meyer	800-789-6771

If you are participating in the 403(b) Plan and your current provider is listed above, no action is required and your contributions will continue until changed by you. If you are participating and your current provider is *not* listed, you must contact a provider on the list and complete the proper forms to continue 403(b) contributions for the current plan year. *Contributions will not be made to unapproved providers.*

If you are not a current 403(b) Plan participant and you wish to participate, you should contact a listed provider. You must complete a salary reduction agreement authorizing your employer to reduce your salary for the contribution amount. You must also complete the proper paperwork as required by the provider to establish your account with that entity.

### If my current 403(b) provider is not on the list, am I required to move my account balance to an approved provider?

No. There is no requirement that you transfer any existing account balances to a provider on the list. In fact, you should be very careful about entering into any transaction that would transfer balances to another provider. No transaction should be entered into unless you have all of the information needed to determine if such a transaction is suitable for you and your retirement planning needs.

### Is Plan approval required for transactions?

The Plan has contracted with AFPlanServ™ for selected plan administrative services. Among the services provided by AFPlanServ™ is approval of salary reduction agreements for beginning or changing amounts and/or providers. The regulations require Plan approval of plan distributions and loans.

The forms are available at [www.afplanserv.com](http://www.afplanserv.com) or may be requested by calling 1-866-560-6415 (toll-free). The proper form must be completed. Certain transactions may require additional documentation. You should follow the instructions on the form. The form with requested documentation should then be sent to AFPlanServ™.

The mailing address is:

AFPlanServ  
P. O. Box 269008  
Oklahoma City, OK 73126-9008

If approval is granted for the transaction, this approval should be forwarded to the provider. The provider may or may not require that the provider's forms also be completed to effect the transaction.



### Whom do I contact if I have questions?

If you have questions concerning account balances, the status of approved transactions, or investment option details, contact your investment provider.

If you have questions with respect to changing your contribution amount, contact your employer or investment provider.

If you have questions with respect to transaction approval, contact AFPlanServ™ at above phone number or address.

**ATTACHMENT O-1: "Application for Criminal History Record Search" (page 1)**

	 0 1 - 1 2 4 C R I M S R C H	<h2 style="margin: 0;">Application for Criminal History Record Search</h2> <h3 style="margin: 0;">Applicant for Oklahoma School Employment</h3> <p style="margin: 0;">(See Reverse Side for Instructions)</p>
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**➤ PART I: PERSONAL INFORMATION OF APPLICANT**

In accordance with 70 O.S. § 5-143, the State Board of Education requests criminal history information on:  
 (Please type or print plainly in ink, do not use pencil. Scratchouts, markovers, or whiteouts are not allowed. All information must be provided.)

Name (Print Plainly) \_\_\_\_\_  
Last First Middle

Also Known As (AKA) or Maiden Name (if applicable) \_\_\_\_\_

Date of Birth \_\_\_ / \_\_\_ / \_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**➤ PART II: SUPERINTENDENT'S REQUEST FOR CRIMINAL HISTORY RECORD SEARCH**

_____ <small style="text-align: center;">(School District Name)</small>	Sex Offender Check
_____ <small style="text-align: center;">(School District Address)</small>	
_____ <small style="text-align: center;">(School District Address)</small>	<b>OSBI USE ONLY</b>
_____ <small style="text-align: center;">(Superintendent or Designated Agent)</small>	Violent Offender Check
_____ <small style="text-align: center;">(Reason for Background Search)</small>	
( _____ ) _____ <small style="text-align: center;">(School District Telephone Number) (Date)</small>	<b>OSBI USE ONLY</b>

**Select (✓) Type of Search (State or National) and Method of Payment**

**State Name Search** ..... Fee: \$19  
(Search by: Name, Social Security Number, and Date of Birth)  
 Provides information of arrest, charges, and/or convictions of felonies or serious misdemeanors that occurred in Oklahoma and were reported to the Oklahoma State Bureau of Investigation (OSBI).

**National Fingerprint Search** ..... Fee: \$45  
(Search by: Fingerprints, Name, Social Security Number, and Date of Birth)  
 Provides information of arrest, charges and/or convictions of felonies or serious misdemeanors reported to the Federal Bureau of Investigation (FBI) by states.

**Method of Payment:**     **Money Order or Certified Check (Payable to the OSBI) - Attached**  
 Select (✓) One             **Public School Purchase Order Number:** \_\_\_\_\_

**NOTE:** All criminal history record information provided by the Oklahoma State Bureau of Investigation is based upon fingerprints taken by the contributing law enforcement or criminal justice agency at the time of arrest and/or incarceration. This information is furnished by the OSBI in compliance with the Oklahoma Open Records Act, 51 O.S. § 24 A.1, et seq., and may include arrest and/or conviction data for felonies and/or serious misdemeanors.

**➤ PART III**

<p><b>STATE DEPARTMENT OF EDUCATION USE ONLY</b></p> <p>The undersigned certifies the State Board of Education has received this application from an approved requester.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Fingerprint/Background Research Coordinator Professional Standards</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(Date)</p>	<p><b>OSBI USE ONLY</b></p>
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**INSTRUCTIONS**

- 1. Criminal History Searches for Employment Purposes:** Local boards of education and school superintendents or the agent designated by the superintendent may request criminal history records for employment purposes. The forms for conducting searches, *Application for Criminal History Record Search* and/or *Fingerprint Cards*, may be requested from the Professional Standards Section at the address listed below.
- 2. Results of Criminal History Search.** Separate Oklahoma State Bureau of Investigation (OSBI) and Federal Bureau of Investigation (FBI) results are returned to the State Department of Education. Each set of results will be forwarded to the local school district by the Professional Standards Section. FBI results cannot be released to private schools.
- 3. Accuracy of Criminal History Records Search.** The accuracy of any criminal history search depends on the use of all relevant personal information as outlined in **Part I** of this application. The only optional entry is AKA (Also Known As) or maiden name. Applications not completely and legibly filled out, or with scratchouts, markovers, or whiteouts will be returned to the local school board for reaccomplishment.
- 4. Superintendent's Approval, Type of Search, and Method of Payment.** **Part II** must be completed by the school superintendent or the designated agent. Select the desired type of search (state or national) and method of payment.
  - Local boards of education with a **state search policy** should have applicants complete only this form.
  - Local boards of education with a **national search policy** should have applicants complete this form and **two (2) fingerprint cards provided by the Professional Standards Section**.
- 5. Child Care Workers.** Workers in a school's prekindergarten facility must be identified as such in **Part II**. These applications will be checked against the *Oklahoma Sex Offender's Registry*. No other applications are checked for sex offenders. Refer to number nine (9) below for additional information on obtaining sex offender information.
- 6. Search Fees.** Fees are paid with a school purchase order number or a \$19 (\$45 for national searches) certified check, school check, cashier's check, or money order (public or private schools) **payable to the Oklahoma State Bureau of Investigation**. Only public schools and private schools with approved billing accounts at the OSBI may use school purchase orders. **THE OSBI WILL NOT ACCEPT PERSONAL CHECKS OR CASH.**
  - If paying by school purchase order, please include the purchase order number on the line provided in Part II. School districts using a purchase order number will receive a monthly billing statement from the Oklahoma State Bureau of Investigation; do not include payment with the search requests.
  - School districts not using a Purchase Order must enclose payment for the total amount due in the form of a certified check, school check, cashier's check, or money order **payable to the Oklahoma State Bureau of Investigation**.
  - The local school district has the option of reimbursing employees the cost of the background search. However, if a person is already employed by a district at the time the background search request is made, the district shall promptly reimburse the employee in full for the fee unless the person was employed pending receipt of the criminal history information search.
- 7. Employment Decisions Based on Criminal History Information.** State law authorizes the State Department of Education to request from the OSBI and/or FBI criminal history information on applicants for school employment on behalf of a local school district. Once information is forwarded to the local school district, **the local board of education is responsible for researching any arrests, charges, and/or convictions that may appear on the reports received from the OSBI and/or the FBI, and for making hiring decisions based upon the information received.**
- 8. Substitute Teachers.** Any person applying for employment as a substitute teacher shall only be required to have one such felony record search for the school year. Upon request of the substitute teacher, that felony record search **MUST** be sent to any other school district in which the substitute is applying.
- 9. Web Site to the Department of Corrections and Oklahoma State Courts Network.** Use of the various Web sites to obtain criminal history information should be to augment your criminal history background checks, not replace them. The Oklahoma State Department of Education has a link from its home page to the Department of Correction's Sex Offender's Registry. This can be accessed through <[www.sde.state.ok.us](http://www.sde.state.ok.us)>.

Mail information to: Oklahoma State Department of Education  
Professional Standards Section, Room 212  
2500 North Lincoln Boulevard  
Oklahoma City, Oklahoma 73105-4599  
Telephone: (405) 521-3337

**ATTACHMENT P: "Acceptance of Letter of Resignation"**

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Acceptance of Letter of Resignation

I, the Superintendent of Schools, acting as the Chief Executive Officer of the Dale Board of Education, acknowledge receipt this date of a resignation from employment signed by \_\_\_\_\_, effective the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. My signature constitutes acceptance of this resignation by the Board of Education and releases the resigning employee and the district, upon the effective date of the resignation, from all further contractual obligations. By accepting this resignation from the employee, the employee's offer to be released from his or her contract with the Board of Education is accepted, and thus the resignation is irrevocable.

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

**“Acknowledgment of Having Received the ‘Concussion/Head Injury Fact Sheet’”**

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**Acknowledgment of Having Received The  
“Concussion/Head Injury Fact Sheet”**

In compliance with Oklahoma Statute Section 24-155 of Title 70, this acknowledgment form is to confirm that you have read and understand the “Concussion/Head Injury Fact Sheet” provided to you by Dale School District related to potential concussions and head injuries occurring during participation in athletics.

I, \_\_\_\_\_, as a student-athlete who participates in Dale School District's athletic programs and I, \_\_\_\_\_, as the parent/legal guardian, have read the information material provided to us by Dale 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 Fact Sheet for 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
- Not "feeling 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/](http://www.cdc.gov/TraumaticBraininjury/)

[www.oata.net](http://www.oata.net)

[www.ossaa.com](http://www.ossaa.com)

[www.nfhslearn.com](http://www.nfhslearn.com)

**IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON!**

## **"Concussion/Head Injury Fact Sheet for Parents/Guardians"**

### **WHAT IS A CONCUSSION?**

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. You cannot see a concussion. Signs and symptoms of a concussion can show up right after the injury or may not appear to be noticed until days or weeks after the injury. If your child reports any symptoms of a concussion or if you notice any symptoms, seek medical attention right away.

### **WHAT ARE THE SYMPTOMS REPORTED BY ATHLETES?**

- 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
- Not "feeling right"

### **WHAT ARE THE SIGNS OBSERVED BY PARENTS/GUARDIANS?**

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Cannot recall events prior to hit or fall
- Cannot recall events after hit or fall

### **HOW CAN I HELP MY CHILD PREVENT A CONCUSSION?**

Ensure he/she follows his/her coach's rules for safety and the rules of the sport. Make sure he/she uses 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 he/she plays.) Learn the signs and symptoms of a concussion.

### **FOR MORE INFORMATION VISIT:**

[www.cdc.gov/TraumaticBraininjury/](http://www.cdc.gov/TraumaticBraininjury/)

[www.oata.net](http://www.oata.net)

[www.ossaa.com](http://www.ossaa.com)

[www.nfhslearn.com](http://www.nfhslearn.com)

**IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON!**



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## Harassment/Bullying Incident Report Form

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Room/Location: \_\_\_\_\_

**Student(s) Initiating Bullying/Harassment:**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

**Student(s) Affected:**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

**Type of Harassment Alleged:**  Racial  Sexual  Religious  Other

**Check all spaces below that apply below. An adult stated or identified inappropriate behaviors as:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Damaging Property       | <input type="checkbox"/> Intimidation/Extortion | <input type="checkbox"/> Stealing            |
| <input type="checkbox"/> Demeaning Comments      | <input type="checkbox"/> Name Calling           | <input type="checkbox"/> Taunting/Ridiculing |
| <input type="checkbox"/> Flashing a Weapon       | <input type="checkbox"/> Shoving/Pushing        | <input type="checkbox"/> Threatening         |
| <input type="checkbox"/> Hitting/Kicking         | <input type="checkbox"/> Spitting               | <input type="checkbox"/> Writing/Graffiti    |
| <input type="checkbox"/> Inappropriate Gesturing | <input type="checkbox"/> Stalking               | <input type="checkbox"/> Other               |
| <input type="checkbox"/> Inappropriate Touching  | <input type="checkbox"/> Staring/Leering        |  |

**Description of the Incident:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Witnesses Present:** \_\_\_\_\_

\_\_\_\_\_

**Physical Evidence:**  Graffiti  Notes  E-mail  Web sites  Video/audio tape  Other

**Staff Signature:**

**Parent(s) Contacted on (Date:) \_\_\_\_\_ at (Time:) \_\_\_\_\_**

**Administrative Response Taken:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## ATTACHMENT S: “Student Information Sheet: On-line Courses”

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### **STUDENT INFORMATION SHEET**

#### **On-line Courses**

Occasionally, because of a scheduling conflict or extenuating circumstances, a student may be enrolled in one or more on-line courses, which may duplicate district course offerings. The determination will be at the sole discretion of the site administration. Students earning credit by means of on-line courses shall participate in all state-level academic assessments in the same manner as other regularly enrolled students.

#### **Definitions:**

*Supplemental Courses:* Courses which are not offered by Dale Public Schools, and are equal to the equivalent of classroom instruction time required by student attendance and participation in the district.

*Educationally Appropriate:* Courses which are academically well suited for an individual student's current academic standing and the learning expectations of the district and state. The determination of educationally appropriate will be made at the site level.

*On-line:* Uses the World Wide Web as the primary medium of instruction, with a computer serving as the primary tool of instruction.

#### **Guidelines:**

1. School district policies governing grading scales and credits earned shall be applied to supplemental on-line courses in the same manner as any other course offered by the district.
2. Only students enrolled in the district will be granted access to supplemental on-line courses.
3. Requests for enrollment in supplemental on-line courses shall be as follows:
  - a. Interested students will submit a completed “On-line Course Consent Form.”
  - b. The principal or designee will evaluate the application and determine whether each course is educationally appropriate.
  - c. If a course is not deemed educationally appropriate, notification will be provided to the student in writing as to the reasons the determination was made. The student will be afforded the opportunity to appeal the decision to the site Supplemental On-line Course Appeal Committee. The decision of the site committee with regard to whether a course is educationally appropriate is final and non-appealable.
4. Students enrolled in supplemental on-line courses will have a fifteen-day grace period to withdraw from the course without academic penalty.
5. Student progress shall be monitored on a weekly basis by the supplemental on-line course provider. Attendance/participation shall be monitored in accordance with district policies. The student may be counted “present” or “in attendance” when the supplemental on-line course provider supplies evidence of student/teacher/course interaction that demonstrates student progress and regular student engagement in course activity. Supplemental on-line course providers shall make available to students, parents, and the school district reports which reflect daily attendance/participation, progress reports, and grades. Such reports shall be provided via electronic format on a weekly basis.
6. Instructors of supplemental on-line courses shall be: (a) certified in Oklahoma or another state to teach in the content area of the course offered, or (b) a faculty member at an accredited institution of higher learning, possessing the specific content expertise necessary to teach the course.
7. Students who participate in supplemental on-line courses will be responsible for providing their own equipment and on-line access.

**ATTACHMENT T: "Student Accident Report"**

Dale Public Schools  
300 Smith Avenue, Dale, OK 74851

**STUDENT ACCIDENT REPORT**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date: \_\_\_\_\_ Time of Accident: \_\_\_\_\_

Description of accident and extent of injury: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ACTION TAKEN:**

First aid treatment given: \_\_\_\_\_

\_\_\_\_\_ By \_\_\_\_\_  
(Name)

Sent to school nurse or other responsible person?  Yes  No By \_\_\_\_\_  
(Name)

Sent home?  Yes  No By \_\_\_\_\_  
(Name)

Sent to physician? \_\_\_\_\_ By \_\_\_\_\_  
(Physician's Name) (Name)

Sent to hospital? \_\_\_\_\_ By \_\_\_\_\_  
(Name of Hospital) (Name)

Was parent, guardian, or other responsible individual notified?  Yes  No

Person notified: \_\_\_\_\_ Exact time: \_\_\_\_\_

Means of notification: \_\_\_\_\_ By \_\_\_\_\_  
(Name)

**WITNESSES TO ACCIDENT:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

**ATTACHMENT U: "Discrimination Complaint Form"**

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**Discrimination Complaint Form**

(Complaint must be submitted within 30 days of alleged violation.)

**To:** Title IX/504/ADA Coordinator, High School Principal, Alternate Coordinator,  
Middle School Principal

**From:** Name of Grievant \_\_\_\_\_  
Address/Telephone # \_\_\_\_\_

**Date of Alleged Violation:** \_\_\_\_\_

**Nature of Alleged Violation:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Names of Persons Responsible:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Requested Action:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date Complaint Filed With Coordinator:** \_\_\_\_\_

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

**ATTACHMENT V: "Student Extracurricular Activities Contract"**

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Dale Public Schools  
**STUDENT DRUG TESTING CONSENT:  
ACTIVITY STUDENTS**

Student Printed Name: \_\_\_\_\_

Student Date of Birth: \_\_\_\_\_ Student Grade: \_\_\_\_\_

**Student Consent:**

I have read and understood the "Student Drug Testing Program as Applies to Extracurricular Activities" and "Student Drug Testing Consent." I understand that, out of care for my safety and health, this school district enforces the rules applying to the consumption or possession of illegal and/or performance-enhancing drugs. If I choose to violate school policy regarding the use or possession of illegal and/or performance-enhancing drugs any time while I am involved in in-season or off-season activities, I understand that upon determination of that violation, I will be subject to the restrictions on my participation as outlined in the Policy.

\_\_\_\_\_ YES, I CHOOSE TO PARTICIPATE IN THE DRUG TESTING PROGRAM.

\_\_\_\_\_ NO, I CHOOSE NOT TO PARTICIPATE IN THE DRUG TESTING PROGRAM.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent Consent:**

I have read and understood the "Student Drug Testing Program as Applies to Extracurricular Activities" and "Student Drug Testing Consent." I desire that the student named above participate in the extra-curricular interscholastic programs of this school district, and I hereby voluntarily agree to be subject to its terms. I accept the method of obtaining urine samples, testing and analysis of such specimens, and all other aspects of the program. I further agree and consent to the disclosure of the sampling, testing, and results as provided in this program.

\_\_\_\_\_ YES, I AGREE TO THE TERMS OF THIS POLICY.

\_\_\_\_\_ NO, I DO NOT WANT MY SON/DAUGHTER TO BE TESTED ACCORDING TO THE TERMS OF THIS POLICY.

Printed Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coach/Sponsor Name: \_\_\_\_\_

Coach/Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_