



T U L S A

PUBLIC SCHOOLS

School Board Policy Manual

**MEMBERS OF
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NUMBER ONE**

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INTRODUCTION

This manual codifies the official policies of the Board of Education and includes the administrative regulations associated with selected policies. School Board policies state positions adopted by the Board in order to provide direction, control and/or management of its legal functions.

The goals of all policy are to present clear, concise, and distinct directives to the Board's staff and to serve as a primary communication tool with the general public with specific attention to students, parents and/or guardians. Regulations state procedures and rules developed by the administration to guide and direct the implementation of Board policy.

Adoption of new policies or revision of existing policies is solely the responsibility of the Board. Proposals for new policies or revisions to current policies may be submitted in writing by any interested citizen, District employee, or member of the Board. Proposals shall be submitted to the Superintendent for referral to the Board.

It is the obligation of employees to familiarize themselves with and follow Board policies. Employees are responsible for familiarizing themselves with and following all administrative regulations.

One should consider two basic points when using this manual: (1) the policies represent official positions of the Board, and (2) federal, state and local statutes drive the legal basis for these policies and regulations. Various other publications such as the *Certificated Personnel Handbook*, *Support Personnel Handbook*, *Code of Student Conduct*, *Policies and Procedures Manual for Special Education in Oklahoma*, *Administrative Handbook for School Activity Funds*, and the *School Laws of Oklahoma* serve as companion documents to this Board Policy Manual and are useful tools for more regulatory detail.

Please note that Board policies are printed on white paper and administrative regulations are printed on blue paper. Regulations are codes with an "R" suffix.

Policy Codification Series

- 1000 District Organization, Philosophy and Goals
- 2000 Student Services
- 3000 Teaching and Learning
- 4000 Human Resources Services
- 5000 Financial Management
- 6000 Information Systems Services
- 7000 Support Services
- 8000 Facilities Services
- 9000 Business, Governmental, and Community Relations

Definition of Terms

Policy	Formally adopted position of the Board concerning a particular issue or circumstance
Regulation	Processes and/or procedures developed by the Administration designed to implement a policy.
Legal Reference	Federal and state statutes
Contract Reference	Specific reference to negotiated agreements with the employee organizations/unions
Cross Reference	References to other policy or regulations.
Descriptor	A specific code assigned to policies, regulations, forms, and notices.

SCHOOL BOARD POLICY MANUAL

TABLE OF CONTENTS

1000 – DISTRICT ORGANIZATION, PHILOSOPHY AND GOALS

- 1100 Legal Status
 - 1101 School District Legal Status
 - 1102 Board of Education
- 1200 Board Directive System
 - 1201 School Board Policies
 - 1202 Authority in the Absence of Policy
 - 1203 Handbooks
- 1300 Board Meetings/Citizenship Participation
 - 1301 School Board Meetings – Agendas/Minutes/Public Comments
 - 1302 Public Concerns and Complaints
 - 1302-R Public Concerns and Complaints
- 1400 Executive Leadership/Legal Services
 - 1401 Superintendent of Schools
 - 1402 School Attorney
- 1500 Vision, Mission, and Beliefs
 - 1501 District Statement of Vision, Mission, and Beliefs

2000 – STUDENT SERVICES

- 2100 Health and Welfare
 - 2101 Student Immunization
 - 2101-R Student Immunization
 - 2102 Student Health Appraisals and/or Assessments
 - 2103 Physical Assessment/Examination of Students
 - 2104 First Aid

2000 – STUDENT SERVICES (continued)

- 2100 Health and Welfare
 - 2105 Administering Medicines to Students
 - 2105-R Administering Medicines to Students
 - 2106 Communicable/infectious Diseases
 - 2107 Students with Human Immunodeficiency Virus (HIV)/
Acquired Immune Deficiency Syndrome (AIDS)
 - 2108 Tobacco Use or Possession by Students
 - 2109 Reporting Student Substance Use/Abuse
 - 2109-R Reporting Student Substance Use/Abuse
 - 2110 Reporting Child Abuse
 - 2110-R Reporting Child Abuse
 - 2111 Student Suicide Prevention
 - 2111-R Student Suicide Prevention
 - 2112 Corporal Punishment
 - 2113 Hazing
 - 2114 Student Accident Insurance Program
 - 2115 Wellness
 - 2115-R Wellness
 - 2116 Vision Screenings
 - 2117 Student Pickup During the School Day
 - 2117-R Student Pickup During the School Day
 - 2118 Physical Restraint of Students with Disabilities
 - 2119 Student Bullying Prevention and Intervention
 - 2119-R Student Bullying Prevention and Intervention
- 2200 Admissions, Residency, and Attendance
 - 2201 Student Residency
 - 2201-R Student Residency
 - 2202 Student Admissions
 - 2203 Full-Time Enrollment Requirements in Order to Attend Classes
 - 2204 Student Attendance
 - 2204-R Student Attendance
 - 2205 Student Attendance Monitoring/Accounting
 - 2206 Admission of Intra-District Transfer Students
 - 2206-R Admission of Intra-District Transfer Students
 - 2207 Open Transfer (Inter-District)
 - 2208 No Child Left Behind – Transfer
 - 2209 Non-Resident, Exchange and Foreign Exchange Students

2000 – STUDENT SERVICES (continued)

- 2210 Concurrent Enrollment for Dual Credit
- 2210-R Concurrent Enrollment for Dual Credit
- 2300 Testing and Scheduling**
 - 2301 Testing Programs
 - 2302 Test Administration
 - 2303 Use and Dissemination of Test Results
- 2400 Promotion, Retention, and Graduation**
 - 2401 Grading Systems
 - 2401-R Grading Systems
 - 2402 Student Performances
 - 2403 Final Examinations
 - 2404 Early Graduation
 - 2405 Graduation Exercises
 - 2406 Promotion, Retention, and Failing Grades – Pass/Failure
 - 2407 Non-Traditional-Instructional Delivery Systems
 - 2407-R Non-Traditional-Instructional Delivery Systems
- 2500 Guidance Services**
 - 2501 Parent-Teacher Conferences
 - 2502 Guidance and Counseling
- 2600 Student's Rights and Responsibilities**
 - 2601 Student Dress Code
 - 2601-R Student Dress Code
 - 2602 Student Searches
 - 2602-R Student Searches
 - 2603 Student Organizations
 - 2604 Distribution of Written Material By Students in School Facilities
 - 2604-R Distribution of Written Material By Students in School Facilities
 - 2605 Student Government
 - 2606 Conduct at Student Performances
 - 2607 Student Discipline
 - 2608 Student Automobile Use
 - 2609 Contests for Students
 - 2610 Student Awards and Scholarships
 - 2610-R Student Awards and Scholarships

2000 – STUDENT SERVICES (continued)

- 2600 Student's Rights and Responsibilities**
 - 2611 Noncurriculum-Related Student Meetings
 - 2611-R Noncurriculum-Related Student Meetings
 - 2612 Married Students
 - 2613 Pregnant Students
 - 2613-R Pregnant Students
 - 2614 Tardiness and Truancy
 - 2615 Exclusion of Students from Class Attendance
 - 2616 Gun-Free Schools (Student Suspension)
 - 2617 Student Absences Due to Activities
 - 2617-R Student Absences Due to Activities
 - 2618 Student Detention
 - 2619 Student Suspension
 - 2619-R Student Suspension
 - 2620 Student Use of Wireless Communication Devices
 - 2621 Student Fees, Fines, and Charges
 - 2622 Minute of Silence

- 2700 Student Records**
 - 2701 Report Cards/Progress Reports
 - 2701-R Report Cards/Progress Reports
 - 2702 Student Records
 - 2703 Employment Certificates for Students

3000 – TEACHING AND LEARNING

- 3100 Instructional Materials and Equipment**
 - 3101 Textbook and Instructional Resources Selection and Use
 - 3101-R1 Textbook and Instructional Resources Selection and Use –
Textbook Selection Process
 - 3101-R2 Textbook and Instructional Resources Selection and Use –
Library Media and Video Resources
 - 3102 Homework
 - 3102-R Homework
 - 3103 Student Publications
 - 3104 Animals in the Schools

3000 – TEACHING AND LEARNING (continued)

3200 Library Media Centers and Services

3300 Programs of Studies

- 3301 School Year/School Calendar
- 3301-R School Year/School Calendar
- 3302 School Day
- 3303 Curriculum and Instruction
- 3303-R Curriculum and Instruction
- 3304 Organization of Instruction
- 3305 Flag Displays/Patriotic Observances
- 3306 Citizenship Education
- 3307 Teaching about Alcohol, Tobacco, Other Drugs, and Substance Abuse
- 3308 Human Immunodeficiency Virus (HIV)/Acquired Immune Deficiency Syndrome (AIDS) Prevention Education for Students
- 3309 Teaching About Religion
- 3309-R Teaching About Religion
- 3310 Physical Education and Health Instruction
- 3311 Advanced Placement and International Baccalaureate Coursework
- 3311-R Advanced Placement and International Baccalaureate Coursework
- 3312 Summer School
- 3313 Multicultural Education
- 3314 Field/Study Trips and Excursions
- 3314-R Field/Study Trips and Excursions
- 3315 Graduation Requirements
- 3315-R Graduation Requirements
- 3316 Athletics
- 3316-R Athletics
- 3317 Driver Education
- 3318 Student Athletic Concussions and Head Injuries

3400 Evaluation of Schools/Instructional Programs

- 3401 School Evaluation
- 3402 Split Sections
- 3403 Alternative Education Programs

3000 – TEACHING AND LEARNING (continued)

- 3400 Evaluation of Schools/Instructional Programs**
 - 3404 Alternative Instructional Delivery Systems
 - 3405 Controversial Issues and Materials
 - 3405-R Controversial Issues and Materials – Evaluation
 - 3406 Academic Freedom
 - 3407 Charter Schools
 - 3408 Performance Management
 - 3408-R Performance Management

- 3500 Adult and Community Education**
 - 3501 Adult Education Programs Administration

- 3600 Special Education**
 - 3601 Students with Disabilities
 - 3602 English Language Learners
 - 3602-R English Language Learners
 - 3603 Gifted and Talented Education
 - 3604 Seclusion of Students with Disabilities
 - 3605 Rehabilitation Act of 1973 Compliance: Section 504
 - 3606 Parent Revocation of Consent for Services
 - 3606-R Parent Revocation of Consent for Services

- 3700 Career and Technical Education**
 - 3701 Career and Technology Education

4000 – HUMAN RESOURCES SERVICES

- 4100 Recruitment, Selection, and Appointments**
 - 4101 Posting Vacancies
 - 4101-R Posting Vacancies
 - 4102 Criminal Record Search for Employees and Prospective Employees
 - 4103 Hiring Employees
 - 4104 Employee Assignments and Transfers

- 4200 Employment/Employee Records**
 - 4201 Personnel Records and Files
 - 4201-R Personnel Records and Files

4000 – HUMAN RESOURCES SERVICES (continued)

4200 Employment/Employee Records

- 4202 Creation/Deletion of Professional and Support Staff Positions
- 4203 Arrangement for Instructional Staff Substitutes
- 4203-R Arrangement for Instructional Staff Substitutes
- 4204 Employee Probation
- 4205 Employee Criminal Record
- 4206 Evaluation of Staff
- 4207 Reassignment of Teachers
- 4208 Suspension and Dismissal of Support Staff
- 4209 Termination of Employment

4300 Temporary Employees/Volunteers

- 4301 School Volunteers and Mentors
- 4301-R School Volunteers and Mentors

4400 Duties, Rights, and Responsibilities of Employees

- 4401 Employee Participation in Political Activities
- 4402 Tobacco Use/Smoking on School Premises by Employees and Patrons
- 4403 School Building Administration
- 4404 Staff Involvement in Decision-Making
- 4405 Resignations
- 4406 Use of Alcohol and Illegal Chemical Substance by Employees
- 4406-R1 Use of Alcohol and Illegal Chemical Substance by Employees – Testing Employees and Applicants for Employment (Other Than Bus Drivers)
- 4406-R2 Use of Alcohol and Illegal Chemical Substance by Employees – Testing Bus Drivers for Employment
- 4407 Tutoring for Pay
- 4408 Employee Ethics
- 4409 Employee Conflict of Interest
- 4410 Employee Conduct
- 4411 Standards of Performance and Conduct for Teachers
- 4412 Whistleblower Protection/Anti-Retaliation
- 4412-R Whistleblower Protection/Anti-Retaliation

4000 – HUMAN RESOURCES SERVICES

4500 Employee Organizations

4501 School Board Negotiating Agents

4501-R School Board Negotiating Agents

4600 Compensation/Benefits

4601 Salary Schedules

4602 Employee Fringe Benefits

4603 Professional Days for National Board Certification Applicants

4604 Membership in Professional Organizations

4605 Compensatory Time

4606 Employee Cost Savings Suggestion Program

4606-R Employee Cost Savings Suggestion Program

4607 Retirement Program

4700 Vacation/Leaves/Leaves of Absences

4701 Vacations and Holidays

4702 Employee Leaves and Absences

4800 Professional Development

4801 Professional Development

4802 Instructional Staff Orientation and Technical Assistance for Teachers

4803 Support Staff Career Development

4900 Human Relations

4901 Affirmative Action/Nondiscrimination/Equal Employment Opportunity

4901-R Affirmative Action/Nondiscrimination/Equal Employment Opportunity
(Employee/Student/Citizen Complaints and Grievance Procedure)

4902 Harassment, Intimidation, and Bullying

4903 Sexual Harassment

4903-R Sexual Harassment

5000 – FINANCIAL MANAGEMENT

- 5100 **Accounting**
 - 5101 Accounting System
 - 5101-R Accounting System – Approval Rules for Adjusting and Other Non-Routine Bookkeeping Entries
 - 5102 Financial Reports and Statements
 - 5103 Types of Funds
 - 5104 Depository of Funds/Banking Services

- 5200 **Purchasing/Accounts Payable**
 - 5201 Purchasing
 - 5201-R Purchasing/Assumption of Responsibility for Irregular Procurement Transactions
 - 5202 Solicitation Requirements
 - 5202-R Solicitation Requirements – Lease/Purchase Contracts
 - 5203 Payment Procedures
 - 5203-R Payment Procedures
 - 5204 Expense Reimbursement

- 5300 **Audit**
 - 5301 Audit
 - 5302 Internal Audit

- 5400 **Fixed Assets**
 - 5401 Inventories
 - 5401-R Inventories
 - 5402 Disposition of District Surplus Real and Surplus Personal Property
 - 5402-R1 Disposition of District Surplus Real Property
 - 5402-R2 Disposition of District Surplus Personal Property

- 5500 **Budget/Payroll**
 - 5501 Budget Transfer Authority
 - 5502 Payroll Procedures
 - 5503 Statement of Income and Expenditures and the Related Budget Process
 - 5504 Fund Balance

5000 – FINANCIAL MANAGEMENT (continued)

- 5600 Risk Management
 - 5601 Bonded Employees and Officers
 - 5602 Authorized Signatures

- 5700 Petty Cash/School Activity Funds
 - 5701 Petty Cash Accounts
 - 5701-R Petty Cash Accounts
 - 5702 Cash in School Buildings
 - 5703 School Activities Funds Management
 - 5703-R School Activities Funds Management
 - 5704 Receipts From School Class Sales and Services
 - 5704-R Receipts From School Class Sales and Services
 - 5705 Gate Receipts and Admissions
 - 5705-R Gate Receipts and Admissions
 - 5706 Student Donations, Gifts, and Solicitations
 - 5707 Sanctioning Student Achievement Programs, Parent- Teacher Associations, and Booster Club Organizations
 - 5707-R Sanctioning Student Achievement Programs, Parent- Teacher Associations, and Booster Club Organizations

- 5800 Accounts Receivable/Revenue/Tuition and Fees
 - 5801 Investments
 - 5802 Taxing and Borrowing Authority/Limitations
 - 5803 Gifts, Grants or Endowments From Private Sources
 - 5804 Public Gifts/Donations to the District
 - 5805 Rental and Service Charges
 - 5806 Advertising in District Publications and at District Facilities
 - 5806-R Advertising in District Publications and at District Facilities
 - 5807 Trademark and Licensing

- 5900 Federal Programs
 - 5901 Federal Grants Administration

6000 – INFORMATION SYSTEMS SERVICES

- 6100 Technology Plan
- 6200 Computer Systems/Operations
 - 6201 Computing Resources
 - 6201-R Computing Resources
- 6300 Printing/Mail Services
 - 6301 Printing and Mail Services
 - 6301-R1 Printing and Mail Services – Mail and Delivery
 - 6301-R2 Printing and Mail Services – Printing and Duplicating
- 6400 Pupil Accounting Reporting
- 6500 Telecommunications/Internet
 - 6501 Internet Protection
 - 6501-R Internet Protection
- 6700 Records Management
 - 6701 Copyright Compliance
 - 6701-R Copyright Compliance

7000 – SUPPORT SERVICES

- 7100 Transportation/Fleet Management
 - 7101 District Vehicles
 - 7102 Transportation Services
 - 7102-R1 Transportation Services – Student Conduct on School Buses
 - 7102-R2 Transportation Services – Bus Driver Examination, Training, and Responsibilities
 - 7103 Use of Private Vehicles on School Business
- 7200 Child Nutrition
 - 7201 Child Nutrition Services
 - 7201-R Child Nutrition Services – Catering and Food Service at School Activities/Events

7000 – SUPPORT SERVICES (continued)

7300 Security/Safety and Emergency Procedures

- 7301 Safety Program
- 7302 Student Safety
- 7303 Buildings and Grounds Security
- 7303-R Buildings and Grounds Security
(Use of Firearms by School Security Officers)
- 7304 Buildings and Grounds Inspections
- 7305 Bomb Threats
- 7305-R Bomb Threats (Procedures for Handling Bomb Threats)
- 7306 Fire Drills/Evacuation
- 7306-R Fire Drills/Evacuation
- 7307 Disaster Plans
- 7308 Emergency Closings
- 7308-R Emergency Closings
- 7309 Accident Reports
- 7309-R Accident Reports
- 7310 Traffic and Parking Controls
- 7311 Use of Metal Detectors
- 7311-R Use of Metal Detectors
- 7312 Possession/Use of Dangerous Weapons or Instruments
- 7312-R1 Possession/Use of Dangerous Weapons or Instruments
(Prohibiting Student Possession/Use)
- 7312-R2 Possession/Use of Dangerous Weapons or Instruments
(Prohibiting Employee Possession/Use)
- 7313 Civility (Conduct of Parents, Visitors, and District Employees)
- 7313-R Civility (Conduct of Parents, Visitors, and District Employees)

7400 Warehouse/Materials & Equipment Management

- 7401 Receiving and Warehousing

8000 – FACILITIES SERVICES

8100 Facilities Planning

- 8101 School Attendance Areas
- 8102 Naming Schools and Facilities
- 8103 Energy Management and Conservation

8200 Design and Construction

- 8201 Bond Campaigns
- 8202 Selection of Architects, Construction Managers, and Consultants
- 8202-R Selection of Architects, Construction Managers, and Consultants
- 8203 Facilities Renovations and Improvements
- 8204 Bond Development Committee Selection
- 8205 Bond Oversight Committee Selection

8300 Site/Building Acquisition and Disposal

- 8301 Closing Schools/Transfer of Materials and Equipment
- 8301-R Closing Schools/Transfer of Materials and Equipment

8400 Leasing and Community Use of School Facilities

- 8401 Community Use of School Facilities
- 8401-R Community Use of School Facilities
- 8402 Use of District Facilities by Outside Student Service Providers
- 8403 Use of District Facilities as School-Based Health Clinics
- 8403-R Use of District Facilities as School-Based Health Clinics

8500 Operation and Maintenance of Equipment, Facilities, Buildings & Grounds

- 8501 Authorized Use of School-Owned Materials and Equipment
- 8501-R Authorized Use of School-Owned Materials and Equipment

9000 – PARENTAL, BUSINESS, GOVERNMENTAL, AND COMMUNITY RELATIONS

9100 Community Information/Public Relations

- 9101 Public Information/School Communications Program
- 9102 Research by Individuals and/or Institutions
- 9102-R Research by Individuals and/or Institutions
- 9103 Information Distribution and Sales on District Property

9000 – PARENTAL, BUSINESS, GOVERNMENTAL, AND COMMUNITY RELATIONS

9200 Open Records/Public Right to Know

9201 Public Right to Know

9201-R Public Right to Know

9300 Media Relations

9301 Media Relations

9302 School-Sponsored Publications

9303 School-Community Relations Officer

9400 Community Involvement

9401 Class Visitation

9402 Community Involvement

9403 Parent Involvement

9500 Parental/Guardian Relations

9501 Interpretation and Translation Services for District Parents and Guardians

9501-R Interpretation and Translation Services for District Parents and Guardians

SCHOOL DISTRICT LEGAL STATUS

PURPOSE: To define the District's legal status.

Tulsa Public Schools is classified under Oklahoma law as an independent school district and has been created by the Oklahoma legislature pursuant to the mandate in Article XIII of the Oklahoma Constitution that requires the legislature to establish and maintain a system of free public schools wherein all the children of the state may be educated. It is a body corporate and possesses the usual powers of a corporation for public purposes.

The legal and official name of the District is Independent School District Number One of Tulsa County, Oklahoma. The governing body of the District is its elected Board of Education.

Oklahoma law authorizes the Board to maintain and operate a complete public school system best suited to the needs of the District.

BOARD OF EDUCATION

PURPOSE: To define elections and organization of the Board of Education and to outline requirements, duties, responsibilities, authority, and compensation for Board members.

Legal Status

State law provides public schools will be maintained and operated by local boards of education. Therefore, local school boards are legal instruments of the state and derive their powers from the Oklahoma Legislature. They have responsibilities to the local citizenry they serve, and by whom they are elected. Independent School District Number One, Tulsa County, Oklahoma, has seven school board members. Each board member is chosen by the electorate of a designated portion of the District to a four-year term of office.

Powers and Responsibilities

Members of the Board will exercise and retain full legislative authority and control over the schools. This jurisdiction will be in accordance with the policies established by the Board, the constitution and laws of the state of Oklahoma.

In exercising rights and responsibilities affecting the governance of the District, the Board will adopt policies serving as guidelines for the organization and administration of schools. Administrative authority, and the power to delegate such authority, will be given to the Superintendent. The Superintendent serves as Chief Executive Officer of the District in carrying out the policies of the Board.

The Board may exercise its powers only when convened in a legally constituted meeting.

School Board ElectionsCandidates

Candidates vying for office as a member of the Board of Education for TPS will file written declarations of candidacy at the Tulsa County Election Board. The filing period will begin at 8:00 a.m. on the first Monday in December through 5:00 p.m. on the following Wednesday.

Eligibility

To be eligible as a candidate for member of the Board of Education, a person must have been a registered voter with the Tulsa County Election Board, residing within the geographical boundaries of the election district for which the person desires to become a candidate for six months preceding the first day of the filing period.

No person will be eligible as a candidate for, or elected to be, a member of the Board unless the person has been awarded a high school diploma or certificate of high

school equivalency. No person will be eligible as a candidate for, or to serve on, the Board if currently employed by the District or related within the second degree by affinity or consanguinity to any other member of the Board or to any employee of the District. These prohibitions will not apply to members who were serving on September 1, 1992. A person who has been convicted of a misdemeanor involving embezzlement or a felony under the laws of Oklahoma or of the United States, or has entered a plea of guilty or nolo contendere to a misdemeanor involving embezzlement or a felony, or has been convicted of a crime in another state that would have been a misdemeanor involving embezzlement or a felony under the laws of Oklahoma, or has entered a plea of guilty or nolo contendere to such crime, will not be eligible as a candidate for, or be elected as a member of the Board for a period of 15 years following completion the sentence, or during the pendency of an appeal of such conviction or plea, unless the person has received a pardon.

General Election

On the second Tuesday in February, a general election will be held, except in any year when a presidential preferential primary is held in February and then the election shall be held on the same day as the Presidential Preferential Primary. The electors of each election district in which a member's term is expiring or in which a vacancy exists will select nominees from among candidates for a member to represent such election district. If, in the general election, one candidate has a majority of all votes cast then a run-off election is not required and that candidate is elected to represent the election district. If no candidate receives more than 50 percent of the votes cast in the general election, then a run-off election will be held between the two candidates with the highest number of votes.

Run-off Election

On the first Tuesday in April, there will be a run-off election in an election district in which no candidate received a majority of the votes cast at the general election. The electors of the election district will select one of the two candidates at such run-off election as the member of the Board representing such election district.

Term of Office

The term of each member, except for members appointed to fill a vacancy, will be four years commencing on the first regular, special, or emergency Board meeting after the member has been certified as elected. Persons appointed to fill vacancies will serve only until the next succeeding regular election, at which time the office they hold will be placed on the ballot for the balance of the unexpired term. Vacancies filled by appointment following the delivery of the resolution calling for regular elections to the Secretary of the Tulsa County Election Board will be filled until the next regular elections the following year. Persons elected to fill an unexpired term will begin the term of office at the next regular meeting of the Board following the election. If the Board does not fill the vacancy by appointment within 60 days of the date the Board declared the seat vacant, the Board will call a special election to fill the vacancy for the unexpired term.

School Board Unexpired Term Fulfillment

The Board has the power to fill by appointment any vacancy occurring within its ranks for a period extending until the next regular District election. An election will be held to fill the balance of the unexpired term. If the vacancy is not filled by the Board within 60 days, the Tulsa County Election Board will call for a special election to fill the vacancy for the unexpired term.

School Board Member Oath of Office

Each member of the Board will take and subscribe to the following oath:

"I, _____ (name) _____, hereby declare under oath, that I will faithfully perform the duties of member of the Board of Education of Independent School District Number One, Tulsa County, Oklahoma, to the best of my ability and that I will faithfully discharge all of the duties pertaining to said office and obey the Constitution and laws of the United States and Oklahoma."

School Board Member Code of Ethics

The Board desires its members to adhere to all laws regarding conflict of interest and to avoid actions that might embarrass themselves and the Board. Therefore, the Board will adhere to the following code of ethics:

As a member of my local Board of Education, I will strive to improve public education and I will:

Attend all regularly scheduled Board meetings insofar as possible and become informed concerning the issues to be considered at those meetings.

Recognize that I should endeavor to make policy decisions only after full discussion at public Board meetings.

Render all decisions based on the available facts and my independent judgment and refuse to surrender that judgment to individuals or special interest groups.

Encourage the free expression of opinion by all Board members and seek systematic communications between the Board and students, employees, and all elements of the community.

Work with other Board members to establish effective Board policies.

Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs.

Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards' association.

Support the employment of those persons best qualified to serve as school employees and insist on a regular and impartial evaluation of all employees.

Avoid being placed in a position of conflict of interest and refrain from using my Board position for personal or partisan gain.

Take no private action that will compromise the Board or administration and respect the confidentiality of information that is privileged under applicable law.

Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

School Board Member Conflict of Interest

District School Board members are expected to maintain the highest ethical standards in the conduct of District affairs.

A situation presenting a conflict of interest may take many different forms. No Board member should use the District affiliation for private or personal advantage. No Board member should have any outside business interests which might, in fact or appearance, interfere with the individual's loyalty to the District. No Board member should have any interest or association that interferes with, or appears to impair, the independent exercise of the judgment in the best interests of the District.

Contracts with Board Members or Business in Which Board Members Have an Interest

The District will not enter into any contract with a Board member or any company, individual, business concern, or other entity in which any Board member is directly or indirectly interested, except as otherwise provided by Oklahoma law.

The Board Clerk will request each new Board member to provide a statement of companies, individuals, business concerns, or other entities in which the new Board member has an interest. In addition, the Board Clerk will annually request a similar statement from each incumbent Board member. These statements will be provided to the District's Purchasing office. Any listed entity will be placed on a "no bid" list as long as the Board member continues on the Board or until the Board member notifies the Board Clerk that the affiliation no longer exists.

Questions concerning the application of this portion of this policy will be referred to the Board attorney for a written opinion.

Gifts and Favors

A Board member shall not seek any gift, payment, fee, service, rebate, valuable privilege, hospitality, meal, entertainment, admission tickets, flowers, discount, travel, sporting event (including golf and other social athletic events), vacation, use of vacation property, loan (other than a conventional loan from a lending institution) or other favor from any person or business organization that does, or seeks to do business, with the District. No Board member shall accept or convert anything of value in exchange for referral of third parties to any such person or business organization.

A Board member shall not accept gifts or favors (including those described above) from any person or business organization where these might tend, or appear to tend, in any way to impair independent judgment concerning District operations. Board members MAY accept common courtesies, gifts, or meals of a nominal value (\$125 or less) usually

associated with accepted business practices for themselves. Care should be taken to avoid accepting frequent common courtesies or gifts from the same person or business organization that does, or seeks to do business, with the District. Additionally, promotional and advertising novelties and tickets specifically used for advertising purposes are allowable. If an unsolicited gift of more than nominal value is offered or received, it must be declined or returned.

An offer of a gift or favor shall be reported promptly, in writing, to the Board President.

Under NO circumstances is it permissible to accept a gift of cash or cash equivalents (for example: gift certificates, stocks or other forms of marketable securities).

Travel

Board members will not accept or participate in travel that is paid or provided by a vendor or prospective vendor, even if the travel is deemed to benefit the District. Vendors or prospective vendors who extend travel opportunities to Board members will be advised of this policy.

Unlawful or Unethical Payments

A Board member shall not give, or promise to give, any property, gift, business favor, or anything of value to another person or entity if the giving of such items is, or appears to be, improper or unethical.

It is in the best interest of the District to avoid even the appearance of impropriety. The District's concern is not only whether activity is technically legal or customary, but also whether or not the public might reasonably view such an act as improper or unethical if all the circumstances were fairly disclosed. The District intends to follow a uniform practice in all areas of its operation consistent with its basic policy.

Competition

Representation of the District in transactions in which the Board member or any close relative has a substantial interest is prohibited. Competition with the District, directly or indirectly, in the purchase or sale of property or interests in property is prohibited.

New School Board Member Orientation

The Board and Superintendent, to the best of their ability, will assist each newly elected or appointed member to understand the Board's functions, policies, and administrative regulations.

In discussions with new members, the Board President and/or Superintendent will clarify procedures involving:

- How a community member (parent/guardian, teacher, student, business representative, etc.) may make a request of the Board and what appropriate responses/actions of an individual Board member should be when a request is presented directly to the Board member.

- How Board members make arrangements to visit schools and the protocol associated with such visits.
- How Board members assigned a specific task may request information or services of the staff.
- How the Board receives and examines complaints relating to personnel.

Each newly elected or appointed member of the Board will be given selected materials for Board members and other pertinent District documents and data.

Organization of the School Board

There are five basic statements dealing with the organization of the Board. These are:

- At the first regular, special or emergency Board meeting after the annual school election and certification of election of new members, the Board will elect officers and organize for the ensuing year. The Board may reorganize at any other time in which circumstances may require.
- Officers of the Board will consist of the President, Vice President, Treasurer, Director of Treasury Services, Encumbrance Clerk, Clerk and Deputy Clerk. Only the President and Vice President are required to be elected members of the Board. The President and Vice President shall serve a term of one year and until a successor is elected and qualified. The Treasurer, Director of Treasury Services, Encumbrance Clerk, Clerk and Deputy Clerk will hold office during the pleasure of the Board.
- Election of officers will be by nomination and voice vote unless the majority of the Board members request a vote by ballot. A majority vote of the members present and voting is required for election.
- All standing committees will be appointed by the Board President.
- By law, the Superintendent is chief executive officer of the Board.

School Board Officers

President and Vice President

The Board President, in addition to the duties prescribed by law, will exercise such powers as properly pertain to the office. In carrying out responsibilities, the President will:

- Preside at Board meetings.
- Bring before the Board such matters that may require the attention of the Board.
- Make certain that the policies of the Board are properly enforced.
- Appoint or provide the election of any Board committee desired or required by decision of the Board.
- Sign contracts and warrants authorizing school expenditures.
- Perform other duties as may be required by the Board. In the absence of the President, the Vice President will have the powers of the President and

perform such duties. When a quorum of the Board has convened, and neither the President nor the Vice President is present, and no other Board member has been designated by the President to chair the meeting, the members will select a member to serve as chairperson for that meeting.

Treasurer and Director of Treasury Services

In addition to the duties and obligations imposed by state law, the Treasurer will perform other duties as may be required by the Superintendent. In the absence of the Treasurer, the Director of Treasury Services will have the powers of the Treasurer and perform the duties.

Clerk and Deputy Clerk

The Clerk will be present at all public meetings of the Board, keep an accurate journal of its proceedings, take charge of its books and documents, countersign all warrants drawn upon the Treasurer by order of the Board, and perform other duties prescribed by law or required by the Board. The Deputy Clerk will serve in the absence of the Clerk and will have these responsibilities when serving in that capacity.

School Board – Superintendent Relationship

The Board recognizes one of its greatest responsibilities is to establish a good working relationship with the Superintendent. Failure to meet this responsibility results in disruption of the educational process and poor community attitudes concerning the schools. Unless harmony that is based on mutual trust and understanding exists, the children of the community become the losers.

The Board delegates to the Superintendent primary responsibility for all matters of decision and administration that come within the scope as chief executive officer of the District as determined by the established policies of the Board. While the Board reserves to itself the right to make ultimate decisions on all matters related to policy, it will normally proceed in these areas only after receiving recommendations from its chief executive officer.

School Board – Staff Communication

The business of the Board is conducted with the Superintendent who is responsible for implementation of its decisions. The Superintendent usually delegates some responsibilities to subordinates, but exercises general supervision of their execution. However, subordinates are responsible primarily to their immediate supervisor and the Superintendent. They are responsible only indirectly to the Board.

Recognizing this situation, Board members will generally refrain from dealing directly with staff on school matters. Exceptions are on such occasions as when employees are invited before the Board by the Superintendent to assist in interpreting some phase of the school program or when the Board is conducting a fact-finding inquiry on a school matter about which these persons possess information.

The appropriate Cabinet member will work with Board committees in an advisory capacity regarding matters related to the committees' area of responsibility.

Continuing Education

Each Board member shall be required, within 15 months following or preceding election, to complete a two-day new school board member workshop sponsored by the State Department of Education in cooperation with the Oklahoma State School Boards Association. Other organizations and associations may conduct workshops if they represent district boards of education. Such workshops will include study and instruction on the subjects of: school finance, Oklahoma School Code and related laws, ethics and duties, and responsibilities of district boards of education members.

A Board member may attend 12 hours of other workshops conducted by OSSBA, or upon approval of the State Board of Education, by any organization or association representing district boards of education as an alternative to the above requirement. Once a new Board member has completed certification, a minimum of 15 hours of continuing education shall be required during the term of office. A Board member may attend and receive credit for approved workshops before the time the Board member is sworn in and seated as a member of the Board.

The Board Clerk will be responsible for notifying Board members of regular and continuing education requirements. If there is a change in Board membership, the Board Clerk will also notify the State Department of Education.

School Board Memberships

The Board will maintain memberships in the national and state school boards associations and take an active part in the activities of these groups. It may also maintain institutional memberships in other educational organizations that the Superintendent and Board find to be of benefit to members and District personnel.

The materials and services of these organizations will be available for use by the Board and the staff.

School Board Legislative Program

The Board, as an agent of the state, must operate within the bounds of state and federal laws affecting public education. If the Board is to meet its responsibilities to the residents and students of this community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause. Recognizing this:

- The Board will keep itself informed of pending legislation and actively communicate its concerns and make its position known to elected representatives at the local, state and national level.
- The Board will work with legislative representatives, Oklahoma State School Boards Association, National School Boards Association and other concerned groups in developing an annual, as well as a long-range, legislative program.

- The Superintendent or designee will be the official legislative representative of the Board. The Superintendent will be authorized to speak on the Board's behalf with respect to legislation being considered by the Oklahoma State legislature or the United States Congress. In dealing with the Oklahoma legislature or Congress, the Board's representative will be guided by positions taken by the Board.

School Board Member Conferences, Conventions, and Workshops

The Board encourages participation of its members at appropriate conferences, conventions, and workshops. Funds for these activities will be included in the District budget on an annual basis.

When a conference is not attended by the full Board, those who do participate will be encouraged to share information, recommendations, and materials acquired at the conference.

School Board Member Compensation and Expenses

Board members will be paid \$25 for each regular, special, or adjourned meeting from the District's General Fund that they attend, not to exceed \$100 in a calendar month. All payments made to Board members are treated as employee compensation in determining applicable state and federal withholding requirements.

Expense reimbursement for Board members will be under the same guidelines in Policy 5204, "Expense Reimbursement," except that any required approval is granted by the Board President. Board members will use the same documentation for reimbursement for expenses and forms for reimbursement of travel expenses as required by Board policy for District employees.

Adopted: November 1982

Revised: June 2007

Reference: 5204, Expense Reimbursement

Legal Reference: 26 O.S., 5-105 (a)
26 O.S., 13A-106
26 O.S., 13A-110
26 O.S., 13A-103
26 O.S., 13A-105
70 O.S., 5-107A-E
70 O.S., 1-116-2
70 O.S., 5-117
70 O.S., 5-119
70 O.S., 5-124

SCHOOL BOARD POLICIES

PURPOSE: To provide for the development, maintenance, review, and suspension of Board policies.

Adoption of new policies or revision of existing policies is solely the responsibility of the Board of Education.

Proposals for new policies or revisions to current policies may be submitted in writing by any interested citizen, District employee, or member of the Board. Proposals shall be submitted to the Superintendent for referral to the Board.

Except in the case of an emergency, policy recommendations shall appear twice before the Board; once for information followed by a second reading for adoption consideration.

The formal adoption of policies will be recorded in the minutes of the Board meeting. Only those written statements adopted and recorded in the minutes will be regarded as official policy of the Board. Policies will be effective immediately upon adoption unless a specific effective date is provided in the motion to adopt.

Policy Codification System

Effective July 1, 2005, the Board directs that its policies be organized using the following codification series:

- 1000 District Organization, Philosophy and Goals
- 2000 Student Services
- 3000 Teaching and Learning
- 4000 Human Resources Services
- 5000 Financial Management
- 6000 Information Systems Services
- 7000 Support Services
- 8000 Facilities Services
- 9000 Business, Governmental, and Community Relations

System Maintenance

The Superintendent or designee is directed to maintain the Board's policy reference files, provide for the proper coding of new policy statements, and maintain the Board's Policy Manual.

Policy Review and Evaluation / Manual Accuracy Check

The Superintendent or designee will review all policies on an annual basis and to formally share the results of such annual review with the Board.

The Superintendent shall inform the Board of all policies that are out-of-date or in need of revision as a part of the annual review.

Suspension of Policies

The policies of the Board are subject to suspension, amendment, or alteration upon a majority vote of the Board at a regular or special meeting. The proposed suspension, amendment, or alteration shall appear before the Board for two consecutive meetings prior to adoption; once for information and once for action except that, in the case of an emergency, the Board may waive this rule and take immediate action following proper public notification.

AUTHORITY IN THE ABSENCE OF POLICY

PURPOSE: To authorize decisions in the absence of an existing policy.

Decisions related to any circumstance not otherwise addressed by Board policy or negotiated agreements are hereby delegated to the Superintendent or designee and, when possible, the Superintendent will consult with the Board President. Such decisions shall be reported to the Board as soon as feasible and any permanent or future policy implication as may be deemed necessary, brought before the Board within a reasonable time.

HANDBOOKS

PURPOSE: To provide for publishing employee and student handbooks.

All students and employees should be aware of current Board policies and administrative/school regulations. District administrators and principals have the authority to issue employee and student handbooks.

All handbooks will be developed in accordance with Board policy and will be available to the Board for informational purposes.

SCHOOL BOARD MEETINGS
AGENDAS/MINUTES/PUBLIC COMMENTS

PURPOSE: To provide for Board of Education meetings, agendas, minutes and citizens' comments as required by state law and the Oklahoma Open Meeting Act.

MEETINGS

Board meetings are held to transact the business of the School District. All meetings of the Board, except for executive sessions as provided under Oklahoma School Law, will be open to the public. They will be held at the Charles C. Mason Education Service Center unless the Board votes to change the meeting place and gives the public adequate notice of such a change as defined by law.

It will be the duty of the Superintendent or designee to notify Board members of regular, special, or emergency meetings.

Regular Meetings

Regular meetings of the Board will normally be held on the first and third Mondays in each month. When the first and/or third Monday is a legal holiday, the regular meeting of the Board will be held on the first and/or third Tuesday. The time will be established by the Board President.

Special Meetings

Special meetings require 48 hours advance, public notice, and are limited in subject matter to the announced agenda. These meetings will be called for the purpose of student suspension hearings, employee termination hearings, and other reasons as determined by the Board President or by a written request of three Board members.

Emergency Meetings

An emergency meeting may be called for the purpose of dealing with emergencies. "Emergency" is defined as a situation involving injury or imminent threat of injury to persons or injury or imminent threat of injury or damage to public or personal property or immediate financial loss, and the requirements for public notice of a special meeting would make such procedure impractical and increase the likelihood of injury, damage, or immediate financial loss.

In the event of an emergency, a meeting of the Board may be held without the public notice required by the Oklahoma Open Meeting Act. Should an emergency meeting of the Board be necessary, the Superintendent or designee will give as much advance, public notice as is reasonable and possible under the circumstances existing, in person or by telephonic or electronic means. To the extent possible, notice will be given to the County Clerk of Tulsa County and the media.

Executive Sessions

Executive sessions are permitted for the discussion of such things as personnel matters, matters under litigation, and negotiations with District negotiators. The Board may go into executive session to discuss anything allowed by law. No official or final action may be taken by the Board in an executive session. In order to act upon items considered at an executive session, the Board will convene or reconvene in open session. That such a meeting was or will be held will be recorded in the minutes of the preceding or subsequent open session of the Board. Board members and any persons attending an executive session are duty-bound not to disclose any details of the discussions held.

Quorum

A quorum for the transaction of official business will consist of a majority of the members of the Board.

Rules of Order

Except as provided by law, all Board meetings will be conducted in accordance with Board policy. If the presiding officer desires further direction, *Robert's Rules of Order, Newly Revised* will be consulted.

Voting Method

All voting on resolutions and motions of the Board will be by voice vote, polling each member separately. Each member's vote will be separately recorded in the minutes. If a quorum is present, a majority vote of the members present will be sufficient for taking action unless there is a specific statute applicable to the matter under consideration that requires approval by a majority of the full Board.

AGENDA

The Superintendent or designee in cooperation with the Board President will develop an agenda format for adoption by the Board. The agenda format will provide for the orderly presentation and transaction of business at Board meetings.

Board members may submit items for placement on the agenda to the President. The Board President (or Vice President) may place items on the agenda, or move items on the agenda, at the request of a Board member. If a Board member desires to discuss an item, the Board member should describe the topic for the agenda as specifically as possible so members of the public who read the agenda can be informed concerning the subject to be presented.

Agenda Preparation and Dissemination

The agenda for all Board meetings will be jointly prepared by the President of the Board (or the Vice President of the Board in the absence of the President) and the Superintendent or designee. In the event of a disagreement as to whether an item should or should not be included on the agenda, the decision of the Board President (or Vice President) will prevail.

Each regular meeting agenda will be published and transmitted to Board members for review no later than one week prior to the meeting for which the agenda has been prepared. Agendas for special meetings, emergency meetings, and executive sessions not a part of another meeting's agenda, will be prepared and transmitted to Board members as soon as is practical. Formal adoption of agendas will occur at the beginning of each meeting. Any additions or changes to the published agenda must be provided in writing by the Superintendent or designee no less than 24 hours prior to the Board's formal adoption of the agenda. Board members' concerns about any item appearing on a published agenda should be communicated to the Superintendent or designee for response.

MINUTES

A complete record of all business transacted at each regular or adjourned meeting will be set forth in the minute book of the Board. The minute book will be kept on file by the Clerk as a permanent record of Independent School District Number One, Tulsa County, Oklahoma, and will be available for inspection upon request by the public.

Other features of the minutes will include:

- The nature of the meeting, regular or special, the time, the place, Board members present and absent.
- A record of all motions passed or denied by the Board, together with the names of the members making and seconding the motions, and a record of the members voting "yes" and "no."
- A record of the disposition of all matters that the Board considered, but upon which they did not act.
- Summary of remarks by the public in attendance at the meeting.

The minutes will be signed by the Attorney, Superintendent, Board President and attested by the Board Clerk.

PUBLIC COMMENTS AT SCHOOL BOARD MEETINGS

Citizens are encouraged to attend meetings of the Board of Education and are allowed to address the Board and to comment concerning the Board's deliberations or on other relevant issues of interest/concern at regular meetings. Public comment will not be permitted at special meetings of the Board of Education unless the meeting is declared to be a public hearing for that purpose.

The Board President may interrupt and terminate any presentation not deemed to be in accordance with the guidelines set out by this policy. The Board President may also, after a warning, preclude an individual speaker from addressing the Board on any other agenda item at that meeting and/or at the next regular meeting of the Board of Education for violation of the guidelines set out by this policy.

Public Comment Guidelines

School board policies, state law, and federal law establish separate and distinct procedures and forums for the resolution of employee grievances, employee complaints, employee suspensions and terminations, complaints against individual employees, pupil suspensions and appeals, political campaigns, and litigation.

To avoid circumvention of these separate proceedings and to assure fairness to all parties concerned, no person will be allowed to speak regarding the following:

- An issue in a pending lawsuit, complaint, or investigation filed with an outside agency, wherein the District, employee(s) or the Board is a party;
- A pending grievance;
- A pending employee complaint filed with the District or an outside agency;
- A complaint against individual employee(s);
- An employee disciplinary action including suspension or termination;
- A pending pupil disciplinary action including suspension or appeal that may reach the Board.

The individual dignity of Board members, District employees, students, and members of the public must be respected by all speakers. Board members, employees, students, nor members of the public will be subjected to verbal abuse.

Public comment may take one of two forms: comment concerning items that are on the current agenda or comment concerning issues not on the current agenda. A maximum time limit will be allotted to each individual speaker per meeting – a total of five minutes for speaking to items on the business meeting agenda and five minutes to speak under the Citizens' Comments portion of the agenda.

Comments Concerning Items on an Agenda

Individuals may comment on business items or recommendations appearing under the Action or Information portions of a regular meeting agenda. Requests to comment must be made by submitting a completed form for each topic. Forms are available from the Board Clerk before the beginning of each meeting. Requests will be accepted at any time up to the consideration of the Consent Agenda portion of the meeting. Each individual requesting to speak must personally complete the form listing their name and contact information, and sign verifying they have read the instructions regarding comments. The individual will also indicate on the form if they are speaking on their own behalf or on behalf of a group and whether or not they support or oppose the item (as applicable). Speakers are encouraged to provide the Board with a written outline of their comments to be made available to them before or at the meeting.

A total time limit of five minutes will apply to each speaker during a meeting regardless of the number of agenda items to which they wish to speak. Each speaker will be called when the item about which they wish to comment is to be considered by the Board and will be called in the order in which they signed to speak.

The Board and staff will not dialogue with speakers. Staff will strive to provide answers or resolve any issues/concerns in a timely manner.

Comments Concerning Items Not on an Agenda

The agenda for each regularly scheduled meeting of the Board will include an item designated "Citizens' Comments." The "Citizens' Comments" portion of the agenda will be reserved for comments concerning issues not otherwise appearing on an agenda. This portion of the agenda is reserved to provide citizens an opportunity to address the Board of Education on issues affecting the District and is not intended to provide a forum for commercial, political or similar topics.

An individual wishing to comment during this portion of a meeting must personally sign and submit a completed request form with all supporting documents to the Clerk of the Board seven calendar days before the meeting at which the individual wishes to speak. The forms are available online or from the Clerk of the Board of Education. Each individual requesting to speak must complete the form and sign verifying they have read instructions regarding citizens' comments.

Generic topics will not be accepted. The topic listed on the request form must be brief but specific enough to satisfy posting requirements under state law. The topic should be worded so an ordinary individual may understand what the topic is about. The topic language submitted by the citizen will be reviewed and approved or disapproved by the attorney for the School District. Individuals will also indicate on the form if they are speaking on their own behalf or on behalf of a group. Speakers will be notified regarding approval or disapproval of their request. The Superintendent or designee will address speakers' specific issues or concerns within 60 days.

A total time limit of five minutes during the Citizens' Comments portion of the agenda will apply to each speaker during a meeting regardless of the number of topics on which the individual requests to speak.

Speakers are encouraged to provide the Board with a written outline of their comments to be made available to them before or at the meeting.

Adopted: November 1982

Revised: December 2007

Legal Reference: Title 25 O.S., 301

Title 25 Oklahoma Open Meeting Act Section, 304, 305, 311 & 312

Title 70 O.S., 5-118

PUBLIC CONCERNS AND COMPLAINTS

PURPOSE: To allow for members of the public to present complaints and concerns to the Board of Education.

Members of the public having complaints regarding the District's policies, procedures, or operations may present their complaints or concerns to the Board following the procedure outlined in regulation 1302-R, "Public Concerns and Complaints." The Board intends that, whenever feasible, complaints shall be resolved at the lowest possible administrative level.

When another procedure, policy, or state law applies to the concerns/complaints in question, this policy does not apply.

Adopted: November 1982

Revised: April 2005

Cross Reference: 1301, School Board Meetings – Agendas/Minutes/Public Comments
3405, Controversial Issues and Materials

PUBLIC CONCERNS AND COMPLAINTS

An individual or group with a complaint or concern shall request a conference with the appropriate administrator within ten (10) business days of the event or action that is the subject of the complaint. The administrator shall hold a conference with the individual within five business days of the request. The administrator shall then have five business days following the conference within which to respond.

If the complaint is not resolved to the complainant's satisfaction at the first level, the complainant may request a conference with the Superintendent or designee. The request must be filed within five business days following receipt of a response or, if no response is received, within five business days of the response deadline. The Superintendent or designee shall hold the conference within five business days after receiving the request.

Prior to or at the time of the conference, the complainant shall submit a signed written complaint that includes a signed statement of the complaint, any evidence in its support, the solution sought, and the date of the conference with the administrator. The Superintendent or designee shall have five business days following the conference within which to respond.

If the outcome of a conference with the Superintendent or designee is not to the complainant's satisfaction or if the time for a response has expired, the complainant may submit to the Superintendent or designee a request to place the matter on the agenda of a future Board meeting. The request shall be in writing and must be filed within five business days of the response or, if no response is received, within five business days of the response deadline. The Superintendent shall inform the complainant of the date, time, and place of the meeting.

The presiding officer shall establish a reasonable time limit for complaint presentations. The Board shall hear the complaint and shall then make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting.

If a complaint involves concerns or charges regarding an employee, the Board may hear it in executive session unless the affected employee requests that it be heard in public.

SUPERINTENDENT OF SCHOOLS

PURPOSE: To prescribe the processes for recruitment, appointment, selection, and evaluation of the Superintendent of Schools; to publish qualifications for the position; to define the Board's intent relative to an employment agreement with the Superintendent; to specify the term of employment; to describe general duties and responsibilities; and to encourage continuing professional development of the incumbent.

Recruitment, Appointment and Selection

Upon the declaration of a vacancy in the office of Superintendent of Schools, the Board shall deliberate concerning an appropriate search process consistent with its recruitment desires and objectives. Community participation, consultant support and/or advice and council, timelines, search parameters (including external and internal candidacy expectations), and the specification of desirable qualifications, experience and expertise shall be the prerogative of the Board. After the completion of Board deliberations, appropriate notice and/or advertisement soliciting applicants for the position of Superintendent may be authorized.

The Board may seek the advice and counsel of an advisory committee or it may employ a consultant to assist in its deliberations. Individuals may be invited to submit their credentials for consideration upon approval of the Board. Final selection is reserved for the Board after a thorough consideration of qualified applicants.

A majority of the Board member quorum present at Board meetings for which due notice has been given of the intended action, will be required for the appointment of the Superintendent.

Qualifications

The Superintendent must hold or be eligible for appropriate certification and/or licensure as may be required by the laws of the state of Oklahoma and/or by the regulations of the State Board of Education. In addition, the Superintendent must have a record of recent success in relevant assignments with a demonstrable record of increasingly responsible duties and responsibilities consistent with those identified by the Board in its deliberations.

Employment Agreement

Upon appointment or reappointment of the Superintendent, the Board shall negotiate an employment agreement with the Superintendent that defines the authority of the position, the terms and conditions of employment including compensation and benefits, the Board's performance expectations and evaluation plan/procedure, and other such matters as may be determined to be necessary and/or appropriate by the Board during its deliberations.

Term of Office

Consistent with state law, the term of office specified via the employment agreement will not exceed the current fiscal year plus the succeeding three fiscal years. A fiscal year represents a period of July 1 through June 30.

Evaluation

The Superintendent will be evaluated by the Board during the contract term at such times as the Board determines and consistent with the terms of its employment agreement with the Superintendent.

General Duties and Responsibilities

The Superintendent shall be responsible for the myriad of duties within generally accepted categories of leadership competency. Examples of these duties by category are provided below. This list is not meant to be all-inclusive nor exhaustive of the duties and responsibilities of the Superintendent. Other duties and responsibilities may be specifically identified during the course of employment consistent with the Board's employment agreement with the Superintendent.

Instruction

- Directs the planning of school programs directed toward both effective and efficient delivery of educational programs, services and activities.
- Provides for the development and implementation of teaching and learning strategies to include provision of special courses as may be required.
- Attends to the demands for appropriate physical accommodation for all students in safe, secure and comfortable environments.
- Keeps abreast of educational trends and makes appropriate recommendations regarding adjustments to current practice as may be appropriate.

Public Information

Keeps the Board and public informed using a variety of strategies on all relevant matters of significance related to the District.

Human Resources

- Delegates duties and responsibilities to appropriate subordinates as may be required based upon individual technical skill and ability.
- Assigns, reassigns, and/or modifies as required the duties, responsibilities and authority of subordinates as may be necessary consistent with the demands of the organization.
- Provides oversight to the recruitment and selection process for all District employees and recommends all candidates for employment.
- Transfers, suspends, places on probation, and recommends promotion or dismissal for subordinates consistent with Oklahoma law and State Board of Education rules and regulations.

Organizational Management

- Periodically reviews the administrative and supervisory organization of the overall District and its respective subordinate organizational entities and recommends revisions as may be appropriate.
- Works cooperatively with all legislative agencies to advance the cause and interest of public education in the state and nation.
- Exercises general supervision over individual schools and administrative units.
- Recommends the establishment and alteration of school attendance boundaries.
- Serves as the chief executive officer of the Board on all matters pertaining to the District.
- Makes recommendations regarding Board policies.
- Attends meetings of the Board as required.
- Implements the established policies of the Board and develops and publishes administrative regulations as required.
- Informs the Board of planning and progress of various educational projects and developments within the school program.
- Closes schools in cases of emergency.
- Interprets policies and exercises discretion in the application of such policies in the best interests of the District.
- Performs other duties and exercises authority as may be required by law, State Board of Education regulations, or by the Board.

Fiscal

- Accounts for funds and makes financial reports to the Board and other agencies as may be required.
- Demonstrates strong fiscal management skills including the skill to develop and maintain appropriate levels of reserves.
- Proposes an annual budget to the Board and administers the budget after adoption recommending revisions as may be required by fiscal circumstances as they become known.
- Recommends salary and wage schedules for employees of the District.

Superintendent's Professional Development Opportunities

The Board encourages the Superintendent to seize opportunities for individual professional growth and development. Therefore, the Board encourages the Superintendent to attend educational conferences, seminars and workshops, visit other school districts, and use other means to keep abreast of modern educational thoughts and practices.

The Board expects the Superintendent to provide leadership to other school districts in current educational practices and matters related to federal and state legislation. Such leadership not only enhances the position of the District, but also grants the Superintendent many opportunities to develop professionally.

SCHOOL ATTORNEY

PURPOSE: To establish legal counsel for the Board and District.

The Board will appoint an attorney to provide counsel on legal matters and to represent it in any litigation affecting the operation of the District. This appointment will be for one year on a fee basis with reappointment subject to a vote of the Board. The attorney will furnish the Superintendent with copies of legal opinions affecting the operation of the District and perform other duties as the Board and Superintendent may request.

DISTRICT STATEMENT OF VISION, MISSION, AND BELIEFS

PURPOSE: To establish the District's vision, mission, and belief statements.

VISION

Excellence and High Expectations with a Commitment to All

MISSION

To provide quality learning experiences for every student, every day, without exception

BELIEFS

- Effective leaders and classroom teachers have a profound impact on children's lives.
- All children can learn and Tulsa Public Schools can close the achievement gap.
- TPS can be an efficient, effective, performance-based organization.
- Community collaboration is fundamental to achieving and sustaining excellence.
- Tulsa Public Schools should provide a safe, healthy learning environment for students and staff.

Issued (as regulation): November 1982

Adopted (as policy): April 2005

Revised: December 2010

STUDENT IMMUNIZATION

PURPOSE: To establish student immunization requirements in order to comply with Oklahoma state law requirements.

Oklahoma law states “no minor child shall be admitted to any public, private or parochial school operating in this state unless and until certification is presented to the appropriate school authorities from a licensed physician or authorized representative of the State Department of Health, that such child has received or is in the process of receiving immunizations against diphtheria, pertussis, tetanus, haemophilus influenza type B (HIB), measles (rubeola), rubella, poliomyelitis, varicella and Hepatitis A, or is likely to be immune as a result of the disease”.

Adopted: April 2005

Revised: July 2009

Legal Reference: Title 70 O.S., 1210.191, 1210.192

STUDENT IMMUNIZATION

The immunization record will indicate the date and type of immunization received. Students currently receiving immunizations are required to maintain the schedule as directed by the physician or health department official until requirements are met.

The State Department of Health is responsible for enforcement and school districts will render reasonable assistance. As a result, the school nurse or health assistant must provide the principal with a list of all students not meeting the immunization requirements.

If the family physician states immunization would be injurious to the student's health, or if the legal custodian objects for religious or personal reasons, a "Certificate of Exemption" must be submitted. Granting exemptions is under the control of the State Health Department of Education.

Any irregularities in complying with the state law will be reported to the Director of Health Services. The Director of Health Services will notify other entities as required by law. If the deficiency continues despite reasonable efforts, the child will be denied admittance to school.

STUDENT HEALTH APPRAISALS AND/OR ASSESSMENTS

PURPOSE: To establish guidelines for the completion of student health appraisals and/or assessments.

Designated school health personnel are authorized to conduct health appraisals and/or health assessments. Health appraisals and/or assessments may include nutrition, skin, posture, eyes, nose, throat, heart, lung or dental inspections. Health assessments such as temperature, pulse, blood pressure, vision and hearing screenings, etc., may also be included.

If an appraisal/assessment requires written permission, the parent/guardian will be contacted. Failure to provide written consent will indicate permission is withheld.

A principal, teacher, legal custodian, or parent/guardian may refer a student for health appraisal at any time. If an appraisal reveals the presence of a potential health problem, findings are to be discussed with parent/guardian. Upon written requests by parent/guardian, assessment/appraisal information will be provided to the family physician, dentist, or appropriate individual or agency.

PHYSICAL ASSESSMENT/EXAMINATION OF STUDENTS

PURPOSE: To establish parameters for physical assessments/examinations of students.

Health Services

Physical assessments conducted by the family physician, dentist, or a health agency, are suggested for new students and those in kindergarten, fourth, and eighth grades. Health appraisals conducted by school health professionals under the auspices of Health Services, include nutrition, skin, posture, eye, nose, throat, heart, and lungs. Before such appraisals are done, written consent must be obtained from the legal custodian or person responsible for the student's care. Failure to provide written consent will indicate permission is withheld. General assessments such as temperature, pulse, blood pressure, vision and hearing screenings, etc., may also be included.

Referrals for treatment are made to family physicians, dentists, or appropriate health agencies.

Athletics

No student shall be eligible to represent the school in athletics until there is on file with the principal or designee a physical examination and parental consent certificate. The form used shall contain the information on the standard District form. Other forms may be utilized if the information contained is compliant with the information on the District form.

Physical examinations are required for student athletes each year. All physicals given for Oklahoma Secondary School Activities Association (OSSAA) participation must be given no earlier than May 1 of the preceding year in which the students are to participate and before the first day of practice in that student's particular sport. The physical will be valid from the date of the physical until the next required physical. Parents/guardians must sign the parental consent form each year before the student participates in any organized athletic practice session including contest participation.

FIRST AID/ EMERGENCY TREATMENT

PURPOSE: To authorize the emergency administration of first aid to students and define the treatment responsibility in such emergencies.

District personnel serve as the entity responsible for administering first aid or emergency treatment in case of sudden illness or injury to a student or an employee. Parents/guardians or persons responsible for the student's care are responsible for providing emergency medication. However, administration of emergency medications by licensed assistive personnel or designated employees will be governed by applicable state law.

Each school will annually update the emergency medical authorization forms for students enrolled. Emergency authorization forms may be obtained from the school health clinic or personal physician, or be handwritten.

In all cases where the nature of an illness or an injury appears serious, school officials will contact, if possible, the parent/guardian or person responsible for the student's care. In extreme emergencies, appropriate arrangements may be made for medical services. Once the student is under the care of the Emergency Medical Responders such as EMSA, the custodial responsibility, authorization of care, and parent/guardian contact shifts to the Emergency Medical Responder. The cost of medical emergency services will be the responsibility of the parents/guardians.

Issued (as regulation): July 1982

Adopted (as policy): April 2005

Revised: July 2009

Cross Reference: 2105, 2105-R, Administering Medicines to Students

ADMINISTERING MEDICINES TO STUDENTS

PURPOSE: To ensure safe administration of medications to students.

The parent/guardian may authorize, in writing, that a school nurse, or in the nurse's absence, an administrator, or designated employee selected by the site administrator, may administer nonprescription and prescription medication. All employees designated to administer nonprescription and prescription medication must have successfully completed specific training required by the Health Services Office. In addition, a nurse employed by the City-County Health Department and subject to an agreement made between that same agency and the District for medical services, is also authorized to administer such medications.

If teachers are designated, they should be considered secondary sources since their primary responsibility is student education

The District retains the discretion to reject requests for the administration of medication according to the criteria outlined in the regulations supporting this policy. Medication must be administered in accordance with the adopted regulations supporting this policy. Students may self-administer medication only as provided in the regulations supporting this policy.

Adopted: September 1993

Revised: July 2009

Legal References: 70 O.S., Sec 10-170.1

ADMINISTERING MEDICINES TO STUDENTS

Authorization

Medication and relevant equipment must be delivered to the school health clinic in person by the parent/guardian of the student, or the parent's/guardian's designated adult, unless the medication must be retained by the student for immediate administration. See the Self-Administration of Medication section of these regulations. The medication must be accompanied by the parent's/guardian's written authorization. The authorization must include:

- Purpose of the medication.
- Time to be administered.
- Whether the medication must be retained by the student for self-administration.
- The termination date for administering the medication.
- Side effects to be observed, if any, the management of such effects and student allergies to food and/or medicine.
- The Emergency Instructions form, as appropriate.
- Other appropriate information such as the prescribing physician's signature and instructions requested by the school nurse, school administration or other designated school employees.

Special equipment items must also be identified by the student's name and grade. All such items will be restricted to use by the identified student. The equipment must also be listed on the authorization form following the same guidelines.

The parent/guardian must complete a new authorization form for each change of medication. The parent/guardian must renew the authorization form every school year.

If a student brings medication to the school without a properly completed authorization form and any other necessary forms, and requests the nurse or other designated employees to administer the medication, the school will inform the parent/guardian of District policy and regulations and its inability to administer the medication. The parent/guardian may, however, come to the school and dispense the student's medication.

Records Retention

A copy of the completed authorization form will be placed on file in the health clinic and will be treated as a part of the student's health record.

All health records and forms will be maintained for a minimum of three years after the student has graduated from high school or reaches the age of 21, whichever occurs first, and then destroyed. If a student withdraws from the District, a copy of the health records and forms will be maintained as stated in this section.

Training

Designated school employees will be formally trained by Health Services to administer medication. Training updates will be given throughout the year, as needed. Only those persons who successfully complete the training will be authorized to give medication. A current list of those authorized to give medication will be kept in the school health clinic, school administration office and Health Services at ESC.

Medication Records Forms

Standardized District medication record forms will be maintained in each school health clinic within a medication notebook(s). The medication notebook(s) must contain:

- All student medication record forms for the current school year.
- Legal custodian/physician permission forms.

These notebooks will be kept with or near the medication to be dispensed and will be available for review by appropriate school administrators and designated employees.

If a student is noted to exhibit questionable behavior or to raise staff concerns over the taking of medication or questionable drug substance, school authorities will contact the parent/guardian to address the concerns.

Self-Administration of Medication by Students

Students able to self-administer specific medications (inhalers, etc.) may do so provided such medication and special equipment are transported and maintained under the student's control under the following conditions:

- A licensed physician or dentist treating the student must provide a written statement that the student has a particular medical condition (asthma, etc.), is capable of and has been instructed in the proper method of self-administration of medication.
- The parent/guardian has completed a written authorization for self-administration of medication and the "Contract for Exception" completed.
- An Individualized Health Plan (IHP) will be developed. The parent/guardian, principal or designee, nurse, student, teacher(s) and other designated staff, as appropriate, will meet to develop the plan. Attendance by the student's physician is optional. It is the parent's/guardian's responsibility to contact the physician and have the physician complete and sign the required section of the IHP before the conference. Termination of the IHP by the parent/guardian and prescribing physician must be by written notice. Otherwise, the IHP will be terminated when the student changes school districts or at the close of the school year, whichever occurs first. IHPs must be updated and/or rewritten annually. The original IHP will be maintained in the school health clinic. The IHP will be considered part of the student's health records. Notation of the IHP will be made on the student health card to indicate its existence. Only officially designated employees will be allowed to access it. The parent/guardian may pick up a copy of the IHP and the intervention plan in the school health clinic. Any and all amendments to the IHP must be in writing. Further, any and all changes in the medical regimen must be in writing and signed by the student's attending physician.

- Parents/guardians electing to have the student self-medicate accept that the District, its agents and employees shall incur no liability for any adverse reaction or injury suffered by the student as a result of the self-administration of medication and/or using the specialized equipment.
- If the parent/guardian legal custodian and physician authorize self-medication, the District is not responsible for safeguarding the student's medications or specialized equipment, such as asthma inhalers.
- Before self-administration, students should demonstrate to the school nurse, that they know how to use it. For students untrained in the usage or who are having difficulty, the parent's/guardian's permission will be sought to have the student attend educational sessions not interfering with the educational process. The parent/guardian may elect to waive either the student demonstrations and/or the educational sessions by signing a waiver. In addition, the parent's/guardian's failure to sign the permission form will be deemed a waiver. However, the parent/guardian may request the demonstration and/or educational sessions at any time, in writing. If the parent/guardian waives the demonstration and/or educational sessions, the parent/guardian is assuming the risk that the student may be self-administering improperly.
- Students who self-medicate are prohibited from sharing or playing with their medication or special equipment, i.e., inhalers, etc. If a student engages in these activities, the parent/guardian will be contacted in writing and a conference with the parent/guardian, student, nurse and other appropriate persons will be scheduled. Responsible behavior, as mutually agreed upon by the participants, will be required over a two-week probationary period before self-management privileges are restored. The IHP will be updated to reflect the conference and required behaviors. The parent/guardian may waive the conference and probation period by signing a waiver. A parent/guardian who fails to attend the conference will be deemed to have waived the development and implementation of the responsible behavior plan and probation period. In this event, the parent/guardian is assuming the risk of the student's behavior.
- Students will not be allowed to self-administer:
 - Narcotics.
 - Prescription pain killers.
 - Ritalin.
 - Others that may be designated by the District or prohibited by State law.
- Students may self-administer injectables according to physician's directives and District regulations.
- The District strongly recommends students wear a medic alert (or similar identification) bracelet or necklace.
- The parent/guardian will provide an emergency supply of the student's inhaled asthma medication to be administered by school personnel according to State law.

Nonprescription Medications Administration

Non-prescription medication will only be administered with written authorization (see authorization form) of the parent/guardian when other activities such as rest or changing activities are inappropriate or ineffective. School personnel will not administer any non-prescription medication, including but not limited to aspirin, without the consent of the parent/guardian. The medication will be administered in accordance with label directions or written instructions from the student's physician. The medication must be in the original container indicating:

- Student's name.
- The ingredients.
- Expiration date.
- Dosage & frequency.
- Administration route, i.e., orally, drops, etc.
- Other directions as appropriate.

Aspirin (acetylsalicylic acid) and products containing salicylic acid will only be administered with written permission and the written instructions of the student's physician.

It is the responsibility of the parent/guardian to maintain the supply. The amount received in the school health clinic will be based upon storage capacity. Storage capacity will be determined by medication storage needs of all students.

Prescription Medications Administrations

Prescription medications will be administered as follows:

- The medication will only be administered with written authorization and instructions. (See the authorization form)
- The medication must be in the original container that indicates:
 - Student's name.
 - Name and strength of medication and expiration date.
 - Dosage and directions for administration.
 - Name of the licensed physician or dentist.
 - Date, name, address and phone number of the pharmacy.
- It is the responsibility of the parent/guardian to maintain the supply. The amount received in the school health clinic will be based upon storage capacity. Storage capacity will be determined by medication storage needs of all students.

Field Trips

School staff members administering medications during a field trip/outdoor education experience shall follow the applicable sections of these regulations.

If the student is self-administering medication, the section on the parent's/guardian's permission form must be completed and the "Self-Administration of Medication by Students" section of these regulations must be followed.

Emergency Administration of Medication

Parents/guardians requesting emergency medication administration to a student will be required to complete an "Emergency Authorization to Administer Medication" form at the beginning of each school year. The form lists prescription and nonprescription medications, physician orders for emergency situations and medically diagnosed allergic condition(s) requiring prompt treatment to protect the student from harm or death. The parent's/guardian's failure to complete and return the form with the required information and signatures will result in emergency interventions of this type being unavailable. Routine emergency services, i.e., CPR, first aid, ambulance service and notification of the parent/guardian will be implemented as appropriate.

In case of an anaphylactic reaction or the risk of such reaction, a school nurse may administer emergency medications, which may include injectables, to the student on the school grounds, in the school building or at a school function according to the standing order of the student's physician or the District's medical consultant. However, unlicensed assistive personnel or designated employees may only administer medications that are noninvasive, with the exception of insulin for diabetic students, under the same conditions, having successfully completed medication training for insulin administration, and the State Department of Health approved Diabetes Training provided by Health Services or other approved entities. In all situations, state law will determine the type of interventions possible.

When medications are given in an emergency, the parent/guardian will be notified, when feasible. Other appropriate personnel will also be notified.

The recording and documentation of emergency medications administration will be completed in compliance with the applicable sections of these regulations.

Handling and Storage of Medications

All medication, except those approved for keeping by students for self-medication, must be delivered by the parent/guardian or the parent's/guardian's adult designee to the school health clinic of the assigned school. The school nurse or other designated employees must:

- Examine any new medication to ensure it meets the requirements of these regulations, and verify that the appropriate forms have been completed.
- Record on the medication record the date the medication was delivered, by whom, with the relationship to the student identified, and the amount of medication received.
- Store medication requiring refrigeration at the appropriate temperature.
- Keep all medication, except those approved for keeping by student self-medication, in a designated locked container, cabinet or closet used exclusively for storage. Controlled substances must be stored in an area in the medication cabinet separated from other drugs and substances, locked and secured at all times.
- Be notified within 24 hours of receipt. When possible, the initial dose of the medication should be administered by the school nurse or health assistant.

Access to all stored medications shall be limited to persons authorized to administer medications. Each school shall maintain a current list of those persons authorized to administer medications. Only the school nurse, health assistant and persons authorized to administer medications will have access to the keys for the locked cabinets.

The amount received in the school health clinic will be based upon storage capacity. Storage capacity will be determined by medication storage needs of all students.

Documentation and Recordkeeping

Recordkeeping of the administration of medication shall be entered on the medication record. The record, along with the authorization form and other applicable medication forms, will become a part of the student's health record.

Each dose of medication shall be documented in the student's individual medication record. Documentation will include:

- Date, time, dosage, route of administration.
- Effectiveness, side effects (if any).
- Signature and title of the person administering the medication.
- Reason the medication was not administered as ordered, if applicable.

Documentation of effects for long-term medications will be summarized, as needed, by the school nurse.

If an error is made in recording, a single line should be marked through the error and initialed. The cause of the error should be clearly identified.

An error in the administration of medication must be immediately reported to the school nurse with documentation of who reported (name, title), date and time. The school nurse will initiate appropriate action, complete the medication incident report, and document on the health record as indicated. The original copy must be forwarded to Health Services with a copy maintained at the school site. The school nurse will immediately advise the parent/guardian and principal. If the error was committed by the school nurse, the nurse will follow the same procedure identified above.

If there is an adverse reactions to medication there must also be an immediate verbal report to the Director of Health Services. The Director of Health Services will inform the appropriate persons and document the date of the reporting, persons to whom the report was made and their titles.

Records of any and all controlled substances shall be entered with the following additions:

- After each dose is administered, the remaining amount of the controlled drug must be counted and recorded on the medication record.
- A true copy or carbon of the forms will be retained by the school for three years after high school graduation or student's attainment of age 21, whichever occurs first. The original will be filed in the student's permanent health record.
- Any loss, theft, or destruction of controlled substances will be reported immediately, upon discovery, to the **Principal** and Director of Health Services. The Director of Health Services will inform the appropriate persons according to **State Law**.

The school nurse will perform a monthly review of all documentation pertaining to the administration of students' medication.

Destruction of Medication

Medication that is not reclaimed by the parent/guardian by the last official day of the school year or reclaimed within seven days of being discontinued by the prescribing physician will be destroyed by the school nurse in the presence of a witness (i.e. principal, designated employee, Director of Health Services) as follows:

- Medication will be destroyed in a nonrecoverable fashion.
 - Liquid medication, pills or tablets will be destroyed according to District policy. The school nurse must contact the Director of Health Services for the current approved method of destruction.
- The following information will be charted on the student's health card and signed by the school nurse and witness:
 - Date of destruction.
 - Time of destruction.
 - Name, strength, form and quantity of medication destroyed.
 - Manner of destruction of medication.
 - Any and all controlled substances will be destroyed according to **State Law**.

Discontinuing Medication

The school nurse will advise the **P**rincipal and Director of Health Services when discontinuing medication is appropriate and of the attempts to inform the parent/guardian before mailing a discontinuance letter. Legitimate reasons for discontinuing administration of medication include but are not limited to:

- A legitimate lack of space or facility to adequately store specific medication.
- Lack of cooperation with the student, parent/guardian and/or prescribing doctor and the District.
- An unexpected and/or adverse medical reaction at school (mood change, allergic reaction, etc.), considered to be detrimental to the health and well-being of the student and not in keeping with sound medical practice.
- Any apparent change in the medication's appearance, odor, or other characteristics, such that the District questions the quality of the medication.
- The medication expiration date has passed.

The **S**chool will consult the Director of Health Services before a letter is sent to the parent/guardian.

Issued: November 1982

Revised: June 2009

Legal References: 70 O.S., Sec.1-116.2; 70 O.S., Sec. 1.116.3;
70 O.S., Sec 10-170.1

Oklahoma School Law, "Medicine-Administration-School Nurse"

2105-R Page 7 of 7

COMMUNICABLE / INFECTIOUS DISEASES

PURPOSE: To protect the health of District students, employees, and patrons.

Students with a communicable or infectious disease may be prohibited from attending school in the District until they are no longer contagious, or until a plan adequately protecting other students and employees in the school environment against transmission of the disease, has been developed by the multidisciplinary team.

The principal shall communicate with the Director of Health Services to determine if the student's condition warrants convening a multidisciplinary team meeting to develop a plan. Team members will be determined according to State Law.

STUDENTS WITH HUMAN IMMUNODEFICIENCY VIRUS (HIV)/
ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

PURPOSE: To direct and guide school-based administrators and employees in assisting students with a medical diagnosis of HIV and/or AIDS while maintaining student confidentiality.

Confidentiality Requirements

Protection of the confidentiality of information regarding HIV/AIDS-infected students is of utmost importance. Only those persons designated as having a need to know are made aware of the identity of HIV/AIDS-infected students. The principal, in consultation with the Director of Health Services, will identify by name those personnel to be given this information. The principal is responsible for ensuring only designated personnel are made aware of the student's condition, and that they are informed of the potential legal consequences of revealing that information. When an HIV/AIDS-infected student is identified, the principal is to establish a separate file on that student to which identified designated personnel are to have access. No entry regarding the HIV/AIDS infection is to be made on the student's cumulative record, health card, the computerized student database or other record.

Referral of HIV/AIDS-Infected Students

In the event of any disagreement concerning the appropriate educational environment of a student infected with the HIV/AIDS virus, the Oklahoma State Department of Health may be requested to convene a confidential meeting of a multidisciplinary team, as outlined by state law, for recommendation on the student's school placement. If such technical assistance is requested, the Director of Health Services will facilitate the process.

Cleanup of Body Fluids

Refer to Tulsa Public Schools' Bloodborne Pathogens Exposure Control Plan maintained at each school site in the School Health Clinic.

Adopted: April 2005

Legal Reference: Title 70 O.S., 1210.194; Title 63 O.S., Sec. 1-502.2

Cross Reference: 2106, Communicable/Infectious Diseases
3308, HIV/AIDS Prevention Education for Students

TOBACCO USE OR POSSESSION BY STUDENTS

PURPOSE: To prohibit the possession or use of tobacco by students.

The possession or use of tobacco products by all students while on school property, or school sponsored events, 24 hours a day, seven days a week, is prohibited. Tobacco products include cigarettes, cigars, snuff, chewing tobacco, or any other form of tobacco product.

Appropriate disciplinary action will be taken in accordance with the *Code of Student Conduct*.

Adopted: May 1987

Revised: May 2005

Cross Reference: 4402, Tobacco Use - Smoking on School Premises by Employees and Patrons

Legal Reference: Title 21 O.S., 1241, 1242

REPORTING STUDENT SUBSTANCE USE/ABUSE

PURPOSE: To require the reporting of substance use/abuse by students.

Certain terms used in this Policy will have the following definitions:

"*Under the influence*" - a personal observation by a teacher based on a student's behavior, speech or appearance to reasonably indicate to the teacher that the student's behavior, speech or appearance results from the student's consumption/use of a mood/behavior altering substance including, but not limited to, low-point beer, alcoholic beverages, or controlled dangerous substances, over the counter medications, inhalants, etc.

"*Low-point beer*" - beer as defined by Title 37, O.S. Sec. 163.2.

"*Alcoholic beverages*" - beverages containing alcohol, other than low-point beer, as defined by Title 37, O.S. Sec. 506.

"*Controlled dangerous substances*" - substances defined as controlled dangerous substances under Title 63, O.S. Sec 2-101.

Any District employee who suspects a student may be under the influence of a mood/behavior altering substance will report the incident to the principal or designee. The principal or designee shall immediately notify the Superintendent or designee and a parent/guardian of the student.

As provided by Oklahoma law:

No employee of the District, or member of the Board, shall be subject to civil liability for any statement, report or action taken in assisting, or referring for assistance, to any medical treatment, social service agency, facility or any substance abuse prevention and treatment program, any student reasonably believed to be abusing or incapacitated by the use of low-point beer, alcoholic beverages or a controlled dangerous substance, unless such assistance or referral was made in bad faith or with malicious purpose. No District employee or Board member shall be responsible for any treatment costs incurred by a student as a result of any such assistance or referral to any medical treatment, social service agency or facility or substance abuse prevention and treatment program.

Any District administrator, teacher or counselor having reasonable cause to suspect a student is under the influence of low-point beer, alcoholic beverages or controlled dangerous substances, or has any of the foregoing in the student's possession, and who reports such information to the appropriate school official, court personnel, community substance abuse prevention and treatment personnel or any law enforcement agency, pursuant to this policy shall have immunity from any civil liability otherwise incurred or imposed as a result of the making of such a report.

A copy of this policy will be delivered to each classroom teacher.

Adopted: November 1982

Revised: June 2005

Legal Reference: 70 O.S. Sec. 24-138,
70 O.S. Sec 24-132,
37 O.S., Sec. 163-2,
63 O.S., Sec. 2-101, and
37 O.S., Sec. 506.

REPORTING STUDENT SUBSTANCE USE/ABUSE

The following procedure will be utilized by teachers and administrators in reporting students who appear to be under the influence of a mood/behavior altering substance including but not limited to low-point beer, alcoholic beverages or controlled dangerous substances, over the counter medications, inhalants, etc.

- When a teacher has reason to suspect that a student may be under the influence of a mood/behavior altering substance in the teacher's classroom, the teacher will report the matter immediately to the school principal or designee. Whenever possible, the teacher should attempt to obtain a corroborative observation from another teacher.
- The teacher's written report will state the date, time and place and will describe the actions of the student or other circumstances from which the teacher concludes the student appears to be under the influence of a mood/behavior altering substance.
- The principal, or designee, will immediately notify the Superintendent, or designee, of the report. The principal, or their designee, will also immediately notify the student's parent/guardian of the report. The notification of the student's parent/guardian may be verbal, but will be promptly confirmed in writing.
- Certain terms used in this policy will have the following definitions:
 - "Low-point beer" means beer as defined by Title 37, O.S. Sec. 163.2.
 - "Alcoholic beverages" means beverages containing alcohol, other than low-point beer, as defined by Title 37, O.S. Sec. 506.
 - "Controlled dangerous substances" means substances defined as controlled dangerous substances under Title 63, O.S. Sec 2-101.
 - "Under the influence" means a personal observation by a teacher based on a student's behavior, speech or appearance to reasonably indicate to the teacher that the student's behavior, speech or appearance results from the student's consumption/use of a mood/behavior altering substance including but not limited to low-point beer, alcoholic beverages, controlled dangerous substances, over the counter medications, inhalants, etc.
- A copy of this regulation will be delivered to each classroom teacher.

Legal Reference: 70 O.S. Sec. 24-138,
70 O.S. Sec 24-132,
37 O.S., Sec. 163-2,
63 O.S., Sec. 2-101, and
37 O.S., Sec. 506.

REPORTING CHILD ABUSE

PURPOSE: To comply with Oklahoma law requiring school personnel to report suspected cases of child abuse or neglect.

Oklahoma law requires teachers, nurses, and all other school personnel having reason to believe that a child under the age of eighteen (18) years is a victim of abuse or neglect to promptly report to the Department of Human Services. Reports may be made in writing, personally or any other method prescribed by the department. School nurses, health assistants or any other health care professional examining, attending, or treating the victim of what appears to be criminally injurious conduct, including, but not limited to, child physical or sexual abuse as defined by the Oklahoma Crime Victims Compensation Act, must report orally or by telephone the matter promptly to the nearest law enforcement agency in the county wherein the criminally injurious conduct occurred, or if the location where the conduct is unknown, the report shall be made to the law enforcement agency nearest to the location where the injury is treated. Failure to report such information promptly, making false reports, or reporting with lack of factual foundation, shall be a misdemeanor. The law also grants immunity from any civil or criminal liability to a person who in good faith makes such a report. It is not the responsibility of school personnel to prove the child has been abused or neglected. Evidence of child abuse may consist of physical marks on the body, sexual abuse, exploitation or neglect.

Established by Law

Legal Reference: 70 O.S., Sec. 10-7101 – 10-7109

Cross Reference: Oklahoma School Law "Oklahoma Child Abuse Reports and Prevention Act"

Revised: July 2009

REPORTING CHILD ABUSE

Oklahoma law requires teachers, nurses, and all other school personnel having reason to believe that a child under the age of eighteen (18) years is a victim of abuse or neglect to promptly report to the Department of Human Services. Reports may be made in writing, personally or any other method prescribed by the department. In addition, school nurses, health assistants or any other health care professional examining, attending, or treating the victim of what appears to be criminally injurious conduct, including, but not limited to, child physical or sexual abuse, as defined by the Oklahoma Crime Victims Compensation Act, must report orally or by telephone the matter promptly to the nearest law enforcement agency in the county wherein the criminally injurious conduct occurred, or if the location where the conduct is unknown, the report shall be made to the law enforcement agency nearest to the location where the injury is treated. Failure to report such information promptly, making false reports, or reporting with lack of factual foundation, shall be a misdemeanor. The law also grants immunity from any civil or criminal liability to a person who in good faith makes such a report. It is not the responsibility of school personnel to prove the child has been abused or neglected.

The following State definitions give guidance on what constitutes Child Abuse or Neglect:

“Abuse” – harm or threatened harm to a child’s health, safety or welfare by a person responsible for the child’s health, safety or welfare including sexual abuse and sexual exploitation;

“Harm or threatened harm to a child’s health or safety” includes, but is not limited to:

- a. nonaccidental physical or mental injury,
- b. sexual abuse,
- c. sexual exploitation,
- d. neglect,
- e. failure or omission to provide protection from harm or threatened harm, or
- f. abandonment;

“Neglect” means failure or omission to provide:

- a. adequate food, clothing, shelter, medical care, and supervision,
- b. special care made necessary by the physical or mental condition of the child, or
- c. abandonment;

“Sexual abuse” includes, but is not limited to, rape, incest and lewd or indecent acts or proposals made to a child, as defined by law, by a person responsible for the child’s health, safety or welfare;

“Sexual exploitation” includes, but is not limited to, allowing, permitting, or encouraging a child to engage in prostitution, as defined by law, by a person responsible for the child’s health, safety or welfare or allowing, permitting, encouraging, or engaging in the lewd, obscene, or pornographic photographing, filming, or depicting of a child in those acts as defined by the state law, by a person responsible for the child’s health, safety or welfare.

The reporting obligations are individual, and no employer, supervisor, or administrator shall impede or inhibit the reporting obligations of any employee or other person. No employer, supervisor or administrator of any employee or other person required to provide information can discharge this responsibility, discriminate or retaliate against, the employee or other person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided that the person did not perpetrate or inflict such abuse or neglect. Any employer, supervisor or administrator who discharges, discriminates or retaliates against the employee or other person shall be liable for damages, costs and attorney fees. Every employee who reports child abuse/neglect to DHS shall immediately thereafter advise the principal, the principal’s supervisor or the Director of Health Services.

To facilitate the reporting process, upon receiving notification by the District employee, who made the original report to DHS, of any suspected case of child abuse or neglect, regardless of the identity of the alleged abuser, the principal will immediately call the nurse to assess the child. If the nurse is not on site, the nurse should be paged. If the evidence appears to confirm the suspicion, the principal or designee will immediately phone the child abuse office of the Oklahoma Department of Human Services and also the dispatcher at the Tulsa City Police Department. The principal or designee will complete the District’s Child Abuse Report, giving all pertinent details regarding the case. The report will be signed by the principal, the nurse and any other employee involved.

If the employee, making the initial report to DHS does not have a principal or principal’s designee to whom to report, the employee will make the report to the employee’s immediate supervisor. The employee’s immediate supervisor will promptly forward the report to the child’s principal or designee.

Appropriately identified investigators of the Department of Human Services or the District Attorney’s office will be permitted access to a student involved in suspected child abuse, or neglect.

The principal or designee will arrange the interview in a manner that minimizes embarrassment to the child. The principal will not contact the parent/guardian or other person responsible for the child’s health or welfare before the interview. District employees will not be present during the interview, except that a campus police officer may be present as an observer or participant in the interview if requested by a representative of the Tulsa City Police Department.

The principal will retain the original completed District Child Abuse Report form and send the remaining copies to TPS Health Services for distribution to the Child Abuse Registry of the Oklahoma Department of Human Services. Upon request, TPS Health Services will also send a copy of the Child Abuse Report form to the Tulsa City Police Department's Child Crisis Unit for ages 0-10 and the Exploitation Unit for ages 11-15. The Director of Health Services at the Education Service Center will maintain a copy of each completed Child Abuse Report form. District personnel will maintain the District Child Abuse Report form and any summaries of confirmed reports of sexual abuse or severe physical abuse received from the Department of Human Services in a confidential manner. Any violation of the confidentiality requirement can be punished by law. Any summaries of confirmed reports of sexual abuse or severe physical abuse received by District personnel shall be destroyed when the student involved reaches the age of 18.

Established by Law

Revised: June 2009

Legal Reference: Title 21 O.S., 846; 70 O.S., Sec. 10-7101 – 10-7109

Additional Reference: *Code of Student Conduct*

SUICIDE INTERVENTION

PURPOSE: To identify reasonable and effective strategies to help students, parents/guardians and staff members recognize the warning signs of severe emotional distress and take preventive measures to help potentially suicidal students. Suicide is a major cause of death among youth.

Curriculum, Training and Information: The District shall make available age-appropriate student curriculum concerning mental health awareness, including suicide prevention.

The Superintendent or designee shall offer parent education and/or information designed to:

- Help parents/guardians recognize warning signs of suicide;
- Learn basic steps for helping suicidal youth; and
- Identify community resources that can help youth in crisis

The District shall provide suicide prevention education, information and /or training for staff members designed to:

- Help them recognize sudden changes in students' appearance, personality or behavior that may indicate suicidal intentions;
- Identify helpful community resources; and
- Help staff members follow procedures established by the Superintendent or designee for intervening when they have reasonable cause to believe that a student has threatened or disclosed the desire or intent to die by suicide or has previously attempted suicide.

Crisis Intervention: The Superintendent or designee shall establish procedures for intervening when a staff member has reasonable cause to believe that a student has threatened, or disclosed the desire or intent to die by suicide or has previously attempted suicide.

Response to Student Suicide: The Superintendent or designee shall establish procedures for intervening when a staff member has reasonable cause to believe that a student has threatened, or disclosed the desire or intent to die by suicide or has previously attempted suicide.

SUICIDE INTERVENTION

When an employee of the District has reason to believe a student/staff member is in danger of self harm, employees are to report the situation immediately to the principal or designee.

The principal or designee will:

Intervention

- A. When the individual poses an immediate threat of serious harm to themselves or others and/or is armed or suspected to be armed with any weapon:
- Call 911 and the Campus Police
 - Do not attempt to disarm the person
 - Maintain verbal contact only in a safe environment
 - Turn the scene over to the officer on site
 - Refer to Student Endangerment / Violence Procedure
 - Police 911
 - Ambulance 911
 - Poison Control 1-800-222-1222
- B. When the individual is considered moderate to severe risk of self – harm or suicide and is not armed with any weapon or the means to do immediate harm to themselves or others:
- *DO NOT LEAVE THE PERSON ALONE!*
 - Have the person at risk escorted by an adult employee to a non-threatening environment with access to a phone (counselor, nurse, PBIS, or private office area.)
 - Secure at least two crisis response team members to remain with the at risk person until the situation has been resolved
 - Gather information for referral: threats, disclosures, or previous attempts to die by suicide
 - Obtain phone consultation from COPES: (744-4800) Record the consultant's name for reference
 - Contact the student's parent/guardian/employee emergency contact (do not allow the individual to go home unsupervised.) Document contact
 - For students provide mental health referral using the District approved provider list and submit a copy to office of school counseling
 - For employees refer them to the District employee assistance program

Post Intervention

Upon returning to the school environment the administrator or designee shall:

- Notify and debrief staff members on a need to know basis
- Offer support for the returning student as needed for educational modification, and assessment as appropriate
- Offer support for the returning staff person and provide opportunity to submit any doctor release or other pertinent information relevant to the employee's job function

Local Contact Agencies:

Employee Assistance Program 587-9471

COPES (Community Outreach Psychiatric Emergency Services) for Kids Mobile Crisis Service 744-4800

The above contact agencies will be reviewed annually to ensure current availability.

CORPORAL PUNISHMENT

PURPOSE: To prohibit corporal punishment.

Corporal punishment is defined by Oklahoma law as ordinary force for discipline of children including, but not limited to, spanking, switching, or paddling.

Corporal punishment is prohibited in the District. No student shall be subject to this form of punishment by teachers, administrators, students, or other school personnel. Employees may use reasonable and necessary physical force to protect persons or property.

The Superintendent or designee will develop appropriate regulations that include effective discipline as an alternative to corporal punishment. These regulations shall be incorporated into the *Code of Student Conduct* to be reviewed annually by the Board.

Adopted: November 1982

Revised: February 2005

Legal Reference: Title 21 O.S., 844

Title 70 O.S., 6-113.1, 114

Policy Resolution - American Bar Association, July 1985

HAZING

PURPOSE: To prohibit hazing.

Hazing constitutes unethical and unacceptable conduct that will not be tolerated in Tulsa Public Schools.

Definition/Description: Hazing is defined by state law to be "...an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization...."

Endangering the physical health shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, low-point beer, drug, controlled dangerous substance, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual.

Endangering the mental health shall include, but not be limited to, any activity except those authorized by law which would subject the individual to extreme mental stress such as prolonged sleep deprivation, forced prolonged exclusion from social contact, or forced conduct which could adversely affect the mental health or dignity of the individual.

Hazing will be dealt with as outlined in the *Code of Student Conduct*, and law enforcement will be notified for possible legal consequences. In addition, students involved in hazing incidents may forfeit their privilege to participate in extra-curricular activities such as athletics, band, cheerleading, and others for the remainder of their career in Tulsa Public Schools.

Adopted: October 2001

Revised: December 2004

Legal References: Oklahoma State Law Title 21 § 1190

STUDENT ACCIDENT INSURANCE PROGRAM

PURPOSE: To provide for the availability of a student accident insurance program.

Membership in a student accident insurance program will be made available through the schools to students each year. In arranging for this insurance, the Board will make every reasonable attempt to contract with a company offering comprehensive insurance at economical rates. Purchase of this insurance will constitute an agreement between the student/parent and the insurance company, not with the school or with the District.

WELLNESS

PURPOSE: To foster a healthy school environment promoting the importance of good nutrition and physical activity and the relationship to academic and job performance.

The District will establish a School Wellness Council to develop, publish, and monitor implementation of the Wellness policy. The School Wellness Council will consist of a cross section of District employees, appointed by the Superintendent, and representatives of each school board district, nominated by the appropriate Board member. The School Wellness Council will be in place no later than September 1, 2006. The Superintendent or designee will annually provide a report of the Wellness policy/regulation implementation.

The District will provide appropriate professional development and education to staff members and school volunteers on the importance of good nutrition and physical activity and the relationship to academic and job performance and healthy lifestyles.

The principal will be responsible for administering the school's program in accordance with Child Nutrition and USDA regulations and will provide for the inclusion of program components within areas of instruction, as appropriate. School sites will report their yearly progress in the annual District Accountability Report.

Each school site will establish a Healthy and Fit School Advisory Committee (Safe and Healthy Schools Committee) that meets and makes recommendations to the principal. The principal shall give consideration to recommendations made by the Healthy and Fit School Advisory Committee.

NUTRITION GUIDELINES/STANDARDS – SCHOOL MEALS

- School meals will meet Dietary Guidelines for Americans.
- School lunches and breakfasts will meet menu-planning system guidelines as required by USDA.
- School breakfasts will provide 1/4 RDA for calories, protein, calcium, iron, vitamin A, vitamin C, as required by USDA.
- School lunches will provide 1/3 of the recommended dietary allowances (RDA) for calories, protein, calcium, iron, vitamin A, and vitamin C as required by USDA.
- The total calories from fat in school meals will be limited to 30 percent when averaged over one week.
- The total calories from saturated fat in school meals will be limited to 10 percent when averaged over one week.

OTHER FOOD ITEMS SOLD ON SCHOOL CAMPUSES

- 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.
- 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.
- Students in elementary schools will not have access to FMNV except on special occasions.
- Diet soda, a FMNV, will be available for sale at the middle and high schools only in vending areas outside of the cafeteria.
- Students in middle and high schools will not have access to FMNV except after school, at events which take place in the evening, and on special occasions.
- Incentives for purchasing healthy food options will be provided at middle and high schools, in order to encourage students and staff to make healthier food choices.

NUTRITION EDUCATION

- Nutrition education will be offered in the school cafeteria as well as the classroom, per USDA Regulations.
- The Healthy and Fit School Advisory Committee at each school site will study and make recommendations regarding health education, nutrition, and health services.

SCHOOL-BASED ACTIVITIES

- School meals may not be used as a reward or punishment.
- Students and parents will be involved in the National School Lunch Program. Parent and student involvement will include menu-planning suggestions, cafeteria enhancement, program promotion, and other related student-community support activities.

PHYSICAL ACTIVITY

- The Healthy and Fit School Advisory Committee at each school site will study and make recommendations regarding physical education and physical activity.
- Students in kindergarten through fifth grade will participate in 60 minutes of physical activity each week.

Adopted: July 2006

Legal Reference: Oklahoma Senate Bill 265

Oklahoma Senate Bill 312

Oklahoma Senate Bill 1627

Child Nutrition and WIC Reauthorization Act of 2004

Reference: USDA Regulations

Child Nutrition Programs Agreement

WELLNESS

The Wellness policy has been established to support the academic and job performance, and good health of students and staff. The following regulation provides guidance for implementation of this policy.

NUTRITION GUIDELINES/STANDARDS – SCHOOL MEALS

- 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 will be specified and bid in natural juice, water, or light syrup. Bonus commodity fruits that contain higher sugar contents will be used in limited quantities.
- High fat and fried foods will be limited in cafeteria and vending machines. Within one to three years, deep-fat fried potato products served as part of reimbursable meals or as an á la carte item will not exceed three ounces per serving, may not be offered more than twice a week, and students may only purchase one serving at a time. Only low fat or baked chips should be offered. Items will be specified and bid with no trans-fats, according to availability.
- Students and staff will be offered a variety of skim and low fat milk, lean meat and beans, fruits and vegetables, and whole grains on a daily basis.
- In addition to following USDA menu-planning system guidelines, elementary school lunch menus will be planned according to the silver or gold criteria specified in the Healthier U.S. School Challenge.

OTHER FOOD ITEMS SOLD ON SCHOOL CAMPUSES

- Snack food items to be offered will be on the approved list developed by the District Wellness Council.
- High energy drinks with elevated levels of caffeine will not be available for sale anywhere on school campuses.
- Healthy snack choices (i.e. see items specified in Healthy Snack Choices provided by the Oklahoma State Department of Education for examples) 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.
- Over the next three years, we will reduce the availability of all high fat and fried foods in the cafeterias, including á la carte food items.

NUTRITION EDUCATION

- Nutrition education will be offered in the curriculum through science, health education, physical education, or other designated times. Professional development training will be offered twice a year or as needed. Suggested resources will be provided.
- School staff will promote healthy eating and healthy lifestyles to students and parents.
- Students and staff will receive consistent nutritional messages throughout the school, classroom, cafeteria, and school events.
- Family/parent nutrition education opportunities will be provided.

PHYSICAL ACTIVITY

- Elementary school sites will provide 15-20 minutes of organized daily recess that promotes physical activity beyond what is provided through physical education classes.
- All 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).
- All school sites will provide adequate equipment (e.g. balls, rackets, and other manipulatives) for every student to be active.
- Canceling recess or other physical activity time for instructional make-up time should be limited.

SCHOOL-BASED ACTIVITIES

- Students will be provided with an adequate amount of time to eat breakfast and lunch. It is recommended a minimum of 15 minutes will be provided at breakfast and 15 minutes at lunch (after students receive their trays).
- Some form of physical activity will occur, either in the form of recess or physical education classes, just before lunch at all elementary schools in order to increase food consumption and nutrient intake, decrease plate waste, and improve cafeteria and classroom behavior.
- Candy or sweets will not be used as a reward.
- The sale of candy as a fundraiser will be limited. See recommended list of fundraiser activities suggested by the State Department of Education.
- Healthy food choices and the use of foods of nutritional value are encouraged at classroom parties.

VISION SCREENINGS

PURPOSE: To notify the legal guardian of the Oklahoma State law vision screening requirements for kindergarten, first and third grades.

Oklahoma law states, "The parent or guardian of each student enrolled in kindergarten, first, and third grades at a public school must provide proof that their student passed a vision screening within the last 12 months." State law further states, "No student shall be prohibited from attending school for the lack of a vision screening certification or an eye examination report."

Health Services will continue to offer to all students yearly vision screenings, with the consent of the legal guardian, free of charge. The legal guardian will continue to receive the results and referral recommendations. Eligible students can participate in the Health Services Eyeglass fund, free of charge. Health Services will comply with State reporting requirements.

STUDENT PICKUP DURING THE SCHOOL DAY

PURPOSE: To ensure students always leave school in the custody of a safe adult who is authorized in writing to do so by a parent or legal guardian.

Only a parent or legal guardian may designate another adult (over the age of 18) to pick up a student early from school. Such authorization must be presented in writing and entered into the District's emergency contact database. Persons authorized by the parent or legal guardian for early pickup must be able to produce a valid, unexpired, photo identification card.

Legal guardians are automatically authorized to check their child out of school unless official court documents are submitted to the school's main office with instructions that restrict the parent/guardian's access to the child. Such instructions will be entered into the District's student information management system.

Adults who arrive at a school to check out a student must check in with the main office, sign an early release document and provide valid photo identification. The school office staff will check the signature and photo identification against the District's student information management system to ensure the adult is authorized by the parents to have physical custody of the child.

STUDENT PICKUP DURING THE SCHOOL DAY

Student safety and security are primary goals in Tulsa Public Schools. The following procedure is adopted to ensure all schools in the District deploy a consistent security process with regard to the early release of students to an authorized adult (over 18 years of age).

Students must sign out at the school office to leave early, even if they are with an authorized adult. Adults arriving to check out a student from school must sign in at the school's main office and produce valid, unexpired, photo identification to the office staff.

Adults who are not able to produce valid identification will not be allowed to remove a child from school, regardless of whether the adult's name appears in the District student information management system as an emergency contact or authorized guardian.

SCHOOL OFFICE STAFF PROCEDURES

1. Match the person presenting the valid identification to the photo
2. Match the signature on the early release form to the signature on the identification
3. Ensure the name on the card and the signature line matches the name of an adult authorized by the parent/legal guardian to pick up the child
4. Initial the early release form and write down the identification number and expiration date
5. Maintain a file of all early release/sign-out forms

AUTHORIZED ADULTS

Other Adults Require Parental/Legal Guardian Authorization

The parent or legal guardian of a student must authorize any other adults they will permit to take physical custody of their child during the school day. Such authorization must be provided in writing to the main office of the child's school. All authorized adults will be entered into the student information database as being approved by the parent/legal guardian. Only the parent/legal guardian may request changes to the list of authorized adults in the student information management system.

It is the sole responsibility of the parent/legal guardian to ensure the school office has the correct emergency contact information.

PHYSICAL RESTRAINT OF STUDENTS WITH DISABILITIES

PURPOSE: To define the circumstances under which District personnel may use physical restraint for students with disabilities in compliance with SDE Guidelines for Minimizing the Use of Physical Restraint for Students with Disabilities in Oklahoma (“Physical Restraint Guidelines”).

For purposes of this policy, the term “physical restraint” means any method of one or more persons limiting or restricting another person’s freedom of movement, physical activity, or normal access to that person’s body. It is a means for managing that person’s movement, reconstituting behavioral management and establishing and maintaining safety of the student, other students and staff.

School personnel may use physical restraint for students with disabilities only under the emergency circumstances identified in the Physical Restraint Guidelines and only if the elements identified by the Physical Restraint Guidelines exist.

The use of physical restraint for students with disabilities shall also be subject to any additional requirements identified in the District’s Special Education Procedures Manual.

STUDENT BULLYING PREVENTION AND INTERVENTION

PURPOSE: To address student bullying behavior effectively through a multi-faceted approach that includes education and the promotion of a positive school atmosphere.

The Board expressly prohibits any form of bullying behavior by students at school as well as active or passive support for acts of bullying, harassment and intimidation.

In addition, the Board prohibits bullying behavior by students outside of the regular school day if it causes a substantial and material disruption at school or an interference with rights of students and personnel to be secure. This includes but is not limited to bullying through electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying, harassment or intimidation at school.

All staff will be provided with a copy of this Policy and its regulations. All students will be provided a summary of the Policy. The entire Policy and its regulations are available on request. The District is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting student harassment, intimidation, bullying and threatening behavior. The Superintendent or his/her designee will develop a regulation to support implementation of this policy.

The Superintendent or designee will ensure that students shall participate in an annual education program that sets out expectations for behavior and emphasizes an understanding of harassment, intimidation, bullying and threatening behavior. Students shall also be informed of the consequences resulting from bullying conduct toward their peers.

The Superintendent or designee will also ensure that each site principal implements administrative regulations in furtherance of this policy. Students who engage in bullying behavior shall be subject to school discipline, up to and including suspension out of school in accordance with the policies, rules and regulations of the District's Board of Education.

The Administration recognizes that there are many motivations behind the act of bullying, one of which may be for a discriminatory purpose. If the bullying behavior constitutes discriminatory harassment, intimidation or bullying (i.e., it is targeted toward an individual because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, disability or genetic information), the misconduct is prohibited pursuant to District Policy 4902 regarding Discriminatory Harassment, Intimidation and Bullying and is subject to the procedure and protections specified in 4902 in addition to this policy.

Retaliation is expressly prohibited against any person who participates in reporting, investigating or addressing any incident of student bullying behavior. Any person who knowingly makes false accusations against another person will be appropriately disciplined pursuant to District policy. Any accusations confirmed to be false will be removed from the falsely-accused student's file.

DEFINITIONS:

- A. "Harassment, intimidation and bullying" includes but is not limited to, any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will:
 - 1. Harm another student;
 - 2. Damage another student's property;
 - 3. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
 - 4. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.
- B. "Electronic communication" means the communication of any written, verbal or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device or a computer. Electronic communications include, but are not limited to, communications made through weblogs and social media forums like Facebook, Twitter, Ning, Formspring, Myspace, or Wiki.
- C. "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel or school property.
- D. In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of and physical characteristics of the individual alleged to have engaged in the prohibited behavior.
- E. The term "at school" means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities or at school-sanctioned events.
- F. The term "discriminatory harassment, intimidation and bullying" is defined by the District pursuant to District Policy 4902 as harassment, intimidation, and bullying targeted toward an individual because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, disability or genetic information.

STUDENT BULLYING PREVENTION AND INTERVENTION

In furtherance of the Board's policy regarding student bullying prevention and intervention, the District shall:

1. Require students to be notified annually and new students to be notified upon enrollment of the process by which to report bullying, whether in person, in writing or anonymously;
2. Enable students to report acts of bullying to teachers, counselors and school administrators;
3. Enable the parents or guardians of students to file reports of suspected bullying;
4. Require teachers, counselors, school administrators and other school staff members who witness acts of bullying or receive reports of bullying to promptly notify school administrators in writing;
5. Require school administrators to identify the appropriate personnel to document, investigate and review all reports of bullying they receive;
6. Require prevention and intervention strategies, as described below, based on building data, as defined by Board policy, for school staff to address bullying behaviors. These interventions will be on a continuum, ranging from those aimed at prevention to those interventions that address more serious bullying behavior on a case-by-case basis;
7. Include prohibitions and guidance concerning bullying in the District's Behavior Response Plan;
8. Require school administrators or designees to notify the parent or guardian of any student who commits a verified act of bullying and the parent or guardian of any student against whom such act was directed;
9. Require each school within the District to keep a record of verified and non-verified reports of bullying, to make such list available for District inspection and to report annually to the State Department of Education;
10. Ensure the training of school personnel to be sensitive to the interpersonal dynamics of bullying behavior so that they recognize the need to protect all students from reprisal, retaliation and false accusations.

The District's "Prevention and Intervention Strategies" referenced above include, but are not limited to:

1. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying, including any such program identified by the State Department of Education;

2. A school survey to determine the prevalence of bullying, which will take place during the second or third quarter of each school year and a summary of which will be made available to a District office designee; and
3. Establishment of a safe school committee for each school site (K-12) as mandated by the Act and the Oklahoma School Security Act. The safe school committee will consist of at least seven members that will review the survey results and reported bullying incidents and recommend strategies to prevent bullying behaviors. One member of the safe school committee must participate in the investigation of bullying reports;
4. The development, posting and enforcement of rules at each school site that prohibit bullying and establish appropriate consequences for those who engage in such acts, as defined by District policy;
5. The consistent provision of adult supervision at each school site of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur;
6. Inclusion of grade-appropriate research-based bullying prevention curricula in pre-kindergarten through high school grades, as compiled by the State Department of Education and which is reported annually using a fidelity checklist to submit to safe school committee members;
7. The participation of all employees directly involved with student services in annual bullying awareness/intervention training and suicide prevention training;
8. The participation of all new employees directly involved with student services in bullying awareness/intervention training and suicide prevention training before reporting to their new positions;
9. Individual interventions for students who engaged in confirmed bullying behavior and against whom bullying behavior has been confirmed, the parents or guardians of those students and involved school staff members;
10. School-wide training related to the provision of a safe school climate;
11. The promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions, which may include discussion panels, safe school committees, PTSA, parent involvement facilitators and the like;
12. Referrals of students and parents to community mental health care options, as appropriate; and
13. Requesting disclosure of any information concerning students who have received mental health care for an incident that indicates an explicit threat to the safety of students or school personnel. The District will make any request for disclosure in compliance with applicable state and federal laws and regulations.

STUDENT RESIDENCY

PURPOSE: To establish guidelines for student residency.

Definitions as Used in this Policy

Residency: Residence, residency and legal residence shall mean the parent's/guardian's present place of abode, provided it is a place where important family activities (such as sleeping, eating, working, relaxing, and playing) take place during a significant part of each day. Mere presence alone is not sufficient to establish residency. Documentary evidence must be submitted to establish residency.

Person Having Legal Custody: Person having legal custody means a person legally responsible for the care of the child pursuant to the order of a court or governmental agency responsible for making custody determinations and/or placements.

Care and Custody: Care and custody means a person assuming the care and custody of the child on a continuous basis.

Major Degree of Support: Major degree of support means a substantial contribution to the cost of the child's care, but it need not be in excess of one-half of all money expended in the care and support of the child.

Homeless Children and Youths: Homeless children and youths means students who lack fixed, regular and adequate nighttime residence, and includes:

- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youths who are living in cars, parks, public spaces, buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) qualify as homeless because the children are living in circumstances described above.

The District (Independent School District Number One) is established for the purpose of serving the educational interests of resident students. State law provides a child's residence for school purposes is the school district in which the parent/guardian or person having legal custody of the child holds legal residence.

Federal law provides that homeless children and youths, individually or through a parent/guardian, may choose to attend the school in the area in which they are currently living. The residency officer will determine whether a student is a homeless child or youth for the purposes of establishing residency and promptly advise the parent/guardian or person having legal custody of the child of the decision, both orally and in writing, if possible. If there is no such person, the residency officer will advise the student. The District will enroll each homeless student and permit full participation in all school programs, whether or not the student is accompanied by a parent/guardian or person having custody of the child, and without proof of residence, current immunizations and traditional enrollment documentation, such as school records and medical/immunization records. The District's homeless liaison may assist the student and school in obtaining those items. A parent/guardian or person having legal custody of the child who disagrees with the residency officer's determination may appeal the decision to the Board under the procedure identified in this policy. If there is no parent/guardian or person having legal custody of the child available, the student may appeal the decision.

Adopted: November 1982

Revised: June 2005

Legal Reference: 70 O.S., 1-113

Cross Reference: 2202, Student Admissions

STUDENT RESIDENCY

Procedure for Resolving Residency Disputes

The District recognizes there may be occasions when there is a dispute regarding residency. During the enrollment process, the District will verify the student is a resident of the District or is otherwise entitled to attend school in the District for any reason authorized by law. As a part of this verification process, the District will obtain an address from each student or the student's parent/guardian, or person having legal custody of the child. In providing an address to the District that is within the District's boundaries, the student and student's parent/guardian, or person having legal custody of the child, represent this address as the student's residence. The District may also require, in order to verify residency, certified copies of court orders, guardianship documents, written agreements and affidavits relating to the care, custody and control of the student and any other information deemed relevant by the District.

If at any time a District administrator has a reasonable belief the reported residence may not be the residence of the child for purposes of school attendance, the administrator will notify the student's parent/guardian, or person having legal custody of the child, that there is a question regarding the legal residency of the student. The student's parent/guardian or person having legal custody of the child will be given an opportunity to submit information regarding the student's residency to the Department of School and District Accountability.

Information or documentation proving student residency in the District will include, but not be limited to, proof of provisions of utilities, payment of ad valorem taxes, local agreements or contracts for purchasing/leasing housing, income tax returns, notes, mortgages, contracts and any other source of proof not in conflict with statutory provisions relating to the residence of students.

Any question or dispute as to the residence of a student will be determined by the Department of School and District Accountability and the District's Board of Education pursuant to the following procedures:

- The student's parent/guardian, or person having legal custody of the child must notify the Department of School and District Accountability in writing of the review request within three school days from the date of written denial of admittance, or from the date of written notification the student is considered not to be a resident of the District. Upon receipt of a request for review, the Department of School and District Accountability will allow the parent/guardian or person having legal custody to provide additional pertinent

information in accordance with the District's criteria and the statutory provisions regarding residency. This information must be submitted with the request for review.

- The Department of School and District Accountability must render a decision and notify the student's parent/guardian, or person having legal custody of the child of the decision and reasoning in writing within three school days of the receipt of the request for review.
- In the event the student's parent/guardian, or person having legal custody of the child disagrees with the Department of School and District Accountability's decision, such person will notify the Department of School and District Accountability in writing within three school days of the receipt of the Department of School and District Accountability's decision. The Department of School and District Accountability will submit the findings and all documents reviewed to the Board of Education. The District's Board of Education will review the decision and the documents submitted on behalf of the District and the student. A decision will be rendered at the next possible board meeting. The decision of the Board of Education will be the final administrative decision.
- In an effort to place students in school as quickly as possible, timelines will be followed unless due to emergency circumstances, both parties agree to an extension of timelines.

Miscellaneous Provisions

- Hearings involving more than one student related or residing in the same household, may, at the discretion of the Department of School and District Accountability and the Board of Education, be consolidated.
- In the event the residency dispute involves an 18-year-old student, all notices will be delivered to the student because at age of 18 the student ceases to be a minor.
- If already enrolled and attending school in the District, a student or students involved in a dispute related to the student's residency may remain in school until available appeals are exhausted.
- The Department of School and District Accountability will be in charge of maintaining the files related to a residency dispute, ensuring the principals or others directly involved in such a dispute, forwarding their records of the dispute following their involvement, and keeping all communications involving the dispute intact.
- There may be some instances where residency may be established on a date other than the date the student was enrolled in the District. For any period during which a student is enrolled in the District, but is not a resident of the District, the District may charge tuition if it is established the student's parent/guardian, or person having legal custody of the child knew or should have known the child or children (subject of the residency dispute) were not residents of the District. The tuition will be based on a per capita cost of education per student in the District during the preceding year. This issue may be raised along with other issues related to the residency dispute and will be heard in the same manner.

- The District will provide for educational services for homeless children to the extent required by law.
- The District reserves the right to require reverification of student residency.
- A copy of this regulation will be given to the student's parent/guardian, or person having the care and custody of the child as soon as possible following the inception of any residency dispute.

Adopted: November, 1982

Revised: June 2005

Legal Reference: 70 O.S., 1-113

Cross Reference: 2202, Student Admissions

STUDENT ADMISSIONS

PURPOSE: To clarify student admissions, compulsory attendance age and entrance age requirements.

All children between the ages of five years on or before September 1 and 21 years on or before September 1 who have not graduated from high school will be allowed to attend school in the District free of charge; however, these children must reside within the boundaries of the District or have a legal county transfer.

Proof of birth registration is required before enrollment can be completed. Birth certificates, affidavits, or other documents verifying legal age may be considered acceptable proof.

Oklahoma law requires children over the age of 5 and under the age of 18 years who have not finished four years of high school to attend school unless the child is excused from such attendance as provided by law. The parent/guardian having charge of such children will be held legally responsible for complying with this compulsory attendance law.

Students shall be placed in an appropriate educational level based upon documentation of competency in the current Oklahoma curriculum.

A child who has reached the age of five years on or before September 1 of the school year is required to be enrolled in kindergarten. A child who is five years of age shall be excused from kindergarten attendance until the next school year if a parent/guardian notifies the school in writing of election to withhold the child from kindergarten until the next school year.

All children who are at least four years of age but not more than five before September 1 and have not attended kindergarten are eligible to attend an early childhood program if space is available.

FULL-TIME ENROLLMENT REQUIREMENTS
IN ORDER TO ATTEND CLASSES

PURPOSE: To require full-time enrollment in order to attend classes.

Definition

Full-time basis is defined as attending classes for the full instructional day within the Tulsa Public Schools system or in conjunction with another state accredited institution such as a career/technical school, a technical school or a college or university for concurrent enrollment.

It is the policy of the Board that all students enrolling in Tulsa Public Schools must do so on a full-time basis. Only students enrolled on a full-time basis may attend classes within Tulsa Public Schools and participate in school-sponsored curricular, cocurricular, and extracurricular activities. The only exception to this policy is for special education students whose individual education plans require variations of student schedules. If at any time after the adoption of this policy, Oklahoma law allows part-time students to be counted for state aid purposes, the Board will reconsider this policy.

STUDENT ATTENDANCE

PURPOSE: To specify the Board's intention regarding student attendance expectations and to clarify the impact absenteeism may have upon a student's potential for promotion and/or earning passing grades.

Recording Attendance

Official attendance shall be reported and recorded in "half-day" increments. Students shall be in attendance for at least two hours to be counted as "present" for one-half day. Students arriving late and/or departing early shall have their attendance record accurately reflect the portion of the school day they were reported as "present."

Kindergarten and early childhood students attending half-day programs shall be counted "present" for the whole day if they attend for two and one-half or more hours of any scheduled daily session.

Elementary Student Absences

Students attending elementary schools (or enrolled in grades typically defined as elementary grades) shall be in attendance a minimum of ninety percent (90%) of the instructional time scheduled for that school (or grade) and make satisfactory academic progress in order to be unconditionally recommended for promotion to the next grade. All absences (excused and unexcused) shall be included in the calculation of the 90% attendance minimum except that excused absences for religious holidays shall not be counted for the purpose of determining a student's eligibility for promotion.

All absences must have a written or verbal explanation provided by the parent/guardian within 48 hours of the student's return to school. An absence for which no acceptable explanation is received shall be deemed unexcused.

Principals shall review all students' attendance records reflecting absenteeism in excess of 10% of the scheduled instructional time and shall make a determination, after such review, regarding a recommendation for retention based thereon.

Parents/guardians shall be notified, in writing, of any recommendation for retention (non-promotion) due to excessive absenteeism (absences exceeding 10% of the scheduled instructional time). Retention actions due to excessive absenteeism may be appealed by the parent/guardian.

Secondary Student Absences

Students attending secondary schools (or enrolled in grades typically defined as middle or high school grades) shall be in attendance a minimum of ninety percent (90%) of the instructional time scheduled for any particular class/course in that school (or grade) and make satisfactory academic progress in order to be unconditionally recommended for a passing grade. All absences (excused and unexcused) shall be included in the calculation of the 90% attendance minimum except that excused absences for religious holidays shall not be counted for the purpose of determining a student's eligibility for promotion or credit.

All absences must have a written or verbal explanation provided by the parent/guardian within 48 hours of the student's return to school. An absence for which no acceptable explanation is received shall be deemed unexcused.

Principals shall review all students' attendance records reflecting absenteeism in excess of 10% of the scheduled instructional time and shall make a determination, after such review, regarding a recommendation for a failing grade based thereon.

Parents/guardians shall be notified, in writing, of any recommendation for a failing grade due to excessive absenteeism (absences exceeding 10% of the scheduled instructional time). Actions leading to failing grades due to excessive absenteeism may be appealed by the parent/guardian.

Attendance Incentive and Awards Program

In an effort to promote and reward regular attendance, each school will establish an incentive awards program. Some activities for such are:

- Conduct school-wide orientation assemblies at the beginning of the school year to review the attendance policy and promote the idea that good attendance is essential if students are to gain the maximum benefit of the educational program.
- Develop school-wide incentive programs to improve attendance.
- Develop and utilize positive rewards for students with exceptional attendance records during any one grading period and/or for the school year.
- Send quarterly commendation letters to students and parents/guardians for improved attendance.
- Issue certificates for good attendance.

Adopted: November 1982

Revised: August 2004

Cross Reference: 2204, 2204-R, Student Attendance
2614, Tardiness and Truancy
2617, Student Absences Due to Activities

STUDENT ATTENDANCE

Parental Notification

When it is necessary for a student to be absent from school, the parents/guardians are requested to notify the main office or attendance office of the student's absence and explain the reason for the absence. Parents/guardians are responsible for calling the school the day of the absence. If calling that day is not possible, then a parental note, complete with date and reason for the absence, must be turned into the appropriate office within 48 hours after the student returns to school. If the note is not received by the end of the second day within the requested time frame, the absence will be treated as unexcused.

School-Sponsored Events

Students participating in school-sponsored events sanctioned by the principal are not deemed to be absent.

Excused Absences

- Approved prearranged absences
- Death in the immediate family
- Family emergencies
- Late arrivals/early dismissals due to medical appointments that cannot be scheduled outside of school hours
- Illness or injury of the student
- Observance of a religious holiday

Unexcused Absences

Unexcused absences include any circumstance not listed above, including any absence due to truancy.

Transcripts

Students failing to earn credit due to excessive absences will have "NC" (no credit) recorded on their transcript if they are passing the course at the end of the semester or an "F" recorded on their transcript if they are failing the course at the end of the semester.

Approved Prearranged Absences

Absences for reasons other than illness, death in the immediate family, or for religious purposes are strongly discouraged. If students must be absent for any other purpose and such absence is desired to be "excused," a request for a pre-arranged absence must be

made in writing to the principal. The principal shall review the request and, if approved, shall solicit from the appropriate faculty daily work and homework assignments for all days to be missed. The principal shall notify the parents/guardians of approval of the prearranged absence and, if approved, provide the listings of student work as may be collected from faculty.

Late Arrivals/Early Dismissals

Parents/guardians are requested to schedule appointments after the school day to avoid the need for a late arrival or early dismissal. If it becomes necessary for students to be excused from school for an elective medical appointment, or other unavoidable emergency, the parents/guardians must send a signed note to school stating the reason and the planned time of arrival/departure. All students must be signed out by a parent/guardian (or someone legally listed as the parent/guardian on the emergency card) in the office before leaving the school.

Make-up Work

Excused absences: Students are encouraged to make up work for all absences. Students who have excused absences may receive credit for their work completed in a timely manner after their return to school. Students are responsible for securing and completing make-up assignments. Students will be allowed one-day make-up time for each day's absence. Pre-announced tests are taken on the assigned dates. Absences the day prior to the test does not excuse the student from taking the test. Work satisfactorily made up within the prescribed time after returning to school will receive full credit.

Unexcused absences: Credit will be disallowed for work missed due to an unexcused absence, but students are encouraged to complete work to ensure success in future learning.

Notification of Retention – Elementary Students

Prior to the end of each year, the principal shall review absentee records and make determinations relative to eligibility for promotion of all students. When a determination has been made that excessive absenteeism merits retention, the principal will send a retention letter to the parents/guardians advising them that their child shall be retained in the present grade level. This will be reflected in the child's cumulative record. (Parents/guardians may appeal a retention action pursuant to policy 2406, "Promotion, Retention, and Failing Grades.")

Notification of Failure to Earn Credit – Secondary Students

Prior to the end of each semester, the principal shall review absentee records and make determinations relative to eligibility for credit in courses in which a student has excessive absences. Parents/guardians may appeal the failure to earn credit as outlined in this regulation.

Special Needs Students

If a student with a disability has health or medical issues that are anticipated to impact regular school attendance, the student's IEP or Section 504 Accommodation Plan team should address those issues and include proposals for handling absences under this policy if any. The principal will consider the team's documentation of student health and medical issues and any proposals concerning student attendance as they apply to this policy.

Suspended Students

Suspension is a consequence of student behavior requiring removal from school. Days missed due to suspension are not included in the absence calculation (Board policy JKD). Students who have been suspended are encouraged to maintain their school responsibilities by completing assignments during their term of suspension. Work successfully completed by suspended students will be accepted for consideration relative to credit/grades.

Appeal Process

Any parent/guardian may request an appeal of failure to earn credit or a retention decision.

First Level of Appeal

The parent/guardian may request, in writing, review of the initial decision to the building principal. If a request is not received within five days of the parent's/guardian's receipt of written notification of the initial decision, the initial decision will be final and nonappealable.

Second Level of Appeal

The parent/guardian may request, in writing, review of the principal's decision to the Superintendent or designee. If a request is not received within five days of the parent's/guardian's receipt of the principal's written notification of the decision, the principal's decision will be final and nonappealable.

Final Level of Appeal

The parent/guardian may request, in writing, review of the Superintendent's/designee's decision to the Clerk of the Board. If a request is not received within five days of the parent's/guardian's receipt of the Superintendent's/designee's written notification of the decision, the Superintendent's/designee's decision will be final. The parent/guardian will be notified in writing of the date, time and place of the Board meeting at which the decision will be reviewed. The Board's decision will be final and nonappealable.

If a parent/guardian disagrees with the Board's decision, the parent/guardian may prepare a written statement giving the reason(s) for disagreement. This will be placed in and become a part of the student's permanent cumulative record.

STUDENT ATTENDANCE MONITORING/ACCOUNTING

PURPOSE: To require student attendance monitoring and accounting.

State law requires a principal or designee to keep a full and complete record of the attendance of all students. Each student's record is an official approved document, on which the District claims a substantial portion of its yearly income. It is, therefore, incumbent upon each employee charged with the keeping of student attendance to take every precaution ensuring the accuracy of such records.

Established by Law

Revised: March 2005

Legal Reference: Title 70 O.S., 10-106

Cross References: 2204, Student Attendance

ADMISSION OF INTRADISTRICT TRANSFER STUDENTS

PURPOSE: To inform stakeholders of the Intradistrict Transfer Admissions policy.

General Policy

A student may transfer, upon written application, from the attendance area school to any other school as long as the conditions listed below are met:

- There is space available in the receiving school.
- Parents/guardians agree to provide transportation for the student.

The Superintendent or designee is authorized to consider for approval all transfers meeting the above criteria. The transfer option may be exercised only once at the middle school level and once at the high school level, unless there are extenuating circumstances.

Each school will specify by mid-February the number of spaces available by grade level for transfer students. Students who wish to transfer into an available space must submit a completed application by mid-February.

If there are more applications than available spaces, a random lottery system will be used for selection.

Renewal of Transfers

Once a transfer has been approved and the student has attended the school to which the transfer was granted, renewal of the transfer to that school for the next school year will be automatic unless a cancellation is requested in writing by the parent/guardian. However, a student moving up from an elementary to a middle school, or from a middle to a high school, must apply for a transfer if the student desires to attend a school other than the attendance area school for the following year. The parent/guardian of a student who has had a transfer approved for the early childhood (four-year-old) program will need to submit a written request for a transfer if the student wishes to remain at the school to which the original transfer was granted.

Adopted: November 1982

Revised: December 2004

Cross Reference: 3316, Athletics

ADMISSION OF INTRADISTRICT TRANSFER STUDENTS

Priorities for Granting Transfers

- Brothers and sisters of students already enrolled in the school being requested.
- Students who are children of District employees.
- Graduating seniors who attended the high school in the 11th grade.

Transfer Applications

Intradistrict transfer and Schools of Choice applications for the following year must be filed with the Public Schools of Choice Office on a date to be established by the Superintendent or designee. A student who does not have an approved transfer must attend the attendance area school; pre-enrollment in a school does not take the place of a transfer.

Change of Address

Students moving from one attendance area to another during the school year will be permitted to complete the year at the first school without a transfer. However, the student must apply for a transfer to remain at the original school for the next year.

Athletic Eligibility

Any student who anticipates transferring to a Tulsa school, other than the school where the parents/guardians are bona fide residents, with the intention of participating in athletics the next year, must submit the transfer request to the Public Schools of Choice Office by the established date. Approval of a transfer does not automatically make the student eligible to participate in athletics. Questions concerning athletic eligibility should be directed to the Activities/Athletics Office at the Education Service Center.

Cancellation of Intradistrict Transfers

Students must complete the current semester at the school to which they transfer. If a student desires to return to the attendance area school at the end of a semester, the parent/guardian must file an "Application of Intradistrict Transfer" with the Public Schools of Choice Office stating the reason the transfer is being requested.

Late Applications for Transfers

Transfer applications received in the Public Schools of Choice Office after the established deadline will be considered only after those transfer applications received on time. It is the parents'/guardians' responsibility to ensure the transfer request is filed in the Public Schools of Choice Office by the deadline. Transfers will not be approved to schools with insufficient classroom space or that are not staffed to serve additional students.

Once an application has been denied, a new application must be submitted if the parent/guardian desires the transfer to be reconsidered at a later date.

While a student is awaiting approval of a transfer request, the student is required to attend the attendance area school. A student cannot attend another school without an approved transfer.

Issued: January 1986

Revised: December 2004

OPEN TRANSFER
(INTERDISTRICT)

PURPOSE: To define the Open Transfer (Interdistrict) policy.

All requests for transfers into the District initiated by or on behalf of a nonresident student will be approved or refused in accordance with this policy. The transfer of a student whose resident district does not offer the grade the student is entitled to pursue will be approved if the student resides within the transportation area of the District.

Delegation of Authority

The Board delegates the authority to approve or deny a transfer application pursuant to the criteria listed in the policy to the Superintendent or designee in the Public Schools of Choice Office.

First Priority

First priority for transfers will be given to children of Tulsa Public Schools' employees who are nonresident students. Transfer requests for such children will be numbered as received, and considered on a first-come, first-serve basis.

Any currently enrolled District student who is a child of a District employee for whom an open transfer has been approved in the past and siblings of such students will be given priority if an application is filed no later than the annual established date in February, and the first-come, first-serve list will be compiled only after current students and their siblings have been placed on the list.

Second Priority

Second priority for transfers will be given to nonresident students who are children of parents who work in the District. Transfer requests for such children will be numbered as received, and considered on a first-come, first-serve basis.

Any currently enrolled District student who is a child of a parent working within the District for whom an open transfer has been approved in the past and siblings of such students will be given priority if an application is filed no later than the annual established date in February, and the first-come, first-serve list will be compiled only after such current students and their siblings have been placed on the list.

Order of Review Determination

Transfer requests will be numbered as received, and the District shall consider requests on a first-come, first-serve basis. Any currently enrolled District student for whom an open transfer has been approved in the past and siblings of such students will be given priority if an application is filed no later than the annual established date in February. The first-come, first-serve list will be compiled only after such current students and their siblings have been placed on the list.

Students with Disabilities

If a student with disabilities applies for a transfer, the student must supply all documentation of the resident district relating to the student's previous and current Individualized Education Plan (IEP) so that the District may:

- Determine whether the District currently has appropriate programs, staff, placement and services needed to fulfill the current or anticipated IEP of the student; and
- If a preliminary determination is made that the District has the appropriate programs, staff, placement and services needed to fulfill the current IEP of the student if the transfer application is approved, conduct the statutorily-required joint IEP conference with the district of residence before a final determination of approval or denial is made.

Notwithstanding the provisions of the policy, students with disabilities may be educated in the District pursuant to special education cooperative agreements between the District and other school districts. Such transfers will not be deemed to be parent-initiated or student-initiated transfer applications governed by the policy.

Time Deadlines

An application for an open transfer must be submitted on a form approved by the State Board of Education, completed by the parent or person having custody of the student, and filed with the Public Schools of Choice Office not later than the annual established date in February of the school year preceding the school year in which the transfer is requested. On or before MARCH 1 of the school year preceding the school year in which the transfer is requested, the District will notify all resident school districts that an application for the transfer has been filed by a student enrolled in the resident school district. The District shall approve or deny the application not later than JUNE 1 of the same year in which the application is submitted, and by August 1 shall inform the State Board of Education and the resident district of the students who have been granted transfers and the grade levels.

Athletic and Other Competition

A transfer student, other than a student granted an emergency transfer, will not be eligible to participate in school-related interscholastic competition governed by the Oklahoma Secondary School Activities Association ("Association") for a period of ONE (1) YEAR from

the first day of attendance in the District, unless the transfer is from a school district not offering the grade the student is entitled to pursue. Whether a student granted an emergency transfer will be eligible to participate in school-related interscholastic competition shall be determined by the Association.

Emergency Transfer

Students may be granted a transfer on an emergency basis. The parent or person with custody must submit a completed application on a form approved by the State Board of Education. On an adequate showing of an emergency, the Public Schools of Choice Office may approve a transfer, subject to approval of the State Board of Education. An emergency shall include proof provided by the parent of:

- The inability of the resident district to provide an education to the transfer applicant due to the destruction or partial destruction of a school building attended by the student;
- The inability of the resident district to offer the subject the pupil desires to pursue; PROVIDED the pupil became a legal resident of the school district after the annual established date in February of the school year immediately prior to the school year for which the pupil is seeking the transfer;
- A catastrophic medical problem of the student, which means an acute or chronic serious illness, disease, disorder or injury which has a permanent detrimental effect on the body's system or makes the risk of harm unusually hazardous, such that removal from the resident district is medically needed;
- The total failure of the resident district to provide transportation to and from school; or
- The concurrence of both the resident school district and the District.

Applications for approval of an emergency transfer based upon the reason of approval of the sending district and the requested approval of the District will not be considered unless the parent has secured approval of the sending resident district and has signed the Student Consent to Cancellation of Transfer, which will cancel the transfer if the conditions stated in the attachment occur. The District shall have complete discretion as to whether to approve or not to approve an emergency transfer, which is based upon prior approval of the resident district.

Approval of an Emergency Transfer

Approval of transfer is contingent upon the applicant agreeing in writing to cancellation of this transfer by the District during the school year if the student fails to comply with the District's rules and regulations governing student behavior; or if the family of the transferred student fails to remain current in financial obligations owed to the District, including, but not limited to, payment for lunches or lost or destroyed District property. The Board hereby delegates to the Public Schools of Choice Office the authority to cancel any transfer previously granted upon a determination that cancellation is appropriate. The consent form may be amended by administrative regulation.

Transfer from a Non-Accredited School or a Home School

Students currently enrolled in a private school not accredited by a state agency or in a home school are not guaranteed enrollment in the District grade/programs/courses in which the applicant desires to enroll. Students desiring to transfer from private schools not accredited by a state agency or from a home school will be required to take all placement tests required of resident students enrolling in the District after attendance in private schools not accredited by a state agency or home schools, and the administration will decide the appropriate placement primarily upon placement test results as per District policy. Accordingly, students applying for a transfer from such schools will be granted a provisional transfer until:

- Test results are reviewed to determine the appropriate grade/courses/programs for the applicant; and
- The criteria of the policy are then applied to determine if the applicant is eligible for transfer approval.

An applicant who does not agree to accept placement based upon such test results and criteria review will be deemed ineligible for an approved transfer and the provisional transfer will be of no effect.

Accepting Assignment/Subsequent Change

Since approval of transfers is based upon criteria of sufficient programs, staffing, and space needs for the particular applicant, a transfer student must accept the school site, courses, and programs to which the student is assigned by the Public Schools of Choice Office. A transfer student will NOT be allowed at the time of, or after, enrollment to change the grade/courses/programs in which the student enrolled on the transfer application without specific written permission from the Public Schools of Choice Office. It will be the responsibility of the transfer student or parent to inform the school official from whom approval for a new assignment is requested that the student is a transfer student, and failure to do so will result in cancellation of the transfer unless excused by the Public Schools of Choice Office.

Criteria for Denial

Adoption of an open transfer policy does not mean that every transfer application will be accepted. A transfer will be denied if the administration determines the transfer would detract from the educational experience of currently enrolled students or place additional financial or space burdens upon the District.

A transfer application will NOT be approved if the District does not:

- Provide the courses/educational programs in which the applicant desires to enroll or in which the Public Schools of Choice Office deems the student is required to enroll in order to comply with state and federal laws and regulations;
- Have adequate facilities to provide the courses/educational programs in which the applicant desires to enroll or in which the Public Schools of Choice Office deems the student is required to enroll in order to comply with state and federal laws and regulations;

- Have adequate space for the student in the courses/educational programs in which the applicant desires to enroll or in which the Public Schools of Choice Office deems the student is required to enroll in order to comply with state and federal laws and regulations. The administration may reserve preferred space for resident students or new resident students reasonably anticipated to move into the District during the school year. Thus, the Public Schools of Choice Office may deny a transfer if approval would:
 - Place a financial or educational burden on District facilities or staff in the courses/educational programs the student would attend;
 - Exceed class size limitations set by state law or District policy in such courses; or
 - Exceed a percentage of such class size limitations as set by the Director of Pupil Accounting. The Public Schools of Choice Office may determine that a percentage of class size mandates should be reserved for later resident enrollment to prevent exceeding class size limits later in the school year due to additional enrollment of reasonably anticipated new resident students.
- Have current personnel needed to provide the grade/courses/programs in which the applicant desires to enroll.

Further, a transfer application will NOT be approved if the student:

- Has a disciplinary record which provides a reasonable basis to determine the applicant would present a discipline problem if enrolled. Such a reasonable basis will exist if school discipline or court records of the student, from any public or private school within or without the state of Oklahoma or any court within or without the state of Oklahoma, show the student at any time:
 - Violated school regulations;
 - Committed an act commonly regarded as being immoral;
 - Was adjudicated as a delinquent for an offense that is not a violent offense under relevant Oklahoma law;
 - Was adjudicated as a delinquent for an offense that is a violent offense under relevant Oklahoma law;
 - Was convicted as an adult for an offense defined in relevant Oklahoma law as an exception to a nonviolent offense;
 - Was convicted as an adult for an offense defined in relevant Oklahoma law as a violent offense;
 - Committed on school property, in school transportation, or at a school event, a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or others;
 - Possessed on school property, in school transportation, or at a school event, an alcoholic beverage, low-point beer as defined by relevant Oklahoma law, or missing or stolen property found to have been taken from a student, school employee, or the school during school activities; or
 - Possessed on school property, while in school transportation or at a school event, a dangerous weapon or a controlled dangerous substance as defined by relevant Oklahoma law.

Further, a transfer application will NOT be approved if the applicant:

- Fails to complete the application form, provide the Public Schools of Choice Office with sufficient educational records, or inform the Public Schools of Choice Office in detail of the grades/courses/programs in which the student desires to enroll or participate if the application is accepted so that the criteria above can be applied within the time deadlines set by law for the approval or rejection of a transfer. All such records must be supplied in time for the Public Schools of Choice Office to make a reasonable review of such records in applying the approval/denial criteria set by this policy. This is particularly important for students with disabilities because all documentation of the resident district will need to be reviewed to make a preliminary determination as to whether the District has the appropriate programs, staff, and services to provide the applicant with the education and services set forth in the student's IEP, and, if a preliminary approval determination is made, to prepare for and conduct a joint IEP conference with the resident district prior to any final approval or rejection of the transfer application. All applicants must consent in writing to the release of educational records from previous schools attended, and applicants for students with disabilities must consent in writing to forward to the District whatever confidential records the District deems are necessary to review in applying the approval/denial criteria of the policy. The Public Schools of Choice Office has authority to amend the application form by regulation to include additional information needed to review an application request;
- Fails to timely submit a completed application; or
- Provides incorrect information on the application request.

Nondiscrimination

The Public Schools of Choice Office shall not accept or deny an open transfer application based upon the student's ethnicity, national origin, race, religion, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Failure to meet the criteria in the policy for approval will not be deemed to be rejection for a discriminatory reason.

Revised: April 2005

Legal Reference: Title 70 O.S., 8-101-111

Title 70 O.S. 18-110

Cross Reference: 2202, Student Admissions

2207 Page 6 of 6

NO CHILD LEFT BEHIND – TRANSFER

PURPOSE: To define the No Child Left Behind Transfer policy.

After the State Board has identified schools requiring improvement, any student enrolled in a Title I school identified as requiring school improvement will have the option to transfer to another public school within the District that has not been identified as needing improvement. Granting a transfer to the requested school may be subject to grade level and entry requirements based on specific academic skills, where applicable. Priority will be given to the lowest achieving students from low-income families. Parents/guardians of students in low-performing schools will be notified of the options in a language they can understand. Transportation will be provided for the student if the selected school is more than 1.5 miles from the student's home.

Capacity may not be used to deny students the option to transfer, but the District may take capacity into consideration in deciding which choices are available to eligible students.

Adopted: April 2005

Revised: February 2007

Established by Law

Legal Reference: Public Law 107-110, Title I, Part A

NON-RESIDENT, EXCHANGE, AND FOREIGN EXCHANGE STUDENTS

PURPOSE: To define the admission of non-resident, exchange, and foreign exchange students.

Definitions as used in this policy:

Non-resident students are students who are not residents of the United States.

Exchange students are students visiting for short periods of time through sister school programs.

Foreign Exchange students are students from other countries in the United States through foreign exchange programs.

The District will accept students from other countries through student exchange programs, exchanges from sister city schools and non-resident students.

Nonresident students may be permitted to attend school in the District through prepayment of tuition. However, admission of such students must be approved by the School and District Accountability Department.

Exchange students from sister city school programs must have an affidavit of custodianship on file in the School and District Accountability Department showing who has custody for school purposes.

The District will accept foreign exchange students from other countries coming to the city via student exchange programs recognized by the Council on Standards for International Education Travel and approved by the School and District Accountability Department. In compliance with federal law, the District will accept students with F-1 visas only under the following conditions. Such students may only enroll in grades 9-12, and may not remain longer than 12 months. The students may enroll only if sponsored by a patron residing in the District, and if the student pays the District in advance for the full, unsubsidized per capita cost of education for the intended period of study. Students with F-1 visas may not enroll in the District's Adult Education program.

CONCURRENT ENROLLMENT

PURPOSE: To provide for students to enroll concurrently in high school and in an area college or university for both high school and college credit.

- Eleventh-grade or twelfth-grade students who meet the Oklahoma State Regents for Higher Education enrollment guidelines may be admitted to a college or university in the Oklahoma State System of Higher Education as special students.
- Students may enroll in college courses to meet minimum high school graduation requirements. Courses approved for concurrent enrollment shall be reflected on the high school transcript.
- Concurrently enrolled students who withdraw from or drop a college course prior to the completion of the semester must return to full time enrollment in their high school. If students enrolled in the course with the intent of receiving high school credit, the withdrawal grade will be reflected on the high school transcript.
- High school students concurrently enrolled in college courses taken for high school credit may continue concurrent enrollment in subsequent semesters if they achieve a college cumulative grade point average of 2.0 or above on a 4.0 scale.
- Students who meet the requirements for concurrent enrollment shall not be prohibited from participating in the program.

The superintendent or designee will develop and publish approved courses, information, and materials explaining the requirements, features, and opportunities for concurrent enrollment prior to each year, in accordance with applicable law and this policy.

CONCURRENT ENROLLMENT

To be eligible for concurrent enrollment, high school seniors and juniors must meet the following requirements for admission:

Concurrent Enrollment of High School Students
Minimum High School Performance Standards

	Option 1 Minimum ACT/SAT	Option 2 Minimum GPA and Class Rank
HIGH SCHOOL SENIORS		
University of Oklahoma	24/1090 <u>AND</u> 3.0 GPA or top 50%	3.0 <u>AND</u> top 30%
Oklahoma State University	24/1090	3.0 <u>AND</u> top 33%
Regional Universities*	20/940	3.0 <u>AND</u> top 50%
Two-Year Colleges	19/900	3.0
HIGH SCHOOL JUNIORS		
University of Oklahoma	25/1130	3.5
Oklahoma State University	25/1130	3.5
Regional Universities	23/1060	3.5
Two-Year Colleges	21/980	3.5
*University of Science and Arts of Oklahoma: 24 ACT or 1090 SAT and top 33% class rank		

(The ACT and SAT scores are set by the Oklahoma State Regents for Higher Education and are revised annually, if needed. After qualifying for admission, students must have a 19 ACT subject area score to enroll in a college course in the corresponding subject area.)

Transcripting of concurrently enrolled college courses shall occur as follows:

1. Academic credit shall be awarded for courses taken through concurrent enrollment that have been correlated with the academic credit awarded by the institution of higher education and approved by the Oklahoma State Regents for Higher Education.
2. Academic credit shall only be transcripted as elective credit if there is no correlation between the concurrent enrollment higher education course and a course provided by the District.
3. Final grades will be forwarded to the District registrar upon receipt and the District registrar will transcript grades.
4. A list of all approved college courses and the high school courses for which they may receive either required or elective credit is available upon request.

Students must complete an application for concurrent enrollment. The high school principal will sign the application to indicate they are eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year. Students must also provide a letter of recommendation from their counselor and written permission from their parents or legal guardian.

Students may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. A student may enroll in a maximum of nine semester-credit-hours during a summer session or term at an Oklahoma State System of Higher Education college or university without the necessity of being concurrently enrolled in high school classes during the summer term. Students should refer to the list of approved courses for concurrent enrollment and the amount of credit offered for each college course that has been approved for concurrent enrollment. Students wishing to exceed these limits may petition the selected higher education institution.

The completion of the high school curricular requirements shall not be required of concurrently enrolled high school students for purposes of admission. However, students may only enroll in curricular areas where they have met the assessment requirements for college placement. Concurrently admitted high school students will not be allowed to enroll in any zero-level courses offered by colleges and universities designed to remove high school deficiencies.

TESTING PROGRAMS

PURPOSE: To establish District standards for testing student achievement.

The Board supports student testing for instructional improvement of individual students and for school and District accountability. The District will participate in the Oklahoma School Testing Program as prescribed by legislation and administered by the Oklahoma State Department of Education.

Standardized tests including both norm-referenced and criterion-referenced tests are administered to students for the purpose of obtaining data. The analysis of test data along with a variety of other student information is used for instructional program improvement and accountability.

The major goals for student testing are:

- To provide student achievement data for the use of developing individual student instructional programs.
- To provide student group data for the improvement of instructional programs.
- To provide summary data for the purpose of school and district accountability.
- To provide summary data as required by the State Department of Education, federal and state legislation, and grants.

TEST ADMINISTRATION

PURPOSE: To explain the rationale for test administration.

Group standardized ability and achievement tests are administered to students as a part of the District testing program, required in state and federally funded projects, and required by state and local Board policies. All other group standardized tests require special approval by the Superintendent or designee.

Individual diagnostic and psychological tests are administered to students with special instructional needs, and to students suspected of having learning or behavioral management problems. Such testing requires parent/guardian permission.

USE AND DISSEMINATION OF TEST RESULTS

PURPOSE: To prescribe the use and dissemination of test results.

Federal law grants parents/guardians easy access to the test records of their child. Each school will make available to parents/guardians a copy of test results and an explanation of the meaning of the scores. Building principals or designee, school counselors and psychologists are available upon request to provide parents/guardians an explanation of their child's test results.

Both federal and state law require that procedures for the storage, disclosure, retention and destruction of test scores be made public to parents/guardians on request. These procedures are on file in the Office of Assessment.

Adopted: November 1982

Revised: February 2005

Legal Reference: Family Education Rights and Privacy Act of 1974 (P.L.93-380)

GRADING SYSTEMS

PURPOSE: To authorize the use of a grading system to inform parents/guardians of their children's progress in school and to establish guidelines for grading student work.

The Board recognizes it is essential and beneficial to inform parents/guardians of their children's progress in school. This normally can be done through the use of a grading system based primarily on student achievement, improvement, capability and professional principal and teacher judgment. Letters representing student grades, as well as other indicators of progress should be used to make such a determination.

The grading system should give due consideration to students taking regular academic subjects and special consideration to those students enrolled in District approved courses determined to be academically accelerated, and to those students classified as special needs. The Board authorizes the Administration to develop appropriate regulations considering the factors outlined in this policy.

GRADING SYSTEMS

Definitions and interpretation of letter grades and other performance indicators:

Letter Grades

- A - Superior quality of work
- B - Good quality of work
- C - Satisfactory quality of work
- D - Below quality of work
- F - Unsatisfactory work
- U - Unsatisfactory work (elementary reports)

Other Indicators of Progress

- M – used in PreK and Kindergarten to indicate student has mastered skill
- P—used in PreK and Kindergarten to designate student is progressing toward skill. Also used in additional elementary grades for students who are receiving sheltered instruction.
- N – used in PreK and K to indicate there is no evidence of skill
- S - Satisfactory progress--used to designate progress in grades 1-2
- N - Needs improvement—used to designate progress in grades 1-2

To encourage and recognize enrollment and achievement in academically challenging subjects, weighted grade points will be assigned to courses identified in the Tulsa Public Schools High School Course of Study that has been approved by the District Curriculum Committee and adopted by the Board of Education as follows:

Regular Courses

- A - 4 points
- B - 3 points
- C - 2 points
- D - 1 point
- F - 0 point

Courses Carrying Weighted Grades

- A - 5 points
- B - 4 points
- C - 2 points
- D - 1 point
- F - 0 point

Letter grades (A,B,C,D,F,U) will be used in the District to rate student progress. In addition to letter grades, other performance indicators such as P, S, or N may be used to indicate progress by students. These letter grades and/or other performance indicators will be communicated to parents/guardians through the use of a specially-designed report card. It should be noted the report card is only one form of communicating student progress to parents/guardians. Because of the limited scope of the report card, it is difficult to provide a comprehensive profile of the student's capacity, individual needs, or growth. Consequently, it is recommended that teacher/parent conferences be a definite part of reporting to parents/guardians.

Grades will be based strictly on written, well-defined criteria and teachers will maintain records (grade books, progress charts, etc.) containing sufficient documentation to verify or justify the grades given.

Appeals Process

Except for failing grades, teachers will have the final authority to determine grades for students assigned to them. The final grade assigned by the teacher will prevail except in those instances where the principal finds evidence of unreasonable grading procedures, mechanical or mathematical error, or failure to follow school system policy governing the assignment of grades. In such cases, the principal will make every effort to review the assigned grade with the teacher and make such adjustments as are considered justified. Should a disagreement develop, the matter will be referred to the Superintendent or designee. Should the appellant wish to continue the process, an appeal may be made to the Board of Education and the decision will be final.

STUDENT PERFORMANCES

PURPOSE: To establish guidelines for student rehearsals, practices, performances, and grades in courses requiring student participation outside the school day.

Principals are encouraged to arrange for student participation in public performances and should approve performance participation prior to student involvement.

Parents/guardians and students are to be informed of the participation requirements in courses requiring rehearsals, practices, and performances outside the school day. Students failing to attend a performance without prior excuse may be penalized with a grade reduction of no more than one letter grade for the grading period.

Issued (as regulation): May 1988

Adopted (as policy): February 2005

Cross Reference: 5703, 5703-R, School Activities Funds Management

FINAL EXAMINATIONS

PURPOSE: To establish final examinations scheduling.

Systematic monitoring of the academic achievement progress of all students is an essential element of an effective school program. Such monitoring must occur not only on a day-to-day basis, but at well-defined checkpoints during the school year.

High school personnel will avoid scheduling school activities that conflict with final semester examinations during the final days of first and second semesters. Every effort will be made to accommodate students who must participate in activities scheduled at the state level (Boys State, Girls State, 4-H Club, tournaments, etc.) during final examinations in accordance with District regulations. All teachers will schedule and administer final examinations in accordance with District regulations.

The calendar of final examinations will be submitted by the principal of each school to the Superintendent or designee.

Issued (as regulation): November 1982

Adopted (as policy): November 2004

Legal Reference: TCTA Administrative Negotiated Agreement

EARLY GRADUATION

PURPOSE: To establish criteria for early graduation.

A student wishing to graduate early from high school may request permission to complete graduation requirements. Such a request will be made to the building principal in writing. The student and parents/guardians will also consult with the high school guidance counselor in order to develop a graduation plan.

All requirements of the State Board of Education and the Board must be met before granting permission for early graduation.

GRADUATION EXERCISES

PURPOSE: To establish annual graduation exercises.

The Board recognizes completion of requirements for a high school diploma from the District is beneficial to the student as well as the community. Therefore, the Board wishes to recognize such an accomplishment in a formal graduation exercise.

Appropriate graduation programs may be planned by the high schools on dates selected by the Superintendent or designee.

Students planning to participate in graduation exercises must have completed the requirements for a diploma and be in good standing with the school.

PROMOTION, RETENTION, AND FAILING GRADES
PASS/FAILURE

PURPOSE: To provide information of parents'/guardians' right of appeals concerning promotion, retention and failing grades of students as required by Oklahoma law.

Definitions

Promote or promotion - As used in this policy means to place a student successfully completing the requirements of a particular grade level into the next higher grade level following the end of the school year and to record on the student's permanent cumulative record that the current grade level has been successfully completed.

Retain or retention - As used in this policy, means a decision to decline to advance a student into the next higher grade level following the end of the school year and to indicate on the student's permanent cumulative record that the current grade level has not been successfully completed.

Not passed a course (or similar wording) - As used in this policy, means the student is assigned a failing semester grade in a course of study and the failing grade will be recorded on the student's permanent cumulative record.

Promotion/Retention and Failing Courses

Each school will form a committee to review and make decisions regarding retention and promotion. The committee must be composed of a classroom teacher, a counselor, the principal and additional personnel who may be assigned by the principal or Superintendent, when appropriate. Teachers selected to the committee must be familiar with the student's work in the subject areas of concern.

Supportive evidence must be presented to the student and parent/guardian regarding a retention decision. This evidence must be based on:

- Testing - Actually covers the subject matter presented to the student.
- Assignments - Directly related to the subject matter being taught.
- Consideration will also be given to the student's level of maturity (physical, mental, emotional and social) and to the student's attendance record, although these matters will not bear the same weight as items listed above.

The student and the parent/guardian must be made aware of the possibility of the student's impending retention or failing grade in a course. Any student in danger of being retained or failing a course will be notified as soon as it becomes apparent that performance may be

insufficient. The student's parents/guardians will be mailed a written notice. If the notification to the parents/guardians is by telephone, written documentation of the conversation should be maintained. The school staff will make every effort to help the student improve academic standing.

Promotion will be determined by successfully completed units of instruction to be established by the Board, the Superintendent and the relevant principal.

Appeal Process

Any parent/guardian may request reconsideration of a retention decision or a decision to not pass a student in a course by taking the following steps:

First Level of Appeal: The parent/guardian may request review of the initial decision by letter to the building principal. If no request is received within five school days of the parent's/guardian's receipt of written notification of the initial decision, the initial decision will be final and nonappealable.
(to principal)

Second Level of Appeal: The parent/guardian may request review of the principal's decision by letter to the Superintendent or designee. If no request is received within five school days of the parent's/guardian's receipt of the principal's written notification of the decision, the principal's decision will be final and nonappealable.
(to Superintendent or Designee)

Final Level of Appeal: The parent/guardian may request review of the Superintendent's or designee's decision by letter to the Clerk of the Board. If no request is received within five school days of the parent's/guardian's receipt of the Superintendent's or designee's written notification of the decision, the decision will be final. The parent/guardian will be notified in writing of the date, time and place of the Board meeting at which the decision will be reviewed. The Board's decision will be final and nonappealable. The parent/guardian may prepare a written statement giving reason(s) for disagreement, if any. The written statement will be placed in and become a part of the student's permanent cumulative record.
(to Board of Education)

NON-TRADITIONAL INSTRUCTIONAL DELIVERY SYSTEMS

Purpose: To establish authority to grant high school credit for courses using nontraditional instructional delivery systems in accordance with Oklahoma State Department of Education Accreditation Rules.

Non-traditional instructional delivery using both synchronous and asynchronous methods that rely on the Internet and/or two-way interactive video instruction provides flexibility not available through the use of traditional classroom teaching methods.

Courses offered by a supplemental education organization that is accredited by a national accrediting body and that are taught by a certified teacher and provide for teaching and learning of the appropriate skills and knowledge in PASS may, upon approval of the State Board of Education and the District Board of Education, be counted for academic credit and toward meeting graduation requirements. The District Board of Education will verify that the course meets all requirements and submit a request, along with required information to the State Board of Education for final approval.

Contractual agreements shall be established between the District and parent(s) or legal guardians of students participating in alternative instructional delivery courses prior to the beginning of instruction. The contracts will address grading criteria, student attendance, beginning and end of instruction dates, and additional cost, if any, for course materials and equipment.

Schools using non-traditional instructional delivery systems will comply with all federal and state statutes pertaining to student privacy, the posting of images on the World Wide Web, copyright of materials, and Federal Communication Rules pertaining to the public broadcasting of audio and video.

All individual student data and records obtained through participation in Internet-based courses will follow District and Family Educational Rights and Privacy Act (FERPA) privacy and security protocols. No 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. Aggregated student data may be used to identify strengths and improvement opportunities relative to the delivery of Internet-based instruction.

The board directs the superintendent or designee to develop appropriate regulations that are aligned to the State Board of Education Rules for Accreditation.

NON-TRADITIONAL INSTRUCTIONAL DELIVERY SYSTEMS

The District has the responsibility to ensure that all accreditation standards are met for non-traditional instructional delivery. The following provisions must be made prior to approval for awarding credit.

- Instructors of Internet-based courses shall be a teacher certified in Oklahoma or another state to teach in the content area of the course offered, or a faculty member of an accredited institution of higher education, possessing the specific content expertise necessary to teach the course.
- Each teacher of two-way interactive video and web-based courses shall be provided professional development pertaining to instructional delivery methodology and the technical aspects of distance learning.
- The state statute 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. Courses using asynchronous delivery will be limited to 28 students.
- The principal or designee will approve/disapprove all student requests to participate in Internet-based courses.
- The principal will identify a certified staff member to serve as the building contact person to assist students enrolling in online courses and serve as a liaison to the online teachers and providers.
- A list of approved courses will be made available. Students will receive credit only for courses that have approved providers.
- Only students who are regularly enrolled in Tulsa Public Schools shall be allowed to enroll in courses taught for credit through the District. The student is responsible for providing verification of enrollment and submitting a final semester grade to the principal or designee.
- Courses taught for high school credit must align to the Priority Academic Student Skills (PASS) Standards.
- Teachers teaching two way interactive video classes and Internet-based instruction courses will develop a syllabus that communicates provisions for student monitoring, course assignments linked to PASS Standards, and the method of assessment that is aligned to District policy regarding student grades.
- Students earning credit by means of Internet based instruction are required to participate in all assessments required by the Oklahoma School Testing Program. No student will be allowed to participate in these assessments at a place other than the school site at which the student is enrolled.
- Assignment of weighted grades for Internet based courses will adhere to established District policy for weighted grades in traditionally delivered courses.
- The principal will assign a staff member to proctor tests required by the Internet-based course.

PARENT-TEACHER CONFERENCES

PURPOSE: To establish parent-teacher conferences.

Parent-teacher conferences will be used for reporting student progress in the first and third quarters. Conferences are to be scheduled as specified in the school calendar approved by the Board. Conferences will be split between an evening and the following morning.

GUIDANCE AND COUNSELING

PURPOSE: To provide leadership and advocacy for students in the areas of academics, personal/social skills, and career development.

The guidance and counseling program will align with the District mission and the site improvement plan to support the programs, skills, and interventions that remove barriers and lead to academic and personal success.

STUDENT DRESS CODE

PURPOSE: To specify student dress/grooming requirements.

A student's style of dress and/or grooming may reflect individual preference; however, such preferences must be selected within the constraints of reasonable rules and appropriate standards that are consistent with the maintenance of an effective learning atmosphere and good personal hygiene. The Board expects each student's attire and grooming to promote a positive, safe and healthy environment within the school.

The Board has determined that reasonable regulation of school attire and personal adornment is within its authority and consistent with its responsibility to provide an appropriate environment for learning. Although the Board recognizes that individual students have a right to free expression, that right must be balanced with the Board's responsibility to provide a safe, secure and orderly educational environment for all students.

Although the Board wishes for each student to accept responsibility for following the rules in regulation 2601-R, "Student Dress Code," it understands and appreciates both the authority and responsibility of the parent/guardian relative to student dress. The Board solicits the support of parents/guardians in the enforcement of its dress code.

The Superintendent or designee will develop and publish the rules in accordance with this policy.

Adopted: July 2001

Revised: December 2004

Legal Reference: 770 O.S. Section 6-144

STUDENT DRESS CODE

General Rules

The following decorations and/or designs (including tattoos and/or brands either temporary or permanent*) imprinted upon or attached to the body or clothing are prohibited:

- Symbols, mottoes, words or acronyms that convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit, or sexually suggestive messages.
- Symbols, mottoes, words or acronyms advertising tobacco, alcohol, or illegal drugs or drug paraphernalia.
- Symbols, mottoes, words or acronyms identifying a student as a member of a secret or overtly antisocial group or gang or that identifies a student as a member of an organization that professes violence or hatred toward one's fellow man.

*Visible and permanent tattoos/brands incompatible with the standards set forth herein shall be covered to prohibit their display.

Excessively large or baggy clothes are prohibited. Approved garments must be of a length and fit that are suitable to the build and stature of the student.

Permitted garments shall be clean, in good repair, and shall have no holes worn through, slashes or rips.

Permitted clothing shall be worn as designed/manufactured to include the following:

- Suspenders must be attached as designed and worn on shoulders
- Shirts/blouses must be appropriately buttoned
- Zippers on pants and shirts must be zipped
- Belts must be fastened

School team apparel or school organizational uniforms are allowed on a game day or on other days as approved by the school's administration.

All students participating in approved school activities are expected to comply with required dress and personal appearance regulations of the activity in which they are participating. Students who refuse to dress as required by the school or sponsor will not be permitted to participate in the activity or to represent the school in any way.

Outerwear

Students must store outerwear (coats, hats, gloves, scarves, etc.) in their lockers upon arrival at school. Outerwear will not be permitted in classrooms, cafeterias, libraries, corridors or other areas of the school buildings after arrival unless authorized by the school's administration.

Head Coverings/Sunglasses

Scarves, curlers, bandanas, sweatbands, or other similar head coverings or adornments shall not be worn to class or within school buildings.

Caps, hats or other similar head coverings shall not be worn to class or within school buildings unless prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity.

Sunglasses (unless prescribed by a physician) shall not be worn to class or within school buildings.

Upper Garments

The cut of sleeveless garments must not expose undergarments or be otherwise immodest. Strapless garments are prohibited. Shoulder straps of permitted garments must be a minimum of the width of two fingers of the person wearing the garment.

Bare midriffs, immodestly low cut necklines, off the shoulder, or bare backs are prohibited. Garments must be of appropriate length, cut and/or fit to meet these requirements while sitting and/or bending.

Lower Garments

Undergarments shall not be visible. Pants and shorts shall be worn at the waist, and shall not extend below the heel of the shoe in length.

Tights or leggings worn as outerwear, spandex, bike shorts, bathing/swimming wear, sleep wear (including pajamas), etc., are not permitted.

Shorts and skirts must be of modest length defined as a maximum of 6" above the knee of the wearer or not above the fingertip of the wearer with the arm fully extended, whichever is longer.

Footwear

Students shall wear appropriate footwear for protection and hygienic reasons while on school grounds, participating in school activities, or on school transportation. House slippers, and shower shoes are examples of unacceptable footwear.

Accessories

Jewelry and other accessories shall not convey prohibited messages as defined above. Visible pierced jewelry shall be limited to the ear.

Dog collars, tongue rings and studs, wallet chains, large hair picks, chains that connect one part of the body to another, or other jewelry/accessories that pose a safety concern for the student or others are prohibited.

Religious and Health Accommodation

Where a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy.

Clothing Assistance

It is the policy of the Board that no student will be denied an education due to a bona fide financial inability to obtain clothing that complies with the school dress code. Any student for whom compliance with the school dress code poses a bona fide financial burden may submit a written request for clothing needed, together with a statement of financial need. School principals, or their designees, shall assist families in financial need to obtain clothing that complies with the school dress code. In meeting requests for assistance, principals, or their designees, shall consider community resources such as clothing donations from school personnel, merchants, parent organizations, and charitable organizations, financial assistance, purchasing clothing for a student, and providing additional time for a student to obtain clothing that complies with the school dress code.

School Policies

Individual schools, via their respective school shared decision-making councils or school improvement committees may, upon approval by the principal, impose more strict dress code requirements than those set forth herein. However, all schools must meet the standards set forth in this policy as the minimum requirement. Schools shall publish any and all additional requirements/expectations relative to student dress. Students and their parents/guardians have the responsibility to be aware of any school specific dress codes and to conform to those requirements after the school has provided reasonable notice.

Penalties/Sanctions

Students who elect not to conform to the dress and grooming rules set forth by this policy will be subjected to disciplinary actions and/or sanctions as defined by the district's *Code of Student Conduct*.

Unusual Circumstances

If any unusual situation relative to dress or grooming arises which is not specifically covered in this policy, the building administrator shall have the authority to rule on the appropriateness of the attire.

Adopted: July 2001

Revised: December 2004

Legal Reference: 770 O.S. Section 6-144

2601-R Page 3 of 3

STUDENT SEARCHES

PURPOSE: To establish standards for student searches.

All school property such as lockers, desks, etc., assigned to students is held in public trust by the Board. The student is given a temporary right to use the property and this right may be revoked at any time. School property will not be used to store materials, objects, etc., in violation of school regulations or state and local ordinances. The school principal or designee may authorize the search of school property temporarily assigned to a specific student and without the permission of the student or the presence of the student. Students have no expectation of privacy as to lockers, desks, or other school property temporarily assigned for their personal use. School personnel may remove from lockers or desks any articles which are prohibited at school or could be used to interfere with or disrupt the educational process.

No person while attending a public school-sponsored function may conceal on person or purse, handbag, etc., any weapon, narcotic or dangerous drug, alcohol, or any other substance or object in violation of local or state ordinances or school regulation.

Adopted: November 1982

Revised: February 2005

Legal Reference: Oklahoma State Law Title 70 § 24-102

STUDENT SEARCHES

The school principal or designee may authorize the search of a student's person or personal property and the seizure of prohibited illegal or harmful items in a student's possession as follows:

- Upon reasonable suspicion by school authorities to believe the student is in possession of an item which constitutes a crime or a school rule violation. The student should be told prior to the search that the search is seeking prohibited contraband. If a "pat down" search becomes necessary, then, when feasible, the "pat down" should be conducted by a person of the same gender. The search should be witnessed, when feasible, by at least another certificated or other authorized person. Under no circumstances should a strip search be conducted.
- At any other time allowed by law, Board policy or the *Code of Student Conduct*.
- School authorities may seize prohibited, illegal, or harmful items or other substances reasonably determined to be a threat to the safety or security of others.
- Any seized items may be temporarily or permanently removed from a student's possession.

STUDENT ORGANIZATIONS

PURPOSE: To encourage school sponsorship of student organizations and to prohibit sororities, fraternities, social clubs, or secret societies.

The principal or designee shall develop an extra-curricular program that includes a wide variety of clubs and/or organizations that promote opportunities for students to develop leadership and learning skills. Such clubs and organizations are designed to broaden students' interests and experiences in each school community. Sororities, fraternities, social clubs, or secret societies are not to be school sponsored. Students will not engage in these activities during school time or on school property.

Any organization composed wholly or organized primarily for students, and in which the name, purpose, law, or regulations of the membership are secret, or in which membership is not free and open to all interested and qualified members of the school, but is exclusive, certain persons being chosen at the pleasure and by favor of those already members, shall be considered a sorority, fraternity, social club or secret society within the meaning of this policy.

DISTRIBUTION OF WRITTEN MATERIAL BY STUDENTS IN SCHOOL FACILITIES

PURPOSE: To provide for the distribution of written materials by students.

Public school students may distribute written material in school facilities, subject to reasonable parameters outlined by school authorities. These parameters include time, place, and manner of distribution; and certain restrictions concerning the content of the material.

The Board is responsible for preventing interference with its mission to provide educational services. Therefore, the District administration will develop appropriate regulations governing the distribution of written material by students in school facilities.

Adopted: March 1991

Revised: January 2005

Legal Reference: The Equal Access Act, August 1984

DISTRIBUTION OF WRITTEN MATERIAL BY STUDENTS IN SCHOOL FACILITIES

Definitions as used in this regulation:

Distribution -- The circulation of written material by handing out copies, selling or offering copies for sale and accepting donations for copies.

Written Material – Includes, but is not limited to leaflets, magazines, books, brochures, flyers, petitions, newspapers, buttons, badges or other insignia, computer software and any medium of expression whether oral or visual.

Minors -- Persons under the age of 18.

Public school students have a constitutional right to distribute written materials in school facilities, subject to reasonable regulation by school authorities of the time, place, and manner of distribution and subject to certain restrictions concerning the content of the materials.

This regulation provides procedures for students to distribute written materials and at the same time informs them of the conditions which the Board deems essential to prevent interference with the mission to provide educational services for all students.

Time and Place of Distribution

Students may distribute written material at any entrance or exit to a school building for a period not to exceed 30 minutes prior to the start of the earliest instructional class and not to exceed 30 minutes after the end of the last instructional class. Students may distribute written material at an entrance or exit to a school cafeteria when lunch is being served. Students may distribute written material before and after regular school hours at the entrances and exits to school gymnasiums, school stadiums, school auditoriums or other school facilities when those facilities are in use. Students will not distribute written material on school premises or in facilities except as stated above.

Manner of Distribution

Students shall not distribute written material in a manner disrupting a school activity or impeding the flow of traffic within hallways or entryways. No person will be compelled to accept any written material. A person declining to accept written material will not be threatened, treated with disrespect (verbally or by gesture) or impeded in any manner.

Clean-up

Students who distribute written material will be responsible for removing discarded and leftover material from the school facility grounds before the students leave the school premises after distributing the material.

Content

The distribution of written material shall not be restricted or denied solely because of political, religious or philosophical content of the material. However, students must realize rights go hand-in-hand with responsibilities and that they have a responsibility to refrain from distribution of written material that is:

Obscene to Minors – Material taken as a whole lacks serious literary, artistic, political or scientific value for minors and when an average person, applying contemporary community standards, would find the written material, taken as a whole, appeals to an obsessive interest in sex by minors of the age to whom distribution is directed.

Libelous -- False and unprivileged statement about a specific individual tending to harm the individual's reputation.

Vulgar, Lewd or Indecent -- Material an average person would deem improper for presentation to minors because of sexual connotations or profane language.

A Display or Promotion of Unlawful Products or Services -- Material advertising or advocating the use of products or services prohibited by law from being sold or provided to minors.

Group Defamation -- Material degrading, defaming or disparaging a group or a member of a group on the basis of race, religious affiliation, ethnic or national origin, gender identity or preference, or disability. This includes racial and religious epithets, "slurs," insults and abuse.

Disruptive of School Operations -- Material on the basis of past experience or based on specific instances of actual or threatened disruptions relating to the written material in question, is likely to cause a material and substantial disruption of proper and orderly operation of school activities or school discipline.

Students will have the right, but are not required, to submit written materials to the school principal in advance of distribution. If the principal concludes that the submitted written material falls within one or more of the categories of prohibited materials described above, the principal shall notify the students in writing stating the reasons within 24 hours (excluding nonschool days) of the principal's receipt of the material. Students may elect to distribute written material disapproved by the principal, but they should understand such distribution may subject them to disciplinary action as provided herein and the principal may elect to take action to halt distribution of the material.

Violation of Regulation

Students violating this regulation will be subject to disciplinary action, including out-of-school suspension. If a student is suspended out of school for violation of this regulation, or if distribution of written material is halted by the principal, the student may appeal the decision in accordance with the District student suspension procedures currently in effect.

Miscellaneous

This regulation does not apply to official school publications distributed at school by students, such as yearbooks or student newspapers published as a part of the school curricula. All schools shall provide a notice on school bulletin boards and in material

generally distributed to students and parents/guardians stating that by permitting the on-campus distribution by students of written materials pursuant to this policy and regulation, the school, the District and the Board are not approving, endorsing, supporting or advocating the content of any written material distributed by students.

A copy of this policy and regulation will be posted conspicuously in each school building. Any student shall be entitled to a free copy of this policy and regulation upon request.

STUDENT GOVERNMENT

PURPOSE: To authorize the creation of student councils and student government associations.

The Board authorizes that student councils and other student government associations may be formed as long as their primary objective is to support the school.

Procedures of student government will be established in schools as are appropriate to student maturity. Students will not be assigned decisions, particularly those involving individual students, for which teachers, administrators and the Board are held legally responsible. Such decisions include, but are not limited to, all forms of disciplinary action.

While the forms and functions of student government will vary from school to school, in all cases the scope of its powers, privileges, and responsibilities should be a matter of public record.

CONDUCT AT STUDENT PERFORMANCES

PURPOSE: To define expected behavior of participants at student performances.

This policy addresses performances both on and off campus for all student groups, including but not limited to the following: bands, cheerleaders, choruses, dance troupes, drill teams, theater companies, flag teams, drum majors, talent shows, mascots, and other ensembles. Membership or participation within these extracurricular activities is a privilege and students are expected to demonstrate appropriate and respectful behavior. The fact that something is not specifically listed is not a valid excuse for acting in a way that is not complimentary to or respectful of Tulsa Public Schools.

Suggestive, offensive, vulgar verbiage of musical lyrics and/or choreography is inappropriate. Because student performances are an integral part of the curriculum, performances, including music and choreography, must be pre-approved by sponsors and administrative representatives before any practices and/or competitions begin. Lewd gestures, inappropriate comments, foul language, and suggestive or vulgar movements are among those behaviors which are not acceptable while practicing or performing as a member of a school group.

All behavior exhibited by Tulsa Public Schools students should reflect high standards. The sponsor has the responsibility to determine acceptable behavior under the direction of the school principal.

STUDENT DISCIPLINE

PURPOSE: To provide standards for student conduct.

The District will establish uniform standards and expectations for student conduct. The Board will adopt these standards and expectations annually, and will publish them in the *Code of Student Conduct* (Code).

The Code shall be applied to support the educational mission of the District and to foster constructive social behavior by and among students. The Code is to be applied without discrimination as to race, religion, gender, age, national origin, or disability. The Code shall not be punitive.

It shall be the responsibility of each student to comply with the Code while on or adjacent to District premises, on any District-provided transportation, or in the course of any school or District sponsored class, function, or activity, whether on or off District premises. As provided for in the Code, appropriate disciplinary referrals or actions will result from student violations of the Code.

The Code will describe means by which any student subject to disciplinary referrals or actions may respond to and appeal such referrals or actions.

A copy of the Code will be provided to each student during the student's first week of each school year. Copies will also be available at every school site, at the Education Service Center, and will be posted on the District's web site for public review and access.

Adopted: November 1982

Revised: January 2005

Cross Reference: 2112, Corporal Punishment
2618, Student Detention
2619 and 2619-R, Student Suspension

STUDENT AUTOMOBILE USE

PURPOSE: To establish guidelines for student automobile use.

All vehicles driven by students for transporting themselves to and from school must meet safety requirements established by city or state statutes.

Each school principal will have the responsibility of establishing rules regarding motor vehicle use by students in accordance with the needs of the school and existing local and state laws. Students in violation may have their privilege to drive and/or park on District property revoked. Serious violations may result in additional discipline of the student.

Adopted: July 1982

Revised: March 2005

Legal Reference: Title 70 O.S., 5-117

Cross Reference: 2607, Student Discipline
2618, Student Detention

CONTESTS FOR STUDENTS

PURPOSE: To authorize approval of student participation in contests.

Students representing their schools or the District will participate only in contests approved by the Chief Academic Officer, principal or designee.

STUDENT AWARDS AND SCHOLARSHIPS

PURPOSE: To establish the District's student awards and scholarship programs.

The administrative staff is responsible for the development and maintenance of criteria and procedures for the presentation of school awards to students for scholarship and distinguished performance in any school. The criteria for making awards must be consistent with the goals of the District. Criteria for awarding externally funded scholarships will be honored by the school's administration. Scholarship awards should be free from motives of personal gain for school personnel and under the control of professional staff or others acceptable to staff.

STUDENT AWARDS AND SCHOLARSHIPS

Each elementary, middle and high school principal will establish criteria for selection and presentation of school wide awards that are consistent with District goals for academic performance and service to the school and community.

Each high school principal will establish a faculty scholarship committee whose names shall remain anonymous. Members should serve on rotating bases.

Scholarship information, along with application deadlines, will be communicated to students by counselors.

The committee will establish a rank order of applicants and submit to the principal for selection.

NONCURRICULUM-RELATED STUDENT MEETINGS

PURPOSE: To establish guidelines for non-curriculum-related student meetings.

The District has created a limited open forum by permitting secondary student groups to meet on school premises during non-instructional time for student-initiated activities not directly related to the school curriculum. The District will not discriminate against District students conducting such meetings on the basis of the religious, political, philosophical or other content of the speech at such meetings.

Adopted: May 1985

Revised: April 2005

Legal Reference: Equal Access Act

NONCURRICULUM-RELATED STUDENT MEETINGS

The District will indicate to students, employees, or members of the public that such a meeting is not sponsored by the District. School funds will not be used in connection with a limited open forum meeting beyond the incidental cost of providing space.

Additional criteria include:

- The meetings must be voluntary and student-initiated.
- There may be no sponsorship of the meetings by the District or any employee of the District.
- Employees of the District may be present at religious meetings only in a nonparticipatory capacity.
- The meetings may not interfere with the orderly conduct of educational activities within the school.
- Non-school persons may not direct, conduct, control or regularly attend meetings of student groups.
- Formal religious ceremonies may not be conducted at the meetings.
- Any student group desiring to conduct a meeting shall notify the principal or designee in writing at least five working days prior to the meeting. The written request must specify the type of meeting, date and time, the number of persons attending, the purpose of the meeting, and a statement that the meeting is student-initiated and student-sponsored. The principal or designee will assign a room and the time on a space available basis.

Issued: May 1985

Revised: March 2005

Legal Reference: Equal Access Act

MARRIED STUDENTS

PURPOSE: To prohibit discrimination of married students.

Married students attending school in the District will be afforded the same opportunities and are subject to the same regulations as all other students. These opportunities include, but are not limited to, the holding of school office, all student instructional provisions, extracurricular activities, and disciplinary measures.

If a married student becomes pregnant, the policy regarding pregnant students becomes applicable.

Issued (as regulation): November 1982

Adopted (as policy): January 2005

Cross Reference: 2613, 2613-R, Pregnant Students

4901, Affirmative Action/Nondiscrimination/Equal Employment Opportunity

PREGNANT STUDENTS

PURPOSE: To prohibit discrimination of pregnant students to allow participation in the educational programs and activities offered by the District.

The District shall not discriminate against any student or exclude any student from its education program or activities, including any class or extracurricular activity, on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery there from unless the student voluntarily requests to participate in a separate portion of the program or activity.

Adopted: April 2005

Legal Reference: Title IX; 34 C.F.R., Sec. 106.40

Cross Reference: 2612, Married Students

PREGNANT STUDENTS

As it becomes known that a student is pregnant, school personnel will refer the student to the school nurse who will discuss with the student the need for routine physical examinations and provide information on various issues, such as sexually transmitted diseases, nutrition, rest, and physical activity. The nurse may also offer to discuss any personal concerns or issues that the student may have, including the desirability of notifying the student's parent/guardian. The school nurse may assist the student in accessing a physician or healthcare facility of the student's choice upon request.

When determined to be necessary, the student must provide the school nurse with a physician's statement recommending appropriate school activities.

The school nurse should also encourage the student to attend parenting classes and will stress the need for regular visits with her healthcare provider.

The school nurse will also make referrals, as indicated, for counseling and social services. With student approval, the initial contact for these referrals will be the school counselor or school social worker. The counselor is responsible for informing the pregnant student of her education options, including remaining in the home school, homebound instruction per procedures established by the Special Education and Student Services Department, or enrolling in the Margaret Hudson program. Withdrawal from school will be the decision of the student and/or her parent/guardian.

Upon written medical documentation, the student will be readmitted to regular classes after delivery, or if the pregnancy is interrupted by miscarriage or other causes before term, and be reinstated to her original status.

TARDINESS AND TRUANCY

PURPOSE: To define tardiness and truancy.

Definitions

Tardy - Reporting to an assigned area late constitutes tardy; reporting to school late constitutes tardy.

Truancy - Failure to report to school or an assigned area without a valid excuse constitutes truancy.

Assigned areas for students during the school day are established by individual schedules and other directives by the principals or teacher. Failure to report to the assigned area constitutes truancy. Once a student has arrived at school, the student is expected to remain there for the full school day unless excused in writing by the principal or designee and notification of parent/guardian. Some students in the high schools may have irregular schedules because of their participation in cooperative work programs or other legitimate reasons. Reporting to class or an assigned area more than 15 minutes late constitutes an absence for that period.

Students are expected to be punctual in arriving at assigned areas. Tardiness to class should not be reported as a school tardy. A student is tardy to school who has not reported when scheduled to the homeroom teacher or person responsible for checking attendance. A student is tardy to class who has not reported to class or assigned area when scheduled.

Issued (as regulation): November 1982

Adopted (as policy): May 2005

Cross References: 2204, Student Attendance

EXCLUSION OF STUDENTS FROM CLASS ATTENDANCE

PURPOSE: To define when students may be excluded from class attendance at the request of the teacher.

At the request of the teacher to the designated authority, a student may be removed from a class and not allowed to return until a conference is held between the teacher, the parents/guardians, and a representative of the Administration. The decision to exclude the student from class, pending the parental conference, should be based on the student's prior record of misbehavior, documented remedies already having been tried, and the probable length of time the student will be out of class before the parents/guardians can be available. If the exclusion is likely to be prolonged (more than three days), consideration will be given to suspension, until the parental conference, at which time a written agreement must be developed defining contingencies for the student to remain in class.

Issued (as regulation): December 2001

Adopted (as policy): May 2005

Legal Reference: 1981 Negotiated Agreement

GUN-FREE SCHOOLS
(STUDENT SUSPENSION)

PURPOSE: To comply with state and federal laws concerning firearms at school.

Definitions

The term “*firearm*” means a firearm as such term is defined in Section 921(a) of Title 18 of the United States Code.

The term “*determined to have brought a firearm to a school under the jurisdiction of the District*” means any student being in possession or control of a firearm on property owned, leased or rented by the District, including, but not limited to, school buildings, parking lots and motor vehicles and any student who is in possession or control of a firearm at any District-sponsored function regardless of whether such function is conducted on District property.

Any student who is determined to have brought a firearm to a school under the jurisdiction of the District shall be suspended from school for a period of not less than one year.

Any suspension imposed under this policy may be modified for any student on a case-by-case basis by the Superintendent or the board of education under appropriate appeal procedures.

Enforcement of this policy shall be consistent with state and federal laws dealing with discipline of students with disabilities.

Any student violating this policy is subject to referral to the appropriate criminal justice or juvenile delinquency system. Any out-of-school suspension initiated pursuant to this policy shall be subject to the procedural safeguards set forth in the District’s policy for the suspension of students.

Any firearm seized from a student by any school employee shall immediately be delivered to a law enforcement authority for disposition pursuant to applicable law.

Consistent with Oklahoma law, for an out-of-school suspension under this policy, no education plan shall be implemented during the term of the suspension.

This policy supersedes any conflicting policy of the District.

Adopted: October 1995

Revised: September 2007

Legal Reference: Section 921 of Title 18 of the United States Code
Gun-Free Schools Act (GFSA) (P.L. 103-382 and P.L. 107-110)

STUDENT ABSENCES DUE TO ACTIVITIES

PURPOSE: To minimize student absences due to cocurricular activities.

The Superintendent or designee will annually review the scheduling of cocurricular activities to ensure compliance with the Oklahoma State Department of Education Attendance/Activities Regulations.

The maximum number of absences for activities removing a student from the classroom shall be ten for any one class period of each school year. Excluded from this number are state and national level contests sanctioned by the Oklahoma Secondary School Activities Association.

Attendance in regularly scheduled classes is a key factor in student achievement. Any absence from those classes represents an educational loss to the student. The Board recognizes, however, the cocurricular program of the school also has educational merit. Therefore, it shall be the policy of this Board to minimize absenteeism from regular classes, while providing students the opportunity to participate in cocurricular activities.

Adopted: December 2001

Revised: June 2005

Cross Reference: 2204 Student Attendance
2614 Tardiness and Truancy

STUDENT ABSENCES DUE TO ACTIVITIES

Each school will appoint an Internal Activities Review Committee at the beginning of the school year to be responsible for reviewing deviations from attendance/activities policies. The principal or designee and teacher will maintain an addendum to the attendance records to verify any deviations.

Any absence over the maximum of ten days without the written approval of the Internal Activities Review Committee will be counted as an unexcused absence.

Internal Review School Level-Committee Members

Committee members will be appointed at the principal's discretion. High school committees may include the activities director; president or representative of student council; representatives of the school administration, classroom teacher's association, fine arts department, athletic department, and vocational department; parent selected by Planning Council or Parent/Teacher Association; and others appointed at the discretion of the Principal.

Granting of Exceptions

In order for a student to request an exception to the ten-day limit through the Internal Activities Review Committee, the student should meet the following criteria:

- Must have an acceptable grade average, with no failing grade for the previous grading period.
- Must have been in attendance in all regular classes at least 90 percent of the time when the request is made.
- Must request an absence that, in the view of the committee, will benefit the student and/or school.
- Must request the exception in writing at least 15 school days in advance.
- The committee may waive any of these requirements in unusual situations.

Sponsor/Teacher Responsibilities

- It is the responsibility of the sponsor/teacher to prepare a list of activities a student may attend during the school year and advise students of this list. These activities should be prepared and given to the principal at the beginning of the school year or as soon as possible thereafter.
- The sponsor/teacher should check the activity absentee list regularly in order to help students plan for future absences.
- The sponsor/teacher should help the student select only those activities benefiting the student and/or school.

Complaint Resolution

- A signed, written complaint must be filed with the school principal.
- If the complaint is not resolved at the school level, the complainant shall notify the Superintendent or designee. The Superintendent or designee will review the complaint for resolution at the District level.
- If the complaint is not resolved at the District review, the individual may file the complaint with the Accreditation Section of the Oklahoma State Department of Education.

STUDENT DETENTION

PURPOSE: To establish guidelines for student detention.

A school administrator or teacher may detain a student for disciplinary reasons under reasonable conditions and in an appropriate environment. The length of time should be relevant to the age/maturity of the student. Detained students must have adult supervision, which must be provided or arranged by the teacher or administrator detaining the student.

Parents/guardians will be notified prior to the student serving the detention.

STUDENT SUSPENSIONS

PURPOSE: To ensure a safe, orderly, and secure learning environment.

The board recognizes the importance of ensuring that students who show a disregard for school rules and/or the health and safety of faculty and/or students are suspended from school. The board also recognizes the importance of assuring that students who are eligible to continue their education in an alternative setting are identified and provided information on alternative setting options.

The term "suspension" or "suspended," as used in this policy and Oklahoma law means that the student has been removed from attendance at any school. The term does not mean placement in an alternative school, reassignment to another classroom, in-school detention, or in-school alternatives to suspension. Alternative in-school placement, detention, and similar in-school disciplinary options or correctional measures are not considered by law to be out-of-school suspension and do not require or involve the due process procedures set forth herein.

Students may be suspended for violation of the Behavior Response Plan.

A school is not required to provide education services in a regular school setting to those students who have committed a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty and/or students. Nor shall a school be required to enroll a student from outside the Tulsa Public Schools District until the terms of the suspension are met. Students who have met the terms of their suspensions in other school districts will also be required to meet the requirements of the District's transfer policy should they desire to attend a school in the District. Educational services must be provided in accordance with the student's Individualized Education Plan (IEP). Educational plans will not be provided to students who are suspended for less than 5 days or to students who have been suspended for possession of a dangerous weapon or a controlled danger substance.

The Superintendent or designee will develop appropriate procedures for student suspensions and continuation services.

Adopted: November 1982

Revised: July 2010

Cross Reference: 2607, Student Discipline

Legal Reference: Title 70 O.S., 24-101,
Amendment 70 O.S., Section 24-101 as amended by Section 1, Chapter 150,
O.S.L. 1992
70 O.S. Section 24-1

Reference: Alternative Education Task Force Report June 1, 2009

STUDENT SUSPENSIONS

Prior to suspending a student out of school, the principal will refer to the current Behavior Response Plan to determine what action is to be taken. The current Behavior Response Plan will indicate the length of the suspension, whether the police must be notified and the appeal procedure

The Behavior Response Plan of the District shall be consistent with the due process rights of students and will provide proper guidelines for fair and consistent treatment of students, including eligibility for continuation of education services in an alternative setting or through the use of an alternative delivery method.

Pre-Suspension Conferences

- When a student violates a school rule or regulation, the principal or designee will conduct an informal conference with the student.
- At the conference, the principal or designee will read the rule or regulation the student is charged with having violated and will discuss the conduct of the student that is an apparent violation of the rule or regulation.
- The student will be asked whether the rule or regulation is understood and be given a full opportunity to explain and discuss the conduct in question.
- Before a student is suspended, the principal or designee shall consider and apply, if appropriate, alternative in-school placement options, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention.
- If it is concluded a suspension is appropriate, the student will be advised of the suspension and length of suspension.
- The principal or designee will immediately notify the student's parent/guardian by phone, if possible, and in writing that the student is being suspended from school by the principal. Elementary and middle school students will not be dismissed before the end of the school day without advanced notice to the parent/guardian.

Immediate Suspension without a Pre-Suspension Conference

- A student may be suspended without a pre-Suspension conference as required by this regulation only in situations where the conduct of the student reasonably indicates to the principal the continued presence of the student in the building will constitute a danger to the health or safety of the students, faculty, staff or school property, or a continued disruption of the educational process.
- In such cases, a suspension conference with the student and the parent/guardian will be scheduled as soon as possible after the student has been removed from the building.

Conference with Parents and Right to Appeal

- The principal or designee will seek to hold a conference with the parent/guardian as quickly as possible after the suspension has been imposed. The parent/guardian should be advised of the right to a conference with the principal or designee at the time the parent/guardian is notified that a suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents/guardians whenever possible.
- At the conference, the principal or designee will read the rule or regulation the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent/guardian should be asked by the principal or designee if the parent/guardian understands the rule and the charges against the student.
- At the conclusion of the conference, the principal or designee will state whether the suspension will be terminated or modified. If the suspension is for ten days or less, the principal or designee will inform the parent/guardian of the right to appeal the suspension to the Site Suspension Review Committee (SSRC) composed of administrators and/or teachers, with no further appeal/review rights. If the suspension is for more than ten days, the parent/guardian will be advised of the right to have the suspension reviewed by the SSRC, and the Superintendent or designee, and a Hearing Officer whose decision is final. The decision to change the out-of-school suspension to an alternative school placement is not appealable.

Limits on Suspensions

- The length of suspension may not exceed the present semester and one additional semester, except that students found in possession of a firearm while on school property, in a school bus, or other vehicle used for the transportation of students or teachers, shall be suspended for a period of at least one calendar year.
- Suspensions should have a definite commencement and ending date; indefinite suspensions are not permitted. It is recommended that extended suspensions be imposed only in aggravated situations.
- Suspensions should be consistent. One student should not be suspended for a few days and another student suspended an extended period for the same or similar offense. However, the principal or the designated staff member may take previous conduct and previous suspensions of the student into consideration.
- The student may be advised the suspension may be terminated at an earlier date if the student performs some remedial act.

Records and Reports

- The principal or designated staff member will keep written records of each suspension conference containing the date of the conference, the names of the persons present, and the time and duration of the conference.

- Each suspension and appeal procedure will be reported on the Notice of Student Suspension to the parent/guardian and appropriate offices at the Education Service Center.

Continuation of Educational Programs and Services

- Students suspended for five days or less shall not be provided an education plan.
- Students suspended for possession of a dangerous weapon or a controlled dangerous substance shall not be provided an education plan.
- Students suspended for more than five days may continue educational programs and services in an alternative setting.
- An educational plan shall address academic credit in the core units of English, mathematics, science, social studies.
- Education services for special education students must be provided in accordance with the student's Individualized Education Plan (IEP).
- Copies of educational plans shall be provided to parents/guardians.

Participation in Extracurricular Activities

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

Creation of Suspension Review Committee

- The principal of each school will establish a Site Suspension Review Committee (SSRC).
- The membership of the SSRC will consist of at least four building teachers and/or administrators, or both.
- The principal or designated staff member will designate at least one alternate for each member, since no person involved in the suspension will act as a member of the SRC.
- The function of the SSRC will be to review suspension actions of the principal or designated staff member upon a request for such review by a parent/guardian.
- The SSRC will designate one of its members as chairperson and one as secretary. (The principal or designated staff member may designate an office clerk or secretary as a nonvoting member to take notes.)

Suspension Review Hearing

- Upon being notified the parent/guardian desires to have a suspension decision reviewed by the SSRC, the principal or designated staff member will notify the student and parent/guardian at least 24 hours in advance of the time and place for the review hearing
- If no appeal is requested within five days from the date of suspension, the suspension will stand.
- The hearing will be held promptly and in any event not more than 48 hours (exclusive of Saturdays, Sundays and holidays) after the principal or designated staff member is notified that the parent/guardian desires a review of the suspension decision. The hearing will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents/guardians whenever possible.
- The hearing before the SSRC will be conducted on an informal basis. The student and parent/guardian will have a right to attend but the use of an attorney at this level is discouraged.
- At the hearing, the chairperson will read the rule or regulation the student is charged with violating and ask the student and parent/guardian if they understand the regulation. The chairperson will outline the student's conduct causing the suspension.
- The principal or designated staff member and other staff members involved in the case will be requested to present information relative to the suspension. The student and parent/guardian will be given a full opportunity to present the student's side of the matter.
- The student and the student's parent/guardian will have the opportunity to hear and question those persons having charged the student with a violation of the rule or regulation. (This refers to school staff only)
- The hearing before the SSRC will be based on the following criteria:
 - Is the student guilty of a violation?
 - Is the penalty in keeping with the severity of the infraction?
- If the suspension is for ten days or less, the decision of the SSRC is final. If the suspension is for eleven days or longer, the parents/guardians will be notified of their right to appeal the decision of the SSRC to the Superintendent or designee. The principal may also appeal an adverse decision of the SRC to the Superintendent or designee.
- Written minutes will be made of each hearing and a written report of the hearing filed with the Superintendent or designee. The principal or designated staff member also will notify the parents/guardians of the results of the SSRC hearing in writing as soon as possible.

Right of Appeal to the Superintendent or Designee

If the suspension is for 11 days or more, a parent/guardian, student, or principal may appeal the suspension decision of the SSRC to the Superintendent or designee.

Method of Appeal to the Superintendent or Designee

- The appeal may be requested by phone or letter to the Clerk of the Board of Education.
- The Superintendent or designee will set the hearing date, time and place of the hearing which will be conducted as required by law.
- If an appeal is not received within five days after the SSRC decision is made, the SRC decision will be final.
- For Special Services Students, see: Special Education and Suspension for Students with Disabilities

Right of Further Appeal to a Hearing Officer

In accordance with applicable provisions of Oklahoma law, district boards of education are authorized to appoint Hearing Officers to conduct certain hearings for out-of-school student suspensions and render final decisions. Accordingly, the Tulsa Public Schools Board of Education will utilize a Hearing Officer to hear cases of students suspended out-of-school for eleven days or longer.

Method of Appeal to a Hearing Officer

- A written request from the student's parent/guardian must be made to the Clerk of the Board of Education within five days of the decision.
- Hearing Officers will be drawn from a list of retired judges, attorneys and others with previous experience in dealing with like matters.
- The Hearing Officer will be assigned to a case on a drawing by lot basis. If the person whose name is drawn is not available or for some other reason cannot or will not hear the case, another name will be drawn by lot until a Hearing Officer is selected who is available and willing to hear the case.
- The Safe Schools Coordinator in the presence of at least one central office administrator shall make the drawing.
- The Safe Schools Coordinator shall be responsible for contacting the Hearing Officer as to the selection.
- The Safe Schools Coordinator will maintain a list of Hearing Officers and training for those individuals will be conducted, as required, by the School Board attorney. Hearing Officers will be paid at a rate established by the District.
- The decision of the Hearing Officer will be final and may not be appealed.

Attendance at School Pending Appeal Hearing

- Pending the appeal hearing before the SSRC, Superintendent or designee, or a Hearing Officer, the student will have the right to attend school under such "In-School Intervention" restrictions as the principal deems proper. The exception at the discretion of the principal, is the student may be prohibited from attending school pending the appeal hearing if in the judgment of the principal, the conduct for which the student was suspended reasonably indicates continued attendance by the student pending the appeal hearing would be dangerous to other students, staff or school property and interfere with the educational process at school.

STUDENT USE OF WIRELESS COMMUNICATION DEVICES

PURPOSE: To limit the use of wireless communication devices by students.

The District recognizes the benefits of communications during emergencies; however, the use of cell phones, pagers, etc., during instruction time disrupts and interferes with the educational process and will not be tolerated.

Wireless communication devices include, but are not limited to cell phones, pagers, lap tops, text messaging devices, personal digital assistants, and other similar devices capable of receiving or transmitting messages.

Students are prohibited from using wireless communication devices for any reason during school hours. Wireless devices will not be visible and are not to be activated during school hours. Laptops computers used for instructional purposes are allowed.

Exceptions may be granted for medical necessity with the prior written consent of a parent/guardian, the school principal or superintendent, and a statement of medical necessity from the student's doctor.

Students in violation of any part of this policy will be subject to discipline procedures for inappropriate personal property and/or disruptive behavior and confiscation of the device. The confiscated devices must be retrieved by the parent/guardian and will not be released to the student.

Adopted: October 2001

Revised: May 2005

Legal Reference: Oklahoma State Law Title 70 § 24-101.

STUDENT FEES, FINES, AND CHARGES

PURPOSE: To specify the conditions under which the board may/may not charge and collect fees and/or fines.

It is the intent of the board that:

- Those items that are necessary to and an integral part of its educational programs, activities and services be provided free of any fee or additional charge to the student and/or the student's family.
- That district property provided to students/families for their use in support of district programs, services and activities shall be properly maintained and returned when requested/required.

All students shall be provided with the necessary equipment, materials and supplies sufficient to allow for the completion of any particular class or course with the highest possible grade without the burden of any added cost unless specifically noted below. Students shall not be charged fees for classroom supplies, materials, textbooks, or equipment or for janitorial or maintenance supplies. Students shall not be charged fees for consumable classroom materials required for course/class completion such as workbooks, practice sheets, other printed materials, computer related supplies, etc.

Students may, however, elect voluntarily to buy additional materials/supplies external to the school or pay the school/district for those consumed but not required. Any use of additional equipment/supplies/materials, regardless of their source, shall be subject to the approval of the classroom teacher. The classroom teacher shall be responsible for collecting and accounting for the amounts necessary to reimburse the school/district for any associated costs borne by the school/district.

Projects completed using equipment, materials, or supplies acquired through reimbursement become the personal property of the student.

Students may be charged fees for the following provided that policies and procedures exist to assist indigent families in the payment or waiver of such fees as may be possible. This list is not meant to be exhaustive.

- Social and co-curricular activities (such as approved student clubs or field trip costs provided neither the membership nor participation on the field trip is required to successfully complete the class/course with the highest possible grade).
- Transportation above and/or beyond that required by board policy or procedure.
- Individual use items such as gown rentals, photographs, uniforms, towels, gym suits, and musical instruments and similar items that are considered optional for students.

- Before and/or after school care.
- Classes which are not required for academic progress, promotion, placement, or for graduation, for which no credit toward graduation may be earned, or which are offered outside of the regular school day as optional supplemental instruction or in adult, community or continuing education programs.
- Parking privileges if authorized by the board.
- Summer and intersession classes and programs.

Students may be charged a fine for a lost, stolen, or otherwise misplaced items while in their possession or for items returned that have been damaged. The amount of the fine shall be appropriate for the item's replacement or repair.

The District may withhold transcripts or other records of the school for any child who fails to return a textbook or make payments for the textbook if not returned. The term "transcript" includes any record of a grade or grades given to a student by a teacher.

MINUTE OF SILENCE

PURPOSE: To comply with Oklahoma law requiring each public school observe approximately one minute of silence each day.

Oklahoma law requires the board of education of each school district ensure that all schools within the district observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

REPORT CARDS / PROGRESS REPORTS

PURPOSE: To provide for grade reporting.

The Board, recognizing progress is the very foundation of education, believes the school has an obligation to give periodic reports of a student's progress to parents/guardians. Such progress reports must be based upon full information, accurately and honestly reported with the proper maintenance of confidentiality.

Therefore, all reporting of student progress, whether by formal report card, informal note or conference, will be for the purpose of giving parents/guardians those items of information that may be used to help the student. Parents/guardians should have access to any information that may be used to help the student. Parents/guardians should have access to any information that indicates the student's areas of strength and areas where improvement is needed. Information will be in a format useful to parents/guardians in helping to promote and maintain acceptable levels of achievement and to foster desirable patterns of student behavior.

REPORT CARDS / PROGRESS REPORTS

If a special report is a notice of failing or unsatisfactory work, the teacher must send it to the parents/guardians at least four weeks before the end of the nine-week period. If a student receives a "D" it is considered failing. Excessive absences may also mean a student is failing. No student should receive a report of failure unless this advance notice has been given to the parents/guardians. However, should a student deviate from acceptable classroom performance standards after five weeks of the quarter have elapsed, the teacher may still issue a special progress report to parents/guardians. Teachers of alternating subjects (such as art and science in the elementary school) must adjust this "deadline" in such a way that the parent/guardian will be notified of unsatisfactory work while the student is still in the teacher's class.

A telephone call by a counselor or teacher may be utilized to inform parents/guardians on an expedient basis, e.g., failure to take a final examination, but with the proviso that a special progress report in writing will be subsequently mailed to the parents/guardians. It is helpful to both parent/guardian and student if the teacher sends home a written report of commendation when it has been earned by the student.

Distribution of report cards to students shall be on the eighth work day after each grading period ends, with the exception of the last grading period, which is the last day a teacher works. The principal and staff shall jointly participate in deciding the number of days to be used in figuring grades and exchanging grade cards within the six-day allotment.

Issued: November 1982

Revised: January 2002

Legal Reference: TCTA Negotiated Agreement, Summer 1984, and Summer 2001

STUDENT RECORDS

PURPOSE: To require maintenance and confidentiality of student education records.

The District will maintain permanent records of student achievement, progress and other data required to facilitate the delivery of appropriate instruction and related educational services.

All individual student education records are confidential and should be treated as such. Pertinent information from these records will be accessible only to authorized officials.

The Family Educational Rights and Privacy Act (FERPA) gives parents/guardians certain rights such as to copy, inspect and review student education records maintained by the District. These rights transfer to the student at age 18.

Adopted: November 1982

Revised: December 2006

Legal Reference: Title 70 O.S., 16-121

Cross Reference: 2607, Student Discipline
4408, Employee Ethics

EMPLOYMENT CERTIFICATES FOR STUDENTS

PURPOSE: To authorize the issuing of employment certificates for students.

Employment certificates for students attending school in the District may be secured from the student's principal or designee. In order to obtain a certificate, the student must have the promise of a job, present a birth certificate or other approved documentary birth evidence, be at least 14 years old and under 16 years old, and be able to describe the proposed work. Certificates are issued for specific places of employment and are not renewable. A change of employment will require the student to apply for a new employment certificate.

TEXTBOOK AND INSTRUCTIONAL RESOURCES SELECTION AND USE

PURPOSE: To establish selection criteria for the acquisition of appropriate textbook, library and media resources for students.

The mission of the District is to provide quality learning experiences every day for every student without exception. Tulsa Public Schools supports that through the creation of learning environments that encourage intellectual and social development leading to productive citizenship by selecting appropriate instructional materials. The Administration will establish selection criteria for classroom and library resources in addition to guidelines for use.

When new textbooks are purchased, the selection will be limited to the adopted materials.

Gift materials may be accepted with the understanding that these materials must meet the same selection criteria as materials purchased with school funds and must be consistent with Board policy titled Public Gifts/Donations to the Schools. All gifts become part of the general collection and thus property of the District.

Citizens questioning the appropriateness of instructional resource materials will be directed to follow procedures outlined in appropriate regulations.

Adopted: November 1982

Revised: May 2005

Cross Reference: 3303, Curriculum and Instruction
3405, Controversial Issues and Materials
3406, Academic Freedom
5804, Public Gifts/Donations to the District
6701, Copyright Compliance

TEXTBOOK AND INSTRUCTIONAL RESOURCES SELECTION AND USE
TEXTBOOK SELECTION PROCESS

In accordance with Oklahoma law, the Superintendent or his designee will appoint a District Textbook Selection Committee. Consisting of a principal or curriculum specialist, a community representative, and seven classroom teachers, this committee will observe the voting process and make textbook selection recommendations based on input from each school.

Each site principal will identify one certified teacher, with practice and knowledge in the content area, to serve on one of three subcommittees—elementary, middle, or high school. This individual will have in-depth knowledge of the Oklahoma Priority Academic Student Skills. Each site will also select one parent volunteer to serve on the site selection committee. As instructional leaders, principals are strongly encouraged to participate in the selection process along with their teacher representative and parent representative.

A resource teacher will guide committee members through the selection process. The resource teacher will identify a teacher leader for each level subcommittee.

Between January and March, site representatives to the subcommittees, along with the parent representative and the principal, will be encouraged to attend the annual Textbook Caravan, visit the Congressional District Review Center at OSU Tulsa, and work with their site personnel to review textbooks.

Each site is to narrow the selection options to two. (*Elementary teachers and the parent representative will identify options for K-5; middle school teachers and the parent representative will identify options for 6, 7, and 8; high school teachers and the parent representative will identify options for 9, 10, 11, and 12*). Principals may also participate in this narrowing process. The teacher leaders and site representatives will attend the District Recommendation Meeting to review the site recommendations and narrow the selection to two publishers, texts, or other resources.

Subcommittees will submit their two recommendations for each level or course to the District Textbook Selection Committee. The committee will prepare ballots and distribute these to sites. Subcommittee members will be sufficiently familiar with textbook/instructional resources qualities to provide their sites with detailed information about the two options.

One standard textbook publisher or state-approved resource will be selected for grades K-5. One standard textbook publisher or state-approved resource will be selected for middle school. One standard textbook publisher or state-approved resource will be selected for high school. (Students moving from school to school should see the same textbook/resource in use for the same courses.)

The same text/learning resource will be used for middle school and high school when a specific course is offered at both levels for high school credit.

Individuals at the sites will vote on the selection of textbooks/resource materials in a meeting led by the site principal.* Each content area teacher will receive one ballot and one vote. Teachers, principals, and the parent representative will be asked to sign a sheet, indicating the ballot was received and returned. All voting will take place on the designated day. Principals will return ballots to the Directors of Curriculum by 10:30 a.m. the day after the close of voting and sign at the time of return. The District Textbook Selection Committee will tally the votes and submit the recommendations to the Superintendent or designee.

**If ballots are not received, notify the Directors of Curriculum immediately. The ballots will be hand-delivered.*

TEXTBOOK AND INSTRUCTIONAL RESOURCES SELECTION AND USE
LIBRARY MEDIA AND VIDEO RESOURCES

Authority for textbook and instructional resources selection in libraries is delegated to each individual school's library media specialist. Library selection committees, working under the leadership of the Director of Instructional Media and Library Services, are formed each year to review materials and make recommendations for purchases for library media centers. Library media centers are an integral part of the curriculum. The Board does not intend its library media centers to constitute "open forums" or "limited forums."

The selection process will be based on the following objectives:

- To provide materials which support the curriculum and learning
- To provide equitable access to a variety of information materials, taking into consideration individual needs, interests, abilities, diverse socioeconomic backgrounds, variance in language, and maturity levels of the students served
- To provide materials which reflect all sides of issues, beliefs, and ideas for the purpose of guiding students in becoming critical thinkers who can understand varying perspectives
- To develop a collection of popular print/non-print materials of high interest that attracts students to reading for recreation and personal interest as well as learning.

Selection emphasis is placed on providing a wide range of fiction and nonfiction materials that promote a life-long love of reading, support the school's curriculum, and contribute to the professional goals of the faculty. Materials are selected to reflect cultures, beliefs, and viewpoints of our diverse community. Tulsa Public Schools supports the principles outlined in the American Association of School Librarians interpretation of the *Library Bill Of Rights*. The following criteria are considered in the selection process:

- Relevance to the local curriculum, state, and national standards
- Literary merit including quality of writing and/or illustrations
- Authority and accuracy of content
- Social significance and representation of diversity
- Timeliness
- Reading level
- Popular appeal
- Format
- Reputation and standards of the publisher or producer
- Representation of differing viewpoints
- Cost

Library media specialists will select and order materials based on a number of factors including, curriculum needs, staff requests, and state of the current library collection.

- Special consideration will be given to award winning titles.
- Materials sometimes considered controversial will be included after careful consideration following standard selection criteria.
 - Religion: Factual unbiased materials representing all major religions may be included. Bibles and other sacred writings are acceptable. Publications from religious bodies may be selected if they have general value or appear in standard indexes.
 - Ideologies: Factual information about ideologies or philosophies of current or continuing interest may be included.
 - Science: Medical and scientific knowledge suitable to the developmental stage of the students should be made available.
 - Fantasy: Both modern fantastic fiction and traditional fantasy and folklore are part of our culture's rich storytelling tradition and will be evaluated and may be included in collections using the same criteria as other forms of fiction.
- Textbooks will not be included in the general collection.
- Professional materials may be housed within the library's professional collection.
- Supplementary classroom sets are not purchased with library funds but may be maintained by the library for circulation purposes.
- Lost materials will be replaced under the discretion of the library media specialist.

Selection Tools

- Standard review sources such as Booklist, Horn Book, School Library Journal, Publishers Weekly, The Digest of Software Reviews: Education, and AFVA Evaluations.
- Suggestions from patrons including staff and students
- Professional and trade journals
- Lists of recommended titles
- Publishers' preview copies, catalogs and promotional materials

Elementary Level Selection Procedures

A committee of library media specialists, working under the leadership of the Director of Instructional Media and Library Services, reads and reviews new publications provided by publishers.

A listing and ranking of reviewed materials is compiled and distributed to library media specialists. A "Preview Library" of reviewed materials is maintained as part of the Teachers Professional Library to allow further evaluation of materials before selection. Titles not received for evaluation may also be ordered by the library media specialist after evaluation through personal information or published reviews in standard selection aides and current professional journals.

Orders will be placed with the approval of the principal or the Director of Instructional Media and Library Services.

Library media specialists serving on the selection committee are eligible to receive one hour of continuing education credit for this service.

Secondary Level Selection Procedures

A library book review committee functions under the leadership of the Director of Instructional Media and Library Services and provides some guidance in approved and appropriate materials.

A limited number of publishers submit current titles for evaluation. A listing and ranking of reviewed materials is compiled and distributed to library media specialists. The library media specialist may make additional selections based on personal evaluation, published reviews and evaluations from standard selection aids and current professional journals.

Orders will be placed with the approval of the principal or the Director of Instructional Media & Library Services.

Library media specialists serving on the selection committee are eligible to receive one hour of continuing education credit for this service.

Deaccessioning

In compliance with American Library Association guidelines, the collection of the library information center will be continually reevaluated in relation to evolving curriculum, new formats of materials, new instruction methods, and the current needs of its users. Materials no longer appropriate should be removed. Lost and worn materials of lasting value should be replaced. Deaccessioning or weeding is essential to maintaining a relevant, attractive collection. Materials considered for weeding should include items:

1. in poor physical condition
2. containing obsolete subject matter
3. no longer needed to support the curriculum or student/faculty interests
4. superseded by more current information
5. containing inaccurate information
6. with low circulation
7. offering stereotypical images and characterizations

Note: Special consideration should be given to retaining materials of local interest including those relating to Oklahoma and Tulsa history.

Use of Video Instructional Resources

Quality video material for instructional purposes is available from the school library media center as well as a variety of outside sources. While the selection of video material is primarily the responsibility of the principal/teacher, the Board recognizes some video material may not be appropriate for certain students.

Therefore, when considering video material for student viewing, the principal/teacher will exercise caution as follows:

- Video material must directly support and be integrated into curriculum standards and benchmarks.
- Video material should be appropriate for the maturation level of students.
- Within the context of 1 and 2, any Video material from the District Video Library may be used.
- The principal/teacher will evaluate, before use, any material, i.e. film, video tape, digital file, video disc, television program, etc., a staff member plans to use with students not previously approved and/or purchased by the District.
- Video presentations of classic literature and historical events may contain objectionable language or depiction of violence. While the Board recognizes material of this type has a valid educational purpose, it cautions teachers to use discretion and be sensitive to parental concerns.
- It is important to note that parents/guardians should have the right to request their child be excluded from viewing material they consider objectionable. Prior to showing videos which contain language or scenes some may consider objectionable, permission slips should be sent out to allow parents/guardians the opportunity to exclude their child from participation.
- The use of taped video material should not be in violation of copyright law.

Each principal, along with appropriate staff members, shall develop a procedure governing the use of video material consistent with the parameters of this policy.

Issued: May 2005

Cross Reference: 3303, Curriculum and Instruction
3405, Controversial Issues and Materials
3406, Academic Freedom
6701, Copyright Compliance

HOMEWORK

PURPOSE: To establish guidelines for homework assignments.

The Board endorses the concept of homework. Homework should be an integral part of the instructional program designed to extend learning and reinforce skills presented in the classroom. The intent of homework assignments is to support the development of self-directed, self-motivated, enthusiastic students. With additional study outside the classroom, students may be assisted in developing initiative, responsibility and self reliance. Homework is one of many ways to involve students in independent study, self motivation and the use of community resources. It is also a way to assist students in developing their abilities to apply what has been learned.

Homework assignments also provide the maturing student additional opportunities to develop positive attitudes and skills necessary for continuing education. Students may be given an opportunity to be creative and to use special resources not available during the regular school day.

Homework during short acute illness should be avoided or discouraged. Minimal homework may be assigned during extended illness or convalescence if the homework does not jeopardize the student's recovery. In the case of students returning to school after illness or periods of convalescence where it is necessary for the student to make up homework, ample time should be allowed.

HOMEWORK

The following criteria should be considered in assigning homework to students:

- The assignment is adapted to individual needs, interests and capabilities.
- The assignment serves a valid educational purpose.
- The assignment is well within the capability of the student.
- The student has been properly motivated for the assignment.
- The assignment grows out of school experiences and is directly related to the curriculum standards and benchmarks.
- The assignment is interesting and clearly understood by the student.
- The student can do the assignment without the assistance of parents/guardians or others.
- The assignment is a reasonable one in view of the student's home conditions.
- The assignment eliminates the temptation merely to copy information.
- The assignment can be evaluated fairly and/or used in the daily program.
- The assignment should assist in the development of independent learning skills.
- If it is necessary for a student to make up homework because of illness, ample time should be allowed for the student to do so.

STUDENT PUBLICATIONS

PURPOSE: To provide for student publications as part of the learning experience.

Student participation in the publication of curriculum-related school newspapers, yearbooks, literary magazines and similar publications is encouraged by the District as learning and educational experiences. These publications have qualified faculty advisors and strive to meet high standards of journalism. Opportunities for a broad spectrum of opinion are provided. The District maintains total control of the content of any school-sponsored publication.

A copy of each issue of any curriculum-related school publication must be given to the principal or designee to review before its general distribution. If, in the opinion of the principal or designee, the publication contains material that is poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences, contains libelous or obscene language or art, advocates illegal action or conduct inconsistent with the shared values of a civilized social order, associates the school with any position other than neutrality on matters of political controversy, or fails to be rationally related to legitimate educational concerns the principal or designee will notify the school sponsor of the publication that it cannot be distributed on the school premises.

If approved, the place and time for distribution will be established by the principal. The publication must contain the names of individual contributors, editors, and/or publishers, including their business addresses.

ANIMALS IN THE SCHOOLS

PURPOSE: To establish guidelines for animals in schools.

Pets or other animals may be brought into the school for instructional purposes with the approval of the principal.

SCHOOL YEAR / SCHOOL CALENDAR

PURPOSE: To establish requirements for annual development of school calendars.

School calendar standards will be reviewed annually by the Superintendent or designee to develop the annual school calendar that meets the state legal requirements for both the traditional and continuous-learning calendar schools. Each school year, classes must be in session for classroom instruction a minimum of 1050 hours and the District must offer a minimum of 30 hours of professional development to all classroom teachers for a total academic year of a minimum of 1080 hours. The calendars will be coordinated, to the extent possible, with other Tulsa County school districts to allow employees and students to take advantage of common county school programs and activities. Following appropriate coordination, the calendars will be presented to the Board for review and approval.

Adopted: November 1982

Revised: April 2010

Legal Reference: Title 70 O.S., 1-109

SCHOOL YEAR/SCHOOL CALENDAR

School calendars will meet the following standards:

- Normally the school year for students will consist of 177 instructional days or equivalent hours which will include two parent-teacher conference days. The first Parent-Teacher conference day will be held in October and the second parent-teacher conference day will be held in April.
- Teachers are under contract 183 days or equivalent hours.
- Teachers are required to attend five staff development days, one work day and two parent-teacher conference days (which totals 8 days or equivalent hours) as directed by the District.
- Traditional schools start not more than 30 school days prior to October 1st.
- School is to be in session at least two days in a given school week.
- The third Thursday in October is scheduled for the State Teachers Meeting.
- Friday following the State Teachers Meeting will be a non-calendar day. (No school).
- Thanksgiving is scheduled for three days: Wednesday, Thursday and Friday. (No school).
- Winter Break – start before Christmas, end after New Year, and be at least eight days duration.
- Labor Day (No school)
- Martin Luther King Day (No school)
- Presidents' Day (No school)
- Memorial Day (No school)
- Independence Day (No school)
- Spring Break – to the extent possible, the state suggested coordinated spring break week (No school)
- First quarter shall have the same number of days in session for both Continuous Learning and Traditional schools.
- Intersession for Continuous Learning schools will be scheduled for a minimum of 10 school days.
- Snow days for Continuous Learning schools will be made up during the third quarter of Intersession (no built in days in the school calendar)
- There will be three snow days included in the Traditional Schools' Calendar.
- Each quarter will have approximately the same number of days.
- Fourth quarter will end the last day of the school year.
- Notify the State Department of Education in writing prior to September 15th of each year if the District wishes to utilize a school year based on school hours.

Calendar includes: 177 days or equivalent hours total for students
 183 days or equivalent hours total for teachers

Any changes in the calendar criteria must be approved by the Board Policy Committee.

SCHOOL DAY

PURPOSE: To establish the District's school days.

A regular school day for students in schools with full day kindergarten and in grades one through twelve will consist of not less than six hours, and an early childhood or half day kindergarten program will consist of not less than two and one-half hours. When state law permits, the Board may authorize a shorter day for students in alternative education programs.

The Superintendent or designee will establish opening and closing times of individual schools.

Adopted: November 1982

Revised: March 2005

Legal Reference: Title 70 O.S., 1-111

CURRICULUM AND INSTRUCTION

PURPOSE: To require consistent District curriculum and methods of instructional design.

The Board is responsible for approving the overall philosophical approach to curriculum and instruction in the District. This framework requires program focus and consistency of the District's preK-12 curriculum.

- Along with the District mission and goals, the state Priority Academic Student Skills (PASS) serve as the required curriculum for pre-K-12 by defining the standards and benchmarks for each grade and content course.
- District Pacing Calendars reposition the PASS standards and benchmarks into quarters of instruction, which delineate what standards and benchmarks are to be taught each quarter.
- All schools will follow the District Pacing Calendars.
- The Tulsa Model for School Improvement serves as the framework to guide the District in the designing and delivering of all curricula. Particular attention is given to developing integrated lessons using research-based instructional strategies.
- All courses offered at the high school level are documented in the District Course of Study. Requests for new courses or changes to existing courses must be reviewed by the District curriculum committee.
- The District will follow the state textbook adoption calendar in its selection of materials to support curriculum and instruction and will seek Board approval for these resources.
- Coinciding with the state textbook adoption calendar, the development of long-range curriculum plans will precede the purchase of instructional tools, textbooks, software, and supplementary materials.
- Adjustments to the District curriculum will be proposed based on needs as identified from data on quarterly benchmark tests, state core curriculum tests, end-of-instruction tests, and other assessments. Monitoring of the District curriculum will be an annual event.
- Vertical and horizontal articulation of the curriculum between grades and among all instructional levels will be reviewed and maintained, aligning with the state textbook adoption cycle.
- Curriculum will be assessed through quarterly benchmark testing, state-mandated testing, and other District assessments.
- A focused professional development program will support District employees in the development and implementation of integrated curriculum, research-based strategies, and analysis of assessments.
- The District curriculum will be communicated to students, parents/guardians and the general public via multiple sources.

Adopted: November 1982

Revised: July 2004

Cross Reference: 3311, Advanced College and International Baccalaureate Coursework

CURRICULUM AND INSTRUCTION

As a general rule, changes in curriculum, program, and/or course offerings are initiated at the District office. In the event there is to be a curriculum or program change initiated by a school site, the following procedure will be followed:

- A change proposed by a teacher, team leader, or departmental chairperson will be submitted on the New Course/Program Proposal form to the building principal.
- The principal should confer with the appropriate content specialist.
- The principal will approve or disapprove the proposal and submit it to the Directors of Elementary and/or Secondary Curriculum Services.
- The Directors, along with the Chief Academic Officer, will determine if the course/program meets state-mandated curricular requirements and whether District standards and expectations are met.
- The Directors will present the course/program to the District Curriculum Committee for approval.
- The Board will approve all additions/deletions to the District instructional program.

ORGANIZATION OF INSTRUCTION

PURPOSE: To define the District's organizational structure of school programs and school sites.

The instructional program will comply with all requirements and expectations established by law and the regulations of the State Board of Education. Instruction will be arranged in units commonly designated as grades, with each such grade approximating the work of one year. The program of instruction will be organized as schools or other administrative units as follows:

- Elementary schools will typically have a grade organization plan of pre-kindergarten through fifth. The middle schools will typically consist of grades six through eight. High schools will typically have a grade organization plan of nine through twelve. (Grade configurations for the various levels of school are general in nature and may be varied where circumstances dictate.)
- All schools in the District will be organized with reference to a unified program of instruction and be operated as a single system under the general direction of the Superintendent or designee.

FLAG DISPLAYS/PATRIOTIC OBSERVANCES

PURPOSE: To comply with state and federal statutes, each school shall properly display the United States and Oklahoma flags and participate in designated patriotic observances.

The United States and Oklahoma flags shall be prominently displayed on the grounds of each school building. The flags shall be displayed during the regular school day. Instruction in the history and etiquette relating to the United States flag shall be presented in every school.

The District will provide instruction in the history and etiquette relating to the United States flag in one or more grades annually. The grade(s) in which this instruction will be provided will be within the discretion of the Superintendent.

When the flag becomes worn and necessitates destruction the District officials will oversee this task. Principals will initiate an RQ-2 to dispose of the United States flag.

At the beginning of each school day, the pledge of allegiance to the flag of the United States of America shall be recited, except that each individual shall be informed in a conspicuous manner that anyone not wishing to participate in the pledge shall not be required to do so.

The date of November 11 is designated as "Veterans' Day" and each school site shall observe and conduct an appropriate program of at least one class period to remember and honor American veterans. In any year in which the date of November 11 is a Saturday or Sunday or classes are not in regular session, the previous school day shall be observed as "Veterans' Day."

Established by Law

Revised: December 2004

Legal Reference: Title 70 O.S., 495
Title 70 O.S., 495.1
Title 70 O.S., 517.0.1
Title 70 O.S., 926
Title 70 O.S., 927
Supreme Court 319 U.S. 624 (1943)

CITIZENSHIP EDUCATION

PURPOSE: To emphasize the Board's commitment to citizenship education.

The Board affirms its commitment to the importance of citizenship education being incorporated throughout a student's experiences from elementary school through high school. Students will be provided opportunities for development of knowledge, skills, and attitudes necessary to educate them concerning the critical importance of making wise decisions in the areas of government, economics, culture, and social relations.

The Board encourages teaching students:

- Respect for themselves and other persons of all races, genders, religions, ethnic backgrounds, abilities, and ages.
- Skills in data gathering, decision-making, positive interpersonal interaction, civic participation, intellectual integrity and honesty, and conflict management.
- Understanding of the unique contributions made by the Constitution and the Declaration of Independence.

Adopted: November 1982

Revised: October 2004

Cross Reference: 3309, Teaching About Religion
3313, Multicultural Education
3405, Controversial Issues and Materials

TEACHING ABOUT ALCOHOL, TOBACCO, OTHER DRUGS, AND SUBSTANCE ABUSE

PURPOSE: To establish the Board's intent for teaching students about the negative effects of alcohol, tobacco, other drugs, and substance abuse.

The Board recognizes the abuse of alcohol, tobacco, and other drugs constitutes a hazard to the physical and emotional development of students. Therefore, the District will:

- Educate as to the negative effects of such abuse.
- Establish and maintain a substance abuse prevention program.
- Cooperate with government and private agencies offering services.
- Allow students to receive counseling about alcohol, tobacco, other drugs, and substance abuse without fear of reprisal.

Adopted: November 1982

Revised: November 2004

Legal Reference: Title 70 O.S., 1210.221, .222, .223, .224, .225, .227, and .228

Cross Reference: 2109, Reporting Student Substance Use/Abuse

HUMAN IMMUNODEFICIENCY VIRUS (HIV) /
ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)
PREVENTION EDUCATION FOR STUDENTS

PURPOSE: To provide for Human Immunodeficiency Virus (HIV) education.

Human Immunodeficiency Virus (HIV)/Acquired Immune Deficiency Syndrome (AIDS) prevention education will be taught a minimum of once during grade five, grade seven, and grade ten. The District will use the curriculum approved by the Oklahoma State Department of Education and the Oklahoma Department of Health.

The general objective of the curricula for all three levels includes being made aware of the forms of the disease, methods of transmission, and prevention of Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome.

Curriculum and instructional resources will be available for inspection by the parent/guardian or person responsible for the student's care.

The District, at least one month prior to teaching HIV/AIDS prevention education in any classroom, shall conduct for the parent/guardian or person responsible for the student's care at least one presentation during weekend or evening hours. No student shall be required to participate in HIV/AIDS prevention education if a parent/guardian or person responsible for the student's care objects in writing.

Adopted: September 1987

Revised: November 2004

Legal Reference: Title 70 O.S., 11-103.3

Cross Reference: 2106, Communicable/Infectious Diseases

TEACHING ABOUT RELIGION

PURPOSE: To require religious neutrality in classrooms and schools.

The Board charges the Superintendent or designee with the responsibility of maintaining a position of "neutrality" as it relates to the matter of religion. The requirement of "neutrality" suggests an ongoing search for sensitivity, understanding, appreciation, and factual information about cultural and religious diversity. In the spirit of understanding legal and ethical requirements of interpreting "neutrality" in the matter of religion, the Administration will develop appropriate regulations governing the study of religion in the schools.

Adopted: November 1982

Revised: October 2004

Legal Reference: Title 70 O.S., 11 - 101

Cross Reference: 3306, Citizenship Education

3313, Multicultural Education

3405, Controversial Issues and Materials

TEACHING ABOUT RELIGION

Position of Neutrality

- The school may sponsor the study of religion, but not sponsor the practice of religion.
- The school may expose students to multiple religious views, but not impose any particular view.
- The school's approach to religion is one of instruction, not one of indoctrination.
- The school's approach to religion is academic, not devotional.
- The school should study what people believe, but not teach a student what to believe.
- The school should strive for student awareness of multiple religions, but not press for student acceptance of any one religion.
- The school should seek to inform the student about various beliefs, but not seek to conform students to any one belief.

Teaching About Religion and Religious Freedom

- Activities teaching about religion, but not violating religious neutrality, are encouraged.
- The study of religious music, art, literature, etc., as a part of a course of study is appropriate.
- Religious objects or symbols may be displayed if they are an integral part of short-term studies in the District curriculum.
- Teachers may explain the meanings of religious holidays provided appropriate effort is made to ensure accurate information on matters pertaining to religion. However, teachers will not ask students to explain their own religious beliefs.
- Programs should be encouraged that educate students about the principle of religious liberty as one of the basic freedoms in American democracy.
- A holiday program or any other school program will not be, nor have the effect of, a religious celebration. Individual pieces of religious music, literature, and art may be used for their artistic value.
- Responsibility for inviting guest speakers, artists, etc., for school programs and assemblies rests with the principal. Guests will be made aware, in advance, of the parameters in which they must operate. Acceptance of an invitation means acceptance of these parameters.

PHYSICAL EDUCATION AND HEALTH INSTRUCTION

PURPOSE: To affirm the Board's commitment to physical education and health instruction.

The Board affirms that Physical Education and Health instruction offers the student many opportunities to develop understandings and habits that will contribute to healthy lifestyles and wellness.

Therefore, every student in the District will participate in a physical education program and health instruction as required by law. However, those students having valid medical or religious reasons for not participating may be exempted by the Superintendent or designee.

ADVANCED PLACEMENT AND INTERNATIONAL BACCALAUREATE COURSEWORK

PURPOSE: To encourage students to pursue rigorous, challenging academic coursework such as Advanced Placement and International Baccalaureate courses.

Advanced Placement and International Baccalaureate courses offered through the College Board and the International Baccalaureate Organization are college level classes taught in high school by high school teachers. Students enrolling in an Advanced Placement or International Baccalaureate course are expected to demonstrate a strong academic background and/or a commitment to rigorous study.

After completing a course, students take the Advanced Placement and International Baccalaureate examinations. Financial assistance may be available to eligible students as determined by the appropriate administrator. Individual colleges differ in policy regarding acceptance of courses and minimum test score requirements for receiving credit.

Issued: November 1982

Revised: November 2009

Cross Reference: 3303, Curriculum and Instruction

ADVANCED PLACEMENT AND INTERNATIONAL BACCALAUREATE COURSEWORK

Tulsa Public Schools' students who enroll in courses provided through the College Board's Advanced Placement (AP) program or the International Baccalaureate (IB) Organization's IB program must take the associated examinations for those courses when eligible. Students and parents/guardians shall be notified by the schools of this requirement through related published materials and course selection procedures.

Students who decline to sit for these examinations forfeit the weighted grade eligibility for the courses taken. There is no minimum or passing score required on any examination to qualify for a weighted grade.

Registrars shall remove from a student's GPA weighted grade calculation the weighting of any AP or IB course for which no examination registration exists.

Counselors shall make available information regarding examination fee reductions and/or waivers for eligible students/families as authorized by the examining agencies and/or the Oklahoma State Department of Education.

SUMMER SCHOOL

PURPOSE: To define guidelines for summer school.

Summer school sessions are held when sufficient requests for a subject are received to make it economically feasible to offer the additional educational services.

Secondary Students

Secondary school students may attend summer sessions for enrichment and acceleration or to make up deficiencies as a result of unsatisfactory work.

The classes meet the same amount of time as in a regular school year. Summer school operates under the regulations of the State Board of Education. A student may earn one-half unit in one subject by attending the first four weeks of the session; or the student may earn one unit in one subject by attending the classes for eight weeks. A student may earn one-half unit in one subject and one-half unit in another subject if subjects are so scheduled to meet the needs of the student.

Summer school units earned after the student has completed the eighth grade and has been promoted to the ninth grade are counted toward high school graduation.

Summer school is contingent upon class enrollment. Tuition is charged since summer school is self-supporting.

Tuition is refundable for students who withdraw before the third class session.

Elementary Students

HB1621 requires each District to provide a summer academy reading program for third-grade students determined not to be reading at grade level. A teacher who determines a third-grade student is unable to meet competencies required for reading for the completion of third grade and promotion to fourth grade may, after consultation with the principal and parents of the student, recommend that the promotion of the student to the fourth grade is contingent upon the participation and successful completion of the required summer academy. If the student does not successfully complete the summer reading academy or other programs, the student may be retained in the third grade.

MULTICULTURAL EDUCATION

PURPOSE: To affirm the District's commitment to multicultural education for students.

The Board affirms its responsibility to the creation of a climate within the schools enhancing the dignity and worth of each individual. This includes continuing the steps taken to promote an atmosphere of understanding, trust, acceptance, and respect among individuals from different races, religions, and ethnic backgrounds.

The District will support a curriculum representing the contributions of the many ethnic, racial, and religious strands that are a part of the American fabric.

Adopted: November 1982

Revised: April 2003

Cross Reference: 3306, Citizenship Education
3309, Teaching About Religion
3405, Controversial Issues and Materials

FIELD/STUDY TRIPS AND EXCURSIONS

PURPOSE: To authorize student travel.

Field/Study trips and other student activities involving in-state travel may be authorized by the Superintendent or designee when such trips contribute substantially to the achievement of desirable educational goals. Out-of-state student travel must have prior authorization by the Board. Eligible expenses for sponsors and students approved in advance may be reimbursed from the General Fund. Sponsors and students seeking expense reimbursement from the General Fund shall follow District policy.

FIELD/STUDY TRIPS AND EXCURSIONS

All field trips will be in coordination with classroom instruction and documented in lesson plans. Field trip experiences and classroom instruction will be documented by lesson plans. Field trips are an extension of the education program taking place off-site. Participating students are counted present on the attendance roll. Parental permission slips shall be obtained before students are permitted to participate in a field trip activity. A Tulsa Public Schools sponsor/employee must accompany students on all District field trips. Each field trip will be adequately supervised so good discipline is maintained. District staff will exhibit the highest standards of professional conduct to ensure that all participating students are protected from sexual misconduct and afforded a safe and drug free environment.

Student conduct on school buses will be in accordance with District regulations.

The use of private vehicles by employees or students to transport students on field trips is discouraged. Employees must assume full liability when transporting students in a private vehicle.

All student field trips must be within budgetary allotments for such purpose. Field trips funded by the site budget or with a gift or endowment will be approved by the site principal if the trip is within the metropolitan Tulsa area. All field trips outside the metropolitan Tulsa area must also be approved by the Superintendent or designee and all out-of-state field trips must be approved by the Board. All field trips funded with federal or state projects/grants shall be approved by the site principal, Project Coordinator, and Executive Director of Federal Projects and Grants. Specific learning objectives must be stated on the field trip requisitions or expanded documentation attached to substantiate the instructional purpose for the trip.

GRADUATION REQUIREMENTS

PURPOSE: To establish graduation requirements.

Students in the District will be subject to regulations for graduation as outlined by the State Department of Education, and any additional requirements deemed appropriate by the Board.

GRADUATION REQUIREMENTS

CLASS of 2009

I. CLASSIFICATION

To be classified as a sophomore, a student must have earned **6** units.

To be classified as a junior, a student must have earned **12** units.

To be classified as a senior, a student must have earned **18** units.

II. GRADUATION REQUIREMENTS

	STANDARD DIPLOMA	CERTIFICATE OF DISTINCTION
English Four units	English I: Grammar and Composition English II: World Literature English III: American Literature English IV: British Literature	English I: Grammar and Composition English II: World Literature English III: American Literature English IV: British Literature
Social Studies Three units	9 th grade: US Government one-half unit; Oklahoma History one-half unit 10 th grade World History one unit 11 th grade US History one unit	Four units of Social Studies Three required for Standard Diploma and one additional approved social studies course
Science Three units	A Physical Science, Biology, and one additional science course with content and rigor above Biology I	Four units of Science Three required for Standard Diploma and one additional science course with content and rigor above Biology I
Mathematics Three units	Algebra I, Geometry, and one additional mathematics course with content and rigor above Algebra I	Four units of Mathematics Three required for Standard Diploma and one additional mathematics course with content and rigor above Algebra I
Physical Education One unit	Physical Education, or Athletics, or JROTC, or Marching Band, or Health	Physical Education, or Athletics, or JROTC, or Marching Band, or Health
Technology One unit	Computer, Industrial, Vocational, or Business Technology, or Family and Consumer Sciences, or Computer Science, or two units of the same foreign language	Two units: one unit as listed under Standard Diploma plus one additional unit of Technology, Humanities, or Fine Arts
World Language Two unit option	Two units of the same language may substitute for one unit of Technology	Two units of the same foreign language required
Visual and Performing Arts Two units	One unit visual arts* One unit music*, or two units of visual arts*, or two units of music*	One unit visual arts* One unit music*, or two units of visual arts*, or two units of music*
Electives**	Five or six units	
TOTAL UNITS REQUIRED FOR GRADUATION	23 units	23 units
ADDITIONAL REQUIREMENTS FOR GRADUATION	Student must complete state mandated end-of-instruction tests for competencies in English II, U.S. History, Algebra I, and Biology I	

*One unit from the following may be substituted for one unit of visual arts or one unit of music:

- Drama
- Theatre
- Dance (excluding Cheerleading and Dance Ensemble)

**Electives may be chosen by the student so long as the student complies with the regulations listed below:

A. Not more than three units from any one or a combination of the following subjects will be counted toward the required units for graduation:

- Physical Education
- Newspaper or Yearbook (when taught as an approved class)
- Varsity Athletics
- Cheerleading, Drill Team, Pompon

- B. Not more than five units from any one or a combination of the following subjects will be counted toward the required units for graduation:
- Vocal music
 - Instrumental music
- C. Not more than four units from any one or a combination of the following Performing Arts will be counted toward the required elective units for graduation:
- Dance
 - Speech
 - TV Production
 - Drama
 - Debate

III. CERTIFICATE OF DISTINCTION REQUIREMENTS

- A. Minimum 3.25 GPA on a 4.0 scale
- B. Achieve satisfactory or advanced score on all state end-of-instruction exams.

IV. MCLAIN HIGH SCHOOL FOR SCIENCE AND TECHNOLOGY

- A. All students will meet the English, Math, Science, and Social Studies requirements as listed for the Certificate of Distinction.
- B. Students will earn four units of technology credit through participation in required technology labs.

SPECIFIC REQUIREMENTS FOR ADDITIONAL PROGRAMS

	OKLAHOMA SCHOLARS PROGRAM	OHLAP: Required High School Courses for Admission to Oklahoma Colleges
English	English I: Grammar and Composition English II: World Literature English III: American Literature English IV: British Literature	English I: Grammar and Composition English II: World Literature English III: American Literature English IV: British Literature
Social Studies	Three and one-half units of Social Studies U.S. History one unit U.S. Government one-half unit Oklahoma History one-half unit Geography one-half unit World History one unit	Three units of Social Studies Three required for Standard Diploma One of the three must be in citizenship (government, geography, multi-cultural studies)
Science	Three units of Science Biology Chemistry Physics	Two units of Science Three required for Standard Diploma
Mathematics	Three units of Mathematics Algebra I Geometry Algebra II	Three units of Mathematics Three units required for Standard Diploma
Physical Education	One unit required for Standard Diploma and Certificate of Distinction	
Technology	Not required	Two units of technology or two units of the same foreign language
World Language	Two units in the same language	Two units in the same language or two units of technology
Visual and Performing Arts	Two units required for Standard Diploma	One unit of fine arts
Electives	Three and one-half units	Two additional units
	2.5 minimum GPA	2.5 GPA in specific classes and overall
TOTAL UNITS REQUIRED FOR GRADUATION	23 units	17 units
ADDITIONAL REQUIREMENTS FOR GRADUATION	*Oklahoma Higher Learning Access Program (OHLAP) requirements are not the same as state and local graduation requirements. In order to graduate from an Oklahoma high school, students must earn 23 units and complete state mandated end-of-instruction tests for competencies in English II, U.S. History, Algebra I, and Biology I	

CLASS of 2010

I. CLASSIFICATION

To be classified as a sophomore, a student must have earned **6** units

To be classified as a junior, a student must have earned **12** units

To be classified as a senior, a student must have earned **18** units

II. GRADUATION REQUIREMENTS

	COLLEGE PREPARATORY WORK READY CURRICULUM FOR GRADUATION	CORE CURRICULUM FOR GRADUATION
English Four units	English I: Grammar and Composition English II: World Literature English III: American Literature English IV: British Literature	English I: Grammar and Composition English II: World Literature English III: American Literature English IV: British Literature
Social Studies Three units	9 th Grade: U.S. Government one-half unit, Oklahoma History one-half unit 10 th Grade: World History one unit 11 th Grade: U.S. History one unit	9th Grade: U.S. Government one-half unit, Oklahoma History one-half unit 10th Grade: World History one unit 11th Grade: U.S. History one unit
Science Three units	A Physical Science, Biology, and one additional approved Science course	Three units of Science One unit Biology and two additional approved Science courses
Mathematics Three units	Algebra I, Geometry, and one additional approved Mathematics course	Three units of Mathematics One unit Algebra I and two additional approved Mathematics courses
Physical Education One unit	Physical Education, or Athletics, or JROTC, or Marching Band, or Health	One unit Physical Education, or Athletics, or JROTC, or Marching Band, or Health
Computer Technology Two units, or Foreign Language, two units of the same language	Computer Technology courses include computer technology, programming, hardware, and business computer applications	No requirement for Technology or Foreign Language
Visual and Performing Arts Two units	One unit visual arts* one unit music*, or two units of visual arts*, or two units of music*	One unit visual arts* one unit music*, or two units of visual arts*, or two units of music*
Electives**	Five units	Seven units
TOTAL UNITS REQUIRED FOR GRADUATION	23 units	23 units
ADDITIONAL REQUIREMENTS FOR GRADUATION	In order to graduate from an Oklahoma high school, students must earn 23 units and complete state mandated end-of-instruction tests for competencies in English II, U.S. History, Algebra I, and Biology I	

*One unit from the following may be substituted for one unit of visual arts or one unit of music:

- Drama
- Theatre
- Dance (excluding Cheerleading and Dance Ensemble)

**Electives may be chosen by the student so long as the student complies with the regulations listed below:

A. Not more than three units from any one of a combination of the following subjects will be counted toward the required units for graduation:

- Physical Education
- Newspaper or Yearbook (when taught as an approved class)
- Varsity Athletics
- Cheerleading, Drill Team, Pompon

B. Not more than five units from any one or a combination of the following subjects will be counted toward the required units for graduation:

- Vocal Music
- Instrumental Music

C. Not more than four units from any one or a combination of the following Performing Arts will be counted toward the required elective units for graduation:

- Dance
- Speech
- TV Production
- Drama
- Debate

III. MCLAIN HIGH SCHOOL FOR SCIENCE AND TECHNOLOGY

- A. All students will meet the requirements as listed for the College Preparatory Work Ready Curriculum.
- B. Students will earn four units of technology credit through participation in required technology labs.

SPECIFIC REQUIREMENTS FOR ADDITIONAL PROGRAMS:

	OKLAHOMA SCHOLARS PROGRAM	OHLAP: Required High School Courses for Admission to Oklahoma Colleges*
English	English I: Grammar and Composition English II: World Literature English III: American Literature English IV: British Literature	English I: Grammar and Composition English II: World Literature English III: American Literature English IV: British Literature
Social Studies	Three and one-half units of Social Studies U.S. History, one unit U.S. Government, one-half unit Oklahoma History, one-half unit Geography, one-half unit World History, one unit	Three units of Social Studies Three required for Standard Diploma One of the three must be in citizenship (government, geography, multi-cultural studies)
Science	Three units of Science Biology Chemistry Physics	Three units of Science Three required for Standard Diploma
Mathematics	Three units of Mathematics Algebra I Geometry Algebra II	Three units of Mathematics Three units required for Standard Diploma
Physical Education	One unit required for Standard Diploma	
Technology	Not required	Two units of computer technology or two units of the same foreign language
World Language	Two units in the same language	Two units in the same language or two units of computer technology
Visual and Performing Arts	Two units required for Standard Diploma	One unit of fine arts
Electives	Four and one-half units	One additional unit
	2.5 minimum GPA	2.5 GPA in specific classes and overall
TOTAL UNITS REQUIRED FOR GRADUATION	23 units	17 units
ADDITIONAL REQUIREMENTS FOR GRADUATION	*OHLAP requirements are not the same as state graduation requirements. In order to graduate from an Oklahoma high school, students must earn 23 units and complete state mandated end-of-instruction tests for competencies in English II, U.S. History, Algebra I, and Biology I.	

ATHLETICS

PURPOSE: To establish the District's athletic program.

The District will operate its athletic program according to the rules outlined in the current *Oklahoma Secondary School Activities Administrators' Handbook* and District regulations. Administration will develop appropriate regulations governing the operation of interscholastic athletics in the District.

Adopted: November 1982

Revised: June 2005

Legal Reference: Oklahoma Secondary School Activities Association Procedures for Conducting
the Tulsa Athletic Board of Control

ATHLETICS

Intramural Athletics

Intramural sports include a wide variety of games and sports which are available to all students on a voluntary basis. The intramural program is directed specifically to wholesome use of leisure time, the hygienic values of wholesome play, the opportunity for self-expression through participation in play activities, and the social value of playing with others.

Varsity Athletics

The interschool competitive sports program contributes to the aims and objectives of the educational program. Students are given an opportunity and are encouraged to compete in those varsity programs offered in their schools. Interested students should contact the Director of Athletics for information regarding programs offered and eligibility. PARTICIPATION IN THE INTERSCHOOL COMPETITIVE SPORTS PROGRAM IS A PRIVILEGE AND NOT A RIGHT.

All StudentsLocal Rules

Each high school attendance area, as officially designated by the Board, will be considered a district when applying these local rules and the Oklahoma Secondary School Activities Association (OSSAA) rules and regulations. All rules adopted as local rules by the senior high schools of Tulsa will be administered by the Director of Athletics as prescribed in the established procedures.

Recruiting

There will be no recruiting of athletes. Recruiting includes influencing a pupil or parents/guardian to move from one school to another in order for the pupil to engage in athletics. Rules regarding individuals who engage in recruiting shall not be restricted specifically to District personnel. (OSSAA Administrators' Handbook, Rule 9)

Student Transfers

Eighth-grade students who wish to transfer to any District high school shall complete the transfer request prior to the transfer application deadline of that year. This request may be obtained from the Office of Pupil Accounting.

Sixth-grade students who wish to transfer to any District middle school shall complete the transfer request prior to the transfer application deadline of that year. This request may be obtained from the Office of Pupil Accounting.

Exceptions Permitting Non-Varsity Participation

A student in grades 9 through 11 who transfers to another District high school after establishing eligibility, will be eligible for JV participation and below, if both schools agree that the transfer was not for athletic purposes. Approval of non-varsity participation is not effective until the signed documentation has been sent to and received by the Director of Athletics. If any issue is raised about the student having been influenced to transfer for athletic purposes in violation of OSSAA Rule 9, then written approval should not be given. The student's former school or the new school must investigate the issue and the student should not be permitted to participate in non-varsity competition. Any evidence gathered in the investigation by the schools must be submitted to the Director of Athletics, and if immediate eligibility for non-varsity competition is still sought, a written request for exception must be submitted on behalf of the student.

The student will not be eligible for varsity participation until completing two semesters and meeting all other rules for eligibility. Eligibility is established by participation. (OSSAA Administrators' Handbook)

Eligibility After Transfer During the Sixth, Seventh or Eighth Grades

Sixth, seventh and eighth grade students who transfer to another middle school after establishing eligibility, will be eligible for athletic participation at the new school, provided both schools agree the transfer was not for athletic purposes. If any issue is raised about the student having been influenced to transfer for athletic purposes in violation of OSSAA Rule 9, then the student should not be permitted to participate. The student's former school or the new school must investigate the issue and any evidence gathered in the investigation by the schools must be submitted to the Director of Athletics. If immediate eligibility is still sought, a written request for exception must be submitted on behalf of the student.

Eligibility is established by participation. (OSSAA Administrators' Handbook)

Transfer Students who Return to Their "Home" High School or any Other High School

Students in grades 9 through 12 who have transferred to another high school district shall not be eligible for varsity competition at their home high school or any other high school until they have completed two semesters and have met all other requirements for eligibility.

Transfer Students who Return to Their "Home" Middle School or any Other Middle School

Students who have transferred to another middle school district shall be eligible at their home middle school or any other middle school provided the transfer/move was not for athletic purposes.

Students Changing Schools After the First Day of School

If a student in grades 6-12 changes schools after the first day of class, regardless of whether it is a transfer or a bona-fide move into the school district, that student will not be eligible for 15 calendar days from the date the student enrolled. On the 16th calendar day

after the date of enrollment, if the student meets all criteria required by the OSSAA, then the student may begin participating on the appropriate level of competition. If the student enrolls within 15 calendar days of or after the commencement of a tournament, meet, or playoff contest leading to a state championship in a particular sport, the student shall not be permitted to participate in the tournament, meet, or playoffs in that sport.

Two Semesters or One Calendar Year

If a student enrolls the first day of school, the student would not be eligible until the first day of school the following year. If a student enrolls after the first day of school, the student would be ineligible for one calendar year from the date of enrollment.

Students with Affidavits

A student living in a school attendance area other than where the student's parents/guardian are bona fide residents, and attending school on an Affidavit of Self Support, an Affidavit of Self Responsibility, or Affidavit of Custodianship, must attend two semesters to be eligible to participate in athletics.

Students Attending OSSAA Member Private Schools Within District Attendance Boundaries

All athletic eligibility requests between OSSAA member private schools and District high schools shall be determined by the OSSAA.

Interpreting Transfer Policies and Relationship to Eligibility of Middle School Students

- A student will establish high school eligibility in the 9th grade.
- A student will establish middle school eligibility in the 6th grade.

Hardship

The Director of Athletics is authorized to grant exceptions to provisions of the local rules of the District and reinstate a student to eligibility when it is determined that local rules fail to accomplish the purpose for which they were intended, or when the rule works an undue hardship on the student. Any student who feels aggrieved by the athletic eligibility decisions of the Director of Athletics may appeal the decision to the OSSAA.

All athletic eligibility requests between non-District OSSAA member schools and District schools shall be determined by the OSSAA.

Alternative Schools

Any student placed in an alternative setting or any student serving an out-of-school suspension is not eligible to participate in any school-sponsored activities. Students who voluntarily attend an alternative school may participate in extracurricular activities including athletics at their home school or the school where athletic eligibility was established, provided they meet all other eligibility requirements as established by the OSSAA.

Students returning to their home high school from an alternative education placement may be granted athletic eligibility at the home school. These students must meet the scholastic eligibility requirements as established by the OSSAA and meet all other requirements of the alternative education placement.

Education Open Transfer Act

The eligibility of a student who transfers to an OSSAA member school under the Education Open Transfer Act shall be determined by the OSSAA.

Washington High School

Students may be selected to attend Washington High School under the provisions, policies, rules, and regulations established by Tulsa Public Schools. Students attending Washington, but whose parents/guardians are bona fide residents of a school district other than Tulsa Public Schools, must meet eligibility requirements established by the OSSAA. All appeals for eligibility of students in this category will be directed to the OSSAA.

Eighth-grade students transferring from one Tulsa high school to Washington High School are eligible under the previously established local eligibility rules stated in this policy.

Students attending Carver Middle School may be visited by members of the Washington High School athletic staff for the purpose of participating in athletics. Students from other middle schools visited by members of the Washington High School athletic staff for the purpose of participating in athletics shall be considered as having been recruited.

Penalties

When rules established for eligibility and participation in athletics are not adhered to by employees of Tulsa Public Schools, the incident shall be referred to the Director of Athletics.

Student Athlete Suspension

All members representing any team within the District will abide by a code of ethics that will earn them the honor and respect that participation and competition afford. Any conduct bringing dishonor to the student, the team, the school, or the District will not be tolerated.

Athletic participation in Tulsa Public Schools is a privilege, not a right. Grievous misconduct by an athlete may result in permanent disqualification from participation in any and all athletic activities while enrolled in Tulsa Public Schools.

Suspension -- Player Ejections

A contestant who is ejected by a game official because of an unsportsmanlike foul or who commits unsportsmanlike conduct in connection with an interschool contest will be suspended from participation with any team in that sport for a minimum of the next two contests of the scheduled season. (Exception: soccer – minimum of three games). If the suspension cannot be fully administered during the current sport season, the remainder of the suspension will be applied to the next sport season in which the athlete participates. Unsportsmanlike conduct may consist of, but is not limited to: cursing, disrespectfully addressing an official, improperly attempting to influence an official's decision, disrespectfully addressing or baiting an opponent, inciting undesirable crowd reactions or making obscene gestures.

Should a second ejection occur during the same sport season, the contestant will be suspended for the remainder of the scheduled season. If the suspension does not include at least five contests of the scheduled season, the remainder will be applied to the next sport season in which the athlete participates.

Involvement in Altercations

All contestants involved in an altercation during an interschool contest will be suspended from participation pending an investigation by the Superintendent or designee. Suspension for such misconduct will range from the next two contests of the season to the remainder of the current semester, plus the succeeding semester, through disqualification (see below) for the balance of the athlete's enrollment in Tulsa Public Schools. Suspension will include participation with any team in any sport.

When a suspension cannot be fully administered during one sport season, the remainder will be applied to the next sport season in which the athlete participates. The Director of Athletics will work with the appropriate administrators to prepare recommendations to suspend an athlete or athletes from participation.

Team Misconduct

Should a team's conduct warrant disciplinary action, the team will forfeit a minimum of the next contest of the scheduled season, or the remainder of the scheduled season. The appropriate school administrators will work with the Director of Athletics to prepare recommendations for the OSSAA, to forfeit any part of a District team's schedule.

Leaving the Bench During Altercation

Any substitute or team member who leaves the team bench (football player leaving the team box; baseball or softball player leaving the dugout; basketball player or wrestler leaving the team bench, etc.) and enters the playing area during a fight or any other serious unsportsmanlike act will be dealt with in accordance with OSSAA rules.

Repeated Misconduct

Any contestant involved, directly or indirectly, in fighting or any other serious unsportsmanlike act a second time during the season shall be suspended for the remainder of the season. If the suspension does not include at least five contests of the scheduled season, the remainder of the suspension will be applied to the next sport season in which the athlete participates.

Notice

When disciplinary action is taken against a contestant or a team in connection with an interschool contest, the school principal or the Director of Athletics will provide a written notice to the parents/guardians and to the Executive Director of the OSSAA.

Suspension from School

Any contestant who violates the Code of Student Conduct in connection with an interschool contest will be disciplined according to existing policies, rules, and regulations of the District. Suspension from school will be in addition to suspension from participation in athletics.

Reinstatement

Reinstatement after suspension is granted only when the Superintendent or designee is convinced that the contestant's conduct will be consistent with that expected of good school citizens. Reinstatement will occur only after a parent conference with school personnel. Continuation of acts, which caused the suspension, may result in an additional suspension for the rest of the semester and the succeeding semester.

Disqualification -- Grievous Misconduct

Athletes are advised and informed in writing that participation in athletics within Tulsa Public Schools is a privilege and not a right. All athletes' conduct is expected to bring both honor and respect to themselves and their teams and schools as well as to Tulsa Public Schools. Any behavior bringing dishonor to the student, the team, the school, or the District will not be tolerated. Grievous misconduct, as determined by the Superintendent or designee, may therefore result in permanent disqualification from participation in any and all athletic activities for the remainder of a student's enrollment in Tulsa Public Schools. Grievous misconduct may include, but is not limited to, bullying, hazing, brutality in any form, physical attack upon an official or coach, violence of any nature, and/or any criminal act.

Notice

Any student athlete whose privilege to participate in sports is revoked shall be provided with written notice of this circumstance simultaneous with notice to the student's parents/guardians by the principal of the school upon direction by the Superintendent or designee. The appropriate District administrators Area Superintendent, the Director of Athletics, and the Executive Director of OSSAA shall be copied.

Athletic Coach Suspension

Coach Ejections

If a coach is ejected from a contest, the coach will not be allowed to occupy the coaching place with any team in that sport during the next two contests of the scheduled season. If the suspension cannot be fully administered during that sport season, the remainder will be applied to the next sport season to which the coach is assigned.

Removal from Coaching Assignment for Misconduct

Any coach employed by the District whose team engages in altercations will be temporarily suspended from game participation in all competitive sports pending a complete investigation by the Superintendent or designee. Should a coach's unethical and/or unprofessional conduct warrant disciplinary action, the coach may be removed

from all coaching assignments for the remainder of the school year. The coach's stipend(s) will be forfeited and prorated to the time of removal from the assignment(s). The Superintendent or designee will work with the appropriate District administrators and the Director of Athletics in preparing recommendations to remove a coach from the coaching assignment(s).

Should a second ejection occur, the coach will be removed from all coaching assignments for the remainder of the school year. The coach's stipend(s) will be forfeited and prorated to the time of removal from the coaching assignments.

Notice

Anytime disciplinary action is taken against a coach in connection with an interschool contest, the Superintendent or designee will work with the appropriate District administrators and the Director of Athletics to prepare recommendations of disciplinary action. After confirmation of the disciplinary action, the principal will provide written notice to the coach and to the Executive Director of the OSSAA, with copies to the appropriate administrators.

Lay Coaches/Adjunct Teachers

Schools may use lay coaches in their athletic program. Lay coaches will be held to the same level of accountability as certified coaches. Lay coaches or "Adjunct Teachers" are subject to rules and regulations as set forth by the Oklahoma State Department of Education. All lay coaches must have taken the course "Care & Prevention of Athletic Injuries" in order to be compensated as a coach. If a lay coach is ejected by a game official, the lay coach will not be permitted to be with the team for the remainder of the school year. The coach's stipend(s) will be forfeited and prorated to the time of removal from the coaching assignment.

Student teachers may be used in the capacity of coaches provided they have been assigned to that particular school and a certificated teacher is present at each athletic contest. They may assume coaching responsibilities as designated by the regular coach or designated associate coach for that school. Student teachers used as coaches are held to the same accountability standards as lay coaches.

Issued: November 1982

Revised: February 2009

Reference: *Oklahoma Secondary School Activities Association
Administrators' Handbook*

Cross Reference: 2207, Open Transfer
2619, 2619-R, Student Suspension
Code of Student Conduct
Certificated Personnel Handbook

DRIVER EDUCATION

Purpose: To require that the District provide Driver Education.

The District will provide Driver Education to students who meet state qualifications for obtaining a driver's permit.

Adopted: August 2004

Legal Reference: Title 70 O.S., 19-102 & 103

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

PURPOSE: To establish procedures for reporting and tracking student-athletes who have been determined to suffer a concussion or head injury.

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

On an annual basis and prior to participation in practice or athletic competition, each student athlete and the student athlete's parent or legal guardian must complete a concussion and head injury information sheet to the Tulsa Public Schools Coordinator of Sports Medicine. The student-athlete MAY NOT participate in athletics until this information is on file.

A student 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 student athlete removed from participation shall not be allowed to participate until the athlete is evaluated in a follow-up examination by a licensed healthcare provider who is trained in the evaluation and management of concussions. The student athlete must present written clearance from the licensed healthcare provider to return to participation in athletics. (Oklahoma Statute 24-155 of Title 70)

The Tulsa Public Schools Board of Education has defined a licensed health care provider as follows: M.D. - Medical Doctor
D.O. - Doctor of Osteopathy

SCHOOL EVALUATION

PURPOSE: To provide for school evaluation procedures.

Under the District Accountability program, each school will be evaluated annually to determine the extent to which it meets District standards. Schools that are judged to be the top performing at each level will be rewarded, as will those judged to be the “most improved.” Schools identified as “needing improvement” will target those areas needing attention and undertake steps for improvement.

District high schools will be evaluated in cooperation with the North Central Association (NCA) policies and standards for school evaluations and improvements.

SPLIT SECTIONS

PURPOSE: To clarify procedures in establishing split sections.

The term "split section" refers to an elementary homeroom having students from more than one grade, i.e., first/second, second/third, fourth/fifth, etc. When it appears necessary to establish a "split section," approval may be granted under the following conditions:

- When it appears necessary to consider creating a "first/second split" in the schedule of an elementary school, the teachers involved and the principal will discuss the alternatives involved. The final decision will be made only after the teacher and the principal have discussed the matter with the Superintendent or designee.
- As a general practice, the "developmental first/regular first split" should not be used as a means of grouping children for instruction. However, if after discussing the matter, the elementary principal and the teachers involved believe such a split is a desirable alternative for grouping children in that building, they will discuss the matter with the Superintendent or designee.
- When it appears necessary to establish split grade classes in the elementary school or two levels of the same subject in the same grade period in a secondary school, the teachers involved and principal will discuss the necessity and communicate with the Superintendent or designee before making a final decision.

Issued (as regulation): July 1985

Adopted (as policy): April 2005

Legal Reference: TCTA Administrative Negotiated Agreement, Summer 1985

ALTERNATIVE EDUCATION PROGRAMS

PURPOSE: To establish alternative programs within the District.

The District recognizes that some students: require a special focus on life skills; require more support and direct supervision than reasonably is available in conventional school settings; and have difficulty coping with the conventional school program. Therefore, the District will cooperate with various county and city agencies in providing alternative educational programs where needs have been identified, where the establishment of such programs is feasible, and where proposed programs fall within the function normally associated with the District.

All proposals for alternative education programs will be presented to the Board for consideration and action by the Board.

ALTERNATIVE INSTRUCTIONAL DELIVERY SYSTEMS

PURPOSE: To provide alternative instruction delivery systems.

Existing technologies provide opportunities for instruction to be delivered in alternative methods. In accordance with Oklahoma State statutes and Oklahoma State Department of Education policy, curriculum will be developed and the necessary procedures established for the delivery of coursework through alternative systems, including but not limited to online, web-based, or two-way interactive vide.

CONTROVERSIAL ISSUES AND MATERIALS

PURPOSE: To establish guidelines for discussing controversial issues and using controversial materials.

It is the responsibility of the classroom teacher to select issues and materials for classroom presentation/discussion that are consistent with textbooks or standards and benchmarks in line with the approved curriculum. Where controversial issues may arise, the teacher must give due consideration to the significance and appropriateness of the issue, the students' knowledge and interest, and the adequacy and availability of related materials.

Appropriate regulations will provide for parents/guardians of the school community to challenge controversial materials used in the classroom or library.

Adopted: November 1982

Revised: May 2005

Cross Reference: 3306, Citizenship Education
3309, Teaching About Religion
3313, Multicultural Education
3406, Academic Freedom

CONTROVERSIAL ISSUES AND MATERIALS EVALUATION

A committee comprised of 12 members to be selected annually during the first month of school by the Chief Academic Officer will be formed to serve as a review team for challenged controversial materials being used in the schools. The following steps have been established to set out the procedures to assist the team in evaluating these materials.

- A copy of the form, *Citizen's Request for Re-evaluation of Materials*, will be given to a complainant by the principal/teacher.
- The form must be completed by the complainant and returned to the school principal, who will forward the form immediately upon receipt to the Chief Academic Officer.
- The Chief Academic Officer or designee will chair the committee and will send information to each committee member within five calendar days of receipt concerning the material to be reviewed.
- The committee will be asked to evaluate the classroom materials as to whether they are consistent with the Mission Statement of the District and appropriate to the relevant student's maturity, intellect and emotional capacities.
- A minimum of seven members of the committee will read, examine, and evaluate the material as it relates to the questions on the *Citizen's Request* form within 15 calendar days of a member's receipt of the materials.
- The committee will, within ten calendar days thereafter, make a written recommendation to the Superintendent as to what disposition of the material should occur.
- A notice of the committee's recommendation on the material will be sent to the principal, complainant, appropriate Education Service Center administrator, and Board of Education within three calendar days of the Superintendent's receipt of the committee's recommendation.
- Appeals of the committee's recommendation by the complainant must be directed in writing to the Superintendent or designee within five calendar days after receipt of the recommendation for a final nonappealable decision to be rendered by the Superintendent or designee.
- The Superintendent or designee shall review the matter in detail and obtain such additional information that is deemed necessary by the Superintendent or designee. The Superintendent or designee shall issue a final written nonappealable decision within 15 calendar days after receipt of the appeal as to what disposition of the material should occur. A copy of the decision of the Superintendent or designee shall be sent to all persons listed in paragraph 7 above.

ACADEMIC FREEDOM

PURPOSE: To define the Board's intention regarding academic freedom in its schools and classrooms.

Academic freedom is defined as the right and responsibility of educators and students to study, investigate, present, interpret and discuss facts and ideas relevant to the subject matter of the classroom and appropriate to the students' maturity and intellectual and emotional capacities. Academic freedom is used to guide students toward knowledge and understanding befitting free, reasoning and responsible citizens.

Academic freedom includes the freedom to engage in scholarship or other creative work in order to expand knowledge, and the freedom to teach and to learn in an atmosphere of free inquiry and exposition.

Teachers are entitled to academic freedom subject to responsible performance of their duties and within the authority of the Board to establish instructional standards.

This policy shall not limit the right and obligation of Tulsa Public Schools to determine for itself, on academic grounds, who may teach and what may be taught.

CHARTER SCHOOLS

PURPOSE: To establish guidelines for Charter Schools under the Oklahoma Charter Schools Act.

The Board, pursuant to Oklahoma statutes, may elect to sponsor a charter school for one or more of the following purposes:

- To improve student learning;
- To increase learning opportunities for students;
- To encourage the use of different and innovative teaching methods;
- To provide additional academic choices for parents/guardians and students;
- To require the measurement of student learning and create different and innovative forms of measuring student learning;
- To establish new forms of accountability for schools; and,
- To create new professional opportunities for teachers and administrators including the opportunity to be responsible for the learning program at the school site.

Charter schools are fully recognized as public schools; however, a charter school, to be so designated under Oklahoma law, must have attained/secured as a minimum the following:

- Formal approval of its proposal for sponsorship by the Board; and,
- Formal approval and publication of its charter (contract) to operate. Such charter (contract) approval shall be by both the Board and the governing board of the school.

Under the law, any charter school formed pursuant to the policy shall serve as a pilot program to demonstrate the potential of expanding charter schools to other parts of the state.

District Responsibilities

- Receive, review, and recommend to the Board action concerning all written charter school proposals, as stipulated by the legislation, within the timelines established under the law.
- Upon positive action by the Board, develop for Board approval, in cooperation with the applicant, a charter (contract) for the charter school.
- Notify the State Board of Education of any approved schools and simultaneously provide copies of approved charters.
- Monitor charter schools' progress towards the goals and objectives established in the charter.
- Monitor charter schools' financial status and fiscal operations.
- Make relevant recommendations as may be appropriate for Board consideration.

Eligible Grade Levels

The Board may sponsor charter schools to serve any grade or combination of grades from Kindergarten through Grade 12.

Enrollment

The enrollment of the charter school shall not exceed the number of students approved by the Board in the charter/contract.

Applicant Eligibility

A board of education of a public school district, public body, public or private college or university, private person, or private organization may contract with a sponsor to establish a charter school except that a private school shall not be eligible to contract for a charter school.

A charter school shall be nonsectarian in its programs, admission policies, employment practices, and all other operations. The Board may not authorize a charter school or program that is affiliated with a nonpublic sectarian school or religious institution.

Written Proposal and Charter (Contract) Development Process

In order to comply with all statutory time periods and requirements, and to allow for the completion of a charter (contract) with successful applicants, all completed proposals must be submitted and received in the Office of the Superintendent on or before February 1 for the establishment of a charter school for the following school year.

All proposals submitted soliciting Board sponsorship of a charter school shall utilize the proposal requirements as provided by the Board. Such proposals shall include completion of the Tulsa Charter School Proposal Document as published by the Board and shall meet all due dates as published by the Board.

NOTE: Proposals soliciting sponsorship which do not provide all of the information required by the Board, or fail to meet the published timelines, and incomplete or tardy proposals may be considered as grounds for rejection of sponsorship.

Review of proposals shall go forward using a process and procedure as defined by and under the direction of the Superintendent or designee. The process shall require complete review of each individual proposal received and shall lead to a written report evaluating the quality of the proposal. The written report shall be submitted with a formal recommendation for action to the Board.

The Board shall either accept or reject sponsorship of a proposed charter school within ninety (90) days of receipt of the proposal. Applicants whose proposals are rejected are eligible to appeal as specified by the Oklahoma Charter Schools Act.

All proposals for which sponsorship is authorized by the Board shall immediately initiate negotiations for the completion of the school's charter (contract). All charters (contracts) shall require formal approval by the Board and the governing board of the proposed charter school.

The State Board of Education shall be notified of the acceptance of sponsorship by the Board for any charter schools. A copy of the formally approved charters (contracts) shall be forwarded to the State Board of Education immediately upon approval.

Proposal Submission Process

All completed proposals must be received in the Office of the Superintendent on or before February 1 of each year (or the next workday if February 1 falls on a weekend or a day when the District office is otherwise closed). This due date refers to schools planning to open the following school year. Such proposals must be received no later than 4:30 p.m. All proposals will be stamped with the date and time received. Upon request by the applicant, a proposal received after the prescribed date and time may be considered during the review cycle for the following year.

Term of Charter

An approved charter (contract) shall be effective for not longer than three (3) years.

Charter Renewal

In order to seek renewal of the charter (contract) for a subsequent term, the charter school must apply for such renewal prior to the beginning of the last contract year of operation, as specified by the charter (contract). Failure to timely apply for charter renewal shall constitute a waiver of any renewal request. A request for renewal shall contain at least the following:

- A report on the progress of the charter school's achievement of goals, objectives, pupil performance standards, content standards, and other terms and conditions as outlined in the existing charter.
- A financial statement covering operations to date including disclosures of all income and disbursements.
- A copy of all annual financial audits.
- A list of newly defined or continuing goals and objectives for the ensuing school years through the duration of the renewal period sought.

The Board may deny the request for renewal if it determines the charter school has failed to complete the obligations of the charter (contract) or comply with the provisions of the Oklahoma Charter Schools Act. The Board shall give written notice of its intent to deny any request for renewal of the charter (contract) at least eight (8) months prior to the expiration of the charter (contract).

Termination of a Charter

The Board may terminate a charter (contract) during its term for failure to meet the requirements for student performance contained in the charter (contract), failure to meet the standards of fiscal management specified, violations of law, or other good cause.

The Board shall give at least ninety (90) days written notice to the governing board of the charter school prior to terminating the charter (contract). The governing board of the charter school may request, in writing, an informal hearing before the Board within fourteen (14) days of receiving notice. The Board shall conduct an informal hearing before taking action. If the Board decides to terminate the charter (contract) the governing board of the charter school shall be eligible to pursue remedies as specified in the Oklahoma Charter School Law.

Student Placement

If a charter (contract) is not renewed or is terminated, all students who attended the charter school may enroll in another school consistent with the Board's placement rules including access to all eligible transfer options as may be available under Oklahoma law or Board policy.

Rights of Teachers

Any teacher who is employed by or teaching at a charter school and who was previously employed as a teacher by the sponsor shall not lose any salary status or any other benefit provided by law due to teaching at a charter school upon returning. Any teacher who is employed by or teaching at a charter school and who was employed by the sponsor immediately before such employment shall be given employment preference upon receipt of an application to return if:

- The application is received no later than three (3) years after ceasing employment with the sponsor; and,
- A suitable position is available.

Legal Reference

Oklahoma's Charter School Act (Title 70, Section 3-130) is incorporated herein by reference and made a part of this policy.

PERFORMANCE MANAGEMENT

PURPOSE: To recognize that measurement, analysis, and knowledge management serve as foundations in a continuous review process and to establish a review process for implementation of new and continuing initiatives.

The Board, in its continuous effort to achieve and maintain a fact-based, knowledge-driven system for improving performance, recognizes the necessity of reviewing key District initiatives and Key Performance Indicators leading to new initiatives and the continuation of existing programs. Therefore, the Superintendent or designee will evaluate and report the performance of proposed or existing wide-scale program implementation; complete or coordinate the completion of needs assessments, studies or evaluations to determine strengths and opportunities for improvement which may be required as a condition of a local, state or federal grant or award; and upon request from department heads, conduct annual evaluations, reports or analyses of projects and/or programs operated by that department.

PERFORMANCE MANAGEMENT

The Program Management Office shall be responsible for the planning, implementation, monitoring and evaluation required for the completion of all studies, needs assessments, independent or internal evaluations required as a condition of the receipt of a local, state or federal grant by the District. The Program Management Office shall be responsible for the receipt and disbursement of funds in the amount stipulated by a local, state or federal grant required for the completion of a study, needs assessment, independent evaluation or internal evaluation as stipulated within the grant or award.

The Program Management Office will establish and maintain an annual process through which it surveys Senior Leaders for initiatives and projects that require annual evaluations, reports or analyses to be conducted during the school year as follows:

1. Projects approved for implementation will be added to the District Research and Program Evaluation Calendar. All projects to be included on the Research and Program Evaluation Calendar must meet the guidelines and criteria as required by the Program Management Office.
2. For project requests that have no external source or internal department funding source available to support the requested project support, the extent to which submitted unfunded projects are accepted will be determined by the available funds and staff capacity of the Office of Program Management.
3. Rules and requirements for the review and release of a completed project will be developed and deployed by the Program Management Office.

ADULT EDUCATION PROGRAMS ADMINISTRATION

PURPOSE: To affirm the District's commitment to Adult Education.

The Adult Education programs will be organized and operated by the District to meet diverse educational needs of adults; out-of-school youth for basic, general, and occupational education; and organized groups within the community. The Superintendent or designee is charged with the responsibility for coordinating such programs.

The District operates specially funded programs that must be administered in accordance with particular federal and state laws and regulations. The Board, through its approval of such programs and acceptance of funds, is ultimately responsible for the programs even though many of the regulations governing them are established by another agency.

STUDENTS WITH DISABILITIES

PURPOSE: To establish compliance with applicable laws governing special education services for students with disabilities.

It is the policy of the District to facilitate compliance with the Individuals with Disabilities Education Act ("IDEA"), Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act ("ADA") concerning the identification, evaluation, educational placement, and provision of a free appropriate public education to children with disabilities. The purpose of this policy is to ensure that the District fulfills its legal responsibilities to children who are or are suspected to be children with disabilities. The overall purpose of the Special Education and Student Services Department is to provide the administrative support necessary to ensure that the District is in full compliance with applicable federal and state laws and regulations and the *Policies and Procedures for Special Education in Oklahoma*.

The District will do so through the development and implementation of a comprehensive policies and procedures manual, which identifies the specific procedures the District and its employees will follow to maximize compliance. The construction and interpretation of the comprehensive policies and procedures manual shall be consistent with the mandatory provisions of the IDEA, Section 504, and the ADA, their implementing regulations, applicable Oklahoma law and regulations and the *Policies and Procedures for Special Education in Oklahoma*. The Department will periodically review the comprehensive policies and procedures manual, update it as needed and monitor its implementation across the District. The District will post the manual and any periodic revisions to it on the District's website. All District certificated staff members will be held responsible for the information and implementation of the policies and procedures contained in the manual.

Adopted: November 2004

Legal Reference: Title 70 O.S. 13-103, 104, 105, and 111

Individuals with Disabilities Education Act (IDEA) P.L. 101-476

Cross Reference: *The Policies and Procedures Manual for Special Education in Oklahoma*

ENGLISH LANGUAGE LEARNERS

PURPOSE: To establish an English Language Learners Program.

The Board recognizes English to be the primary language spoken and taught within the District. The Superintendent will provide programs, services and activities designed to meet all state and national academic standards for English language learners equivalent to those standards expected of all learners.

Adopted: November 1982

Revised: December 2004

ENGLISH LANGUAGE LEARNERS

Appropriate testing will be administered to students in grades PreK-12 whose primary language is other than English in order to determine English language skill proficiency in listening, speaking, reading, and writing. All English language learners will be identified for testing, appropriate placement, and specialized instruction.

GIFTED AND TALENTED EDUCATION

PURPOSE: To establish the requirement for the Board to annually approve the District Plan for Gifted and Talented Education to specifically comply with the state statute.

The District Plan shall include:

- Procedures for establishing gifted/talented committees at each school site.
- Processes for selection and assessment of children who demonstrate high performance capability in intellect, creative thinking, leadership, visual arts, and specific academic subjects.
- A description of differentiated curriculum that is consistent for grades one through twelve in pace, depth, scope and sequence.
- Criteria to annually evaluate the effectiveness of services provided in accordance with an approved site plan.
- Procedures for providing written notification to parents/guardians and a summary of the services offered to qualifying students.
- Establishment of a Gifted and Talented Advisory Board members to serve two-year terms.
- Evidence of participation by the local gifted/talented advisory committee.
- Required competencies, qualifications, and duties of instructional staff.
- Procedures to comply with required reports.
- A budget for district gifted child educational programs and services.
- A calendar of required meetings.

The Special Education and Student Services Department will develop the District Plan, and once the Plan is adopted, the District Plan shall serve as the regulations for operation of Gifted and Talented services until the next annual plan is approved

Adopted: November 1982

Revised: May 2005

Legal Reference: Title 70 O.S., 1210.301 - 1210.306

SECLUSION OF STUDENTS WITH DISABILITIES

PURPOSE: To define the circumstances under which District personnel may use seclusion for students with disabilities in compliance with SDE Guidelines for Minimizing the Use of Seclusion for Students with Disabilities in Oklahoma ("Seclusion Guidelines").

For purposes of this policy, the term "Seclusion" means the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. This includes situations where a door is locked as well as where the door is blocked by other objects or held by staff. Any time a student is involuntarily alone in a room and prevented from leaving should be considered seclusion regardless of the intended purpose of the name applied to this procedure or the name of the place where the student is secluded.

School personnel may use seclusion from students with disabilities only under the emergency circumstances identified in the Seclusion Guidelines and only if the elements identified by the Seclusion Guidelines exist.

The use of seclusion from students with disabilities shall also be subject to any additional requirements identified in the District's Special Education Procedures Manual.

REHABILITATION ACT OF 1973 COMPLIANCE: SECTION 504

PURPOSE: To ensure the implementation of Section 504 of the Rehabilitation Act of 1973.

The District recognizes its legal responsibility to ensure that “no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.”

The District will develop procedures that ensure the implementation of Section 504 of the Rehabilitation Act of 1973, as amended, which pertains to public schools. These procedures will be published in the District’s Special Education Policies and Procedures Handbook. The intent of these procedures will be to ensure that all students with disabilities, who are eligible under Section 504, have access to a free, appropriate public education (FAPE).

Any student who has an objectively-identified disability which substantially limits a major life skill such as learning is eligible for services. The Director of Special Education is the District’s designee to ensure that this policy and set of procedures are implemented.

Adopted: July 2006

Legal Reference: Rehabilitation act of 1973 Public Law 93-112
Rehabilitation Act Amendments of 1974: Public Law 93-516
Executive Order 12250, 45 FR 72995 of 11/2/80
Rehabilitation Act Amendments of 1992: Public Law 102-569

PARENT REVOCATION OF CONSENT FOR SERVICES

PURPOSE: The board affirms the right of parents/guardians to revoke consent for all special education and related services for their child(ren).

Parents may request that their child(ren) no longer receive special education and related services. The request must be made in writing to the District. Upon receipt of a written revocation request, the District will follow the process provided by law to terminate the student's special education and related services and identify the student as a general education student for all purposes.

The board directs the superintendent or designee to develop and communicate a process for revocation of consent for special education services.

PARENT REVOCATION OF CONSENT FOR SERVICES

A parent must submit a written request to revoke consent for the parent's child to receive special education and related services under the IDEA. Parents cannot revoke consent for less than all services.

Upon receipt of a written revocation request, the District will promptly submit a *Prior Written Notice to Parents* form to the parent before ceasing services. In the *Written Notice*, District personnel may express disagreement with the parent's decision; however, the parent has the right to revoke consent despite such disagreement.

In completing the *Written Notice*, District personnel will use language that is understandable to the general public regarding the change in educational placement and services that will result from the revocation of consent. In the *Written Notice*, District personnel should include language informing the parent that the student will be treated as a student without a disability for disciplinary purposes after the revocation takes effect. District personnel will also provide the parent with a copy of *Parents Rights in Special Education: Notice of Procedural Safeguards*. Unless the parent indicates to District personnel that the parent has changed his or her mind about the revocation, the child will be removed from all special education and related services and will be treated for all purposes as a general education student following expiration of no more than ten calendar days from the parent's receipt of the *Written Notice* form.

A child's removal from all special education and related services does not require removal of any documentation from the child's education records concerning his or her prior receipt of special education and related services. If a parent requests the removal of such information from the student's education records, then District personnel will follow the process set out in the District's Student Records policy.

At any time after revocation, the parent may request that the student be reenrolled in special education. The District will treat the request as a request for an initial IDEA evaluation.

If a parent revokes consent prior to the administration of a statewide assessment, the District will not provide the assessment accommodations that were previously included in the student's IEP. The student will not be eligible to take an alternate assessment.

If a student age 18 or older revokes consent for services under the IDEA, the District will follow the process stated in this Regulation, except that District personnel will send the *Written Notice* and *Parents Rights* forms to both the student and the parent.

CAREER AND TECHNOLOGY EDUCATION

PURPOSE: To require that career and technology education be offered to secondary students.

The District will provide Career and Technology Education opportunities for students to explore, plan, and prepare for future careers, cooperating with state and community employers, agencies, postsecondary institutions, and organizations.

Adopted: November 1982

Revised: August 2004

POSTING VACANCIES

PURPOSE: To require the posting of certain vacancies.

Any vacancy in promotional positions, including but not limited to cabinet, executive directors, directors, coordinators, principals, assistant principals, and teachers on special assignment will be posted and/or advertised for at least 20 calendar days, exclusive of holidays, or as required by negotiated agreement.

Adopted: March 2005

Legal Reference: Negotiated Agreement, Summer 1986

POSTING VACANCIES

Full-Time Vacancies

Any vacancy in promotional positions, including but not limited to cabinet, executive directors, directors, coordinators, principals, assistant principals, and teachers on special assignment, will be posted at least 20 calendar days, exclusive of holidays. Positions may be filled five working days after publication. Acting positions will be advertised in the same manner as permanent positions during the spring of the year; however, the Administration reserves the right to appoint employees to acting positions on a temporary basis, not to exceed the remainder of a school year, when time does not permit advertising to occur.

Posting of vacancies during the summer months will be on the bulletin board on the first floor of the Education Service Center and the Internet website. Notices of vacancies in department chair positions will be posted by the principal within the individual building for a like period. Such notice will clearly set forth the qualifications and compensations of the position. A copy of every such notice, excepting those for department chairpersons, will be delivered to the Association at the time of such posting.

Within 20 calendar days, exclusive of holidays, following the initial posting of the vacancy, any employee desiring to fill such vacancy will file an application with the Superintendent in writing on an approved form provided by Human Resources Department. Applications for department chairpersons will be made in writing to the building principal.

When vacancies occur in promotional positions, those employees with written requests on file for such positions will receive first consideration, provided they are qualified for the position. When vacancies are to be filled, the person considered best qualified from among all who apply within and without the District will be selected. If the position requires a certification and a certified person is not available, then one who is willing to obtain certification will be considered upon recommendation by the department head or building principal.

Coaching and Other Special Assignments

Coaching vacancies will be advertised in the *Superintendent's Bulletin* and posted in the buildings involved. If such a vacancy should occur in a high school, teachers who qualify and are already assigned to that school shall be given the opportunity to apply and strong consideration for the position.

When there is a vacancy in any sponsorship within a building, a notice of vacancy will be posted in the building for a period of not less than five working days before the position is filled.

Issued: November 1982

Revised: March 2005

Legal Reference: Negotiated Agreement, Summer 1986

CRIMINAL RECORD SEARCH FOR EMPLOYEES AND PROSPECTIVE EMPLOYEES

PURPOSE: To establish the requirement for a criminal record search for employees and prospective employees.

Applicants

The District shall obtain the results of a felony record search of the name of every prospective District employee. Applicants will be advised that:

1. A criminal record search of every prospective employee's name as a condition of employment is a requirement.
2. Applicants must complete and sign a *Background Report Authorization and Release* form allowing the District to request the felony record search.
3. A felony record search will only be requested if the Superintendent intends to recommend employment of the applicant.
4. The applicant, if placed on duty before receipt of the felony search results, will be classified as a temporary employee, for a period not to exceed 60 days, until the District is satisfied the search is clear of any criminal record.

If the criminal record search discloses a prior conviction for a felony offense, misdemeanor sex offense or drug crime, or if the applicant provides a false response to one or more of the questions on the *Background Report Authorization and Release* Form, the applicant will be denied employment and, if placed on duty before receipt of the search results, the applicant shall be deemed to have resigned from employment with the District.

Employees

If the Superintendent receives credible information indicating a District employee has been convicted of a felony, misdemeanor sex offense or misdemeanor drug crime, the Superintendent or designee shall have the right to conduct a felony record search. The District will pay the search fee. If the search report shows that the employee has been convicted of an unpardoned felony, misdemeanor sex offense or misdemeanor drug crime, the employee will be furnished with a copy of the search report and will be provided a conference with the Superintendent or designee. The employee will then have the opportunity to rebut the search report. An employee who has been convicted of an unpardoned felony, misdemeanor sex offense, or misdemeanor drug crime will be dismissed or not reemployed as provided by Oklahoma law.

Adopted: July 1994

Revised: February 2005

Reference: 4205, Employee Criminal Record

Legal Reference: Title 70 O.S., 5-142

HIRING EMPLOYEES

PURPOSE: To establish guidelines for hiring employees.

All nominations for positions, except that of Superintendent, will be made to the Board in writing by the Superintendent. Each nomination will be made with reference to position and salary. All positions will be classified for purposes of salary and promotion. New personnel will be notified of employment and building assignment at the earliest possible date.

The District may employ personnel on a part-time, substitute and/or temporary basis as needed.

Adopted: November 1982

Revised: February 2005

Cross Reference: 4409, Employee Conflict of Interest

EMPLOYEE ASSIGNMENTS AND TRANSFERS

PURPOSE: To establish guidelines for employee assignments and transfers.

The basic consideration in the assignment and transfer of employees is the well-being of instructional programs. Appropriateness of such assignments and transfers has a significant impact on educational program effectiveness.

Transfers may be initiated by the Superintendent or another administrative officer for any purpose, if in the judgment of either, is for the welfare of the employee or the District. An administrative transfer or reassignment will be made only after a conference between the employee involved and the Superintendent or designee, at which time the employee will be notified of the new assignment and the reasons for the transfer. In the determination of a transfer or reassignment request, the convenience and wishes of the individual employee will be considered to the extent they do not conflict with the best interests of the students and the District.

Members of the same family, husband/wife, or persons related to the extent of son, daughter, brother, sister, father, mother, and corresponding in-laws may be assigned to work in the same school or office if such assignment will maintain or enhance the educational program. Such assignments will not be made where one member of the family will have supervisory or evaluative responsibilities over another member. Should conflicts or relationships develop that create school-community or intra-staff problems, the Administration reserves the right to make such administrative transfers as are necessary to resolve the problem.

For more detailed information the personnel handbooks should be consulted.

PERSONNEL RECORDS AND FILES

PURPOSE: To establish guidelines for the maintenance and release of personnel records and files.

The District will maintain a complete and current personnel file for all employees. All employee personnel records are confidential and will be made available only to authorized administrative personnel, District legal advisor, the employee, and persons authorized in writing by the employee. Release of personnel records will be in accordance with the applicable regulation.

Upon written request, employees will have the right to review the contents of their personnel file, except for confidential references given at the time of employment or at time of application for promotion. At the employee's request, a representative of the applicable association may accompany the employee in such review. The review will be made in the presence of the administrator responsible for the safekeeping of such file. A copy machine will be available for the employee to make copies of the contents. The cost of copies may be charged to the employee.

Adopted: November 1982

Revised: February 2005

PERSONNEL RECORDS AND FILES

Open Records Request for Information

Except for employee personnel records that are public records under the Oklahoma Open Records Act, all employee personnel records are confidential and will be made available only to authorized administrative personnel, District legal advisor, the employee, and persons authorized in writing by the employee. Before granting access to an employee's personnel file pursuant to a proper request under the Oklahoma Open Records Act, the Chief Human Resources Officer or designee will redact all items in the file that are not public records under the Oklahoma Open Records Act.

When a proper request for access is made under the Oklahoma Open Records Act, Human Resources will advise the employee of the request.

Employment References

The Human Resources Department's response to requests for employment references shall be limited to confirmation that the individual is or was an employee of the District, the dates of employment, and the position held by the employee. Unless allowed by law, no other information will be furnished as a part of an employment reference except when the District receives a written consent to release information signed by the employee. All requests for employment references shall be directed to the Chief Human Resources Officer. Employees may obtain forms appropriate for releasing information from the Human Resources Office.

The District shall only release information that is consented to by the employee or former employee unless the record or document sought is a public record. Accordingly, if the employee limits the consent to release records to certain named documents, the District shall only provide the prospective employer with the materials or documents expressly identified in the release. In the event the District's representatives are unable to determine the materials or documents to be released because the release is unclear, the employee or the prospective employer will be advised that the release is unclear and no information will be released until the employee delineates in writing, to the satisfaction of the District, the material or documents covered by the employee's consent for release of information.

CREATION / DELETION OF PROFESSIONAL AND
SUPPORT STAFF POSITIONS

PURPOSE: To establish the process for creating and deleting staff positions.

All regular, full-time, and part-time staff positions will be created or deleted by the Board on recommendation from the Superintendent. All new positions must have Board approval before advertising. The Superintendent or designee will maintain an up-to-date record of all positions.

An increase in duties or an addition to a job description as a basis for a recommendation for increased compensation will be deemed to be a "new" position.

A revised or new job title without additional duties or increase in compensation shall be deemed to be a "new" position for the purpose of this policy.

Adopted: February 1999

Revised: January 2005

ARRANGEMENT FOR INSTRUCTIONAL STAFF SUBSTITUTES

PURPOSE: To establish guidelines for instructional staff to report absences.

Instructional staff are required to report all absences. Unless otherwise specified in writing by the building principal, instructional staff must notify the site administrator or designee as well as *SubFinder* of any absence. If, for any reason, a staff member is unable to report the need for a substitute to *SubFinder*, the site administrator or designee may report the need for a substitute to *SubFinder*.

Adopted: February 2005

Legal Reference: TCTA Negotiated Agreement, Summer 1987

ARRANGEMENT FOR INSTRUCTIONAL STAFF SUBSTITUTES

Reporting an Absence

- Teachers are required to report all absences directly to *SubFinder*. Unless otherwise specified by the building principal, teachers must notify their site administrator as well as *SubFinder*. The *SubFinder* number may be used to report an absence 24 hours a day. In order for *SubFinder* to work properly, all absences must be reported as soon as possible.
- *SubFinder* will not accept any absences reported after 7:00 a.m. on the day of the scheduled absence. There are occasions when a teacher will be unable to report a need for a substitute prior to 7:00 a.m. In this event, or in the event *SubFinder* is unavailable for any reason, teachers must notify their site administrator of the need for a substitute.
- If, for any reason, a teacher is unable to report the need for a substitute to *SubFinder* in accordance with the times set above, the site administrator may, in lieu of the teacher, report the need for a substitute to *SubFinder*.
- All absences must be reported in *SubFinder*. When calling *SubFinder*, the teacher should be prepared to enter the following information:
 - Employee PIN number.
 - Date (MMDD) and times of the absence.
 - Reason for the absence.
 - Is a substitute required? If a specific substitute is requested, you must have the ID number of that substitute.
 - Are there any special instructions for the substitute, such as field trip, special needs, etc.?

When reporting a multi-day absence, the dates of absence should be entered under one job using the specific dates and times menu. Entering the absence under one job will ensure continuity of having the same substitute for all days of the absence. When reporting an absence, always wait for the JOB NUMBER before disconnecting or the absence will not be recorded.

Contacting the Substitute

- The site administrator may contact a specific substitute to cover the teacher's absence. This absence still needs to be reported in *SubFinder* using the substitute's ID number as the prearranged substitute.
- Whenever a site administrator is able to establish that a substitute will be needed the day before the substitute is required, the site administrator or teacher will contact the *SubFinder* Calling System to report the absence. All certified staff in a building, other than the administrator, must report absences to *SubFinder*.

Notification of Return

The absent teacher must notify the principal no later than 2:00 p.m. if the teacher expects to return the next teaching day. Should the teacher fail to notify the principal and both the teacher and the substitute report the following day for assignment, the teacher is subject to the loss of one-half (1/2) day of substitute deduct pay. If the teacher is not returning, the absence must be reported in *SubFinder* again. To retain the same substitute for additional days, the site administrator or secretary will need to report the absence in *SubFinder* as "prearranged." By following these procedures, the possibility of duplicating substitutes is reduced or eliminated.

Absence Arrangements Made in Advance

- Teachers should arrange with principals for absences that may be set up in advance. These should be reported to *SubFinder* as far in advance as possible.
- Absences approved for professional reasons should be reported to *SubFinder*.

EMPLOYEE PROBATION

PURPOSE: To define probationary time limits.

All first-term appointments to any teaching position shall be probationary for a period of three years. Any former employee returning to a teaching position will begin a new three-year period of probation.

A temporary contract teacher who works a complete school year and is reemployed without interruption will have that year of service count as one of the three probationary years.

All new support employees, or permanent support employees appointed to new positions, will be on probation for one year from the date of hire or appointment.

EMPLOYEE CRIMINAL RECORD

PURPOSE: To require all employees to report if they have been charged or convicted of certain criminal activity.

On an annual basis, all District employees who are employed on September 1 of each year are required to truthfully answer the Annual Criminal Report questionnaire.

Refusal by the employee to sign and return the required questionnaire or giving false information or misinformation on the questionnaire will constitute insubordination and willful neglect of duty and may be the basis for disciplinary action, including termination of employment.

It is the duty of every employee within ten days of any of the following occurrences to notify, in writing, the Superintendent:

1. If the employee is charged with a felony or misdemeanor sex or drug crime.
2. If the employee enters a plea of guilty or nolo contendere to a state (any state) or federal felony charge.
3. If the employee is convicted of a state (any state) or federal felony offense.
4. If the employee enters a plea of guilty or nolo contendere to a misdemeanor offense that originally was a state (any state) or federal felony charge.
5. If the employee enters a plea of guilty or nolo contendere or has been convicted of a state (any state) or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity.
6. If the employee enters into a deferred prosecution agreement with a state (any state) or federal prosecutor.

Failure to provide the referenced information, in writing, to the Superintendent within the ten-day period may result in termination for insubordination and willful neglect of duty.

At the discretion of the Board, up to five percent of the total staff (certified, support and administrative) may be randomly selected each year for a complete criminal record check to be conducted in the same manner as pre-employment criminal record checks for all employees.

Adopted: April 1999

Revised: March 2005

Reference: 4102, Criminal Record Search for Employees and Prospective Employees

EVALUATION OF STAFF

PURPOSE: To require the annual evaluation of staff and require assistance programs when performance is less than satisfactory.

The Superintendent or designee will evaluate all professional and support staff including teachers, principals, assistant principals, counselors and central office administrators. Evaluations for employees who are covered by collective bargaining agreements will be done in accordance with the negotiated agreement. These staff members are expected to participate fully in this appraisal process.

The Superintendent or designee will develop a professional assistance program

Adopted: November 1982

Revised: May 2005

Legal Reference: Title 70 O.S., 6-102.2, H. B. 1017

REASSIGNMENT OF TEACHERS

PURPOSE: To establish guidelines for the reassignment of teachers.

Reassignments of teachers will be made in accordance with negotiated agreements.

Adopted: May 2005

Legal Reference: TCTA Negotiated Agreement Summer, 1984, 1985, and 1986

SUSPENSION AND DISMISSAL OF SUPPORT STAFF

PURPOSE: To establish guidelines for the suspension and dismissal of support employees.

If an employee violates the terms of the employment contract, the Superintendent or designee has the right to recommend suspension or dismissal of the employee.

If an employee is charged with a felony offense or any misdemeanor offense involving moral turpitude, the Superintendent or designee has the right to suspend the employee, with pay, pending the outcome of the charge.

Any employee who is convicted of a felony offense or a misdemeanor offense involving moral turpitude is subject to dismissal by the Board upon recommendation of the Superintendent or designee.

Adopted: November 1982

Revised: May 2005

Legal Reference: House Bill 1008

TERMINATION OF EMPLOYMENT

PURPOSE: To establish the process for recommending employee termination or non-renewal.

The Board requires that administrators supervising the work of employees must provide the Superintendent or designee with appropriate evidence concerning the cause or causes that led to a recommendation of dismissal or non-renewal of contract. Where applicable, documentation must exist that indicates ways in which the administrator has endeavored to help the person become a more effective employee.

Established By Law

Revised: February 2005

Legal References: Title 70 O.S., 6-103, 103.1, 103.2, 103.3, 103.4, 103.5, 103.15,
Title 70 O.S., 18-123

SCHOOL VOLUNTEERS AND MENTORS

PURPOSE: To establish clear guidelines for school volunteers and mentors

The Board recognizes that school volunteers and mentors provide a valuable service to the District and authorizes the Superintendent or designee to develop and deploy an effective volunteer program that includes the recruitment and selection of school volunteers and mentors.

Procedures will be established for screening and training all volunteers and mentors in the District. An outside organization may be utilized to provide training. Criminal and Sex Offender Registry background checks may be required for all individuals providing personal or group mentoring for students. Written reports will be made to the Superintendent or designee.

SCHOOL VOLUNTEERS AND MENTORS

The following process will be followed for the recruitment, selection, assignment, and recognition of school volunteers and mentors:

Principals

Principals may recruit volunteers via PTA, enrollment, and home visits.

Principals designate someone from each site to serve as a Volunteer Facilitator.

Principals receive completed applications, copy the District Volunteer Office, and determine the need for a background check.

Site Volunteer Facilitators

Site Volunteer Facilitators will retain records for all volunteer assignments and report the number of monthly volunteer hours to the District Volunteer Office for entry in the District volunteer data base.

Volunteers

Volunteers may access information via school site, TPS web page, through a volunteer facilitator, or Partner in Education Program.

Volunteers may contact the District office or school site where the principal informs volunteer as to the available opportunities.

Volunteers complete an application and return to the school principal.

Volunteers will be informed of training opportunities by the District Volunteer Office in a variety of formats.

District Volunteer Office

The District Volunteer Office completes the background check process and report results to the principal. If the results are challenged, the District will refer the challenge to its attorney for a final eligibility decision.

If a background check is not needed, the principal may assign the volunteer immediately. An annual recognition event will be held to honor all volunteers

EMPLOYEE PARTICIPATION IN POLITICAL ACTIVITIES

PURPOSE: To establish guidelines for employee political candidacy and office.

Any employee may be granted an unpaid leave of absence by the Superintendent or designee for up to one year in order to become a candidate for public political office. The grant or denial of the leave of absence to be a candidate will be made on a case-by-case basis as the best interests of the District may dictate. If the employee candidate is unsuccessful in the election, then the employee candidate must return to work within 30 days of the election or will be deemed to have resigned on that date.

If elected, the employee may return to employment after the initial term of office has expired. If the employee elected to office does not return to work within 30 days of the expiration of the initial term of office, then the employee will be deemed to have resigned on that date. The employee will be reinstated at the entitled salary step/grade at the time the leave was granted. The employee will be returned to a comparable position when a position becomes available.

A leave of absence for the purpose of seeking political office, or for holding office, will be arranged between the individual and the District administration within the framework of District regulations and law.

Employee candidates engaging in political activity will make it clear their statements and actions are their own as individuals and they in no manner represent the views of the District.

Employee candidates will not engage in campaign activity on District premises during instructional hours or at any time that is disruptive to an educational activity.

Any employee seeking a leave of absence under this policy will apply for such leave in writing in the usual manner and will receive a reply in writing.

TOBACCO USE
SMOKING ON SCHOOL PREMISES BY EMPLOYEES AND PATRONS

PURPOSE: To prohibit the use of tobacco products on District property and in District vehicles.

The use of all tobacco products is prohibited on District property, including in District vehicles and at District sponsored events 24 hours a day, seven days a week. If patrons and visitors refuse to abstain from using tobacco, they will be asked to leave the property.

Site managers and supervisors are responsible for the enforcement of this policy. Employee violations will be addressed using disciplinary policies and regulations inclusive of due process for employees.

Adopted: June 1987

Revised: January 2005

Cross Reference: 2108, Tobacco Use or Possession by Students

Legal Reference: Title 63 O.S., 1-1521, 1522, 1523, 1524, 1525, 1526, 1527

SCHOOL BUILDING ADMINISTRATION

PURPOSE: To define the expectations for the principal's areas of responsibility.

The administrative head of a school will be designated as the principal. The principal will be immediately responsible to the Superintendent or designee. All professional and support employees assigned to the school are responsible to the principal. The principal's areas of responsibility include curriculum and instruction, staff, budget, the physical plant and community relations.

STAFF INVOLVEMENT IN DECISION-MAKING

PURPOSE: To involve staff in the planning and goal-setting process for the District.

The Superintendent or designee will develop channels for the exchange of ideas among the staff. The Board, through the Superintendent, may require staff to contribute expertise in developing policies and regulations, and in establishing goals for the District, as well as in planning for curriculum, budget, and facilities.

Adopted: November 1982

Revised: January 2005

RESIGNATIONS

PURPOSE: To require employees to give notice of resignation.

Resignations are irrevocable when submitted.

Any professional employee desiring to resign will give the Superintendent or designee written notice at least 30 days before the effective date of resignation. Any support employee desiring to resign will give the Superintendent or designee written notice at least 14 days prior to the effective date of resignation. Individuals who have resigned or otherwise terminated from the District may be reemployed, but under the same terms and conditions applicable to any new employee unless otherwise specified in the negotiated agreements.

When an employee resigns after completing a school year and has a change in plans, a request to rescind the resignation may be submitted.

USE OF ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCE BY EMPLOYEES

PURPOSE: To prohibit the possession and/or use of alcohol or illegal chemical substances while on duty or on District property.

Employees may not use, possess, distribute, purchase, sell, or be under the influence of illegal chemical substances.

Possession or use of alcohol when the employee is on duty or on school property is prohibited. Any employee who is under the influence of alcohol while on duty or on school property or while attending a school event, or any employee who possesses or consumes alcohol while on duty or on school property or while attending a school event is in violation of District policy.

District policy applies to all employees of the District, regardless of position, title, or seniority. The Board recognizes that all employees have certain personal rights guaranteed by law. This policy is intended to protect those rights.

USE OF ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCE BY EMPLOYEES
TESTING EMPLOYEES AND APPLICANTS FOR EMPLOYMENT
(OTHER THAN BUS DRIVERS)

The District, with the intent all employees have notice and knowledge of the ramifications concerning alcohol or illegal chemical substance use, possession, purchase, sale or distribution when the employee is on duty or on school property, or while attending a school event does hereby adopt the following on testing employees and applicants for employment (other than bus drivers) with regard to the use of alcohol and illegal chemical substances.

Definitions

Alcohol -- Ethyl alcohol or ethanol, or any alcoholic beverage or beer.

Bus Driver -- A District employee required to have a commercial driver's license (CDL) to perform the employee's duties; employees of independent contractors required to have a CDL; owner-operators; leased drivers; and occasional drivers.

Conditional Offer of Employment -- An offer of employment conditioned, among other conditions, on a negative illegal chemical use test.

Confirmation Test -- An alcohol or illegal chemical substance test on a sample to substantiate the result of a prior illegal chemical substance or alcohol test on the same sample and uses different chemical principles and is of equal or greater accuracy than the prior alcohol or illegal chemical substance test.

District Property -- Any property owned, leased or rented by the District, including, but not limited to, school buildings, parking lots and motor vehicles.

Drug or Alcohol Test -- A chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substances or their metabolites in a person's blood, bodily tissue, fluids, products, urine, breath or hair.

Illegal Chemical Substances "Drugs" -- Any substances an individual may not sell, possess, use, distribute or purchase under either federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed drugs and over-the-counter drugs being used for an abusive purpose.

By way of example only, the "illegal chemical substances" for which employees will be tested are: amphetamines; cannabinoids; marijuana; cocaine (crack); phencyclidine (PCP); hallucinogens; methaqualone; opiates; barbiturates; benzodiazepines; synthetic narcotics; designer drugs; or any metabolite of any of these substances.

On Duty -- Any time an employee is acting in an official capacity for the District or performing tasks within the employee's job description, including taking of an annual physical examination.

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

Reasonable Suspicion -- A belief that an employee is using or has used drugs or alcohol in violation of this policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience, and may be based upon, among other things:

- A. Observable phenomena, such as:
 - 1. The physical symptoms or manifestations of being under the influence of a drug or alcohol while at work or on duty.
 - 2. The direct observation of drug or alcohol use while at work or on duty.
- B. A report of drug or alcohol use while at work or on duty, provided by reliable and credible sources, and has been independently corroborated.
- C. Evidence an individual has tampered with a drug or alcohol test during his employment with the District.
- D. Evidence an employee is involved in the use, possession, sale, solicitation or transfer of drugs while on duty or while on District's premises or operating the District's vehicles, machinery or equipment.

Sample -- Tissue, fluid or product of the human body capable of revealing the presence of alcohol or illegal chemical substances in the human body.

Under the Influence -- Any employee of the District or applicant for employment with the District having alcohol or illegal chemical substances or the metabolites thereof present in the employee's body in any amount considered to be 'positive' for drug or drug metabolites using any scientifically substantiated drug or drug use screen test and drug use confirmation test.

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

Procedures for Alcohol or Illegal Chemical Substance Testing

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

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

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

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

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

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

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

In the case of drug use testing, the employee or applicant will have a right to have a second gas chromatography/mass spectroscopy test performed on the same test sample at the expense of the employee or applicant. In the case of alcohol testing, the employee or applicant will have the right to have a second test performed on the same test sample using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules. The request for the second test must be made within 30 days after the date the positive test result is communicated to the employee or applicant and subject to the approval by the District's consulting laboratory: (1) the facility selected by the applicant or employee for the second test, meets the qualifications required for a testing facility under the Oklahoma Standards for Workplace Drug and Alcohol Testing Act; and (2) the testing methodology used by the facility selected by the employee or applicant conforms to scientifically accepted analytical methods and procedures, including the cutoff levels, as determined by the State Board of Health. If the retesting reverses the findings of the challenged positive result, the District will reimburse the applicant or employee for the costs of the retest. A proper chain of custody shall be maintained at all times in transmitting the sample to and from a second laboratory.

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

Employee Alcohol and Drug Use Tests -- When Required

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

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

Drug use and/or alcohol testing of school vehicle mechanics and employees engaging in activities directly affecting the safety of others will be conducted on a random selection basis. The term “random selection basis” means a mechanism for selecting employees for alcohol and/or drug testing:

- Resulting in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected.
- Not giving the District discretion to waive the selection of any employee selected under the mechanism.

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

The staff will designate by administrative action the categories of employees whose job duties directly affect the safety of others. The term shall include students, other employees and members of the public.

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

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

Any employee possessing, using, distributing, purchasing, selling or is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance while on duty, while on school property or as a result of alcohol or drug use tests conducted under this policy, will be subject to disciplinary action, including termination.

Drug Use Tests of Applicants for Employment -- When Required

All applicants for employment will be required to submit to drug use testing after a conditional offer of employment has been made to the applicant. All applicants will be notified drug use testing will occur if they are offered a conditional offer of employment. Any applicant refusing to submit to a drug use test after a conditional offer of employment will not be hired.

Applicants under the Influence of an Illegal Chemical Substance

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

Person Authorized to Order Alcohol or Drug Testing

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

- The Superintendent or designee.
- Any employee designated for such purposes by the Superintendent or the School Board.

Circulation of Policy

This policy shall be given broad circulation to all employees and shall include prominent posting at various places in the District. Each employee shall be given a copy of this policy at the beginning of each school year and each applicant shall be given a copy of this policy upon the tender of a conditional offer of employment.

The Standards for Workplace Drug and Alcohol Testing Act

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

Issued: July 1994

Revised: April 2005

Legal References: Oklahoma Criminal Laws, Sec. 2-418 and 2-419
Oklahoma State Department of Education Drug
Prevention Program Certification P.L. 101-226
Standards for Workplace Drug and Alcohol Testing Act
Title 40 O.S., 551

USE OF ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCE BY EMPLOYEES
TESTING BUS DRIVERS FOR EMPLOYMENT

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

Definitions

Alcohol -- The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol.

Alcohol Concentration -- The number of grams of alcohol (for example: 0.04) in 210 liters of expired deep lung air.

Alcohol Use -- The consumption of any beverage, mixture or preparation, including any medication, containing alcohol.

BAT -- A qualified breath alcohol technician.

CDL -- Commercial driver's license.

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

Driver -- A District employee required to have a commercial driver's license (CDL) to perform the employee's duties; employees of independent contractors required to have a CDL; owner-operators; leased drivers; and occasional drivers.

EBT -- An evidential breath testing device on the National Highway Traffic Safety Administration's conforming products list for evidential breath testing devices.

Federal Act -- The federal Omnibus Transportation Testing Act of 1991 and the regulations issued by the Department of Transportation pursuant to the Federal Act.

Oklahoma Act -- The Standards for Workplace Drug And Alcohol Testing Act, Title 40 O.S. Section 551, and the regulations issued by the Oklahoma State Board of Health pursuant to the Oklahoma Act.

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

Prohibitions

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

A. *Alcohol*

The driver has an alcohol concentration of 0.02 or more as measured on a breath test.

The driver:

1. Has an alcohol concentration of 0.04 or more as measured on a breath test.
2. Possesses alcohol at work.
3. Uses alcohol at work.
4. Reports for duty within four hours after alcohol use.
5. Uses alcohol within eight hours after an accident.
6. Refuses to submit to a required alcohol test; the driver cannot return to a safety-sensitive function until (1) evaluated, and (2) treated, if required, by a substance abuse professional; and (3) retested with a result below 0.02.

The driver, after testing from 0.02 to 0.039 concentration during a preemployment, postaccident, random, reasonable suspicion, return-to-work or follow-up test, until (1) the next scheduled duty period if at least 24 hours have elapsed, or (2) a retest showing the alcohol concentration has fallen below 0.02.

1. The driver displays behavior or appearance characteristic of alcohol misuse.
2. The driver is under the influence of or is impaired by alcohol as shown by behavioral speech and performance indicators of alcohol misuse.
3. The driver possesses alcohol while on duty.
4. The driver uses alcohol during duty performance.
5. The driver has used alcohol within the four hours previous to performing duties.
6. The driver has had an accident within the last eight hours and has not taken a breath test showing clearance from prohibited alcohol levels.
7. The driver has refused to take a breath test for alcohol use.

B. *Controlled Substances*

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

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

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

The driver displays behavior or appearance characteristics of controlled substance use.

C. *Medication*

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

Required Testing

Preemployment Testing

A. *Controlled Substances*

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

1. The driver has participated within the previous 30 days in a drug testing program meeting the requirements of the Federal Act.
2. While participating in the program, either was tested for controlled substances within six months before the date of employment application or participated in a random controlled substance testing program for the 12 months before the date of the employment application.
3. The driver provides evidence no prior employer of the driver has records of a violation of controlled substance use rules within the previous six months.

Postaccident Testing

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

A. *Alcohol*

1. To each surviving driver performing safety-sensitive functions with respect to the vehicle, if the accident involves loss of life, regardless of whether the driver was at fault.
2. To each driver receiving a moving traffic violation arising from the accident.

Within two hours of the accident. If the test is not administered within that time, the driver's supervisor shall cease attempts to administer an alcohol test and shall prepare a written report as to why a test was not given. Drivers shall remain readily available for testing. A driver leaving the scene of an accident without a valid reason before submission to the test may be deemed as refusing to submit to testing. A breath or blood alcohol test conducted by a law enforcement agency will be considered to meet these requirements if the test meets the requirements of the Federal Act and the results are obtained by the District.

B. Controlled Substances

A test for controlled substances will be administered to those drivers for whom an alcohol test is required within 32 hours following an accident. If no test is made within the time period, then no test will be made. The driver's supervisor will prepare a written report stating the reasons for not administering a prompt test.

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

Random Testing

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

A. Alcohol

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

B. Controlled Substances

The minimum annual percentage rate for random testing for controlled substances will be 50% of the average number of driver positions.

Reasonable Suspicion Testing

Alcohol and controlled substance testing will be conducted when there is reasonable suspicion to believe a driver has violated the prohibitions in Section III of this regulation.

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

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

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

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

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

Return to Duty Testing

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

Follow-Up Testing

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

Test Procedures

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

Alcohol breath testing must be performed by a qualified breath alcohol technician (BAT) who has completed a course of instruction approved by the Federal Department of Transportation. The District will establish and retain documentation of the training and

proficiency of each BAT. The demonstrated proficiency must be specific as to particular breath testing models. A BAT-qualified supervisor of a driver may conduct an alcohol test for that driver only if another BAT is not available to perform the test in a timely manner.

Law enforcement officers certified by their agencies to conduct breath alcohol testing are deemed to be qualified as BATs.

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

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

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

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

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

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

If the breath test is 0.02 or more, a confirmation test is required. The confirmation test must be conducted within 20 minutes of the initial test. Before a confirmation test is given, the BAT must conduct a "blank" test on the EBT to obtain a reading of 0.00.

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

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

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

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

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

Referral and Treatment

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

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

Management Information System

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

Educational Materials

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

Maintenance of Records

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

- A. Five years - Records of driver alcohol/controlled substance tests with confirmed positive results; documentation of refusal to take required tests; calibration tests for EBTs; and driver evaluation and referrals.
- B. Two years - Records relating to controlled substance collection and training.
- C. One-year - Records of negative controlled substance test results.

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

Disciplinary Action

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

Other Policies

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

Issued: September 1995

Legal References: The Omnibus Transportation Act of 1991

Oklahoma Standards for Workplace Drug and Alcohol Testing Act

Title40 O.S., 551

4406-R2 Page 9 of 9

TUTORING FOR PAY

PURPOSE: To establish the parameters for teachers to charge a fee for tutoring.

Any teacher may enter into an agreement with parents/guardians for tutoring students for a fee. However, no teacher may charge a fee for privately teaching or tutoring any student regularly enrolled in such teacher's classes or in the school to which such teacher is assigned.

EMPLOYEE ETHICS

PURPOSE: To establish expectations for ethical behavior.

The Board of Education expects employees to adhere at all times to recognized standards of professional ethical behavior. Teachers, administrators, and support employees are role models and must exemplify ethical and establish an example of acceptable behavior for students. Employees must not engage in conduct detracting from a positive learning environment.

Inappropriate exploitation of employee/student relationships will not be tolerated. Commercial dealings between students and employees are not acceptable. Additionally, an employee may not use a teacher/administrator relationship with a student for personal gain. Exploitation of a student may result from an improper personal relationship encouraged by the teacher/administrator. Employees should be aware gestures and physical conduct, even though innocent and properly motivated, may be misinterpreted by students and parents/guardians. Therefore, teachers/administrators/support employees must avoid any conduct that might be characterized as evidencing an improper and unprofessional personal involvement with a student.

In their capacity as role models, employees are expected to establish an example of acceptable behavior standards for students. Employees are expected to encourage respect for the law and the institutions of our democratic society.

Employees are expected to refrain from comments or statements, even in jest, reflecting adversely on any person or group with reference to race, creed, national origin, gender, marital status, political or religious beliefs, family, social or cultural background, sexual orientation, or disability. Use of ethnic slurs constitutes unprofessional conduct.

Adopted: October 1990

Revised: June 2005

Cross Reference: 4409 Employee Conflict of Interest
5706, Student Donations, Gifts, and Solicitations

EMPLOYEE CONFLICT OF INTEREST

PURPOSE: To establish what constitutes a conflict of interest for District employees.

No employee should have any outside business interests that might, in fact or appearance, interfere with the employee's loyalty to the District. No employee should have any interest or association that interferes with, or appears to impair, the independent exercise of the employee's judgment in the best interests of the District. This policy applies to all employees of the District. Failure of any employee to abide by this policy could result in discipline, including suspension and/or employment termination.

The integrity of the District's purchasing/contracting procedure must be above reproach. The acceptance or solicitation of gifts or favors by employees will not be tolerated.

The Superintendent or designee shall monitor all employment and assignment activities to assure compliance with this policy. Exceptions may be granted when in the best interest of the District and to avoid unfairness to an employee, but only with written permission of the Superintendent or designee.

Conflicting Business Situations

Employees shall not be concurrently employed by or otherwise seek or accept concurrent employment or compensation with a business organization that does business, or is seeking to do business, with the District unless the engagement is for the District employee's duty free time (i.e., nights, vacations, holidays, weekends); the District employee's compensation does not vary directly or indirectly depending on the amount of business the organization does with the District; the District employee, as a practical matter, does not have the ability to influence or recommend purchases by the District from the organization; and the District employee does not own or control in excess of three percent of the ownership of the business organization.

The District will not do business with any business organization or entity in which a District employee, or member of the District employee's immediate family or household, has an equity ownership except for a minority interest of three percent or less in a publicly-owned corporation.

Types of organizations that are examples of those that should be considered business organizations doing business with the District are: an office or equipment supplier; vendors of computer hardware, software or automation services; fund-raising organizations; insurance or annuity brokers; building contractors; management services, etc.

Inappropriate Transactions

No employee shall seek or offer any gift, payment, fee, service, rebate, valuable privilege, hospitality, meal, entertainment, admission tickets, flowers, discount, travel, sporting event (including golf and other social athletic events), vacation, use of vacation property, loan (other than a conventional loan from a lending institution), or other favor from any person or business organization that does, or seeks to do business, with the District. No employee shall accept, offer, or convert anything of value in exchange for referral of third parties to any such person or business organization.

No employee shall accept or offer gifts or favors (including those described above) from any person or business organization where these might tend, or appear to tend, in any way to impair independent judgment concerning District business operations. Employees may offer common courtesies, gifts, or meals with an individual value not greater than \$50 that are usually associated with accepted business practices. Employees may accept common courtesies, gifts or meals with an individual value not greater than \$125 that are usually associated with accepted business practices. Additionally, promotional and advertising novelties and tickets specifically used for advertising purposes are allowable. If an unsolicited gift of more than nominal value is offered or received, it must be declined or returned.

Any offer of a gift or favor of more than nominal value shall be reported promptly in writing to the employee's supervisor, or in the case of the Superintendent, by the Superintendent to the Board president.

Under no circumstances is it permissible to accept or offer a gift of cash or cash equivalents (for example, gift certificates, stocks or other forms of marketable securities).

Travel

Employees will not accept or participate in travel that is paid or provided by a vendor or prospective vendor, even if the travel is deemed to benefit the District. Vendors or prospective vendors who extend travel opportunities to District employees are to be advised of this policy. Employees who have developed a specialized or particular expertise in their field may attend industry-sponsored conferences or conferences sponsored by a vendor or prospective vendor, with travel and other expenses paid by the sponsor if: (1) the employee is attending as a representative of the District; (2) similar employees from other entities are invited to attend; and (3) the employee notifies the Superintendent, in writing, and receives written permission from the Superintendent in advance of the travel.

Unlawful or Unethical Payments

It is in the best interests of the District to avoid even the appearance of impropriety. The District's concern is not only whether activity is technically legal or customary, but also whether or not the public might reasonably view such an act as improper or unethical if all the circumstances were fairly disclosed. The District intends to follow a uniform practice in all areas of its operations consistent with its basic policy.

Employee Annual Statement

Annually the following employees will complete, sign and submit an appropriate statement attesting to compliance with this policy: the Superintendent, members of the Superintendent's cabinet, executive directors, directors, principals, and coordinators. The annual statements will be circulated and reviewed by the Human Resources Department. All employees who are new to their respective positions will be notified of this requirement in connection with training/orientation sessions.

Negotiations and Competition

Representation of the District in a transaction in which the employee or any close relative has a substantial interest is prohibited. Competition with the District, directly or indirectly, in the purchase or sale of property or interests in property is prohibited.

Outside Employment and Directorships

Employees are expected to devote their full working time to the duties of their positions for the sole benefit of the District. Exceptions must be approved in advance by the responsible Cabinet member. Outside directorships in business corporations must be approved in advance by counsel.

District Property

Materials developed by employees of the District during the course of their employment such as software, hardware devices, products, patents, advertising materials, manuals, etc., are the exclusive property of the District. Such materials may not be used for any purpose other than District business.

The removal of any food, supplies, equipment or other District property, including official records, is prohibited. Individual sales by any school employee of District property, except for District property which has been declared surplus according to District policy, to an outside business interest or other school employee is prohibited.

Sales By/Purchases from Employees

Employees and immediate family members may not solicit the District or other employees concerning sales for personal benefit, political or charitable causes. It is generally deemed inappropriate for an employee, during the course of employment, to solicit students, parents, or patrons for personal benefit, political or charitable causes.

Additionally, purchases by the District from employees should be severely restricted to special circumstances where the product or service is not available from other sources.

Any employee who believes a violation of this policy has occurred should immediately report the observation to the Superintendent or designee. The Superintendent or designee will investigate the allegations and take appropriate action.

Adopted: March 1994

Revised: July 2007

Cross Reference: 4103, Hiring of Employees
4408, Employee Ethics

EMPLOYEE CONDUCT

PURPOSE: To establish parameters for employee conduct.

Although the personal life of an employee should be exemplary at all times, it shall only be of concern to the District if it violates Board policy; local, state or national laws; or contractual agreements. The Administration expects all employees to exhibit behavior not adversely affecting the operation of the District.

In the event an employee violates District regulations concerning employee conduct, the employee shall be subject to appropriate disciplinary action inclusive of suspension, termination, or criminal prosecution if warranted. Employees should adhere to the following; however, it is important to note these are not all inclusive.

Employees shall not:

1. Possess, purchase, sell, distribute, or use illegal chemical substances.
2. Engage in immoral conduct of any kind.
3. Refuse to follow a supervisor's instructions.
4. Smoke in restricted areas.
5. Misuse District leave regulations and unauthorized absences.
6. Falsify any school record or employment application.
7. Carry firearms or other weapons on District property.
8. Fight or intentionally cause physical harm to another employee.
9. Use vulgar or obscene language.
10. Destroy or deface District property.
11. Threaten, intimidate, harass, or in any way coerce or abuse, either physically or verbally, another employee, patron or student.
12. Violate Board policy, local, state or national laws.
13. Convert property of the District, other employees, students or vendors for personal use.
14. Misuse District funds.
15. Behave in a manner considered as a conflict of interest.

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

PURPOSE: To establish performance standards and conduct for teachers.

Teachers are expected to behave in a professional manner that supports a quality learning environment.

Commitment to Students

In fulfillment of their obligation to the students, teachers:

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, creed, gender, national origin, marital status, political or religious beliefs, family, social or cultural background, sexual orientation, or disability 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 and is permitted by law or is required by law.

Commitment to the Profession

In order to ensure the quality of services to the teaching profession meets the expectations of the state and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate encouraging the exercise of professional judgment, achieve conditions attracting persons worthy of the trust to careers in education, and assist in preventing the practice of the profession by unqualified persons.

In fulfillment of their obligation to the profession, teachers shall not:

1. Make false statements or fail to disclose a material fact related to competency and qualifications, in an application for a professional position.
2. Misrepresent their professional qualifications.
3. Assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attributes.

4. Knowingly make a false statement concerning the qualifications of a candidate for the professional position.
5. Assist an unqualified person in the unauthorized practice of the profession.
6. Disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Knowingly make false or malicious statements about a colleague.
8. Accept any gratuity, gift or favor that might impair or appear to influence professional decisions or actions.

Teacher Due Process Act of 1990

Subject to the provisions of the Teacher Due Process Act, a probationary teacher may be dismissed or not reemployed for cause.

Subject to the provisions of the Teacher Due Process Act, a career teacher may be dismissed or not reemployed for:

1. Willful neglect of duty.
2. Repeated negligence in performance of duty.
3. Mental or physical abuse to a child.
4. Incompetence.
5. Instructional ineffectiveness.
6. Unsatisfactory teaching performance.
7. Any reason involving moral turpitude.

A teacher convicted of a felony shall be dismissed or not reemployed, unless a presidential or gubernatorial pardon has been issued.

A teacher may be dismissed, refused employment or reemployment after a finding that such person has engaged in criminal sexual activity or sexual misconduct impeding the effectiveness of the individual's performance of school duties.

As used in this policy:

Criminal sexual activity means the commission of an act as defined in Section 886 of Title 21 of the Oklahoma statutes, which is the act of sodomy.

Sexual misconduct means the soliciting or imposing of criminal sexual activity.

Established by Law

Adopted: June 1994

Revised: June 2005

Legal Reference: Title 70 O.S., 6-101.22, House Bill 1017, Section 76

4411 Page 2 of 2

WHISTLEBLOWER PROTECTION/ANTI-RETALIATION

PURPOSE: To ensure Board members and employees observe high standards of business and personal ethics and comply with all applicable laws, District regulations and policies in the conduct of their duties and responsibilities; and to encourage open and honest communication relevant to the District's governance, finances and compliance with applicable laws and regulations.

This Whistleblower Protection/Anti-Retaliation Policy is intended to encourage and enable employees to make good faith reports within the District of unlawful or improper conduct and reflects the practices and principles of behavior that support this commitment.

It is important that the District be promptly notified of unlawful or improper behavior including, but not limited to, any of the following conduct:

- * Harm or potential harm to students¹
- * Theft of property or embezzlement or misuse of funds
- * Financial reporting that is fraudulent, intentionally misleading, or negligent in any manner
- * Improper or undocumented financial transactions
- * Forgery or alteration of documents
- * Unauthorized alteration or manipulation of computer files
- * Fraudulent destruction of records
- * Improper use or sale of District assets, including but not limited to its funds, supplies, intellectual property, and other assets
- * Improper access or use of confidential employee, student or donor information
- * Authorizing or receiving compensation for goods not received or services not performed
- * Violation of the District's conflict of interest policy
- * Any other improper occurrence regarding cash, property, financial procedures or reporting
- * Any abuse of or discrimination against a District employee, student, parent, vendor or person connected with any of the foregoing
- * Failure by the District to provide a reasonable accommodation for disability or religious belief
- * Retaliation against a whistleblower

Any employee of the District who has a reasonable, good faith belief or suspicion about any of the above conduct shall promptly report the conduct to the District. The District values this input and each employee should feel free to make such reports without fear of retaliation. Therefore, the Board directs the Superintendent of Schools to provide regulations that instruct employees on the procedures and personnel responsible for implementing this Whistleblower Protection/Anti-Retaliation Policy.

CONFIDENTIALITY: To assure the reporting of any activity that threatens the efficient administration of the District, reports that disclose improper activities shall be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and the law.

NON-RETALIATION: Employees will not be unlawfully retaliated against for making good faith reports under this policy. While the District has separate policies that cover harassment and employment discrimination (see 4901, 4901-R and 4902), this Whistleblower Protection/Anti-Retaliation Policy also applies to these situations to encourage the reporting of such wrongful actions against the District's interest.

DEFINITIONS:

Good Faith Report - a report of misconduct of the type identified in this policy which is made without malice or consideration of personal benefit and which the person making the report has reasonable cause to believe is true. Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously, or with reckless disregard for the truth or falsity, is a serious offense and may lead to disciplinary action, up to and including termination.

Whistleblower - a person who witnesses or has evidence of misconduct of the type identified in this policy while employed by the District and who makes a good faith report of the suspected fraud, financial improprieties, irregularities, or conflicts of interest, verbally or in writing, to one of the person's superiors, to an agent of the employer or to an appropriate authority.

¹ Pursuant to Tulsa Public Schools Policy 2110, Reporting Child Abuse, and to Oklahoma law, any District employee who suspects that a child under the age of eighteen (18) years is a victim of abuse or neglect must promptly report directly to the Department of Human Services.

WHISTLEBLOWER PROTECTION/ANTI-RETALIATION

Tulsa Public Schools Board members and employees are expected to observe high standards of business and personal ethics and comply with all applicable laws, District regulations and policies in the conduct of their duties and responsibilities.

REPORTING PROCEDURES: Pursuant to Tulsa Public Schools Policy 2110, *Reporting Child Abuse*, and to Oklahoma law, any District employee who suspects that a child under the age of eighteen (18) years is a victim of abuse or neglect must promptly report directly to the Department of Human Services.

Any other complaint that deals with immediate issues of public safety or criminal activity should be reported to the Tulsa Public Schools Campus Police Department.

The Whistleblower Protection/Anti-Retaliation Policy adheres to Tulsa Public Schools' open door culture and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if a complainant is not comfortable speaking with a supervisor or is not satisfied with the supervisor's response, the complainant is encouraged to submit the complaint in writing to the Chief of Staff or the Chief of Staff's designee. Such complaints may be submitted either directly or anonymously.

Robert F. Burton, Sr., Chief of Staff
3027 S. New Haven Ave.
Tulsa, OK 74114
(918) 746-6193

RETALIATION: Employees will not be disciplined, demoted, terminated, or be retaliated against for asking questions or voicing concerns about inappropriate or improper conduct. While the District has separate policies that cover harassment and employment discrimination (see 4901, 4901-R and 4902), this Whistleblower Protection/Anti-Retaliation Policy applies to these situations to encourage the reporting of such wrongful actions against the District's interest.

Employees and other interested persons are encouraged to report any such improprieties without fear of retaliation or intimidation, threats of physical harm, loss of job, punitive work assignments, or impact on salary or wages. No punishment for reporting issues will be allowed, even if the claims are unfounded. A reasonable belief or suspicion that unlawful or improper workplace behavior has occurred is enough to create a protected status for the whistleblower. Moreover, an employee who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including termination of employment. Whistleblowers who believe that they have been retaliated against may file a written complaint with the Chief of Staff. Any complaint of allegations of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated.

CONFIDENTIALITY: To assure the reporting of any activity that threatens the efficient administration of District, reports that disclose improper governmental activities shall be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and the law.¹ Generally this means that whistleblower concerns will only be shared with those who have a need to know in order to conduct an effective investigation. This protection from retaliation does not prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

An employee whose conduct may be the subject of the complaint of retaliation, reprisal, interference, threats, coercion or intimidation shall be given all due process rights in any disciplinary action that may result, pursuant to existing and applicable School District personnel policies and collective bargaining agreements and relevant procedures established by the Board policy, state and federal laws.

Whistleblowers must be cautious to avoid baseless allegations, which are allegations made with reckless disregard for their truth or falsity. People making such allegations may be subject to disciplinary action by the District, and/or legal claims by individuals accused of such conduct.

Reporting Responsibility

Each employee of the District has an obligation to report, in accordance with the Whistleblower Policy, (a) questionable or improper accounting, financial, or auditing matters, and (b) violations and suspected violations of the District's policies or any unlawful or improper workplace conduct.

Reporting Concerns

Employees should first discuss their concerns with their Department Head. In addition, if the individual is uncomfortable speaking with the Department Head or the Department Head is a subject of the complaint; the individual should report his/her Concern directly to the Department Head's supervisor. In addition if the individual is uncomfortable speaking with the Department Head's supervisor or the Department Head's supervisor is a subject of concern; the individual should report his/her concern directly to the Chief of Staff or the Chief of Staff's designee.

If the concern was reported orally to the Department Head, the reporting individual, with the assistance of the Department Head, shall put the concern in writing. The Department Head is required to promptly report the concern to his or her immediate supervisor, who has specific responsibility to preliminarily investigate all concerns. If the concern, for any reason, is not promptly forwarded to the Chief of Staff or the Chief of Staff's designee, the reporting individual should directly report the Chief of Staff or the Chief of Staff's designee.

Concerns may also be submitted anonymously. Such anonymous Concerns should be in writing and sent directly to the Chief of Staff or the Chief of Staff's designee.

Supervisors and Department Heads should submit concerns in writing directly to the Chief of Staff or the Chief of Staff's designee.

Supervisors and Department Heads are required to report suspected violations of ethics, board policy, regulation or law to the Chief of Staff or the Chief of Staff's designee, who have specific and exclusive responsibility to investigate all reported violations. The Chief of Staff's office will notify the complainant and acknowledge receipt of the reported violation or suspected violation within 10 business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. If the complainant has provided a means of communicating after the initial complaint, he or she will be notified, to the extent legal and ethical, of the results of the investigation.

Handling of Reported Violations

The Chief of Staff's office shall address all reported concerns. The Chief of Staff's office shall immediately notify the Board of Education, the Superintendent and Executive Staff of any such report within five business days, if possible. All reports will be promptly investigated by the Chief of Staff or the Chief of Staff's designee, or any other appropriate Committee of the Board of Education and appropriate corrective action will be recommended to the Superintendent, if warranted by the investigation. In addition, action taken must include conclusion and/or follow-up with the Board of Education for the resolution of the concern.

The Chief of Staff or the Chief of Staff's designee has the authority to consult with and utilize outside legal counsel, accountants, private investigators, any other resource, or refer to another appropriate Committee of the Board of Education, as deemed necessary to conduct a full and complete investigation of the allegation(s).

Acting in Good Faith

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of the District's policies. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

¹ Should disciplinary or legal action be taken against a person or persons as a result of a whistleblower complaint, such persons may also have a right to know the identity of the whistleblower.

TULSA PUBLIC SCHOOLS

OFFICE OF THE CHIEF OF STAFF

WHISTLEBLOWER PROTECTION/ANTI-RETALIATION COMPLAINT FORM

If you are an employee of the Tulsa School District and hold a reasonable, good faith belief that another employee or person has engaged or is engaging in unlawful or improper conduct of the type identified in the Tulsa Public Schools Whistleblower Protection / Anti-Retaliation Policy, you are required to promptly report that information to the District. Reports may be made via the telephone or in writing using the attached form. Please direct all reports to:

Tulsa Public Schools
Attention: Chief of Staff
3027 S. New Haven Ave.
Tulsa, OK 74114
1-918-746-6193

If you have questions regarding the complaint process or the District's Whistleblower Protection/Anti-Retaliation Policy, please call the Chief of Staff at 746-6193.

WHISTLEBLOWER COMPLAINT FORM

Please print or type

I Person making complaint:

Name: _____

Address: _____

Place of Employment: _____

Job Title: _____

Telephone Number: (Home) _____ (Work) _____

II Person or Entity That You Reported Engaged In Improper Governmental Activity:

Name and Title of Person/Entity _____

Place of Employment (department, office or school): _____

Telephone Number: _____

Nature of Report of Improper Governmental Activity (please include dates, names, etc.):

(Attach additional sheets if necessary. In addition, please attach copies of any supporting documentation regarding the alleged improper activity.)

To the best of you ability, describe the law(s) or the School District policy that you allege was violated:

Date of this report: _____

Name of person/department the report was submitted to: _____

Names, addresses and telephone numbers of witnesses or persons with information:

III Person you claim has or has attempted acts of interference, intimidation, retaliation, threats or similar acts against you for providing or attempting to provide information of improper governmental activity:

Name and Title of Person: _____

Place of Employment (include department, office or school): _____

Telephone Number: _____

Nature of complaint of retaliation, reprisal, threats or other acts (include dates, names, etc.):

(Attach additional sheets if necessary. In addition, please attach copies of any supporting documentation regarding the alleged retaliation, reprisal, etc.)

Names, Addresses and Telephone numbers of witnesses or persons with information:

IV DECLARATION OF COMPLAINANT: I declare under penalty of perjury under the laws of the State of Oklahoma that the foregoing is true and correct.

Signature: _____

Name (please print): _____

Date: _____

SCHOOL BOARD NEGOTIATING AGENTS

PURPOSE: To establish guidelines for school board negotiating agents.

The Superintendent or designee will serve as chief negotiator for the Board. The chief negotiator will be assisted by other team members selected by the Superintendent or designee. No individual represented by a professional organization with whom employment negotiations are conducted will be eligible to serve on the Board's negotiations team.

SCHOOL BOARD NEGOTIATING AGENTS

The chief negotiator and other members of the District's team will abide by the duties and responsibilities listed below. The District's representatives will:

- Negotiate in good faith with the employee organizations' representatives in order to arrive at a mutually acceptable agreement in matters pertaining to wages, hours, fringe benefits and other terms and conditions of employment.
- Accumulate data necessary for negotiations and identify Board items for negotiation.
- Follow guidelines set forth by the Superintendent or designee and/or Board involving parameters for potential negotiation and agreement.
- Report on the progress of negotiations to the Superintendent or designee and/or Board, and at such time as appropriate, present tentative agreements reached.
- Make recommendations to the Superintendent or designee and/or Board as to prudent agreements.
- Plan, organize, direct and represent the District in fact-finding in the event of impasse.

SALARY SCHEDULES

PURPOSE: To annually adopt the pay schedules for District employees.

Salary schedules for employees, other than the Superintendent, will be adopted annually.

Adopted: November 1982

Revised: February 2005

EMPLOYEE FRINGE BENEFITS

PURPOSE: To establish benefits offered by the District.

The benefits extended to employees are as follows:

- Life insurance.
- Medical, dental, and vision insurance.
- Long Term disability insurance.
- Vacation (12-month employees).
- Sick days.
- Credit on salary schedule for previous experience and military service.
- Teacher retirement.
- Social Security.
- Leaves of absence for further study, illness, child care, military service.
- Payment for unused sick days.
- Payroll deductions for professional dues, salary protection insurance, United Way contributions, credit union, 403b and 457b deferred compensation plans.

PROFESSIONAL DAYS FOR NATIONAL BOARD CERTIFICATION APPLICANTS

PURPOSE: To provide use of professional days by teachers working on National Board Certification.

Teachers who have submitted an application for National Board Certification shall either be allowed to utilize two of their seven professional days for National Board Certification portfolio development or be provided two additional professional days if needed during which a substitute teacher will be provided by the District at no cost to the teacher.

Adopted: January 1999

Revised: February 2005

Legal Reference: Title 70, Section 1-109A

MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS

PURPOSE: To establish guidelines for reimbursement of membership fees and organization expenses.

Memberships in organizations deemed necessary to the District may be held as institutional memberships in the name of the District. An employee representative(s) may be named as the District representative.

Employees who incur reasonable expenses while participating in or attending organization functions with an educational component that benefits the District may seek reimbursement. See policy 5204, "Expense reimbursement" to determine eligible expenses.

Memberships and reimbursements must be approved by the Superintendent or designee.

COMPENSATORY TIME

PURPOSE: To establish procedures for compensatory time.

Exempt employees are not entitled to compensatory time or overtime payment. Compensatory time for nonexempt employees may be accrued, used, or cashed out in accordance with provisions of the Fair Labor Standards Act and the negotiated agreements.

Adopted: April 1986

Revised: February 2005

Legal Reference: Fair Labor Standards Act Amendments of 1985

EMPLOYEE COST SAVINGS SUGGESTION PROGRAM

PURPOSE: To provide rules for managing the Employee Cost Savings Suggestion Program.

The Superintendent will form a committee to review employee cost savings suggestions. Employees are encouraged to submit written cost savings suggestions to the committee. The suggestion must be on an approved form. Implementation of the suggestion should not require a reduction in the services to be provided by the District. Cash awards may be made to employees for the ideas implemented successfully. The committee has the final decision concerning the implementation of the suggestion. The committee's decision may not be appealed.

See regulation 4606-R, "Employee Cost Savings Suggestion Program," for suggestions/rules, ineligible suggestions and evaluation procedures.

EMPLOYEE COST SAVINGS SUGGESTION PROGRAM

The Superintendent's committee will follow the following procedures for receiving and evaluation of employee suggestions.

Suggestions/Program Rules

- Suggestions can be submitted only by employees of the District and may be made by individual employees or teams of two or more employees. The District's Leadership Team members (principals, directors, and above) are not eligible for the program.
- Suggestions must be in writing, on the approved form, signed, and include a description of the current procedure with specific recommendations for improvement.
- The suggestion must be the idea of the employee or employees signing the form. By signing the official suggestion form, the employee agrees to be governed by the rules and procedures of the program. All suggestions become the sole property of the District.
- Suggestions must provide for a quantifiable, true cost savings to the District that results in a reduction of the appropriation to the department(s) implementing the suggestion for at least a three-year period.
- Committee members will determine the cost savings associated with a suggestion. The committee may choose to request input and review of suggestions by the employee(s) or other individuals as the committee determines necessary. Decisions made by the review committee will be final and there will be no appeal of the committee's decisions. Decisions of the committee shall be final and binding on the employee(s). The acceptance or denial of an award will be based on the criteria listed and, therefore, is not a grievable matter. The review committee chairperson will interpret rules and decisions.
- Cash awards will be paid in the school year following the year the suggestions are approved by the Board for implementation provided the person receiving the award is still employed by the District. Awards will be calculated as ten percent of expected cost savings over a 12-month period, not to exceed \$10,000 for each implemented suggestion, adjusted for actual results achieved between when the suggestion is implemented and the date of the cash award. Awards will be paid through the District payroll system and applicable taxes and other employment-related deductions will be withheld.
- The District has the exclusive right to determine award policy and structure, and retains the right to revise the terms and conditions of the program at any time without prior notice.

Ineligible Suggestions

A suggestion will be considered ineligible for this program if the suggestion:

- Is made by a member of the District's Leadership Team (principals, directors, and above). The Leadership Team members are expected to identify and implement cost saving ideas as a part of their job description.
- Would require a reduction in services provided by or to the District.
- Is under active consideration by the committee or other District work groups.
- Is a duplicate of a suggestion previously submitted or considered by District management in prior years.
- Is one that expresses personal grievances, job classifications or salary/compensation recommendations.
- Does not include a proposed method or way to implement the suggested improvement.
- Is a policy, procedure or practice that is currently in effect.
- Corrects a condition that exists only because established policies or procedures are not being followed.
- Is unsigned or anonymous.
- Concerns work hours or other terms of employment subject to negotiations with recognized employee organizations.
- Cannot be implemented within three years.
- Involves development of a more cost effective methodology that is determined by review to already involve the normal responsibilities of the employee/manager.
- Is technically or financially unfeasible.
- Cannot be implemented due to legal or procedural requirements.
- Arises as part of the employee's job expectations or accountabilities, as within the employee's span of control.
- Appears to duplicate an idea or suggestion already implemented in another area of the District.
- Is believed to be impractical at the time based on management response.
- Would result in an unsafe condition or hazard to employees or citizens.
- Would require resources that are not under the control of the District.

Procedures for Evaluating Suggestions

All suggestions should be sent to the attention of the committee chairperson or other individual designated by the chairperson. The suggestions will be time-and-date-stamped when received. In case of duplication, only the first suggestion received will be accepted for evaluation.

The suggestion will be reviewed for general eligibility criteria. The chairperson will assign a suggestion number to each idea and forward a letter of acknowledgement to the employee that will contain the number that has been assigned.

Suggestions will be referred to by number until the evaluation process is completed. Although it may be necessary for the committee chairperson to know the identity of the person making the suggestion in order to establish the facts and circumstances relating to the suggestion, the committee will not be informed of the employee's identity without permission from the employee.

Eligible suggestions will be presented to the review committee and to the departments or work groups as necessary to evaluate the feasibility of implementation of the idea. After the review committee has completed their evaluation and reviewed the implementation plan, suggestions will be submitted to the Board for approval.

Cash awards for implemented suggestions will be made when deemed appropriate by the Superintendent or designee. If a suggestion is not chosen for implementation, the employee will be notified, including an explanation of the reason the idea was not chosen.

Suggestions that are not adopted will be protected for a three-year period. If it is subsequently adopted, the employee will become eligible for a cash award provided the person receiving the award is still employed by the District.

RETIREMENT PROGRAM

PURPOSE: To specify the retirement program.

All certificated teachers and administrators are required by law to join the Teachers' Retirement System of Oklahoma except for those beyond age 55 years at the time of employment. Fulltime support employees are eligible to join the Teachers' Retirement System of Oklahoma; however, their participation in the program is optional.

Upon request, further details regarding Oklahoma teachers' retirement laws may be secured through the executive secretary of the Teachers' Retirement System of Oklahoma.

Issued (as regulation): November 1982

Adopted (as policy): February 2005

Legal Reference: Title 70 O.S., 17-105

VACATIONS AND HOLIDAYS

PURPOSE: To establish eligibility requirements for paid vacations and holidays.

All full-time, 12-month employees and all hourly and daily rate employees whose period of service is continuous (90 percent of the working days throughout the year) are entitled to annual vacation and holidays with pay.

Employees will be eligible for vacation days based on an established schedule adopted by the Board of Education.

The annually adopted school calendar establishes the school holidays for employees. All 12-month employees will be expected to work when school is not in session unless holidays have been declared or vacation days have been scheduled.

More detailed information is provided in the personnel handbooks.

EMPLOYEE LEAVES AND ABSENCES

PURPOSE: To establish guidelines for leaves and absences.

All leaves and absences will be granted in accordance with the regulations outlined in the personnel handbooks. The administration and supervision of these regulations will be the responsibility of the Superintendent or designee.

Adopted: November 1982

Revised: February 2005

PROFESSIONAL DEVELOPMENT

PURPOSE: To define the expectations for professional development of all District employees.

The Professional Development Program will promote professional competence of all certified, licensed, and support employees. Educators will acquire and enhance their knowledge, skills, attitudes, and beliefs necessary to implement the Tulsa Model for School Improvement and thus create high levels of learning for all students. In addition, the program will promote the growth and training of all support employees. All employees will acquire and enhance their knowledge, skills, attitudes, and beliefs necessary to support the mission of the District.

As defined by law, the District will establish a professional development committee. The committee, the Tulsa Professional Development Committee (TPDC), will make recommendations to the Superintendent and Board for administration of the Professional Development Program. Such recommendations will include administration of state monies allocated for professional development.

The Professional Development Program will be composed of focused opportunities for professional growth while helping individuals to meet District expectations. Activities offered will be based on identified District needs. The Professional Development Program will include District, building, and individual activities and will also include activities provided by outside resources.

The District will offer, and all certified employees will participate in, on a periodic basis, professional development for all topics as may be required by law. Whether or not required by law, the District will offer and all certified employees will participate in, on a periodic basis, training that includes but is not limited to the following topics: classroom management and student discipline strategies; outreach to parents/guardians or custodians of students; diversity and multicultural education, and all other components of the Tulsa Model for School Improvement.

All certified/licensed employees in the District will earn at least the minimum number of professional development points as required by law. All participation in professional development activities will be voluntary unless such activities are held during the contractual day.

Regulations governing the Professional Development Program and the composition of the Tulsa Professional Development Committee may be found in the *Master Plan for Professional Development*.

All support employees are also expected to participate in staff development to expand their skills. Specific training opportunities, tied to the Tulsa Model for School Improvement, are provided for different groups of support employees. Other training to assist employees with meeting federal job requirements of being highly qualified for classroom assistance is provided on an ongoing basis.

Adopted: November 1982

Revised: May 2005

Legal Reference: Title 70 O.S., 6-158

House Bill 1706

School Law of Oklahoma 2003, Sec. 180.14

State Department of Education Regulations

Oklahoma State Plan for Professional Development

INSTRUCTIONAL STAFF ORIENTATION AND
TECHNICAL ASSISTANCE FOR TEACHERS

PURPOSE: To ensure that the District will provide teachers new to the District with an orientation program and assign an experienced teacher to provide them advice and guidance.

A program will be conducted for the introduction of new teachers into the District. This program provides orientation before the reporting date for all teachers. Each new teacher will be invited to participate.

All teachers new to the District will be assigned to an experienced member of the school's staff to whom the new teacher may turn for advice and guidance during the school year.

SUPPORT STAFF CAREER DEVELOPMENT

PURPOSE: To establish guidelines for support career development.

It is be the responsibility of all building principals to assist in the training of custodians, clerks, and other support employees assigned to their buildings.

Permission to attend meetings, conventions, conferences, or workshops of local, state, or national associations serving to advance the welfare of the District through the upgrading and strengthening of support services may be granted by the Superintendent or designee without loss of pay to the employee.

Adopted: November 1982

Revised: May 2005

NONDISCRIMINATION

Tulsa Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, disability, genetic information, veteran status, marital status or age in its employment, programs and activities. The following person has been designated to handle inquiries regarding the Tulsa Public Schools' non-discrimination policies:

Dr. Pauline Harris, Human Rights Coordinator
Tulsa Public Schools Human Capital Department
3027 South New Haven Avenue
Tulsa, Oklahoma 74114-6131
(918) 746-6517

The Board and the District fully support a policy of nondiscrimination/equal opportunity in employment in all job classifications of the District. All employees and job applicants are guaranteed equality of employment opportunity. Students are provided equal educational opportunities. This means the District will not discriminate against any employee or applicant, students, parents/guardians, patrons, and beneficiaries on the basis of race, religion, color, national origin, sex, sexual orientation, disability, genetic information, veteran status, marital status or age. The District will make reasonable accommodations for students, job applicants and employees with disabilities in accordance with the requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act.

The Board recognizes the effective application of this policy involves undertaking a program of nondiscrimination/equal opportunity. All District personnel concerned with recruitment, hiring, training, assignments, promotion, transfer, compensation, dismissal, and all other employment practices are directed to govern personnel actions and procedures within the intent of federal and state law.

All recruitment, selection, placement, training, and layoff decisions or recommendations made by the District's supervisors or managers will be based solely on the basis of an individual's ability, merit (as demonstrated by the individual's performance record), and any other considerations that may be mandated by collectively-bargained agreements with employee organizations recognized under Oklahoma law.

All employees applying for a promotion or transfer will be given equal consideration. Assuming an opening exists, the qualifications of candidates for a promotion or transfer will be based solely on the basis of an individual's ability, merit (as demonstrated by the individual's performance record), and any other considerations that may be mandated by collectively-bargained agreements.

All other personnel policies and practices of the District, including compensation, benefits, discipline, safety, and health programs, as well as social and recreational activities, will be administered and conducted without regard to any individual's race, color, religion, sex, sexual orientation, age, national origin, genetic information, veteran status, marital status or disability.

The District will continually review its personnel practices and procedures to ensure employees, supervisors, and managers are adhering to the District's commitment to equal employment opportunity principles and practices.

Employees having equal employment opportunity related questions, problems, or complaints should first communicate their concerns to their immediate supervisor. If they are dissatisfied with the supervisor's handling of the matter, they may pursue their complaint through the District's formal dispute resolution procedure which is set forth in Regulation 4901-R Grievance Procedure for Discrimination Complaints.

In keeping with the requirements of state and federal law, the District will strive to prevent any discrimination in employment, assignment and promotion of personnel, and in educational opportunities and services offered to students in the District's programs and activities. Additionally, there shall be no discrimination against any employee on the basis of membership/non-membership or participation in any professional, civic, parent or charitable organization and in the evaluation, employment, transfer, or promotion of personnel.

Anti-Retaliation

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any individual for opposing or complaining about discrimination, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, appealing or participating in any other discrimination complaint, proceeding or hearing.

Adopted: November 1982

Revised: September 2010

Legal References: Title 6, Civil Rights Act of 1964

Title 7, Civil Rights Act of 1964, as amended by the Equal Employment
Opportunity Act of 1972

Title 9, Education Amendments of 1972

Education for All Handicapped Children Act of 1975

Title 25, O.S., Section 1302

NONDISCRIMINATION/
GRIEVANCE PROCEDURE FOR DISCRIMINATION COMPLAINTS

The District has adopted a Nondiscrimination Policy setting out its commitment to nondiscrimination for students, parents/guardians, employees, patrons, and beneficiaries, for the District's programs and activities in relation to race, religion, color, national origin, sex, sexual orientation, disability, genetic information, veteran status, marital status or age in its employment, programs and activities. Any student, parent/guardian, employee, patron or beneficiary having a complaint or grievance concerning discrimination, as referenced in the District's policy of nondiscrimination, shall be entitled to file a grievance, orally or in writing, in accordance with this procedure.

The following person has been designated to handle inquires regarding Tulsa Public Schools' nondiscrimination policies:

Dr. Pauline Harris, Human Rights Coordinator
Tulsa Public Schools Human Capital Department
3027 South New Haven Avenue
Tulsa, Oklahoma 74114-6131
(918) 746-6517

A student with a grievance alleging discrimination should present the grievance to the principal, teachers or staff members. An employee with a grievance alleging discrimination should present the grievance to his or her immediate supervisor. In the event the allegation of discrimination involves the student's principal or the employee's supervisor, the student or employee shall be permitted to present the grievance to the Human Capital Department's Human Rights Coordinator. Should the grievance alleging discrimination involve the Human Rights Coordinator the student or employee shall present the grievance to the Chief of Staff.

Parents/guardians, patrons and beneficiaries shall likewise be permitted to file grievances alleging discrimination as defined in the District's nondiscrimination policy. Grievances alleging discrimination should be submitted to the Human Rights Coordinator. If the parent/guardian, patron or beneficiary has a complaint of discrimination involving the actions or behavior of the Human Rights Coordinator, the individual may file the grievance directly with the Chief of Staff, who is a member of the Superintendent's cabinet.

All grievances alleging discrimination whether from an employee, student, parent/guardian, patron, or beneficiary shall be presented orally or in writing or in the case of an individual with a disability affecting the capacity to present an oral or written grievance, in an alternative form sufficient to identify for the District the nature of the grievance and the relevant facts explaining the grievance.

The grievance shall be promptly investigated by appropriate representatives of the District.

The individual filing the grievance shall be notified of the time in which the District expects to make a written response to the grievance. The District will conduct a timely, thorough, reliable, and impartial investigation of complaints of discrimination, harassment and retaliation, including the opportunity for the complainant or grievant to present witnesses and provide evidence. The District will evaluate all relevant information and documentation relating to a complaint of discrimination, harassment and retaliation. The District will provide the complainant with a written decision to the grievance and notice of appeal rights within 10 calendar days, unless extenuating circumstances exist.

Under no circumstances shall an individual accused of discrimination by a grievant be involved in the investigation of the grievance, nor shall any such individual have contact with the grievant regarding the subject matter while the grievance is pending. Similarly, no individual submitting a grievance to any District representative shall be subjected to retaliation because of the grievance. A claim of retaliation shall be made in the same manner and utilizing the same procedure as provided in this policy for complaints of discrimination.

The grievant may appeal the investigator's determination to the Chief of Staff. The Chief of Staff or designee shall conduct any further investigation appropriate in light of the grievance and its specific charges and, if deemed necessary, may conduct a hearing with respect to the grievance. If the Chief of Staff is the subject of the grievance, or if the Chief of Staff has been involved in the initial investigation of the grievance, the superintendent of schools shall specifically designate an individual to which the grievance may be appealed.

The Chief of Staff or designee may adopt the recommendation made previously with respect to the grievance or may submit a new report of the investigation and recommendations. The decision of the Chief of Staff or designee shall be issued within ten business days of receipt of the notice of appeal of the recommendation(s). A copy of the decision and any recommendations shall be furnished to the grievant with a copy to the Superintendent.

In cases where it is apparent the individual's intent is to bring to the District's attention a claim of discrimination, the individual's written complaint shall be treated as a grievance arising under this procedure.

The District's internal grievance procedure related to claims of discrimination does not and is not intended to displace rights arising under federal or state law related to claims of discrimination.

Anti-Retaliation

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any individual for opposing or complaining about discrimination, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, appealing or participating in any other discrimination complaint, proceeding or hearing. The remedies, procedures, and rights set forth in Board Regulation 4901-R shall be available to any person aggrieved by any act or failure to act by any Tulsa Public Schools employee or official representative.

Issued: November 1984

Revised: September 2010

Cross Reference: 4408, Employee Ethics

4902, Harassment, Intimidation, and Bullying

4903, Sexual Harassment

Title VI of the Civil Rights Act of 1964, 34 C.F.R. §100.7(e)

4901-R Page 3 of 3

HARASSMENT, INTIMIDATION, AND BULLYING

PURPOSE: To define the District's position on harassment, intimidation, and bullying.

Tulsa Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, disability, genetic information, veteran status, marital status or age in its employment, programs and activities. The following person has been designated to handle inquiries regarding the Tulsa Public Schools' non-discrimination policies:

Dr. Pauline Harris, Human Rights Coordinator
Tulsa Public Schools Human Capital Department
3027 South New Haven Avenue
Tulsa, Oklahoma 74114-6131
(918) 746-6517

Harassment, intimidation, and bullying include but are not limited to verbal or physical contact, epithets, slurs, gestures, or graffiti, even in jest, that are targeted toward an individual because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, disability or genetic information. Individuals bring different levels of sensitivity to interaction. What may seem harmless, trivial, or "all in good fun" to one person may be extremely offensive to the person to whom the comments or actions are directed.

Harassment, intimidation, and bullying constitute unethical and unacceptable conduct that will not be tolerated at any level. All persons are strictly prohibited from engaging in any form of harassment of any employee, student, or applicant for employment. Anyone engaging in any form of harassment is subject to disciplinary action in accordance with District policy. Harassment also may constitute discrimination.

Any applicant for employment, employee, or student to whom improper comments or actions are directed should utilize the Tulsa Public Schools Regulation 4901-R Grievance Procedure for Discrimination Complaints, or the Tulsa Classroom Teachers Association/Administration Negotiations Grievance Procedure, whichever is appropriate. Violation of this policy by an employee may result in disciplinary action, including a recommendation for employment termination. Students violating this policy will be subject to appropriate disciplinary action at the school level by the principal or designee.

When allegations of harassment, intimidation, or bullying, are filed, a thorough investigation will be conducted by the Superintendent or designee. The investigation will include interviews with all relevant persons. Such persons include, but are not limited to the complainant, the accused, student(s) and other potential witnesses. Employees and students are assured the privacy of the complainant and the persons accused of harassment will be protected to the extent possible.

When complaints or allegations of harassment based on race, religion, color, national origin, sex, sexual orientation, disability, genetic information, veteran status, marital status or age are made, the grievance procedures set forth in Tulsa Public Schools Regulation 4901-R Grievance Procedure for Discrimination Complaints will be followed.

Anti-Retaliation

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any individual for opposing or complaining about discrimination, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, appealing or participating in any other discrimination complaint, proceeding or hearing.

Adopted: April 1992

Revised: September 2010

Legal References: Title VI, Civil Rights Act of 1964
Title VII, Civil Rights Act of 1964
Title IX, 1972 Educational Amendments
Oklahoma Anti-Discrimination Act
Americans with Disabilities Act of 1990 (ADA)
Section 504-Rehabilitation Act of 1973

Cross Reference: 3309, Teaching About Religion
4408, Employee Ethics
4901, Nondiscrimination Policy

SEXUAL HARASSMENT

PURPOSE: To prohibit sexual harassment.

The Board of Education prohibits sexual harassment of employees and students in connection with their employment by or enrollment in the District and will not tolerate sexual harassment activity by or against any student, employee or applicant. The Board forbids discrimination against any employee or applicant for employment on the basis of sex. This policy similarly applies to nonemployees and volunteers working subject to the control of school authorities.

General ProhibitionsUnwelcome Conduct of a Sexual Nature:

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

Sexual Harassment:

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

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

Specific Prohibitions

Administrators and Supervisors:

- It is sexual harassment for any administrator or supervisor to use authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
- Administrators and supervisors either engaging in sexual harassment or tolerating such conduct by other employees shall be subject to sanctions.

Non-administrative and Non-supervisory Employees:

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

SEXUAL HARASSMENT REPORTING

It is the policy of the Board of Education to encourage victims of sexual harassment to come forward with such claims. This may be done through the available employee nondiscrimination grievance resolution procedures.

- Employees who think 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 offending person, the report shall be made to the next higher level of administration or supervision.
- 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.
- Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility, in accordance with the District's grievance procedures, of investigating and resolving complaints of sexual harassment.

Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning, suspension, non-reemployment or dismissal subject to applicable procedural requirements.

Procedures for reporting after-hour incidents will be posted in each building.

ACCOUNTING SYSTEM

PURPOSE: To define the Oklahoma Cost Accounting System and its required compatibility with the budgetary control system.

The District's accounting system will meet the Oklahoma Cost Accounting System (OCAS) standards required by state statute. This system is designed to ensure accuracy and a reasonable degree of internal control, in addition to providing financial and related operational information for all interested parties.

The District's annual report may be a Comprehensive Annual Financial Report (CAFR) as prescribed by the Governmental Accounting Standards Board (GASB). The report may be prepared in conformity with Generally Accepted Accounting Principles (GAAP) for governments.

Because the District's annual appropriations are created as cash basis appropriations, the District's general ledger records will be posted and maintained on "the statutory basis of accounting." The statutory basis of accounting differs from GAAP because revenues are recognized when they are received rather than earned and expenditures are recognized when encumbered/received rather than at the time the related fund liability is incurred.

Adjusting journal entries or other bookkeeping entries (not a cash item or encumbrance) must be approved in accordance with regulation 5101-R, Accounting System – Approval Rules for Adjusting and Other Non-Routine Bookkeeping Entries.

The District's general ledger system will be used to maintain budgetary control over appropriations. The posting of the ledger will be designed and maintained to facilitate the budgetary control system.

Adopted: November 1982

Revised: October 2004

Legal Reference: Title 62 O.S., 310.1

Cross Reference: 5503 Statement of Income and Expenditures and the Related Budget Process
5501 Budget Transfer Authority

ACCOUNTING SYSTEM
APPROVAL RULES FOR ADJUSTING AND OTHER
NON-ROUTINE BOOKKEEPING ENTRIES

Adjusting and bookkeeping entries are necessary to make changes to the District's accounting ledgers and records. These entries are those which do not record cash transactions, such as the receipt of revenue or the expenditure of money via warrant or check. Following are the approval rules for various types of entries:

- Non-routine entries which will cause the recorded encumbrances or the fund balance to increase or decrease by \$25,000 or more must be approved by the Chief Financial Officer or designee.
- Entries which are essentially operational and result in the reclassification or clearing of balance sheet accounts, but without regard to dollar amounts, must be approved only by a Financial Services Department director. Examples of these type entries are those which clear intra or inter fund accounts, entries which accomplish payment of payroll, entries which accomplish payment of ACH items, etc.
- Entries over \$25,000, which result in the netting of revenue and expense items, must be approved by the treasurer or the assistant treasurer and an additional Financial Services director.
- Entries over \$10,000, which reclassify expenses to accounts other than where they were initially charged and which result in changes in the available budget balance of any of the accounts, must be approved by the budget director and an additional Financial Services director.
- Any entry deemed necessary and approved by the Chief Financial Officer shall be posted.

FINANCIAL REPORTS AND STATEMENTS

PURPOSE: To define the periodic financial reporting requirements.

Budgetary control is maintained as specified by the Board. All encumbrances against appropriations are authorized by the Board and are expended only for the purpose of the appropriations charged. Financial Services will submit to the Board monthly reports and year-to-date reports (as requested) showing the current revenue, expenditure and encumbrances in the General Fund and all other funds operated by the District.

All financial reports required by action of law or any supervising agency shall be prepared or reviewed by Financial Services before submission.

TYPES OF FUNDS

PURPOSE: To establish separate funds for purposes of accounting.

Funds have been established, as provided in Oklahoma statutes, to handle reporting needs. These funds are:

General Fund	Budgeted Appropriation Fund
Building Fund	Budgeted Appropriation Fund
Child Nutrition Fund	Budgeted Appropriation Fund
Bond Funds	Budgeted Appropriation Fund
Sinking Fund	Budgeted Appropriation Fund
Gifts and Endowments Fund	Trust and Agency Fund
School Activity Fund	Statutory SAF Fund
Workers' Compensation Fund	Trust and Agency Fund
Rebate Fund	Trust and Agency Fund
Payroll Account (sub account of General Fund)	

Others may also be established for special programs funded by federal or state sources, or other purposes, as needed.

DEPOSITORY OF FUNDS / BANKING SERVICES

PURPOSE: To require banking and investment services be solicited through the bidding process.

Selection of official depository banks will be determined by a Request for Proposal for investment and banking services every five years or more frequently if deemed necessary by the Superintendent or Designee. The staff shall recommend, and the Board shall select, the investment and depository bank(s) based on replies submitted to the Request for Proposal. To be considered in the selection process, a bank must be located in the District and must have been conducting business for at least one year. Such banks must meet all legal requirements made by the state of Oklahoma.

Banks used for convenience in depositing cafeteria or special receipts may be selected by the treasurer without request for proposals provided such banks are insured by the FDIC. All receipts deposited will periodically be transferred to the District's depository bank.

Adopted: November 1982

Revised: November 2006

Legal Reference: Title 62 O.S., 516.5

Cross Reference: 5801, Investments

PURCHASING

PURPOSE: To define Purchasing responsibilities and source of authority.

Delegation of Authority

The Board endorses the concept of centralized purchasing and authorizes the Purchasing Office to supervise the purchase of all materials, supplies, equipment, and services for the District.

It is the responsibility of the Purchasing Office to aid and advise administrators in the proper selection of materials and services and to ensure compliance with all aspects of law in the purchasing process. The purchase of materials will be made by designated buyers, authorized by the Board, utilizing properly executed purchase contracts. These will be supported by requisitions bearing the approvals of the appropriate personnel. This procedure will apply throughout the District, except when petty cash or the District Procurement Card is used to purchase materials. School Activity Funds are governed by Policy 5703.

The Director of Materials Management is responsible for all solicitations (quotes, bids and proposals) and awarding of resulting contracts, including those for building construction, repair, and remodeling. The Director of Materials Management is responsible for approving standard operating procedures to which the Chief Operations Officer and the Director of Bond Projects must adhere.

Competitive Purchasing

Competition shall be solicited for professional services (i.e. physical therapists, maintenance services, insurance/risk management brokers, and auditors) unless specifically waived by the Superintendent.

Cooperative Purchasing

The Board will join in cooperative purchasing with surrounding school districts and governmental agencies, provided such purchasing is beneficial to the District.

Adopted: November 1982

Revised: September 2007

Legal References: Title 62 O.S., 310.1, 310.1a, 310.1b, 310.2 and 310.3

PURCHASING
ASSUMPTION OF RESPONSIBILITY FOR
IRREGULAR PROCUREMENT TRANSACTIONS

The Director of Materials Management is responsible for establishing the necessary procurement procedures and processes.

“Confirming” Purchase Requisitions are defined as Purchase Requisitions that are processed, initiated and/or approved after the purchase has been made. A Purchase Requisition is considered “confirming” if the order is placed BEFORE the Purchase Order is issued from the Purchasing Department. The day of shipping or receipt of goods is not relevant.

“Confirming” Purchase Requisitions represent an unauthorized and unrecorded liability and thereby liabilities are incurred without the Purchase Order being issued in advance of the commitment and without proper approvals. Site/Department Managers who make a purchase commitment prior to the issuance of a Purchase Order may become personally liable to the vendor.

The State Auditor and Inspector’s Office frequently identifies violations of Title 70 O.S. 1991, Section 5-135 (D). The statute provides that the school district administration should establish procedures to ensure that all encumbrances are approved PRIOR to the purchase of goods and services. TPS has developed the “Assumption of Responsibility” form (AOR) to educate sites/departments and document responsibility for transactions in this category.

State law requires the District to have an adequate encumbrance on the accounting system **before** a purchase is made. This means a purchase order has been assigned, **not** that a) the budget has been approved; b) the plan has been approved; c) the requisition has been submitted; or d) the school board has approved it. Any one or all of these essential steps alone does not satisfy the law.

The AOR form is required to be completed by site/department personnel and returned to the Purchasing Department **BEFORE** a Purchase Order is created based upon a “Confirming” Purchase Requisition. No payment shall be made without a fully executed AOR form. Employees involved in multiple AOR transactions shall be subject to disciplinary action.

SOLICITATION REQUIREMENTS

PURPOSE: To define requirements for solicitations and a competitive environment.

Administration

The Director of Materials Management for the District develops necessary procedures and forms for the requisition and purchase of materials, supplies and equipment. State law and Board policy will be followed at all times. Fair and open competition will be invited and encouraged. Competitive solicitation will be practiced by the Purchasing Office; however, competitive solicitation for School Activity Fund purchases under \$10,000 may be handled at the site level (see policy 5703 School Activity Fund Management). Lease/purchase agreements are specifically covered by this policy and regulation 5202-R, "Solicitation Requirements, Lease/Purchase Contracts."

Quotes/Requests for Proposals:

- Less than \$1,000 Shall be secured verbally.
- \$1,000 to \$25,000 Shall be obtained in written form from the supplier. (Three competitive written, faxed, telephone responses, or e-mails are recommended to adequately review markets.)

Purchases of all motor vehicles, although less than \$25,000, must be submitted to the Board for approval before the award is made.
- \$25,000 and over Shall be secured by formal requests for proposals (RFPs) or sealed bids handled in accordance with specific procedures established by the Director of Materials Management.

Must be submitted to the Board for approval before the award is made; however, during emergency situations, the Superintendent may approve items costing above \$25,000.

Bids

The Public Competitive Bidding Act of 1974 and its supplements require "bids" as the method of solicitation for construction. Also, 70 O.S. 9-109 requires sealed "bids" for school bus purchases.

Exemptions

Tulsa Public Schools' competitive solicitation requirements are waived for the following:

- Expenditures for school activity fund-raisers.
- Expenditures for legal settlements.
- Books, films, manuscripts, research references, publication subscriptions and library materials that are available only from the sources holding exclusive distribution rights to the materials.
- Items available from only one source because of patents, copyrights, or natural monopolies, including proprietary replacement parts or components for equipment.
- Software upgrades and specialized source software.
- Institutional memberships in professional, trade and other similar associations.
- Utility services and postage.
- Items available for purchase on an existing state contract, or through the cooperative bidding of another municipality/school district/government agency, when this is determined to be the best method of purchase.
- A procurement made necessary because of unforeseen disaster or acts of God that requires immediate acquisition to preserve District property or to protect public health (see additional Board requirements as defined by state statute).
- Items for which a "Sole Source Affidavit" is authorized by the Director of Materials Management.
- Expenditures for professional services provided by uniquely qualified or talented persons (i.e. speakers, performing artists, specialized attorneys) are waived. Competition shall be solicited for other professional services (i.e. physical therapists, maintenance services, insurance/risk management brokers, and auditors) unless specifically waived by the Superintendent.

Distribution

Opportunity will be provided for all responsible suppliers to do business with the District. The Director of Materials Management will develop and maintain information from potential vendors for the various types of materials, equipment, and supplies. Any supplier may be included on the list upon request. Solicitation requests will be publicized in a manner to encourage and foster fair and open competition.

Receiving and Opening of Responses

Designated staff will receive documents until the specified deadline, date stamp them, and keep them properly secured until the publicized opening time. All documents will then be delivered to the Director of Materials Management or designee to be opened. Results of bids and quotes will be read aloud. Details of responses to Requests for Proposals will remain confidential pending further evaluation and negotiation.

Awards

No award will be made at a bid or proposal opening. An announcement will be made that the staff will analyze all responses and respond to all inquiries from vendors after the award is made.

- Quotes/Proposals

The award to the best and most responsible vendor(s) will be made within a reasonable time period, based, in the sole opinion of the District, upon the “best value” taking into consideration the total cost of ownership including purchase price, quality, ability to deliver, maintenance and service, and durability and longevity.

- Bids

The award will be made pursuant to the terms of the Public Competitive Bidding Act of 1974 and its supplements and/or other applicable state law.

- Awards – Local Preference

It is the Board intent to purchase locally whenever equal goods and services are offered. In cases where two or more responsible suppliers at the local, state or out-of-state level offer equal materials, supplies, services, and equipment, preference will be granted in the following order:

Local Supplier*

State Supplier

Out-of-State Supplier

*A local supplier is defined as one who “maintains a distributing, manufacturing, or processing facility within the confines of the District” with real property or taxable personal property appearing on the ad valorem tax rolls.

Adopted: November 1982

Revised: September 2007

Cross Reference: 5202-R, Solicitation Requirements-Lease/Purchase Contracts
5203, Payment Procedures

5202 Page 3 of 3

SOLICITATION REQUIREMENTS
LEASE / PURCHASE CONTRACTS

The Board is the only legal entity that may enter into a valid lease/purchase contract committing District revenue. A school site is not a legal entity with the authority of entering into a contract. Each lease/purchase contract must be approved by the Board and the District's attorney, and be signed by the President of the Board, regardless of the dollar value. Contracts signed or authorized by anyone else could result in personal liability for that person and may not be recognized by the District as valid in the event of a dispute.

The lease/purchase contract must be limited to equipment and land only. State law prohibits financing normal operating expenses, such as toner, developer, and maintenance fees.

All District purchasing policies must be followed. If not a sole source, the policy specifically dictates written competitive proposals must be documented for purchases exceeding \$1,000. Sealed proposals are required if the value exceeds \$10,000.

No more than 20 percent of a site's current year discretionary site budget allocation may be committed for subsequent year payments. Lease/purchase contracts may not be structured to impact more than ten consecutive fiscal years. The Superintendent or designee must approve the requisition because of the long-term nature of the commitment.

For equipment, the site will prepare a requisition in the amount of the current year's expected expenditures and attach the original proposed lease/purchase agreement for Board approval and the Board President's signature. A memo detailing the financial justification, explaining the source of future funding, amount, and dates of future payments, expected total cumulative price, interest rate, and reason for request must accompany the requisition.

The lease/purchase contract must state the purchase price and shall not require the payment of more than the purchase price plus 10 percent simple interest per year.* Whenever possible, the interest rate charged shall be competitively established to assure the District obtains a favorable rate.

The Financial Services Department will prepare and submit the initial Board agenda recommendation when the following requirements have been satisfied:

- The Purchasing Office is assured proper policy has been followed;
- The Financial Services Department has evaluated the proposals submitted and has selected the most advantageous proposal;

- Financial Services has determined the necessity to obtain opinions of the District's financial consultants and/or bond counsel for purposes of evaluating the terms of the lease/purchase financing contract. **
- The responsible Superintendent's staff member has approved the financial justification, approved the requisition, approved the memo attached, and has written the Board agenda rationale.
- The District's attorney has approved the vendor's lease/purchase contract or in case a purchase order is used it must state in the following language that the District has a "positive right for nonrenewal." This means that the District has the option at the end of the fiscal year to not renew the contract for any reason whatsoever. A "funding out" or "nonappropriation" clause is not an acceptable substitute for the District's annual cancellation right. However, the District should enter into all agreements with the good faith intent to renew.

Current year money will be encumbered utilizing a master purchase order created in the Accounting Office upon annual Board approval of the contract. Accounting will notify the site of the master purchase order assigned. The Treasurer's Office shall make all installment payments. The budget allocation identified to make these payments will be transferred to the Treasurer's Office through the life of the lease term.

Before the beginning of each fiscal year, or portion thereof, that the lease is to be in effect, the site will create a requisition to reaffirm the lease for the total amount of money to be expended during the ensuing fiscal year (1-12 payments). This documentation must detail the periodic payment amounts.

- An agenda item for annual renewal of the lease/purchase contract must be submitted to and approved by the Board annually prior to payment due date.
- Periodically, in accordance with each lease agreement, the vendor will be required to mail a payment invoice to the site. The site will approve and note the master purchase order number for that fiscal year and forward the invoice to the Treasurer's Office for payment.

When the total purchase price and the interest have been paid, the District shall receive a Bill of Sale for the equipment, free and clear of all liens and encumbrances.

School Activity Funds may not be used for lease/purchase arrangements.

*Lease/purchase contracts calling for more than ten percent simple interest violate the state law for political subdivisions.

** Many lease/purchase financing agreements are structured as tax-exempt financings and have interconnecting implications with the District's bond financing programs and arbitrage rebate rules of the IRS.

Issued (as DJBA-R): November 1993

Revised: April 2002

Cross Reference: 5202, Solicitation Requirements
5203, Payment Procedures

PAYMENT PROCEDURES

PURPOSE: To define the procedures to be followed for all District payments.

All claims for payment will be processed by the Accounting Office. Payment will be authorized against invoices properly supported by approved purchase orders, requisitions, and properly submitted documentation approved by the Purchasing or Accounting offices, and in accordance with salary schedules approved by the Board.

The Director of Accounting will specify documentation procedures for payments. The respective employee designated by the Superintendent or designee to be responsible for the transaction will ensure that specified documentation procedures have been followed. See the applicable regulation for documentation procedures.

Employees and contractors seeking expense reimbursement will be under guidelines outlined in policy 5204, "Expense Reimbursement." Student Activity Fund payment procedures are defined in policy 5703, "School Activities Funds Management."

Adopted: November 1982

Revised: November 2004

PAYMENT PROCEDURES

The following documentation procedures apply for as-needed or unit-price construction work with an expected value in excess of \$1,000 to be performed by an outside contractor.

If the request for work originates at the site, a work order request shall be completed and faxed or mailed to the Bond or General Services Office. If the work order request is approved by the respective construction administrator and funds are available, or if the appropriate construction administrator identifies a need, the contractor is then identified. Where there is a unit-price construction contract in place to take care of the request or need, a detailed quote will be obtained from the appropriate contractor. If no unit-price agreement is in place, quotes/bids will be obtained as required by Board policy and a contractor will be selected and appropriate Board authorization will be obtained.

Once the job is defined, a contractor is identified, and authorization is obtained, an encumbrance request will be completed and submitted to the Accounting Office with appropriate documentation and identification of the representative responsible for onsite verification of completion of the work. The Accounting Office will verify the documentation for the commitment and encumber the funds. The approved encumbrance request will be provided to the contractor, which will serve as the official notice to the contractor to begin the work described. No work should begin prior to receipt of this authorization.

After completion of the job, the contractor will obtain signatures from the identified District representative and the site manager on the payment request and forward the completed form with the invoice and any required additional documentation for the charges to the Bond or General Services Office. If approved, the appropriate construction administrator will sign the payment request and forward to the Accounting Office, with appropriate documentation, for payment.

If hourly services are billed on the construction project invoice, timesheets shall be attached for all work completed at the worksite including employee name, date, hours, location, and nature of work. This includes labor that was included in a unit-price item if additional hours are being billed on an hourly basis. The nature of work description shall indicate if it was included in a unit-price item or is being billed based on a pre-approved additional project scope and the additional project scope should agree with the original work order.

If materials and/or supplies are being billed that were not previously included in a unit-price agreement or contract at the time it was bid, original source invoices for the materials and/or supplies shall be provided. The amounts billed in this category should be an immaterial element in the overall scope of the project work.

EXPENSE REIMBURSEMENT

PURPOSE: To establish authority for the District to reimburse employees for travel expenses.

Employees wishing to attend a conference, convention, or workshop will submit the appropriate form to the appropriate approving officer. Out-of-state travel requests must also be approved by the superintendent.

The Administration realizes that not all travel can be planned in advance and costs for travel may vary widely depending on the travel destination and season. Therefore, all travel claims will be reviewed by the approving officer and significant deviations from the schedule will be evaluated. The travel claim should include documentation for all costs, even those that have been prepaid.

A procurement card (credit card) may be issued to the employee for payment of permissible travel expenses to include hotel, ground transportation, and/or per diem. All procurement card receipts must be kept and attached to the Out-of-District Expense reimbursement form and submitted through the employee's supervisor for processing by the Accounting Office.

The following is a schedule of permissible travel expenses.

Schedule of Reimbursable Travel Expenses

Conference or convention registration fees including workshops, breakfasts, luncheons, and dinners to be sponsored by the conference or convention. The District will pay the registration fee at the advance registration rate when feasible. Any exception to this procedure must be authorized in advance by the Superintendent or designee.

Round-trip coach rate airfare from Tulsa to the conference city. Every effort should be made to make travel plans as far in advance of the trip as possible so discount fares may be arranged. The District will pay up to the cost of a 14-day advance ticket. If the cost exceeds that amount, the employee will be responsible for the balance at the time of ticketing. Any exception to this procedure must be authorized in advance of ticketing by the Superintendent or designee.

Mileage for use of a personal vehicle for out-of-district travel will be reimbursed at the standard fixed rate per mile allowed by the Internal Revenue Service for business purposes. Employees are encouraged to travel by car for any meetings within 200 miles of Tulsa. Toll fees and parking fees are reimbursable with receipts. No receipt is required when traveler is

utilizing the PikePass automated payment process. If an employee drives a personal vehicle for out-of-state meetings, mileage will be reimbursed up to the cost of the average round-trip coach rate airfare to that city.

Lodging will be reimbursed up to a rate not to exceed the published single rate for the convention or conference, plus tax. Lodging will be reimbursed for the same number of nights as the conference is in session. For example, if a conference begins Friday morning and concludes at noon on Sunday, the reimbursement will be made for a maximum of three nights lodging. If additional night(s) are necessary because of unusual circumstances, or particularly remote locations, arrangements should be approved in advance by the responsible member of the Superintendent's Cabinet, not to exceed one additional night. Receipts are required.

Ground transportation or rental car costs in the conference city are reimbursable with receipts. Mileage reimbursement for use of a personal vehicle at the convention site is also permitted. All rental cars must have prior approval from the appropriate approving officer.

Meals and Incidental Expenses for employees on official District travel will be reimbursed on a per diem basis at the maximum standard rate for continental United States travel as provided for by the Internal Revenue Service Code of 1986, as amended, for deductibility of expenses for travel away from home without additional documentation. All business calls are to be made with a calling card. The detailed phone record, number called, and purpose of call must be submitted for reimbursement.

AUDIT

PURPOSE: To require an independent annual audit be performed in accordance with Governmental Auditing Standards.

All financial records the District will be subject to audit at the close of each fiscal year. The audit will be conducted in accordance with the auditing standards generally accepted in the United States standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

This annual audit report will be presented to the Board for its acceptance.

Adopted: November 1982

Revised: October 2005

Legal Reference: Title 70 O.S., 22-103, 70 O.S. 22-107

INTERNAL AUDIT

PURPOSE: To require an annual audit of all site funds.

The site funds at each school will be subject to an internal audit at least once during each school year. The internal audit report will be furnished to the principal of the audited site. The term "site funds" will include site school activity funds as well as all other site-managed funds.

The report will be evaluated by the Site Audit Committee, which will be chaired by the Chief Financial Officer. The committee will assign a rating of superior, excellent, good, or needs improvement to each audit. The evaluation results will be provided to the respective principal and Superintendent or designee.

INVENTORIES

PURPOSE: To require an annual inventory of District assets.

Annual inventory counts will be conducted throughout the District. In general, all “attractable” assets with a replacement value over \$100, as determined by the Superintendent or designee, and all other moveable assets with a replacement value over \$2,500 will be included. Implementation of this activity will be the responsibility of the administrator exercising authority over the particular area involved. This includes the following:

- District facilities and land to include building acquisitions, replacements, additions, and betterments with a project cost greater than \$10,000
- Furniture, equipment, and musical instruments in classrooms and offices.
- Cafeteria equipment in the schools.
- Foods in storage.
- Warehouse stock.
- Tools and equipment in maintenance shop areas.
- Heavy equipment and vehicles for maintenance.
- Transportation vehicles and repair parts.
- Historical treasures

Inventory records of all departments will be subject to examination and review by the District auditor to assure proper accounting control and accuracy.

INVENTORY

At the beginning of each fiscal year, the principal or site manager for each district site location will assign a "site asset manager" to be responsible for equipment inventory at that site. The site asset manager shall not be the person responsible for initiating requisitions and receiving against those requisitions in the financial system, unless an exception is authorized by the Superintendent or his designee.

By October 1 of each school year, every district site will report the following information to the Accounting office:

- The name of the designated site asset manager.
- A description of the control policies and procedures at the site that demonstrate adequate safeguard of equipment from loss due to fire, theft, or misplacement.

The site asset manager shall:

- Assure that each fixed asset is assigned to an employee at the site and that the employee is aware they are responsible for that asset. A report can be printed from the asset system by employee to assist in communicating this responsibility.
- Tag all equipment purchased from any funding source and/or donated to the site which meet the district criteria for asset tracking.
- Be sure that personal property brought on site has been approved by the principal or site manager and that all personal property is clearly marked as 'personal.'
- Maintain complete asset record information on the fixed asset tracking system (FACET) to include:
 - Purchase Order number for the asset (or other source identification)
 - Room Location
 - Asset Caretaker (person directly responsible for the asset)
 - Tag number, serial number model number and description.
- Maintain FACET to reflect the nature and details of any dispositions.
- Assure that if equipment must leave District property the "check-out" procedures are adhered to by district personnel. Students checking out musical instruments must also follow these procedures.
 - Obtain completed "borrowing agreement for District-owned equipment" from the requesting borrower. See 8501-R
 - Complete the check-out and check-in process on-line using FACET.
 - Obtain approval of the principal or site manager.

- Ensure that all checked-out assets are returned and checked-in prior to any on-site inventory or audit.
- Assure that all checked-out assets are returned at the beginning of the school year.
- Monitor established plans and procedures to assure that all equipment is adequately safeguarded from loss due to fire, theft, or misplacement.
- Review a financial system report on-line, as needed, to assure that all newly purchased assets have been properly recorded in the fixed asset tracking system.
- Act as site liaison for audits from the internal audit team or physical inventories performed by the accounting office.
- Verify that all assets are accounted for any time an employee transfers to another site or leaves District employment.
- Notify the Fixed Asset Supervisor when the principal or site manager resigns or transfers.

Exceptions

As exception exists any time an asset can not be found at its current active location as listed in FACET.

- To clear exceptions for misplaced items, the employee responsible for the missing asset must complete a 'Lost or Stolen Property Affidavit.'
- To clear exceptions for stolen items, a police report must be filed and the case number indicated in the FACET system.
- All exceptions shall be cleared within 30 days of receiving the exception report. After that time, RQs will not be authorized on the Walker financial system until all exceptions are cleared.

Surplus Property

When District property is no longer needed at the site it may be transferred to another site or be declared surplus. In either case, the following procedure must be followed to transfer accountability to the asset transfer team (maintenance):

- The asset manager will:
 - Enter the work order on the fixed asset system
 - Print the work order
 - Obtain the name and signature of the person picking up the assets as well as the date and time that the assets were picked up.
- The asset transfer team will check the list and verify that all assets on the list are loaded for transfer.
- The receiver will verify that all items on the list are received and notify the sending site if items are missing.

DISPOSITION OF DISTRICT SURPLUS REAL AND
SURPLUS PERSONAL PROPERTY

PURPOSE: To provide rules for declaring District real and personal properties as surplus, and appropriate disposition processes.

The following are definitions used to describe real property held by the District:

Active Use Property: All property being used for their intended purposes are included in this category. Examples: school building, administration building, support services building, etc.

Excess Property: Any property no longer classified as Active Use Property shall be classified as Excess Property. If the administration determines the property may be needed for future District needs, the property will be held as an Excess Property. When it is determined that a property is no longer needed for future District use, the property shall be declared surplus property.

Surplus Property: All real property that is no longer necessary for the operation of the District. Refer to regulation 5401-R1, "Disposition of District Surplus Real Property," for proper handling of surplus property.

The following definitions apply to Personal Property owned by the District:

District Personal Property includes District-owned equipment, vehicles, furniture, etc.

Surplus Personal Property includes Personal property items, described above, which are not economical to repair, obsolete or which are no longer necessary for the current or anticipated future needs of the District.

The efficient and effective administration of the District requires on-going review of the properties owned by the District. When it is determined that District-owned real estate or real property is no longer needed for public school purposes, the Board may declare the property to be surplus to the needs of the District and may be disposed of by sale, exchange, lease, lease-purchase, sale, and partial leaseback in accordance with state statutes.

Similarly, District personal property, as defined above, may be declared surplus to the needs of the District and disposed of in accordance with the provisions of regulation 5401-R2, "Disposition of District Surplus Personal Property."

Adopted: April 1983

Revised: February 2006

Reference: 5401-R1, Disposition of District Surplus Real Property

5401-R2, Disposition of District Surplus Personal Property

Legal Reference: Title 70 O.S. 5-117-11

Title 59 O.S. 858-700

DISPOSITION OF DISTRICT SURPLUS REAL PROPERTY

The procedures for disposing of the District's surplus real property are as follows:

Before requesting bids for a property, the Superintendent's designee will have the property appraised by an appraiser who holds a current, valid certificate as a certified appraiser, issued pursuant to the Oklahoma Certified Real Estate Appraisers' Act. The appraisal will be confidential until after the property is sold. When the property is sold, the appraisal will be made available for public inspection.

Staff will prepare a notice to bidders advising that sealed bids for the disposition of a property will be received by the District at a time and place designated in the bid notice. The bid notice will require each bidder to state, in the bid, the intended use of the property.

The bid notice will be published at least 20 days before the bid opening in at least one issue of a general circulation newspaper in Tulsa. The bid notice may be published in additional newspapers at the discretion of the staff. Copies of the notice will be mailed to anyone who has filed a written indication of interest in the property with the Facilities Utilization Office.

Bids will be opened at the time and place specified in the bid notice. The bids will be referred to staff for review and they will make a recommendation to the Board. The Board reserves the right to reject any and all bids and to accept any bid deemed to be in the best interest of the District.

Surplus real estate will not be conveyed by private sale unless the real estate has been first offered for sale by public sale or public bid.

Any conveyance of real estate by private sale to a non-profit organization, association, or corporation to be used for public purposes, unless for exchange, shall contain a reversionary clause. This will return the real estate to the District upon cessation of the use without profit or for public purposes by the purchaser or the assignee of the purchaser.

Issued: July 2003

Revised: June 2004

Legal Reference: Title 70 O.S. 5-117-11
Title 59 O.S. 858-700

DISPOSITION OF DISTRICT SURPLUS PERSONAL PROPERTY

The procedures for disposing of District's surplus real property are as follows:

A department which identifies items that become surplus to its use may initiate disposition of the items by completing a fixed asset disposition form.

The Purchasing office will review items received for surplus disposition and if the Director of Materials Management concurs that the items are no longer needed for the present or anticipated future needs of the District, the items may be disposed of in any of the following methods:

- The Director of Materials Management may prepare and generally circulate a notice to bidders advising sealed bids for the surplus items will be received by the District at the time and place designated in the bid notice. Additionally, the Director of Materials Management will mail copies of the notice to persons or business entities with a known interest in bidding on the items.
- Any time a large quantity and/or assortment of surplus items has been accumulated, the Director of Materials Management may give public notice and administer a public auction to dispose of the surplus items.
- The surplus items may be sold to the public at fair market prices established by the Purchasing Office.
- Obsolete or worn-out textbooks and library books may only be sold or given to students, parents/guardians, or other public school systems.

Surplus items not disposed of in one of the above methods, or in the opinion of the Director of Materials Management, are in a condition that does not justify a public sale may be either sold for scrap or discarded at the direction of the Director of Materials Management. The District employee (or member of his immediate family) who initiated the recommendation to the Director of Materials Management for the disposition of the surplus property will not be permitted to bid upon or buy the surplus property.

The Director of Materials Management will maintain records for disposition of surplus items and actions taken on those recommendations for a minimum period of five years.

BUDGET TRANSFER AUTHORITY

PURPOSE: To define the budget transfers that require Board approval.

General

Periodically during the fiscal year, managers may reconcile General Fund budgets through transfer of funds from one line item to another. The Superintendent or designee will alert the Board for the need of such transfers. The Board will consider and take action on the recommendations utilizing the following procedure.

Budget transfers over \$25,000 that are not original budget line items will require Board approval. When the Superintendent or designee requests approval, a rationale will include source of fund and a listing of other line items reduced to fund such expenditures.

All funds required for the purchase or lease of goods, equipment and services represent expenditures identified in this policy. Expenditures include salaries for new positions; stipends; special projects; contract services; computer hardware and software; training; machinery; office equipment; maintenance equipment; general maintenance projects; supplies; professional development seminars; travel and any other item that exceeds \$25,000.

Exemptions

Several areas are exempt from the above policy. These include school site budgets if expenditures are within the total approved budget; utilities; legal fees; salary transfers or adjustments, and the related benefits for existing allocations; transportation allocations to schools; and transfers within a restricted project. Managers in charge of these areas should follow the procedure below.

- It is the department head's responsibility to move budget dollars between the accounts within the department as needed. The only exception to this rule is salary allocations. The District does not allow a department to move full-time salary allocations from salary to non-salary allocations.
- Each department head must approve a budgetary revision form when wishing to transfer money from one account to another. If the department head wishes to transfer a budget allocation between departments, both the sending and receiving department heads must approve the transfer.
- In the event that a department runs short of funds, the first source of additional funds is the department head's supervisor. Each division head has the authority to transfer funds within the division. If the division is short of funds, an appeal may be made to the Superintendent requesting funds from the Reserve for Estimates Account.

Timing

The legally adopted budget, effective July 1 of a fiscal year, becomes subject to this policy after Board approval of the first amendment. Before that amendment, any changes are deemed budget-building items, not budget transfers.

Adopted: December 1994

Revised: October 2006

PAYROLL PROCEDURES

PURPOSE: To define the payroll payment procedures to be followed for all employees.

Salaries and wages will be paid to all certified and support personnel through the Accounting Office. Proper payroll procedures are dependent on accurate reporting (to the Accounting Office) of absences and time worked, in sufficient detail to meet the requirements imposed by the Fair Labor Standards Act, from individual schools and other work centers. Actual time worked by non-exempt employees will be reported and all compensatory accrual records will be maintained centrally by the Accounting Office.

Adopted: November 1982

Revised: November 2004

STATEMENT OF INCOME AND EXPENDITURES
AND THE
RELATED BUDGET PROCESS

PURPOSE: To establish a timeline for preparing and posting the Annual Statement of Income and Expenditures and for preparing the Annual School District Budget Plan.

The District budget shall represent a complete plan for the District and shall present information necessary and proper to disclose the financial position and condition of the District and the revenues and expenditures thereof, both past and anticipated.

The District budget is prepared on a fiscal year basis. The District's fiscal year begins on July 1 and ends on June 30.

The School District Budget Plan shall contain a budget summary. It shall also be accompanied by a budget message, which shall explain the budget and describe its important features. It shall contain at least the following in tabular form for each fund:

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

The Board shall hold a public hearing on the proposed budget within 45 days preceding the beginning of the budget year. The purpose of the hearing is to receive public comment on financial matters of the District, including past and future expenditures. The hearing shall be conducted at a regular Board meeting or at a special Board meeting called for that purpose. Notice of the date, time and place of the hearing, together with the proposed budget summary, shall be published in a newspaper of general circulation in the District not less than five days before the date of the hearing. The Clerk of the Board shall make available a sufficient number of copies of the proposed budget as the Board shall determine and shall have them available for review or for distribution at the office of the District's Chief Financial Officer. At the public hearing on the budget, any person may present to the Board comments, recommendations or information on any part of the proposed budget.

The adopted budget shall be in effect no later than the first day of the fiscal year to which it applies. The budget, as adopted and filed with the state auditor and inspector and local excise board, shall constitute an appropriation for each fund, and the appropriation thus made shall not be used for any other purpose except as provided by law.

The District shall amend the original budget after June 30 of each year after the June financial activity has been recorded, the annual Foundation and Salary Incentive Aid allocation has been released, and the property tax valuations have been certified for all affected counties within the District. *The amended budget shall include all of the following information that is applicable:

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

FUND BALANCE

PURPOSE: To provide guidelines during the preparation and execution of the annual budget to ensure that sufficient reserves are maintained for unanticipated expenditures or revenue shortfalls. The Policy is based upon a long-term perspective recognizing that fluctuations from year to year are to be expected. The main objective of establishing and maintaining the Policy is for the District to be in a stable fiscal position that will provide financial sustainability during negative economic cycles.

The Policy shall only apply to the District's governmental funds which include, but are not limited to, the following:

- General Fund
- Building Fund
- Child Nutrition Fund
- Capital Projects Fund
- Debt Service Fund (Sinking Fund)
- Arbitrage Rebate Fund
- Gifts Fund
- Endowments Fund
- Flexible Benefit Fund

Fund balance refers to the difference between assets and liabilities in the governmental funds balance sheet. Fund balance consists of five categories, defined in Governmental Accounting Standards Board Statement No. 54, as follows:

- Nonspendable Fund Balance: The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. This would include items not expected to be converted to cash including inventories, long-term receivables, and prepaid amounts. It may also include the long-term amount of loans and receivables, as well as property acquired for resale and the corpus (principal) of a permanent fund.

It will be the responsibility of the District's Chief Financial Officer to identify and report all nonspendable funds appropriately in the District's financial statements.

- Restricted Fund Balance: The restricted fund balance classification should be reported when constraints placed on the use of resources are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation.

It will be the responsibility of the District's Chief Financial Officer to identify and report all restricted funds appropriately in the District's financial statements.

- Committed Fund Balance: The committed fund balance classification reflects specific purposes pursuant to constraints imposed by formal action of the District's Board of Education. Also, such constraints can only be removed or changed by the same form of formal action.

Funds set aside by the Board as Committed Fund Balance require the passage of a resolution by a majority vote of the members of the Board. The passage of such a resolution must take place prior to June 30th in order for it to be applicable to the District's fiscal year-end, although it is permitted for the specific amount of the commitment to be determined after the fiscal year-end if additional information is required in order to determine the exact amount to be committed. The Board has the authority to remove or change the commitment of funds with a majority vote.

- Assigned Fund Balance: The assigned fund balance classification reflects amounts that are constrained by the government's intent to be used for specific purposes, but meet neither the restricted nor committed forms of constraint. Assigned funds cannot cause a deficit in unassigned fund balance.

For purposes of Assigned Fund Balance, the Board of Education has given authority to its Chief Financial Officer to assign funds for specific purposes. Any funds that the Chief Financial Officer assigns for specific purposes must be reported to the Superintendent.

- Unassigned Fund Balance: The unassigned fund balance classification is the residual classification for the General Fund only. It is also where *negative residual amounts for all other* governmental funds would be reported. Unassigned fund balance essentially consists of excess funds that have not been classified in the four above fund balance categories.

Unassigned Fund Balance may be accessed in the event of unexpected expenditures up to the minimum established level upon approval of a budget revision by the Board. In the event of projected revenue shortfalls, it is the responsibility of the Chief Financial Officer to report the projections to the Board. Any budget revision that would result in the Unassigned Fund Balance to drop below the minimum level will require the approval of a majority vote of the Board.

When expenditures are incurred for purposes for which both restricted and unrestricted fund balance is available, restricted fund balance is considered to have been spent first.

When expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications can be used, amounts classified as committed should be reduced first, followed by amounts classified as assigned and then amounts classified as unassigned.

BONDED EMPLOYEES AND OFFICERS

PURPOSE: To define the required Bond coverage for District Employees.

Employees responsible for handling and control of District monies, purchase and control of equipment and materials, and safeguarding of District assets in the warehouse, schools and other buildings will be bonded in such amounts as deemed appropriate by the Board. These include the following:

Individual Bond Coverage

Treasurer

Assistant Treasurer

Encumbrance Clerk

Clerk of the Board

Deputy Clerk of the Board

Blanket Fidelity Insurance Coverage

All employees of Independent School District Number One

In addition to the above, School Activity treasurers for all schools will be bonded according to law.

Adopted: November 1982

Revised: October 2004

Legal Reference: Title 70 O.S., 5-129

AUTHORIZED SIGNATURES

PURPOSE: To define check and warrant signing authority.

Officers authorized to sign checks on bank accounts are the treasurer and assistant treasurer. Checks drawn on bank accounts are written to pay for District warrants and to transfer funds into investments. The Board President and Board Clerk shall sign their approval of all warrants.

Machines are used to sign warrants using facsimile signatures of the Board President, Treasurer and Clerk. (The signature plates and stamps will be kept in a secure place and signing is controlled by the Treasurer's Office.) Payroll checks (warrants) will be signed with the above signatures by the computer, which prints the checks by printing the signatures with a laser printer. The Accounting Office is charged with establishing internal control and security acceptable to the District auditors over the production and distribution of signed payroll checks.

Adopted: November 1982

Revised: August 2004

PETTY CASH ACCOUNTS

PURPOSE: To define petty cash accounts.

Oklahoma statutes provide operational guidelines for the establishment and use of petty cash accounts. Such accounts will be funded from the District's General Fund for making small cash expenditures such as postage, freight, or other express charges. Only one petty cash account per building is allowed. Child Nutrition change accounts are not petty cash accounts.

The use of petty cash will be controlled by the regulations found in the *School Activity Fund Handbook*. The petty cash account will be initiated by the school activity fund treasurer, or by the District treasurer, by filing a Special Claim form for the amount authorized, but not to exceed \$200. The General Fund warrant in payment of said claim will be made payable to the school.

The site treasurer will be the custodian and maintain records of the petty cash account. Reimbursement of the petty cash account may be requested by additional Special Claims within the limits set by statutes and the *School Activity Fund Handbook*.

Adopted: November 1982

Revised: November 2004

Legal Reference: Title 70 O.S., 5-129

Cross Reference: 5703, School Activity Funds Management

PETTY CASH ACCOUNTS

State law provides for the establishment of and guidelines for regulating the use of a petty cash account for school districts. It is important to understand the Oklahoma School Code recognizes the District's General Fund as the only source of petty cash; therefore, the expenditure of cash originating from any other source, including School Activity Funds, is considered a violation of state law and is expressly forbidden. Petty cash must be administered and controlled in accordance with guidelines governing General Fund. Petty cash is not to be used for expenditures for fund-raisers.

Account limitations are as follows:

	Allotted Amount*	Maximum Annual Cash Expenditure	Maximum Single Expenditure
Elementary School	\$ 200.00	\$ 2500.00	\$ 75.00
Middle School	250.00	2500.00	75.00
High School or ESC	250.00	2500.00	75.00

NOTE: State law prohibits petty cash claims against District funds for amounts in excess of \$200.00. Therefore, you should request only \$200.00 initially. The remaining amounts may be requisitioned later, as needed.

* Although the petty cash custodian is authorized to have up to \$200.00 on hand, it is recommended a lesser amount be kept on hand, unless there is a very secure place to store it.

Petty Cash Procedures

To receive original Petty Cash

- Send a completed Special Claims form to Accounts Payable.
- Send SAF Contract for Purchase and Board of Control minutes to SAF Office.
- A District check made out to the school will be sent to your site.
- When received, complete an SAF Treasurer's receipt, send it and validated deposit slip to SAF Office. (If not completed earlier, send SAF Contract for Purchase and BOC minutes to the SAF Office.)
- A SAF check made out to site SAF treasurer will be sent to your site.
- Cash the check and use for petty cash as needed.

To replenish Petty Cash:

- Send receipts, voucher sheet and completed Special Claims form to SAF Office. Receipts and SAF Contract for Purchase must be the same.

Example: The original claim to the District was \$200.00, the current balance is \$20.00, and a Special Claims form and all receipts for \$180.00 are submitted to the SAF Office to replenish petty cash. All receipts and supporting evidence of expenditures totaling \$180.00 must accompany the Special Claims form:

Original Claim	\$200.00
Amount in Petty Cash	<u>20.00</u>
Amount Requisitioned	\$180.00

In no case will the Petty Cash Account ever reflect a deficit balance.

- Send SAF Contract for Purchase and Board of Control minutes to SAF Office.
- A District check made out to the school will be sent to your site.
- When received, complete an SAF Treasurer's receipt; send it and a validated deposit slip to the SAF Office. (If not completed earlier, send SAF Contract for Purchase and BOC minutes to SAF Office.)
- An SAF check, made out to the site SAF treasurer, will be sent to your site.
- Cash the check and use for Petty Cash as needed.

NOTE: Please do not put a Walker RQ on the system – it is not needed for the initial Petty Cash payment or Petty Cash reimbursement. A Special Claim form and an SAF Contract for Purchase is all that is needed.

PETTY CASH CAN ONLY BE REIMBURSED FOR LEGAL GENERAL FUND EXPENDITURES (NO FOOD, GIFTS, ETC.)

To expend Petty Cash:

- Employees desiring the use of petty cash must get approval from the approving officer. This approval is validated by the approving officer's signature on a pre-numbered receipt designed for such purposes. Blank receipt forms may be obtained from the treasurer.
- The Petty Cash Receipt must then be presented to the treasurer for cash withdrawal. The receipt will show the date, amount withdrawn, purpose for withdrawal (project or material) and be signed by the person making the withdrawal. After the purchase is made, the original itemized support or invoice must be returned with all unexpended cash. The Petty Cash receipt is then adjusted accordingly and attached to the support material, including a list of all items purchased. The total of the Petty Cash receipts on hand, plus the remaining cash, must always equal the amount of cash originally authorized by the Board of Control. (Each Petty Cash account will be subject to periodic audits during the year without prior notice to the schools.) Petty Cash receipts should be organized in numerical order. If an error is made on a Petty Cash receipt, that receipt must be voided and included within the numerical sequence. Each receipt, including any that have been voided, is to be listed in numerical order on the Petty Cash Voucher.

- Petty Cash funds cannot pay for adult or student food items.
- Petty Cash funds cannot pay for materials used for employee receptions, meeting, etc.

Procedures for Closing Petty Cash Account

Before the close of school, the School Activity Fund treasurer must deposit all cash on hand in the School Activity Fund depository. The treasurer will then prepare a Petty Cash voucher in duplicate. One copy of the voucher should be submitted to the Board of Control and included with the official minutes. If the voucher indicates an unspent balance, it must be accompanied by a Contract for Purchase authorizing the issuance of a check to the Treasurer, Independent School District Number One. The other copy, together with all remaining petty cash receipts and supporting evidence of expenditures, will be included with School Activity Fund materials submitted to the S.A.F. Office for examination.

CASH IN SCHOOL BUILDINGS

PURPOSE: To define the amount of cash that can be maintained in District facilities.

No substantial amounts of money will be kept in the buildings overnight, except for petty cash funds, elementary cafeteria change, certain special events, and funds in the District Treasurer's Office.

When special events are scheduled that will generate cash after normal banking hours, arrangements should be made to take the money to a night depository at a District bank that same day. If depositing in a night depository is impractical or imprudent for safety or other reasons, the money may be held in a school vault, safe, or other suitably locked container overnight. The person responsible for the event is also responsible for setting up procedures to transport the money to the depository. Security officers may be used if needed. The cost must be paid from the event's budget.

Adopted: November 1982

Revised: November 2004

SCHOOL ACTIVITIES FUNDS MANAGEMENT

PURPOSE: To establish guidelines for School Activities Funds and the authority for management and control of those funds.

Oklahoma law requires the Board to exercise control over School Activity Funds. School Activity Funds consist of proceeds from fundraisers such as admissions to student events or programs, the sale of school activity tickets, concession sales, dues, fees, and donations to student clubs or other organizations. See 5703-R, "School Activities Funds Management," for school fundraiser guidelines. The operation of student organization or club projects and proceeds from the sale of student publications, pictures, and yearbooks are required to be accounted for by School Activity Funds.

The discharge of this legal responsibility is accomplished by the delegation of authority to a duly approved Board of Control consisting of at least three voting members including a parent/guardian of a child currently enrolled at that school or two persons from the community (one which will be the member and the other which will be the alternate), and the principal who will act as chairperson, and by establishing guidelines within which all Boards of Control must function. These guidelines are published in the *Administrative Handbook for School Activity Funds* and are intended to assure strict compliance with state law and established policy consistent with administrative philosophy. Board of Control members are expected to regulate and control the fiscal affairs of the school with the same diligence as is exercised by the Board in its control of the school system as a whole.

Funds collected by PTA, Junior Achievement, and booster organizations that are sanctioned by the District are exempt from the provisions of this policy. Fundraising activities and budgets for these types of organizations are independent of the District. Gifts from these organizations must be accepted and approved through established Board policy.

Adopted: November 1982

Revised: February 2005

Legal Reference: Title 70 O.S., 131.1

SCHOOL ACTIVITIES FUNDS MANAGEMENT

Financial Considerations

Fundraising activities are limited to projects contributing to the benefit or well-being of students, whether through the act of participation or by providing funds for other approved extra-curricular projects. Funds generated by student projects or activities must be deposited into the School Activity Fund to the credit of an account maintained for that purpose and cannot be used for any purpose other than that for which the account was originally created.

Sales Tax Exemption

Schools shall not allow students to engage in fundraising projects which will necessitate the collection of sales tax by the students. It is important vendors supplying material for such projects understand no sales tax will be paid to the company. All sales made to schools are tax exempt, regardless of purpose or use of merchandise. This procedure also applies to vendors outside the state of Oklahoma, even though they may have an Oklahoma Tax Commission number and file monthly tax reports with the Commission.

Restrictions

Only after administrative approval is received may arrangements be made for the activity to be conducted. Bingo and other games of chance are not allowable fundraisers. Raffles are only permitted when the contributions are voluntary. All elementary schools will be limited to three community fundraising activities annually. (School pictures and book fairs are not considered community fundraisers.)

Support Group Fundraising Activities

Fundraising activities for athletic booster clubs, instrumental and/or vocal music parent clubs and other parent groups do not require approval unless students become involved in the fundraising activities. According to the Attorney General, when students conduct fundraising projects under the direction of adults, all funds from such projects must be deposited in the school's School Activity Fund. However, PTAs chartered by the Oklahoma Congress of Parents and Teachers have been specifically excluded by law from this rule.

RECEIPTS FROM SCHOOL CLASS SALES AND SERVICES

PURPOSE: To recover costs of materials, services and equipment depreciation.

The Board recognizes in the course of ordinary procedures, it is sometimes desirable for students to provide services or products to outside consumers. These include, but are not limited to, auto mechanics and printing services. Charges for such services, while not intended as revenue-producing functions, must be adequate to cover the cost of materials and equipment used. This cost will be determined by the individual class instructor.

Payments received from customers will be handled in the same manner as funds collected from the student for class services and resale materials used. This requires the issuance of a receipt to each customer or student and a daily deposit of funds with the school treasurer.

Adopted: November 1982

Revised: August 2004

RECEIPTS FROM SCHOOL CLASS SALES AND SERVICES

The collection of funds in all classrooms requires the issuance of a receipt for monies received from various customers. Special three-part receipt books will be used for this purpose. The receipts will be totaled, balanced to the funds on hand, documented on a Sponsor Cash sheet, and then submitted to the school treasurer before the close of each school day. A school activity fund receipt will be issued by the school treasurer to the teacher or sponsor for the total amount deposited.

GATE RECEIPTS AND ADMISSIONS

PURPOSE: To require gate receipts and admissions to comply with established accounting controls.

Funds generated from school activities will be controlled in accordance with established school activity funds management. The principal or designee will be responsible for the collection and deposit of funds. Such funds must be deposited intact. No expenditures can be made from cash. Proper payroll procedures must be followed to compensate all workers at every event.

Adopted: November 1982

Revised: August 2004

Cross Reference: 5703, School Activities Funds Management

GATE RECEIPTS AND ADMISSIONS

Admission to Sporting Events

Funds from admissions to games will be handled in the following manner: Each ticket seller will prepare a report indicating the number and prices of tickets sold and compute the total ticket sales. The report shall be reconciled and signed by the ticket sellers and the game manager. The game manager or treasurer will count the money and prepare a deposit slip. The deposit slip and the money will be placed in an appropriate bank bag. The game manager will collect the bags from each seller and arrange for transportation and security to the night depository of the school activity fund bank or, if the money is stored in the school vault overnight, it shall be deposited the following business day at the school activity fund bank.

Advance ticket sales can be conducted from school banks/bookstores. Proceeds from such sales will be deposited in the same manner as other school activity fund receipts. Ticket numbers will be recorded for control purposes by the school treasurer.

Admissions to Other School Activities or Events

Gate receipts from other events, depending on the amount of money involved, will be counted by the manager or sponsor in the presence of another official and deposited in the night depository or in the school vault. Substantial amounts of money will not be kept in the school vault overnight. Money stored in the school vault overnight shall be deposited the following business day.

STUDENT DONATIONS, GIFTS, AND SOLICITATIONS

PURPOSE: To define the limits of solicitation of charitable donations and gifts by students.

The solicitation of charitable donations by students will be restricted to drives approved by the Superintendent or designee. If approved, students can raise private funds but teachers can not be involved during contract time. "Public assets" can not be used to raise "private funds."

Students will not give gifts of significant value to school personnel. Neither will school personnel give gifts of significant value to students. This procedure will be observed at all times.

SANCTIONING STUDENT ACHIEVEMENT PROGRAMS, PARENT-TEACHER ASSOCIATIONS, AND BOOSTER CLUB ORGANIZATIONS

PURPOSE: To establish guidelines for District sanctioned programs and organizations.

Definitions as used in this policy:

Student Achievement Programs - Programs intended to operate and do operate to enhance student achievement.

Parent-Teacher Associations - Associations of parents and teachers operating to provide a basis for communication and interaction among parents and staff members.

Booster Club Organizations - Organizations composed of parents and interested persons, associating together to assist a student activity.

Oklahoma law authorizes the Board to adopt a policy to exempt student achievement programs, parent-teacher associations and booster club organizations from the statutory provisions relating to student activity funds. Only those organizations sanctioned in accordance with this policy will be exempt from the statutory controls over school activity funds found in the Oklahoma School Code. District sanctioned programs, associations and booster clubs may use students in fundraising as long as the fundraiser is not on school property or during school hours.

The Board may sanction programs, associations and clubs, in the sole judgment of the Board, that advance the educational objectives of the District and are beneficial to students. The district shall incur no liability for the acts, errors or omissions of any sanctioned organization. In determining whether a program, association or club should be sanctioned, the Board of Education shall consider:

- If the program, association or club promotes activities representing an extension, expansion or application of the District's curriculum.
- If the program, association or club assists student government in activities carrying out special projects or responsibilities.
- If the program, association or club assists student clubs, organizations and other student groups in raising funds to promote activities approved by the Board.
- If the program, association or club assists with approved extra-curricular student activities.
- Supplemental information provided by the organization in support of its application.

The organization must comply with all state and federal laws as they pertain to equal opportunity and treatment of all students. The organization shall comply with applicable law, Board Policy, and applicable Administrative Regulations. If the organization refuses

to comply with the applicable law, policies, or administrative regulations, it shall not be entitled to utilize the District's property or facilities for any purpose, or provide support to any district program.

Revocation: The Board reserves the right, in its sole discretion, to revoke the sanctioning of any organization if it is determined that its operation or purpose is not consistent with the policies or procedures adopted by the Board.

**SANCTIONING STUDENT ACHIEVEMENT PROGRAMS, PARENT-TEACHER
ASSOCIATIONS, AND BOOSTER CLUB ORGANIZATIONS**

The School District may sanction student achievement programs, parent-teacher associations and booster club organizations that, according to the Board's determination, advance the educational objectives of the School District are beneficial to students and meet the requirements of Board Policy 5707. The following provisions should be noted regarding the student achievement programs, parent-teacher associations and booster club organizations (herein known as the "organization") seeking to be sanctioned by the Board of Education.

Options for organizations:

All organizations must operate in accordance with one of the following classifications:

- 1) Not Sanctioned- Without Board of Education approval for sanctioning, an organization MUST operate (collect and deposit all revenues/make all expenditures) through the District's school activity fund.
- 2) Sanctioned- The organization, with or without a 501 (c) (3) designation, must request and receive a separate EIN (Employer Identification Number) and file appropriate forms for tax purposes. The organization must agree to NOT pay any District employee except through the District payroll. For those persons who are employees of the organization and perform services for the organization as an employee, but who ARE NOT employees of the District, the organization must agree to withhold applicable payroll taxes and report such earnings as required by law. The organization is advised to consult a tax professional.

Sanctioning Process:

1. As part of the initial application process, the organization will provide a copy of its by-laws and/or constitution. The organization must be managed or operated by adults, rather than students. The by-laws and/or constitution will differentiate the parent organization or booster club from any student organizations and will provide details of their structure including:
 - a statement of its purpose, goals, organizational structure, and membership requirements;
 - a detailed statement of how the District and its students will benefit if the organization is sanctioned;
 - the name of a District employee who has agreed to serve as voluntary student sponsor for the organization;
 - a statement of nondiscrimination consistent with all Oklahoma and federal laws;

- a financial report or audit as defined by Board of Education regulations, which has been performed on the organization;
 - the names, addresses, and duties of the officers;
 - details of the process to elect officers, the length of each officers term, and the time of year for such election;
 - a detailed breakdown of the dues structure and requirements for membership;
 - a statement from the president and treasurer that they will follow proper bookkeeping practices to ensure the safeguarding of all assets, file all necessary IRS forms including 1099's and W-2's;
 - the written application to obtain or renew is due no later than the timelines established by the District. A revised application must be filed annually within 30 days of any change in organization officers.
2. Annually, an application for sanctioning shall be submitted to the principal for preliminary review using the District's designated application form. Sanctioning shall be approved by the Board of Education on a one-year basis only (July 1 to June 30). The Board of Education will consider all previously approved sanctioning applications at the beginning of the fiscal year. For FY 2009-10, all applications must be submitted by February 1, 2010. For each year thereafter, applications must be submitted to the office of the CFO by October 1. Applications for new organizations and associations not previously approved by the Board may be considered throughout the year as needed. The principal shall forward the application with his or her approval to the Chief Financial Officer. After the organization's application has been reviewed by the Chief Financial Officer, the Superintendent or designee shall make a recommendation to the Board of Education. The Board of Education shall sanction or decline to sanction the applicant. The decision of the Board of Education is final and non-appealable.
3. In order to maintain the status of a sanctioned organization in accordance with District policy, the Superintendent of Schools or the Board of Education may require from any such organization, on an annual basis, that a financial audit be performed on the organization by an independent accounting firm at the expense of the sanctioned organization. If required the audit shall be submitted within 90 days of the Superintendent's request. The Superintendent will recommend to the Board of Education if the organization is entitled to continue to be sanctioned in accordance with this policy and if its funds should continue to be exempt from the statutory controls over student activity funds found in the Oklahoma School Code.

Otherwise, an annual financial report will be required. If requested, the organization will also provide the District with a complete set of financial records including bank statements, copies of check registers and each detailed treasurer's report for the period of the annual financial report. The financial report shall be submitted as a part of the application process by July 31 of the year following the year of original approval and every year thereafter.

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

Banking:

5. The organization may not deposit any check, warrant or money order made payable to the District or any individual school into the organization's private bank account.
6. The organization must maintain a bank account separate from the District. Sanctioned groups may not use the District's Tax ID number.

Contributions:

7. All funds raised will be used to achieve the stated purposes and goals of the organization. No monetary bonuses, stipends, non-cash assets such as gift cards or administrative fees will be permitted to the officers, members, or employees of the organization. If the organization is abolished or ceases to exist, all remaining funds after the financial responsibilities are satisfied shall be deposited into the General SAF Account of the School the organization serves.

8. Contributions from the organization will not be accepted unless approved by the Superintendent or designee. An organization shall not make any monetary payments (mileage, bonuses, stipends, etc.) or in kind contributions to District employees directly without prior written approval of the Superintendent or designee. **Approved** monetary contributions may be made to a District employee through the District's payroll. The District reserves the right to withhold employment or other taxes, to deduct any legally required contributions, and deduct all associated payroll costs from any contribution to a District employee. An organization may not make gifts of assets that easily convert to cash (gifts cards, etc) in any amount to any District employee.

If a sanctioned organization fails to comply with Board policy and regulations concerning contributions to the District, and if such failure results in an increased tax or legal obligation on the part of the District, the sanctioned organization shall indemnify the District for such obligation. The organization is responsible for filing all appropriate tax forms and withholding all applicable amounts for its own employees and vendors.

Limitations:

9. Any plan, project, or movement instituted to expand, modernize, renovate, or render maintenance to school controlled and/or owned properties, or provide academic achievement awards and other educational recognition to students or student bodies will be presented to the Superintendent or his designee for review and approval/denial. This must be done before any public announcement is made.

10. The organization may not use school materials or supplies in advertising its activities. Use of school property by the organization for its activities will meet all policy and regulations established by the Board for that purpose. The organization cannot use District copyrighted or trademarked materials without prior written approval of the Superintendent or designee.
11. The Board may, at its discretion, withdraw sanctioning at any time it determines that the operation and purposes are not consistent with the District's policies and regulations. Any decision of the Board of Education to withdraw sanctioning is final and non-appealable.
12. No fundraising activities will be conducted within the school site for sanctioned organizations during school hours without proper notification to and approval from the principal or Superintendent. Students will not participate during regular class periods unless approved by the principal or Superintendent.

INVESTMENTS

PURPOSE: To define the District's investment decisions and to comply with state and federal statutes.

This investment policy is adopted in accordance with the provisions of applicable law by the Board of the District. This policy sets forth the investment policy for the management of the public funds of the District. The policy is designed to ensure prudent management of public funds, the availability of funds when needed, and reasonable investment returns.

Investment Authority

The District treasurer is required by the Board to invest District monies in the custody of the treasurer in those investments permitted by law. The treasurer shall, to the extent practicable, use competitive bids when purchasing direct obligations of the United States Government or other obligations of the United States Government, its agencies, or instrumentalities.

The District treasurer shall limit investments to:

- Direct obligations of the United States Government to the payment of which the full faith and credit of the Government of the United States is pledged; provided the District treasurer, after completion of an investment education program in compliance with applicable law, may invest funds in the investment account in other obligations of the United States Government, its agencies or instrumentalities;
- Obligations to the payment of which the full faith and credit of the state is pledged;
- Certificates of deposits of banks when such certificates of deposits are secured by acceptable collateral as defined in this policy.
- Savings accounts or savings certificates of savings and loan associations to the extent that such accounts or certificates are fully insured by the Federal Savings and Loan Insurance Corporation;
- Repurchase agreements that have underlying collateral consisting of those items specified above including obligations of the United States, its agencies and instrumentalities, and where the collateral has been deposited with a trustee or custodian bank in an irrevocable trust or escrow account established for such purposes;

- County, municipal or school district direct debt obligations for which an ad valorem tax may be levied or bond and revenue anticipation notes, money judgments against such county, municipality or school district ordered by a court of record or bonds, or bond and revenue anticipation notes issued by a public trust for which such county, municipality or school district is a beneficiary thereof. All collateral pledged to secure public funds shall be valued as defined in this policy.
- Money market mutual funds regulated by the Securities and Exchange Commission and which investments consist of obligations of the United States, its agencies and instrumentalities, and investments in those items and those restrictions specified in this policy;
- Warrants, bonds or judgments of the District;
- Qualified pooled investment programs through an interlocal cooperative agreement formed pursuant to applicable law and to which the Board has voted to be a member, the investments of which consist of those items specified in this policy, as well as obligations of the United States agencies and instrumentalities; or
- Any other investment that is authorized by law.

Investment Philosophy

This policy shall be based upon a “prudent investor” standard. The Board recognizes that those charged with the investment of public funds act as fiduciaries for the public, and, therefore the treasurer is directed to exercise the judgment and care that persons of ordinary prudence, discretion, and intelligence exercise in the management of their own affairs as to the permanent nonspeculative disposition of their funds, with due consideration of probable income earnings and probable safety of capital. In investing the District’s funds, the treasurer shall place primary emphasis, first, on safety and liquidity of principal, and then on earnings.

- Liquidity: Available funds will be invested to the fullest extent practicable in interest-bearing investments or accounts, with the investment portfolio remaining sufficiently liquid to meet reasonably anticipated operating requirements.
- Diversification: The investment portfolio will be diversified to avoid one class of investment causing a disproportionate risk of loss to the portfolio. Provided this restriction will not apply to direct obligations of the United States Government, its agencies or instrumentalities, or Certificates of Deposit secured by diversified pledges of collateral as provided this policy.
- Safety of Principal: Although investments are made to produce income for the District, investments will be made in a manner that preserves principal and liquidity.
- Prohibition of Speculation: The purchase of an investment to be sold before its maturity will normally result in either a gain or loss for the District and is therefore “speculative” by definition. This practice is prohibited.

- Yield: The portfolio will be designed to attain maximum yield within each class of investment instrument, consistent with the safety of the funds invested and taking into account investment risk and liquidity needs.
- Maturity: Investments will be purchased with expectation that they will be held to maturity. Investments may have remaining maturities extending to 36 months, provided sufficient liquidity is available to meet major outlays, and except that General Fund investments may not exceed 18 months. Any investment collateralized by a pledge of a surety bond or letter of credit as permitted by OAC 735, Chapter 20, may not have a maturity date after the expiration of the surety bond or letter of credit.
- Capability of Investment Management: The Superintendent shall be responsible for seeing that the treasurer and any assistant treasurer are qualified and capable of managing the investment portfolio and satisfactorily complete any investment education programs required by state law or by the Board.
- Collateral: Securities pledged to the District to secure investments shall be limited to the type and terms acceptable to the Treasurer of the state of Oklahoma under the Oklahoma Administrative Code Title 735, Chapter 20. Such securities shall be diversified as to type and maturity. Such securities shall be valued at no more than market value and such pledged value shall be at least 110 percent of the investment principal being secured on the date of the pledge. Changes in the market value of the pledged securities occurring during the life of the pledge that would cause the value of the pledge to be less than 110 percent of the principal being secured shall be supplemented by the pledgor with additional securities. The treasurer shall have the authority to sign forms and contracts with financial institutions or the Federal Reserve to enter into agreements for the safekeeping of collateral.

Safekeeping and Custody

The treasurer will maintain a list of the financial institutions and pooled investment programs, if any, governed by an interlocal cooperative agreement formed pursuant to Title 70, Section 5-117B of the Oklahoma Statute which are authorized to provide investment services, and will maintain a separate list of financial institutions with collateral pledged in the name of the District.

- Securities purchased from a bank or dealer, including any collateral required by state law for a particular investment, shall be placed under an independent third party custodial agreement.
- All securities will be in book-entry form, and physical delivery of securities will be avoided.
- Telephone transactions may be conducted, but such transactions must be supported by written confirmation, which may be made by way of a facsimile on letterhead with authorized signatures of the safekeeping institution.
- Written transactions and confirmations of transactions by computer connections will be kept in the treasurer's office.

Reporting and Review of Investments

The treasurer will prepare an investment report to be submitted to the Board on at least a monthly basis. The report will include:

- A list of individual securities held at the end of the reporting period.
- The purchase and maturity dates of these securities.
- The name and fund for these securities.
- The yield rate of these securities.
- Any collateral pledged by a custodian.

The Board shall review the treasurer's investment performance on a regular basis that is no less frequent than monthly.

Depositing of Interest:

Unless otherwise directed by the Board through policy or by special directive by the Oklahoma Constitution or the Federal government, income earned from the investment of the General Fund, and Workers' Compensation Fund investments shall be deposited in the General Fund to be used for General Fund operations. The interest earned by the investment of the Debt Service Fund (Sinking Fund) will be deposited into the General Fund and used for General Fund operations; except the treasurer may deposit any portion of interest earned on the Debt Service Fund into the Rebate Fund, if the treasurer has determined that an arbitrage rebate will have to be paid to the Internal Revenue Service by the District. Income earned on Bond Funds shall be deposited into either the Building Fund, the Rebate Fund, or the General Fund and income earned from the investment of all other fund investments shall be deposited in the fund for which the investment is made.

Investment Education Program

The treasurer and assistant treasurer shall satisfactorily complete the Investment Education program specified by O.S. 70-5-115-H, and shall periodically complete appropriate continuing education programs.

TAXING AND BORROWING AUTHORITY / LIMITATIONS

PURPOSE: To define the ad valorem taxes apportioned to the District and the statutory indebtedness available on the taxable property within the District.

Ad valorem taxes on the dollar valuation of all taxable property apportioned in the District may be identified as follows:

- Five mills allocated by the County Excise Board.
- Upon certification of need by the Board, an additional tax, not to exceed fifteen mills, levied for schools.
- An emergency levy, not to exceed five mills, when approved by a majority vote of the voters of the District.
- A local support tax, not to exceed ten mills, when approved by a majority of the voters at an election for each fiscal year called for this purpose.
- A tax of four mills on the dollar valuation of all taxable property in the county, levied annually for school purposes.
- A Building Fund levy of five mills, when approved by a majority of the voters.
- A Debt Service Fund levy of the millage required to service bonded indebtedness and judgments in the amounts allowed by law and according to the terms of the debt.

The thirty-five General Fund mills and the five-mill Building Fund levy will have added a revenue equalization adjustment to compensate for the loss of ad valorem tax revenue in counties excluding personal property of individuals from the taxable property base, pursuant to statutory authority. In February 2001, by a vote of the District voters, it was decided that the District would no longer need to conduct an annual millage levy vote to obtain voter approval for the mills listed in this policy. While the taxpayers have the right to call for a millage election under certain statutory conditions, unless such an election has been called, no vote to approve the millage is required.

The District may borrow funds by issuing bonds on approval of voters at an election called for such purpose. The issue must pass by three-fifths majority of votes cast. The limitation of indebtedness will not exceed ten percent of the valuation of taxable property within the District ascertained from the last assessment.

Adopted: November 1982

Revised: February 2006

Legal References: Article X, Section 9, Oklahoma Constitution
Title 70, O.S., 15-103

GIFTS, GRANTS, OR ENDOWMENTS FROM PRIVATE SOURCES

PURPOSE: To define guidelines for accepting and managing gifts to the District.

The District is committed to encouraging appropriate gifts to the District from patrons. Gifts, grants or endowments from private sources are usually given for certain schools or particular projects of the District. These gifts shall be reviewed by an appropriate administrative official for the purpose of accepting or rejecting such an offer. As a rule, a gift of funds to the District carries with it a responsibility for the District to impose the same standards of care when spending those funds as when spending funds received from other sources. Additionally, a gift of funds to the District imposes an obligation on the District to honor the wishes of the donor of the gift when spending the funds. Donor instructions setting out how the funds are to be spent automatically make the gift a "Conditional Gift" and therefore, "Restricted." In every instance of a gift of funds to the District, the District employee or patron obtaining the gift must obtain the intentions of the donor (in writing, if at all possible), so our compliance with those intentions may be documented.

Solicitation of Grants from Private Sources

Private source donors are extremely important sources of funding for the District and development of these relationships is encouraged by the District. Solicitations for grants from foundations, corporations, and other private sources to finance particular programs and projects of the District should be pre-approved by an appropriate administrative official. Care should be exercised to solicit only those donors who can reasonably be expected to welcome the receipt of the grant request. Grant requests should be appropriate for the solicited donor. All donors must be thanked by the requestor and in most cases also by the principal or Superintendent. Requestors of grants should, upon receipt of the grant, prepare a "thank you" letter for the signature of the principal or the Superintendent in addition to a separate thank you letter of their own.

Cash gifts or grants can be receipted as to the amount received and deposited.

Allowable Expenditures from Gifts, Grants or Endowments made from the or Gifts and Endowments Funds.

In order for an expenditure to be made from a Gifts and Endowments fund, it must qualify as either a valid General Fund expense or an expenditure for the purpose authorized by the donor of the gift. If the item is not a valid General Fund expenditure, but it is specifically authorized by the donor, documentation providing proof of the donor's intent must be submitted with the requisition.

Examples of expenditures not valid from the General Fund are:

- Meals for employees who are not on an out-of-town trip.
- Employee refreshments.
- Purchase of flowers and plants.
- Donations to the PTA.
- Personal dues and memberships.
- Tuition reimbursement.
- Purchase of gifts, awards and plaques

Exemption from Purchasing Policies for Restricted Gifts

In some instances, the intentions of the donor of the gift may be in conflict with the established purchasing policies of the District. For example, a donor may require his money be used to buy a specific brand of product from a specific vendor that may violate the District policy of bidding items before buying. It may not be acceptable to the donor to make an "in-kind" gift to the schools to avoid violating District policy, because they then must pay sales tax on the goods, whereas the school does not.

The District hereby exempts the spending of restricted, donated funds from the bidding and Board approval requirements of purchasing policy provided:

- The gift is desired by the District as evidenced by the approval and acceptance of the gift by an appropriate principal, director, or higher administration official.
- The instructions are not in violation of statutory law. It is the responsibility of the approving party to assure this requirement is met.
- The donor has given the District specific spending instructions in writing on the donor's letterhead. If the donor will not provide the written instructions, the approving party must write his or her understanding of the instructions and certify the information provided represents the donor's instructions. (see exemption form)
- A copy of the exemption form is provided to the Purchasing Office.
- A District purchase order is delivered to the vendor at the time of the purchase.

In-Kind (non-cash) Gifts

It is recognized the acceptance of some in-kind gifts to schools can enhance the educational process for students. In-kind gifts will be accepted on occasion from individuals or organizations in the community; however, such gifts shall include the cost of installation and maintenance, if any. All gifts of any kind given to the school become District property.

In-Kind Gifts to Schools

Once an appropriate administrative official has determined and approved the condition of the property, compatibility with other District property, maintainability licensing requirements, availability of current and future budgets to maintain the property and the usefulness of the property, the gift may be accepted.

Donated Computer Equipment

To ensure that all hardware can be adequately supported and integrated into the District's current environment, the Systems Architecture Office will establish and maintain minimum standards that all computer hardware shall meet in order to be accepted by the District.

The chief officer of the receiving division, department or office is responsible for making the appropriate investigation and approving or declining the gift. If approval is granted, the officer is responsible for issuing a "thank you" letter to the organization or individual who donated the gift.

PUBLIC GIFTS/DONATIONS TO THE DISTRICT

PURPOSE: To establish guidelines for the acceptance of public gifts and donations.

The acceptance of some gifts to schools can enhance the educational process for students. Gifts will be accepted on occasion from individuals or organizations in the community; however, such gifts must include all associated costs including installation. All gifts given to the school become District property.

Issued (as regulation): November 1982

Adopted (as policy): May 2005

Revised: November 2005

Cross Reference: 5803, Gifts, Grants, or Endowments from Private Sources

RENTAL AND SERVICE CHARGES

PURPOSE: To define revenue distribution derived from the rental of District facilities.

Definitions

Long-term is defined as a term of more than one year and short-term is one year or less. *Net rental* is defined as that portion of the rental not designated as reimbursement for custodial or utilities expenses.

When District property is not in use for school purposes, it may be rented or leased to organizations with missions not in conflict with the educational objectives of the District.

When entering into rental or leasing transactions, the Board seeks revenue for the purpose of advancing the educational opportunity of students. All such transactions will be carried out according to state law.

The revenue from long-term real estate leases and cellular tower leases will be deposited in the Building Fund, unless otherwise directed by the Board. Revenue from short-term rental or lease of real estate will be deposited in the General Fund. Proceeds from the sale, lease, or rental of surplus equipment will be deposited into the General Fund. An exception is the Child Nutrition Services' equipment sales and service revenue that is deposited in the Child Nutrition Fund.

For school sites only, in the year following the year of the receipt of the revenue, an amount equal to 60 percent of the net rental revenue will be budgeted for spending by the site responsible for obtaining the revenue and rental revenue shall be used to directly benefit the students of that school. Forty percent of the net rental will be retained in the District's budget as an offset to repairs and other building maintenance expenses.

Adopted: November 1982

Revised: October 2006

Legal Reference: Title 62 O.S., 335

Cross Reference: 8401, Community Use of School Facilities

ADVERTISING IN DISTRICT PUBLICATIONS AND AT DISTRICT FACILITIES

PURPOSE: To align advertising in school-sponsored or District-sponsored publications, or school or District facilities with the District's educational mission.

Tulsa Public Schools encourages the use of advertising revenue from businesses or individuals to advance or enhance the educational mission of the District. The District reserves the right to deny advertising space to any business and/or individual that seeks to promote activities or products contrary to the District's mission. Advertising is prohibited in classrooms and on buses.

Publications

School-sponsored publications include, but are not limited to, school newspapers, news-magazines, and yearbooks. The purpose for accepting commercial advertising in school-sponsored publications is to raise revenue in order to finance the publications, and to impart journalistic management skills to the District's students.

District-sponsored publications include, but are not limited to, the Superintendent's Bulletin and athletic event programs, which are distributed as a service to inform school employees and/or patrons of the District's educational mission and school-related sporting events. The purpose for accepting advertising in District-sponsored publications is to raise revenue to defray the costs in publishing these school-related publications.

School-sponsored or District-sponsored publications do not create a public forum or a designated public forum available to anyone as an advertising or speech forum. It is the intention of the District to maintain advertising space in school-sponsored or District-sponsored publications as nonpublic forums.

ADVERTISING IN DISTRICT PUBLICATIONS AND AT DISTRICT FACILITIES

All advertising must be approved prior to the publication's printing. Advertising submitted for District-sponsored publications must be approved by the supervising District administrator. Advertising submitted for school-sponsored publications must be approved by the supervising school administrator.

The following advertisements will NOT be accepted for District-sponsored or school-sponsored publications:

- Advertisements which can reasonably be construed as pornographic, as defined by local community standards, or which are obscene, vulgar, or lewd.
- Advertisements which are libelous, racially offensive, religiously offensive, or discriminatory, demeaning or harassing on the basis of gender, or any protected category.
- Advertisements that promote hostility, disorder, or violence.
- Advertisements that are contrary to the educational mission of the District.
- In an effort to maintain neutrality on controversial issues, advertisements that promote, favor, or oppose controversial political or societal issues.
- Advertisements that promote a partisan position on a candidate for public office, or promote a partisan position on a bond or budget issue or any public question to be submitted at any election.
- Advertisements which promote any religious or political organization.
- Advertisements which use any District or school logo without prior approval.
- Advertisements which interfere with existing District marketing programs or any existing contracts.

Advertisements for any of the following products will not be accepted:

- X-or R-rated movies
- Tobacco products
- Alcohol beverage products, including low point beer
- Drugs and drug paraphernalia
- Firearms or other dangerous weapons
- Birth control products or information
- Gambling aids

Fees to be charged for commercial advertising in school-sponsored and District-sponsored publications are within the discretion of the supervising school administrators and the supervising District administrators, respectively. Similarly, advertising copy deadlines, restrictions on advertisement size, total advertising space, etc., are within the discretion of the supervising administrators.

Advertising on Athletic Facilities

Individual schools (in consultation with the District's Director of Athletics/Activities) may allow advertising on signs on available space at District athletic facilities. All signs at a particular location will be of uniform size, and uniform rates will be charged according to the size of the sign. If the school provides the materials for the sign, the painting of the advertisement language and designs, the sign installation, and sign maintenance, the sign revenue shall be used to defray the operational expense of the school Athletic Department. If the sign materials, painting, installation, and sign maintenance is provided by a booster club, the sign revenue shall be used by the booster club for its school support activities.

The school will determine the locations at a facility where signs will be displayed. The school will establish a maximum number of signs at each location.

Each proposed advertiser will submit a sign design, color, and the language of the advertisement. No sign will be prepared until it is approved by the advertiser and the school.

The posting of signs does not create an advertising or speech forum available to anyone.

Because spectators may perceive a sign on school property to bear the school's or the District's approval of the advertised product or service and associate the school or the District with a particular advertisement and because children of young age attend school athletic events, signs must conform to the requirements and restrictions for advertising in District-sponsored or school-sponsored publications, as stated in the publications section of this policy.

Advertising on other facilities or property not specified in this regulation shall be subject to approval by the Superintendent.

TRADEMARK AND LICENSING

PURPOSE: To ensure the name of Tulsa Public Schools is used in an appropriate and authorized manner.

All of the trademarks, service marks, logos and/or symbols of Tulsa Public Schools and its sites are entitled to protection under the common law. It is the policy of the Board to defend the trademark status. Any use of a Tulsa Public Schools trademark must have prior written approval from Tulsa Public Schools and be produced, manufactured or sold under license by Tulsa Public Schools.

The trademark licensing program shall be developed and implemented by the Superintendent or designee. The program shall include licensing merchandise bearing school trademarks, an approved form of license agreement and terms of payment of royalties. The Board retains the exclusive authority to enter into contracts for licensing of trademarks and logos. Funds generated through royalties on the sale of licensed merchandise shall be distributed as may be determined by the Board.

FEDERAL GRANTS ADMINISTRATION

PURPOSE: To require monitoring of all Federal programs and expenditures through a single office.

The Director of Federal Programs and Special Projects is responsible for coordinating federally-funded programs, administering grants, and ensuring the various departments operating these programs do so within the rules published by the Federal program.

COMPUTING RESOURCES

PURPOSE: To establish requirements for the appropriate and acceptable use of computing resources.

It is the intent of the Board that District computer usage complies with federal and state laws and regulations, Internet policies and procedures, and other related Board policies. The use of the District system, whether by students or employees must be in support of education and consistent with the educational objectives of the District.

District computing resources are intended for administration, education, training, research, and planning purposes. The computing resources shall not be used for unauthorized purposes such as, but not limited to, transmission of commercial or personal advertisements, solicitations, promotions, destructive programs, and/or distribution of political or religious material or material considered offensive.

To protect the integrity of the systems, workstations, networks, and instructional facilities, the District reserves the right to monitor and restrict access to District computing resources and the Internet.

The District makes no warranty of any kind, whether expressed or implied, for the services it provides through District computing resources.

The use of District computing resources is a privilege, not a right, afforded to students and employees of the District. Violation of District policies and procedures may result in cancellation of computer-use privileges and/or other disciplinary action.

COMPUTING RESOURCES

General Computer Use

The District's policy describes the proper use of the District's computer systems by all its employees, consultants, contractors, students, and patrons. The following list, while not exhaustive, provides guidelines for acceptable behavior and characterizes unacceptable behavior that may subject individuals to disciplinary action.

- Individuals shall only utilize authorized accounts, files, software, and computer resources.
- Individuals may not misrepresent their identity in any type of electronic communication.
- Individuals shall not violate the privacy of others. Violations of privacy include, but are not limited to, the access of accounts and files without consent and the monitoring of network communications explicitly meant for another.
- Offensive or objectionable material, e-mail, worldwide web pages, usenet news articles, etc. are prohibited and are not within the intended use of the system and network services. Furthermore, profane, offensive, and inflammatory speech and messages are also prohibited.
- Chain letters, broadcasting messages to individuals or lists of users, and other large distribution of personal messages interfere with the work of others and are not allowed.
- Individuals must not attempt to modify system configurations or account restrictions, or attempt to breach the District's computer security systems, regardless of intent. This includes the unauthorized installation or modification of software, firmware, etc.
- Individuals must not misuse the District's computing resources so as to reduce their efficiency or affect access to the detriment of others.
- The District's computer systems may not be used for commercial or profit making purposes without the prior written authorization of the Superintendent or designee.
- Computing resources may only be used with the restrictions of software access, license, and usage agreements. Individuals must not make or distribute unauthorized copies of copyrighted software.
- Individuals must take all reasonable precautions to prevent unauthorized access to accounts of data by others, both inside and outside the District.
- Individuals may be held liable for any/all costs that the District may incur as a result of their unauthorized system use.
- Computer accounts, passwords, and other types of authorization that are assigned to individual users should not be shared with others.
- Users should assign obscure password accounts and change them frequently.
- Users should be aware of computer viruses and other destructive computer programs, and take steps to avoid becoming victim or unwitting distributor.
- Non-instructional related computer games may not be played on District time.

- Violations of this policy will be handled in a manner consistent with comparable situations requiring disciplinary action. A system administrator may suspend or restrict a user's computing privileges during the investigation of a problem.
- A system administrator is authorized to access employees' computer files.
- If uncertain about a specific situation, individuals should consult Information Systems Services or Human Capital.
- Individuals are expected to report any violations, flaws, or other deficiencies in the security of the District's computer systems.

Security

The security of the District's computing assets and data is extremely important. To ensure the security of computing assets and data, the District has established the following guidelines:

- All reasonably available physical security measures will be taken to safeguard District computing resources.
- District computing resources should be secured by the user when not in use or when unattended.
- A computer logged into the District Wide Area Network (WAN) or the Internet should not be left unattended. Users are responsible for all transactions made under their user ID and password.
- All users having access to the District WAN or Internet will be assigned a user ID and a password. Safeguarding of the password will be the responsibility of the individual user. Individual users will be held responsible for safeguarding their passwords.
- The District has the right to restrict a user's access to the District WAN or the Internet by restricting the locations and workstations from which the user may log on, or by denying or limiting access to programs and files.
- The District administration may deny, revoke, or suspend specific user accounts for violation of these policies or procedures.

Electronic Mail (e-mail)

Ease of communication is extremely important in today's fast-paced environment. To that end, the District has installed electronic mail (e-mail) throughout the District. To ensure appropriate use of such systems, the District has established the following guidelines:

- E-mail hardware and software are considered to be District property. Additionally, all messages composed, sent or received on e-mail are and remain the property of the District. They are not the private property of any employee. Accordingly, employees should have no expectation of privacy with respect to such materials and information.
- The use of the e-mail is for the conduct of instruction and business on behalf of the District. Use of the system for reasons other than District business and instruction will be subject to scrutiny and corrective action if such use is deemed to be inappropriate or abusive.
- E-mail may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job/class-related purposes.

- The e-mail system is not to be used to create offensive or disruptive messages. Among those considered offensive are messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that ridicule a person's age, gender, sexual orientation, race, religious or political beliefs, national origin, and/or disability.
- The e-mail systems shall not be used to send or receive copyrighted materials, trade secrets, proprietary financial information, or similar material without appropriate authorization.
- The District reserves and intends to exercise the right to review, audit, intercept, access, and disclose all messages created, received, or sent over the e-mail system for any purpose. The contents of e-mail properly obtained for legitimate business/instructional purposes may be utilized within the District without the permission of the employee or student.
- The confidentiality of any message should not be assumed. Even when a message is erased, it can still be retrieved and read. Further, the use of passwords for security does not guarantee confidentiality.
- Notwithstanding the District's right to retrieve and read any/all e-mail messages, such messages should be treated as confidential by other employees/students and accessed only by the intended recipient. Employees/students are not authorized to retrieve or read e-mail messages that are not sent to them. Any exception to these guidelines must be approved by the employee/student whose messages are being retrieved or read.
- Employees/students shall not use a code, access a file, or retrieve any stored information unless authorized to do so. Employees/students should not attempt to gain access to another employee's/student's messages without permission.
- Employees/students who discover a violation of this policy should notify Information Systems Services, their supervisor or Human Capital.
- Employees/students who violates this policy or uses the e-mail system for improper purposes shall be subject to corrective action, up to and including discharge/suspension.

District Standards

Computer hardware or software utilized within the District must comply with District standards. Information Systems Services will maintain standards for hardware and software and will update these as necessary.

Internet

Internet usage will be subject to the same General Computer Use policies and guidelines listed above. Additionally, a separate policy exists for Internet Protection.

PRINTING AND MAIL SERVICES

PURPOSE: To prescribe printing/duplicating and mail/delivery services.

The District shall provide printing, duplicating, mail, and delivery services for District entities.

All materials published by the District must be of the highest possible quality. The District expends significant resources to publish said materials and, therefore, must utilize the most cost effective method of printing/copying. Procedures shall be developed to ensure that materials published by the District are cost effective.

School mail services will be established to expedite the distribution of materials and communications between schools and the Education Service Center, provide a central mailing service for school-related purposes, and organize mail delivery through the United States Postal Service in accordance with District regulations.

PRINTING AND MAIL SERVICES
MAIL AND DELIVERY

School mail service has been established to: expedite the distribution of materials and professional communications between schools and the Education Service Center, and provide for a central mailing service for school-related purposes.

- Materials or personal letters should be delivered by some other means.
- In no case should money be placed in the school mail.
- All mail should be properly addressed with the name and building or department of the addressee on the front of the material.
- Mail being sent to several schools should reach the mailroom alphabetized, elementary and secondary separately, with envelopes sealed or the flaps turned inside.
- Packages of printed materials must be limited to the volume contained in a 9" x 12" envelope, closed and fastened.
- Books should be delivered through warehouse facilities whenever possible. When necessary, a single copy of one book, no larger than 9" x 12" and weighing less than 3 pounds may be placed in mail sacks.
- Care should be exercised to ensure materials intended for the school mailbag are not mixed with letters intended for the United States Postal Service mail carrier.
- The principal should designate a member of the office staff to be responsible for placing all mail in the school mailbag.

In reference to the United States Postal Service mail, the District will abide by the following policies.

- The principal or designee must approve all mail for postage metering.
- Envelopes should be received unsealed with flaps outside and overlapped. All envelopes received tucked in will be metered as is.
- Letter size, OCR readable, mail will be metered at presort rates. Accounts will be charged with a four percent surcharge to cover cost of barcoding and presort services.
- Flat and chunk mail will be metered at prevailing priority/first-class rates unless otherwise designated.
- Postage reports will be available periodically from Mail Services. Reports of individual site activity will be available on request.
- Schools will be allotted funds for first-class metered postage. Postage costs above allotted funds must be covered by the school.
- Schools submitting bulk or newsletter mailings must arrange for payment at time of mailing.

PRINTING AND MAIL SERVICES
PRINTING AND DUPLICATING

Printing service is available to the schools through a well-equipped, modern printing department. The printing of curriculum materials such as handbooks for teachers and students, maps, diagrams, bulletins, and workbooks exemplify the type of service rendered.

To obtain services, a printing requisition should be initiated and sent through the proper channels. Requests are to be approved by the principal/supervisor and by the appropriate area supervisor, director and/or cabinet member.

INTERNET PROTECTION

PURPOSE: To comply with requirements of the Children's Internet Protection Act (CIPA).

Definitions

The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual descriptions that are:

Obscene, as that term is defined in Section 1460 of Title 18, United States Code; or

Child pornography, as that term is defined in Section 2256 of Title 18, United States Code; or

Harmful to minors, as that term is defined herein.

- Any picture, image, graphic image file or other visual depiction that, taken as a whole and with respect to minors, appeals to a prurient interest in nudity or sex; or
- Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual conduct, actual or simulated normal or perverted sexual acts; or
- Taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District provides its students and employees with access to the District's computer network system, including Internet access, in an effort to expand the informational and communication resources in furtherance of the District's goal of promoting educational excellence. The Board recognizes that the use of the Internet can be a valuable tool for student learning. It is hoped that the expanded use of these resources will enhance student research capabilities, increase faculty and employee productivity and result in better communication between the District and its patrons. At the same time, the Board recognizes that there is a vast amount of material available on the Internet which students should not be permitted to access.

The Board adopts this policy of Internet protection that protects against access, through computers with Internet access, to visual depictions that are contrary to this policy. This policy includes measures to block or filter Internet access for both minors and adults to certain visual depictions.

Adopted: October 2001

Revised: April 2010

Legal Reference: Children's Internet Protection Act (Public Law 106-554)

47 United States Code 254 (h) and (1)

INTERNET PROTECTION

In order to provide an Internet environment that protects students and its employees from visual depictions that are obscene, child pornography, or harmful to minors, the following procedures shall be established to ensure that:

- Online activity of minors is monitored
- One or more technology protection measures that protects against Internet access to visual depictions that are obscene, child pornography, or are harmful to minors is implemented
- The safety and security of minors using electronic mail, chat rooms, and other forms of direct electronic communications is protected
- Educational programming to minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response is provided
- Unauthorized access, including so-called "hacking" and other unlawful activities by minors on-line is prevented
- Unauthorized disclosure, use, and dissemination of personal information regarding minors is prevented

Access to Internet

A computer shall be considered to have access to the Internet if such computer is equipped with a modem or is connected to a computer network having access to the Internet.

Public Notice

The Board shall provide reasonable public notice and hold at least one (1) hearing or meeting to address the proposed Internet safety policy.

The superintendent or designee(s) shall adopt procedures to enforce this policy, including monitoring the on-line activities of minors.

The superintendent or designee(s) are authorized to certify that the District is in compliance with all legal requirements.

Issued: April 2010

Legal Reference: Children's Internet Protection Act (Public Law 106-554)

47 United States Code 254 (h) and (1)

COPYRIGHT COMPLIANCE

PURPOSE: To require District employees to follow copyright laws.

The Superintendent or designee will develop and disseminate informational materials to ensure all employees are adequately informed about and comply with copyright law.

COPYRIGHT COMPLIANCE

All employees should become familiar and comply with provisions of the Copyright Act of 1976 and Digital Millennium Copyright Act of 1998. Teachers posting content online should also be familiar with the TEACH Act of 2002. Employees should also be aware that while there are some "fair use" provisions, especially those that apply to educational use, there are also specific restrictions on the reproduction, distribution, performance, or display of copyrighted materials. Employees should also be aware that a specific copyright statement attached to a work supersedes copyright law for that work.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or changing a product is to fall within the bounds of fair use, these four standards must be met for any of the foregoing purposes:

- A. THE PURPOSE AND CHARACTER OF THE USE. The use must be for such purposes as teaching or scholarship.
- B. THE NATURE OF THE COPYRIGHTED WORK. Staff may make single copies of: book chapters for use in research, instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals, or newspapers in accordance with these guidelines.
- C. THE AMOUNT AND SUBSTANTIALITY OF THE PORTION USED. Copying the whole of a work cannot be considered fair use; copying a small portion may be allowed within certain limits.
- D. THE EFFECT OF THE USE UPON THE POTENTIAL MARKET FOR OR VALUE OF THE COPYRIGHTED WORK. If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and distributing multiple copies presents the danger of greater penalties.

While the district encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of district staff to abide by the requirements of the law. It is unethical to ask any employee, student or school volunteer to copy or reproduce copyrighted materials without written permission of the copyright owner. District equipment is not to be used for making illegal copies.

Following are some of the most notable restrictions on the use of copyrighted materials when permission has not been granted.

Television/Video and Audio

A videotape marked "For Home Use Only" may be used in school only in a regular instructional situation by a classroom teacher in a face-to-face setting to meet an instructional objective. It may not be used for entertainment, filler, or any other purpose without prior permission of the copyright owner. Off-air recording of a broadcast program available to the general public without charge is permissible only if used by a classroom teacher for classroom instructional purposes. Taping from "pay" channels, e.g., HBO, Cinemax, etc., is prohibited.

It is permissible to record broadcast programs and retain them for up to 45 days under the following specific "Fair Use Guidelines." A recording may be shown to students in an instructional situation two times within ten school days of the broadcast date. The second showing must be for reinforcement only. If you are seeking written permission from the copyright owner to keep and use the program in teaching/learning activities, the recording may be retained an additional 35 days. If permission is not granted, the tape must be erased. Schools may not build library collections of off-air recordings without permission of copyright owners.

Off-air recordings may be made only at the request of and for use by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program is broadcast.

It is not legal to make a "shelf" or archival copy of any video or audiovisual material or duplicate any material on another format without written permission from the copyright owner.

Computer Software

- The use of illegally copied computer software in schools or offices is prohibited.
- Software licensing agreements of copyright holders must be observed.
- Multiple loading of software is prohibited, unless written permission has been obtained or the software is advertised as multiload.
- Use of software on a networked computer system is prohibited, unless written permission is obtained or the networked version is used.
- All software purchased for classroom and office use must remain on school premises.

Print/Graphics

- The reproduction of copyrighted, consumable materials such as workbooks, activity sheets, etc., is specifically prohibited by the copyright law.
- One copy only may be made for a transparency for classroom instructional use.
- For research use only, a single copy may be made of copyrighted materials, including out-of-print materials, such as a poem, a chapter from a book or a periodical article.
- Copyrighted comic strip or cartoon characters may not be reproduced or altered for use on bulletin boards, hallways, cafeteria walls, publications, etc.

- A student may use a computer scanned, copyrighted image in a report, but the student must retain ownership of the report once it is graded. The teacher may not make a copy, nor retain the student copy. If it is used in a multi-media presentation, it may only be used for the one class for which it was made, unless permission is sought and granted.

Music/Theatre

- Copyrighted music recordings may not be reproduced from any source. This includes, but is not limited to, downloading copyrighted material from the Internet to individual computers or compact discs.
- Copyrighted music recordings may be used as background for a media presentation only if the presentation is required for instructional purposes, and not for entertainment.
- Sheet music or plays may be copied only if a purchase order for the materials has been issued, but the materials have not yet been received. Once the purchased materials are received, all other copies must be destroyed.
- Music or plays may not be recorded from a broadcast.
- Royalties must be paid, as specified by the publisher, for the public performance of copyrighted plays or music.

Employees are expected to comply with copyright law and to impress upon students the importance of observing copyright provisions. Each library media specialist has received a copy of Copyright for Schools; A Practical Guide, 4th Edition by Carol Mann Simpson, Worthington, Ohio: Linworth Publishing, 2005. If there are questions concerning use of copyrighted materials, this reference or other authoritative sources should be consulted.

DISTRICT VEHICLES

PURPOSE: To authorize employee use of District vehicles.

The District may provide vehicles for use in the performance of an employee's duty. Employees may not operate District vehicles without proper licenses as required by state law for the type of vehicle being operated. Employees are responsible for the care of assigned vehicles as outlined by District procedures. With written notice to the Board President, the Superintendent may authorize vehicle take-home privileges to employees whose job responsibilities demand such privileges. Employees assigned vehicle take-home privileges are required to comply with regulations outlined in IRS code.

TRANSPORTATION SERVICES

PURPOSE: To provide for student and District transportation services.

Student Bus Services

All students living within the legal boundaries of the District legally enrolled and living 1½ miles from their home school may be transported from their home designated bus stops to school and returned. School transportation will be subject to all federal and state laws and local ordinances. Eligibility for transportation will be determined according to policy by the Transportation Office.

The District may provide transportation for specifically designated schools and programs as determined by the Superintendent or designee.

Federal law requires the District to provide transportation for special needs students and students transferring from home schools through the “No Child Left Behind Act” (NCLB). Bus service for a student transferring from one school attendance area to a “school of choice” in another school attendance area will not be provided. In accordance with the regulations of the State Board of Education, school bus usage will be restricted to the transportation of students, except that a sponsoring adult or adult supervisor(s), where necessary, may be transported with such students.

A student may become ineligible for bus service by violating conduct regulations. A list of student conduct regulations will be posted on each bus. Some offenses could result in disciplinary action as outlined in the *Code of Student Conduct* handbook. All revocations and reinstatements for bus service will be handled through the school principal.

The Transportation Office will conduct a study of bus routes in each school area to determine the fastest, most economical route to transport students. Bus routes in each school area will be arranged so as to equalize, as nearly as possible, the length of routes and busloads, and to provide for the full use of buses. Centralized stops will be utilized so that each eligible student will have a stop within 1½ miles walking distance from the student’s home. Transfers may be made from one bus to another to provide the best overall transportation system when safe and economical. Once the official route has begun, stops shall be made only to take on, discharge or transfer students. Students will not be put off the bus until they reach their destination.

Students transferring from one school attendance area to another school attendance area will furnish their own transportation.

Courtesy Transportation

Courtesy transportation may be provided in certain situations such as determined by the Superintendent or designee. One example of courtesy transportation may include unusual hazards that make walking to school unsafe. Hazards include, but are not limited to: no sidewalks, no crosswalks, railroad crossings, no crossing guards, drainage ditches, and dense traffic/arterial streets. Also, specifically designated schools and programs will have transportation provided in the same manner as a home school when designated by the Superintendent or designee.

Special Use of School Buses

School buses may be used by class groups for field trips where transportation is required and properly authorized. School buses may also be used for transporting kindergarten children and vocational-technical students to and from school, and for transporting athletic teams, band members and some small band instruments used in games, parades and other school-related functions. Trips will be arranged so as not to interfere with regular daily bus routes.

Nonschool Use of Buses

School buses may be used for nonschool purposes but will only be considered if the use does not interfere with school uses.

TRANSPORTATION SERVICES
STUDENT CONDUCT ON SCHOOL BUSES

Permission for any student to ride a bus is conditioned on good behavior and observance of the following regulations. A student violating any of these regulations will be reported to the school principal and may be denied permission to ride a bus to and from school.

- The emergency door will not be opened except at the direction of the bus driver. If the door is open, it could endanger the lives of the passengers.
- All students will be seated while the bus is in motion.
- All students are under direct supervision of the bus driver while on the bus. They should also obey the driver's instructions promptly.
- Students may not talk to the bus driver while the bus is in motion.
- Students will keep all parts of their bodies inside the bus at all times after entering and until leaving the bus.
- No food or drink may be consumed on the bus.
- Students may not reserve seats.
- Students who must cross the street after leaving the bus should pass in front of bus and not behind it. The driver should ensure that the way is clear before the student is permitted to cross the street.
- Complaints by drivers, students or parents/guardians should be reported promptly to the principal and/or the Executive Director of Transportation.
- Students may be denied permission to ride a bus to and from school for any of the following types of misbehavior:
 - Littering.
 - Smoking.
 - Improper language--use of profanity.
 - Being disrespectful to the bus driver.
 - Throwing any object in or off the bus.
 - Fighting.
 - Spitting or throwing objects out the bus windows.
 - Loud talking or unnecessary confusion.
 - Destruction of public property (damage to seats, etc., must be paid by the offender).
 - Putting hands, feet or head out of bus windows.

Some of the above offenses could result in disciplinary action as outlined in the *Code of Student Conduct Handbook*.

Issued: November 1982

Revised: October 2001

TRANSPORTATION SERVICES
BUS DRIVER EXAMINATION, TRAINING, AND RESPONSIBILITIES

- School bus drivers must meet all requirements for a valid certificate issued by the State Board of Education. Requirements for a standard school bus driver certificate are that the applicant will:
 - Be at least 18 years of age.
 - Have successfully completed a 25-hour special school bus driver's course offered by the State Department of Education and Department of Public Safety and training course as designated by the District.
 - Hold a valid Oklahoma Commercial Driver's License Class B with passenger endorsement.
 - Present State Board of Education Form FT-16A signed by a licensed physician certifying good health. Evidence that these requirements have been met must be presented to the designee of the Executive Director of Transportation prior to employment.
 - Must have social security card for second form of I.D.
- They must be physically fit and mentally able to understand state and local regulations and capable of carrying out the work and responsibilities of their position.
- Bus drivers must not have less than 20-50 vision in each eye and not less than 20-30 vision in both eyes, except those holding Oklahoma School Bus Driver Certificates.
- They must pass a physical examination as prescribed by the District.
- Bus drivers are responsible for the safe handling of equipment.
- Each bus driver will be responsible for checking all safety equipment on the bus before each run, and for immediately reporting to the Transportation Office any apparent weakness or malfunction of same.
- Bus drivers will be neat in appearance, courteous to parents/guardians and students, and cooperate with teachers and all school officials.
- Bus drivers will be expected to maintain their schedule and cannot be expected to wait on students.
- Bus drivers will not use tobacco in any form while transporting students.
- Bus drivers will not use profanity.
- Bus drivers will obey all state and local traffic regulations.
- Bus drivers are not to pick up any students who live less than 1½ mile from school unless written authorization to do so is given by the Executive Director of Transportation.
- No bus driver is to use intoxicating beverages or controlled dangerous substances prior to or while transporting students. Any driver guilty of operating a school bus while under such intoxicants will be dismissed.
- Bus drivers are not to visit with students on buses after transporting them to school. Students will leave the bus upon arrival at school.

Issued: November 1982

Revised: October 2001

Legal Reference: Title 70 O.S., 9-118

USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS

PURPOSE: To establish insurance regulations while using private vehicles on school business.

Private vehicles may be used to conduct school business; however, use of such vehicles will be consistent with the requirements of the assignment and the efficient and economic conduct of official business.

In the event a District employee is involved in an accident while conducting business in a personal vehicle, the employee's personal insurance is considered the primary insurance carrier, while the District's coverage is considered excess to the primary-coverage.

CHILD NUTRITION SERVICES

PURPOSE: To prescribe food services for District students.

The District will provide procedures for the operation of a food service program in each school. The food service program shall participate in the National School Lunch Program and at a minimum comply with all federal and state regulations pertaining to the program.

The Child Nutrition Services program will provide adequate, appetizing, nutritious meals to all students uniformly throughout the system. The program is subject to centralized control and regulation. While not intended as a profit-making operation, the District's cafeterias are expected to be self-supporting.

Funds derived from the sale of meals, and reimbursement from the Child Nutrition programs should be adequate to pay most direct cafeteria expenses including salaries, maintenance and replacement of equipment, food and supply purchases, but not building utilities and support provided by other departments, e.g., Treasurer, Warehouse, and Information Systems Services. The price of meals must be regulated periodically and approved by the Board to assure adequate funding for the program. The operation is to be administered as efficiently as possible to minimize the cost to parents/guardians and students.

Food Purchasing/Selection

The Director of Child Nutrition Services, working cooperatively with the Director of Materials Management, will establish standards of quality for the foods purchased and detailed specifications of equipment items required to meet the needs of the program. Sampling and comparing of foods from various suppliers will be undertaken to determine costs, quality, and appropriateness for school use.

The purchase of food and supplies will be made in conformity with bidding requirements as established by law. Central purchasing and warehousing procedures will be exercised to promote efficiency of operations.

Records and Reports

The Child Nutrition Services will establish and maintain proper accounting procedures, and provide records and reports as required by law. Controls will assure proper collection and money handling procedures; timely payment of salaries and suppliers; the safeguarding of assets; and accurate, timely reports of the operation.

Food Service Sanitation Program

All cafeterias will maintain sanitation standards in compliance with federal, state, and local health codes. Basic requirements for sanitation include: daily cleaning of work areas and equipment; food handlers' permits for all cafeteria employees; monthly inspections by the City Health Department; daily garbage service by city or private refuse haulers; bimonthly service of a licensed, bonded exterminating company; and training classes for employees emphasizing cleanliness and good housekeeping habits.

Free and Reduced-Price Food Services

Students attending schools within the District classified as economically deprived will be provided free or reduced-cost meals. The procedure used for establishing economic deprivation will be determined by the Family Applications section of the Child Nutrition Office, based upon criteria provided by the Director of Child Nutrition Services, and in accordance with regulations of the Oklahoma State Department of Education and the U.S. Department of Agriculture.

CHILD NUTRITION SERVICES
CATERING AND FOOD SERVICE AT SCHOOL ACTIVITIES / EVENTS

To protect the health and safety of the school community, the following guidelines are to be observed whenever food is served to children at any PTA or school sponsored function.

- All foods and beverages served to children must be prepared in a licensed kitchen by a commercial vendor or by the school cafeteria. The Director of Child Nutrition Services will provide a price list of items that may be purchased through the Child Nutrition Services Department. Consumables are to be stored and handled properly before serving. Commercially prepared items must be delivered to the school in unopened containers.
- Parents/guardians may decorate cookies or cakes in the cafeteria dining area using commercially prepared frosting. If parents/guardians use the cafeteria kitchen, they must have a food handler's permit and must have a cafeteria employee present.
- Cooking experiences in the classroom must be under the supervision of the teacher or other designated school employee.
- Any ice used must be from a licensed and approved source. Ice is to be stored in a bin or self-draining ice chest that is smooth and easily cleaned. Styrofoam ice chests are prohibited. Ice must be served with a scoop.
- Popcorn poppers must be thoroughly cleaned after each use. This is best accomplished by first wiping all parts thoroughly with a dry paper towel and then washing with a mild soap solution.
- Hands must be washed thoroughly with soap and warm water before serving foods or beverages at any function.

Foods or beverages prepared for adults are exempt from this regulation.

Issued: February 1989

Revised: August 2004

Legal Reference: Title 63 O.S., Section 1-1118 as amended by House Bill No. 2002.

SAFETY PROGRAM

PURPOSE: To ensure development of a comprehensive safety program for Tulsa Public Schools.

The Board recognizes a well-planned safety program aids in providing a safe environment throughout the District for all employees and students. Therefore, the Superintendent or designee will develop and implement a safety program that complies with all state and federal laws, rules, and regulations. Such an activity should be entitled *Employee Safety Assurance Program* (ESAP).

Elements of the ESAP include training; First Responder Safety Teams (FRST); evaluation procedures; emergency shelter, fire evacuation, atmospheric chemical release, and IOC (Intruder on Campus) procedures; material safety data sheets (MSDS); minimum equipment list; protective equipment; safety auditing; accident investigation; involvement of government agencies; and unsafe condition reporting process.

Adopted: July 1994

Revised: July 2004

Legal Reference: Senate Bill 622
Occupational Safety and Health Act of 1970

STUDENT SAFETY

PURPOSE: To support student safety at school sites.

On an annual basis, the building principal, with assistance from appropriate staff members, will inspect the playground(s), potentially hazardous equipment, and the school building to determine if there are unnecessary hazards in any area. If unnecessary hazards exist, the principal or designee will make arrangements to eliminate them. Areas/activities that tend to be the most hazardous in and around the school plant include: playground, gym, shop, science classrooms, and athletic activities.

The principal should ensure there are clear guidelines/rules regarding the use of the school's facilities and equipment and those guidelines are communicated to students using that portion of the facility or the equipment.

The principal or designee will inform parents/guardians of the procedures to be followed in case of an accident or an injury and will communicate this information to parents/guardians through appropriate communication channels.

If a student is injured and first aid of any kind is required, parents/guardians will be contacted at the discretion of the building principal. An exception to this involves minor scratches requiring a simple bandage.

Student safety patrols may be established in schools, at the discretion of the school principal, to assist in the total school student safety program.

BUILDINGS AND GROUNDS SECURITY

PURPOSE: To provide for the establishment of procedures for the security of District property in order to preserve the safety and welfare of students, employees, and patrons.

The Board recognizes school buildings constitute one of the greatest investments of this community. In the interest of protecting this investment and preserving the safety and welfare of students, employees and patrons, the Superintendent or designee will develop regulations that will:

- Protect students, employees, and patrons on District property.
- Protect against vandalism and burglary and provide for prosecution of vandals.
- Encourage employees to be responsible for all furniture, textbooks, materials, equipment, and supplies assigned to the employee's care.
- Minimize fire hazards.
- Ensure buildings are secured after school hours.

The Superintendent or designee may find it necessary to employ school security officers to provide a safe and orderly environment for employees and students and protection of school property during the regular school day or during special events held at night. The Superintendent or designee should develop regulations governing the conduct of school security officers.

BUILDINGS AND GROUNDS SECURITY
USE OF FIREARMS/PERSONAL DEFENSE UNITS BY SCHOOL SECURITY OFFICERS

School security officers are defined as those employees hired directly by the District or contracted through independent security agencies.

School security officers will be properly trained to carry a personal defense unit and will complete prescribed firearms training and other courses required for state certification to carry side arms. In addition, other courses will be required pertaining to human relations. School security officers will maintain their skills by annually qualifying at a police firing range. Security officers will carry only approved personal defense units.

The rules of firearm safety/personal defense unit safety will be adhered to at all times. Officers will not unholster their weapons or remove the personal defense unit from the holder unless it is necessary for inspection, safety, security or some other valid reason. Officers will not display or brandish as a threat any weapon or personal defense unit unless its actual use in the situation is necessary.

Use of a personal defense unit is not meant to replace tactics and should be viewed as an additional tool to be used only as a last resort. Firearms/personal defense units will not be used when the use constitutes a greater threat to innocent persons. School security officers may use their firearms in the following situations and when no other alternatives are feasible:

- To defend themselves from death or serious injury.
- To defend other persons from death or serious injury when they are being feloniously attacked.
- To arrest a felon when a violent crime has been committed in their presence.
- To prevent property damage only when the damage presents a clear and immediate threat to the lives of others.

School security officers will not discharge firearms for warning shots; officers will, when feasible, give verbal warning to an offender before discharging any firearm. School security officers will carry only approved firearms and ammunition in the line of duty. The discharge of firearms toward a moving vehicle or from a moving vehicle is authorized only in accordance with the above provisions. All such force, though permitted in extreme circumstances, is discouraged.

All incidents involving discharge of firearms will be reported to the police and to the officer's supervisor. All incidents involving discharge of a personal defense unit will be reported to the officer's supervisor. The supervisor will investigate and report the incident to the Chief General Services Officer. The Chief General Services Officer will notify the Superintendent.

BUILDINGS AND GROUNDS INSPECTIONS

PURPOSE: To ensure safety issues are addressed on a weekly basis.

The principal or designee will be responsible for weekly inspections of the school buildings and grounds. Such inspections will identify unsafe conditions and suggest corrections via the Weekly Inspection Report. A copy of this report should be kept on file in the principal's office.

BOMB THREATS

PURPOSE: To develop guidelines for response to bomb threats.

To ensure the safety of all employees and students, the Superintendent or designee, in cooperation with appropriate law enforcement agencies, will develop procedures for responding to bomb threats.

BOMB THREATS
(PROCEDURE FOR HANDLING BOMB THREATS)

Consider and treat all threats as real.

Each employee should be made aware of the predetermined code and the procedure for handling a bomb threat. Only employees familiar with their surroundings can spot an item out of place. All principals should establish and post a clear "chain of command" to eliminate confusion as to who is in authority in their absence.

If a telephone threat is made, obtain as many details as possible using the Bomb Threat Information Checklist while the caller is on the telephone.

- Call 911.
Exception: If the threat indicates an "immediate" time for the explosion (ten minutes or less), evacuate the building before calling the police department.
- Be prepared to give the police department all information collected on the Bomb Threat Information Checklist.
- Use a systemic, rapid, thorough approach to search the building and surrounding area. Upon hearing the code, employees immediately inspect the area in which they work.
 - Teachers inspect their classrooms
 - Food service employees inspect the kitchen and cafeteria
 - Building engineers inspect their closets, the restrooms, and mechanical areas
 - Designated employees inspect halls and common areas

Notify the principal after each area is searched.

If anything is found, DO NOT TOUCH OR ATTEMPT TO OPEN OR REMOVE IT. NOTIFY THE PRINCIPAL IMMEDIATELY. The principal will notify the bomb squad using 911.

- Call the appropriate supervisor.
- With assistance from the supervisor and the responding police officer, the principal will evaluate the threat and determine whether to evacuate the building.
- Call the Safe and Drug-Free Schools Office advising them of the bomb threat and the action taken. Complete the Bomb Threat Report and send to the appropriate supervisor.

FIRE DRILLS/EVACUATIONS

PURPOSE: To develop procedures for fire drills/evacuations.

To ensure the safety of all employees and students, the Superintendent or designee, in cooperation with the Tulsa Fire Department, will develop procedures for fire drills/evacuations.

FIRE DRILLS/EVACUATION

Special drill activities related to fire safety will be planned and implemented by each principal in accordance with the District and civil authorities to ensure orderly movement of students to the safest available space. The following procedures will be used at all sites.

- The fire signal will sound.
- Every fire drill will be regarded as a real fire.
- Do not stop to gather personal items.
- Each person in the school will respond to the alarm signal by leaving the building.
- Student monitors occupying rooms near exits will be appointed to hold the doors open until everyone has cleared the exits.
- Provisions will be made for assisting handicapped students.
- Employees will check to see that rest rooms, hallways and unoccupied rooms are clear.
- Lines will move in single file. Pushing, talking or any kind of horseplay will not be tolerated.
- Move to a safe area at least 100 feet from the building, clear of emergency vehicle access; *avoid smoke*.
- The school building will not be re-entered until the proper "all clear" signal is given.
- Periodically, personnel will be stationed to prohibit students from using a particular exit in order to train students to meet this type of emergency.
- Drills will be planned so that students are trained to execute a fire drill effectively at any time during the school day.
- Each teacher will keep an attendance record up-to-date and secure it immediately when the fire signal sounds. After exiting the building, the teacher will immediately account for all students.
- Exit fire drill regulations will be displayed in each classroom in a noticeable place. These regulations will show the number of exits and alternative exits to be used in an emergency situation. This information will be placed in the upper right-hand corner of the regulations. The principal will make a master copy of the plan of exit for the building and place a copy on file in the central office.

In the event of a fire, evacuation shall be implemented as follows:

- Call 911.
- If time permits, an intercom announcement will be made describing where the fire is located.
- Alarm shall sound.
- Employees and students must evacuate the building via posted "primary exit" or "alternative exit" if safe. If unsafe, use the nearest safe exit to clear the building.

- Student monitors occupying rooms near exits will be appointed to hold the doors open until everyone has cleared the exit.
- Close all windows and doors (do not lock doors) to contain the fire.
- Do not stop to gather personal items.
- Pushing, talking, or any kind of horseplay will not be tolerated.
- Employees will check restrooms, hallways, and unoccupied rooms.
- Move to a safe area at least 100 feet from the building, clear of emergency vehicle access.
- Teachers will immediately account for all students
- The building will not be re-entered until the proper “all clear” signal is given.

DISASTER PLANS

PURPOSE: To define guidelines to respond to natural or man-made disasters.

These guidelines, including but not limited to the following, will be placed in the current Emergency Procedure flipchart that will be found at each site.

Fire
Bomb Threats
Suicide Intervention
Tornados/Severe Weather
Intruder/Lock-Down
Student Endangerment

Child Abuse
Accident/Serious Illness
Atmospheric Chemical Release
Student Runaway/Abduction

EMERGENCY CLOSINGS

PURPOSE: To prescribe a plan of action for the emergency closing of schools.

The Superintendent or designee shall make decisions relative to the safety of conducting classes or closing schools during emergency situations, whether a single school or the entire District is affected. Situations shall be dealt with in accordance with Regulation 7308-R, "Emergency Closings."

EMERGENCY CLOSINGS

Emergency situation that affects only one school -- If situations develop within a building indicating students must be evacuated or emergency preparations must be taken, the following procedures will be utilized:

- Emergency Preparations -- The building principal will contact the Chief General Services Officer who, in turn, will confer with the Director of Maintenance and Plant Operation and the Director of Child Nutrition Services to ascertain the possibilities of handling the emergency with students remaining in the building. This report will be given to the Superintendent so that a decision may be made relative to the closing of school.
- Closing of the School -- If the Superintendent decides to close the school, the Chief General Services Officer will be notified. The Chief General Services Officer will notify the principal and assist by providing the necessary buses. The Superintendent's Office will notify television and radio stations, if necessary. It is important to keep the welfare and safety of the students in mind. Particularly at the elementary level, the principal will make every effort to provide for students until contact has been made with parents/guardians.
- Bomb Threats -- See Regulation 7305-R, "Procedure for Handling Bomb Threats."

Emergency situation that affects all schools in the District - Inclement weather -- If inclement weather exists or is expected to occur during the early morning hours of the following day, the following procedures will be followed:

- When Inclement Weather Conditions Already Exist
Transportation field coordinators will check road conditions between 8:00 p.m. and 9:00 p.m. and report their findings to the Executive Director of Transportation by 9:25 p.m. The Director will notify the Chief General Services Officer by 9:30 p.m. and will make a recommendation to the Superintendent so an announcement may be made to the public through the local news media no later than 10:00 p.m.
- If Inclement Weather Conditions Are Expected
Field coordinators will check road conditions beginning at 3:00 a.m. Once hazardous road conditions are verified, Field coordinators will report this information to the Executive Director of Transportation by 4:15 a.m. The Director will contact the Chief General Services Officer by 4:45 a.m. The Chief General Services Officer will make a recommendation to the Superintendent, so an announcement may be made to the public through the local news media no later than 6:00 a.m.

The Education Service Center will remain open unless weather conditions dictate otherwise. Twelve-month employees at other District facilities will report to their regularly assigned positions unless weather conditions dictate otherwise.

ACCIDENT REPORTS

PURPOSE: To require that accidents be reported.

The Superintendent will insure that an adequate procedure exists to report accidents, identify hazardous areas and activities, develop in employees a greater awareness of hazards, and require a permanent record of action taken by the District in regard to accidents.

ACCIDENT REPORTS

Reports of accidents experienced by students and employees serve several functions including identifying hazardous areas or activities, developing a greater awareness of hazards on the part of employees, and having a record of action taken in reference to accidents should complications develop or questions arise.

Student

A reportable accident is any incident that causes a student or an employee to be absent from school one-half day or more, or one that requires a physician's services even though absence is not required. The accident may occur at school, on the way to and from school, or during any school-sponsored activity. Students will report to the nurse when returning to school after an accident.

It is important that an accident report form be completed. This report will be made in duplicate and signed by the principal and teacher or school nurse. The school nurse will complete parts six and seven of the report. When parts six and seven are complete, the nurse will return the report to the principal. The principal will then send the original copy of the report to the Director of Compliance, and keep a copy on file in the school.

Employee

Employee injuries will be reported to the nurse, health assistant, or other designated employee at the school/site at the time of occurrence. The nurse (health assistant or other designee) will notify the employee's supervisor and forward appropriate paperwork.

Every employee who becomes aware of any incident that causes an injury to any person must report such injury to the principal or the nurse or other appropriate administrator.

Patron

All individuals who are not employees or students will report their injury to the principal or site administrator and will complete the top portion of the report. The designated school employee will complete the bottom part of the report. The original copy of the report will be sent to the Director of Compliance and a copy will be kept on file at the school/site.

TRAFFIC AND PARKING CONTROLS

PURPOSE: To promote District safety in relation to traffic and parking conditions.

The Superintendent or designee will develop and implement safety procedures for traffic and parking on all District properties.

USE OF METAL DETECTORS

PURPOSE: To establish a procedure for the use of metal detectors.

The District authorizes use of metal detectors, including but not limited to, wands, hand-held detectors or scanners, and magnetometers for the purpose of prohibiting weapons brought to school in violation of the District policies, procedures and *Code of Student Conduct*. Metal detectors may be utilized in any of the District schools or facilities. This will include the use of metal detectors at school-sponsored athletic events involving both students and the general public.

Signs will be posted outside school buildings and other District facilities to notify students/persons they are subject to scanning by a metal detector in order to enter the building.

Adopted: December 1997

Revised: April 2005

Cross Reference: 2602, Student Searches

USE OF METAL DETECTORS

The principal or designee will be present during the use of metal detectors and will confiscate any weapon found as a result of the use of metal detectors. The principal or designee will take charge of the student in the event a student is in violation of the District policies by possession of a weapon. Disciplinary action will be handled in accordance with the *Code of Student Conduct*.

Any student attempting to evade a metal detector or refusing to open a bag or parcel, or otherwise refusing to cooperate in the use of the metal detector, will be deemed in violation of this policy and the *Code of Student Conduct* and will be disciplined accordingly.

For the safety and security of students and patrons, the general public may be subject to metal detector scanning when entering a district facility.

Discovery of weapons or illegal contraband may result in law enforcement officers being notified.

Signs must be posted outside school buildings and other District facilities to notify persons that they are subject to scanning by a metal detector in order to enter the building.

Persons entering a school building or other District facility are subject to metal detector scanning; however, the person operating the metal detector may limit the use by a random formula. For example: if the lines become too long, the operator may decide to scan every second or third person. Metal detectors may also be used in classrooms or other building areas. The use of a metal detector to scan a particular person may be based on individualized reasonable suspicion. "Individualized reasonable suspicion" means a belief that a particular person is in possession of a weapon and in violation of the District policies and the *Code of Student Conduct* based on specific objective facts and reasonable inferences drawn from those facts in light of the experience. "Individualized reasonable suspicion," among other things, may be based upon observance of behavior indicating weapon possession or a report of weapon possession provided by reliable and credible sources.

Persons entering a school or other District facility may be required to pass through a metal detector or be scanned. Prior to the initial metal detector scan, the person will be requested to remove metal objects from pockets or clothing. If the device activates, the operator will make a second request for the person to remove metal objects from pockets or clothing. A second scan will then be conducted beginning at the person's toes and continuing up to the head without actually touching the body. If the metal detector continues to activate, the operator will escort the person to a private area where a more thorough search will be conducted. The private search will involve at least two adults other than the person who is

subject of the search. At least one of the adults must be of the same sex as that person. Prior to the private search, the operator will ask the person for the third time to remove any metal objects. A "pat-down" search will be conducted for the purpose of locating the item(s) that triggered the scanning device. The "pat-down" will begin near the place where the metal detector was activated. If the operator feels an object during the "pat-down," the person will be given the opportunity to remove the object before the operator does. If the object appears to be the item that activated the metal detector, the search will cease. The search will continue only if a subsequent scan continues to activate the metal detector.

If a person has documentation from a doctor that states they should not be scanned by a metal detector, a pat down search as described above, shall be conducted before the person will be granted permission to enter the facility.

In the event weapons are discovered, the appropriate administrator will make a recommendation related to the disciplinary consequences of the discovery of weapons prohibited by District policy. If a person refuses to cooperate or attempts to evade the use of the metal detector, the appropriate administrator will recommend discipline in accordance with the District policy based on the facts of the individual incident.

POSSESSION/USE OF DANGEROUS WEAPONS OR INSTRUMENTS

PURPOSE: To prohibit the possession and/or use of dangerous weapons or instruments.

Definitions

Possession of a dangerous weapon -- includes, but is not limited to, any person having a dangerous weapon on his person, in his locker, in his vehicle, held by another person for his benefit, or at any place on school property, a school bus or vehicle, or at a school activity.

Dangerous weapon -- includes, but is not limited to, a pistol, revolver, rifle, shotgun, air gun or spring gun, BB gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife regardless of the length or sharpness of the blade, any knife that the blade can be opened by a flick of a button or pressure on the handle, any pocketknife regardless of the length or sharpness of the blade, any pen knife, "credit card" knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, garrotes, choking devices, mace, pepper spray or similar spray, stun gun, laser pointer, and any item that the principal purpose is for use as a weapon, and replica or facsimiles of any of the foregoing items, or any item or instrumentality that is used to threaten harm or is used to harm any person. The foregoing list of dangerous weapons is descriptive and by way of example only and is not to be considered an exclusive or limiting list of dangerous weapons. It will not be a defense to any disciplinary action under this policy that the student/employee possessing the dangerous weapon did not know that it was a dangerous weapon, but such a claim of a lack of knowledge may be considered in mitigation of any disciplinary penalty.

Assault – An assault is any willful and unlawful attempt to offer with force or violence to do a corporal hurt to another.

Battery – A battery is any willful and unlawful use of force or violence upon the person of another.

Assault, Battery, or Assault and Battery with a Dangerous Weapon – Every person who, with intent to do bodily harm and without justifiable or excusable cause, commits any assault, battery or assault and battery upon the person of another with any sharp or dangerous weapon, or who, without such cause, shoots at another, with any kind of firearm or air gun or other means whatever, with intent to injure any person, although without the intent to kill such person or to commit any felony, upon conviction is guilty of a felony.

Except as provided for in regulations, possession or use of the following items are prohibited on District property, at any school-sponsored activity, on any school bus or school-owned vehicle:

- Any dangerous weapon.
- Any replica or facsimile of a dangerous weapon including toy weapons used to harm or threaten harm against any person.
- Any other item or instrument used to harm or threaten harm against any person.

Adopted: November 1982

Revised: June 2005

Legal Reference: Title 21 O.S., 1272,
Title 70 O.S., 24-102
Negotiated Agreement, Summer 1986
The Gun Free School Zone Act of 1990

PROHIBITING STUDENT POSSESSION/USE OF
DANGEROUS WEAPONS OR INSTRUMENTS

Any student in possession of a dangerous weapon or instrument in violation of District policy or who uses any item or instrument to threaten harm to any person or is used to harm any person may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school authorities. Appropriate law enforcement agencies will be called. Students who violate this policy may be suspended from school, barred from school property and all school activities for any period of time up to the maximum period authorized by law. Additionally, appropriate school staff members may seek to file criminal charges against the student.

If a teacher or other school employee has reasonable suspicion to believe that a student is in possession of a dangerous weapon or instrument in violation of District policy, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any students or employee in jeopardy, and shall immediately notify the principal or the principal's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the principal or the principal's designee of the situation.

If the principal or designee learns that a student is believed to be in possession of a dangerous weapon or instrument in violation of District policy thereof, the principal or designee shall observe the following procedure:

- Immediately investigate the matter and contact the police or campus security, if appropriate.
- If not already confiscated by an employee of the District and if it can be accomplished without risk of injury, the principal or designee should take possession of the dangerous weapon or instrument in violation of District policy.
- Notify the Superintendent or designee.
- Notify the student's parent/guardian.
- Cooperate fully with the police.
- Attempt to transfer confiscated weapon to the police department, if feasible.

The inadvertent or unintentional possession of a dangerous weapon or instrument in violation of District policy thereof on school property, a school bus or vehicle or at a school activity, is no defense or excuse to compliance to this policy, but may be considered in determining the length or severity of any punishment for violation of this policy.

Notwithstanding any of the foregoing provisions, rights of due process for all students and rights of disabled students must be observed in accordance with applicable law and Board policies.

Assault and/or Battery with a Dangerous Weapon

If a student commits assault and/or battery with a dangerous weapon as defined in Board policy and this regulation, the following procedures are to be followed by school personnel:

- Contact the police immediately.
- Control the evidence.
 - The fewer people handling the weapon, the better.
 - Make a list of people having knowledge of the incident for the police.
- If the weapon is a gun, secure the gun and turn over to the police.
- Full cooperation with the police is mandatory.

A student who has been suspended from another school district because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon shall not be accepted as a transfer student into the District.

An exception to this policy may be granted for students participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, prior written approval by the principal, in consultation with the Superintendent or designee, is required.

Adopted: November 1982

Revised: November 2004

Legal Reference: Title 21 O.S., 1272,
Title 70 O.S., 24-102
Negotiated Agreement, Summer 1986
The Gun Free School Zone Act of 1990

PROHIBITING EMPLOYEE POSSESSION OF DANGEROUS WEAPONS

The possession and/or use of dangerous weapons, replicas or facsimiles of dangerous weapons (including a toy gun) and items or instrumentalities that are used to threaten harm or are used to harm any person is prohibited. This policy is applicable to all employees, including certified, administrative, and support personnel.

Any employee in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of District policy or who uses any item or instrumentality to threaten harm to any person or is used to harm any person may be placed under emergency suspension, pending an investigation of the incident by the appropriate school authorities. Appropriate law enforcement agencies will be called. Employees who violate District policy may be suspended for any period of time up to the maximum period authorized by law. Additionally, school staff members may seek to file criminal charges.

If another school employee has a reasonable suspicion to believe that an employee is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the employee shall immediately notify the principal or designee.

If the principal or designee learns that an employee is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the principal or designee shall observe the following procedure:

- a. Immediately investigate the matter and contact the police or campus security, if appropriate.
- b. If it can be accomplished without risk of injury, the principal or designee should take possession of the dangerous weapon or replica or facsimile.
- c. Notify the Superintendent of Schools or designee.
- d. Cooperate fully with the police.
- e. Attempt to transfer confiscated weapon to the police department, if feasible.

An exception to District policy may be granted for employees participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, prior written approval by the principal, in consultation with the Superintendent or designee, is required. Additional exceptions to this policy will apply for the following: an employee whose job duties require the employee to be in possession of a weapon; for example, a security guard who carries a gun; an employee who is in possession of an item which the

employee routinely uses in the performance of the employee's duties; for example, a pocket knife which the employee uses to open or unwrap packages or equipment; and an employee who is in possession of a dangerous weapon which has been confiscated from a student or other employee.

As to support employees, violation of this policy will be deemed to be a basis for disciplinary action under the District's rules and regulations pertaining to suspension, demotion or termination of support employees. As to certified personnel, violation of this policy will be deemed to constitute willful neglect of duty as a basis for disciplinary action.

The inadvertent or unintentional possession of a dangerous weapon, replica or facsimile in violation of District policy thereof on school property, a school bus or vehicle or at a school activity, is no defense or excuse to compliance to District policy, but may be considered in determining the length or severity of any punishment for violation of this policy.

Adopted: May 1999

Legal Reference: Title 21 O.S., 1272,
Title 70 O.S., 24-102
Negotiated Agreement, Summer 1986
The Gun Free School Zone Act of 1990

Cross Reference: 7312, Possession/Use of Dangerous Weapons or Instruments 7312-R2 Page 2 of 2

CIVILITY
(CONDUCT OF PARENTS, VISITORS AND DISTRICT EMPLOYEES)

PURPOSE: To promote a positive, safe, and secure work environment.

Mutual respect, civility and orderly conduct among District employees, parents and the public are expected. A safe, harassment-free workplace for teachers, students, administrators, employees, parents and other members of the community is to be maintained to the greatest extent possible. Teachers and other employees are to serve as positive role models. Positive communication is encouraged. Volatile, hostile or aggressive communications or actions are discouraged.

Adopted: October 2001

Revised: April 2005

Legal Reference: 21 O.S. Section 1376
70 O.S. Section 24-131
70 O.S. Section 24-131.1
70 O.S. Section 24-131.2

CIVILITY
(CONDUCT OF PARENTS, VISITORS AND DISTRICT EMPLOYEES)

Definition

“Interferes with the peaceful conduct” includes actions that directly interfere with classes, study, student or faculty safety, parking areas or extracurricular activities; threatening or stalking any person; damaging or causing waste to any property belonging to another person or the school; or direct interference with the administration, maintenance or security of property belonging to the school.

Expected Level of Behavior

- School personnel will treat parents/guardians and other members of the public with courtesy and respect.
- Parents/guardians and visitors will treat teachers, administrators and other District employees with courtesy and respect.

Unacceptable/Disruptive Behavior

- Disruptive behavior includes, but is not necessarily limited to, behavior that interferes with or threatens to interfere with the operation of a classroom, an employee’s office or office area, areas of a school or facility open to parents/guardians, and the general public. It also covers areas of a school or facility that are not open to parent/guardians and the general public.
- Using loud and/or offensive language, swearing, cursing or display of temper.
- Threatening to do bodily or physical harm to a teacher, school administrator, school employee or student, regardless of whether or not the behavior constitutes or may constitute a criminal violation.
- Damaging or destroying school property.
- Abusive, threatening or obscene e-mail or voice mail messages.
- Any other behavior that disrupts the orderly operation of a school, classroom or any other school facility.

Authority of School Personnel to Direct Persons to Leave School Facility Premises/Property

Any individual who:

- interferes with the peaceful conduct of activities at a school or at a school facility; or
- commits an act which interferes with the peaceful conduct of activities at a school or at a school facility; or

- enters the school or school facility for the purpose of committing an act that may interfere with the peaceful conduct of activities at the school or school facility;

may be directed by the school principal, assistant principal, or a person who is lawfully in charge of the school, to promptly leave the school or school facility. If the person refuses to leave the school premises as directed, the administrator (or other authorized personnel) shall seek the assistance of law enforcement officers and request that law enforcement officers take such action as is deemed necessary.

If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference or telephone conversation. If the meeting or conference is on school/facility premises, the employee may request that an administrator or other authorized person direct the speaker to promptly leave the premises. If the person refuses to leave the school premises or school facility as directed, the authorized personnel shall seek the assistance of law enforcement officers and request that law enforcement officers take such action as is deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement officers.

Misdemeanor

Any person to whom this Policy applies and who fails to leave the school or school facility as directed or returns within six months thereafter without first obtaining written permission from the Superintendent, or anyone designated by the Superintendent or the governing board of the District, is guilty of an offense classified as a misdemeanor under Oklahoma law.

Notification Procedure

Should a school principal or District administrator decide to ban an individual from school property or school events, the individual must be provided with written notice. In addition, the principal or District administrator issuing the ban must also provide the individual with a Notice of Appeal Rights and information relative to the appeal procedure and send the information to the individual via U.S. Certified Mail, Return Receipt Requested.

Appeal Procedure

Any person who has been required to leave school property or has been removed from school property pursuant to this regulation shall be given written notice of the following procedure for requesting a hearing and filing an appeal.

Any person who desires to appeal from an order requiring a person to leave the school property, or any person who has been removed from the school property, who desires to appeal, shall notify the Clerk of the Board in writing within ten days after the removal event that the person desires an appeal hearing. The Clerk of the Board shall promptly forward the request for an appeal hearing to the Superintendent or designee. The Superintendent or

designee shall schedule an appeal hearing as soon as reasonably convenient to the Superintendent's or designee's schedule. The Superintendent or designee shall notify the person appealing, in writing, by certified U.S. mail, return receipt requested, of the time and place of the appeal hearing. The Superintendent or designee shall also notify the appropriate personnel at the school. At the hearing, the appellant shall present a statement, in person or in writing, concerning the appellant's side of the story, and the school personnel shall also present a statement, in person or in writing, of the school personnel's side of the story. The Superintendent or designee, as the hearing officer, shall make a decision based upon the statements. The decision of the Superintendent or designee will be in writing and will be mailed by Certified U.S. Mail, Return Receipt Requested, to the person appealing within ten days after the date of hearing. The Superintendent or designee shall also notify the appropriate personnel at the school of the decision within ten days after the date of hearing. Until the appeal is decided, the direction to leave the school property shall remain in full force and effect.

The decision of the Superintendent or designee will be final and there will be no right of appeal from the decision.

Issued: March 2005

Legal Reference: 21 O.S. Section 1376
70 O.S. Section 24-131
70 O.S. Section 24-131.1
70 O.S. Section 24-131.2

RECEIVING AND WAREHOUSING

PURPOSE: To establish guidelines for receiving and disbursing warehouse inventory.

The District maintains receiving and warehousing to ensure proper care in the handling and storage of supplies and equipment inventory (instruction, custodial, maintenance, and District Child Nutrition items). Items needed from warehouse stock are obtained by requisition through the proper channels. For example, no employee will go in person to the warehouse to obtain stock items unless by specific approval of the proper administrative official, and then only upon the presentation of a requisition. Such practice is followed in the interest of efficient and systematic distribution and accounting. Each building will have an established material receiving location and personnel designated to receive materials.

SCHOOL ATTENDANCE BOUNDARIES

PURPOSE: To define criteria for school attendance boundaries.

School attendance boundaries are established in accordance with the neighborhood concept, coupled, where possible, with natural boundaries, such as railroads, expressways, waterways, and highways.

When existing school buildings become overcrowded, and new schools are put into operation, or a school is closed, new attendance boundaries will be defined with consideration given to the two above factors, plus growth of the areas in relation to the size of the school.

NAMING SCHOOLS AND FACILITIES

PURPOSE: To establish a method for naming schools, facilities, or a portion of a school or facility.

The naming or renaming of a District school, facility, or a portion of a school or facility must be approved by the Board of Education.

New schools/facilities will be named for persons who have attained local or national prominence; a geographic area served by the school/facility; or the function of the facility, in the case of non-instructional facilities. A new school/facility that replaces an existing school/facility on the same or on a different site will be given the name of the school facility it replaces. Before naming or changing the name of a new school, facility, or portion of a school or facility is finalized, school and community input shall be sought.

Anyone may submit a request for a school or facility name to the Board for consideration. Requests or suggestions for naming/renaming must be in writing, stating the rationale justifying the recommended name. Once a request is received, the Board President will appoint an ad hoc advisory committee to consider recommendations for naming/renaming of schools, facilities, or portions of a school or facility. In the case of a new school or facility used by students, the committee shall include patrons and students in the area. Recognizing that the ethnic and cultural composition of a local school community will change, the name selected should have broad acceptance in a multicultural society.

Once a school, facility, or a portion of a building is named after a person, it shall not be renamed except for compelling reasons. If a school/facility is demolished, the name may be used again.

ENERGY MANAGEMENT AND CONSERVATION

PURPOSE: The Board embraces energy conservation and believes it to be our responsibility to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management.

In order to meet this responsibility, the Board has employed Energy Education, Inc. to implement a comprehensive, people-based energy management and conservation program throughout the District consistent with this Energy Management and Conservation Policy.

The implementation of this policy will be the joint responsibility of Energy Education, Inc., and every member of the administration, faculty, staff, student body, and support personnel.

The success of the energy management program will depend upon the cooperation of everyone at all levels throughout the District.

BOND CAMPAIGNS

PURPOSE: To clarify the District's involvement in levy or bond campaigns.

Any news releases or other informative material concerning a levy or bond issue ballot proposal will be factual in nature. District funds will not be used to advocate "yes" or "no" votes.

SELECTION OF ARCHITECTS, CONSTRUCTION MANAGERS,
AND CONSULTANTS

PURPOSE: To establish the District's criteria for selecting architects, construction managers, and consultants when professional fees exceed \$50,000.

When a new school facility or a major addition to or renovation of an existing facility is needed within the District and when professional fees exceed \$50,000, the Board recognizes the need to follow this policy related to working with architects, construction managers, and other consultants.

The Board therefore directs the Superintendent or designee to develop appropriate regulations including the Superintendent to establish a committee comprised of five (5) representatives from the Bond Project/Energy Management Office (2), the Support Services/Organizational Performance Office (1), and the Financial Services Office (2). The Superintendent shall appoint a committee chair who will establish a process and timeline for completion of the committee's work. The committee's work shall consist of the following:

- post Request for Quotes (RFQ) on District website and notify construction managers who are registered with the Construction and Properties Division of the Department of Central Services of the State of Oklahoma that the RFQ is posted on the website.
- review the RFQ responses and ensure that the selection process for the architect and construction manager/consultant meets legal requirements.
- review the project delivery method to ensure consistency with construction requirements and timelines.
- ensure that two or more candidates receive interviews.
- ensure that the candidate is selected on the basis of professional qualifications, fee structure and technical experience.

SELECTION OF ARCHITECTS, CONSTRUCTION MANAGERS, AND CONSULTANTS

Each item listed below will guide the construction planning process and the offering of contracts in order to ensure quality performance in construction across the District.

Committee Procedures

The committee chair will be responsible for creating an agenda for each meeting and recording the minutes of the proceedings. Each committee member shall identify an alternate person from their respective department to attend meetings and participate in committee deliberations and decisions in the event the appointed member is unable to attend. The committee may request the attendance of individuals within or outside the District to attend meetings as guests for the purpose of providing additional knowledge, information, or expertise that will add value to the decision-making process. In the event that the committee is unable to reach a consensus on decisions involving the committee's work, a voice vote will be taken and recorded in the meeting minutes. A simple majority will be required to recommend further action to the superintendent for his/her approval.

Selecting an Architect

An architectural firm that can best design a building to provide facilities to meet the educational program specified for that particular building will be given prime consideration in the selection process. Criteria considered in the final selection of an architectural firm include business capacity, experience in design of school buildings or similar construction, good judgment and ability to cooperate with all those involved in the building project, technical assistance, integrity, creative and artistic ability, history of producing quality work on past projects.

Use of Construction Management Project Delivery Method

The District may use construction management as the project delivery method on construction projects where it is determined by the Superintendent or the Board of Education that there is a need for compressed construction time in order to respond to a natural disaster or other emergency situation affecting public health and safety or where the need exists for specialized or complex construction methods due to the unique nature of the project. The Board specifically finds, for purposes of this regulation, that the construction of new classroom buildings and the addition to existing classroom buildings are unique projects requiring specialized construction knowledge and methods.

Selecting a Construction Manager or Consultant

The District shall select a construction manager based on the candidate's professional qualifications and technical experience. Selection criteria shall include the business capacity of the candidates, total cost to the District, experience in the construction of school buildings or similar construction, past performance on District projects or projects of a similar nature, and candidate certification, where applicable, of their knowledge of recognized standards of construction, construction management and project management. A Request for Qualifications (RFQ) will be posted on the District website describing the projects for which

such services are sought and the criteria to be considered in selecting in selecting the construction manager or consultant. Only firms recognized as qualified construction managers by the Construction and Properties Division of the Department of Central Services of the State of Oklahoma will be considered for selection as a construction manager by the District. The District will negotiate a contract with the candidate determined to be the highest qualified construction manager or consultant, provided that a fee can be negotiated that is fair and reasonable to both parties. In the event a reasonable fee cannot be negotiated with the selected construction manager or consultant, the District may negotiate with other construction managers or consultants in order of their qualifications.

FACILITIES RENOVATIONS AND IMPROVEMENTS

PURPOSE: To prescribe the need for renovations and/or improvements of District facilities.

A survey form developed by the Director of Maintenance and Plant Operation will be utilized to help building principals determine their needs for building improvements and renovations. Each principal will work with the appropriate school official to establish the rationale and priority classification of proposed changes.

BOND DEVELOPMENT COMMITTEE SELECTION

PURPOSE: To define the procedures for the appointment of members to the Citizens Bond Development Committee to act in an advisory capacity to the Superintendent and School Board for the development of capital improvement bond program proposals.

The Superintendent recognizes the importance of citizen involvement in the development of the District's Bond program to be presented to the voters.

A committee will be selected by the Superintendent prior to the development of each bond proposal and will consist of 30-35 members reflecting the community's geographic, ethnic, economic and racial diversity. Each School Board member may recommend an individual to represent their district with the balance of the membership composed of representatives recommended by city organizations, citizen groups, and members of the existing oversight committee that have demonstrated a commitment to serve and are interested in participating in the development of future bond programs. The committee will be dissolved after the successful conclusion of the bond campaign. If a vacancy occurs within three months of the election, the committee will notify the Superintendent. The Superintendent will request recommendations from the Board and the committee for a replacement.

A chair will be selected by the committee. The chair may appoint subcommittees and subcommittee chairs to facilitate the work of the Bond Development Committee.

BOND OVERSIGHT COMMITTEE SELECTION

PURPOSE: To define the procedures for the appointment of members to the Citizens Bond Oversight Committee to report to the Superintendent and School Board relating to progress in the expenditure of capital improvement bonds.

The Superintendent recognizes the importance of citizen involvement in the District's Bond program to provide oversight of the expenditures identified in the Bond and to report to the Superintendent that the progress of bond expenditures is consistent with the plan presented and approved by the voters of the District.

A new committee will be selected by the Superintendent after each successful bond referendum consisting of 30-35 members reflecting the community's geographic, ethnic, economic and racial diversity. Each School Board member may recommend two individuals to represent the Board member's district with the balance of the membership composed of representatives recommended by city organizations, citizen groups, and members of the previous oversight committee that have demonstrated a commitment to serve and have expressed a desire to continue to serve on the committee. The committee will notify the Superintendent of members who have notified the chairman of their desire to leave the committee. The Superintendent will request recommendations from the Board and the committee for a replacement.

A chair will be selected by the committee. The chair may appoint subcommittees and subcommittee chairs to facilitate the work of the Bond Oversight Committee. The committee will meet bimonthly to review reports submitted by District staff.

CLOSING SCHOOLS / TRANSFER OF MATERIALS AND EQUIPMENT

PURPOSE: To direct transfer of equipment and materials from schools that are being closed and their students redistributed to other sites.

When it becomes necessary to close a school because of enrollment decline, the Superintendent or designee will authorize the transfer of materials and equipment to other schools within the District.

CLOSING SCHOOLS / TRANSFER OF MATERIALS AND EQUIPMENT

When it becomes necessary to close a school because of enrollment decline, the following procedure will be utilized in transferring materials and equipment to other schools of the District.

Equipment, Materials, and Supplies

All equipment, materials, and supplies will be moved from a building by requisition (RQ-2) only.

Within ten working days after action has been taken to close a building or to initiate grade reorganization between or among buildings, the appropriate school official will call a meeting to discuss the mechanics of disposing of contents of the building according to the following plan:

- The appropriate school official will initiate a meeting of the principals of the sending and receiving schools, the department chairpersons or team leaders or selected faculty representatives, librarians, and appropriate coordinator in order that each may see the instructional materials, textbooks, equipment, and furniture available.
- Agreement should be reached by the staff members in receiving schools on what textbooks, library books, and instructional materials will be requested by each receiving school.
- Each person should make a request list and take it back to the building principal.
- The building principal will then initiate a requisition (RQ-2) for books and materials. (As a rule, materials will be sent to receiving schools according to percentage of students being sent to that school.)
- In case two requisitions are issued for the same books or instructional materials, the books or materials will be sent to the school receiving the highest percentage of the students. The exception would be if a teacher from the closed school or school having a grade moved under grade reorganization is assigned to a school receiving the students, the books and materials would go by approved requisition with the teacher to the receiving school.
- All furniture and equipment will be treated as warehouse stock.
 - After teachers from the receiving schools and coordinators have seen furniture and equipment, they may request furniture and equipment through the building principal or through the Chief General Services Officer who will initiate the requisition (RQ-2).
 - The appropriate school official will work with the Director of Maintenance and Plant Operation to determine disposition of all furniture and equipment according to greatest need.

- No books, materials, equipment, or furniture will be moved until after the last day that classes are in session in the building being closed.
- The principal, teachers, and clerical staff in the building(s) being closed (or teachers involved in grade reorganization), and the appropriate assistants will be employed up to five days after the last day students are in the building to finish boxing and labeling textbooks, library books, and materials to be shipped to other buildings according to requisitions on hand.
- All textbooks, library books, and instructional materials will be boxed and labeled within five working days after classes are dismissed.
- The Chief General Services Office or designee, and the Director of Maintenance and Plant Operation, will approve all requisitions that involve moving materials and equipment from buildings designated to be closed, or from buildings involved in grade reorganization.

School Activity Funds

After all bills have been paid, the balance in School Activity Funds will be disbursed to the receiving schools on a per pupil basis according to forecast. The Board of Control of the All-City School Activity Fund will authorize all transactions following the closing day of school.

Memorabilia

Memorabilia may be sent to the receiving school(s) if both the sending and receiving principals agree, or such items may be sold to students or patrons and receipts placed in the School Activity Fund.

Library Materials

- Librarians should pull cards from card catalog and place in books.
- Receiving schools should be given the first chance at books needed in their collection. (Space and need to be considered.)
- Other schools should then be given an opportunity to select according to need and space.
- Software materials should be redistributed under the same regulations.
- All library supplies should be sent to the Library Office and redistributed as needed.
- Selections of books and materials should be made while librarians are on duty.
- Requisitions should be written indicating the number of boxes to be transferred to each library.
- Materials should not be transferred to any school unless a librarian is assigned or some arrangements are made to process the materials during the next year.

COMMUNITY USE OF SCHOOL FACILITIES

PURPOSE: To establish guidelines for community use of school facilities.

The use of school facilities by educational, political, literary, cultural, religious, scientific, civic, or recreational community organizations is permissible provided that:

- The intended use of the facility by the organization is consistent with the permitted use described in regulation 8401-R, "Community Use of School Facilities." By opening its facilities for use by community organizations, the District intends to create a limited forum.
- A previously established fee is paid by the organization.

The District reserves the right to exercise control over access to District facilities in order to avoid interruptions to the performance of the duties of District employees as long as the regulations are nondiscriminatory and are viewpoint-neutral. The District does not intend to deny access to suppress the point of view advanced by the organization.

School-related functions will be given priority over community use of school facilities.

The Superintendent or designee will develop appropriate regulations governing the use of school facilities by non-school organizations whose purposes and activities are compatible with the main goals of the District. The regulations are subject to amendment when deemed necessary by the Board.

COMMUNITY USE OF SCHOOL FACILITIES

Application

All organizations or individuals will make application in writing on a provided application form to the Facilities Utilization Office, Box 470208, Education Service Center, 3027 South New Haven, Tulsa, Oklahoma 74147-0208, at least ten days before the date the use of the facility is requested.

If the request is one with regularly occurring usage dates, approval may be given for the entire schedule. Should a conflict develop with a school activity, the District reserves the right to cancel the permission granted, or to suggest a change to a mutually satisfactory date and time.

Although application by a minor is not acceptable, this does not prohibit the use of school premises by them, provided the application is made by a competent adult who will supervise and be responsible for the group.

Permitted Use

Permission for use of school facilities belonging to the District may be granted to community organizations or individuals whose function is educational, political, literary, cultural, religious, scientific, civic, or recreational for purposes and programs that:

- Are beneficial to the youth of the community, community at large, or the program(s) of the District.
- Are acceptable to the Superintendent or designee.
- Do not result in an increased tax burden on the citizens of the District.

Priority Use

A process should be defined by the principal in each building to involve appropriate faculty members in determining whether the proposed rental of the building will conflict with scheduled school programs and in monitoring the building for signs of misuse or abuse.

Prohibited Use

School facilities will not be used for:

- Meetings promoting subversive teachings and doctrines contrary to the spirit of American institutions.
- Any activity violating the patterns of good taste, manners or morals, or is destructive or injurious to the buildings, grounds or equipment.

- Activities tending to cause unrest in the community or reflecting upon or promote discrimination against citizens of the United States because of race, creed, or gender.
- Any purpose in conflict with school objectives or not approved by the Superintendent or designee.

Payment in Advance

Some payments for the use of school facilities are required in advance and must be received at the Education Service Center at least 72 hours before the scheduled time. The Facilities Utilization Office will inform the applying party of payment requirements at the time the application approval is communicated.

Responsibility of Applicant

The applicant and the organization will be held responsible for the proper use of the building, for the conduct of persons attending the meeting. They will see to it that activities are confined to the areas requested and to the hours agreed upon in the application. The consumer will indemnify the District for any theft, loss or damage to school property over and above the normal wear expected from the use thereof, and will make prompt payment for such theft, loss or damage. An indemnity bond or a deposit may be required if circumstances warrant. It is required that users of school facilities will see that the activities are conducted at all times under competent adult supervision. The Chief General Services Officer or designee will be the judge of unwarranted damages to the school property.

All rooms or areas will be left in as good condition as they were found, except the usual accumulation resulting from normal building use. No applicant may sublet any part of the building area named in the application request. All applications for repetitious use of school facilities will be renewed annually and subject to review by the Administration.

Users of school property must assume responsibility for the safety and protection of the audience, workers, and participants to the extent required by law. The Superintendent or designee reserves the right to require minimum limits of public liability and property damage insurance for all groups using any school facility, and to require there be evidence presented to the Facilities Utilization Office in the form of a certificate of insurance, showing Independent School District Number One of Tulsa County, Oklahoma, as an additional named insured.

Time Limits

Permission for non-school afternoon meetings, before 3:30 p.m., or extended beyond 10:00 p.m. on regular school days may not be granted. Evening meetings may not extend beyond 10:00 p.m. on regular school days and may not extend beyond 12:00 midnight on weekends unless permission is granted for an extension of time by the Facilities Utilization Office. Admission to school facilities will not be permitted more than 30 minutes before the time stated on the application. All facilities must be cleared within 30 minutes after the closing time stated on the application.

Requests for morning, afternoon, and/or evening use all on the same day will be approved at a rate that is quoted.

Cancellations

Failure to cancel a request to use school facilities at least 24 hours in advance of the meeting will obligate the applicant and the organization to pay for all custodial and other expenses incurred in opening the building for use.

Cancellation of permission may be ordered whenever such action is deemed in the best interest of the District. However, such cancellations will not be made except when unforeseen emergencies arise, and then with as much advance notice as possible. Permission may be canceled by the Superintendent or designee if conduct or infraction of regulations warrants.

Holidays

As a rule, school properties will be unavailable for use by outside organizations on school holidays with the exception to daycares with prior approval. All facilities are unavailable on national holidays. Should one or more meetings approved as a series of meetings fall on such days, meeting dates will be automatically canceled for these days only.

Non-school Days

School facilities will be available on non-school days, such as weekends and summer months, provided proper application is made and approved by the Facilities Utilization Office, and provided such use does not conflict with use of the facilities by school organizations or students.

Charges

Charges made for the use of school facilities are based on the cost of operating expenses not otherwise incurred such as utilities, supplies, maintenance of facilities, security, custodial services, cafeteria services, District personnel or administration services necessary to process each application, as well as a charge for the use of the space. Such reimbursement charges are subject to change as the Administration may deem necessary.

Charges collected by the District will be allocated first to the recovery of direct expenses associated with the use of the facilities (i.e., custodial overtime, etc.) with 60 percent of the remainder accruing to the school site's next school-year budget and the remainder to the District for recovery of indirect expense.

Building Use without Charge

School organizations such as student organizations, school employee groups, District alumni groups, and educational organizations such as OEA, School Board organizations, and groups providing information for the good of the community, such as homeowners' associations, the City of Tulsa, etc., are granted building use without charge as long as such use does not conflict with other scheduled activities.

Except in special situations, building use charges are not usually assessed against the following school-affiliated and youth-serving organizations for their regularly scheduled meetings occurring before 10:00 p.m. on school days:

- Parent-Teacher Association, Booster Club, Band Parents, monthly meetings (afternoon or night).
- Cub Scouts, weekly pack and committee meetings (nights).
- Girl Scouts, weekly afternoon meetings and one monthly night meeting.
- Camp Fire Girls, weekly afternoon meetings and one monthly night meeting.
- District Cheerleading groups.
- Tulsa Parks Department.
- Partners in Education.
- District students with adult supervision.
- Others approved by the Superintendent or designee.

If the hours of usage should extend beyond the regularly scheduled hours of the District staff members(s) present for the meeting, the group may be charged the incurred overtime expenses for custodial, stagecraft, security, and/or cafeteria services as required, according to the pay scale as determined by the Superintendent or designee.

Organizations qualifying for use of meeting space without charge on school days may be charged regular or special rates for meetings held on non-school days and for meetings held on school days that extend beyond 10:00 p.m., for use of recreational facilities such as gymnasiums, and for all fundraising activity meetings.

Custodial Care

A school custodian is assigned for continuous duty during the time the group will be using the school facility. The custodian will return to open the building before the time set for the meeting, arrange the requested facilities and serve as the official representative of the District. No one except the qualified custodian will be allowed to operate or adjust equipment in the building. Upon conclusion of the meeting, the custodian will clean, properly arrange the facilities, and carefully inspect premises before locking the building.

For situations in which the meeting does not materialize and has not been previously canceled, the custodian will remain on duty for one hour after the requested starting time of the meeting and, if no word is received within that period indicating a later starting time, the custodian will lock the building.

Custodians are instructed not to open any areas other than those approved in the application. Additional space may be arranged by filing another application. Emergency needs may be requested by telephone to the Facilities Utilization Office.

For certain approved groups using school (school affiliated or cooperative) facilities between 3:30 p.m. and 10:00 p.m. on days when school is in session, no charge will be made for

custodial services provided the amount of building area used is limited so it does not interfere with the custodian's regular clean-up work. The custodian will be asked to work around the areas in use.

Police Guards

Uniformed officers must be on duty when so directed by the site Administration and/or the Facilities Utilization Office. All charges are the responsibility of the user.

Drinking, Smoking, and Weapons

The use of intoxicating liquor, tobacco, and possession of weapons will not be permitted on school property.

Athletic Activities

Permission for athletic activities involving the use of school facilities by non-school groups will be granted through the application process. Such use does not include automatic permission to use the apparatus and other special athletic equipment belonging to the school. Special permission from the site athletic director must be given. Practice sessions will be allowed to non-school groups provided such sessions do not involve the presence of spectators.

In those instances where team competition is involved, it must be clearly understood no team sponsored by an organization other than the schools will be identified by name as representing any school in the District.

Athletic Practice Sessions, Special Rate Qualification

To encourage use of gymnasiums by community groups for basketball, wrestling and other sports, a special rate is applicable to those who meet the following requirements:

- Group agrees to provide at least two building supervisors for continuous patrolling of building during entire period of usage by the group and one to two doormen for control of building entrances when spectators are present. Group is responsible for any damage.
- Group agrees locker room and shower room will not be used.
- Group agrees to carry general liability insurance in the amount of \$500,000 per occurrence of bodily injury and property damage. The District must be added as "Additional Insured" under the policy.
- Group agrees that building supervisors will:
 - Maintain continuous patrolling of facilities to prevent loitering in the halls and rest rooms.
 - Maintain discipline and order throughout the period of building usage.
 - Provide protection against entrance of school building by unauthorized person or persons.
 - Prevent use of any part of the building facility other than those indicated in the request.

The custodian in charge will permit no admission to the building until both building supervisors and coaches are present.

Intersession Educational Programs, Camps, Clinics, or Lessons Using District Facilities

Staff of the District may conduct approved programs benefiting youth and furthering the objectives of the District during the intersession between their normal contract assigned working schedules. If those programs require a fee from students, the staff member is required to complete the Application for Use of School Buildings and the following conditions may apply:

- If the sessions are structured as a School Activity Fund (SAF) fundraiser, the staff member may receive pre-approved stipends as an expense of the project. The revenues will be deposited into the SAF account, and no rental fees will be charged to the staff member.
- If the sessions are structured for the staff member to charge the students a fee (and the program is not a SAF fundraiser), then because the staff member is unpaid by the District and is conducting the intersession program for youth in the public interest, then reasonable facilities use fees will be charged to the staff member (as determined in 3 below), and the staff member may retain the student fees as compensation.
- The Facilities Utilization Office will conduct surveys each year of surrounding school districts and, after consulting with the District's Chief Facilities Officer and Athletic Director, will set reasonable, similar, and competitive District facilities use rates for this purpose.

If those programs do not require a fee from students or program sponsors, then the program will be treated as if it were a similar program being conducted while school is in session and normally no fees will be charged.

Apparatus and Equipment

Request to use public address systems, projection equipment and screens, spotlights, stage scenery, pianos and so forth will be included in the application. The costs of transparencies, gelatins, special scenery, technicians, and special lighting effects are to be paid by the using groups. All such equipment and properties will be operated, moved and controlled only by the stagecraft director or authorized student helpers. In schools without a stagecraft department, all equipment and properties will be handled only by persons specifically designated by the principal or designee.

As a precaution against fire, no request will be granted for the use of lighted candles or other actual flame equipment in connection with building usage.

Classroom apparatus, such as shop, science, physical education, homemaking, music, business education, art laboratory, data processing equipment and athletic equipment regularly used for school instruction will not be available for use by non-school groups.

School equipment is not available for use off school premises unless it is beneficial to the District in carrying forward its programs.

Cafeterias

Use of cafeterias will be granted with or without use of kitchen facilities. No organization will have access to the cafeteria kitchen area unless the cafeteria manager is present and in charge, together with such additional paid help from the cafeteria manager's own staff as may be required. In planning an event to use the cafeteria kitchen equipment, the area dietitian, the cafeteria manager, and whatever number of helpers they deem necessary, must all be involved in the planning, operation and supervision of such project. Because of the food supplies and expensive equipment, and because of the rigid requirements of health and sanitation authorities, the use of cafeteria kitchen facilities must be under the direct control of the cafeteria department.

Refreshments will be served only in cafeterias, unless other areas have been approved by the principal or designee.

Swimming Pools

Swimming pools will be available to organized groups provided such use does not interfere with the needs of the school, and provided further that a lifeguard with a current Red Cross or YWCA Senior Life Saving Certificate, or a Red Cross Water Safety Instructor's Certificate, or a YWCA Leader-Examiner Certificate, or comparable certificate, be on active duty at all times.

The number permitted in the pool at one time shall be determined as follows:

$$\text{Number of persons} = \frac{NS}{15} = \frac{S}{30}$$

NS = Square footage of nonswim area

S = Square footage of swim area

That portion of the pool from the break point to the shallow end will be designated as "nonswim areas" and that portion of the pool from the break point to the deep end will be designated as "swim area."

An additional lifeguard is required whenever more than 60 persons are in the pool at one time.

Parking Lots

Parking lots are provided with the use of most school buildings. If use of only a parking lot is desired, application will be made as for use of any school facility. Parking areas are not reserved exclusively for groups using school buildings. Playgrounds will not be used for parking.

Use of School Buses

If District school buses are used, prior agreement with the District Transportation Office is required and charges for such use will be assessed in advance of their use. School buses may be used for "summer youth activities" as approved by the State Department of

Education whenever such equipment is not available from commercial firms in the area, and is available from the District as determined by the District Transportation Office, and whenever such use is beneficial to the youth of the District. Such youth groups shall be adequately supervised by adults and all costs for such operations, including any damages to equipment and usual wear and tear, shall be defrayed by the using group.

School bus use for auxiliary activities during the regular school term will be confined to such uses as are prescribed and approved by the District Transportation Office, and the Board, as applicable.

Use of School Grounds and Recreational Facilities

School grounds will be made available to the general public at times when they are not being used for school purposes. The general public has a responsibility not to cause damage to the property or become a nuisance to adjoining property owners and others in the neighborhood.

The following administrative regulations will be used as a guide:

- School playgrounds will be used by organized athletic leagues when not in conflict with school programs, upon approval of application to use such facilities.
- Approval of such application does not include uses of any building facilities. Application for use of rest rooms may be made subject to advance payment of the minimum standard charge.
- No automobiles, motor scooters, motor bikes, or other such licensed vehicles are to be driven onto the playgrounds.
- Baseball and other such sport activities will be permitted as long as there is no damage to neighboring or school property.
- No organized athletic leagues will be permitted on school grounds on Sundays.
- A certificate of insurance providing minimal limits of liability and property damage must be on file in the Facilities Utilization Office.

District and City Park and Recreation Board Agreement

On a year-to-year renewal basis, the District and the City Park and Recreation Board have entered into an agreement mutually granting to each other the free use of their respective recreational facilities, excluding golf courses, for use in recreational activities directly conducted by each organization. This agreement provides for reimbursement of damages caused and extra expenses (in particular, custodial overtime) created by either using party.

Community groups or organizations may participate in this agreement to use school facilities by contacting and getting approval of the Park and Recreation Board for time allocations, and subsequent referral to the District for approval and scheduling in various school facilities. Using organizations agree to furnish property damage and liability bond and provide two to four people for continuous supervision while building facilities are in use.

Church Services

Church services by established religious groups may be scheduled in school facilities in accordance with current District leasing policy.

Concessions

Concession rights at all school facilities are reserved for the District. These may be assigned to school organizations upon request or may be contracted with outside vendors.

Issued: November 1982

Revised: February 2005

Legal Reference: TCTA Administrative Negotiated Agreement, Summer, 1984

Cross Reference: 5805 Rental and Service Charges

USE OF DISTRICT FACILITIES BY OUTSIDE STUDENT SERVICE PROVIDERS

PURPOSE: To define conditions under which outside student service providers may use District facilities.

An outside student service provider may access District facilities only under certain limited conditions.

The term “outside student service provider” means an individual or organization that seeks to provide services directly to one or more District students on District property at the request and expense of the student’s parents/guardians. The term does not include a nonschool employee or contractor performing an observation at a school site during the regular school day at parent/guardian request and expense. The term includes private tutors and therapists.

The term “outside student service provider” does not include persons or organizations under contract or formal agreement with the District to provide services at no cost to the parent/guardian.

The principal may grant an outside student service provider permission to provide services to a student on District property only under the following circumstances:

- The outside student service provider agrees to comply with Policy 8401, “Community Use of School Facilities.”
- The service sessions are scheduled outside of regular school hours.
- The outside student service provider provides its own apparatus or equipment to perform the services.
- The outside student service provider certifies that a felony record search has been conducted of any person assigned to conduct a service session on District property and that the person has not been convicted in this state, the United States or another state of any felony offense unless ten years have elapsed since the date of the criminal conviction or the person has received a pardon for the offense. The outside student service provider also certifies that any such person is not currently registered under the Oklahoma Sex Offenders Registration Act.

The services provided by an outside student service provider are not a substitute for services provided by the District. Therefore, the services of an outside student service provider may not be identified in a student’s IEP.

USE OF DISTRICT FACILITIES AS SCHOOL-BASED HEALTH CLINICS

PURPOSE: To define the conditions under which outside healthcare providers may use District facilities to provide approved on-campus health services.

The School-Based Health Clinic Program

The District may, if it identifies the need, provide space and facilities to outside healthcare providers to operate school-based health clinics to deliver healthcare services to students, employees and other community members. These clinics shall be operated, staffed and managed solely by the designated outside healthcare provider, and the District's involvement with the clinics shall be solely as a provider of facilities and space, not as a healthcare provider or as a contractor for healthcare services. The healthcare provider's use of the District's space and facilities shall be governed by a written agreement approved by the Board. The goals of this program are to reduce student and employee absenteeism, increase student ability to meet academic potential, and provide services that assist in improving and stabilizing the health of students, employees and the community.

Pursuant to a written agreement with the School District, the health services that may be provided at a school-based clinic by an outside healthcare provider include:

- Preventive medical services
- Acute medical services
- Diagnostic medical services, including early periodic screening and diagnostic testing
- Health education counseling and/or services
- Mental health counseling and/or behavioral services
- Immunizations
- First aid
- Dental services
- Drug and alcohol abuse counseling
- Prescription of medication
- Other medical services as authorized by the Board's agreement with the provider.

Parental/Legal guardian consent must be obtained prior to any examination or treatment of minors unless otherwise permitted by law. In no event may school-based health clinics conduct pelvic examinations or otherwise unclothed examinations of female students or comparable examinations of male students without a parent or legal guardian being present, nor may a school-based health clinic dispense or prescribe any form of contraceptive(s) to students without parent or legal guardian permission.

Tulsa Public Schools' Health Services' Department will facilitate the District's formal agreements with outside healthcare providers wishing to operate a school-based clinic on District property through the application process outlined in 8403-R.

USE OF DISTRICT FACILITIES AS SCHOOL-BASED HEALTH CLINICS

Providers of health services seeking approval to operate school-based health clinics must meet District established criteria.

A completed application must be submitted to Tulsa Public Schools' Health Services Department one semester prior to the desired opening date of the school-based clinic.

The application shall consist of the following:

- Proposed school site(s) for service
- Statement of qualifications and experience to operate a school-based health clinic
- Proposed activities to promote the school-based health clinic services in order to maximize participation in the program
- Letter of support from current principal
- Description of staff committed to the proposed project
- Proposed scope of services
- Proposed staffing and hours of operation
- Statement of insurance and liability coverage
- Proposed billing arrangements and billing capabilities
- Description of in-kind support requested of the District/school site to facilitate the operation of the proposed clinic
- Commitment to support 100% of the operational costs of the clinic

A school-based health clinic advisory committee shall be established by Tulsa Public Schools' Health Services Department. The Department shall annually select representatives from schools and the community who have experience with school-based health clinics. The Committee's goals and responsibilities shall be, but are not limited to, the following:

- Review, evaluate and recommend the approval or denial of applications for school-based health clinic providers to the Administrator in Charge or designee. The Administrator in Charge or designee shall provide recommendations to the Superintendent or designee for final consideration to approve or deny applications.
- Plan for and conduct appropriate evaluations of providers' performance under their agreements and present its findings to the Board annually
- Advise the Board, as necessary, regarding the ongoing operation of the school-based health clinics.
- Review, evaluate and recommend changes regarding school-based health care services. The Administrator in Charge or designee shall provide recommendations for any changes to the Superintendent or designee for approval.

All school-based health clinic providers shall sign an agreement with the District regarding their specific use of District facilities and space to provide school-based health care services. In signing the agreement, the school-based health provider will consent to comply with all applicable District regulations and policies and other conditions which the District may require. In the event that there is a conflict between the internal procedures or policies of the provider and the District, the District's policies shall take precedence.

The services provided by the providers are not a substitute for services provided by the District.

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT

PURPOSE: To prescribe use of school-owned materials and equipment by employees and students.

School equipment may be loaned to employees if such use is directly related to their employment and approved by their immediate supervisor. Students may also borrow District-owned equipment when needed in connection with their studies or extra-curricular activities with approval by the appropriate administrator. Therefore, appropriate regulations specifying when and if equipment will be loaned and also proper controls assuring the borrower's responsibility for, and return of, all such equipment will be developed.

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT

All employees and students desiring to use District-owned equipment other than on school property will request such use through the appropriate administrator. However, employees and students must realize it may not be in the best interest of the District to loan such equipment if it is relatively expensive and/or presents a problem for maintenance and upkeep. The person requesting to use the equipment must complete and sign three copies of "Borrowing Agreement for District-Owned Equipment." The authorizing administrator will sign each of the three copies, retain one copy, give one copy to the borrower, and send one copy to the responsible department. A parent/guardian must cosign for all students.

The borrower must agree not to tamper with or attempt any type of repair or service.

The borrower must agree to assume full financial responsibility for loss or damage of the equipment. If the equipment is lost, the borrower must pay the District an amount equal to the original cost of such equipment less ten percent annual depreciation not to exceed five years. If the equipment is only damaged, the District will assume responsibility for repair and the borrower will pay the cost of replacement parts and labor.

PUBLIC INFORMATION / SCHOOL COMMUNICATIONS PROGRAM

PURPOSE: To define the responsibility to communicate with the public.

A climate of mutual understanding and cooperation between the schools and employees, students, parents, and community is essential if the education program is to best meet student and community needs and expectations.

An effective two-way communications program is vital to active and constructive participation of employees, students, parents, and community in the decision-making process. Employees, students, parents, and community are entitled to complete, accurate and continual information about school policies, regulations, programs, operations, finances, achievements, goals, problems, needs, and other information schools are required by federal and state laws, and regulations to make available.

All feasible forms of communications, including personal, print, and electronic, will be used to supply this information. Responsibility to develop the means to make this commitment effective is delegated by the Board to the Superintendent, as is the responsibility to maintain an on-going, systematic, two-way communication program.

RESEARCH BY INDIVIDUALS AND/OR INSTITUTIONS

PURPOSE: To establish a process to support educational research.

The Board recognizes the vital relationship between education and research and the benefit to its educational programs and services as a result of quality research endeavors. While recognizing the value of educational research, the Board also has the responsibility to prevent undue disruption to the educational process, to protect the privacy rights of students and staff and to ensure compliance with state and federal law. Research must occur in the context of the District's primary obligations of improving the educational process and student learning.

All research to be conducted within the Tulsa Public School District and/or requests to receive and/or use student or staff data in research or for evaluation purposes must have prior written approval from the District's Research Review Board (RRB). The RRB shall adhere to the following principles:

1. The purpose of the research must be education related and directly linked to the mission of Tulsa Public Schools.
2. The study must demonstrate a tangible benefit to the District.
3. Compliance with the regulations of this policy.

Research subject to this policy includes: (1) independent research conducted by individuals, organizations, or agencies not affiliated with the District; (2) research conducted by District contractors in accordance with their contract with the District or a memorandum of understanding with a District, department, or school; (3) research conducted by district employees or contract staff for personnel purposes outside of their work duties during non-work hours, (e.g. research for the completion of a master's thesis or doctoral dissertation or for any other purposes); or (4) educational product research conducted by a company or entity to study an educational product's effectiveness for potential use by the District.

The District may establish reasonable fees to charge researchers for the review and evaluation of proposals and the compilation of data requests as outlined in the regulation of this policy.

Adopted: February 2005

Revised: May 2010

RESEARCH BY INDIVIDUALS AND/OR INSTITUTIONS

The District Research Review Board (RRB) is charged with the approval of research conducted within the District and the provision of research details to District personnel and the community at large.

Research includes various evaluations, measurement, and inquiry that include but are not limited to (1) systematic investigation, including research development, testing and/or evaluation, designed to develop or contribute to general knowledge; (2) collecting and analyzing information aimed at discovering new facts and their correct interpretation to draw conclusions; and (3) quantitative and qualitative study activities such as observations, interviews, case studies, ethnographic analysis, analysis of written material, secondary analysis of data, achievement testing, surveys, experimental designs to examine causal relationships, product testing and analysis of cost and management records.

The following standards shall guide the approval, deployment, and evaluation processes.

1. The RRB acts as the Superintendent's designee to review research proposed by external and internal sources. The Research Review Board is comprised of members from various District offices and is facilitated by the Program Management Office. To prevent undue disruption to the educational process, to protect the privacy rights of students and staff and to ensure compliance with state and federal law the Research Review Board shall establish rules and requirements for approval of all proposed projects.
2. The RRB shall be charged with:
 - a) approving, disapproving, or modifying research
 - b) conducting formative assessments, to include observing and verifying changes
 - c) suspending or terminating research that is not being conducted in accordance with the RRB's requirements or that has been associated with unexpected serious harm to subjects
 - d) observing the participant consent process and the research procedures.
3. Only District internally-generated proposals will undergo a full RRB review. All other applicants must submit an Institutional Review Board (IRB) approval letter from their sponsoring institutions. IRB approved proposals are reviewed by the RRB to determine whether the proposed research methods are compatible with a public school setting and that the research questions are of interest to the District. The IRB approval must be current during the time frame of the proposed research.
4. Approvals for implementation of a proposed research project will be based on the relevance, quality, merit, and whether the research and methodology are in the best interest of District students and staff. The standards for evaluation, as established by applicable federal, state, and local statute and the Joint Committee on Standards for Educational Evaluation, will be utilized by the RRB when considering research projects.

5. The application to conduct research shall be mailed to:

Program Management Officer
Tulsa Public Schools
3027 South New Haven
P.O. Box 470208
Tulsa, Ok 74147-0208

6. A non-refundable application fee will be charged to cover the administrative cost associated with processing the application. If the applicant is a student, the fee shall be \$35.00. If the applicant represents a professional organization or association including universities and colleges the fee shall be \$75.00. Application fees are payable by check, with proper photo identification, and/or money orders payable to the Tulsa Public Schools Independent School District One and must be submitted with the completed application. Applications submitted without the fee will not be processed and will be returned to the applicant.
7. Requests for district data that are not already in the public domain are invoiced at \$75.00 per hour plus the cost of copies and/or electronic storage. This fee is applicable to only this policy. The Program Management Office will estimate the required number of hours to prepare the data in the format requested. Payment of the estimated cost (hourly rate times estimated hours required to prepare) must be made prior to the data being collected and released.
8. The District reserves the right to use the information in the research report or summary for educational programming or services, planning, solicitation of grants, staff development and any other purposes to improve instruction or services to students of the District.

INFORMATION DISTRIBUTION AND SALES ON DISTRICT PROPERTY

PURPOSE: To monitor and control distribution of outside materials and the attempt to sell goods or services on District property.

Distribution of materials produced by organizations or individuals external to Tulsa Public Schools is prohibited at District locations unless the material has been approved in writing by the Superintendent or designee. The material must meet the following criteria:

- Selected governmental agencies
- Approved charities
- Support organizations specifically incorporated for the direct benefit of the District, its schools and their students and foundations; or other approved organizations
- Institutions, agencies and/or individuals with common education as the known beneficiary of service and activities

Material may be placed on a counter or table in the office, hall, at faculty meetings, PTA meetings, etc. but quantities may be limited to prevent unwarranted clutter or litter. It is not necessary for the Superintendent or designee to approve the distribution of site-related materials such as PTA newsletters, etc. Such material is approved by the site administrator/principal.

The District's direct distribution system may not be used by external sources, including charter schools, without the approval of the Superintendent or designee.

Any person calling on the principal or other school employees for the purpose of selling some commodity or service, must present a "vendor's card" issued by the Public Information Office.

PUBLIC RIGHT TO KNOW

PURPOSE: To comply with the Oklahoma Open Records Act.

The public has a right to be fully informed concerning the District's operations under the Oklahoma Open Records Act (the "Act"). Informed citizens are vital to the successful functioning of the democratic process that the Board desires to exemplify to students attending school in the District. However, the Board also has an obligation to safeguard employees, students, and parents/guardians from invasions of personal privacy.

The Superintendent will develop appropriate guidelines governing implementation of the Act taking into consideration the concept of confidentiality. All administrative staff will strictly observe and implement these guidelines in good faith.

PUBLIC'S RIGHT TO KNOW

Records

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

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

Records Access Officer

The Superintendent will designate a Records Access Officer and an Alternate Records Access Officer. The Alternate Records Access Officer will perform the functions and responsibilities of the Records Access Officer in the absence of the Records Access Officer. The Records Access Officer or the Alternate Records Officer will make a reasonable attempt to be available during regular business hours to authorize and facilitate the inspection and copying of official public records.

All requests for inspection/copying of official public records, including requests made at the building level, will be referred to the Records Access Officer, or in the absence of the Records Access Officer, to the Alternate Records Access Officer.

The Records Access Officer or the Alternate Records Access Officer, as the case may be, will grant or deny a request to inspect/copy official public records of the District within two days (non-working days excluded) after receipt of a request.

If the request is denied, the reason for the denial will be stated in writing. Any person whose request to inspect official public records is denied will have the right to appeal the denial by written request for review of the decision by the Superintendent. The Superintendent, or designee, will render a written decision within two working days (non-working days excluded) after receipt of the request.

A request for inspection/copying of official public records may be denied only in accordance with state and federal law.

Procedures

The Records Access Officer will develop a public records inspection/copying request form. A person desiring to inspect/copy official public records will be requested to complete the form, but a request will not be denied solely because the person refuses to use the request form or makes the request on a non-official form; however, the request must be submitted in writing to the Records Access Officer.

District personnel are not required to create official public records that do not exist in the form requested. For example, if the request involves classifying data in a manner that is not current practice within the district, the Records Access Officer will provide the raw, uncategorized data.

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

A person designated by the Records Access Officer will be present at all times when official public records are being inspected and copied. Copies of official public records by any mechanical reproduction process will be made only by District personnel.

Under the Act, the District has a right to establish reasonable procedures to protect the integrity and organization of its records and to prevent excessive disruption of its essential functions.

Accordingly, the Records Access Officer will have the right in any particular instance to establish reasonable hours for the inspection/copying process consistent with the necessity of the affected school personnel to perform their regular duties. However, this will not be used to deny the rights under the Act of persons desiring to inspect/copy official public records.

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

Fees

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

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

The staff will develop a schedule of fees as authorized and the schedule will be posted at the Education Service Center and with the Tulsa County Clerk.

MEDIA RELATIONS

PURPOSE: To inform and guide the media and District staff in the proper manner of informing the public of District business.

The District will comply with all state and federal laws and regulations regarding open meetings and open records and respond to all media inquiries in a prompt, cooperative manner. Media requests received by the Public Information Office will be responded to in a timely manner.

The Director of Public Information is the spokesperson for the District. All contacts and press releases concerning matters of District-wide interest and controversial topics should be conducted by Public Information Staff. Any staff member, in addition to Public Information staff, should respond to questions from news media with accurate information and within the scope of their jobs. Principals will inform the Director of Public Information of existing or potential problems at their school.

Media on campus will be subject to all rules for visitors and should contact the Public Information Office before going to a school site. Once on site, clearance from the principal and/or the main office is necessary. If principals have questions about releasing information, they will contact the Public Information Office.

Parents/guardians may request in writing that no photographs or identifiable information of their child be obtained by the media. Photography of students in a classroom setting is permitted with parental consent and as long as the classroom is not disrupted.

Crises and emergency information will be coordinated between the Public Information Office, Campus Police Chief and Emergency Management coordinator.

SCHOOL-SPONSORED PUBLICATIONS

PURPOSE: To promote school-sponsored publications.

The Board of Education encourages school-related publications as part of the education program and as a means of communicating with employees, students, parents/guardians, and community.

Employees are encouraged to submit items for publication for District, professional, or outside use. Employees may produce tapes, PowerPoint presentations, or films for distribution as job responsibilities allow. All submissions concerning policies or practices will be approved before publication by the Superintendent or designee.

Every person associated with school-sponsored publications share the responsibility for the contents. Those writing for and/or editing school publications will determine the acceptability of the material published. The publisher will decide whether to use questionable materials. A publications committee may be established to review the proposed content of student publications to ensure compliance with the law. School publications will contain the name of the faculty staff adviser and editor.

Editorials that mirror an individual writer's view will bear a byline (author's name). Editorials that reflect the official stand of the publication need not be bylined. Letters to the editor will be signed, but the name may be withheld on request. The letters will be kept on file for the duration of the school year.

All materials written or produced by employees during the time for which they are paid by the District become the property of the District and may be copyrighted. Employees will observe rules for limited reproductions of copyrighted material for classroom use.

Adopted: November 1982

Revised: June 2005

Cross Reference: 3103, Student Publications

SCHOOL-COMMUNITY RELATIONS OFFICER

PURPOSE: To ensure school-community relations are fostered and maintained.

The principal and the school are an integral part of the community and are an extension of the total school system operating under the executive leadership of the Superintendent. The principal serves as the primary school-community relations officer for the school.

Principals should use the various school and community meetings, as well as group and individual conferences, to work with the public while remaining focused on the school objectives and the objectives of the District.

CLASS VISITATION

PURPOSE: To allow class visitations and protect instructional time.

Except for emergencies, classroom visitation should be arranged in advance. In order to minimize classroom interruptions during instructional time, all visitors to the classroom must have prior approval of the principal and the teacher. Whenever practical, teachers will receive advance notice from the principal's office when visitors wish to visit the classroom. Classroom visits should not disrupt classroom activities.

Visits by parents/guardians and other citizens of the community may have a positive effect on the classroom environment. However, prolonged visits may detract from the educational process.

All visitors to schools must register in the school office and state the purpose of such a visitation. All visitors must wear an identification button or nametag while a guest in the school.

No visit shall be conducted in such a way as to detract from classroom activities. If, in the judgment of the school principal, the visitation is not in accordance with this procedure, the visitor(s) will be asked to leave the classroom and/or the building.

COMMUNITY INVOLVEMENT

PURPOSE: To establish guidelines for community involvement.

Individuals and groups are invited to voice their concerns and suggestions to appropriate staff members, individual Board members, or the total Board at any of its regular meetings. Citizens will periodically be asked to serve on advisory committees, to offer their services as volunteers or resource persons, or respond to questionnaires or surveys regarding school issues.

The Board endorses the organization of advisory groups and volunteer efforts, especially by parents/guardians, in each school. Any recommendation submitted to the Board by an advisory group should be based on careful study. Such recommendations will be given due consideration in the light of how their implementation might affect educational programs for all students in the District. Recommendations not consistent with Board policy, or state or federal law, that are not financially feasible, or that would be considered unethical, will not be considered. At the same time, this does not restrict the right of the principals to question Board policy and to recommend changes.

PARENT INVOLVEMENT

PURPOSE: Tulsa Public Schools shall promote parent involvement in all schools as mandated by Title I, No Child Left Behind Act of 2001 and work as equal partners with parents in providing quality learning experiences for every student, every day, without exception.

The Board believes and acknowledges that parent involvement raises the academic achievement level of students. Additionally, parents become empowered, teacher morale improves and communities grow stronger when parents take an active role in educating their children. Schools shall involve parents in the education of their children at all grades levels.

The Superintendent or designee shall provide coordination, technical assistance and other support necessary to assist all schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance. Public Law 107-110, No Child Left Behind, section 1118, Title I Parent Involvement establishes that to build capacity for parent involvement within schools, a district is to “develop jointly with, agree with, and distribute to parents of participating children a written Parent Involvement Policy.” This policy and subsequent policies regarding building parent’s capacity for involvement will be implemented throughout Tulsa Public Schools.

Building Parents Capacity for Involvement

The Board believes that empowering parents to insist on improvement and giving schools extra incentive to do so and by giving parents options regarding their children’s education helps the district to realize its vision to become the “District of Choice” for patrons of the community. As a result of this belief, the Board shall create an environment of supportive and collaborative parent involvement.

1. Program Information for Parents: Tulsa Public Schools shall provide assistance to parents of all children in understanding such topics as the state’s academic content and achievement standards, the assessments being used, the requirements of Title 1, Part A, No Child Left Behind (NCLB) and how to monitor their children’s progress and work with educators to improve their achievement.
2. Materials and Training: Tulsa Public Schools shall provide materials and training, such as literacy training and training on how to use technology, to help parents work with their children to improve achievement.
3. Educate Educators: Tulsa Public Schools shall educate teachers, pupil services personnel, principals and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs and build ties between parents and the school.

4. **Preschool Coordination:** Tulsa Public Schools shall “to the extent feasible and appropriate,” coordinate and integrate parental involvement programs with Head Start, Even Start, and other preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.
5. **Understandable Communication:** Tulsa Public Schools shall ensure that information related to school and parent programs, meetings and other activities is sent to the parents of all children in a format, and, to the extent practicable, in a language the parents can understand.
6. **Other Requested Activities:** Tulsa Public Schools shall provide such other reasonable support for parental involvement activities as parents may request.

INTERPRETATION AND TRANSLATION SERVICES
FOR DISTRICT PARENTS AND GUARDIANS

PURPOSE: To provide interpretation and translation services for parents and guardians of enrolled students of the District.

Communication with parents and guardians is integral to student success and can help them make well-informed decisions concerning their children's education. To improve parents and guardians and community participation in the educational process and to ensure equal educational opportunity for every student, the District shall develop procedures for communicating with parents and guardians in a language they can understand.

The Superintendent or designee will develop appropriate regulations which will include procedures for identifying the parents and guardians who are unable to communicate in English or who have limited English proficiency, and utilization of a variety of methods to ensure adequate communication with parents and guardians who do not understand English or who have limited English proficiency. The communication methods used will be tailored to the type of communication and may include written translations, oral interpretation, the use of community resources and other methods which will facilitate effective communication.

INTERPRETATION AND TRANSLATION SERVICES FOR DISTRICT PARENTS AND GUARDIANS

PURPOSE: To clarify the process by which Tulsa Public Schools will identify primary languages understood by parents and guardians, state the responsibilities of site leaders and to outline the procedures for communication and accessing services to facilitate communication with parents and guardians who do not understand English or are limited English proficient.

Identification and Reporting

As part of initial enrollment, parents will complete a Home Language Survey for the student indicating if a language other than English is spoken in the home. Information from the Home Language Survey shall be entered into Power School by the designated site representative, such as the registrar.

Site staff, such as principals, assistant principals, counselors, registrars and others, shall have access to the home language information in Power School on the Oklahoma State Information page and will review it as needed to ensure appropriate interpretation and translation services are available to parents and guardians as needed.

Translation Services

The Title III Office shall identify a list of the most commonly used forms and letters used district-wide in all schools.

The Title III Office shall take steps to translate the forms and letters identified in the list mentioned above into the most common languages other than English understood by parents and guardians in Tulsa Public Schools as much as is feasible.

These forms and letters shall be available to schools and departments on the Title III Page in Federal Programs on the district intranet.

The District shall also provide district-wide access to a number of school documents translated into multiple languages through a subscription to TransAct, a web-based library of translations of general school documents, including general education documents, IDEA documents, 504 documents and NCLB compliance documents. Anyone with a tulsaschools.org email address can register for document access.

To ensure effective communication with every parent and guardian, site administrators are responsible for translation of all "essential communications" other than what is available on the Title III page on the District Intranet and/or through the translated documents available at www.transact.com.

“Essential communications” include, but are not limited to, emergency notices, progress reports, disciplinary actions, health information and other important issues relating to individual students.

In circumstances where written translation is not available for the above correspondence, the site administrator shall ensure communication through interpreted oral language.

Interpretation Services

The Title III Office shall coordinate requests for assistance in obtaining interpreters available to communicate with parents and guardians who require communication in a language other than English. If site administrators do not have access to interpreters, then the Title III Office shall be contacted.

The Title III Office shall identify and maintain a list of interpreters and translators, both in the community and district-staff, who are proficient in providing oral interpretation services. District and site staff shall also have access to Language Line Services (www.language.com) to provide phone interpretation services in a variety of languages. Procedures and usage reporting forms shall be posted on the Title III page of Federal Programs on the District Intranet. Individual access codes will be assigned to designated District and site level staff for access to Language Line Services.

The District shall establish accounts to provide for per minute usage of Language Line Service and fees and charges incurred for in-person interpretation and/or translation services.

Essential Meetings and Functions

Site administrators are responsible for ensuring that oral interpretations be available for parents and guardians at essential meetings and functions.

“Essential meetings and functions” include, but are not limited to, student orientations, parent-teacher conferences, disciplinary meetings or hearings, student evaluation and placement meetings, or other important meetings that relate directly to an individual student.

Review

Upon completion of services, the Title III Office shall send a short survey via email to the requesting party to complete and return. The survey results will be used to evaluate the quality and effectiveness of the services provided.