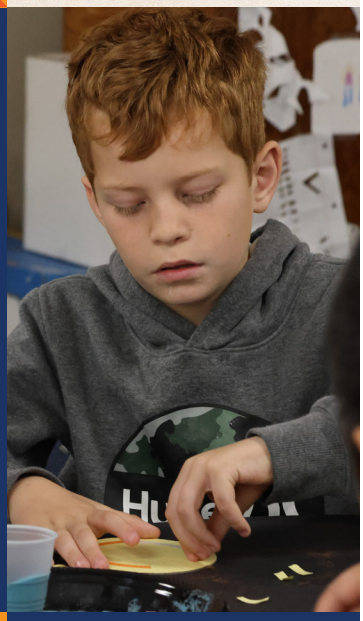




DISTRICT POLICY MANUAL



Putnam City Schools



Putnam City Schools

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LEGAL STATUS AND NAME

The Putnam City School District ("District") is an independent school district incorporated according to the laws of the State of Oklahoma. The District's primary purpose is to provide eligible students with a free public school education. The District is a body corporate and possesses the powers of a corporation for public purposes. The District may sue and be sued, may be capable of contracting and being contracted with, and holding such real estate and personal property as it may come into possession of and as authorized by law.

The District's legal name is Independent School District Number 1 of Oklahoma County, Oklahoma. The District is commonly referred to as Putnam City Schools.

NONDISCRIMINATION

The purpose of this policy is to ensure an inclusive, respectful and equitable environment for all students, staff and faculty. Discrimination, harassment or retaliation based on protected characteristics is strictly prohibited. This policy consolidates protections under federal and state law, including legislation addressing antisemitism.

The District is committed to the policy that no person shall be unlawfully subjected to discrimination in, excluded from participation in, or denied the benefits of any educational program, extra-curricular activity, or employment. District does not discriminate on the basis of race, color, sex, religion, pregnancy, gender, sexual orientation, gender identity and expression, national origin, age, marital status, veteran status, disability, genetic information in its programs, or any other protected class under state or federal law including antisemitism. (Title 25 O.S. § 1301 et seq.

Definitions

A. Discrimination:
   Unfavorable or unequal treatment of an individual or group because of a protected characteristic
B. Harassment:
   Unwelcome conduct, whether verbal, written, online or physical that is severe, pervasive, or persistent enough to create a hostile environment or that results in adverse academic, employment or programmatic decisions.
C. Antisemitism:
   Hostile acts, statements, rhetoric, or behaviors directed at people because they are, or are perceived to be, Jewish. (Title 25 O.S. § 1911; Title 70 O.S. § 24-162)

It is the policy of the District that all students, employees, volunteers and visitors have the right to learn and work in an environment free from discrimination, harassment and hostile conduct. The District prohibits discrimination or harassment on the basis of race, color, national origin, sex, disability, religion, age, sexual orientation, gender identity, and any other protected class under state or federal law including antisemitism.

When an open forum is created whereby non-curricular groups are allowed to meet on school premises, Boy Scouts and other designated youth groups will have equal access.

All complaints and inquiries regarding the non-discrimination policies must follow the complaint and/or grievance procedures described in Policy BM - Civil Rights.

Adopted: March 3, 1997; rev. 5/03, 1/19, 12/21, 9/25

District Regulation BM-R1 identifies District's Compliance Officers and their contact information. In addition, inquiries concerning non-discrimination can also be made to the Office for Civil Rights at the following address:

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

District-created publications distributed to students, parents, or patrons and District's website should contain a statement on non-discrimination. The statement must be a font style and size that is plainly legible. The statement should read: "Putnam City Schools does not discriminate on the basis of race, color, religion, sex, pregnancy, gender, sexual orientation, gender identity and expression, national origin, age, marital status, veteran status, disability, genetic information or any other protected class under state or federal law including antisemitism.."

EDUCATIONAL PHILOSOPHY AND GOALS

The acquisition of basic skills in reading, writing, math, language, and spelling is essential for effective cognitive development. Education is best achieved when students become involved in experiences meaningful to their lives in today's world. The educational process should develop habits, attitudes, understanding, and skill necessary for a productive, satisfying life in civilized society. Each student should be helped to understand the duties and the privileges of responsible citizenship as it relates to the student as an individual and to the larger community.

The goal of the District is to provide an opportunity for all students to develop into adults who can stand confidently, participate fully in our society, learn continually, and contribute meaningfully to our world.

VISION, MISSION AND VALUES

VISION

To be a safe and inclusive home for all students, served through innovation and excellence for success in life.

MISSION

To provide a transformative experience that ignites a passion for learning, sparks imagination, and empowers students to achieve personal success and enrich the community.

CORE VALUES

- Safe Environment
- Student Success
- Collaborative Culture
- Consistent Communications
- Excellence & Innovation
- Exceptional Employees

BOARD OF EDUCATION

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

Election Districts: The District shall be divided into five (5) election districts. Following each federal decennial census, the Board shall reapportion by resolution the District's election districts if required in accordance with law. The resolution shall contain the legal descriptions of the election districts. The Superintendent shall maintain in the Superintendent's office for review by the public a true and correct copy of the resolution and a map accurately representing the boundaries of the election districts.

Conflicts of Interest: No person shall be elected or appointed to serve on the Board if he or she is related to any other member of the Board or any employee of the District as provided by law. The Board shall not make any contract with any of its members or with any company, individual, or business concern in which any of its members shall be directly or indirectly interested, except as provided by law.

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

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

Election and Duties of Officers:

A. Election of President and Vice President: At the first regular, special, or emergency meeting following the annual school election and certification of election of new members, the Board shall elect from its membership a president and a vice president, each of whom shall serve for a term of one (1) year or until a successor is elected and qualified.
B. Election of Board Clerk: The Board shall also elect a Board Clerk and, in its discretion, a Deputy Board Clerk, who may or may not be members of the Board. The Board Clerk and the Deputy Board Clerk, if elected, shall hold office during the pleasure of the Board and shall receive such compensation for services as the Board may allow. If the Board elects a Board Clerk who is not a member of the Board, the Board Clerk may also be employed as the Encumbrance Clerk and/or the Minute Clerk. No superintendent, principal, treasurer, assistant treasurer, instructor, or teacher employed by the Board may be elected to serve as Board Clerk, Deputy Board Clerk, Encumbrance Clerk, or Minute Clerk. The Deputy Board Clerk may perform any duties and exercise any of the powers of the Board Clerk.
C. Duties of the Officers: The duties of these officers are as follows:
    1. President: It shall be the duty of the President to preside over all meetings of the Board, to sign all warrants ordered drawn by the Board upon the school treasury for disbursement of school funds, to make appointments to committees as is necessary, and to perform such other duties delegated by the Board as required by law.
    2. Vice President: It shall be the duty of the Vice President to perform the duties of the President in the absence of the President from a Board meeting.
    3. Clerk: It shall be the duty of the Board Clerk to countersign all warrants drawn upon the treasury by the Board and perform such other duties as the Board may require.

Education for Board Members: As required by law, new Board members shall complete the necessary hours of instruction on education issues. If a new Board member fails to complete the required hours of education within the time allowed, the Board shall declare the position vacant and fill the vacancy according to law.

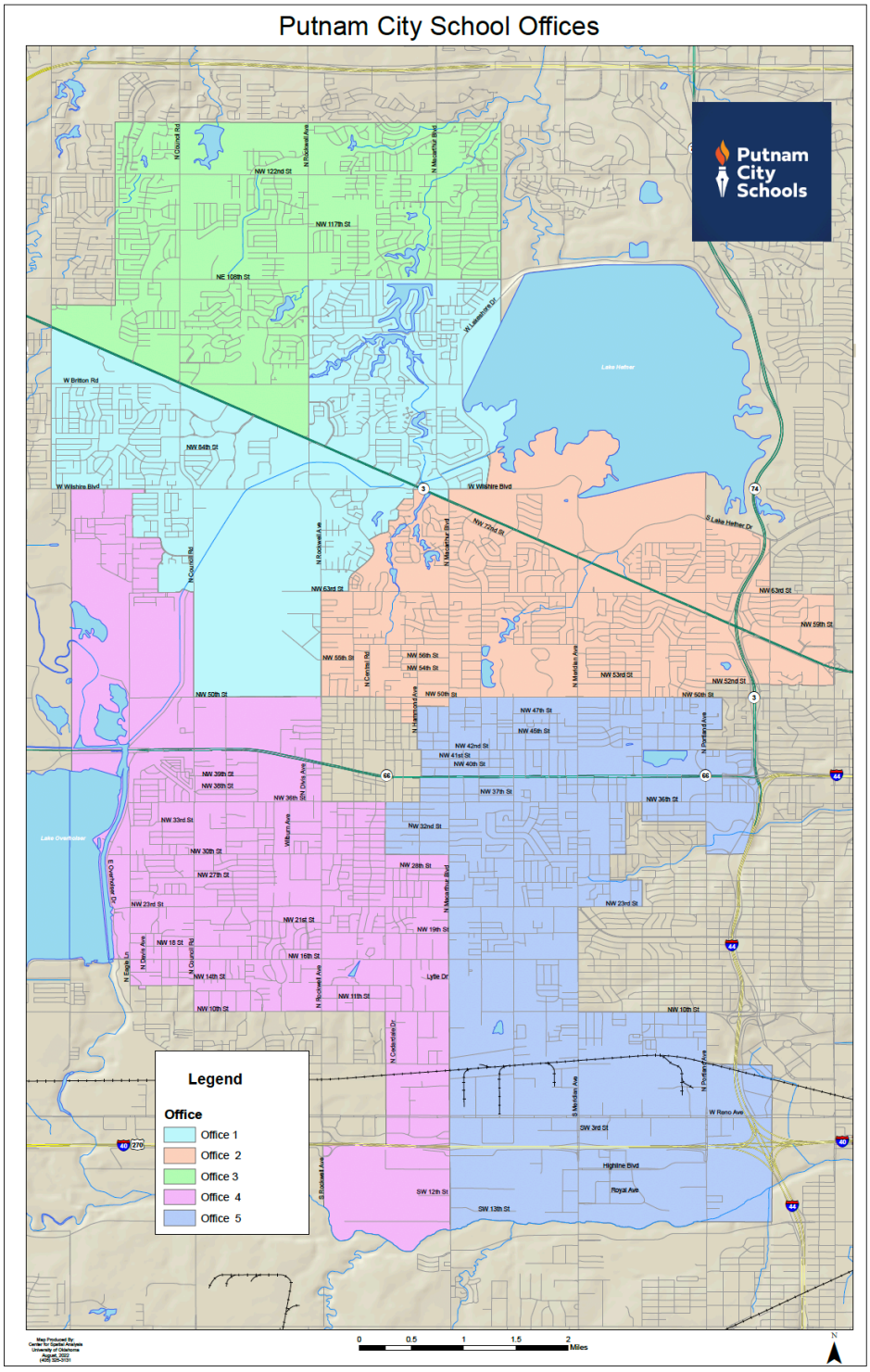
As required by law, Board members shall complete the minimum hours of continuing education during the term of their office. The failure to comply with the continuing education requirements shall result in the board member being ineligible for reelection.

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

Putnam City Schools
DISTRICT EXHIBIT

BOARD OF EDUCATION

ELECTION DISTRICTS



Adopted: August 18, 2008; Rev. 9/13, 7/14
10/14, 12/15, 9/22

DISTRICT OFFICIALS AND PROFESSIONAL SERVICE PROVIDERS

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

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

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

Treasurer: In addition, the Board may appoint a Treasurer and/or an Assistant Treasurer to serve at the discretion of the Board. The Treasurer and/or Assistant Treasurer shall be responsible for the funds of the District and shall not pay out any District funds except upon District warrants issued by the Board and signed by the President and Board Clerk. When requested by the Board, the Treasurer and/or Assistant Treasurer shall submit written reports regarding the finances of the District. The Treasurer and/or Assistant Treasurer shall provide a bond of not less than the amount of money the Treasurer and/or Assistant Treasurer will have on hand at any one time, and the District may pay the premium for such bond.

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

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

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

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

BOARD MEETINGS

Regular Meetings: Unless otherwise scheduled, regular meetings of the Board shall be held on the first Monday of each month. When Monday is a legal holiday, the regular meeting shall be held on the following Monday, unless otherwise scheduled. Regular meetings shall be held in the Putnam City Schools Centennial Center, Gail LoPresto Board Room, unless another location has been designated.

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

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

Agenda Preparation and Dissemination: The Superintendent, in consultation with the Board President, shall prepare all agendas for meetings of the Board. In doing so, the Superintendent shall consult with appropriate members of the staff.

Items of business may be suggested by any Board member, staff member, student, or citizen of the District. Items suggested by staff members, students, or citizens must be submitted to the Superintendent within three (3) weeks before a Board meeting on Monday and their inclusion shall be at the discretion of the Superintendent. The Superintendent may make an exception to this in emergency situations.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of new business as defined by Oklahoma Law not on the agenda may be discussed and acted upon in a regularly scheduled meeting if a majority of the Board agrees to consider them.

A finalized agenda, together with supporting materials, shall be distributed to Board members sufficiently prior to the Board meeting, if at all possible, to permit them to give items of business careful consideration. The agenda and appropriate agenda materials will be made available to the school personnel, representatives of the community, press and to others upon request. In addition, the board of education meeting agenda will be posted on the door of the Administration Building as required by law. It is the responsibility of the clerk to make sure that agendas are posted and made available to the public.

Quorum and Voting: A majority of the members of the Board shall constitute a quorum for the transaction of business. If a quorum is not present when the meeting is called to order, the only action

that the members may take is to continue the meeting to another date and/or time. Each member shall have one (1) vote, and all votes shall be publicly cast and recorded. All motions shall be carried by a majority of the members present or as otherwise required by law. An abstention from voting by a member present at a meeting shall be deemed a "no" vote for purposes of determining a majority vote.

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

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

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

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

Live streaming: The District may, at its discretion, choose to broadcast or livestream regular meetings of the Board of Education. In the event the District elects to do so, the following procedures and guidelines shall apply:

1. Will only include the public portion of the meeting.
2. Will not include any proposed executive sessions that are properly noted and cited on the posted agenda.
3. Will only be available online and live while the event is occurring.
4. Will not be available once the Board officially adjourns the live meeting.

In the event the District chooses to broadcast or livestream a Board meeting, a link to the public broadcast will be available on the school district's website on the day of the regular meeting. The inability to broadcast a regular Board meeting shall not preclude the Board from continuing with a properly called and posted Board meeting. In addition, the District will post in a visible location notice to parties entering District facilities that they are entering an area where live streaming, photography, video and/or audio recording may occur.

During portions of regular meetings of the Board, members of the public are provided an opportunity to make comments regarding school related matters at public meetings as indicated in Board Policy AH. Persons addressing the Board must be physically present. The ability to make online comments will not be available.

DISTRICT POLICIES

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

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

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

Review of Administrative Regulations: The Superintendent shall prepare, approve, and disseminate those administrative regulations necessary to implement Board policy and shall review such regulations periodically to determine their effectiveness in carrying out policies. The Board shall retain the prerogative to review any and all administrative regulations and may suggest or direct that certain regulations be added, modified, or deleted.

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

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

COMMUNICATION WITH BOARD

Presenting Concerns To Board: Members of the public or District employees who have concerns regarding school personnel, school services, facilities, or items not on the agenda of a regular meeting may communicate with Board members in writing regarding their concerns. The Clerk of the Board can provide mailing addresses of Board members or, if the person desires, can deliver the correspondence directly to the Board member.

Board Communication: The Board of Education encourages communication. Two way communication with the public and employees is important. There should be no attempt to restrict communications dealing with public information.

Board members will be available to staff and public to hear concerns, to answer questions or direct questions to the appropriate office or person. Staff members will be available to Board members to provide information and to answer questions. Those who direct questions to members of the Board of Education shall be given an answer from the Board member or referred to the appropriate administrative office.

If a Board inquiry or request will require the preparation of a new report or official document, the request should be directed to the Superintendent. The Superintendent may assign the task to a staff member or ask for the request to be put on the agenda. A copy of the report or document shall be provided to all Board members.

Public Participation at Board Meetings: The purpose of a Board meeting is for the Board to conduct the District's business and to deliberate and act upon matters before the board, unless the Board is specifically conducting a public hearing on a matter. The public is encouraged to attend and to observe meetings of the Board and to participate whenever a public hearing is being held.

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

During portions of regular meetings of the Board, a limited opportunity may be provided for members of the public to make comments regarding school related matters. To make such comments, members of the public are to complete the required form and submit it to the Clerk of the Board before the meeting is called to order.

Participants under the age of 18 must provide parent/guardian's signature granting permission to speak.

Adopted: March 3, 1997; Rev. 5/98, 6/98,
9/07, 12/23

Persons addressing the Board during the "Comments by the Public" portion of a regular Board meeting shall:

1. be recognized in the order the Clerk received the requests;

2. limit their comments to three (3) minutes or less; and

3. not be permitted to criticize individuals or to engage in disruptive behavior.

If an extremely large number of requests to speak are received, the Board President may set a reasonable time limit for the total "Comments by the Public" portion of the meeting. The Board may extend the total time limit for comments set by the President by a majority vote of the members present.

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

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

Putnam City Schools
DISTRICT FORM

COMMUNICATION WITH BOARD

PUBLIC PARTICIPATION AT BOARD MEETINGS

Please complete this form and turn it in to the Clerk of the Board prior to the beginning of the meeting. Speakers will be recognized in the order that requests are received. Participants under the age of 18 must provide parent/guardian's signature granting permission to speak.

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER:_____

NAME OF ORGANIZATION REPRESENTED (IF ANY): _____

_____

TOPIC:_____

DO YOU HAVE MATERIALS TO DISTRIBUTE TO THE BOARD?
YES NO

ARE YOU A RESIDENT OF THE DISTRICT?
YES NO

ARE YOU AN EMPLOYEE OF THE DISTRICT?
YES NO

DO YOU HAVE CHILDREN IN THE DISTRICT?
YES NO

ARE YOU UNDER THE AGE OF 18?
YES NO

IF YES, PROVIDE PARENT/GUARDIAN SIGNATURE BELOW:

I, _____, give permission for _____ to speak to the Board of Education during public participation.

Parent/Guardian's Signature: _____ Date: _____

If granted permission to speak, I understand my comments are limited to three minutes or less, may not be personal in nature, may not be critical of any particular individual, and may not be disruptive in nature. I have been given a copy of District Policy AH - Communication With Board.

_____ _____
Signature Date

DISTRICT ADMINISTRATION

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

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

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

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

Fund Raising in District: The District may conduct District-wide fund raising for charities and non-profit entities according to Administrative Regulations regarding the approval of such fund raisers, the handling of funds raised, and other related matters.

District Records: The District shall comply with the Oklahoma Open Records Act regarding its records. Requests to inspect or to copy District records shall be submitted through the District's Public Record Access Request Form, BA-R2-F1, to the Superintendent or Superintendent's Designee and shall comply with District procedures as set forth in Administrative Regulations. Requests to inspect or to copy student records shall conform with District Policy and Administrative Regulations governing student records. As authorized by law, the District may charge fees for copies, certified documents, computer generated documents, and searches as are set forth in Administrative Regulations.

Record Retention: The District will adhere to timelines and methods prescribed by applicable law and regulation. Records maintained by the District may be in hardcopy, electronic form, or both. Safeguards to maintain confidentiality and to ensure documents are not altered in any way shall be implemented. These safeguards may include but are not limited to, storing records in locked storage areas, electronically secured file storage, or password-protected databases. All records maintained by the District shall be stored on district network drives.

Record	Retain
Accident/Incident Reports • Non-employee accident/incident • Employee accident/incident	 • 2 years after accident/incident • 5 years after accident/incident
Administrative Records	2 years
• Agendas and Minutes • Audio recording of meetings	• Permanent • Only until minutes are approved by Board of Education
Benefits information • Informational materials about employee benefits	3 years after superseded
Bidding Materials • Requests for Bids/Proposals • Bid Documents, including specifications and bids • Committee Reports or Recommendations	5 years after completion of project
Calendars/Appointment Books	2 years
Contracts • All District contracts for goods or services, excludes personnel contracts	5 years after date of conclusion or termination of contract
Collective Bargaining Agreements	Permanent
Correspondence • General correspondence - paper • General correspondence - email • Duplicate correspondence, drafts, or other non-records	 • 3 years • 5 years • Only as long as needed, (ensure office of record retains)
Court Orders • Issued by judges requiring certain actions by taken by District	2 years after exhaustion of all legal remedies
Employee Assistance Program Documents • Information about District's employee assistance program, including handouts and brochures	3 years after superseded

E-Rate • Bidding documents, contracts, invoices, and other related documents	10 years after last date of service
Federal Funding and Grants • Records needed to support information provided on an application for federal funding (such as Impact Aid) or private grant	3 years after fiscal year in which final payment received
Financial Records • All claims, warrants, contracts, purchase orders, invoices and other records • Documents relating to school activity funds • Records of bank activity • Records relating to audits	5 years
Fleet Management • Maintenance Record	Until vehicle is sold or disposed of
Grievances and Complaints • Records relating to employee grievances or complaints	2 years after resolution or conclusion of grievance proceedings
Job Descriptions	3 years after superseded
Litigation Materials • Includes case file documents and all other records related to the subject of litigation • Includes Equal Employment Opportunity Commission inquiries and related records	2 years after litigation has concluded or threat of litigation has passed
Maps of Real Property or District Boundaries	Permanent
Organizational Chart	Until superseded
Payroll Records	5 years

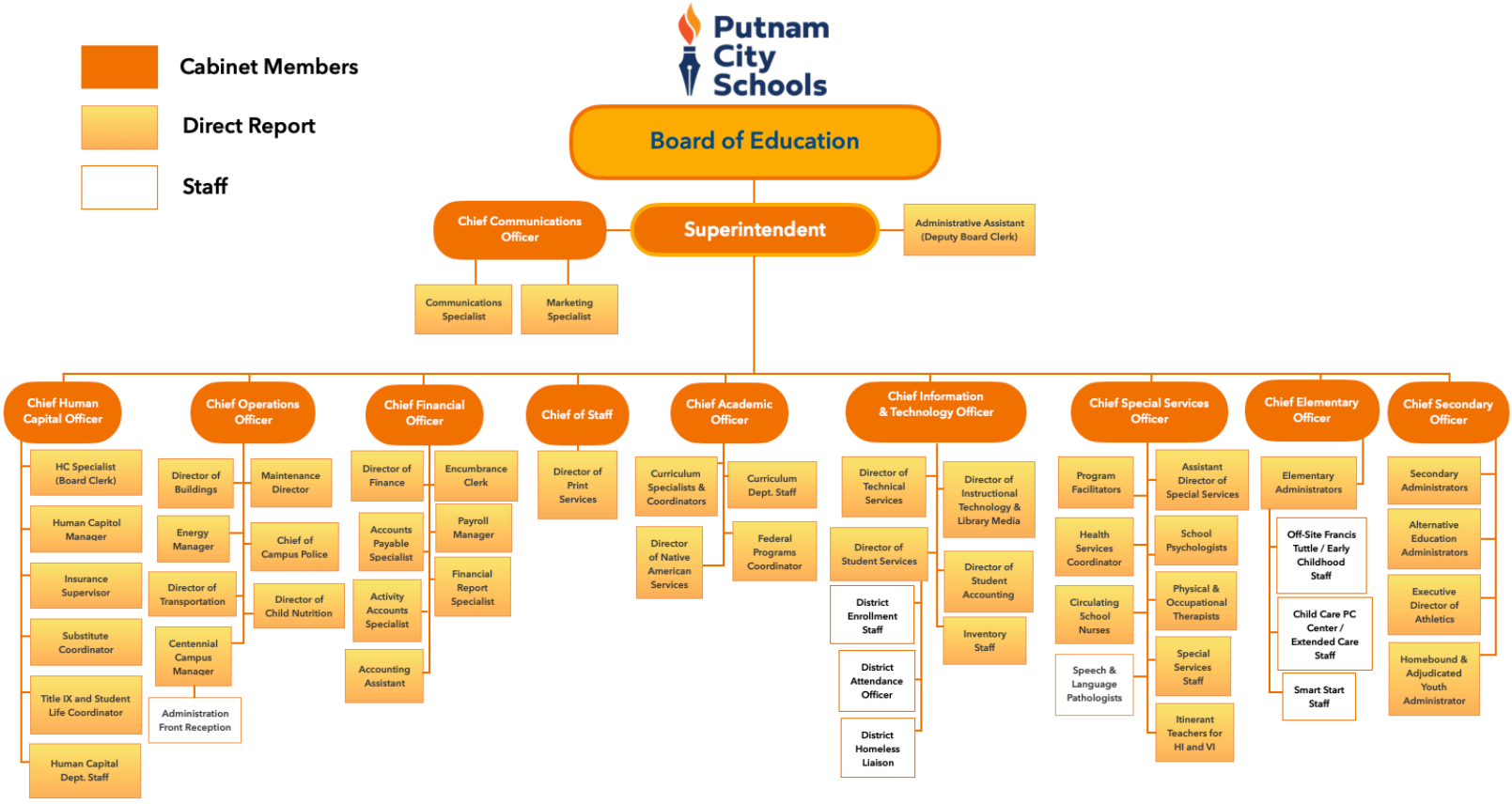
Personnel Files • Includes applications for employment, regardless of whether the applicant was employed • Includes calculations of accrued but unused sick leave or vacation time	5 years after termination, resignation, or application; or 2 years after the conclusion of litigation, whichever is later
Policies and Handbooks	Permanent; archive out of date material
Press Releases	3 years
Real Property Records	5 years after the disposition of the property
Safety Records • Records maintained pursuant to the Occupational Safety and Health Administration ("OSHA") or Oklahoma Department of Labor Safety Division	5 years after the conclusion of the year to which the records relate
Social Media Communications	30 Days From Post Date
Student Records • Transcripts and Scholastic Records • Special Education Records Related to Medicaid • Discipline Records • Other Records	• Minimum of 80 years following graduation, transfer, or withdrawal of the student • 6 years • 5 years • As needed
Tax Documents • Forms W-2, W-3, W-4, W-5, W-9 • Forms 1099 • Forms 941, 944, 945 • Quarterly FICA statements • Filed Returns • Reports	5 years

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

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

Open Records: Materials to which the public has the right of access may be reproduced and provided to any citizen requesting such material in a matter consistent with the Oklahoma Open Records Act, 51 O.S. § 24A. 1-29 *et seq*.

Putnam City Schools
DISTRICT EXHIBIT



Adopted: August 18, 1997; Rev. 2/99, 4/00, 3/04, 2/07, 7/09, 2012, 9/15, 1/17, 2/22, 11/22, 3/24, 4/24, 5/24, 7/24, 7/25, 9/25, 7/26

DISTRICT ADMINISTRATION

FUND-RAISING IN-DISTRICT

General: In keeping with the District's philosophy, one of its goals is the support of local charities and other endeavors that benefit society. The District responsibilities include the actual participating and serving as examples to the students and the community. The Administration is responsible for developing and implementing procedures and regulations consistent with the Board of Education's policy.

The Putnam City School District limits district-wide fund-raising to three endeavors:

1. The Putnam City Schools Foundation exists to enhance educational opportunities for students of the district. The district supports the fund-raising activities of the Foundation. Employees may elect to contribute through payroll deduction.
2. The District has a partnership with the Oklahoma Medical Research Foundation. The District accepts donations that provide equipment needed by the Foundation to conduct research. This fund-raising activity includes the students, parents and employees of the District.
3. The Putnam City School District also participates in the annual United Way fund drive. This fundraising activity is limited to employees of the District and payroll deductions are permitted.

The Board of Education allows building principals and staffs to select and support other worthwhile causes.

Charities and non-profit organizations: Any charity or non-profit organization that wishes to hold a fund-raising event must first obtain approval. The Superintendent or his/her designee will either approve or disapprove. This requirement only applies to the fund-raising events operated by charities or non-profit organizations that are not associated with the Putnam City Schools.

Procedures:

1. To request approval the charity or non-profit organization must complete the Request for Fundraising Events Form.
2. The form will include the name of charity or non-profit organization, purpose, method of the fund-raising, and the dates of the fund-raising events. The charity or non-profit organization will also submit a copy of the Internal Revenue Service determination letter on its non-profit status.

3. All requests for fund-raising events will be forwarded to the Superintendent.
4. The Superintendent will either approve or disapprove the event.

If a fund-raising event is approved by the Superintendent, the District's Business Manager will determine the method of accounting to be used for the donations.

All sites are encouraged to support worthwhile causes, but are reminded that prior approval is required if monies are collected.

Methods of Accounting:

Payroll Deduction: Fund-raising event involves only employees of the District, a payroll deduction will be allowed. The employee must give the payroll office written authorization of the amount to be withheld and remitted to the organization. A remittance will be made to the organization at a minimum of once a month.

School Activity Fund Sub account: When a fund-raising event involves employees, students and others in the community, a sub account within the School Activity Fund will be established.

The Board of Education must approve the account prior to the fund-raising event. The purpose of the fund-raising event will be for donations. The only authorized expenditures will be the remittance of the donations to the organization. The remittance will occur after it is certain that all reasonable donations have been received.

Putnam City Schools
DISTRICT FORM

REQUEST FOR FUND RAISING EVENT

(TO BE USED FOR CHARITIES AND NON-PROFIT ORGANIZATIONS ONLY)

NAME OF ORGANIZATION: _____

_____

PURPOSE OF ORGANIZATION: _____

_____

_____

_____

METHOD OF FUND RAISING: _____

_____

_____

DATES OF EVENTS: _____

_____

(CIRCLE APPROPRIATE DETERMINATION)

APPROVAL

DISAPPROVAL

PAYROLL DEDUCTION

SCHOOL ACTIVITY FUND

_____
SIGNATURE (SUPERINTENDENT)

_____
SIGNATURE (BUSINESS MANAGER)

MUST ATTACH A COPY OF IRS DETERMINATION LETTER

DISTRICT ADMINISTRATION

DISTRICT RECORDS

Schedule of Fees for Copies and Searches

Printed Pages (8 1/2" x 14" or smaller)	$ .25 per sheet
Certified document	$ 1.00 per sheet
Search fee, Secretarial	$ 25.00 per hour*
Search Fee, Administrative and Legal	$50.00 per hour*
Advanced search fee requiring computer programming	$ 80.00 per hour*

*prorated to the nearest quarter hour

The District may require advanced payment of estimated fees when the estimated cost exceeds $75 or if the requester has outstanding fees from previous requests. Fees for copies shall be paid in advance before the copies are made. Fees will be required for the direct cost of searching for the records sought for solely commercial purposes or for searches that cause excessive disruption to the District's essential functions.

The Public Record Access Request form shall describe the requested records with specificity, including:

1. A general timeframe within which the requested records would have been created or transmitted.
2. Identifiable records, rather than general information without any qualifiers or other specifications, and
3. Search terms that are sufficiently specific to assist the public body in identifying the requested records.

Any requests that are still not reasonably specific, after a request to clarify, or that are not legally disclosable, may be denied.

Requests can be made during regular business hours as approved by Board Policy and the Board-approved calendar. Upon receipt of a completed Public Record Access Request form and the fees to be charged, where applicable, the District will make every effort to provide the information within a prompt, reasonable timeframe as to protect integrity and to prevent excessive disruption of essential duties.

Adopted: August 18, 1997; Rev. 9/97, 1/11, 7/18, 10/25, 12/25

Putnam City Schools
DISTRICT FORM

OPEN RECORDS REQUEST - Public Record Access Request Form

TO: Communications, Putnam City Schools
5500 N.W. 40th Street
Oklahoma City, OK 73122
(405) 495-5200, ext. 1216

FROM: _____
(Name of person making request)

_____
(Company or entity of requestor)

_____
(Address)

_____
(City, State and ZIP)

_____ _____
(Phone) (E-mail Address)

SPECIFIC INFORMATION OR RECORDS REQUESTED*: _____

_____

_____

PURPOSE OF REQUEST: ___ PERSONAL ___ COMMERCIAL ___PUBLIC INTEREST

TYPE OF REQUEST: ___ VIEWING ___ PAPER COPIES
___ E-MAILED COPIES (AVAILABILITY DEPENDS ON DOCUMENT TYPE REQUESTED)

_____ _____
(SIGNATURE) (DATE)

FEES:
$0.25 PER PRINTED PAGE
$1 PER PAGE FOR CERTIFIED DOCUMENT SHEETS
$25 PER HOUR SEARCH FEE, SECRETARIAL
$50 PER HOUR SEARCH FEE, ADMINISTRATIVE AND LEGAL
$80 PER HOUR ADVANCED SEARCH FEE REQUIRING COMPUTER PROGRAMMING

ESTIMATES ARE PROVIDED AS PRORATED TO THE NEAREST QUARTER-HOUR
PLEASE DO NOT SEND MONEY BEFORE YOU ARE NOTIFIED OF THE EXACT AMOUNT DUE.
*See District Regulation for specificity guidelines as determined by state law.

DISTRICT PROPERTY AND FACILITIES

Management: The care, custody, and safekeeping of all District property, buildings, and grounds shall be the general responsibility of the Director of Buildings and Grounds. Any kind of structural or physical change must be approved in advance by the Director of Buildings and Grounds. Principals shall be responsible for the care and upkeep of their assigned facilities. The Administration shall develop, adopt, and implement appropriate procedures for the management and maintenance of all District property, buildings, and grounds.

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

Use of Facilities: Any youth group listed as a "patriotic society" in Title 36 of the United States Code shall be allowed to utilize any school building or property to provide services allowing students to participate in activities provided by the groups except during instructional time during the school day. The principal of each public school shall allow representatives of a patriotic society the opportunity to speak with and recruit students to participate in their organizations during school hours to inform the students of how the patriotic society may further the students' educational interests and civic involvement to better their schools, communities and themselves. The patriotic society shall provide verbal or written notice to the principal of its intent to speak to the students. The principal shall provide verbal or written approval of the specific day and time for the society to address the students. The primary use of District buildings, facilities, and equipment shall be for the District's educational and extra-curricular programs. However, the community is encouraged to use District buildings, facilities, and equipment when appropriate. Therefore, in accordance with Administration regulations and appropriate fee schedules, District buildings, facilities, and equipment shall be available for use by the community when such use does not conflict with the District's educational and extra-curricular programs.

Facility Rental:
In accordance with Board policy, state statutes (70 O.S. § 5-130 et seq.), and federal guidelines, the facilities of the District are available for rental to outside organizations. Facilities may not be used by outside organizations without a valid rental contract. The availability of facilities for functions other than the District's own activities is subject to the District's needs and convenience. Reservations for District facilities and rental requests from outside organizations will follow the guidelines and process outlined in administrative regulations (BB-R1).

Adopted: August 18, 2008; rev. 9/13, 7/14,
10/14, 12/15, 10/19, 3/26

Smoke Free Environment/ Tobacco Use Policy: The District is committed to providing a healthy, comfortable, and productive environment for all persons using school facilities. The District recognizes that the use of smokeless tobacco, tobacco smoking and the environmental tobacco smoke (second hand smoke) has been shown to be linked to illnesses and disabilities and that federal law prohibits smoking in any indoor facility or the grounds thereof, which is used to provide educational services to children. This policy is intended to improve the health and safety of all individuals using the schools.

1. Therefore, smoking, chewing/dipping, or any other use of tobacco, tobacco products, vapor product, or vapor products by faculty, staff, students, and members of the public is prohibited on, in or upon any school property, school vehicles, or at any school-sponsored or sanctioned event or activity. It is the intent of this policy to prohibit tobacco use of any kind by anyone on school property 24 hours per day, seven days per week, including non-school days and will apply to all students, faculty, staff and visitors and to any outside agency using the district's facilities. Possession of tobacco products (or a lighter) is prohibited by students on, in or upon any school property.

    - "School Property" is defined as all property owned, leased, rented, or otherwise used by any school in this district including but not limited to the following:
        - All interior portions of any building or other structure used for instruction, administration, support services, maintenance, or storage. This includes but is not limited to areas normally reserved for the exclusive use of faculty or support staff.
        - All school grounds and buildings over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas, and parking lots.
        - All vehicles used by the district for transporting staff, students, and visitors.
    - "Tobacco" is defined as any lighted or unlighted cigarette, cigar, pipe tobacco, bidi, snuff, chewing/dipping tobacco and all other kinds and forms of tobacco prepared in such manner to be suitable for chewing/dipping, smoking (or both), and includes cloves or any other product packaged for smoking.
    - "Vapor product" shall mean noncombustible products, that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. "Vapor products" shall include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device.

- "Use" is defined as lighting, chewing/dipping, inhaling, or smoking any tobacco as defined within this policy.

2. It will further be the policy of the District that students will not be permitted to use tobacco or tobacco products, including smokeless tobacco, while participating in any class or activity in which they represent the District.

3. Employees of the District will not be permitted to use in public or in view of the students, tobacco or tobacco products while they are participants in any class or activity in which they represent the District.

4. The District prohibits tobacco advertising on school property, at school functions, and in school publications. This includes gear, paraphernalia, clothing, etc.

5. School administrators shall notify students, families, educational personnel, and school visitors of the tobacco-free policy in handbooks and newsletters, on posted notices or signs at every school entrance and other appropriate locations, and by other efficient means.

6. It is the responsibility of all students, employees, and visitors to enforce this policy through verbal admonition. Students and employees in violation of this policy may be subject to germane sanctions as determined by written policy, including disciplinary action. Patrons who violate this policy may be asked to leave school property.

7. To the extent possible, tobacco use prevention education will be integrated within the instructional programs of the District.

8. As a function of improving student health, the District will work with available community resources to develop and implement voluntary programs to assist students in overcoming tobacco addiction and in the cessation of tobacco use. Attendance or completion of such programs will be allowed as a voluntary substitute to disciplinary sanctions (including suspension) imposed for possession or use of tobacco.

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

DISTRICT PROPERTY AND FACILITIES

USE OF DISTRICT FACILITIES

The Board is committed to fostering strong community partnerships by making District facilities and related equipment available to local agencies and nonprofit organizations. To ensure appropriate and consistent use, all facility usage is classified into three categories.

Categories:

1. **Exempt** - An "Exempt" group (form BB-F1) is one that is not charged rental fees for the use of District facilities.
   These include:
   - District organizations or activities, including school-sponsored programs or events.
   - School-related groups, such as Parent Teacher Associations (PTAs), using facilities for improvement purposes when the building is open and staff is on duty.
   - Designated community and youth groups, such as Girl Scouts, Boy Scouts, Campfire Girls, and homeowners associations that hold regular meetings.
   - Before and after-school childcare providers, contracted by the District to use facilities at no charge.

   Other Criteria:
   - Exempt users may not be required to provide insurance (BB-R1 #7 and #8)
   - No personal profit may be derived by employees using the facility without charge.

2. **Non-Exempt For-Profit** - A "Non-Exempt For-Profit" (form BB-F2) group is a private organization or business using District facilities for commercial purposes, in which profit is a primary objective.
   These users:
   - Must pay rental fees, including custodial or supervisory costs if applicable.
   - Are required to provide liability insurance, including $1 million bodily injury/property damage and $2 million general aggregate (BB-R1 #13).
   - May be charged non-refundable deposits and other associated fees.

   Examples:
   - A private company hosting a commercial event or training.
   - A for-profit sports league renting a gym for tournaments.

3. **Non-Exempt Not-for-Profit** - A "Non-Exempt Not-for-Profit" (form BB-F3) group is a registered nonprofit organization that does not qualify as exempt under District policy and therefore must still pay for use of facilities.

These groups:

- Must pay rental and staffing fees if their use occurs outside normal school hours or requires extra staff. This rental may be at a reduced cost from the non-exempt for-profit category, see form (BB-F3).
- Are required to carry liability insurance, similar to for-profit entities (BB-R1 #13).
- May use facilities temporarily, such as religious groups using space during facility construction.

Examples:

- A nonprofit civic group hosting a public meeting after hours.
- A church group using space for services while building their own facility.

Facilities may be used in accordance with the following provisions:

1. District school organizations and activities shall have priority in the use of buildings. Each principal is encouraged to cooperate in accommodating District needs, which cannot be met in the home school. No fees will be charged for District, school, or inter-school use of District facilities. In addition, no staff member or employee using District facilities at no charge may make a personal profit from such use.
2. Rental of facilities shall not interfere with school activities or maintenance.
3. An employee of the District who shall be responsible for the care and/or operations of the facilities and equipment must be on duty during all rentals. If the rental occurs after regular working hours for employees or if the principal feels the size of the crowd requires additional supervision and/or cleaning, the renting organization must employ District personnel for this purpose. District employees will be compensated at 1 ½ times their daily rate of pay.
4. Groups renting facilities shall be held responsible for damage to the building and equipment.
5. Religious groups may rent District facilities on a temporary basis. Renewals shall be considered up to six (6) months. Rental shall be based on emergency conditions or during organizational efforts to build a facility.
6. Kitchen equipment may not be used for food preparation.
7. Facilities may be used by PTA and other school-related groups for any program dealing with school activities without charge, if building is normally open and custodians are on duty. Other schedules may be arranged with the principal and only charges for custodial and other needed personnel will be assessed.
8. Bluebirds, Brownies, Campfire Girls, Girl Scouts, Cub Scouts, Boy Scouts and homeowners associations are approved to hold their regular meetings in District facilities without charge. Community organizations may also contract with the school District to provide before and after school childcare for students in District facilities without charge. Arrangements must be made in advance with building principal.

9. District school regulations on the use of a particular facility shall be given at the time of rental.
10. Adult sponsors must supervise groups at all times. Activities must be confined to the area assigned.
11. No intoxicants or narcotics shall be used in or about District buildings and premises.
12. Smoking or vaping in District buildings or on District property is prohibited.
13. Non-refundable deposits may be required by the District
14. Security is required for all events with an anticipated attendance of one hundred (100) or more. Exceptions to this requirement may be granted by the Director of Buildings, Administrator, or Chief of Police. When security is required, Putnam City police officers shall be used and compensated at one and one-half (1½) times their regular hourly rate of pay.

Facility Rental

Procedures and Guidelines for Facility Use:

A. Any person or group who wishes to use any school district property or facility must submit a request through the district's facility management website at least five (5) business days prior to the time of need of the facility or property. The applicant must agree to the terms and conditions of the application before any District facility use will be approved.

B. Organizations or groups using school district-owned facilities agree to comply with all applicable state and federal laws, local ordinances, and school district policies.

C. District facilities shall not be used by any organization, group or entity that discriminates based on race, color, sex, age, religion, disability, or national origin.

D. If the application is approved, an invoice of charges will be sent via email to the applicant. Pre-payment is required prior to the event. If payment is not received prior to event date, reservation may be cancelled or suspended until payment in full is received.

E. District and school-sponsored events will be prioritized over external reservations. The district reserves the right to cancel a pre-approved reservation in the case of a school event being scheduled after the reservation has been approved.

F. The District reserves the right to cancel use due to emergency or inclement weather. The District reserves the right to revoke permission for use without advance notice or reason and without incurring liability.

G. Approved renters shall not under any circumstances, give or transfer their reservation of use to a different person, organization, or entity. District property may only be used for the purpose disclosed in the reservation and approved by the district and no use inconsistent

with the user's representation shall occur without prior written consent of the Superintendent or their designee.

H. Renters who are granted permission to use the District's facilities are granted revocable permission to use the requested areas only. Renters may not give their time to another group or organization to use.

I. Renters understand that they may not advertise an event being held at any school district facilities until final approval is granted through Facilitron and a permit is issued. Any promotional materials, including flyers, social media posts, digital advertisements, etc. must not reference district facilities prior to authorization. If a reservation is later declined by the district for any reason, the renter agrees to cease all advertising related to the event that includes any reference to the district.

J. During occupancy, renters must maintain a copy of the rental agreement or certificate, in either hardcopy or digital format, available on-site for verification. Such documentation must be presented upon request to any District employee.

Application Process:

1. Applicant submits online request with proof of insurance.
2. Application routes to the site principal, or their designee, and Director of Buildings and other applicable District employees for review.
3. If application is declined, applicant will be notified via email.
4. If application is approved at site level, it is then reviewed for insurance verification.
5. If insurance verification is missing or incorrect, applicant will be notified via email that the application is pending until insurance coverage is corrected. In the event insurance is not submitted, the application will be declined.
6. If insurance coverage is approved by the system, application routes to approvers.
7. Operations verifies application has met all appropriate criteria prior to giving final approval. Site principal and renter will receive notification via email once application is approved.
8. Payment via the facility management software is required upon approval.
9. Any requested changes to the original event must be made through the facility management website under the reservation page and will proceed through the approval process before the reservation is updated. Change requests are not accepted over the phone.

Insurance Requirements

A. Liability requirements for any organization renting any facility in the district shall be as follows: $1,000,000 Bodily Injury/Property Damage; $2,000,000 General Aggregate; $5,000 Medical

Payments; $50,000 Fire Legal Liability. Organizations using facilities without charge (BB-R1 #7 and #8) will not be required to provide insurance.

B. The insurance policy must hold the District and Board harmless for any damages or injuries, including death, resulting from facility use. Proof of insurance is mandatory at the time of application. The renter must indemnify and hold the District and Board harmless against any liability and costs arising from injury to persons or property caused by any act or omission of the renter, its employees, members, invitees, or any other individuals allowed in the facilities or property designated herein.

Eligibility

A. The Superintendent or their designee may develop agreements with organizations for use of space in a building when it is determined that such space is not needed for the educational program. The fee for the use of such space shall be at a rate adequate to compensate the District for the cost involved.

B. The use of school facilities for church purposes may be granted by the Superintendent or their designee on a temporary basis due to emergency conditions not to exceed one calendar year. If a request is made by a church group for the use of the facilities, the Superintendent or their designee shall have authority to determine the terms, conditions and fees applicable to such use if allowed.

C. Elected officials and organizations affiliated with them may not use district facilities for the purpose of campaigning for office. This prohibition includes campaign events, rallies, town halls, or any activity intended to solicit votes or promote a candidacy.

Facilities and Equipment

A. Facilities available for rental are identified on the facility management system. Certain restrictions may be imposed due to the architectural design of the facilities or other factors.

B. The renter should be allowed normal use of the designated space rented with access to restrooms and, if needed, access to storm shelter or protection in the event of a tornado warning.

C. When renting school gymnasiums, shower and dressing room use will not be authorized. No sport balls other than basketballs allowed.

D. Rental of auditoriums with stage lights shall include only minimal use of stage lighting and no changes to facilities or equipment will be made except as authorized by the district. Where applicable, if audio visual equipment is requested for use and the site administrator

determines a technician's presence is required, a fee will be incurred for the technician's labor.

E. A fee may be charged for the use of district equipment (audiovisual, business machines, athletic equipment, etc.). The fee will be commensurate with maintenance and/or replacement costs.

F. No school equipment of any kind may be used by renters unless explicitly authorized in special cases with written permission on the reservation in Facilitron. This includes, but is not limited to, audiovisual systems, athletic equipment, business machines, and classroom technology. Unauthorized use of equipment may result in additional charges or penalties.

Rental Times

A. Facility schedules, particularly closing time, must be carefully observed.
B. A group renting a facility can expect to have the building opened at the proper time, normal school custodial services and utilities provided for normal operation.

Supervision

A. The renter is responsible for the supervision of the activity, parking and security/crowd control.

B. Food and beverages are only permitted in designated areas such as a cafeteria, kitchen, concession, or break room. Consumption of food and beverages in other areas of the facility is prohibited unless given prior written permission by the building administrator.

C. All district facilities are 24/7 alcohol-free and tobacco-free areas; no smoking or use of tobacco products, including e-cigs or vapor products, will be tolerated.

D. Custodial services will be required for external renters to ensure the cleanliness of the facility for school use and to ensure the building is appropriately monitored, locked, and secured.

E. Renters are prohibited from leaving any external doors open, as this compromises the security of the building. All doors must remain closed and locked when not actively in use, ensuring the safety of attendees and school property. Failure to comply may result in additional charges or penalties.

Cancellations

A. There will be a charge on rentals canceled with less than a 48-hour notice if an early setup has been necessitated. The District reserves the right to cancel reservations due to unforeseen circumstances.

Supplies and Equipment

A. The district does not provide equipment or supplies for facility rentals. The facility must be used in a normal fashion for the type of facility rented.

Damages

A. The renter shall be responsible for all damage, other than normal wear and tear, to the building, equipment, and assets during occupancy. Prompt payment for damage charges is expected and will be considered in future eligibility determinations.

B. Damage and cost will be determined by the site administrator and the Superintendent or their designee, and transmitted to the Business Office for the necessary reporting and billing.

Safe Areas

A. The renter shall be responsible for warning people in attendance of impending severe weather and is responsible for the prompt movement of these people to areas designated as the best available refuge area in the building. It will be the renter's responsibility to inquire of the school principal during the principal's normal school hours of the location of the designated safe areas.

Exceptions

A. The District recognizes that it is not possible to address every situation or event in these guidelines. Therefore, the District reserves the right to make exceptions on a case-by-case basis as determined by the specific merits of each circumstance. Requests for such exceptions should be addressed to District Operations for evaluation and decision.

Classifications and Fees

For detailed information regarding facility classifications, applicable fee structures, and related requirements, please refer to Policy Exhibit BB-E1.

CLASSIFICATIONS AND RENTAL FEES

Classifications

The District affirms that the primary beneficiaries of district-owned facilities are the students it serves. Classifications are the categories of users or groups established by the District for the purpose of determining eligibility, conditions, and applicable fees for the use or rental of district-owned facilities, property, and services. Accordingly, fees for the scheduled use of district-owned facilities and property shall be assessed and classified as follows:

A. **Class I:** District Internal
    1. School-sponsored Events

B. **Class II:** District Expanded
Regularly scheduled meetings of the following groups will not incur a fee. However, banquets, fundraisers, and other similar events will be charged Class 3 rates.
    1. PCS Foundation Events
    2. PTA/PTO groups
    3. PC Booster clubs
    4. Girl/Boy Scouts
    5. Homeowner Associations

C. **Class III:** District Employee Personal Use and District Expanded Large Events
Employees are eligible for a discounted rate when reserving space for individual private events. However, if the event is affiliated with a larger organization, the organization must be responsible for the reservation.

D. **Class IV:** Civic, Government, and Educational Enrichment Activities

E. **Class V:** Commercial, Private Use, and Any Other Community Events

Rental Fees

A. Applies to when school is not in session. Hourly rental rate does not include required supervisions, security, etc., which may be required.
B. Extra charges may be incurred for set up/breakdown of requested areas if additional staff hours are required.
C. Fees for services such as custodial are included in the rental fee.
D. A schedule of facility rental fees may be reviewed at any time by the Superintendent or their designee.
E. Events requiring the hiring of technicians or other PC employees to operate equipment will be charged at the employee's gross rate of pay.

Adopted: August 18, 1997; Rev. 2/01, 9/07,
10/19, 10/23, 8/24, 2/26

Facility Type, Classifications, and Rental Fees

Internet access is only available for school and district events.

Facility	Class I & II	Class III	Class IV	Class V
Large Auditorium (high schools)	$0	$75 per hour	$150 per hour	$300 per hour
Small Auditorium (high schools)	$0	$30 per hour	$60 per hour	$120 per hour
Gymnasium - Elementary	$0	$15 per hour	$25 per hour	$50 per hour
Gymnasium - Secondary	$0	$25 per hour	$50 per hour	$100 per hour
Football Stadium (PCH/PCN/PCW)	$0	$450 per day	$900 per day	$1800 per day
Practice Football Field (PCN)	$0	$300 per hour	$600 per day	$1200 per day
Baseball Field (PCH/PCN/PCW)	$0	$37 per hour	$75 per hour	$150 per hour
Softball Field (PCH/PCN/PCW)	$0	$37 per hour	$75 per hour	$150 per hour
Track	$0	$37 per hour	$75 per hour	$150 per hour
Classroom	$0	$15 per hour	$30 per hour	$60 per hour
Cafeteria (does not Include kitchen area)	$0	$30 per hour	$60 per hour	$120 per hour
Library	$0	$25 per hour	$50 per hour	$100 per hour
Conference Room	$0	$15 per hour	$30 per hour	$60 per hour
Weight Room	$0	$15 per hour	$25 per hour	$50 per hour

Adopted: August 18, 1997; Rev. 2/01, 9/07, 10/19, 10/23, 8/24, 2/26

SAFETY PROGRAMS

General: The regulations, practices, and procedures of the District shall promote safety throughout the District and shall establish and maintain conditions, which are reasonably safe and healthful for District employees, students, and visitors. District administration shall oversee the District's safety regulations, practices, and procedures.

Reporting Child Abuse and Neglect: In accordance with state law, any District employee who has reasonable cause to know or to suspect that a student under the age of eighteen (18) has been subject to abuse or neglect or who has observed the child being subjected to circumstances of abuse or neglect shall immediately report to the Department of Human Services (DHS) and local law enforcement. Such report shall be made according to any applicable Administrative Regulations or forms, see BC-F1, and a copy shall be submitted to the Putnam City Schools Chief of Police. Employees shall not contact the student's family or others to investigate any suspected abuse or neglect.

In addition to the above, every school employee having reason to believe, or receiving an allegation or disclosure, that a student is the victim of sexual abuse, sexual assault, or sexual misconduct shall report the disclosure, allegation or information within twenty-four (24) hours to local law enforcement. Reports must be made prior to any formal investigation or questioning of the subject of the disclosure or allegation.

No school investigator, administrator or official shall conduct formal interviews of the subject of the disclosure or allegation or engage in disciplinary proceedings until law enforcement determines that an immediate school response is necessary to protect student safety.

Any school employee with knowledge of a report shall not disclose information identifying the reporting school employee unless otherwise ordered by the court or as part of an investigation by local law enforcement or the State Department of Education.

District shall post in clearly visible public area of the school, a sign that is written in English and Spanish and contains a toll-free telephone number operated by DHS to receive reports of child abuse or neglect. The statewide toll-free hotline for DHS is 1-800-522-3511.

Any District employee who has a reason to believe that a student who is eighteen (18) years of age or older is a victim of abuse or neglect shall report the matter immediately to local law enforcement. Local law enforcement will keep confidential and redact any information identifying the reporting school employee unless otherwise ordered by the court. Any school employee with knowledge of a report made by another school employee shall not disclose information identifying the reporting school employee unless otherwise ordered by the court or as a part of an investigation by local law

enforcement or the DHS.

Child Abuse and Neglect shall include, but is not limited to:

1. Child abuse as defined in Section 843.5 of Title 21 of the Oklahoma Statutes;
2. Sexual abuse or sexual exploitation as defined in Section 1-1-105 of Title 10A of the Oklahoma Statutes;
3. Contributing to the delinquency of a minor as defined in Section 856 of Title 21 of the Oklahoma Statutes;
4. Trafficking of children, as defined in Section 866 of Title 21 of the Oklahoma Statutes;
5. Incest as described in Section 885 of Title 21 of the Oklahoma Statutes;
6. Forcible sodomy, as described in Section 88 of Title 21 of the Oklahoma Statutes;
7. Maliciously, forcibly or fraudulently taking or enticing a child away, as described in Section 891 of title 21 of the Oklahoma Statutes;
8. Soliciting or aiding a minor child to perform or showing, exhibiting, loaning or distributing obscene material, child pornography or sexual abuse material as described in Section 1021 of Title 21 of the Oklahoma Statutes;
9. Procuring or causing the participation of any minor child in any child pornography, sexual abuse material or knowingly possessing, procuring or manufacturing child pornography or sexual abuse material, as described in Section 1021.2 of Title 21 of the Oklahoma Statutes;
10. Permitting or consenting the participation of a minor child in any child pornography, as described in Section 1021.3a of Title 21 of the Oklahoma Statutes;
11. Facilitating, encouraging, offering or soliciting sexual conduct with a minor, as described in Section 1040.13a of Title 21 of the Oklahoma Statutes;
12. Offering or offering to secure a minor child for the purpose of prostitution or any other lewd or indecent act, as described in Section 1087 of Title 21 of the Oklahoma Statutes;
13. Causing, inducing, persuading or encouraging a minor child to engage or continue to engage in prostitution, as described in Section 1088 of Title 21 of the Oklahoma Statutes;
14. Rape or rape by instrumentation, as described in Section 1111.1 and 1114 of Title 21 of the Oklahoma Statutes;
15. Making any oral, written or electronically lewd or indecent proposals to a minor child under the age of sixteen (16) as described in Section 1123 of Title 21 of the Oklahoma Statutes; and
16. Sexual battery, when committed upon a person who is at least sixteen (16) years of age and less than twenty (20) years of age and is a student, or in the legal custody or supervision of any public school, or technology center, by a person who is eighteen (18) years of age or older and is an employee of a public school system.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or

neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor, or administrator who discharges, discriminates, or retaliates against such person shall be liable for damages, costs and attorney fees.

Any person, other than a superintendent or school administrator, who knowingly and willfully fails to promptly report any incident of child abuse may be reported to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any superintendent or school administrator who knowingly and willfully fails to promptly report or interferes with the prompt reporting of abuse or neglect shall, upon conviction, be guilty of a felony in accordance with 21 O.S. § 593.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity from any liability with respect to participation in any judicial proceeding resulting from such report.

A school employee with knowledge that a report has been made shall not disclose information identifying the reporting employee unless otherwise ordered by the court or as part of an investigation by local law enforcement.

Every school employee shall annually sign an attestation acknowledging his or her responsibility to report suspected child abuse or neglect pursuant to state law.

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

1. Avoid engaging in behaviors which could be mistaken for boundary invasion or grooming behaviors. Keep interactions with students on a professional level. Refer students who need emotional or other support to appropriately trained staff such as counselors or school psychologists. Staff can be caring while maintaining professional boundaries.
2. Report situations where such behaviors by other employees take place.
   - Do not make your own inferences or waste time determining whether or not to report the behavior, inform the principal immediately.
   - Do NOT confront or discuss the matter with the adult engaging in the boundary invasions unless immediate intervention is necessary.

3. Maintain confidentiality. Do not discuss concerns with anyone other than the appropriate administrator, Child Protective Services, or the police.
   - Maintain your own documentation. Document who you notified, where and when, and what you reported.

Threatening Behavior: An officer or employee of the District or a member of the board shall notify law enforcement of any verbal threat or act of threatening behavior which reasonable may have the potential to endanger students, school personnel or school property. Threatening behavior means any verbal threat or behavior, whether or not it is directed at another person, which indicates potential for future harm to students, school personnel or school property. Persons making such reports in good faith will be immune from employment discipline as well as civil liability.

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

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

Safety Education: The practice of safety shall also be considered a facet of the instructional plan of the District by virtue of educational programs such as traffic and pedestrian safety, driver education, fire prevention, and emergency procedures which are appropriately suited for students of different grade levels. In addition, safety education shall be provided as is necessary and appropriate to students participating in laboratory science courses, shop courses, and physical education courses. Each principal, under direction of the District Superintendent, shall conform to the written plans and procedures adopted by the district as required by Oklahoma law. The District shall document all safety drills in writing and by school site with a copy of the report remaining at the school, a copy filed with the district administrative office and a copy with the Oklahoma School Safety Institute as created by the Oklahoma Office of Homeland Security.

Safe Schools Committee/Healthy and Fit School Advisory Committee: District and the families of the District's students should work together to address concerns of safety and the threat of violence in schools. Therefore, the District hereby authorizes the establishment of a single committee to perform the functions of both the Healthy and Fit School Advisory Committee and the Safe School Committee at each school site: Committee shall be composed of at least seven (7) members and shall include

teachers, parents of enrolled students, students, and a school official who participates in the investigation of reports of bullying. The Committee may include administrators, school staff, school volunteers, community representatives, and local law enforcement agencies.

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

Health Issues:

1. Health education;
2. Physical education and physical activity; and
3. Nutrition and health services.

Safety Issues:

1. Unsafe conditions: possible strategies for students, faculty and staff to avoid physical and emotional harm at school, student victimization, crime prevention, school violence, and any other issues which relate to the providing and the maintaining of a safe school environment for all students
2. Student bullying, including reviewing the District policy regarding bullying and research-based programs for bullying prevention;
3. Professional development needs of faculty and staff to recognize and implement methods to decrease student bullying
4. Methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and the use of problem-solving teams and resources that include counselors and other behavioral health resources within or outside the school system.
5. Professional development needs of Faculty and Staff to recognize and report suspected human trafficking.
6. Professional development needs of Faculty and Staff to recognize suicide awareness.

The Committee shall review District policy for the prevention of bullying and the list of research-based programs appropriate for the prevention of bullying of students at school compiled by the State Department of Education. In addition, the Committee may review traditional and accepted bullying prevention programs utilized by other states, state agencies, and/or school districts.

Disaster Plans and Safety Drills: District shall have written plans and procedures for protecting students, staff, and visitors from natural and man-made disasters and emergencies. Disaster plans shall

be placed on file with the District and with the local emergency response organization within the district, which may include police, fire, emergency medical services, sheriff and emergency management of the appropriate jurisdiction. The plans shall be submitted in a format acceptable to the emergency agency no later than November 1 of each year. Annually, the Administration shall report to the Board the status of emergency preparedness and identified safety needs for each school.

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

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

District shall conduct the following drills:

> **Security and Safety Drills:** Each public school within District shall perform at least four (4) security drills per school year as required by law. No security drill shall be conducted at the same time of day as a previous security drill conducted in the same school year, and no more than two (2) security drills shall be conducted in one semester. One (1) security drill shall be conducted within the first fifteen (15) days of each semester. Additional drills may be conducted at the discretion of District. Security drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat on or near the school. The drills shall conform to the written plans and procedures adopted by District.All students and employees shall participate in the drills with the extent of student involvement to be determined by District.

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

> **Tornado Drills:** The District shall have two (2) tornado drills per school year with at least one drill being conducted in the months of September and March.
>
> **Fire Drills:** Principals shall prepare and publish a plan for the evacuation of their respective buildings in case of fire. Fire drills shall be conducted at least twice per school year. Each fire drill must occur within the first fifteen (15) days of each semester. The fire drills shall include the

sounding of a distinctive audible signal designated as the fire alarm signal. Each fire drill shall be documented in writing by public school site, and such records shall be preserved for at least three (3) years and made available to the State Fire Marshall or his agent upon request.

Additional Drills: In determining the additional safety drills to be performed, the principal and the Superintendent, or Superintendent's Designee, shall consider conducting additional drills of any type provided for herein, one (1) or more drills developed by the District that are consistent with the risks assessed for the particular facility or the recommendations of the Safe School Committee and/or local fire and law enforcement.

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

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

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

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

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

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

First Aid: Nurses or health aids shall perform all first aid and emergency care in accordance with applicable laws and regulations. In the event that a nurse or health paraprofessional is not available, first aid may be administered by a principal, an administrator, secretary, counselor, and other qualified personnel as designated.

In the event of a serious injury to a student, school personnel shall contact emergency services (911) if deemed appropriate and shall attempt to notify the student's family or guardian as soon as possible. If a family member or guardian can be reached, that person shall determine whether the student is to be transported to a designated hospital or picked up by the family member or guardian. If a family member or guardian cannot be reached and school personnel deem the injury serious enough to warrant emergency treatment, an ambulance shall be requested. District is not responsible for any transportation and/or medical costs associated with emergency care.

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

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

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

a. **Students:** Students may be subject to disciplinary methods listed in the student discipline code.

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

II. Definitions

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

Putnam City Schools
ACADEMIC SERVICES

Putnam City Schools
DHS Report Form
PLEASE CALL THE STATE REPORTING HOTLINE 1-800-522-3511

You will need information about the student that can be found in PowerSchool, any additional information you can provide, and to be able to provide the reason for your report.

If any school employee suspects abuse or neglect of a child under the age of 18, that employee must immediately make a report to DHS and local law enforcement by dialing 911. Then, send a copy of this report to Campus Police for file purposes only. If an employee suspects abuse or neglect of a student over the age of 18, contact local law enforcement only.

- Local law enforcement is where the abuse occurred. Call 911. Most of our students reside in Oklahoma City, Warr Acres, or Bethany. Campus Police is the local law enforcement only if the abuse happened at school or on school property.
- The person that suspects abuse or neglect or learned first-hand of the abuse or neglect must make the report.
- Please submit this form to your building principal and to Putnam City Chief of Police, Chief Mark Stout, via email at mstout@putnamcityschools.org within 24 hours for record of your report.
- If the incident involves an employee of Putnam City Schools, you must also notify and submit this form to the Chief Human Capital Officer, Nancy Ingle, immediately at ningle@putnamcityschools.org.
- When submitting a form to either Chief Mark Stout or Nancy Ingle, the form should be saved as a PDF, scanned and emailed through Putnam City Schools email only.

Date of contact with DHS: _____Date of contact with police: _____
DHS contact person: _____Police contact person: _____
DHS referral number: _____Person making report: _____
Name of child: _____
School: _____ Grade: _____
Describe the incident/injuries as reported or discovered:

_____

_____

_____

SAFETY PROGRAMS
HAZARD COMMUNICATION STANDARD

Hazard Communication Program

In order to comply with the Hazard Communication Standard, the following written Hazard Communication Program has been established for Putnam City Schools:

Container Labeling

1. The Safety Officer will verify that all containers received for use will:
    A. Be clearly labeled as to contents.
    B. Display the appropriate hazard warning.
    C. List the name and address of the manufacturer.
2. The Head Custodian, Maintenance Foreman, Food Service Manager, Science Teacher, Teacher, Art and Journalism Teacher in each section will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with the generic labels which have a block for identity and blocks for the hazard warning.
3. The Safety Officer will review the school labeling system every year and update as required.

Material Safety Data Sheets/Chemical Information List (MSDS/CIL)

1. The Safety Officer will be responsible for obtaining and maintaining the data sheets/ information lists for the school.
2. The Safety Officer will review incoming MSDS/CIL for new and significant health/safety information. Such officer will assure that any new information is passed on to the affected employees.
3. Copies of MSDS/CIL for all hazardous chemicals to which employees of this school may be exposed will be kept in the Buildings and Grounds Office, 5720 N.W. 41st Street, and in the Principal's office.
4. MSDS/CIL will be available to all employees in their work area for review during each work shift. If such are not available or new chemicals in use do not have MSDS sheets, immediately contact the Safety Officer, 495-6182.

Employee training and information

1. The Safety Officer is responsible for the employee training program. He will ensure that all elements specified below are carried out.

2. Prior to starting work each new employee of the Putnam City School District in the custodial and service groups will attend a health and safety orientation and will receive information and training on the following:
    A. An overview of the requirements contained in the Hazard Communication Standard.
    B. Chemicals present in their workplace operations.
    C. Location and availability of the written hazard program.
    D. Physical and health effects of the hazardous chemicals.
    E. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
    F. How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.
    G. Steps the company has taken to lessen or prevent exposure to these chemicals.
    H. How to read labels and review MSDS/CIL's to obtain appropriate hazard information.
    I. Location of MSDS/CIL file and location of hazardous chemical list.
3. After attending the training class, each employee will sign a form to verify that they attended the training, received the written materials and understood the school's policies on Hazard Communication.
4. Prior to a new chemical hazard being introduced into any section of a school, each employee of that section will be given information as outlined above. The Safety Officer is responsible for ensuring that MSDS on the new chemical(s) are available.

Hazardous Non-Routine Tasks

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their section supervisor about hazardous chemicals to which they may be exposed during such activity. This information will include:

A. Specific chemical hazards,
B. Protective/safety measures the employee can take,
C. Measures the district has taken to lessen the hazards including ventilation, respirators, presence of another employee, and emergency procedures.

Hazard Program

The hazard communication program shall be reviewed by the District Hazard Communication Committee. All work units of the school are included within this program. The written program will be available in the Buildings and Grounds Office, 5720 N.W. 41st Street.

SAFETY DRILLS

The School District will conduct ten (10) safety drills each school year. The Superintendent shall be responsible for ensuring that all ten (10) drills have been appropriately conducted at each school site within the school district. It shall be the duty of the site principal, under the direction of the superintendent, to conform to the written plans and procedures adopted by the school district. All students and teachers shall participate in the safety drills. The ten (10) drills shall consist of the following:

1. Lockdown drills. A minimum of two (2) lockdown drills shall be conducted at each site within the first fifteen (15) days of the 2nd and 4th quarters. No lockdown drill can be conducted at the same time of day as a previous lockdown drill in the same school year. Lockdown drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat on or near a school.
2. Fire drills. Each school site shall conduct a minimum of four (4) fire drills per school year. Each fire drill shall be conducted within the first fifteen (15) days of each quarter. The fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal. Fire drill procedures are developed by each school. A copy of each report should be sent to the District Operations Office and a duplicate copy kept on file in the principals/s office. Such records shall be preserved for at least three (3) years and made available to the State Fire Marshal or his agent upon request.
3. Intruder drills. Each school site shall conduct a minimum of two (2) intruder drills per school year. Intruder drills are conducted for the purpose of mitigating injuries or deaths by executing a plan as an alternative to the lockdown method. An intruder drill shall be conducted within the first fifteen (15) days of the 1st and 3rd quarters.
4. Tornado drills. Each school site shall conduct a minimum of two (2) tornado drills per school year. Tornado drills are required by law to be conducted in the months of September and March. Each site will determine the signal to be used for the Tornado Drill and make sure all school personnel and students know how to distinguish it from other signals.

Documentation of completion of all drills shall be maintained. The principal or designated staff member shall submit a copy of the completed online district form, to the District Operations Office or designee, the same day the drill is held. A duplicate copy of each report should be kept on file in the principals/s office. The school district shall document all safety drills in writing and by school site with a copy of the report remaining at the school, a copy filed with the district administrative office. The District Operations Office will provide a copy to the Institute for School Security Resources.

TORNADO PROCEDURES

Definition of Terms

1. A tornado watch indicates that, within a period of several hours, a tornado may strike in a designated area.
2. A tornado warning indicates a tornado has been spotted or indicated on radar and that the tornado is likely to strike in a designated area immediately or within the next hour.
3. The municipal warning siren, when sounded, indicates there is a situation that demands attention. The warning siren may be sounded in reference to severe weather or any other emergency situation. When the warning siren is sounded, the administrator must gather information on the situation and act accordingly. For severe weather events, the municipal sirens are sounded when the National Weather Service issues a weather warning for that area. The warning sirens may sound repeatedly as warnings are issued. There is no "all clear" signal.

When a tornado warning has been received, the superintendent or designated administrator shall notify all schools in the area. Upon being notified of a tornado warning, the principal or designated staff member must check weather conditions in the area to determine if it is necessary for students to be moved into the refuge areas. A designated staff member will monitor commercial radio or TV for tornado warnings and information.

It is not necessary for schools to wait for the "weather alert" before moving students into the refuge areas. If the principal or designated staff member deems if advisable to move students into the refuge areas this should be done immediately. Designated staff members will be assigned to bring in children from playgrounds or other outdoor areas during a tornado warning.

Each principal or staff representative is expected to use individual best judgment as to when students should leave the refuge areas and return to the classrooms.

Refuge Areas

1. Students that are housed in single story buildings should be moved into the interior corridors.
2. Students housed in multiple story buildings should evacuate the top story. Move as many students as possible into the corridors of the lower floor. If this space will not accommodate all students, then use the corridors of the second floor. In all cases, move all students into or as near to the ground floor as possible.
3. In situations where a part of the students are housed in annexes, adjacent to the main building, move the students from the annex into the main building when space is available.
4. Avoid the use of large enclosed areas as places of refuge, such as auditoriums, gymnasiums, cafeterias, etc.
5. Refuge areas for each district building are designated based on the particular and individual characteristics of the building.

Adopted: August 18, 1997; rev. 6/98, 2/00, 1/01,
5/01, 10,01, 5/02, 3/05, 10/09, 8/13

6. Refuge areas for each district building are designated based on the particular and individual characteristics of the building.

Teacher's Responsibility

The classroom teacher has the responsibility for preparing the students for the drills as well as the real emergency. Information given by the teacher will do much to protect the emotional health of the child. Statements by uniformed or poorly informed individuals can cause students to become emotionally upset.

Variety

It is recommended that safety drills be held under all kinds of conditions and circumstances, and from all parts of the building in order to prepare students for any emergency that would make it necessary for them to be moved into the refuge areas. Among these would be the following situations:

- from regular classrooms
- from regular classrooms with a blocked exit
- from assemblies
- when part of the students are in the classrooms and others are on the school ground or in the cafeteria
- when students are in the process of changing classes
- any other situation in which students might be found
- from cafeteria

Dismissal of Children

1. School will not be dismissed because of a tornado watch or warning.
2. Children will not be permitted to leave school during a tornado warning alert in the Putnam City School area.

Exception: Parents may go to the school and get their children. When parents go to the school after their children, they should contact the principal's office and let a member of the school personnel get the student from the classroom. When parents go to the classroom, it excites the other students and disrupts teaching.

3. If at dismissal time a storm is approaching and it is believed the children will not have time to reach home before it strikes, keep the children in the building until it is deemed safe to dismiss them.

SAFETY PROGRAM
BOMB THREATS

When a bomb threat has been received, the following procedures shall be followed:

1. The principal or supervisor shall request the person who received the notification to immediately complete the Bomb Threat Checklist for the purpose of determining the validity of the threat.
2. Notify campus police immediately.
3. A decision whether to evacuate the building shall be made by the principal or supervisor.
4. A search of the premises shall be conducted by the building principal or supervisor, police officers, and custodians.
5. If any foreign object is located, the police office shall notify the bomb squad for further investigation and removal.
6. If a thorough search has been conducted and nothing is found, the principal or supervisor shall notify employees that re-entry will be permitted.

Putnam City Schools
DISTRICT FORM

STUDENT PROGRAMS

BOMB THREATS
Putnam City Campus Police
Bomb Threat Checklist

Points to remember include:

1. Keep the caller talking.
2. Do not interrupt.
3. Ask caller to speak louder, slower, etc.
4. Ask caller to repeat.
5. Write down dialogue of conversation in its entirety.

Note: This checklist is to be completed by any person receiving a telephone bomb threat.

TIME CALL RECEIVED	DATE OF CALL	NAME OF PERSON RECEIVING CALL	TITLE OF PERSON RECEIVING CALL
EXT# OR CALLER ID		LOCATION WHERE THREAT RECEIVED	
WAS A RECORDING OF THE CALL MADE: YES NO		DIALOGUE OF CONVERSATION BETWEEN CALLER AND PERSON RECEIVING THE CALL (USE ADDITIONAL SHEET IF NECESSARY)	

CALLER'S IDENTITY	NAME: PHONE #: MALE FEMALE	ADDRESS: ORGANIZATION: ADULT CHILD		
BOMB FACTS	WHEN WILL IT GO OFF?	LOCATION: WHAT AREA?		
VOICE CHARACTERISTICS (CIRCLE ALL THAT APPY)	TONE LOUD SOFT HIGH PITCH LOW PITCH RASPY PLEASANT	SPEECH FAST SLOW DISTRICT DISTORTED STUTTER NASAL	SPEECH LOCAL NOT LOCAL FOREIGN CAUCASIAN BLACK LATIN AMERICA	MANNER CALM RATIONAL ANGRY INTENTIONAL COHERENT DELIBERATE RIGHTEOUS EMOTIONAL INCOHERENT LIGHTING
BACKGROUND NOICES (CIRCLE ALL THAT APPLY)	OFFICE MACHINES FACTORY MACHINES BEDLAM ANIMALS QUIET	STREET TRAFFIC AIRPLANES TRAIN ADULT VOICES CHILDREN'S VOICES	MUSIC MIXED OTHER (EXPLAIN):	

HEALTH AND COMMUNICABLE DISEASES

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

In dealing with communicable diseases, the District believes that:

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

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

A. Placement of Students: If a student is diagnosed with Acquired Immune Deficiency Syndrome, the State Department of Health shall be notified. In determining the placement of a student with a communicable disease, a multi-disciplinary team may be convened as provided by law. If a student is to be excluded from school because of a communicable disease, the student shall be placed on the home bound program until the student is able to return to school. No entry regarding a communicable disease shall be made on the student's cumulative record, health card, the computerized student data base, or other record maintained by the District.
B. Placement of Employees: No employee may be dismissed or have his contract not renewed merely as a result of having a communicable disease except as allowed by law. School personnel who are required to be absent from their work due to a communicable disease shall be subject to the sick leave policy of the school.

Re-admittance to school and/or work may require a statement by a physician or other health professional stating that the individual is no longer infected and/or is no longer able to transmit the disease. No entry regarding a communicable disease shall be made in the employee's personnel file.

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

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

Putnam City Schools
DISTRICT REGULATION

HEALTH AND COMMUNICABLE DISEASES

HEAD LICE

Procedure for students with head lice:

1. A student shall be sent home from school at the end of the day for treatment when direct inspection of the hair and scalp reveals the presence of crawling forms (lice). The student's parent/guardian will be contacted to inform them of this condition and to educate them about treatment and care that needs to be done before the student returns to school the next day.

2. Educational material will be given to the student to take home at the end of the day.

3. If the student presents him/herself for a recheck on their return to school and live lice are found, the parent of the student will be called to inform them of this. A recommendation will be made that they contact their primary care doctor for help with further treatment since they cannot be retreated at this time.

4. Exceptions to these regulations are left to the principal or designee. If a student is found to have an infestation of live lice or an abnormal amount of nits, every effort will be made to contact the parent and to send the student home during the school day.

Adopted: December 7, 1998; rev. 6/13, 9/14

HEALTH AND COMMUNICABLE DISEASES
BED BUGS

Bed bugs are small parasitic insects that feed solely on the blood of people and animals while they sleep. They are not known to spread any kind of disease and are not considered a medical or public health hazard. However, their presence in a home can significantly affect quality of life, and their presence may cause itching, secondary skin infections from scratching and loss of sleep.

Because bed bugs live where people sleep, schools are unlikely places for infestations. However, bed bugs may be inadvertently transported from infested homes to school on the clothing, backpacks and belongings of children. It is important that if this happens, schools proactively address the situation actions to help stop the spread of bed bugs.

Procedures for a Suspected Bed Bug:

1. If a suspected bed bug is found on a student, be sensitive to the problem and to the student's emotions, use discretion and don't overreact. The student should be temporarily removed from the classroom so the school nurse, health aide or an administrator can perform an inspection of the student's clothing and other belongings (including: hat, shoes, jacket, backpack and school supplies). It is not necessary for the student to be sent home or isolated from other students. It is important to treat each student with discretion, dignity and respect during this process.
2. When a bed bug or suspected bed bug is found, place it in a plastic Ziploc bag and seal tightly. Do not crush the bug because it will be difficult or impossible to accurately identify it.
3. The bag containing the bug should be given to the principal.
4. The bag should be labeled with the date, school and room where the bug was found. If the student rides a bus, the bus number should be put on the bag.
5. The principal should place the specimen in specific, out-of-the-way place in the office area where until it is picked up.
6. When students are out of the classroom, the school nurse, health aide or an administrator should check the areas where the student sits or affected belongings may have been placed for extended periods of time.
7. Student belongings such as backpack and other personal items not needed in the classroom or at recess should be double bagged using plastic zip-lock bags. Make sure the bags are sealed tightly.
8. Keep these bagged items in a designated sealable plastic storage tub out of site in the office or other secure area where they will remain undisturbed until the child retrieves them at the end of the day.
9. After the students belongings have been removed from the storage container, inspect it for any stray bed bugs.

10. Do not treat the storage container with pesticides. Wash it with detergent or wipe it down with alcohol.
11. Parents should be notified by the principal of the possibility of bedbugs and told they will be contacted after the bug is positively identified.
12. School staff are not to attempt to use any pesticides. This includes, but it not limited to, sprays, alcohol and pesticide bombs. The chemicals and bombs are ineffective against bed bugs and can pose a health risk to people with respiratory problems.
13. The principal should contact the Director of Buildings and Personnel Safety. The Director of Buildings and Personnel Safety will arrange for the district's pest management company to pick up and identify the specimen. The identification should be made as quickly as possible, if possible the same day.
14. The pest management company will notify the Director of Buildings and Personnel Safety of findings, who in turn will notify the principal.

Procedures Following Positive Identification of Bed Bug

1. If the specimen from the school is positively identified as a bed bug, the Director of Buildings and Personnel Safety will work with the principal to arrange for inspection and treatment of the site during after school hours.
2. Using an electronic form to be created and placed on .pc, the principal should make a record listing
   - The date and time the bug was found.
   - The school and room where the bug was found.
   - Exactly where the bug was found (on a student, on a student's belongings, on walls or furniture, etc.).
   - If the student is a bus rider, the bus number the student rides.
   - Date and time of contact with the Facilities Safety and Service Crew Director.
3. The principal should maintain on an annual basis a schematic or drawing of the building mapping the location and date of all confirmed bed bugs.
4. If the specimen is confirmed as a bedbug, and if the student is a bus rider, the Director of Buildings and Personnel Safety will also notify Transportation. Transportation staff will check the bus and keep records of potential bed bugs on buses. After three potentials on one bus, the Director of Buildings and Personnel Safety will arrange for the district's pest management company to examine the bus.
5. If the specimen is positively confirmed as a bed bug, and it is determined the school needs professional inspection and extermination services, do not remove books, furniture, rugs or anything from the affected area unless directed to do so by the pest management company.
6. For two weeks following positive identification of a bed bug, the classroom should be thoroughly vacuumed with special attention to cracks and crevices in furniture, equipment, walls and floors. HEPA vacuums are the best choice. When finished, place the vacuum cleaner

bag into a trash bag before leaving the area and then discard the bag immediately. Never use the vacuum cleaner in another uninfested area without replacing the bag first. These procedures should be monitored by the Buildings and Personnel Safety Director.

7. Repeated weekly inspections by school personnel are important to be sure the problem has been taken care of.
8. If a student is believed to have brought a positively identified bed bug to school, the principal should notify the student's parent or guardian. Parents should be encouraged to promptly respond to bed bugs in the home for the benefit of the family and school community. Share the following suggestions with parents:
   - If the home is being rented, notify a landlord immediately, especially if an infestation is suspected.
   - If the home is owned by the parent or guardian and an infestation is suspected, a professional pest management company should be consulted immediately.
   - Send only essential items to school with the student.
   - Keep school items sealed in a plastic bag or plastic storage box with a lid at home to limit the likelihood of re-infestation.
   - Keep clean clothes sealed in a plastic storage box with a lid or trash bag until the student puts them on in the morning.
   - Also share with parents a copy of the Oklahoma City-County Health Department fact sheet at https://www.occhd.org/system/files/3361/original/Bed_Bugs_Fast_Facts.pdf?1405627400
   - Notification of other parents should occur only if a classroom infestation is identified by a pest management company.

SECURITY

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

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

Surveillance Videos: The District utilizes video cameras to enhance its security operations. Video cameras may be placed in buses, hallways, parking lots, common areas, cafeterias, stadiums, auditoriums, and any other areas except locker rooms and bathrooms. These video cameras are monitored and are under the control of the District's Campus Police Department. The District's Campus Police Department is responsible for the creation and maintenance of any surveillance videos. Building principals may request copies of any recording made by any surveillance video cameras from the Campus Police Department.

Surveillance videos are NOT considered to be educational records of students unless used for disciplinary action on a student, which are protected by FERPA and not subject to the Open Records Act, but are considered to be records of a law enforcement unit. As records of a law enforcement unit such records are not subject to the right of inspection by subject to disclosure under the Oklahoma Open Records Act. Surveillance videos may be used in disciplinary actions against students and employees and may be publicly disclosed during such disciplinary proceedings.

Videos will not be retained unless the District's Campus Police Department determines that a video is needed. Any requests from the media for copies of videos are to be handled by the Communications Director. All other requests for copies of videos should be submitted to the Campus Police Department. The District shall have discretion as to the release of surveillance videos.

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

Adopted: August 18, 1997; rev. 7/01, 8/03,
5/05, 7/17

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

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

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

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

Any person may be directed to leave any District property or District event and to not return for a period of up to six (6) months (21 O.S. ʒ 1376). During the period of days specified, the person removed from District property may not be on any District property or return to a District event without first obtaining written permission from the Superintendent or the Superintendent's designee.

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

In addition, if a person fails to leave District property after receiving a directive or returns prior to the expiration of the period of days specified, the District may pursue criminal charges against the person as authorized by law. Criminal charges will not be affected by any appeal as set forth above.

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

Campus Police Department: The Board hereby establishes the Putnam City Schools Campus Police Department ("Campus Police") in accordance with law. The purpose of the Campus Police is to protect and provide security for the District's real and personal property as well as the District's employees, students, and visitors while on District property,

SECURITY

Campus Police:

A. Personnel: The personnel of the Campus Police shall be employed by the Putnam City School Board and may include:

1. The Chief of Police shall be the administrative head of the Campus Police department and reports to the Chief Operations Officer.
2. The Chief of Police will hold a commission issued by the Putnam City School Board, and be certified as a full-time police officer pursuant to law.
3. Campus Police Officers who shall hold a commission issued by the Putnam City School Board and be certified as full-time police officers pursuant to the law;
4. Security Officers who are not commissioned officers but who have training in security and who perform security services; and
5. Employees who are not Campus Police Officers who perform clerical and dispatching duties.

B. Jurisdiction of Campus Police Officers: The jurisdiction of the Campus Police shall be the real property, buildings, and other improvements owned, leased, or rented by the District, hereinafter referred to as "campus". Any law enforcement activity which begins on campus may be completed off campus if done in a timely manner and coordinated with local law enforcement agencies having jurisdiction where the completions occurs. Pursuant to applicable law, the jurisdiction of the Campus Police may be expanded by agreements between the District and any municipality to which the campus is a part or is adjacent. Such agreements shall be incorporated into this policy as a regulation upon approval by the Putnam City School Board and the governing body of the municipality.

C. Authority of Campus Police Officers: Campus Police Officers shall have the same powers and authority granted to sheriffs and police officers by the State of Oklahoma, subject to any limitation and/or grant of power and authority that may be set forth in law, this policy, administrative regulations, or any agreement with a municipality of sheriff's department. Campus Police Officers shall have the authority to enforce the Oklahoma criminal statutes, the District's policies and regulations specifically relating to the purpose of the Campus Police, and municipal ordinances if authorized by an agreement between the District and the municipality. Campus Police Officers shall not be responsible for enforcing District policies and regulations which are administrative in nature unless specifically directed to do so by the Superintendent.

D. Commissioning of Campus Police Officers: Upon appointment, each Campus Police Officer shall receive a written commission with photo identification, evidencing the officer's appointment and authority. The form of the commission shall be recommended by the Chief of

Police and approved by the Superintendent or designee. There shall be no property interest in a commission issued by the Putnam City School Board, and the commission of a Campus Police Officer may be suspended or revoked at any time and for any reason. In the event of the suspension or revocation of a commission or the retirement, resignation, or dismissal of an officer, the officer's commission shall be relinquished to the Putnam City School Board. The Council on Law Enforcement Education and Training shall be notified by the Chief of Police when Campus Police Officers are commissioned and decommissioned by the Putnam City School Board.

E. Uniforms, Badges and Insignias: The uniforms, badges, and insignias to be worn by Campus Police Officers or displayed on Campus Police vehicles and equipment shall be recommended by the Chief of Police and approved by the Superintendent or designee. The wording used on such uniforms, badges, and insignias shall conform to the requirements of the law. Employees of the Campus Police who are not Campus Police Officers shall not be permitted to perform the duties of commissioned officers, wear the uniforms, badges, or insignias worn by commissioned officers, or receive commissions or photo identifications provided for Campus Police Officers.

F. Departmental Regulations: Subject to approval of the Superintendent, the Chief of Police shall prepare and promulgate departmental regulations for the operation of the Campus Police.

DISTRICT SERVICES

Food Services: District shall provide for a food service facility in each school. Food services shall include those meals provided through participation in the National School Lunch Program. Students shall be permitted to bring their lunches from home and to purchase beverages and incidental items at the food service facility. Upon the recommendation of the Superintendent, the Board shall determine whether to provide food services directly or to contract externally for the provision of food services.

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

District's mail service shall not be used to distribute political materials unless the materials are received through the United States Postal Service. However, District may use District's mail services to distribute informational material regarding school bond elections or millage elections, as authorized by law.

Transportation Services: Oklahoma law does not require district-provided transportation to all students. However, District provides some transportation services if students meet service criteria to include, yet not limited to the following:

- Transportation privileges may be provided to all elementary students K-5 and middle school students if they live one (1.0) mile or more by commonly traveled road, or combination of roads, streets, highways and paths accessible to the public, where students are assigned by attendance zone to attend school.
- Transportation privileges may be provided to all high school students if they live one and one-half (1.5) miles or more by commonly traveled road, or combination of roads, streets, highways and paths accessible to the public, where students are assigned by attendance zone to attend school.
- District may furnish transportation to certain transfer students upon request of the student's parent/guardian and agreement by District, as provided for by law.
- District may elect to not transport any student whose home is within one and one-half (1.5) miles from the school attended by a commonly traveled road, or combination of roads, streets, highways and paths accessible to the public, where students are assigned by attendance zone to attend school.

Adopted: August 18, 1999; Rev. 11/99, 7/01,
2/02, 7/10, 1/18, 1/24

- Exceptions will be determined on an individual basis by the Superintendent or the Superintendent's designee with regard to, but not limited to:

    1. Physical barriers
    2. Obstructions
    3. Absence of a crosswalk
    4. Absence of a crossing guard
    5. Absence of a traffic signal
    6. Absence of an identified school zone
    7. Posted speed limits of more than 40 mph
    8. Four or more lane thoroughfare

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

Students shall be expected to comply with any Administrative Regulations and Student Handbook regarding conduct on buses and may be subject to disciplinary action for failure to follow the Administrative Regulations and/or Student Handbook.

DISTRICT SERVICES

TRANSPORTATION SERVICES

Transportation may be provided to students if students meet service criteria as defined in Policy BF.

Routing Information:

1. Transportation will be furnished for students who live in an apartment complex, mobile home park, or a motel/hotel if any portion of the complex is more than one mile for elementary and middle school students and a mile and one-half for high school students from the school.
2. Certain areas cannot be serviced by special education or regular route buses where there are speed bumps, ditches, or other obstructions which make it unsafe or difficult to maneuver a school bus. Regular route buses will not enter any apartment complex, mobile home park or dead-end street. Any variance will be determined by the Director of Student Services in consultation with the Director of Transportation.
3. PreK students who receive Special Education services may qualify for transportation if it is identified as a related service in the students' IEP. PreK children of parent attending PC alternative education schools may also qualify for district transportation to and from designated district PreK service sites.
4. Students are to board buses and depart from buses only at home, at their designated bus stop, or the school where in attendance.
5. For operational purposes, the transportation department reserves the right to assign and/or move student stops.

Discipline:

1. Due to the serious nature of student transportation specific to vehicle safety, students who violate bus rules or whose behaviors jeopardize the safe operation of the bus, they are subject to:

    - Assigned seating by the driver;
    - Denial of bus privileges for any length of time at the discretion of the administrator or their designee imposing the discipline, or;
    - Other disciplinary measures utilized by the district.

2. School bus behavior rules and discipline shall apply to both school bus routes and activity trips.

General:

1. Children shall not be put off the bus until they reach their destination unless a change is approved by the Director of Transportation, or their designee, or district administrator, or their designee or law enforcement.
2. Students and drivers are subject to video and audio recording while on the bus.

Putnam City Schools
DISTRICT FORM

TRANSPORTATION ROUTE CHANGE REQUEST

School year: _____ Date of request: _____ Bus number: _____

Name of person making request: _____ School: _____

Address: _____ Grade: _____

Phone (home): _____ (work): _____

Signature: _____

Reason for route change or stop change: _____

_____

_____

Transportation privileges may be provided to all elementary students K-5 and middle schools students if they live one (1.0) mile or more by commonly traveled road, or combination of roads, streets, highways and paths accessible to the public, where students are assigned by attendance zone to attend schools. Transportation privileges may be provided to all high school students if they live one and one-half (1.5) miles or more by commonly traveled road, or combination of roads, streets, highways and paths accessible to the public, where students are assigned by attendance zone to attend school. Exceptions will be determined on an individual basis by the Superintendent or the Superintendent's designee with regard to, but not limited to:

(Please check the appropriate exceptions.)

1. Physical barriers _____
2. Obstructions _____
3. Absence of a crosswalk _____

1. Absence of a traffic signal _____
2. Absence of an identified school zone _____
3. Posted speed limits of more than 40 mph _____

Administrative action: _____

_____

Date of administrative action: _____

_____
Transportation Director (or designee) signature

Adopted: August 18, 1999; Rev. 11/99, 2/03, 7/10

REPRODUCTION OF COPYRIGHTED MATERIAL

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

CLOSING OF SCHOOL SITES

The Superintendent may recommend the closing of any of the District's school sites when declining enrollment or other conditions cause the continued operation of a school site to be detrimental to the District's educational program and/or adversely affect the fiscal condition of the District. In considering school sites for closure, the Superintendent shall examine and consider the following criteria:

1. Enrollment trends;
2. Adequacy of site, location, access, surrounding development, traffic patterns, and other environmental conditions;
3. Age and physical condition of facilities, operating systems, costs, and adequacy for educational programs;
4. Possibilities for appropriate and convenient reassignment of students and staff and/or realignment of boundaries;
5. Student transportation factors, including time, distance, and safety;
6. Effect on continuity of the student's educational program;
7. Effect on neighborhood and community programs;
8. Alternate use of buildings and facilities;
9. Cost of closing and savings from closing in terms of personnel, plant operations, transportation, capital investment, and alternative uses; and
10. Possibilities of disposal of property, buildings, and facilities.

If the Board initially approves the Superintendent's recommendation to close a school site, the following shall occur:

1. The Superintendent shall provide written notification of the anticipated closure to the parents/guardians of students attending a school site to be closed and the arrangements proposed for education of their children.
2. The Superintendent shall inform affected employees of the decision to close a school site, shall notify affected employees of the effects on their particular position; and shall arrange meetings to apprise employees of their job rights.
3. The Board shall take final action on the Superintendent's recommendation to close a school site.
4. If the Board votes to close a school site, the Superintendent shall recommend the realignment of attendance boundaries after taking into account distances from other schools, traffic patterns, building capacities, enrollments, programs, and any other relevant criteria.
5. The Board shall vote on the Superintendent's recommendation to change attendance boundaries.

VENDORS AND SALESPERSONS

Any entity desiring to do business with the District shall be required to contact the appropriate administrative personnel designated by policy or regulation. Representatives of entities doing business with or desiring to do business with the District shall therefore limit their solicitations to those purchasing and administrative personnel authorized to make purchases and shall not call on or solicit purchases by teachers or other District employees except as authorized by the Administration and only at times which do not interfere with the District's educational programs.

District personnel who are responsible for purchasing items or services shall properly and adequately review, inspect, and otherwise examine the items or services being offered for purchase by the District. Only those persons authorized by law, District policy, or administrative regulation to purchase items or services shall be allowed to make such purchases.

Entities which do business with the District may be solicited for contributions or support of District activities as determined by the Superintendent.

VISITORS TO SCHOOL FACILITIES

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

Any unauthorized person on District property should be reported to the principal, the Campus Police Department, or the Superintendent, as appropriate. Any person may be required to leave District property as authorized by law or District policy. The failure of any person to leave District property when requested may subject the person to arrest and/or prosecution as allowed by law.

ADVERTISING AND PROMOTION

Use of District Name or Facilities: No organization or entity shall utilize any District facilities or the District name for advertising or promotion unless authorized by the Superintendent or designee. Further, during school hours, no organization or entity shall utilize any District employees or students for advertising or promotion, including news media, unless authorized by the Superintendent or designee.

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

District Publications: District-sponsored publications and websites may accept and publish paid advertising according to established procedures and applicable regulations.

ADVERTISING

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

Guidelines for advertising: Principals or their designee shall be responsible for applying and implementing these guidelines with respect to advertising published in District-sponsored publications. Principals shall be responsible for applying and implementing these guidelines for advertising to be placed inside their respective buildings or athletic facilities. The Superintendent or designee shall be responsible for applying and implementing these guidelines with respect to all other advertising. The Superintendent or designee reserves the right to refuse any advertisement that does not serve the best interests of the District and /or its students.

For placement in any District publication or for placement in or on any District property or facility, the District shall not accept advertisements which:

1. depict tobacco products, alcohol products (including beer), drugs, or drug-related paraphernalia or products;
2. depict sex or sexual activity, or which are lewd, obscene, pornographic, or contain child sexual abuse material as defined by prevailing community standards;
3. attack ethnic, religious, or racial groups (i.e., "hate" material);
4. promote hostility, disorder, or violence;
5. promote, endorse, or oppose any political candidate or party or;
6. are defamatory, misleading or false.

Advertising Review Committee: The Superintendent shall designate an Advertising Review Committee.

Decisions regarding advertising may be appealed to the District Advertising Committee. The Advertising Review Committee shall have ten (10) working days in which to review the advertisement and determine if the proposed advertisement is acceptable according to the District's guidelines. The Advertising Committee shall notify the organization submitting the advertisement of its decision.

If the Advertising Review Committee determines that a proposed advertisement is unacceptable, the submitting organization may appeal the decision of the Advertising Review Committee to the Superintendent whose decision shall be final.

Funds from Sale of Advertising: Funds received from the sale of advertising shall be credited to the Activity Fund account of the organization which sold the advertising; however, parent or adult organizations which are exempt from Activity fund limitations may be provided the opportunity to sell advertising to be place on school facilities and shall be entitled to retain the proceeds of any such sale of advertising subject to application to and approval by the Board. The Business Manager reserves the right to direct the proper depositing of monies generated from the sale of advertising.

SEXUAL HARASSMENT POLICY

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

Definitions:

- Appeal Officer: The person designated to hear an appeal from a determination of responsibility for sexual harassment. The Appeal Officer will not be the Compliance Officer, Investigator, or Decision Maker. The Superintendent or designee is designated as the Appeal Officer.
- Complaint: A written complaint filed by a Complainant or signed by the Compliance Officer alleging sexual harassment and requesting that District investigate. This may be referred to as the Formal Complaint, form DF-F1.
- Complainant: A student, an employee, or any other person who is alleged to be the victim of conduct that could constitute sexual harassment.
- Compliance Officer: An employee who is designated to coordinate compliance efforts with Title IX and to investigate complaints under Title IX. The Title IX Coordinator is designated as the Compliance Officer and may be reached at 5401 N.W. 40th, Oklahoma City, OK 73122, TCraig@putnamcityschools.org, or by telephone at (405) 495-5200 ext. 1264.
- Dating Violence: As defined by the Violence Against Women Act ("VAWA"), dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
  - The existence of such a relationship shall be based on the reporting party's statement a. and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- Day: Day means a working day; the calculation of days in processing a complaint shall exclude Saturdays, Sundays, and holidays.
- Decision Maker: A panel of three (3) District and site administrators who have received Title IX training and have not had any previous involvement with the Complaint or the investigation will make a determination of responsibility and determine sanctions and remedies after the investigation is completed. The Title IX Coordinator shall appoint the Decision-Makers from the pool of eligible administrators.
- Emergency Removal: Based on specific need to protect student from immediate threat to physical health or safety.
- Report: report is verbal or in writing by anyone
- Domestic Violence: A felony or misdemeanor crime of violence committed by:

  - a current or former spouse or intimate partner of the victim;
  - a person with whom the victim shares a child in common;
  - a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
  - a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state; or
  - any other person against an adult or youth victim who is protected from that person's acts under domestic or family violence laws.
- Investigator: The person(s) in charge of gathering facts and interviewing parties and witnesses. The Compliance Officer will designate person(s) who have received Title IX training to serve as the Investigator for these matters.
- Reporter: An employee who is required to report incidents of alleged sexual harassment to the Title IX Coordinator, Compliance Officer or designee.
- Respondent: The person alleged to be responsible for the sexual harassment alleged in the Complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the Complaint.
- Sexual Assault: As defined by the Clery Act, sexual assault is any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent, including the following:
- Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim.
- Fondling: The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent incapacity.
- Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape: Sexual intercourse with a person who is under the age of consent.
- Sexual Harassment: Sexual harassment includes:
  - Any instance of "quid pro quo" harassment by a school employee;
  - Any unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activities;
  - Any unwelcome sexual advance, requests for sexual favors, and other verbal or physical conduct that explicitly or implicitly affects and individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment;
  - Any instance of sexual assault, dating violence, domestic violence, or stalking as defined in this policy.

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

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

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

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

Burden of Proof: Title IX proceedings provide for a "preponderance of the evidence" burden of proof, meaning that in order to prevail, the Complainant must introduce sufficient evidence that his/her claims are more likely true than not. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred shall be investigated and considered.

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

Reporting and Investigation:

Victims of sexual harassment are encouraged to report such claims by utilizing the process set forth in this policy. Students may also report complaints of sexual harassment to the principal of the building at which the student attends school.

Once an allegation of sexual harassment has been reported, District is deemed to have actual knowledge and must act. Actual knowledge may be attributed to any District employee. Once District has actual knowledge, District will notify the Complainant and the Respondent, or the parent/guardian of either the Complainant or the Respondent if either of the parties are under the age of eighteen (18), of the accusation of sexual harassment.

If the Complainant does not proceed with a Formal Complaint, no further investigation or action will take place unless the Compliance Officer determines to initiate a Formal Complaint.

If the Complainant desires to proceed with a Complaint, then, within ten (10) days of an alleged violation, the Complainant shall submit a written and signed Complaint to the Compliance Officer and such action shall be considered a Formal Complaint. The Complaint shall, at a minimum, state the Complainant's name, the nature of the alleged violation, the date of the alleged violation, the names of persons responsible, any witnesses, and the requested action or relief sought.

Upon receiving a Formal Complaint, the Compliance Officer will conduct an initial assessment, may offer supportive measures, will notify parents if students are involved, and will notify the designated Investigator who will investigate allegations of discrimination. Additionally, the Compliance Officer may direct an investigation without a Formal Complaint according to the procedures set forth herein whenever the Compliance Officer deems such action to be appropriate.

During the initial assessment, the Compliance Officer will determine whether the allegations rise to a violation of this Policy. The Compliance Officer will consider whether the allegations meet the definition of Sexual Harassment, whether the conduct occurred on District property or during District-sponsored activities, whether the Complainant is still a District student, whether the Respondent is no longer enrolled in District or an employee of District, and whether there are any other circumstance which would prevent the Investigator from gathering evidence sufficient to reach a determination as to the Formal Complaint and its allegations. If the Compliance Officer determines to dismiss a Complaint at the initial assessment stage, the Compliance Officer will provide written notice of the dismissal to the Complainant and the Respondent. If a Complaint is dismissed and the Respondent is a student, the District may address the issue under its Student Code of Conduct. If a Complaint is dismissed and the Respondent is an employee, the District may address the alleged conduct as a personnel matter. A Complainant or a Respondent may appeal the dismissal of the Complaint as set forth below.

After receipt of a Formal Complaint the Compliance Officer, shall provide written notice to the Complainant and the Respondent of the allegations of the Complaint including if known, the identities of the parties, the date and location of the incident, and the specific alleged Policy violations. The notice will include a copy of the Title IX procedures, will state the Respondent is presumed not responsible until the determination of responsibility is final, and advise of the right to have an advisor of their choosing. Additionally, if the Compliance Officer determines that the Formal Complaint may be resolved without an investigation by providing the relief sought by the Complainant, the Compliance Officer may resolve the Formal Complaint.

The Investigator will conduct a fair, thorough, and impartial investigation and provide both parties with an equal opportunity to present facts, witnesses, and evidence to support their positions. The Investigator may request that the Respondent a written answer or response which shall confirm or deny the facts upon which the allegation is based, indicate acceptance or rejection of the Complainant's requested action, and/or outline alternatives. The Respondent may also identify witnesses who should be contacted to provide input during the investigation.

The Investigator shall initiate an investigation which may include, but is not limited to, interviewing both the Complainant and the Respondent and any witnesses identified by either party, identifying any documents or tangible evidence supporting or opposing the Complaint, and undertaking any further investigation deemed appropriate by the Investigator. If reasonably possible, the investigation should be concluded within one hundred twenty (120) days after receiving the Complaint, but the Investigator may extend the period of time for an investigation by notifying the Complainant and the Respondent. Additionally, when a law enforcement agency is investigating the same alleged conduct, an investigation may be delayed temporarily so as not to interfere with the law enforcement investigation and so as to meet the needs of the law enforcement investigation.

Each party is entitled to select an advisor of their choosing to advise them during the investigation. An advisor may not be a witness in the investigation and may not be someone whose participation will create a conflict of interest. An advisor shall not act in a manner that obstructs or disrupts the investigative process.

After completion of the investigation, the Investigator shall prepare a written report and shall provide a copy of the written report to the Complainant, the Respondent, and the Compliance Officer. The written report shall include a time line, a summary of the investigation including the statements of all persons interviewed, a synopsis of the evidence, and any applicable credibility determinations. ("Investigative Report".) The Investigator shall include in an appendix all relevant physical or documentary evidence.

The Complainant and the Respondent shall have ten (10) days to review the Investigative Report and provide written feedback and/or responses to the Investigator about the information contained in the Investigative Report. After the ten (10) day review period, the Investigator shall incorporate relevant elements of the parties' written responses into the Investigative Report, finalize the Investigative Report, and provide it to both parties.

The Investigator shall also refer the Investigative Report to the selected Decision-Makers to make a determination regarding responsibility and, if applicable, appropriate disciplinary action.

Within ten (10) days of receipt of the final Investigative Report, the Complainant and/or the Respondent may submit written, relevant questions that the party wants asked of another party prior to the determination of responsibility. Both parties will be provided with the answers and follow-up questions.

After the ten (10) days to submit written questions, the Compliance Officer shall send a Notice of Decision-Making to the parties and the Decision-Makers. The Notice of Decision-Making shall include a description of the alleged violation, a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential disciplinary actions.

Determination of Responsibility: Within sixty (60) days of receipt of the Notice of Decision Making, the Decision Makers will review the Investigative Report to determine responsibility and will issue a written Determination of Responsibility which:

- Identifies the allegations that potentially constitute sexual harassment;
- Describes the District's procedural steps taken from receipt of the Complaint to the determination; Includes Findings of Fact to support the determination;
- Includes Conclusions regarding applicable discipline;

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

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

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

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

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

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

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

CIVIL RIGHTS POLICY

District complies with the Civil Rights Laws (Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, the Age Discrimination in Employment Act, and Section 504 of the Rehabilitation Act of 1973) in assuring the students, parents, and employees of District that District does not discriminate on the basis of race, color, sex, sexual orientation, gender identity and expression, national origin, disability, religion, age, veteran status or any other protected class under state or federal law including antisemitism.

For complaints of sexual harassment, refer to District policy BL. The Superintendent is designated by the Board to coordinate District's efforts to comply with this assurance.

Definitions:

- Complaint: A written complaint alleging that a policy, procedure, or practice of District discriminates on the basis of race, color, sex, sexual orientation, gender identity and expression, national origin, disability, religion, age, or veteran status.
- Complainant: A student, an employee, or any other person who submits a Complaint as defined above.
- Compliance Officer: An employee designated to coordinate compliance efforts with the Civil Rights Laws listed above and to investigate complaints. The Chief Human Capital Officer is designated as the Compliance Officer and may be reached at 5401 N.W. 40th, Oklahoma City, OK 73122 or by telephone at (405) 495-5200 ext. 1229, or by e-mail at ningle@putnamcityschools.org.
- Day: Day means a working day; the calculation of days in processing a complaint shall exclude Saturdays, Sundays, and holidays.
- Respondent: The person alleged to be responsible for the violation alleged in the Complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the Complaint.

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

Procedures for Filing Complaint:

- If the Complainant desires to proceed with a Complaint, then, within ten (10) days of an alleged violation, the Complainant shall submit a written and signed Complaint to the

Compliance Officer using form DF-F1. The Complaint shall, at a minimum, state the Complainant's name, the nature of the alleged violation, the date of the alleged violation, the names of persons responsible, any witnesses, and the requested action or relief sought.

- In addition to taking action with respect to a written complaint, the Compliance Officer may investigate allegations of discrimination without a written complaint according to the procedures set forth herein whenever the Compliance Officer deems such action to be appropriate.
- Within ten (10) days of receiving the Complaint, the Compliance Officer shall notify the Respondent of the Complaint and provide a copy of the Complaint to the Superintendent, if the Superintendent is not the Respondent.
- Within ten (10) days of notification, the Respondent shall submit to the Compliance Officer a written answer or response which shall confirm or deny the facts upon which the allegation is based, indicate acceptance or rejection of the Complainant's requested action, and/or outline alternatives. The Respondent may also identify witnesses who should be contacted to provide input during the investigation.
- Within ten (10) days of receiving the Respondent's answer, the Compliance Officer shall initiate an appropriate investigation which may include, but is not limited to, interviewing both the Complainant and the Respondent and any witnesses identified by either party, identifying any documents or tangible evidence supporting or opposing the Complaint, and undertaking any further investigation deemed appropriate by the Compliance Officer. The investigation should be concluded within thirty (30) days but the Compliance Officer may extend the period of time for an investigation by notifying the Complainant and the Respondent.
- Within ten (10) days after completion of the investigation, the Compliance Officer shall render a written decision and shall provide a copy of the written decision to both the Complainant and the Respondent. The written decision shall be a summary report containing a synopsis of the evidence and findings of fact as well as the conclusion regarding the Complaint. Additionally, if the Compliance Officer determines that the allegations of the Complaint are substantiated, the decision shall be provided to the appropriate supervisor or administrator to take appropriate disciplinary action.
- Within ten (10) days of receipt of the Compliance Officer's decision, if either the Complainant or the Respondent is not satisfied with the decision of the Compliance Officer, either may submit a written request to the Compliance Officer for a review by the Board.
- Within ten (10) days of receiving a request for a review by the Board, the Compliance Officer shall notify the Board of the request, shall place an agenda item for a review of the Complaint on the next regularly scheduled Board meeting, and shall notify the Complainant and the Respondent of the date of the Board's review.
- The review by the Board shall involve a review of all documents submitted to the Compliance Officer and, if the Board desires, a statement from the Complainant or the Respondent or the representatives of either the Complainant or the Respondent. The Board shall render a decision which either modifies, affirms, or reverses the decision of the Compliance Officer.

- Within ten (10) days of conducting the review, the Board or the Board's designee shall provide the Complainant and the Respondent with written notice of the Board's decision on the Complaint. The Board's decision shall be final and non-appealable.

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

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

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

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

DISTRICT COMPLIANCE OFFICERS

Effective January 1, 2019, the following persons are designated as District Compliance Officers for purposes of Policy BM:

All Employee complaints as defined in Policy BM should be directed to:

Nancy Ingle
5401 N.W. 40th Street
Oklahoma City, OK 73122
405-495-5200, ext. 1261
ningle@putnamcityschools.org

All student complaints as defined in Policy BM regarding Titles VI and VII of the Civil Rights Act and Title IX, should be directed to:

Tyrea Craig
5401 N.W. 40th Street
Oklahoma City, OK 73122
405-495-5200, ext. 1264
tcraig@putnamcityschools.org

All student complaints as defined in Policy BM regarding the Americans with Disabilities Act ADA and section 504 of the Rehabilitation Act, should be directed to:

Dr. Diane Floyd
5604 N.W. 41st
Oklahoma City, OK 73122
405-495-3770, ext. 1365
dfloyd@putnamcityschools.org

INTERNET ACCESS, INTERNET SAFETY, PERSONALLY OWNED DEVICES, AND USE OF ELECTRONIC RESOURCES

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

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

Acceptable Uses: The District's computers, equipment, and software are intended for administration, education, and academic research purposes only and shall be used only as according to administrative regulations. Acceptable uses of the District's computers and the Internet are activities which support learning and teaching or which promote the District's mission and goals.

Prohibited Uses: According to Administrative Regulations, the District's computers and the Internet access provided by the District shall not be used:

1. To violate an individual's right to privacy;
2. To access materials, information, or files of another person or organization without permission;
3. To violate the copyright laws;
4. To spread computer viruses or malware;
5. To deliberately attempt to vandalize, damage, disable, or disrupt the District's electronic property or the electronic property of any other individual or organization;

Adopted: August 18, 1997; rev. 6/98, 2/00, 1/01, 5/01, 10/01, 5/02, 3/05, 12/09, 6/10, 7/12, 1/13, 8/15, 6/23, 8/24, 5/25, 10/26

6. To locate, willingly receive, transmit, store, or print files or messages which are profane, obscene, or sexually explicit, or which use language that is offensive or degrading to others;
7. To distribute religious materials;
8. To campaign for or against any political candidate or ballot proposition.
9. For any commercial purpose resulting in personal gain or other commercial purposes not authorized by the Administration, Board or Board policies and regulations.
10. To engage, promote or aide in any illegal activity.
11. To engage, promote or aide in cyberbullying, harassment or threats at school or in the workplace.

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

No Expectation of Privacy: No student or employee shall have any expectation of privacy in any electronic mail being sent or received by the District's computers or the District-provided Internet access. The District's system operators may access any electronic mail and may remove any inappropriate material from any electronic mail sent or received using the District's computers or the District-provided Internet access.

All Internet usage will be monitored and recorded to ensure compliance with the Children's Internet Protection Act ("CIPA"), as codified at 47 U.S.C. § 254.

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

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

Virtual-Based Education Instruction: The District may allow for students to complete required coursework through remote virtual courses in accordance with the rules, regulations, and/or guidelines adopted by the State Board of Education.

Adopted: August 18, 1997; rev. 6/98, 2/00, 1/01, 5/01, 10/01, 5/02, 3/05, 12/09, 6/10, 7/12, 1/13, 8/15, 6/23, 8/24, 5/25, 10/26

District-Hosted Web-Based Instruction: The District may allow for students to complete required coursework through district provided web-based courses in accordance with the rules, regulations, and/or guidelines adopted by the State Board of Education.

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

Web Filtering: The District shall provide filtered access to the Internet per standards pursuant to CIPA. Technology protection measures shall be in place that safeguard Internet access by users to visual depictions that are obscene, related to pornography, child sexual abuse material, or other content that may be deemed harmful to minors. The Board delegates to the Administration the authority to determine matter that is inappropriate for minors.

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

Records Retention: The District will retain its Internet Safety policy documentation for five years (5) after the E-rate funding year in which the policy was relied upon to obtain E-rate funding.

Employee and Student Communications:

I. Definitions:

A. Electronic or Digital Communication may include, but is not limited to, emails, text messages, instant messages, direct messages, social media messages or communication of any kind, messages sent through software applications, and any other electronic digital means of communication.
B. School personnel or District employee refers to teachers, coaches, administrators, school bus drivers, and any other person who is employed either full-time or part-time by District.
C. "Student" means a person enrolled in a public school receiving primary or secondary education to obtain a standard high school diploma.

II. Employee Guidelines:

A. Any time a District employee engages in electronic or digital communication with an individual student, the employee shall include the student's parent or guardian in the communication unless the communication is through a District-approved platform relating to school and academic communications. Exceptions to this requirement include non-school related communications between family members or in the event of an emergency as determined by the board of education. Subject to subsequent notification to the parent or guardian. School employees shall make reasonable efforts to use school-approved platforms, systems, or applications that allow automatic inclusion of parents or guardians in communications with students.

B. District employees shall make reasonable efforts to utilize District-approved platforms, systems and/or applications where at all possible such that parents or guardians may be automatically included in communications with students.

C. The Administration will designate the forums that qualify as District-approved platforms and will publish those designations on District's website as well as in school site handbooks.

III. Violations:

A. Any District employee who is reported to be in violation of this policy shall be placed on administrative leave during the pendency of the District's investigation of the matter. District's board and local law enforcement will be notified as provided for by law. If the employee was placed on administrative leave during the investigation of the incident but the investigation finds that no misconduct occurred, the employee shall be reinstated, and the personnel file shall include a note of the finding of no misconduct. If the investigation finds misconduct occurred, the school personnel shall be disciplined accordingly to the school district board of education's policy, up to and including termination of employment, and the incident shall be reported to law enforcement pursuant to Section 1210.163 of Title 70 of the Oklahoma Statutes.

Adopted: August 18, 1997; rev. 6/98, 2/00, 1/01, 5/01, 10/01, 5/02, 3/05, 12/09, 6/10, 7/12, 1/13, 8/15, 6/23, 8/24, 5/25, 10/26

INTERNET ACCESS, INTERNET SAFETY, PERSONALLY OWNED DEVICES AND USE OF ELECTRONIC RESOURCES

Student Internet Access Agreement: Students and their parent or guardian must sign a Student Internet Access Agreement in order to use the Internet and access the BYOD (Bring Your Own Device) network. A parent can withdraw approval at any time.

The District maintains the right to place reasonable restrictions on the material accessed or posted through District networks. The District's networks are considered a limited forum, similar to the school newspaper, and therefore the District may impose restrictions for valid educational reasons.

Acceptable Uses: The District's networks and the Internet may be used for activities resulting from specific tasks and assignments which support learning and teaching, and which promote the District's mission and goals. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use. Students and employees are to use the system only for educational activities, administrative activities, and academic research.

Prohibited Uses: Prohibited uses are those which violate an individual's right to privacy or access to materials, information, or files of another individual or organization without permission; violation of copyright laws or software licensing agreements; those which spread computer viruses; deliberately attempt to vandalize, damage, disable, or disrupt the property of the District, another individual or individual, organization, or the network; or any effort to locate, receive, transmit, store, or print files or messages that are profane, which depict nudity, sex, sexual acts, excretion, and exhibition of genitals, or use language that is offensive or degrading to others.

1. Students and employees may not use the District's networks and the Internet for commercial purposes that result in personal gain.
2. Students and employees may not use District's networks and the Internet for political lobbying. Students and employees may use the system to communicate with elected representatives and to express their opinions on political issues.
3. Students and employees will not attempt to gain unauthorized access to the District's networks or to any other computer system through the district networks, or go beyond individual authorized access. This includes attempting to log in through another person's user name or accessing another person's files. These actions are prohibited, even if only for the purposes of "browsing".

4. Students and employees will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
5. When instances of use outside of school carry over to the school day in a way that disrupts the instructional process and the learning environment, the school is empowered to deal with the disruption in a disciplinary action.
6. Social networking websites are a popular method of communication among students and employees in the off-campus hours. When off-campus use carries over to the school day in a way that disrupts the instructional process and the learning environment, the school is empowered to deal with the disruption in a disciplinary action.
7. Personally and district-owned devices are permitted for educational purposes and/or in approved locations only. The use of personally owned devices in locker rooms, restrooms, and nurses' offices is prohibited.
8. Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including suspension or criminal charges.

Personally Owned Devices: A personally owned device means a personal device capable of connecting to a smartphone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, smart earbuds, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school-approved devices that are specifically limited for use in classroom instruction.

Illegal Use of Cell Phone or Personal Electronic Devices: Students found to be using a cell phone or any personal electronic device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device may be confiscated by the administration of the school district. Any personal wireless communication device that is confiscated will be returned to the student or to the parent or guardian of the student, as determined by District policy. Students violating this rule may be disallowed from carrying a cell phone or any personal electronic device following the incident unless the device is utilized to monitor a health condition.

A personally owned device means a personal device capable of connecting to a smartphone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, smart earbuds, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school-approved devices that are specifically limited for use in classroom instruction.

The student network is made available as a resource. The District may block or remove student access if deemed necessary. All personal devices accessing the Internet through the District network will be subject to the District's content filtering system. Students are responsible for all content accessed from their device.

Not all devices may be compatible with the network authentication system. Devices must be able to securely connect to an 802.1x-enabled network.

Students and employees joining the District network with personal devices will self-register their devices and those devices will be electronically tied to that person for a set time period. Students and staff may be limited on registering the number of concurrent devices.
The District shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to school.

The District reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.

Obeying the Law: Students and employees are responsible for respecting and adhering to local, state, and international laws governing use of information and the available technologies.

Personal Storage Devices: The teacher in charge may disallow the use of personal storage devices on network computers.

Inappropriate Communication: Inappropriate communication includes, but is not limited to: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted or spoken by students; information that could cause damage to an individual or the school community or create the danger of harassment (persistently acting in a manner that distresses another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a student or employee is told to stop sending communications, they must cease the activity immediately.

Appropriate Language: Language typed, printed, and/or sent will be appropriate at all times.

1. Restrictions against inappropriate language apply to public messages, private messages, and material posted or viewed on web pages.
2. Students and employees will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
3. Students and employees will not engage in personal attacks, including prejudicial or discriminatory attacks.

4. All communication will be courteous.

Personal Safety: Personal addresses and phone numbers are not to be given to strangers on the Internet. Students and employees should not post personal contact information about themselves or other people.

The educational use of social networking sites, blogs, chat rooms, and other electronic interactions can be a positive experience for students and employees, but if they are not used safely, can be a damaging experience. Everyone is encouraged to be aware of the dangers in providing personal information on social networking sites, blogs, chat rooms, emails, or instant messages. Users should choose carefully whether or not to make their profile on social networking sites publicly viewable and available, or to keep it private and limited to the friends of their choosing.

Personal contact information includes addresses, telephone numbers, school addresses, work addresses, etc. Students will promptly disclose to their teacher, library media specialist, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

The District will provide instruction about appropriate online behavior, including interacting with other individuals on social networking web sites and chat rooms. Additionally, cyberbullying awareness and response will be taught annually.

Individual Student and Employee Privacy and the Privacy of Others: Email is not private; system administrators will have access to all mail. Files stored on school-based computers will not be private. Administrators and staff members may review files and messages to maintain system integrity and ensure that users are acting in a responsible manner.

1. Students and employees should expect only limited privacy in the contents of personal files on district networks. The situation is similar to the rights students have in the privacy of their lockers.
2. Students and employees will not re-post a message that was sent to them privately without permission of the person who sent the message.
3. Students and employees will not post private information about another person.
4. Students and employees will not infringe upon another's folders, work, or files.

Inappropriate E-mail: Inappropriate e-mail and other electronic documents transmitted on district networks or shared on electronic devices prohibited at school will be brought to the attention of a school or district administrator for review and possible disciplinary action.

Security: Measures taken to ensure security shall be respected and enforced.

1. Employees must secure their passwords at all times.
2. Employees will not share their passwords with anyone.
3. Employees will not allow anyone to use a device that they are logged into.
4. If an employee feels that their password may have been compromised, they must change it immediately and report it to the technology help desk.
5. Any attempts by a student or employee to circumvent district security protocols or any to gain unauthorized access are subject to disciplinary action.

Property Rights: All information accessible via the network is assumed to be private property; copyright statutes apply.

1. Students and employees will not plagiarize works that are found on the Internet.
2. Students and employees will respect the rights of copyright owners and licensing agreements. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, the expressed requirements must be followed. If unsure how a work can be used, permission should be requested from the copyright owner. Copyright law can be very confusing. Questions should be directed to a teacher, media specialist, or the director of instructional technology.

Personal Files: Personal files should not be stored on the network, nor is the district responsible for retention or loss of any personal files on district equipment. Personal files may be deleted without advanced notice. This includes movies, music, and photos.

Violations: Any attempt to violate the guidelines for use of, the network, or the Internet, may result in revocation of user privileges, and/or other disciplinary actions consistent with Board of Education Policy.

Reporting of Violations: Any violation of the guidelines for use of the network and/or the Internet should be reported to the teacher in charge.

Employees will notify their principal or supervisor of any message they receive, or activity they observe, that is inappropriate or makes them feel uncomfortable.

Putnam City Schools
DISTRICT FORM

INTERNET ACCESS, PERSONALLY OWNED DEVICES, INTERNET SAFETY, AND USE OF ELECTRONIC RESOURCES

PARENT/STUDENT AGREEMENT

Student Section

Student Name _____ _____ Date _____

School _____

As a student in the Putnam City School District, I agree to follow the rules contained in school district policy and regulations regarding Internet use and use of the district's computers and networks. I have read and understand the Acceptable Uses and Prohibited Uses. I understand that if I violate the indicated acceptable uses, my access privileges may be revoked, and school disciplinary and/or appropriate legal action may be taken.

I understand that Internet Access, Internet Safety, and Use of Electronic Resources, Policy BN, and Internet Access, Internet Safety, and Use of Electronic Resources Information for Students and Parents Regulation, BN-R1, are available online and at all school sites and the Administration Building for me to read at any time.

Student Signature _____ Date _____

Parent/Guardian Section

As the parent or guardian of this student, I understand that use of the district's computers, networks, and the Internet are designed for educational purposes. However, I also recognize it is impossible for the Putnam City School District to restrict access to all controversial materials. I have read and understand the Acceptable Uses and Prohibited Uses.

I understand that Internet Access, Internet Safety, and Use of Electronic Resources, Policy BN, and Internet Access, Internet Safety, and Use of Electronic Resources Information for Students and Parents Regulation, BN-R1, are available at all school sites and the Administration Building for me to read at any time.

Adopted: August 18, 1997; rev. 5/99, 3/00,
10/01, 7/07, 1/13, 5/14

I hereby release the Putnam City District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are in addition to the restrictions set forth in the Policy. I will emphasize to my child the importance of following the rules for personal safety.

I give permission to assign my child an Internet user ID and certify that the information contained in this form is correct.

Parent Signature _____ Date _____

Parent Name (Please print) _____

Address (including city and zip code) _____

This permission will remain in effect each year until a parent/guardian withdraws approval. Students are responsible for respecting and adhering to local, state, federal, and international laws governing use of information and the available technologies.

Acceptable Uses

The following are acceptable uses of the district's computers, networks and the Internet for educational purposes in Putnam City Schools:

- Administrative tasks
- Academic research
- Activities resulting from specific tasks and assignments which support learning and teaching
- Activities which promote the District's mission and goals

Prohibited Uses

The following activities using the district computers, networks and the Internet are prohibited by Putnam City Schools:

- Allowing another person to use their user name and/or password
- Activities which violate an individual's right to privacy

Access to materials, information, or files of another individual or organization with or without permission

- Any illegal activity
- Violation of copyright laws and licensing agreements including illegally downloading music or movie files
- Spread of computer viruses
- Deliberate attempts to vandalize, damage, disable, or disrupt the property of the District, another individual, organization, or the network
- Attempting to bypass district filtering programs as by use of proxy servers, etc.
- Efforts to locate, receive, transmit, store, or print files or messages that are profane, or which depict nudity, sex, sexual acts, excretion, and exhibition of genitals
- Use of language that is offensive, obscene, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or degrading to others
- Use to distribute religious materials
- Use for commercial activities, product advertisement or political lobbying
- Unauthorized access to the Putnam City School District Wide Area Network
- Posting of information that could cause damage or a danger of disruption
- Personal attacks, including prejudicial or discriminatory remarks
- Harassment of another person
- Posting of private, false, or defamatory information about a person or organization
- Re-posting of private information without permission of the person who sent the message
- Disclosure, use of dissemination of personally identifiable information
- Use of mobile communications devices or other technologies to engage in cyberbullying at school
- Use of mobile communications devices that disrupt the instructional process
- Logging in as another student or a district employee

Consequences for Misuse

Any attempt to violate the guidelines for use of technology, the network, or the Internet, may result in revocation of user privileges, and/or other disciplinary actions consistent with Board of Education Policy.

Putnam City Schools
DISTRICT FORM

INTERNET ACCESS, INTERNET SAFETY, PERSONALLY OWNED DEVICES, AND US OF ELECTRONIC RESOURCES

EMPLOYEE AGREEMENT

Before signing, please read the following document carefully. The document you will sign is legally binding.

Access to the Internet is available in every classroom, lab, media center, and office in Putnam City Schools. The Internet offers vast, diverse, and unique resources. Access to these resources is provided for the purposes of administration, education, and academic research, and those activities which support learning and teaching, or which promote the District's mission and goals.

With access to computers and people all over the world also comes the availability of materials that may not be considered to be of educational value in the context of the school setting. Putnam City Schools has taken available precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control all materials, and an industrious user may discover inappropriate information. Network administrators will conduct regular assessments of Internet use, e-mail, and documents that are stored on district networks and computers, and in doing so, may need to access Internet sites that fall outside the regulations outlined in this document.

The smooth operation of the district's computer network relies upon the proper conduct of employees who must adhere to strict guidelines. These guidelines are provided here so employees will be aware of the responsibilities associated with all aspects of network use. This requires efficient, ethical, and legal utilization of the network resources.

Occasional use of district networks for incidental personal use is permitted with good judgment.

The use of district networks to send district-wide e-mail messages requires the approval of the superintendent or designee. This use of district-wide e-mail will be reserved for messages that are important, urgent, or necessary.

Only legally obtained district approved software will be installed on district computers.

Employees of the district will not allow any person to use their login name and password. Employees of the district will not log onto the network or access data for students or any other person.

If an employee violates any of these provisions, his/her network access will be terminated and future access could be denied. The signature on the next page is legally binding and indicates the employee who signs the document has carefully read the terms and conditions and understands their significance.

Acceptable Uses

The following are acceptable uses of the district's computers, networks, and the Internet for educational purposes in Putnam City Schools:

- Administrative tasks
- Academic research
- Activities resulting from specific tasks and assignments which support learning and teaching
- Activities which promote the District's mission and goals

Prohibited Uses

- Activities which violate an individual's right to privacy
- Access to materials, information, or files of another individual or organization with or without permission
- Any illegal activity
- Violation of copyright laws and licensing agreements, including illegally downloaded audio files
- Deliberate spread of computer viruses or malware
- Deliberate attempts to vandalize, damage, disable, or disrupt the physical and intellectual property of the District, another individual, organization, or the network
- Efforts to locate, receive, transmit, store, or print files or messages that are profane, or which depict nudity, sex, sexual acts, excretion, and exhibition of genitals
- Use of language that is offensive, obscene, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or degrading to others
- Use to distribute religious materials
- Use for political lobbying or for commercial activities, product advertisement or any other activity that results in personal gain or profit.
- Unauthorized access to the Putnam City School District Wide Area Network
- Posting and/or dissemination of information that could cause damage or a danger of disruption
- Personal attacks, including prejudicial or discriminatory remarks
- Harassment of another person
- Posting and/or dissemination of private, false, or defamatory information about a person or organization
- Sharing of personal addresses and phone numbers with strangers on the Internet

- Re-posting of private information without permission of the person who sent the message
- Use of personally owned devices that disrupt the instructional process

Consequences for Misuse

Any violation of the guidelines for use of technology, the network, or the Internet, will result in revocation of user privileges, and/or other disciplinary actions consistent with district policy.

EMPLOYEE AGREEMENT - INTERNET ACCESS, INTERNET SAFETY, PERSONALLY OWNED DEVICES, AND USE OF ELECTRONIC RESOURCES

As an employee of the Putnam City School District, I agree to follow the rules contained in school district policy and regulations regarding Internet use and use of district computers and networks. I have read and understand the Acceptable Uses and Prohibited Uses. I understand that if I violate any of these provisions, my network access will may be terminated and future access could be denied. Disciplinary and/or appropriate legal action may be taken.

Electronic signature will be required annually

_____ _____

Signature Date

Putnam City Schools
DISTRICT FORM

AGREEMENT FOR ACCEPTABLE USE OF THE STUDENT EMAIL SYSTEM

You are being given access to the District's student email system. Through this system, you will be able to communicate with other Putnam City students and staff. With this educational opportunity comes responsibility. Inappropriate system use will result in disciplinary action being taken.

Please note that while the District will take responsible steps to prevent access to objectionable material, it is not possible, however, for us to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

Rules for Appropriate Use

- You will be assigned an individual account. Do not share the password with others.
- The account is to be used for identified educational purposes only.
- You will be responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the agreement.
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.

Inappropriate Uses

- Using the system for any illegal purpose.
- Using another person's account.
- Posting personal information about yourself or others (such as street addresses and phone numbers).
- Downloading or using copyrighted information without the permission from the copyright holder.
- Sending messages or materials that are abusive, obscene, sexually-oriented, threatening, harassing, illegal, or damaging to another's reputation.
- Intentionally sending a file that could cause harm; i.e. virus, malware.

Consequences for Inappropriate Use

Any attempt to violate the guidelines for use of technology, the network, or the Internet, may result in revocation of user privileges, and/or other disciplinary actions consistent with Board of Education Policy.

The student email agreement will be active from the time of signing throughout the student's enrollment unless the school is notified.

STUDENT

Name:

_____ID#_____

First Middle Initial Last

I understand that my computer email is not private and that the District will monitor my email activity on the computer system.

I have read the District's Agreement for Acceptable Use of the Student E-mail System and agree to abide by all of its provisions. (I understand that violation of these provisions may result in suspension or revocation of my student email access as well as possible disciplinary action.)

Student Signature: _____ Date: _____

PARENT OR GUARDIAN

I have read the District's Agreement for Acceptable Use of the Student E-mail System. In consideration for the privilege of my child using the District's student email system, and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damage of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the type of damage identified in the District's policy and administrative regulations.

Signature of Parent/Guardian: _____

Date: _____

SOCIAL MEDIA AND DIGITAL COMMUNICATION

Social Media and Digital Communication: Any school personnel engaging in digital communication with an individual student shall include the student's parent or guardian in any digital communication unless such communication is on a District-approved platform and related to school and academic communications. Exceptions to the requirement may be made in case of an emergency, subject to subsequent notification to the student's parent or guardian. (Title 70, Section 6-401)

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

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

Teachers, administrators and other staff in District schools may use District-approved social media platforms and other digital communication, to extend and enhance communications with students, parents, colleagues and the community. Employees are expected to maintain an appropriate and professional relationship with students, parents and patrons at all times and in all forms and manners of communication.

I. Definitions:

A. Social media refers to any user generated content sites generally available to the public or consumers that include, but are not limited to sites like Facebook, YouTube, Twitter, Instagram, Snapchat, Google apps, Skype, Wikis, social networks, podcasts, forums, blogs, and other content and messaging sites, programs and applications.
B. District approved password-protected social media tools are those that fall within the district's electronic technologies network or which the district has approved for education use.

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

A. An employee's use of any social media and an employee's postings, displays, or communications on any social media network must comply with all state and federal laws and any applicable district policies.

B. District employees should exercise discretion and maintain professionalism when communicating with students or groups of students via computer or wireless telecommunication devices. Employees should limit communication with students to matters concerning a student's education, or extracurricular activities for which the staff member has responsibility.

C. District employees may not engage in private electronic media exchanges with students unless it is through a District-approved platform and related to school and academic communications. Only in an emergency situation should individual communication with students occur with subsequent notification to the parent or guardian.

D. District employees are personally responsible for all comments/information they publish online. Respect and professionalism should be maintained in all communications - by word, image or other means. Employees shall not use obscene, profane or vulgar language on any social media network or engage in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior, sexual harassment, or bullying.

E. Externally communicating any confidential or privileged information related to District, its employees or students, not intended for public dissemination is prohibited and may be grounds for disciplinary action. District employees may not disclose information on any social media network that is confidential or proprietary to the district, its students, or employees or that is protected by data privacy laws such as the Family Educational Rights and Privacy Act (FERPA). Images and/or video may be used for district sponsored use on district sponsored platforms. Posting images on any social media network of coworkers without the co-worker's' consent is prohibited. Information or images of students may NOT be posted on any social media network without written parental consent.

F. Employees may not act or purport to act as a spokesperson for the district or post comments as a representative of the district, except as authorized by the superintendent or the superintendent's designee. District employees must make clear that any views expressed are the employee's alone and do not necessarily reflect the views of the district.

G. When using forms of electronic communication to share information with students, district employees are directed to inform parents in writing (handbook, syllabus, etc.) to the extent this form of communication will be used, establish guidelines for such use, and allow them the option to opt out.

H. District's or school's name/logo may not be used on any social media network without permission from the Superintendent, or designee. Nonpublic images of the district premises and property, including floor plans, may not be posted or shared.
I. Employees are strongly encouraged to set and maintain social networking privacy settings at the most restrictive level. District employees should be aware that persons classified as "friends" or persons who can access a personal social networking site may have the ability to download and share the employee's information and photographs with others.
J. Employees shall not engage in personal use of social media during contract hours unless online activity has been assigned to an employee and/or is related to an employee's work assignment. Use of an employee's personal social media account to discuss school business with parents and students is prohibited.

III. Student Guidelines:

A. Remember that social media platforms are very public and leave a digital footprint for all to see, including future employers. To protect yourself, please observe social media policy guidelines when referring to the district, its schools, students, programs, activities, employees, volunteers and communities on any social media networks.
B. Students should be aware that social posts must adhere to all state and federal laws and any applicable district policies. Students will be held accountable for the content of their electronic communications in relation to school, staff and students that might harm or cause harm to another student or teacher, specifically that which constitutes bullying, harassment, threats or advocates or depicts illegal activity, and/or causes a disruption to the normal operations at school. Illegal behavior is subject to punishment as appropriate and available. Students who engage in cyberbullying also risk civil and/or criminal charges and/or lawsuits that may be filed against them by victims or victim's families. The district will fully cooperate with law enforcement agencies in any and all investigations involving students, electronic devices and social media.
C. Be safe online. Never give out personal information.
D. Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
E. Use of social media during the school day is prohibited unless specific permission has been granted by District.

Consequences for Violations of Social Media Policy

Reports of a violation of this policy may result in an investigation of the user's posts, files, internet usage, or other electronic/digital media. The investigation and its scope will be reasonable, calculated to disclose the existence and nature of the alleged violation. If warranted,

consequences will be determined in accordance with the collective bargaining agreements and state and federal laws, considering the type of violation, and past history.

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

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

District-Sponsored Social Media Use

Teachers, administrators and other staff who wish to have a classroom, club, activity, school or organization page on a social media site shall create a District-sponsored social media vehicle for that purpose. Examples of social media include, but are not limited to: Facebook, Twitter, Pinterest, Instagram, Vimeo, and YouTube. Employees who use District-sponsored social media for school or District purposes are expected to adhere to these specific guidelines:

A. Employees who wish to create District-sponsored social media sites must request approval from the appropriate principal or supervising administrator in writing. Notification to the principal or supervising administrator must include the type of social media site to be created and the specific purposes the social media site will be used for. Site principal or district administration may approve or deny any request.
B. Employees who manage and maintain District-sponsored social media sites are responsible for site content.
C. All District digital communication and social media sites shall adhere to FERPA requirements, HIPPA requirements and all other applicable state, federal and local laws, regulations and policies.
D. Only District employees, never students, parents or volunteers, should have administrative rights for District-sponsored social media sites.
E. Social media sites that accept comments or postings by anyone other than the site administrator must be diligently monitored to ensure that information displayed fits within guidelines and is appropriate to the subject matter of the page.
F. District employees should not use District-sponsored social media sites to communicate with individual students who are currently enrolled in District schools. Communication with students will only be through District-approved platforms and related to school and the student's education.
G. Names and photos of foster children should not be posted on District-sponsored social media sites.

H. Use of photos of students in digital communication and social media sites must be in accordance with FERPA requirements and existing district guidelines.
I. District administration has governing rights over all district and school site social media platforms.

Texting/Messaging

With few exceptions, texts and messages sent by teachers, coaches and other staff shall be sent to an entire class, team, club or organization, not to individual students and only through District-approved platforms. Exceptions may include situations involving confidential medical issues, emergencies, or times when students in crisis reach out for support. Administrators should be notified about any individual messages to students that are personal or confidential as well as subsequent notification to the parent or guardian.

Whole-group communication platforms used within the district must receive prior approval from the respective school site. This ensures that platforms align with district standards for security, accessibility, and instructional effectiveness. Staff members are responsible for submitting requests for platform approval through established school-site procedures.

Digital Communication Guidelines and Restrictions

All digital communications between employees and student, whether via social media, texting or other means, should be about legitimate school business. Digital communication is an extension of the physical classroom. What is inappropriate in the classroom is inappropriate in digital communications.

District digital communications, content posted by district employees and comments posted by participants in District-sponsored social media sites shall not contain:

- Profane language;
- Language that is harassing, hazing, accusatory, intimidating, demeaning, defamatory, maligning, inflammatory or verbally abusing toward any person or entity
- Language that threatens personal safety or may tend to compromise personal safety or security
- Language that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation
- Language that incites or encourages attempts to interfere with or disrupt the normal educational process
- Language that encourages illegal activity;
- Language or images of a sexual or flirtatious nature or links to sexual content;

- Support or oppose district bond proposals or candidates for office;
- Solicitations of commerce for personal gain;
- Content that violates a legal ownership interest of any other party;
- Any comments by sponsors/participants not following these guidelines must be deleted and sponsors/participants may be removed from district sponsored platforms.

Privacy

Staff shall have no expectation of privacy when using district technology, the district network and or district-sponsored social media.

Parent Notification

At the beginning of the school year or season, as appropriate, employees should communicate with parents in writing about the manners in which they will communicate with students about classroom activities, clubs or extracurricular activities students are part of.

Media Inquiries

Any media contact stemming from District-sponsored social media sites managed by district personnel shall be referred to the District's Communications Department at 405-495-5200.

Personal Use of Digital Communication or Social Media

Employees' personal social media sites, pages or platforms may contain content, including photos or video, that shines a positive light on the district, schools, students or other members of the district community. Before posting photos or videos of students on personal social media, employees must 1) verify with the school principal (or designee) that the student's parent(s) have not have officially opted out of photos or video of their child appearing in district publications; and 2) verify in PowerSchool that the student's parents have not restricted release of directory information; and 3) verify that use of photos does not violate FERPA.

Appropriateness

Employees are expected to maintain a professional and appropriate relationship with students. Employees shall not communicate via personal social media with students who are currently enrolled in District schools, with the exception of communication about non-school issues with students who are relatives or children of personal friends. The District recommends employees consider politely discontinuing existing, personal social media profile interaction with current students.

In regard to digital communication and social media use, unprofessional relationships include writing personal letters, email, direct messages (DM) or text messages; calling students on cell phones or allowing students to make personal calls to you unrelated to class work or school activities; sending inappropriate pictures to students; discussing or revealing personal matters about your private life or inviting students to do the same; engaging in sexualized dialogue in any form.

Any inappropriate contact or remarks via digital communication or social media from a student to an employee shall be reported by the employee to his or her supervisor immediately.

Inappropriate or offensive content sent as digital communication or posted to social networks by employees may be investigated by school and district officials and, if warranted, may result in discipline, dismissal from employment, notification to the State Department of Education or criminal investigation.

District employees who have personal social media accounts are strongly encouraged to use appropriate privacy settings. At the same time, employees should also understand that privacy settings are no guarantee of privacy, and that in various manners any post in a personal digital communication or social media account could become public. A good rule of thumb is that if a staff member does not want to see something on the front page of the paper, they should not text it or post it.

District Approved Platforms:

Employees of the District are permitted to contact individual students only through the following approved communication platforms:

INDIVIDUAL 1-ON-1 COMMUNICATIONS	WHOLE-GROUP COMMUNICATIONS
District-approved platforms: • District e-mail • School messenger • Google Workplace • Talking Points • Seesaw • MyDTxt • District-approved platforms only and related to school/academic communications, otherwise, parent/guardian shall be included.	• District-approved platforms and other whole-group communication methods, such as Band App, Remind, Hudl, MyDTxt, SportsYou, etc. • Communications methods not included on the District-approved list are never to be used for individual communication unless a parent or guardian is always included.

SOCIAL MEDIA REQUEST

DATE: _____ SITE: _____

CLUB/TEAM/ORGANIZATION REQUESTING SOCIAL MEDIA: _____

TYPE OF SOCIAL MEDIA: _____
(FACEBOOK, INSTAGRAM, TWITTER, YOUTUBE, ETC)

PROPOSED SOCIAL MEDIA HANDLE(S): _____

SPONSOR(S): _____

PROPOSED SPECIFIC PURPOSES OF SOCIAL MEDIA PAGE: _____

_____

_____

PAGE ADMINISTRATOR(S): _____
(REMINDER THAT ACCORDING TO BOARD POLICY BN-R2 ONLY DISTRICT EMPLOYEES SHOULD HAVE ADMINISTRATIVE RIGHTS TO DISTRICT-SPONSORED SOCIAL MEDIA PAGES)

SITE ADMINISTRATOR APPROVAL: _____
Signature

ONCE PAGES ARE APPROVED, SITE ADMINISTRATOR MUST ENSURE A LINK TO THE APPROVED PAGE IS ADDED TO THE SITE'S WEBPAGE

RELATIONS WITH OTHER ENTITIES

Law Enforcement Agencies: The District may allow law enforcement agencies to question students at school during the school day only when the students' parent or guardian is present, unless law enforcement personnel have a valid warrant or court order. In cases in which the principal or other administrative officer determines that an emergency exists which might impact the safety and welfare of a student or other person, the principal or other administrative officer may allow law enforcement agencies to question students at school without the student's parent or guardian being present. The District shall comply with lawful arrest warrants and will remove students from class when presented with a lawful arrest warrant. District personnel shall not conduct any form of custodial interrogation of a student on behalf of a law enforcement officer. The principal or other administrative officer shall make a record of students questioned or interviewed by law enforcement officers which includes the student's name, the date, the time and the place of the questioning, and the names of the persons who interviewed or questioned the student. Such record shall be maintained in the student's file.

Department of Human Services: As required by law, the District shall allow the Department of Human Services ('DHS") to speak to students at school during the school day without prior notification to the students' parent or guardian. Such questioning or interviewing shall be conducted in private. DHS personnel shall be responsible for notifying the parents or guardians of students questioned or interviewed while at school as soon as possible after speaking to the student at school. The District has no obligation to notify the parents or guardians of questioning or interviewing by DHS. The principal or other administrative officer shall make a record of students questioned or interviewed by DHS which includes the student's name, the date, the time, and the place of the questioning, and the names of the persons who interviewed or questioned the student. Such record shall be maintained in the student's file.

Community Organizations: Each school within the District should attempt to identify community organizations which are interested in the school and which have resources that may be used to enhance the learning program of the school's students. Schools may cooperate with and involve such community organizations in the school program.

Parents and Parent Teacher Association: Parents play a meaningful role in school life. Thus, schools should encourage participation of parents in school activities and in the school's Parent Teacher Association. Schools should cooperate with and reasonably support the involvement of parents and the Parent Teacher Association.

Business Organizations: The District encourages cooperative efforts with local business and industry to provide programs, materials, and personnel which serve to enhance the regular school curriculum. The District supports the Partners in Education program and shall cooperate with the Partners in Education program by providing assistance, materials, facilities, and other aid.

News Media: The District encourages positive relations with the press and other media. The District Communications Department may provide news releases or other communications to inform the public regarding events, promotions or other matters at schools within the District. In order to maintain consistent, equitable, and accurate communications with the news media that aligns with the District's goals and values, the following guidelines shall be followed.

1. No personnel, volunteers, or students within the District are permitted to contact or respond to the news media without prior approval from the District's Communications Department.
2. Any requests for media contact must be directed to the District Communications Department. This includes interviews, statements, or any other form of communication intended for the news media. The Director of Communications, or Communications Department designee, must be present during media interviews.
3. In case of emergency or urgent situations where immediate communication with the media is necessary, a District Administrator, Chief of Police, or Head Principal may respond to the media. These personnel must inform the Communications Department as soon as possible following the contact.

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

PROCEDURES FOR OUTSIDE SERVICE PROVIDERS

Outside service providers may be allowed on campus during the school day to provide services that are not required by FAPE to District students provided that the terms and conditions provided herein are met by the provider. The following items must be turned in to District's Central Office and approved before an outside service provider is cleared to see a student on any of District's campuses:

- **Provide a Photo ID**
  - Driver's license OR
  - Company/Organization badge with a photo
- **Credentials**
  - A copy of the provider's credentials from the state or department of mental health
  - Or other applicable agencies
- **Background Check**
  - An OSBI general background check
- **Signed copy of Outside Provider Agreement**
- **Release of Information ("ROI")**
  - A Signed "ROI"stating the parent or guardian consents for the student to be seen

An outside service provider includes private tutors and therapies. An outside 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 or guardian.

All outside providers must comply with state and federal law as well as District policy. Outsider providers must specifically maintain confidentiality with respect to any information discovered in the course of their provision of services including but not limited to FERPA. All outside providers must comply with District's check in and out procedures and respect the time constraints provided by the District.

It is within the discretion of District or site administration to restrict, refuse or remove a service provider from campus at any time for any reason. District or site administration may also request any additional information it feels is necessary prior to the approval of a service provider's request to provide services on campus. Approval/denial of services will be issued as deemed necessary for the safety, quality and non-disruption of the school day.

Putnam City Schools
DISTRICT FORM

BO-R1-F1

SERVICE PROVIDER AGREEMENT

This agreement is made and entered into by Independent School District No. 1 of Oklahoma County a/k/a Putnam City Public Schools (District) and _____ (Provider) on this _____ day of _____, 20_____.

1. **Independent Contractor:** The existence of this agreement shall not be deemed to create a joint venture or between Provider and District. Provider shall be and remain an independent contractor with respect to any services to be provided hereunder or as a result of this agreement. Provider shall at no time be an employee of the District.
2. **Term:** This agreement shall become effective on _____, 20_____ and shall terminate on _____, 20_____. The parties may agree to future services through a new agreement. Agreements between District and Provider shall not exceed one fiscal year.
3. **Scope of Services:** Provider agrees to provide the following services:
4. **Schedule of Services:** (include any specifics with respect to days/hours per week)
5. **Licensure/Credentials:** Provider agrees to maintain all necessary and appropriate licensing, trainings, and certifications during the entirety of this agreement. Provider also agrees to provide District with copies of all relevant licensing, trainings, and certifications at the onset of this agreement and at any subsequent point requested by the District.
6. **Background Check:** Provider agrees to undergo a background check and warrants that Provider has no history of sex offending, assault, abuse or felony charges pursuant to state law.
7. **Payment:** Provider will not receive any payment from District, monetary or otherwise. Provider's cost is not, nor will it become, the responsibility of the District.
8. **Insurance:** Provider will maintain all necessary and required insurance policies for all of its employees, including but not limited to malpractice insurance and workers compensation insurance.
9. **Confidentiality:** Provider agrees to abide by all state and federal laws as well as District policy, including but not limited to any confidential information pertaining to District students.
10. **Termination:** It is within the discretion of District administration to restrict, refuse or remove a service provider from campus at any time for any reason.
11. **Choice of Law/Entire Agreement:** This agreement shall be governed and construed in accordance with the laws of the State of Oklahoma and constitutes the entire understanding and agreement between the parties hereby revoking any former agreements, either verbal or in writing. Any modifications or changes to this agreement must be agreed to in writing by both parties.

Authorized Representative:

_____	_____	_____
Name and Title (Print)	*Signature*	*Date*

Provider:

_____	_____	_____
Name and Title (Print)	*Signature*	*Date*

CHARTER SCHOOLS

Pursuant to the provisions of the Oklahoma Charter Schools Act ("Act"), the District will sponsor charter schools in the manner set forth in this Policy and the Act. Any persons or entities desiring to apply for a charter school contract ("Contract") with the District ("Applicant") shall submit an application ("Application") in a form prescribed by the Administration. Such Application shall contain all information and documentation required by the Act and the District for an application. In conjunction with the submission of an Application, the applicant shall also submit a proposed charter for the charter school ("Charter") which shall contain all provisions and documentation required by the Act and the District for a charter.

Upon receipt of an Application and Charter by the District, the Administration shall determine if the documents comply with applicable laws, rules, policies and regulations. If the Administration determines that the documents are not in compliance, the Administration shall notify the Applicant of the deficiencies and afford the Applicant an opportunity to revise the documents before their submission to the Board of Education. If the Application and proposed charter are determined to be in compliance with legal authority, a proposed Contract shall be prepared and tentatively agreed to by the Applicant and the Administration. The Contract shall contain all provisions required by the Act.

The Application, Charter and Contract shall be submitted to the Board of Education for consideration and a vote to accept or reject the proposed charter school, which vote shall be taken within ninety (90) days of initial receipt of the Application. The Administration shall also provide the Board of education with its recommendation to either accept or reject the Application and the basis for such recommendation. Bases for recommending rejection shall include the applicant's failure or refusal to correct any deficiencies in the Application and/or Charter or to agree to the terms of a Contract. If the Application is rejected by the Board of Education, the Applicant shall be entitled the procedures provided in the Act.

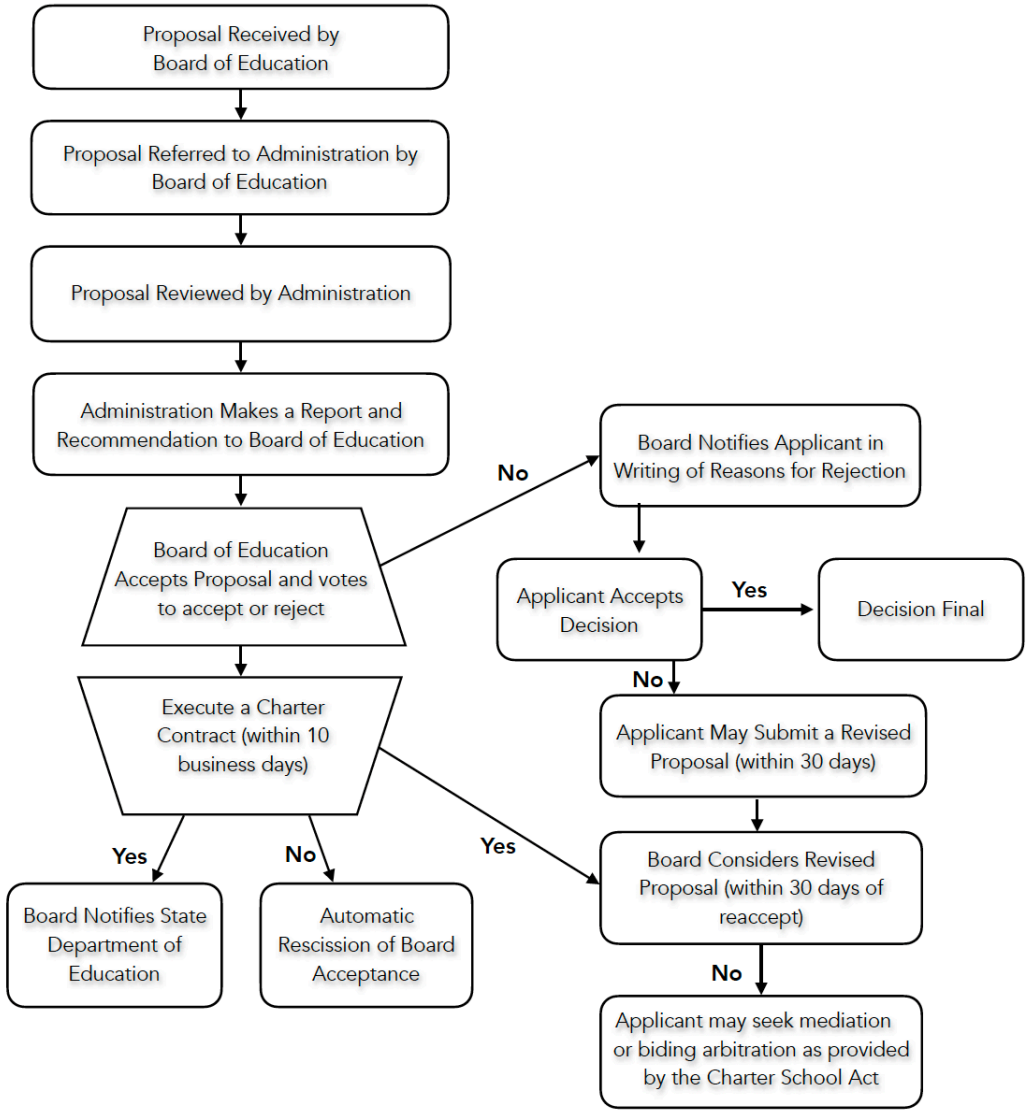
Initial contracts for a Sponsored Charter School shall not exceed two years in length. The term of all charter-school contracts shall terminate on June 30. After the performance of initial Contracts, subsequent Contracts may be for up to three (3) fiscal years. Termination of a Contract during its term shall be in accordance with the Act.

The physical location of any charter school sponsored by the District ("Sponsored Charter School") shall be within the District's boundaries. Admission to any Sponsored Charter School shall be in compliance with the Act. Transportation will not be provided by the District to students attending a sponsored Charter School, unless such services are provided by contract on a cost reimbursement and availability basis. Funding shall be as provided by the Act and rules of the State Board of Education. Any teacher who is employed by the District immediately prior to such employment, and who was in good standing when such teacher's district and charter school employment's were terminated, shall

not lose any right of salary status or any other benefit provided by law upon reemployment by the District due to teaching at the Sponsored Charter School. Such teacher's right to reemployment shall be in accordance with the Act. A decision to not reemploy shall be for a good cause.

Putnam City Schools
DISTRICT EXHIBIT

CHARTER SCHOOL PROPOSAL PROCESS



CHARTER SCHOOL APPLICATION

This is an application for a contract and charter to form a charter school sponsored by Independent School District No. 001 of Oklahoma County, Oklahoma, also known as the Putnam City Public Schools ("District"). This application is submitted pursuant to the Oklahoma Charter School Act, Title 70, O.S. Supp.1999, §3-130, et seq. ("Act").

DESCRIPTION OF THE APPLICANT AND RELATED INFORMATION

The Act provides that 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 the District to establish a charter school. The District anticipates that charter schools within its boundaries will be initiated by persons or entities, which will form nonprofit corporations to actually operate the charter schools. Complete Attachment A which will describe the Applicant and the Applicant's representative and other participating entities, if any.

STATEMENT AND PROGRAM DEFINITION

The Act requires a statement of a charter school's mission and a definition of its program. Complete Attachment B which will contain your charter school's mission statement and program elements required by the Act.

GOVERNANCE AND OPERATION

The Act requires a governing body for the operation of a charter school, which shall be responsible for its policies, operational decisions, management and administration. Complete Attachment C which will describe the charter school's organizational structure and provide related information concerning the organization and governance of the charter school.

FACILITIES AND PERSONAL PROPERTY

The Act requires a description of the facilities and location of the charter school. The Act further requires that the charter school to provide for the disposal of its real and personal property upon the expiration or termination of its charter or failure to continue its operation. Complete Attachment D which will describe the facilities, provide related information about the facilities, and describe the method of disposing of property.

FINANCIAL MATTERS

The Act requires the submission of a three-year financial plan and information on the charter school financial personnel. Complete Attachment E which will provide this information.

PERSONNEL

The Act requires a description of the charter school's hiring policy, personnel policies and personnel qualifications. The Act provides for discretionary participation of charter school personnel in the Teacher Retirement System of Oklahoma and the health and related insurance programs available to the employees of the District. Complete Attachment F which will provide the required information and preferences for discretionary participation.

AFFIRMATION OF LEGAL REQUIREMENTS

The Act imposes a number of legal obligations on a charter school. By signing this application, Applicant acknowledges and agrees to perform the following legal obligations imposed upon the charter school by the Act:

1. The charter school shall comply with all federal regulations and state and local rules relating to health, safety, civil rights and insurance;
2. The charter school shall be nonsectarian in its programs, admission policies, employment practices, and all other operations;
3. The charter school shall participate in the testing and the reporting of testing required of a school district as required by the Oklahoma School Testing Program Act;
4. The charter school shall provide any necessary data to the Office of Accountability.
5. The charter school shall not be affiliated with a nonpublic sectarian school or religious institution.
6. The charter school, to the extent possible, shall be subject to the same reporting requirements, financial audits, audit procedures, and audit requirements as a school district;
7. The charter school shall use the Oklahoma Cost Accounting System to report financial transactions to the District;
8. The charter school shall comply with all federal and state laws relating to the education of children with disabilities in the same manner as a school district;
9. The charter school shall not be used as a method of generating revenue for students who are being home schooled;
10. The charter school shall not charge tuition or fees for curricular credit;
11. The charter school shall provide instruction for at least the number of days required in Title 70, O.S. Supp. 1999, Section 1-109;
12. The charter school shall comply with the student suspension requirements provided for in Title 70, O.S. Supp. 1999, Section 24-101.3;
13. The charter school shall be considered a school district for the purposes of tort liability under the Government Tort Claims Act.
14. The charter school shall comply with the Oklahoma Open Meeting Act and the Oklahoma Open Records Act;

15. The charter school shall be subject to the same conflict of interest requirements as a member of a board of education of an Oklahoma school district;
16. The charter school may enter into contracts and sue or be sued;
17. The charter school may not levy taxes or issue public bonds;
18. The charter school shall, in writing, disclose employment rights of its employees in the event the charter school closes or the charter is not renewed;
19. The charter school's admission policy shall be in accordance with Title 70, O.S. Supp. 1999, Section 42.22;
20. The charter school assumes all liability imposed by law; and
21. The charter school's transportation of students shall be in accordance with Title 70, O.S. Supp. 1999, Sections 9-101 through 9-118.

ACCOUNTABILITY

The charter school is required by the Act to provide an outline of criteria designed to measure the effectiveness of the charter school. Complete Attachment G which will outline such criteria.

The charter school agrees to be subject to such audits of programs and financial conditions as may be imposed by state or federal law or by the terms of its contract with District. The charter school shall provide District with access to facilities and records to verify and audit its operations as provided by the Act and the contract between the parties.

DEMONSTRATION OF SUPPORT

Attach demonstrations of support in the form of letters, petition(s) and/or survey(s) as Attachment H.

REQUESTED SERVICES

The District will provide oversight and assistance to the extent required by law. Any specific services the charter school desires to be provided by the District must be agreed to by the District and set forth in the contract between the parties for a charter school. Complete Attachment I which shall provide a description of any services which the charter school desires the District to consider providing.

TERM OF CONTRACT

The Applicant acknowledges that the initial term of a charter-school contract shall be for the reminder of the current fiscal year and the ensuing fiscal year.

SUBMISSION

This Application is formally submitted pursuant to the Oklahoma Charter School Act as of

this_____ day of _____ 20 _____

Applicant

By_____
Signature

Title:_____

Address_____

Telephone: _____

Date: _____

ATTACHMENT A

DESCRIPTION OF APPLICANT AND RELATED INFORMATION

Information about Applicant:

Please provide in this section, the requested information about the legal entity that will sign the charter school contract and will directly operate the charter school. If all requested information is not available at the time of application, provide all available information.

Legal Name of Applicant: _____

Address of Principal Office of Applicant: _____

Applicant's Telephone Number: _____

Applicant's Facsimile Number: _____

Applicant's E-mail Address:

_____

Date of Applicant's Incorporation: _____

Applicant's Federal Identification Number: _____

Please attach the following to this Attachment:

- Applicant's Articles of Incorporation (Attachment A-I)
- Applicant's Current By-Laws (Attachment A-2)
- List of Applicant's Officers and Directors (Include name, address and telephone.) (Attachment A-3)
- Copy of Applicant's §501 (c)(3) Certificate (Attachment A-4)

Information about Applicant's Representative:

If this Application is being submitted by a representative of the Applicant described above ("Representative"), please provide in this section the requested information about the Representative that will sign this application on behalf of the Applicant. Please provide all requested information relevant to the Representative.

Legal Name of Representative: _____

Address of Principal Office of Representative:

_____

Representative's Telephone Number: _____

Representative's Facsimile Number: _____

Representative's e-mail Address: _____

Name of Representative's Principal Contract: _____

Date of Representative's Incorporation: _____

Please attach the following to this Attachment:

- Representative's Articles of Incorporation (Attachment A-I)
- Representative's Current By-Laws (Attachment A-2)
- List of Representative's Officers and Directors (Attachment A-3)
  (Include name, address and telephone.)
- Copy of Representative's 501 (c)(3) Certificate (AttachmentA-4)

Information on Applicant's Participants, if any:

If Applicant is going to receive any continuing assistance in the operation of the charter school from any other entity ("Participant") which is not going to be a party to the charter school contract, please provide the following information for each participant by copying this page for additional participants;

Legal Name of Participant: _____

Address of Principal Office of Participant: _____

Participant's Telephone Number: _____

Participant's Facsimile Number: _____

Participant's e-mail Address: _____

Name of Participant's Principal Contact: _____

Describe the nature of the Participant's assistance in specific detail, including the names and functions of individuals to be provided by Participant as part of such assistance:

_____

_____

_____

_____

_____

_____

_____

_____

_____

ATTACHMENT B

Mission Statement

Attach a mission statement describing the purpose of the charter school and the goals sought to be accomplished by its operation as Attachment B1.

Program Description

Grades to be served, including a description of any anticipated expansion during the term of the charter-school contract: _____

_____

Ages of students to be served, including a description of any anticipated expansion during the term of the charter-school contract: _____

_____

Instructional Day, including hours of instruction and scheduling of classes: _____

_____

Instructional Year, providing number of days of instruction and beginning and ending dates: _____

_____

Curriculum:

Attach a description of the curriculum to be provided by the charter school as Attachment B-2. Describe in what way, if any, the curriculum will differ from programs currently offered by the Sponsor.

Extracurricular Activities:

Attach a description of the extracurricular activities to be provided by the charter school as Attachment B-3.

Attach a description of the methods the charter school will use to recruit students for admission.

Admission Policy and Procedures:

Attach a description of the charter schools admission policy and procedures as Attachment B-4.

Recruitment of Students:

Attach a description of the methods the charter school will use to recruit students for admission.

ATTACHMENT C

Governing Body

Is the charter school going to be governed by the board of directors of a corporation described as the Applicant in Attachment A? _____Yes _____No

If not, provide the following information about the Governing Body:

Name: _____

Number of members: _____

Term of members: _____

Method of selecting members: _____

Method of filing vacancies: _____

Qualifications for members: _____

Provide a description of the powers and authority of Governing Body in Attachment C-l.

_____

_____

Provide the names, addresses, telephone numbers, and lengths of term and biographical information on current members of the current Governing Body in Attachment C-2.

Administration

Describe the organizational structure of the charter schools' administration in Attachment C-3, including a description of the qualifications for and duties of each position and the names, addresses, telephone numbers, and biographical information on any persons expected to fill such positions.

ATTACHMENT D

FACILITIES AND PERSONAL PROPERTY

Street Address, Purpose, Legal Description and Ownership

For each location of facilities to be utilized by the charter school, provide its street address, purpose for which it will be used, its legal description and identification of its ownership in Attachment D-1.

Lawful Use of Premises for Charter School Purposes

Provide certification from the appropriate authorities that the use of the premises identified in No. 1 above comply with all applicable local, state and federal laws and regulations relating to their use for the operation of a charter school. Attach such certification as Attachment D-2.

Site and Floor Plans

If site and floor plans of the premises identified in No. I are available, please provide copies as Attachment D-3.

Conveyance of Use of Property to Charter School

If Applicant is not the owner of the premises identified in No.1, provide a copy of the contract or instrument that transfers the use of the premises to Applicant for use as a charter school as Attachment D-4.

Disposal of Real and Personal Property

The Act requires the charter school to provide for the disposal of its real and personal property upon the expiration or termination of its charter or failure to continue its operation. The District anticipates that title to such real and personal property will be transferred to the District, unless otherwise agreed by the parties. Any real or personal property purchased with state or local funds are required by the Act to be retained by the District. If Applicant requests a different disposition for the remaining property, please request the method of disposition in Attachment D-5.

ATTACHMENT E

FINANCIAL MATTERS

Financial Plan

The Act requires the submission of a three-year financial plan for the charter-school. Attach the plan as Attachment E-l.

Financial Personnel

Provide the following information on the treasurer of the charter school, any personnel having primary responsibility for accounting and/or budgeting of the charter school's finances, and any personnel with the authority to authorize the expenditure of funds, if such personnel are known at time of application. If not know, provide the qualifications of any such vacant position.

A. Name, address, telephone number and current employment;
B. Biographical information indicating employment and educational history; and
C. Any other information that demonstrates experience in school finance or the equivalent thereof.

Attach this information as Attachment E-2.

ATTACHMENT F

PERSONNEL

Description of Personnel Documents

The Act requires descriptions of the charter school's hiring policy, personnel policies and personnel qualifications. Provide such descriptions as Attachment F-l.

The Act provides for discretionary participation of charter school personnel in the Teacher Retirement System of Oklahoma and the health and related insurance programs available to the employees of the District. Provide the charter school's preferences for discretionary participation in these programs in Attachment F-2.

ATTACHMENT G

ACCOUNTABILITY

The charter school is required by the Act to provide an outline of criteria designed to measure the effectiveness of the charter school. Provide such outline below:

ATTACHMENT H

DEMONSTRATION OF SUPPORT

The charter school is required by the Act to provide a demonstration of support for the charter school from residents of the District which may include, but is not limited to, a survey of the District's residents or a petition signed by residents of the District.

Provide such demonstration of support as Attachment H-1.

ATTACHMENT I

REQUESTED SERVICES

Describe services which the charter school desires the District to consider providing:

DISTRIBUTION OF MATERIALS

General: The District may allow the distribution of literature or the posting of notices in buildings which relate to school activities, which are informational materials, or which relate to employment opportunities, community events, or cultural activities. The District hereby creates a limited open forum in which private persons or entities may utilize District facilities for the distribution of written materials according to the procedures and criteria set forth below. This policy shall apply to the distribution of non-school publications and materials by students.

Direct Distribution of School-sponsored Materials: The following materials are considered as school-sponsored materials that may be distributed directly to students by the District:

1. The distribution of official school publications, including but not limited to, yearbooks or student newspapers;
2. Materials regarding school-sponsored activities;
3. Materials produced by non-profit organizations which exist solely to support the District and its schools, including parent-teacher organizations or associations, the District's foundation, and school booster clubs;
4. Materials produced or provided by city, county, state, or federal governmental agencies;
5. Materials provided by licensed day care providers operating on District's campuses; or
6. Materials produced and/or provided by non-profit organizations with which the District has a partnership or agreement.

Other Materials to be Distributed: Those persons or entities which provide community-based youth-related activities shall be allowed to distribute materials in the elementary schools, middle schools and high schools of the District at any time determined appropriate by the Principal of each school. Material to be distributed shall be reviewed by the principal of each school to determine that it references a community-based youth-related activity and is appropriate for the age group to which it will be distributed.

Distribution Procedure for Other Materials: All materials other than school-sponsored materials sought to be distributed to students shall be submitted to the Principal at least five days prior to the date being sought for distribution or posting. Material which is acceptable for distribution shall be distributed on a table to be set up in a hallway or other common area. The person or entity distributing the material shall be responsible for delivering the material to be distributed, for placing it on the table, and for removing any remaining material at the request of the District. Persons who deliver and/or place the material for distribution shall not communicate with any person while on school property for the purpose of soliciting, encouraging, or pressuring such person to take such materials and shall refrain from commenting about or discussing with students the material being distributed. Teachers,

principals, or other school employees or agents shall neither be involved in the distribution of material nor communicate with any person on school property for the purpose of soliciting, encouraging, or pressuring any person to take such materials. In addition, to making material available for distribution, persons or entities may post an announcement or flyer on a bulletin board designated by the Principal for community-based youth-related activities. Material posted on such bulletin board may be removed after the date of any event being promoted or within a reasonable time determined by the Principal.

Prohibited Materials: The District shall not allow the distribution of materials which:

1. Depict tobacco products, alcohol products (including beer), drugs, or drug-related paraphernalia or products;
2. Depict sex or sexual activity, or which are lewd, indecent, vulgar, obscene, pornographic, or contain child sexual abuse material as defined by prevailing community standards related to minors;
3. Attack ethnic, religious, or racial groups (i.e., "hate" material);
4. Promote hostility, disorder, or violence;
5. Promote, endorse, or oppose any political candidate, beliefs, party, or issues;
6. Violate any applicable copyright laws;
7. Invade the privacy of others;
8. Promote illegal activities for minors;
9. Are defamatory, libelous, misleading, or false;
10. Are not age-appropriate;
11. Promote discrimination on the basis of race, color, national origin, handicap, disability, age, or gender; and
12. Promote organizations, individuals, or groups who are for-profit corporations or businesses.

Disclaimer Sign Required: All materials and the distribution point, including any bulletin board designated for community-based youth-related activities, shall contain a statement which provides as follows:

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

Violation of Policy: Any person who violates the provisions of this policy may be prohibited from further distribution, and the District may prohibit the distribution of materials sought to be distributed by any person who violates this provision. Students may be disciplined for failing to follow this policy according to District policy on discipline.

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

DISTRIBUTION OF MATERIALS

Technology Donations:

The following items are not accepted as donations:

- Desktop computers, laptops, tablets, or similar computing devices
- Monitors, displays, or interactive panels
- Printers, scanners, or peripherals
- Network equipment, servers, storage devices, or accessories

Any used, refurbished, or new technology equipment not procured through District-approved channels. The District does not accept donations of computers, monitors, peripherals, or related technology equipment from individuals, organizations, or entities. To maintain consistency, cybersecurity, instructional effectiveness, and long-term sustainability, all technology used by the District must conform to the District Technology Standards and be procured through approved District purchasing processes.

The District may accept monetary donations designated for technology purposes, provided that such funds are used solely to purchase technology that meets the District Technology Standards and is approved by the District.

THIRD-PARTY DATA USE AGREEMENT

The intent of this document is to protect the privacy and information of children enrolled in Putnam City Schools and that of their families. These guidelines apply to the extent that there is no contractual agreement or corporate policy addressing privacy or data use.

In certain circumstances where necessary, Putnam City Schools allows agents or contractors of the District to store, and/or have access to programs which house student, employee, or financial data for specified activities. This data may include identifiers such as name, grade, unique identification numbers, phone numbers, addresses, measures of proficiency, educational record, economic status, and other personal or financial information.

Data Use: Contractors wishing to conduct business with Putnam City Schools are required to complete and sign Form BR-F1, agreeing not to sell, lease, market with, or share data with third parties, and/or members of partner or subsidiary companies. Data may not be provided to any research company without the written authorization from the District. Data will be used only for the purpose identified on the accompanying form and may not be used for any other reason.

FERPA: The signer of this document agrees that they understand, acknowledge, and will abide by the legislation set forth in the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). It is included as Board Policy EL.

Transmission of Data: All transmission of data, to and from Putnam City Schools shall be sent in a secure manner using a method of industry-standard encryption technology.

Storing of Data: All data must be stored securely so that only authorized users within the organization have access to it. This means that computer systems should be protected with industry level security measures, including encryption, access controls, and regular security audits to protect student and staff data.

Retention and Destruction of Data: Data should not be stored beyond its useful life. At time of disposal, data should not be destroyed by simple erase or reformat. Data should be overwritten with random binary code. Data on stored hard drives should be destroyed in a consistent manner.

Indemnification: Unless otherwise contractually stipulated, Putnam City Schools shall not be liable in any way, and the organization represented agrees to indemnify and hold harmless Putnam City Schools, its employees and the Board of Education for any loss of data, security breach of data, or lawsuits regarding student, employee, or financial data.

Termination: Unless otherwise contractually stipulated, Putnam City Schools may terminate agreements at any time without prior or advanced notice. Once termination has come into effect, data should be removed in the above acceptable manner to the extent possible.

Signature of Requester: If data is to be used by a company or organization, the director, COO, CEO, etc., of such should sign on behalf of the organization.

Putnam City Schools
DISTRICT FORM

THIRD-PARTY DATA USE AGREEMENT FORM

I, _____ (print or type name), agree to comply with all applicable statutes and rules pertaining to school student records and to abide by the conditions outlined in Putnam City Schools Policy BR for using student, employee, or financial data provided by Putnam City Public Schools. I understand that I am responsible for assuring that all users within my organization abide by the conditions contained in Policy BR and in this Agreement Form. I also agree to the following:

- I understand that this data may not be shared 3rd party entities outside of my organization without expressed written consent of the District.
- I agree that my company has data security procedures in place that protect the data in the charge of Putnam City schools.

Notarized

Signature: _____

Date Signed: _____

Name of Company/Organization:_____

Phone: _____E-mail_____

Position: _____

Intended Use of Data:

Putnam City Schools
DISTRICT POLICY

PARENT'S BILL OF RIGHTS

District's board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote the involvement of parents/guardians of children enrolled within the District.

1. The District encourages parent participation in the school so that parents and teachers can work together in areas such as homework, attendance, and discipline. Teachers will provide parents with their contact information in order to facilitate communication regarding concerns in the above listed areas;
2. Parents may request additional information from the administration regarding their child's course of study and learning materials, including the source of any supplemental educational methods;
3. Parents may withdraw their child from any activity, class, or program where the parents object to the learning material or activity on the basis that the activity, class or program is harmful. This includes objections based on beliefs or practices in sex, morality, or religion. The objection must be stated in writing to the administration and parents are hereby informed that withdrawal of a child from any state mandated course could prevent the child from being eligible to receive a high school diploma;
4. If the District offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rule adopted by the State Board of Education, parents may opt their child out of participating in such instruction by providing a written objection to their child's participation in the sex education curricula to the administration;
5. Parents are hereby notified of the ability to withdraw their children, through written objection to the administration, from any instruction or presentations regarding sexuality in courses other than those which include formal sex education curricula;
6. District provides information to parents regarding the nature and purpose of clubs and activities that have been approved by the school on District's website: www.putnamcityschools.org; and
7. Parents are advised that Oklahoma law includes, but is not limited to, the following parental rights and responsibilities:

    A. the right to opt out of sex education curriculum if offered by the District;
    B. Open enrollment rights
    C. the right to opt out of assignments as allowed by Section 2003 of Title 25 O.S.;
    D. the right to be exempt from state immunization laws pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes;
    E. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statutes;
    F. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes;

G. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes;
H. the right to review test results;
I. The right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes;
J. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes;
K. the right to receive a school report card;
L. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes;
M. the right to public review of courses of study and textbooks;
N. the right to be excused from school attendance for religious reasons;
O. policies related to parental involvement pursuant to Section 2003 of Title 25 O.S. of the Oklahoma Statutes;
P. the right to participate in parent-teacher associations and organizations that are sanctioned by the Board of Education of District;
Q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record;
R. the right to consent in writing before a biometric scan of the minor child is made;
S. the right to consent in writing before any video or voice recording of the minor child is made, unless the video or voice recording is made during or as a part of a court proceeding, by law enforcement officers during or as a part of a law enforcement investigation, during or as a part of a forensic interview in a criminal or DHS investigation or to be used solely for:

    1. safety demonstrations, including maintenance of order and discipline in the common areas of a school or on student transportation vehicles,
    2. a purpose related to a legitimate academic or extracurricular activity,
    3. a purpose related to regular classroom instruction,
    4. security or surveillance of buildings or grounds,
    5. a photo identification card; and

T. any other rights prescribed in Section 2001 of Title 25. Please note that the Parents' Bill of Rights does not prescribe all rights of the parents. Unless otherwise provided for in law, the rights of parents of minor children shall not be limited or denied.

8. Within thirty (30) days of learning information regarding material changes related to a student's Identity Information, District shall disclose such changes to the student's parent or guardian.

This includes any information known to a District employee or independent contractor, including identity information.

A. Identity Information is defined in 2010: 10-2-2 of the Oklahoma Administrative Code (OAC) as names or pronouns used by a student and any social or other transition to a gender that differs from the student's sex as listed on the student's original birth certificate.
B. Independent Contractor is defined in 210: 10-2-2 of the Oklahoma Administrative Code (OAC) as an individual, organization, or entity that is engaged by and/or contracted by District to provide services or instruction, directly or indirectly, to students or within District on a temporary or contractual basis, and who is not an employee of District.

Pursuant to Oklahoma law, parents may submit a written request for information during regular business hours to either the school principal at the school site or the office of the District Superintendent. Within ten (10) days of receiving the request for information, the school principal or Superintendent shall deliver the information requested to the parent or provide a written explanation for the denial. If the request for information is denied or the parent does not receive the information within fifteen (15) days after submitting the request for information, the parent may submit a written request for the information to theDistrict's Board of Education. The Board of Education will formally consider the request at the next scheduled public meeting. However, if the request cannot be properly noticed on the agenda for the next scheduled meeting, the Board of Education shall formally consider the request at the next subsequent public meeting of the Board.

INFORMATION SECURITY POLICY

It is the practice of Putnam City Schools to secure protected information of employees and students. This policy applies to employees, contractors, sub-contractors, or any other entity granted access to resources containing protected information.

The superintendent shall designate an Information Security Officer who shall be responsible for developing and implementing an information security program which includes procedures and policies designed to protect enterprise communications, systems and assets from both internal and external threats.

Public information shall include:

1. First and Last name
2. Address
3. Work telephone number
4. Work email address
5. Home telephone number
6. General educational credentials
7. District financial information
8. Photos and video

Protected information shall include but is not limited to:

1. Social Security number
2. Employee username and password
3. Credit Card number
4. Banking information
5. Biometric information
6. Place of Birth
7. Birth Certificates
8. Medical information
9. Test scores
10. W2 information

Securing Sensitive Information

No employee shall store student educational records or employee information on a personal device, nor send district protected information via a non-district email account or any other non-district sanctioned electronic means.

Protected data should not be stored on Google Drive, Dropbox or any other similar file-sharing service. If you need to share data, use the district provided OwnCloud file-sharing application.

Protected information should be secured in a locked cabinet or room when not being actively viewed or modified.

Computers housing Social Security numbers, banking information, biometrics, or medical information shall be encrypted.

Sending Protected Information

Employees should not send any information including Social Security numbers or banking information via email.

Uploading of Protected information must be done through a secure protocol using a minimum of 128 AES encryption.

Incident Reporting

The Information Security Officer must be notified of the real or suspected disclosure of protected information within 12 hours. The direct supervisor of the area in which it occurred shall be notified of the specifics of the breach.

Examples of a possible breach may include:

1. misplacing a paper report containing protected information.
2. loss of a computer containing laptop, tablet, mobile device, or removable media with protected data stored on it.
3. information sent to the wrong recipient via email or other electronic means that contains protected information.
4. a computer containing protected information that has become infected with malware, ransomware, or possible viral infection.

Risks

Once a breach has been identified, the incident shall be documented and as risk rating shall be assigned to it.

Risks are rated as:

- Critical (Significant damage, corruption or loss of confidential information)

- Moderate (MAY cause significant damage, corruption or loss of confidential information)
- Minor (Causes inconvenience, aggravation, and/or minor costs associated with recovery, unintentional actions at the user or administrator level, or unintentional damage or minor loss of recoverable information.)
- Suspicious (Observations that indicate possibility of past, current or threatened security incident, but that may be consistent with authorized or non-harmful activities)

Periodic Audits

Periodic audits of district-owned equipment and physical locations may be performed by the Information Security Officer or designee. The purpose of the audit is to ensure compliance with this policy as well as federal and state privacy laws.

Enforcement

An employee found to be in violation of this policy may be subject to disciplinary action as deemed appropriate based on the facts and circumstances of the violation.

Exceptions

If there is an operational or business need to store protected information outside of Putnam City Schools systems, approval must be granted via email by the Information Security Officer prior to the action.

Disposal

A. Paper files containing protected information shall be shredded or deposited in a recycling bin marked as secure.
B. Electronic media, computers, or devices that at any time have contained protected information shall be disposed of in a secure manner through the Information Technology Department. No media should be discarded in the trash, re-sold, or donated without first being evaluated appropriately by the Information Technology department.
C. Secure deletion of portable and USB drives is accomplished by overwriting the full file contents with random data, multiple times.

Account Security

User account credentials should not be reset by email request unless the true identity of that individual making the request can be verified.

DATA BREACH REPORTING

Breach Reported By

Name: _____ Supervisor: _____

Email: _____ Email: _____

Ext. #: _____ Ext. #: _____

Department: _____ Risk Classification: _____

Summary of the Breach

Attach a separate page summarizing the facts or circumstances of the theft, loss, or compromise of the protected data as currently known, including:

a. A description of the parties involved in the breach;
b. The physical or electronic storage location of the information at risk;
c. If steps were immediately taken to contain the breach;
d. Whether the breach is an isolated occurrence or a systematic problem;
e. Who conducted the investigations of the breach, if applicable; and
f. Any other pertinent information.

Date and Time of the Breach: _____

Location of the Breach: _____

Type of Breach

Lost Information or Equipment	▫ Yes ▫ No	Unauthorized Disclosure (e.g., email sent to incorrect address, oral or written disclosure to unauthorized person, disclosing documents publicly with sensitive information not redacted)	▫ Yes ▫ No
Stolen Information or Equipment	▫ Yes ▫ No	Unauthorized Access (e.g., an unauthorized employee or contractor accesses information or an information system)	▫ Yes ▫ No
Unauthorized Equipment (Using an unauthorized personal device, server, or email account to store protected data)	▫ Yes ▫ No	Unauthorized Use (e.g., employee with district authorized access to database or file accesses and uses information for personal purposes rather than for official purposes)	▫ Yes ▫ No

Storage Media

Laptop or Tablet	▫ Yes ▫ No	Smartphone	▫ Yes ▫ No
Desktop	▫ Yes ▫ No	IT System (Intranet/shared drive)	▫ Yes ▫ No
Internal Storage Device	▫ Yes ▫ No	Paper Files	▫ Yes ▫ No
External Storage Device	▫ Yes ▫ No		

Other: _____

Reported to US-CERT, Law Enforcement, or OSBI

Reported to US-Cert	▫ Yes ▫ No	Reported to OSBI	▫ Yes ▫ No
Reported to Law Enforcement	▫ Yes ▫ No		

If Yes, Complete the following:

Title: _____

Email: _____

Phone: _____

Agency/Component: _____ Agency: _____

Time and Date of Report: _____

Number of Individuals and Safeguards

Number of individuals potentially affected by the breach? _____

Was the information unstructured? (e.g., open fields on a form or survey) ▫ Yes ▫ No

Was the information encrypted? ▫ Yes ▫ No

Does a duplicate set of the potentially comprised information exist? ▫ Yes ▫ No

Additional Information

Internal breach (e.g., within the district's network), external, both, or unknown? _____

What counter measures, if any, were enabled when the breach occurred?

_____

_____

_____

_____

_____

_____

_____

What steps, if any, have already been taken to mitigate potential harm?

_____

_____

_____

_____

_____

_____

Do you have knowledge that any information involved in the breach was intentionally stolen or misused? ▫ Yes ▫ No

_____

_____

_____

_____

_____

_____

_____

Place a mark by all the data elements or information types were a part of the breach.

Data Elements

- ▫ Social Security Number
- ▫ Driver's License Number
- ▫ Professional License Number
- ▫ Credit Card Number
- ▫ Personal Bank Account Number
- ▫ Personal Device Identifiers or Serial
- ▫ Partial Social Security Number
- ▫ Employee Identification Number
- ▫ Taxpayer Identification Number
- ▫ Vehicle Identification Number
- ▫ Business Bank Account Number
- ▫ Business Device Identifiers or Serial

Biographical Information

- ▫ Name (including nickname)
- ▫ Date of Birth (mm/dd/yyyy)
- ▫ Country of Birth
- ▫ Citizenship
- ▫ Home Address
- ▫ Spouse Information
- ▫ Personal e-mail address
- ▫ Personal Financial Information
- ▫ Education Information
- ▫ Gender
- ▫ Ethnicity
- ▫ City or Country of Birth
- ▫ Immigration Status
- ▫ Birth Certificate
- ▫ Children Information
- ▫ Employment Information
- ▫ Business Financial Information
- ▫ Resume
- ▫ Race
- ▫ Nationality
- ▫ Marital Status

Biometrics/Distinguishing Features/Characteristics

- ▫ Fingerprints
- ▫ Hair Color
- ▫ Video Recording
- ▫ Citizenship
- ▫ Palm Prints
- ▫ Eye Color
- ▫ Photos
- ▫ Immigration Status
- ▫ Global Positioning System (GPS)/Location Data
- ▫ Professional/personal references

Medical/Emergency Information (select all that apply)

- ▫ Medical/Health Information
- ▫ Workers' Compensation Information
- ▫ Mental Health Information
- ▫ Emergency Contact Information
- ▫ Retina/Iris Scans
- ▫ Height
- ▫ Voice/Audio Recording
- ▫ Religion/Religious

Other

- ▫ Taxpayer Information/Tax Return
- ▫ Personnel Files
- ▫ Law Enforcement Information
- ▫ Health Information
- ▫ Disability Information
- ▫ Academic and Professional Background Information
- ▫ Civil/Criminal history Information/Police Record
- ▫ Case Files

USAGE OF SERVICE ANIMALS AND THERAPY DOGS

I. Service Animal Definition:

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

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

Guidelines for Usage of Service Animal: If it reasonably appears to the District that a dog meets the definition of a "service animal" as outlined above, the District shall permit use of the service animal subject to the following policies and procedures:

4. All notifications/requests for an individual with a disability to be accompanied by a service animal must be addressed in writing to the Superintendent. Such a request must identify the need for the service animal as it relates to the staff member or student's disability and the work or task the service animal has been trained to perform.
5. The individual making the notification/request shall also provide evidence that the animal's immunizations are current pursuant to (Okla. Admin. Code 310:599-3-9.1) as well as contact information for the animal's veterinarian. All service animals must be treated for and kept free of fleas, ticks, mange, and ringworm. All service animals must also be groomed and kept clean. No documentation may be requested or required regarding certification, training, or licensing as a service animal.

Page Note
1. In certain cases, people with disabilities are entitled to reasonable accommodations regarding specially trained miniature horses. The type, size and weight of the animal must be assessed as well as the feasibility of the facility to accommodate those features. Standard service animal requirements do apply.

3. Where possible, notification/requests for use of service animals on District property must be made no less than three (3) weeks prior to the proposed commencement of service animal usage. Notification should be made through the District approved form.
4. Under the Individuals with Disabilities in Education Act (IDEA), the District is required to provide students with a free appropriate public education (FAPE). If the parent/guardian of a

student with disabilities believes that a service animal is required for the student to receive FAPE, the student's Individualized Education Program (IEP) team should consider the request and make a determination on a case-by-case basis. If the service animal is necessary for that child to receive FAPE, the accommodation should be made. The District will take into consideration the health, safety, and disabilities of other students when making its determination. However, service animals will not be excluded on grounds of health or safety as a blanket policy.

5. Use of a service animal on District property may be subject to a plan to introduce the service animal to the school environment, any appropriate training for staff and students regarding interaction with the service animal, and other activities or conditions deemed reasonable and necessary by the District.
6. Service animals should wear proper identification and must have a harness, leash, or other form of restraint mechanism, unless either the handler is unable because of a disability to use a restraint mechanism or use of a restraint mechanism would interfere with the service animal's safe, effective performance of work or tasks. In this case, the service animal must otherwise be under the handler's control. In the case that the handler will not be with the service animal at school, identified staff must be trained at the expense of the disabled staff member or student to give commands to the service animal.
7. The District is not responsible for the care or supervision of the service animal. The District is not responsible for providing a staff member to walk the service animal or to take the service animal outside to eliminate. All owners/handlers are responsible for taking the service animal outside for elimination and for cleaning up after the service animal, including proper disposal of the animal's waste while it is on District property.

Revocation of Service Animal: The District's approval of the use of the service animal on District property is subject to periodic review, revision, or revocation by the District. A school administrator may ask an employee with a disability or a student's parents/guardians to remove a service animal from District property under the following circumstances:

1. The service animal is out of control and/or aggressive and the animal's handler does not take effective action to control it;
2. The service animal is not housebroken;
3. The service animal's presence is fundamentally altering the nature of the service, program/activity; or
4. The service animal poses a direct threat to the health and safety of others that cannot be eliminated through reasonable accommodation.

If a service animal is excluded, the District must give the individual with the disability the opportunity to participate in the service, program, or activity without the service animal.

Liability of Service Animal: The staff member, student or parent/guardian of the student who uses the service animal is liable for any harm or injury caused by the service animal to other students, staff, visitors and/or property. Any costs incurred due to damage caused by the service animal will be the responsibility of the staff member or the parent/guardian of the student who uses the service animal on District property and/or at District functions.

Student Transportation Services: Service animals for students are permitted in District transportation vehicles. The parents/guardians of each student riding in the District transportation vehicle have been notified in writing of the inclusion of the service animal, and the service animal is under the control of the handler at all times, as discussed above.

I. Therapy Dog Definitions:

1. Therapy Dog - A therapy dog that has gone through training and is certified by an American Kennel Club (AKC) recognized therapy dog organization to provide animal assisted interactions under the direction and control of a qualified handler who works with the therapy dog as a team.
2. Dog Handler – a person who is a certificated/licensed staff member (permanent employee) within the school system or outside agency/volunteer who has been trained and tested as part of a therapy dog team by an organization recognized by the district.
3. Therapy Dog Team – a dog handler and a therapy dog; both of which have been certified by a recognized AKC organization.

Guidelines for usage of a therapy dog by a certified staff member/outside agency/ volunteer:

The District supports the use of certified therapy dogs by certified staff and approved outside agency's/volunteers for the benefit of its student's subject to the following policy and procedures.

1. Application for use of a certified therapy dog by a District certified employee must be made to and approved by the site administrator using district-approved form, BV-F2. Applications and necessary documentation will be kept on file at the school where the animal will work and must be submitted and approved annually by the site administrator. If a certified staff member disagrees with the site principal's decision, the application for Therapy Dog Team will be reviewed by a committee of at least three (3) District level administrators.
2. The individual making the request shall also provide evidence that the therapy dogs immunizations are current pursuant to (Okla. Admin. Code 310:599-3-9.1) as well as contact information for the animal's veterinarian. All therapy dogs must be treated for and kept free of fleas, ticks, mange, and ringworm. All therapy dogs must also be groomed and

kept clean. Certificates of completion through an approved AKC recognized therapy dog organization for both the handler and the dog.

3. Application for use of a therapy dog by an outside agency or volunteer will be made to the site administrator using District approved form BV-F2. Application must be completed using the District-approved form BV-F2 and maintained at the site. Applications and necessary documentation will be kept on file at the school where the animal will work and must be submitted and approved annually by the site administrator prior to initial visit for the current school year.
4. The use of a therapy dog on District property will be subject to a plan that will address introducing the animal to the school environment, any appropriate training for staff and students regarding interaction with the animal, and other activities or conditions deemed necessary by the site principal and/or District committee. Written notification will be provided to parents prior to the animal's initial visit.
5. The responsibility for the care and supervision of the therapy dog rests solely on the dog handler. The District is not responsible for providing a staff member to provide any care or assistance to the dog. Supervision and care of the therapy dog shall not impede the staff members ability to perform job duties or negatively impact the educational environment as determined by either site or District administration. Issues related to the care and supervision of therapy dogs will be addressed on a case-by-case basis and subject to, Board Policies and Administrative Regulations.

Liability of Therapy Dog: The staff member or volunteer who uses the therapy dog is liable for any harm or injury caused by the therapy dog to other students, staff, visitors and/ or property. Any costs incurred due to damage caused by the therapy dog will be the responsibility of the certified staff member or the volunteer who uses the therapy dog on District property and/or at District functions.

Revocation of Therapy Dog: The District's approval of the use of the therapy dog on District property is subject to periodic review, revision, or revocation. A school or district administrator may remove a therapy dog from District property under the following circumstances:

1. The Therapy dog is out of control and/or aggressive and the dog's handler does not take effective action to control it;
2. The Therapy dog is not housebroken;
3. The Therapy dog's presence is fundamentally altering the nature of the service, program/ activity; or
4. The Therapy dog poses a direct threat to the health and safety of others that cannot be eliminated through reasonable accommodation.
5. Students or staff members have a documented aversion or documented allergic reaction to the therapy dog that cannot be satisfactorily addressed by reasonable modifications.
6. Supervision and care impedes the staff members ability to perform job duties or negatively impacts the educational environment.

Putnam City Schools
DISTRICT FORM

NOTIFICATION OF INTENT FOR SERVICE ANIMAL ACCESS
PUTNAM CITY SCHOOLS

Notification shall be made to the site administrator.

Service Animal Handler/Student:

Staff/ Student Name: _____ Date _____

Handler Name (If different from Student): _____

Grade: _____ District Student ID Number _____

Address: _____

Parent Contact Phone Number: _____ Email: _____

Site/location where the service animal will work _____

Describe the work or task that the service animal has been trained to do:

_____

_____

_____

Service Animal:

Animal Name: _____ Age: Yrs. _____ Months: _____ How long has this animal been a service animal? Yrs. _____ Months _____

Has this animal everbitten/injured a person? Yes No
Is this animal housebroken? Yes No
Is this animal under the handler's control? Yes No
Is this animal covered under a liability insurance policy? Yes No
What identification does the service animal wear? _____
Submit copies of the following documents along with this application:
Veterinarian health certificate and/or shot records, liability insurance coverage (if marked yes above)
I have read, understand, and agree to abide by the district service animal policy (BV).

_____ _____
Parent/Staff Signature Date

Office Use Only:
Date Notification Received: _____

District Representative Signature: _____

Putnam City Schools
DISTRICT FORM

BV-F2

APPLICATION FOR THERAPY DOG TEAM BY PUTNAM CITY CERTIFIED STAFF MEMBER/OUTSIDE VOLUNTEER

Application shall be made to the site administrator.

Date: _____ Certified Staff/Outside Volunteer Name: _____

School/Assignment: _____

Phone Number: _____ Email: _____

Describe the specific goals, therapy program or known crisis and the frequency of visits.

_____

_____

Describe the plan to introduce the therapy dog to the school environment:

_____

_____

Animal Name: _____ Age: Yrs. _____ Months _____

Did you complete certified therapy animal training with this dog? Yes

If yes, through which organization: _____

Does your therapy dog have any specific identification? (Ex. Vests, scarfs) Yes

If yes, describe:_____

How long has this animal been a therapy animal? Yrs. _____ Months _____

Has this animal ever bitten/injured a person? _____

Is this animal under the handler's control? _____

Is this animal housebroken? _____

Submit current copies of the following documents along with this application:

- Veterinarian health certificate and/or shot records
- Liability insurance coverage indicating coverage of the therapy dog in the school setting
- Certificates of completion for the handler and dog from an AKC recognized therapy dog organization

I have read, understand, and agree to abide by the District Therapy Dog policy BV.

_____ _____

Certified Staff/Volunteer Signature Date

_____ _____

Principal Signature Date

Appeal: District Committee use only

Date appeal request received: _____

[ ] Approved: The above application is approved for the term _____ to _____.

[ ] Denied: The above application is denied for the term_____ to _____.

PROHIBITION OF RACE AND SEX DISCRIMINATION

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

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

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

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

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

Complaints shall be submitted in the manner provided for in Policy BM. District designates the Title IX

Coordinator/Compliance Officer to receive reports of violations of this policy. District will ensure that the employee is unbiased and free of any conflicts of interest. Complaints may be submitted via e-mail at TCraig@putnamcityschools.org or via telephone at (405) 495-5200 ext, 1264. Within ten (10) days of receipt of the Complaint, the Compliance Officer will notify the Complainant that the Complaint has been received and whether it will be investigated. District shall investigate all legally sufficient complaints and make a determination as to whether a violation has occurred. Except as specifically provided for herein, District will receive, process, and investigate complaints filed pursuant to this policy in the same manner in which it processes and investigates all other complaints of discrimination, see Policy BM. The investigation will be completed within forty-five (45) days of receipt of the Complaint and the Complainant shall be notified in writing of the final determination, including District's findings of whether a violation occurred. Within thirty (30) days of resolution of the Complaint, The Title IX Coordinator/Compliance Officer shall report the resolution to the State Department of Education ("SDE").

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

Putnam City Schools
DISTRICT FORM

BW-F1

PROHIBITION OF RACE AND SEX DISCRIMINATION COMPLAINT FORM

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

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

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

_____

_____

_____

_____

_____

_____

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

_____ _____

Complainant Name (printed) Date

_____

Complainant Signature

MEMORIALS

District recognizes the far-reaching impact a student or staff member's death may have on other students, staff, families and the community. The District believes that remembrance of a student or staff member whose life ended during his/her years in the District should be consistent and equitable from case to case, and considerate of the grief process of family, friends, and coworkers, and in accordance with Board policy. Further, the District recognizes that decisions made about memorials immediately after traumatic events may not take into full consideration the potential impacts to students, staff, and community members. Memorials set a precedent for the future and need to be equitable. The purpose of this policy is to assist staff, students, and families affected by a death by providing guidelines for decision-making regarding memorials and memorialization activities.

Death of a Student or Staff Member: District establishes the following protocol in respect for the needs of individuals experiencing grief due to the death of a student or staff member.

1. District's crisis response plan will be followed.
2. Grieving students will be excused from class to speak with appropriate staff members and counselors.
3. Students wishing to attend the funeral service may do so with parent permission. These students will be excused from class, but may be required to make up any missing assignments. Special arrangements will be made for siblings or relatives of the deceased student or staff member.
4. Funeral services will not be held in District facilities. Memorial services may be held with approval by the building principal or Superintendent, but the service cannot be held during the school day and should not disrupt school events.
5. Memorial gifts/fundraisers organized in school must have the consent of the administration and any other consent as required by District policies and/or procedures. District's established processes and procedures for fundraisers should be followed. Students and staff may be given direction as to what is appropriate as a memorial. Suggested memorials include a blood drive, partnering with local nonprofit organizations and related activities, or establishing a scholarship. As a courtesy, the family of the deceased student or staff member should also provide consent before engaging in the activity.
6. In a situation where informal events or gatherings such as candlelight vigils, which are not school sponsored, occur on District grounds, the school administration must be notified.
7. The United States flag will only be lowered to half-staff in accordance with the laws and policies of the State.
8. School publications (newspapers and yearbooks) should follow the established guidelines as delineated in the high school journalism classes' obituary procedures:

a. If a death is ruled a suicide, school publications will follow "Recommendations for Reporting on Suicide" as specified by www.reportingonsuicide.org. The guidelines are to be followed so as to reduce the risk of suicide contagion.
b. The portrait of that individual will appear in the yearbook as it would under normal circumstances.

9. The graduation ceremony is reserved for the celebration of scholastic achievement and the anticipation of future opportunities available to all of the graduates of the District. The administration will work together with the family of a deceased student to properly recognize the student's completion of high school. A member of the family will be invited to accept the diploma prior to the awarding of diplomas to all graduates.
10. Administration should oversee the safe return of the student or staff's personal effects that may be in a school locker, classroom or office.

Memorials on Facilities and Grounds: District facilities are designed to support learning; therefore, changes to facilities that interfere with that purpose or detract from the District's educational mission cannot be permitted. The following guidelines apply to all other requests for memorials in school facilities or on District grounds.

1. **Approval of Memorials:** All memorials must be approved by the superintendent and building-level administration. To avoid unnecessary expense and possible disappointment, the District recommends that individuals refrain from planning or purchasing items for any type of memorial until it has been approved.
2. **Memorial Options:**
   a. Unacceptable Memorials/Activities. Memorials and activities not allowed include:
      i. Those that require the use of public funds to purchase, develop, or maintain (such as plantings of trees, shrubs, or perennials);
      ii. A monument, statuary, or marker on school property;
      iii. Memorials attached to a wall or in a trophy case;
      iv. Memorials that require the altering of school property;
      v. Memorials that may alter the routine of a regular school instructional day, and Memorials that require the altering of school activities or the activity schedule.
   b. Acceptable Memorials/Activities:
      i. Blood drive
      ii. Donation to a charity or organization in honor of the student or staff member
      iii. Local scholarship
      iv. A sympathy card from the school (possibly signed by students) and flowers at the funeral.
      v. Observation of a moment of silence
   c. Temporary school memorials for deceased students and staff allow students and staff to express their grief in a positive and constructive manner. They should be approved by

the school principal in consultation with the building crisis intervention team, may be displayed within the school building until the day of the funeral but for no longer than one week following the death. Temporary memorials cannot alter or damage school property.

d. Existing Memorial Options: Memorials established prior to the implementation of this policy will remain intact.

MANAGEMENT AND ACCOUNTING OF FUNDS

General: The Board and the employees of the District are charged with a public trust to receive, expend, and account for the monies and property of the District. These resources are to be managed in an efficient and lawful manner, with the objective of maximizing their availability for and contribution to the District's educational programs. No indebtedness shall be created in excess of the funds on hand available for payment of such indebtedness, except as provided by law. No District funds shall be used to pay for any indebtedness created in excess of the total adopted budget for expenditures for such funds, except as provided by law. The Superintendent shall be responsible for receiving and properly accounting for all funds of the District, pursuant to District policy and applicable law.

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

Audits: An audit of the financial records of the District shall be prepared as required by law and shall be presented to the Board for examination. The Superintendent shall be responsible for filing copies of the audit as required by law.

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

Inventories: The Superintendent or designee shall be responsible for maintaining an accurate inventory of all District equipment, vehicles, and fixed assets. All equipment purchased with federal funds shall be labeled in accordance with the rules and regulations of the State Department of Education.

Investments: The Treasurer shall invest District funds, including general funds, building funds, bond funds, activity funds, and sinking funds, which will not be required for immediate expenditure in those instruments, obligations, and investments authorized by law. Such investments shall be made with the judgment and care which persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, considering the safety of their capital as well as anticipated income. Investments shall be made in a way so as to reasonably maximize the return on the investment. Interest earned from an investment shall be deposited to the credit of the fund from which the investment was made except that interest earned from investment of sinking funds shall be deposited to the credit of the General Fund. The Treasurer shall maintain appropriate records of all investments made and interest received and shall provide periodic reports to the Board regarding the District's investments. The Administration may develop any appropriate regulations and/or procedures applicable to the investment of District funds

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

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

MANAGEMENT AND ACCOUNTING OF FUNDS

INVESTMENTS

General: The current funding of school districts in the State of Oklahoma requires that all available funds be invested to obtain the maximum return. Accordingly, the Board of Education has directed the Administration to implement regulations and procedures for the investment of school district funds. The School District Treasurer may delegate responsibility to the Assistant Treasurer appointed by the Board of Education.

Procedures:

1. The District Treasurer determines the amount of funds available for investment and time period the funds are available for investment.
2. The District Treasurer will obtain telephone quotes.
3. The District Treasurer will review the quotes to determine the highest rate.
4. The District Treasurer will determine if the financial institution with the highest rate has sufficient collateral pledged to cover the investment.
5. The District Treasurer will make investment.
6. The School District Treasurer will record the investment in the investment ledger.

Regulations:

The District Treasurer will make investments through:

1. District obligations of the United States Government, its agencies or instrumentality's to the payment of which the full faith and credit of the Government of the United States is pledged, or obligations to the payment of which the full faith and credit of the State of Oklahoma is pledged;
2. Collateralized or insured certificates of deposit of savings and loan associations, banks, savings bank and credit unions located in Oklahoma when the certificates of deposit are secured by acceptable collateral as provided by state law and this policy, or fully insured certificates of deposit at banks, savings bank, savings and loan associations, and credit unions located out of state;
3. Savings accounts or savings certificates of savings and loan associations, banks, and credit unions, to the extent that the accounts or certificates are fully insured by the Federal Deposit Insurance Corporation;
4. Warrants, bonds or judgments of the school district; or,

5. County, municipal or school 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 District is a beneficiary thereof.

Collateral Which Can Be Pledged for District Investments: The class and character of collateral securities that may be pledged to secure the deposit of district funds in excess of the amount insured by an agency of the United States Government shall be limited and restricted to negotiable instruments, payable to bearer, or certified registered public obligation or registered public obligation as follows:

1. United States Bonds, Treasury Notes, or Treasury Certificate, or bonds or certificates payable by the Treasurer of the United States issued by an agency of the United States pursuant to the authority of an Act of Congress and only when the full faith and credit of the United States is pledged to the payment thereof;
2. Obligations of, or obligations which are fully guaranteed as to principal and interest by, the United States, including guaranteed portions of said obligations but only to the extent of the guarantee;
3. Notes, bonds, or debentures issued or insured by the Veterans Administration or the Federal Housing Administration;
4. Obligations of the Government National Mortgage Association, Federal National Mortgage Association, Federal Home Loan Mortgage Corporation, or of any federal farm credit bank, federal land bank, or federal home loan bank notes or bonds; and,
5. State of Oklahoma Bonds, Treasury Notes, or Treasury Certificates, or bonds or certificates payable by the State Treasurer and issued by an agency of the State of Oklahoma pursuant to an act of the Legislature and only if the full faith and credit of the state is pledged to the payment thereof.

BUDGET PROCESS

The District's budget describes the funding of the District's programs to be conducted during the fiscal year from July 1 to June 30 and is the operational plan, stated in financial terms, for the conduct of the District's programs. A budget is required for every fund that the District has, including, but not limited to, general funds, building funds, bond funds, sinking funds, and child nutrition funds. No District funds shall be used to pay for any indebtedness in excess of the total adopted budget for expenditures for such funds except as provided by law. The budget shall attempt to establish and provide for an unassigned carryover fund balance of at least seven percent (7%) of the prior year's revenue. Restricted and assigned funds will not be included in the carryover fund balance calculation.

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

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

PURCHASING

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

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

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

Purchasing Authority: The Board authorizes the Superintendent to approve expenditures for the purchase of supplies, equipment, and services from District funds according to the District's budget. The Superintendent is further authorized to delegate purchasing authority to those persons designated in an administrative regulation specifying the purchasing authority of each such person to whom the authority is delegated. All expenditures for purchases approved by the Superintendent or persons designated by the Superintendent must be within unencumbered balances of budgeted appropriations. Building Site Administrators shall have the authority to purchase items utilizing funds allocated for their use at their building site as approved by the Board. Teachers shall have the authority to purchase items utilizing funds allocated to them in any applicable negotiated agreement. The Board's approval of a construction project, after meeting all applicable requirements, shall be construed to include approval of all purchases and expenditures necessary to complete the project assuming sufficient funds have been encumbered for such purchases and expenditures.

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

Bids or quotations shall not be required for purchases of:

1. insurance,
2. bonds,
3. sureties,
4. professional services,
5. consulting services,
6. services of independent contractors,
7. testing and evaluation services,

8. fuel for transportation purposes;
9. utilities;
10. services, supplies, and equipment from vendors holding state-wide contracts issued by the Oklahoma Office of Management and Enterprise services;
11. items peculiar to a single vendor; and
12. Child Nutrition Fund purchases under the Child Nutrition Procurement Plan, and
13. Procurements made necessary because of unforeseen emergency or disaster that require immediate acquisition to preserve District property or protect public health or safety upon declaration of Superintendent or designee.

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

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

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

Textbooks: The purchase of textbooks shall be done in accordance with applicable law and the rules and regulations of the State Department of Education.

Code of Conduct: The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by District funds, to include Child Nutrition Program (CNP) funds.

- No employee, officer or agent shall participate in selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.
- Employees, officers or agents shall neither solicit nor accept gratuities, favors, or anything of material/monetary value from contractors, potential contractors or parties to sub agreements.

Violations of the code of conduct by officers, employees, or agents may result in disciplinary actions including dismissal, non-renewal of contract(s), or non-renewal from employment according to applicable law and/or any applicable agreement.

Putnam City schools will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps shall include:

a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists
b. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources.
c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises.
d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises.
e. Using the services and assistance of the Small Business Administration (SBA) and the Minority Business Development Agency of the Department of Commerce.
f. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.

PURCHASING

General: The intent of the Putnam City Schools purchasing system is to provide assurance that good business practices are followed. Adequate records must be maintained to document the purchasing process. These records will document the quotes received, the creation of a purchase order, the encumbrance of funds, the purchase and receipt of goods, timely invoicing by the vendor and subsequent payment(s) for the service or product. State statutes and Board of Education Purchasing Policy CC are the foundation for this regulation.

Purchasing Authority: The superintendent authorizes and delegates purchasing authority to administrators and those persons charged with budget responsibility. These authorized purchasing agents will follow the procedures detailed in this regulation.

Purchasing: The following purchase requirements refer to the total amount of any purchase order. The purchasing requirements are:

1. $0 to $10,000 – require cart of items to be purchased;
2. Over $10,000 - require (3) competitive price quotes;
3. Public construction over $100,000 – compliance with the Public Competitive Bidding Act is required.

Price quotations are not required for those purchasing categories specifically exempted in Board of Education Purchasing Policy CC.

Purchase requisitions may not be split to avoid bidding and quotation requirements.

Purchases in excess of $10,000:

Request quotes from at least three (3) reliable vendors.

Quotes will be accepted by delivery in person, by mail, and electronically.

Purchases made from vendors with pricing obtained through cooperative bidding at the State or another governmental unit or purchasing cooperative as allowed under State law shall be deemed to have made in a conformance with the requirement of bids.

The invitation for written quotes form (CC-R1-F4) will include identification of project, specifications of the items, the due date and time for acceptance of written quotes, the delivery date and site, and instructions for quote submission.

Quote sheet forms will include the vendor's name and contact person, cost, date and site of delivery, and the date and time that the quote was received.

Public construction contracts in excess of $50,000:

The Public Competitive Bidding Act of 1974, Title 61, Oklahoma Statutes, Sections 101-138, governs public construction contracts in excess of $50,000. All such contracts must comply with the provisions of this act

Purchasing Procedures: The purchasing steps are:

Step One
Requester submits an itemized cart with vendor, item, quantity, unit price, and total cost.

Step Two
Appropriate quotes will be obtained for any line item on the purchase order that exceeds $10,000.
The lowest and/or best vendor is selected. If low bidder is not selected, the reason(s) must be detailed.

Step Three
The requisition form is completed and approved in the District's financial management system.
The budget administrator will approve all requisitions based on type of item requested and source of funding.

Step Four
The Business Office will review each submitted requisition form for completeness and accuracy.
The encumbrance clerk will issue the purchase order and encumber the funds.
The encumbrance clerk will approve a purchase requisition only if the requisition form and supporting documentation are complete and appropriations are available.
Upon approval the funds will be encumbered and a purchase order will be issued.

Step Five
The requester orders the service or product.

Step Six
The requester receives the purchased services and/or products as well as the related invoice(s).
The person receiving the services/products will compare the products received to the products listed on the purchase order. Once the receipt of the correct products has been verified, an Invoice Approval Summary will be completed. The person receiving the product(s) will date and sign the appropriate line(s) on the Invoice Approval Summary indicating receipt of the correct products.
The budget administrator will sign the Invoice Approval Summary.

If the purchase is canceled, the requester will submit a purchase order close form to the Business Office.

Step Seven
The Business Office will review the forms for completeness and accuracy.
If forms are complete and accurate, the invoice is certified for payment.
Payment is made to the vendor.

Other Regulations:

1. No signature stamps allowed.
2. No purchase order will be issued until the appropriate procedures have been completed, including completed forms.
3. Change orders, which increase the purchase order, cannot exceed the lesser of $25.00 or 10% of the original encumbrance without approval by the business manager or his/her designee.
4. One original affidavit will be obtained for all vendors who submit an invoice to the District, which is in excess of $25,000. Only one original affidavit per fiscal year is required for each such vendor.
5. Under no circumstances will transfers be allowed between purchase orders.

Sole Source Affidavit:
A Sole Source Affidavit (CC-R1-F2) is required when a product or service is procured without competitive bidding due to the determination that only one vendor can provide the required goods or services. This justification must be based on specific criteria such as uniqueness, compatibility with existing systems, proprietary features, or the absence of reasonable alternatives. The requesting department must complete and submit a Sole Source Affidavit that clearly documents the rationale for the non-competitive procurement.

Declaration Regarding Prohibition:
All persons working with or providing services to children shall be required to sign a statement declaring that he or she is not currently required to register under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippy Violent Crime Offenders Registration Act (Form CC-R1-F3). Compliance with the signed statement shall be mandatory for all persons working with or providing services to children, and there shall be no liability or obligation placed upon any person or business to ascertain the truthfulness of the affidavit. Any person or business having a contract with a school shall ensure compliance as provided by Section 6-101.48 of Title 70 of the Oklahoma Statutes.

Putnam City Schools
DISTRICT FORM

CC-R1-F1

VENDOR: _____

We are required by law O.S.61.138 to have on file a signed and notarized Non-Collusion from each vendor (architect, contractor, supplier, or engineer) for any purchase order totaling $25,000.00 or more. To obtain your payment promptly, please sign, notarize and return this form by mail to:

PUTNAM CITY SCHOOLS
BUSINESS OFFICE
5401 Northwest 40th Street
Oklahoma City, Oklahoma 73122

AFFIDAVIT

State of _____ County of _____

The undersigned (architect, contractor, supplier or engineer), of lawful age, being first duly sworn, on oath says that this contract is true and correct and that (s)he is authorized to submit the invoice pursuant to a contract or purchase order.. Affiant further states that the (work, services or materials) will be (completed or supplied) in accordance with the plans, specifications, orders or requests furnished or executed by the affiant. Affiant further states that (s)he has made no payment directly or indirectly to any elected official, officer or employee Putnam City Schools, Independent School District #1of, any county or local subdivision of the state, of money or any other thing of value to obtain payment of the invoice or procure the contract or purchase order pursuant to which an invoice is submitted..

_____

SIGNATURE:_____ DATE:_____
Contractor, Architect, Supplier, Engineer, Etc.

Subscribed and sworn to before me this _____day of _____ 20_____

SIGNATURE:_____ My Commission Expires:_____

(Seal)

Putnam City Schools
DISTRICT FORM

CC-R1-F2

PUTNAM CITY SCHOOLS
SOLE SOURCE AFFIDAVIT

Date: _____

Requisitioner: _____ Number: _____

Site/Dept. Name: _____

Service Provider/Vendor: _____

Telephone Number: _____

Address: _____

_____

Justification: (Use separate sheet, if necessary)

_____

_____

_____

_____

_____

_____

I hereby affirm that the service(s) or product(s) to be purchased pursuant to the provisions of the attached requisitions are very specialized or for which great acquired expertise is needed, and to the best of my knowledge, the vendor named above is the only source available to purchase the service(s) or product(s).

_____
Administrator

Putnam City Schools
DISTRICT FORM

PUTNAM CITY SCHOOL DISTRICT

DECLARATION REGARDING PROHIBITION OF SEX OFFENDERS AND CONVICTED FELONS ON SCHOOL PREMISES

VENDOR: _____

_____ (Contractor) hereby acknowledges that it has a contract with Independent School District No. 1 of Oklahoma County, Oklahoma a/k/a/ Putnam City Schools, for services to be performed during normal school hours on school premises.

Contractor declares that it has verified and will continue to verify that none of its employees working on school premises during normal school hours shall have been convicted in the State of Oklahoma, the United States, or any other states of 1) any sex offense subject to Sex Offenders Registration Act or 2) any felony offense within the last ten years (10) years unless such an employee has received a presidential or gubernatorial pardon.

This restriction does not apply to persons who have been convicted of a felony within ten (10) years and who are volunteers, who are performing community service hours under court order, or who are performing services under a supervised work release program.

Contractor acknowledges that, pursuant to 57 O.S. {} 589, it is unlawful for any person registered pursuant to the Sex Offenders Registration Act to work with or provide services to children or to work on school premises and that it is unlawful for Contractor to knowingly and willfully allow any employee to work with children or to work on school premises who is registered pursuant to the Sex Offenders Registration Act.

Date:_____

_____

Vendor's Name and Address:_____

RETURN DECLARATION TO:

PUTNAM CITY SCHOOL DISTRICT
BUSINESS OFFICE
1914 CENTENNIAL PARKWAY
OKLAHOMA CITY, OK
73122

Putnam City Schools
DISTRICT FORM

CC-R1-F4

WRITTEN QUOTES FORM
Putnam City Schools

Date: _____ **Project:** _____

Requested By:
_____ **Site:** _____

Criteria	VENDOR	VENDOR	VENDOR
Representative of Vendor			
Position of Representative			
Does the item meet specifications?	☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO
How long is the price good?	DAYS	DAYS	DAYS
Quantity			
Price	$	$	$
Freight	$	$	$
Total Cost			

Vendor Selected: _____

Detail the reasons if the lowest quote is not selected.

_____

_____

_____

Approved By: _____

Budget Administrator

ATTACH TO REQUISITION AND RETURN TO SCHOOL ACTIVITY FUND CUSTODIAN
(MUST INCLUDE THE ORIGINAL WRITTEN QUOTES)

SCHOOL ACTIVITY FUNDS

General: The purpose of the School Activity Fund is to promote the general welfare, education, and morale of all students and to finance extracurricular activities of student body organizations. The Board shall exercise complete control over all School Activity Funds. At the beginning of each fiscal year and as needed during each fiscal year, the Board shall approve all Activity Fund sub-accounts, all fundraising activities, and all purposes for which the monies collected can be expended. An annual audit of all School Activity Funds shall be made by a certified public accountant selected by the Board. As necessary, the Superintendent may develop, implement, and maintain written regulations and procedures governing School Activity Funds.

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

Fund-raising Activities and Revenues: Projects for raising revenue for the School Activity Fund shall, in general, contribute to the educational experience of pupils and shall add to, not conflict with, the instructional program. Revenue from those sources identified by statute and proceeds from Board approved fund-raising activities shall be deposited, as received and without making any withdrawals, reimbursements, or substitutions, and shall be credited to the appropriate School Activity Fund sub-account. Contracts with third parties for School Activity Fund fund-raisers must be submitted to the Board for approval.

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

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

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

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

Organizations Exempt from School Activity Fund Limitations: The District recognizes that the involvement of student achievement programs, parent-teacher associations, and other adult organizations are essential to the provision of quality educational services and are vital in fostering the community school relationship. However, student achievement programs, parent-teacher associations, and other adult organizations and the funds raised by those programs, associations, and organizations may not be subject to control by the Board.

All student achievement programs, parent-teacher associations, and other adult organizations shall submit an application for exemption on the forms provided. The Superintendent may request such information as is necessary to evaluate the application for exemption including, but not limited to, the following:

1. By-laws;
2. List of current officers;
3. Statement of purpose;
4. Statement of fund-raising methods and activities; and
5. Proposed schedule of fund-raising activities indicating the location, the dates, and the time of such activities.

The Superintendent shall review the application for exemption of any program, association, or organization and shall make a recommendation to the Board regarding whether the program, association, or organization shall be exempted from control by the Board. The Board shall review and consider the Superintendent's recommendation and, if necessary, the information submitted and shall issue a determination regarding the exemption status of the program, association, or organization. If the Board determines that the program, association, or organization is in fact a non- exempt student organization, then it shall be subjected to the applicable law, Board policy, and any applicable Administrative Regulations regarding School Activity Funds. If the program, association, or organization refuses to comply with the applicable law, policies, and Administrative Regulations regarding School Activity Funds, it shall not be entitled to utilize the District's property or facilities for any purpose.

The District shall exempt from its control and regulation those programs, associations, or organizations, and the funds they raise which:

1. Do not represent themselves as a District program, association, or organization but clearly identify themselves as a student achievement, parent-teacher organization, or other adult organization separate from the District;
2. Maintain banking and financial matters separate from the District; and
3. Maintain their own tax identification numbers separate from the District.

The Superintendent and the Board may also consider the following criteria in determining whether to exempt a program, association, or organization:

1. Whether it is managed or operated by parents or adults, rather than students;
2. Whether it has adult officers;
3. Whether it has only minimal student assistance and such assistance is not provided by students during the school day;
4. Whether it uses or consumes District-owned materials in advertising its activities or collecting funds;
5. Whether it raises funds on District property during classroom hours.

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

1. By-laws;
2. List of current officers;
3. Statement of purpose;
4. Statement of fund-raising methods and activities; and

5. Proposed schedule of fund-raising activities indicating the location, the dates, and the time of such activities.

The Superintendent shall review the application for recognition and exemption and shall make a recommendation to the Board regarding whether the student organization shall be exempted from control by the Board. The Board shall review and consider the Superintendent's recommendation and the information submitted and shall issue a determination regarding the exemption status of the student organization. If the Board determines that the student organization is in fact a non-exempt student organization, then it shall be subjected to the applicable law, Board policy, and any applicable Administrative Regulations regarding School Activity Funds. If a non-exempt student organization refuses to comply with the applicable law, policies, or Administrative Regulations regarding School Activity Funds, it shall not be entitled to utilize the District's property or facilities for any purpose.

SCHOOL ACTIVITY FUNDS

General: The purpose of the School Activity Funds is to promote the general welfare, education and morale of all students and to finance extracurricular activities of student body organizations. The Board of Education has complete control over all School Activity Funds. District Policy directs the Superintendent to develop, implement and maintain procedures and regulations, as necessary. The procedures and regulations will assist in managing School Activity Funds in compliance with legal requirements, to safeguard the funds, to provide an accurate accounting and to encourage student participation in school activities.

The School Activity Fund Custodian, appointed by the Board, will have the responsibility of the management of School Activity Funds. It is the duty of the custodian to be knowledgeable and implement the procedures and regulations. If questions arise concerning the management of funds the custodian will request assistance from the District's Business Office.

Fund Raising Activities and Revenues: The sources of revenues that School Activity Funds are allowed to collect are limited. Revenue sources identified by statue or from fundraising activities approved by the Board are considered authorized. Board approval is required prior to the activity.

Request for fund raising events much be submitted in writing. The request will include a description of the event, the amount estimated to raise, the dates of the event and what the type of expenditure will be made out of the funds raised.

Procedures:

Example Forms: Cash Receipts Journal
Ticket Reconciliation

1. Pre-numbered receipt is issued in duplicate by the custodian when revenues are collected.
2. Original receipt is given to individual.
3. Duplicate receipt is maintained in the receipt book
4. Receipts will be accumulated and a deposit slip prepared.
5. The deposit slip will note the receipts by number that comprise the deposit.
6. A deposit will be made daily if total receipts total $100.00 or more.
7. At a minimum, a deposit will be made weekly for revenues collected.
8. The receipts will be entered into the accounting system ledger by sub-account in sequential order.
9. A cash receipts journal will be prepared each month which will include; date received, receipt number, received from, source of revenue, among and the related OCAS codes. The journal will be kept in sequential order.

Special Procedures:

When events are held and admission fees are charged renumbered tickets will be required. The group sponsor will be responsible for providing a written reconciliation to the custodian of the revenue received and the tickets sold. The reconciliation will be forwarded to the custodian the day following the event. If the event is held on a weekend the reconciliation will be due the following Monday. The reconciliation will include the following:

- Type of event held;
- Date of even held;
- Price of admission;
- Beginning and ending ticket numbers;
- Amount of money received and deposited and
- A reconciliation of the number of tickets sold and the amount deposited.

UNDER NO CIRCUMSTANCES WILL ANY EXPENDITURE BE MADE FROM CASH.

Disbursements: Expenditures made from the activity funds are limited to those expenditures authorized by statue or the Board of Education. Expenditures are also limited to the funds available in each sub-account. No sub-account can maintain a balance of less than (0) zero at anytime. It is the responsibility of the custodian to insure that expenditures made are authorized and that funds are available:

Procedures:

1. Request for purchase.
2. Requisition form completed in duplicate by group sponsor.
3. Both copies of requisition are forwarded to custodian.
4. Requisition form approved by custodian, after it is determined that funds are available and expenditures is allowable.
5. One copy of the approved requisition is returned to group sponsor.
6. One copy is maintained by the custodian.
7. Group sponsor orders purchase.
8. Purchase is received
9. The group sponsor affixes a receiving label. The receiving label will include; the site, date received and signature of the party receiving the purchase.
10. The invoice will be attached to requisition form and forwarded to the custodian for payment.

11. Custodian will review requisition form for accuracy and completeness. After review the custodian will affix an authorization label. The label will include the site, date and the signature of the custodian.
12. Custodian will issue a check to the vendor. The check number will be recorded on the face of the requisition form.
13. All checks must be countersigned.
14. A cash receipts' journal will be kept for all expenditures made. The cash receipts' journal will include; date of the check, check number, payee, amount and the related OCAS coding. The journal will be kept in sequential order.

Special Procedures:

1. If an invoice is in excess of $2,000.00 a non-collusion will be obtained from the vendor. The non-collusion must be notarized.
2. If compensation is being paid, the custodian must request in writing department that the individual be paid. The request will be made to the payroll clerk. The request will include; the person's name, social security number, the service performed, the amount paid, related employment taxes and the OCAS coding.
3. If a transfer is needed from one sub account to another, the group sponsor will request in writing for approval from the Board of Education. The request will include; the site, the sub accounts, the amount; and the reason for the transfer. Transfers will be approved by the Budget Administrator prior to requesting Board approval.
4. If a requisition is to be canceled, the group sponsor must make the request in writing.The request will be submitted to the custodian on a label and will include; the site, date, and the reason for the cancellation. The Budget Administrator's approval will be obtained prior to the cancellation

End of Month Procedures:

1. The custodian will reconcile the checking accounts.
2. The custodian will reconcile the investment ledger.
3. The custodian will reconcile the ledger with both the checking accounts and investments.
4. The custodian will prepare a School Activity Fund Monthly Report. The report, by sub-account, will include; the beginning balances, receipts, transfers, disbursements, ending balances, bank reconciliation, and collateral pledged information.
5. The custodian will submit the School Activity Fund Monthly Report and a copy of the Investment Ledger to the District's Business Office. This information will be submitted by the 10th of each month.

School Activity Fund Handbook: Every custodian will receive a copy of the school activity fund handbook. The handbook will assist in performing the procedures described above.

SCHOOL ACTIVITY FUNDS
ORGANIZATIONS EXEMPT FROM SCHOOL ACTIVITY FUND LIMITATIONS

Guidelines for the Sanctioning Of Student Achievement Programs, Parent Teacher Associations and other Adult Organizations

The Board of Education of Putnam City Schools believes that student achievement programs and parent-teacher associations, and other adult organizations can advance the educational goals for the Board of Education and confer a benefit to the students of the District. It is the purpose of this regulation to establish guidelines for the sanctioning of student achievement programs and parent-teacher associations, and other adult organizations that raise money and collect revenues for the benefit of students. Only those student achievement programs and parent-teacher associations, and other adult organizations sanctioned in accordance with this regulation will be exempt from the statutory controls over student activity funds found in the Oklahoma School Code, Okla. Statutes title 70, § 5-129.1.

Sanctioning Procedure for Student Achievement Programs and Parent-Teacher Associations, and other Adult Organizations

Procedures:

1. The District may sanction student achievement programs and parent-teacher associations, and other adult organizations that, according to the Board's determination, advance the educational objectives of the District, are beneficial to students and meet the requirements of this regulation.
2. In determining whether a student achievement program or a parent-teacher association or adult organization should be sanctioned by the District, the Board of Education may consider: (1) if the program, association, or organization promotes activities that are an extension, expansion, or application of the District curriculum; (2) if the program, association, or organization assists student government or activities in carrying out special projects or responsibilities; (3) if the program, association, or organization assists student clubs, organizations, and other student groups in raising funds to promote activities approved by the Board of Education; and (4) supplemental information provided by the student achievement program or by a parent-teacher association or organization in support of its application.
3. An application (see CD-R2-F1) must be completed by a student achievement program or by a parent-teacher association or adult organization. The application shall include the following: (1) a statement of its purpose, goals, organizational structure, by-laws, and membership requirements; (2) a detailed statement of how the District and its students will benefit if the organization is sanctioned; (3) a statement of non-discrimination consistent with District policy; and (4) financial statements or audits performed on such program, association or organization. A revised application must be submitted within 30 days of any change in organizational structure.

4. The application shall be submitted to the head site administrator/principal for preliminary review and recommendation. The Site Administrator will then submit the application to the Superintendent/Designee for review. After the program, association, or organization's application has been reviewed by the Superintendent/Designee, they shall make a recommendation to the Board of Education. The Board of Education may review the application and shall sanction or decline to sanction the applicant. The decision of the Board of Education is final and non-appealable.
5. In order to maintain the status of a sanctioned program, association, or organization in accordance with this regulation, the program, association, or organization shall provide for review an annually submitted application in a format prescribed by the District.
6. The Board, Superintendent, and or CFO may, at any time it deems warranted, request records maintained by the program, organization, or association. Records must be promptly provided upon request.
7. The Board may, at its discretion, withdraw sanctioning at any time it deems it in the best interest of the District. Any decision of the Board of Education to withdraw sanctioning is final and nonappealable.
8. Sanctioning by the Board of Education in no way grants the sanctioned program, association, or organization, "tax-exempt" status for its operations, nor does it grant "tax-deductible" status to its donors.

APPLICATION FOR SANCTIONING CHECKLIST

Application for Sanctioning Requirements:

- ☐ Complete application for sanctioning, CD-F1, with the following documentation:
- ☐ Recap sheet
- ☐ Applicant's by-laws
- ☐ Membership requirements
- ☐ Other documents related to Organization's structure
- ☐ Nondiscrimination statement
- ☐ Purpose and rules
- ☐ Applicant's most recent financial statements, audit, or report
- ☐ Submit to school principal for review and recommendation.

All supporting documentation is attached. _____ _____
Principal Signature Date

☐ Submit to Chief Elementary/Secondary Officer for signature

_____ _____
Chief Signature Date

☐ Submit to Board Clerk to verify Booster officers are not employees of the District

No Booster officers are employed by the District. _____ _____
Board Clerk Signature Date

☐ Submit to Superintendent for recommendation to the Board of Education

_____ _____
Superintendent Signature Date

APPLICATION FOR SANCTIONING
UNDER OKLAHOMA STAT. TITLE 70 SECTION 5-129.1

This is a request for sanctioning by the Applicant, as student achievement program or a parent-teacher association or organization, to the Board of Education of Putnam City Schools, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds.

Name of Applicant Organization: _____

Name of Applicant: _____

Applicant's Address: _____

_____

Applicant's Taxpayer I.D. No.: _____

Affiliated School: _____

President	**Treasurer**
Name: _____	_____
Phone: _____	_____
E-mail: _____	_____

Other Officer (if applicable)	**Other Officer (if applicable)**
Position: _____	_____
Name: _____	_____
Phone: _____	_____
E-mail: _____	_____

Describe the Applicant Organization's Purpose and Goals:

Describe how the School District and its Students will benefit if the Applicant is Sanctioned:

List intended fundraising activities:

List intended use of funds generated:

INSTRUCTIONS FOR COMPLETING APPLICATION:

1. Complete this application, use additional sheets of paper if necessary.
2. Attach Applicant's By-Laws, Membership Requirements, or other documents related to Organization's Structure, a Nondiscrimination Statement, Purpose and Rules.
3. Attach Applicant's most recent financial statements, audit, or report.
4. Deliver to School Principal for review and recommendation.
5. Application will be submitted to the Superintendent for a recommendation to the Board of Education.
6. Applicant will be notified of the Board's decision by the Principal. Applicant acknowledges that the Board of Education has the discretion to sanction or decline to sanction the Applicant, and the decision of the Board of Education is final and non-appealable. Applicant further acknowledges that (a) the Board of Education may, at any time, request the records maintained by the Applicant, which records Applicant will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interest of the School District to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable. Applicant acknowledges that they have received a copy of the Putnam City Board of Education regulation and has read and agrees to comply with procedures therein.

APPLICATION SUBMITTED ON THIS _____ DAY OF _____, 20_____

ORGANIZATION: _____

SIGNATURE OF AUTHORIZED OFFICER: _____

ACKNOWLEDGEMENT OF UNDERSTANDING OF PUTNAM CITY SANCTIONING OVERVIEW/ GUIDELINES:

PRESIDENT: _____

TREASURER: _____

(For District Use Only)

Principal

Date Received: _____

Recommends: _____ Does Not Recommend: _____

Rationale for Not Recommending: _____

Date Reviewed and Submitted to Superintendent: _____

Principals Signature: _____

Chief Officer

Date Received: _____

Recommends: _____ Does Not Recommend: _____

Rationale for Not Recommending: _____

Date Reviewed and Submitted to Board: _____

Superintendents Signature: _____

Superintendent

Date Received: _____

Recommends: _____ Does Not Recommend: _____

Rationale for Not Recommending: _____

Date Reviewed and Submitted to Board: _____

Superintendents Signature: _____

Board of Education

Sanction: _____

Decline to Sanction: _____

Date of Board of Education Meeting: _____

PAYROLL PROCEDURES

General:

The Treasurer is authorized to issue warrants in accordance with the duly certified payroll which shall be prepared and certified by the payroll clerk and the Assistant Superintendent of Personnel. The Encumbrance Clerk is authorized to issue appropriate purchase orders for the payment of payroll. Payroll shall be paid according to a schedule to be developed by the Administration at the beginning of each fiscal year.

Payroll Deductions:

Deductions from an employee's salary may be made for such items as are required by law and for association dues, salary protection, health insurance, cancer insurance, tax-sheltered annuities, the Putnam City Schools Foundation, and the United Way. The employee shall provide the payroll department with timely advance written notice of the commencement or termination of a deduction. The Administration shall develop and implement regulations and forms for employees to utilize with respect to payroll deductions.

TRAVEL AND EXPENSE REIMBURSEMENT

Employees, Board of Education Members, Candidates for Employment

General:

The District recognizes that its officials and employees may need to incur travel and other related expenses in the performance of their duties or responsibilities to the District (hereinafter referred to as "District Travel"). This policy applies to all employees, Board members, and candidates for employment (claimants) but not to independent contractors. Individuals who are subject to this policy should exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. The District will use the United States General Services Administration (GSA) rate, or the applicable conference rate, for lodging when available. Reimbursable expenses for District Travel may include airfare, mileage when the individual's own vehicle is utilized, taxi or limousine fare and a tip, bus or shuttle fare, subway fare, railroad fare, lodging, registration fees, and other miscellaneous expenses related to District Travel (hereinafter referred to as "Travel Expense"). Mileage reimbursements will not be paid to and from the local airport.

The District will not reimburse actual expenses for meals and related tips. Per diem will be paid in accordance with the prevailing daily rate per the GSA. Per diem is only authorized for travel that requires an overnight stay.

Approval for Travel and Expenses:

Any person who is planning District Travel which will involve an overnight stay must obtain approval from the site administrator, budget administrator and Board. The site financial secretary shall oversee the completion and submission of the Overnight Travel Request form (CF-R1-F1). The traveler will submit the request to the site administrator and budget administrator responsible for the appropriation from which the Travel Expenses will be reimbursed. The administrators shall review the request and, if approved, sign and return to the traveler. After all appropriate signatures are obtained by the traveler, the financial secretary will submit the completed request to the Deputy Board Clerk who will then add the request to the consent agenda for Board approval. The Approving Administrator shall consider the purpose of the District Travel, how it will benefit the District, its employees, and/or students, whether other District personnel are attending, the extent to which the person has engaged in District Travel during the current fiscal year, the cost of the District Travel, the availability of funds, the length of the trip, and any other information deemed relevant. Substitutions may be allowed as provided in Administrative Regulations.

Reimbursement Requests:

Upon completion of authorized travel, persons requesting reimbursement shall submit the appropriate documentation for reimbursement of Travel Expenses within thirty (30) days after

completion of authorized travel. Appropriate documentation shall include a signed travel voucher which itemizes the various expenses incurred and an itinerary and schedule of official functions attended. Itemized receipts of all expected reimbursable expenses (except meals and related tips) shall be attached to this voucher. Reimbursement requests shall not cover periods of over thirty-one (31) days. Where the travel period is continuous, subsequent claims for reimbursement shall be submitted as necessary to cover the continuous period.

All reimbursement requests shall be submitted to the appropriate budget Administrator and shall include the appropriate Purchase Order Number.

Personal Leave in Conjunction with District-Sponsored Travel:

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

Student Travel Expenses and Reimbursement:

Student travel may be reimbursed through the district General Fund upon written approval from the Superintendent or designee. The policy and procedural guidelines for General Fund reimbursement of student travel shall be the same as those for non-student travel reimbursement set forth above.

Student travel may be funded by the district Activity Fund via travel advance as permitted by state statute and utilizing the procedures and supported by the documentation detailed in the district's School Activity Fund Handbook.

TRAVEL AND EXPENSE REIMBURSEMENT

Mileage Reimbursement: Employees are sometimes required to utilize their personally owned vehicle for district travel. Prior to an employee taking any travel utilizing his/her own vehicle, the employee is required to obtain approval from the appropriate budget administrator. If the traveler chooses to use their personal vehicle, the least expensive amount between the mileage and airfare cost will be reimbursed. When a vehicle is utilized in lieu of air transportation, the claimant must submit a verification the single airfare cost.

Non-Overnight Travel: The Board of Education recognizes the benefit of the knowledge obtained from seminars and meetings. However, it is also important to consider how this knowledge will benefit the district and more importantly how this knowledge will be shared. Prior to taking any travel for which the claimant will be requesting reimbursement, the employee is required to obtain approval from the appropriate budget administrator.

Reimbursement for Meals: Reimbursement for meals and incidental expenses (i.e. snacks, etc.) will be based on per diem rates established by United States General Service Administration at www.gsa.gov. For current in-state and out-of-state per diem rates, please see rate listing or contact the Business Office.

In order to be reimbursed, claimants must submit itemized receipts for all travel related expenses other than meals and incidental expenses. Itemized receipts are still required for registration, air and ground transportation, lodging, parking and rentals.

Expense Reimbursement: All employees must request mileage reimbursement within 30 days of the completion of authorized travel. All travel reimbursement requests must be submitted by June 15, in order to be paid from the appropriate year's budget. A purchase order number must appear at the top of the request form when you turn in your expenses for reimbursement.

Overnight Travel: The Board of Education recognizes the benefit of the knowledge obtained from seminars and meetings. However, it is also important to consider how this knowledge will benefit the district and more importantly how this knowledge will be shared. Prior to making any commitment for travel, the employee is required to obtain purchase order approval from the direct supervisor, fund coordinator when applicable, the fund administrator and the Board. The Overnight Travel Request form (CF-R1-F1) must be submitted and receive Board approval before traveling to stay overnight.

If overnight travel has been approved, and due to extenuating circumstances, the approved individual is unable to travel, the budget administrator may designate a substitute without Board approval.

Student Travel: Reimbursement requests for student trips must be accompanied by a copy of the related student travel Board agenda item bearing the Board Clerk's approval stamp.

When filing for reimbursement, record the beginning and ending travel dates and times on form CF-R1-F1. When required, record the actual itemized expenses on this same form. If a district vehicle is utilized, indicate that fact under item three of the Travel Budget section of form CF-R1-F1. Submit to the appropriate budget administrator for approval. Incomplete or questionable items will be returned to you for clarification prior to payment approval. Your approved request will be forwarded to the Business Office for payment.

Procedures:

1. Submit completed requisition for all trip expenditures.
   a. Purchase order requests for travel must have the conference agenda and per diem attached.
   b. Purchase orders may require up to two (2) weeks for encumbrance processing.
2. Complete Overnight Travel Request form CF-R1-F1 to obtain approval from the Board.
   a. Overnight Travel Request must have approved purchase orders and conference agenda attached before submission.
3. Obtain approval from the direct supervisor, fund coordinator when applicable, and the fund administrator.
4. Submit completed request with supporting documents to the Deputy Board Clerk.
5. Deputy Board Clerk reviews the request and adds it to the consent agenda for Board approval.
6. If approved, the traveler can proceed with the trip.
   a. Requests will be stamped either approved or denied and returned to the financial secretary.
   b. Failure to obtain approval prior to traveling overnight constitutes a violation of Board policy.
   c. The financial secretary must provide each traveler with a copy of the Overnight Travel Procedures.
7. Submit approved claim for reimbursement to Accounts Payable in the District Business Office for payment.
8. Accounts Payable submits completed claim for reimbursement to the fund coordinator when applicable, and the fund administrator for approval.
9. Once signed by the fund administrator, Accounts Payable then processes the reimbursement for payment.

Putnam City Schools
DISTRICT FORM

OVERNIGHT TRAVEL REQUEST

Travel requests are due no later than 4:00 p.m. Wednesday prior to the Board Meeting

Overnight Travel Request Requirements:

- ☐ Overnight Travel Request (form CF-R1-F1); check the following:
  - ☐ Traveler and event details
  - ☐ Travel funding source table (PO #s included)
  - ☐ Checkbox certifying accuracy of information
  - ☐ Traveler signature
  - ☐ Supervisor signature
  - ☐ Fund coordinator signature (if applicable)
  - ☐ Fund administrator signature(s)
  - ☐ Expenditure Reimbursement table (Columns A & B only)
- ☐ Copy of approved POs for registration, transportation, airfare/mileage, lodging, and per diem
- ☐ Event agenda

All supporting documentation is attached with appropriate signatures.

_____ _____

Person Completing Request (print) Date

Please submit the original request to the Deputy Board Clerk located in the Superintendent's Office either in person or via inter-school mail.

Putnam City Schools
DISTRICT FORM

CF-R1-F1

OVERNIGHT TRAVEL REQUEST

Name of the employee traveling _____ Extension _____Employee ID _____

Position _____ Site _____ Name of Event _____

Event destination city/state_____ Event location _____

Event beginning date _____ Date leaving OKC _____ Time leaving OKC _____ ☐ AM ☐ PM

Event ending date _____Date leaving event city_____ Time leaving event city _____ ☐ AM ☐ PM

Is the event above offered at a different date and/or place? ☐ No ☐ Yes: Date _____ Location _____

If yes, provide rationale of your choice _____

Is a car rental necessary vs taxi/shuttle? ☐ No ☐ Yes; If yes, explain its necessity_____

List the professional growth goals addressed by this event and how you will share what you learn:

_____

_____

Funding Sources	Registration		Lodging		Transportation		Per Diem		Other	
	PO #	Project Code	PO #	Project Code	PO #	Project Code	PO #	Project Code	PO #	Project Code
State / Local										
Federal										
Activity										

WHEN REQUESTING REIMBURSEMENT OF EXPENDITURES, ALL PAGES OF THIS FORM MUST BE RESUBMITTED IN THE ORIGINAL FORMAT WITHIN 30 DAYS FROM THE END OF THE TRAVEL DATE.

☐ By signing here, I hereby certify that the information listed above is true and accurate.

Traveler name (print) _____ Signature _____ Date _____

Supervisor name (print) _____ Signature _____ Date _____

☐ *Expenses approved* *For Administrative Use Only* ☐ *Expenses denied*

Fund Coordinator (print)_____ Signature _____ Date _____

Fund Administrator (print)_____ Signature _____ Date _____

Fund Administrator (print)_____ Signature _____ Date _____

Putnam City Schools
DISTRICT FORM

CF-R1-F1

EXPENDITURE REIMBURSEMENT

TRAVEL ACTUAL DETAILS:

Event name _____ Destination city/state _____

Event start date _____ Event start time _____ Event end date _____ Event end time _____

Date left for event _____ Time left for event _____ Date returned _____ Time returned _____

Comments:_____

Blanks to be completed by Accounts Payable (AP)		(A) Purchase Order #	(B) AMT Budgeted	(C) - AP USE ONLY Actual Cost
1. Registration: *Agenda & invoice/receipt required*				
2. Hotel/Lodging: *Invoice/receipt required*	_____ Days @ _____ / day			
3. Transportation: *Google Map required for mileage* *Mileage rate to be completed by AP*	____ Airfare ____ Automobile: _____ Miles @ _____			
4. Meals and Incidentals: *GSA rate required* *Rates located on* www.gsa.gov	Per diem rate _____ / 24 hrs			
5. Other: *Invoice/receipt required* *Pre-approval required*	__ Ground Transportation			
6. Parking: *Receipt required*				
7. Baggage Fee: *Receipt required*				
***Mileage rates:** https://www.irs.gov/tax-professionals/standard-mileage-rates		**Total:**		

☐ **By signing here, I hereby certify that the expenditure reimbursement information above is true and accurate.**

Traveler name (print) _____ **Signature** _____ **Date** _____

☐ ***Expenses approved*** ***For Administrative Use Only*** ☐ ***Expenses denied***

Fund Coordinator (print)_____ **Signature** _____ **Date** _____

Fund Administrator (print)_____ **Signature** _____ **Date** _____

Fund Administrator (print)_____ **Signature** _____ **Date** _____

TAX EXEMPT BOND TAX COMPLIANCE GUIDELINES

Use of Tax Exempt Bond Financing

District will evaluate opportunities to utilize tax exempt bond financing for major capital projects, primarily for building construction, acquisition and renovation and may also include the acquisition or equipment or other capital expenditures. Capital costs relating to equipment and furnishings will likely be included in financings for major capital projects.

Financing with tax exempt bonds is determined through the Superintendent, Bond Counsel, and Financial Advisor, while a Bond Resolution, which outlines the intended purposes, is approved by the Board. Financing with tax exempt bonds will be coordinated with development campaigns implemented through the District's Superintendent to assure gifts, while providing support for new, renovated and existing facilities, do not serve as a replacement for bond financing.

The Board will adopt a resolution as a declaration of intent to use tax exempt financing to reimburse for project capital expenditures incurred prior to the borrowing. The Superintendent will consult with legal counsel and advisors throughout the bond financing process, including during the post-issuance term of the bonds.

Tax Exempt Bond Tax Law Compliance Requirements

Documentation:

The federal tax law requirements affecting tax exempt financing are set forth in the Arbitrage certificate and/or the Arbitrage Rebate Agreement and Arbitrage Certificate of Authority, which shall be included as a document in the closing transcript for the bonds. After the delivery of a tax exempt financing, the Financial Advisor or Bond Counsel shall provide the completed IRS Form 8038-G on a timely basis to the District, in order for a timely filing with the IRS. A copy of the mail receipt will be retained by the District with the other tax exempt financing documents.

External Counsel/Advisors:

District maintains an ongoing relationship with outside legal counsel and advisors to serve as a resource for advice regarding tax exempt bond compliance. Counsel will review all contracts or arrangements involving the use of the bond financed facilities by private parties or that may be an activity that is unrelated to the exempt purpose of the organization. District maintains a relationship with a firm to serve in connection with tax exempt bond financing to advise with respect to outstanding tax exempt bonds and for future capital projects.

Investments/Role of District or Outside Advisor:

The investment of bond proceeds is managed by either an outside advisor or local bank. The Board determines which bank to use and negotiates with bank. Unexpended bond proceeds are held by the outside advisor or local bank who are responsible for recording all investments and transactions relating to the proceeds. The outside advisor or local bank will provide regular, periodic (monthly) statements regarding the investments and transactions involving bond proceeds.

Arbitrage Rebate and Yield Restriction:

District has or will as necessary engage the services of an expert advisor to assist in the calculation of arbitrage rebate attributable to the investment of bond proceeds. Investment and checking (interest bearing account) statements and other requested documents and information will be provided to the rebate service provider upon request on a prompt basis.

Arbitrage rebate and/or yield restriction determinations will be made annually, and upon the final maturity date of each bond issue, with aforementioned data being submitted annually to the arbitrage provider.

During the construction period of the capital project, the investment and expenditure of bond proceeds will be monitored and the arbitrage rebate service provider will be consulted to determine compliance with exceptions from the arbitrage rebate requirement upon the expenditure of proceeds during each 6 month spending period up to 6 months, 18 months or 24 months, as applicable, following the issuance of the bonds. Copies of all arbitrage reports, related return filings with the Internal Revenue Service, copies of cancelled checks with respect to any rebate payments and investment and checking (interest bearing account) statements will be retained by the Superintendent.

Private Use of Bond Proceeds:

The Superintendent will monitor the use of bond financed assets (e.g., facilities, furnishings or equipment) throughout the term of the bonds (or the expected useful life of the assets, if shorter) to identify any use by a private person, including any use that is unrelated to the tax exempt purpose of the organization. Monitoring of such private use must assure that no more than 5% of the bond proceeds are privately used. Bond proceeds applied to pay costs of issuing the bonds are treated as a private use.

Records will be maintained identifying the assets or portion of assets that are financed with tax exempt bond proceeds of each issue. Outside legal counsel and advisers have been engaged and will be consulted to review any contracts or arrangements involving private or unrelated use of the bond financed facility and to assist in monitoring the use of bond financed assets to assure compliance with the 5% limitation on the use of bond proceeds for private use.

Records will be maintained for any contracts or arrangements involving private or unrelated use of the bond financed facility. All relevant records and contracts will be maintained as described below.

Record Keeping Requirements:

A copy of all relevant documents and records sufficient to support that the requirements relating to the tax-exempt status of the bonds have been satisfied will be maintained by the District's Superintendent for the term of the bonds (including refunding bonds, if any) plus three years, including the following documents and records:

- Bond closing transcript and other relevant documentation.
- Electronic and paper copy of documents will be provided to the District by the Financial Advisor or Bond Counsel.
- All documents relating to capital expenditures financed by bond proceeds. Such documents will include construction contracts, purchase orders, invoices, trustee requisitions (if applicable) and payment records. Such documents will include documents relating to costs reimbursed with bond proceeds.
- Records will be maintained identifying the assets or portion of assets that are financed with tax exempt bond proceeds.
- All contracts and arrangements involving private or unrelated use of the bond financed assets.
- All reports relating to the allocation of bond proceeds and private or unrelated use of bond financed assets.
- All records of investments, investment agreements, arbitrage reports, return filings with the IRS and underlying documents, including investment and checking (interest bearing account) statements.

Tax Compliance Training

The Superintendent or designated staff responsible for monitoring post-issuance compliance matters, will attend training or educational forums no less than on an annual basis to stay up to date with tax exempt bond tax requirements.

Annual Reporting

The Superintendent and the District's Auditor will coordinate an annual review process, to investigate, monitor, assure, and document compliance with tax exempt bond tax requirements.

GENERAL PERSONNEL POLICIES

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

Employment: The Superintendent shall be responsible for recruiting and recommending qualified persons for employment with the District as set forth in Administrative Regulations. The Board shall employ those persons whom it determines should be hired after reviewing and considering the Superintendent's recommendation. Unless otherwise provided by law, no person shall have any right to employment in the District until such employment has been approved by the Board; provided that when it is necessary to meet the best interests of the District, the Superintendent shall have the right to employ persons on a temporary basis until the Board can take action on the Superintendent's recommendation.

When hiring persons for the positions of assistant superintendent, building administrator, director, administrative assistant, or business manager, the Board may review the resumes and/or the applications of persons recommended by the Superintendent for employment in these positions. In addition, Board members may request an opportunity to meet any candidate recommended for employment in one of these positions.

Creation of New Positions: The creation of any new position, except those positions at the individual school sites, requires prior Board approval.

Employment Contracts: Unless otherwise specified in any applicable negotiated agreement, every person employed by the District shall enter into a written contract of employment which shall describe the position in which the person is to be employed and shall set forth the term of the employment contract. All contracts of employment must be approved by the Board and may be signed by the Board President, the Clerk of the Board, or the Superintendent.

Compensation: The Administration shall annually prepare and submit to the Board for review and approval compensation plans for the various categories of employees, including certified administrators, certified teachers, and support personnel. Certified teachers and support employee salaries and benefits are governed by the salary scales which are part of a negotiated agreement that is approved by the respective bargaining units and the Board of Education. Compensation is charged to non-federal sources and federal sources of revenue in accordance with these approved scales. All remuneration (including but not limited to wages and salaries, benefits, incentives, stipends, extra duty, tuition reimbursement, etc.) is prudently recommended by the administration and approved by the Board of Education in accordance with each appointed position.

Adopted: August 18, 1997; rev. 2/99, 10/00,
3/01, 7/10, 10/12, 7/17, 8/19, 8/20, 11/21, 1/24,
4/25

Remuneration is based on the negotiated agreement for certified and non-certified personnel, at a reasonable rate that is determined in comparison with the compensation rates provided by surrounding school districts in the metro area.

Extra duty compensation for certified teachers and support personnel may be established as listed per the negotiated agreement or as approved by the Board of Education.

Compensation plans need not be prepared, reviewed, and/or approved for those categories of employees whose compensation is determined by negotiated agreement. Such compensation plans may include the provision of fringe benefits, including, but not limited to, retirement, health insurance, disability insurance, and social security benefits. Employees performing federal and non-federal activities are placed on the same pay scale, and their rendered services are consistently remunerated in accordance with state and federal laws and regulations. When applicable, charges to federal awards for salaries and wages shall be based on records that reflect the work performed, and demonstrate that charges are accurate, allowable, and properly allocated.

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

Felony Record Searches: The Administration is authorized to conduct a state-wide and/or national felony record search for all new employees as provided by law. Employment contracts issued to any new employee shall be on a temporary basis for sixty (60) days pending the results of any felony record search. If the results of a felony record search indicate a prior felony, the District may take into account such factors as age at time of the offense, the seriousness and the nature of the felony, the relationship of the felony to the job applied for, any rehabilitation of the applicant, and the subsequent employment history of the applicant in determining whether to recommend the applicant for employment with the District. If a felony record search reveals a prior felony and the District determines that the person should not be recommended for employment based on the prior felony, the employment relationship may be terminated by notice from the Superintendent or the Superintendent's designee. All applicants for employment will be required to submit their fingerprints for a national criminal history record check and shall be required to pay all fees associated with such a record check.

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

Adopted: August 18, 1997; rev. 2/99, 10/00,
3/01, 7/10, 10/12, 7/17, 8/19, 8/20, 11/21, 1/24,
4/25

Any teacher eligible to retire from the Teachers' Retirement System of Oklahoma who does not have an Oklahoma criminal history record check from the OSBI as well as a national criminal history record check on file with his or her employing district shall complete the criminal history record checks by the earlier of: July 1, 2022 or the next renewal of his or her Standard Teaching Certificate.

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

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

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

Standards of Conduct:

1. Except for a guest teacher, no person shall be employed who is related to a member of the Board within the degree prohibited by law. No employee shall directly supervise any other employee who is a member of the employee's family within the second degree of consanguinity or affinity.
2. No employee, officer or agent may participate in the selection, award, or administration of contract(s) supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest could arise where an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. No employee, officer or agent of District may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts unless the financial interest is insubstantial or the gift is an unsolicited item of nominal value. District defines nominal value to mean a value of Five Hundred Dollars ($500.00) or less.
4. Employees shall be in compliance with all statutes, regulations, and case law governing conflicts of interest involving school districts.

5. District and its employees shall fully disclose any instances of conflict of interest or relevant violations of Federal criminal law involving fraud, bribery, or gratuity violations in Title 18 of the United States Code, as effective measures to help prevent or prosecute instances of waste, fraud, or abuse.
6. District is committed to fostering a professional and equitable work environment for all employees. To maintain confidence in leadership and ensure fairness in workplace decisions, administrators and supervisors should avoid situations that may present conflicts of interest, including those arising from familial or romantic relationships.
    a. Family members within the second degree to an administrator or supervisor will not be assigned to the same building. However, they may be employed in other departments, divisions, or teaching positions. Similarly, teachers who are family members of an administrator will not be assigned to the same worksite as the administrator, and non-certified employees who are family members of a supervisor will not be placed in the same department. Administrators and supervisors should not directly supervise or evaluate a family member. If a situation arises where a family relationship may create a conflict of interest, the administrator or supervisor must recuse themselves from decisions involving the family member to ensure fairness and impartiality in workplace matters.
    b. Administrators or supervisors who are in a consensual romantic or sexual relationship with an employee they directly supervise or evaluate must take appropriate steps to prevent potential conflicts. In such cases, administrators and supervisors are expected to discuss the matter confidentially with their own supervisor or the Human Capital Office. This ensures that workplace decisions related to salary, promotions, performance evaluations, and work assignments are handled impartially and in the best interest of all employees and the District. Transparency in these situations helps uphold trust and fairness within the organization. Administrators and supervisors are responsible for disclosing such relationships, and failure to do so may result in corrective action. If any concerns arise related to favoritism, bias, or workplace dynamics, the district will take appropriate steps to address them in a fair and consistent manner.
7. Employees may be disciplined in accordance with State law as well as District policy and procedure for violating the above referenced instances of waste, fraud or abuse, as well as conflict of interest guidelines in addition to any other situations which fails to be mentioned herein, but which leads to a real or apparent conflict of interest for a District employee, officer, or agent.

Outside Employment: District employees shall not accept outside employment that requires the employee to perform services or participate in activities during the employee's normal working hours for the District. Any exception to this prohibition shall require Board of Education approval upon recommendation of the Administration. Attendance at workshops or conferences at which employees receive an honorarium shall be permitted without Board approval, unless overnight travel is required,

and such attendance has been approved in advance by the employee's supervisor, provided such honorarium shall be submitted to the District to offset the employee's absence. If employees receive a stipend for attendance at approved workshops or conferences, the stipend will be used to offset any reimbursement made by the District for expenses incurred for such attendance. This paragraph shall not apply to employees who participate in military activities in accordance with federal and/or state statutes or who are on approved Personal Leave or Vacation Leave. For purposes of this policy, "outside employment" is defined as the receipt of remuneration from any source other than the District for the performance of services in non-District activities.

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

Work Hours: Unless otherwise provided in any applicable negotiated agreement, the Administration shall establish the work hours of the different categories of employees and shall notify employees of their work hours.

Guest Teachers (Substitutes): The Administration shall develop and maintain a list or lists of qualified guest teachers who may be called upon to temporarily replace or substitute for employees when required by an agreement or the needs of the District. The Administration shall provide such lists to appropriate personnel for their use in selecting guest teachers. Guest teachers may be employed when 1) payment of a guest teacher is authorized by District policy, negotiated agreement, or regulation; and 2) a qualified guest teacher is available.

A guest teacher who holds a valid teaching certificate may teach for an unlimited number of school days in any assignment. A guest teacher who does not hold a current Oklahoma certificate, but holds a bachelor's level college degree or possesses a lapsed or expired certificate, shall be employed for a maximum period of one hundred and forty-five (145) school days during the school year whether in one teaching assignment or multiple teaching assignments. A guest teacher who does not hold a valid teaching certificate, and does not possess a lapsed or expired certificate or bachelor's level college degree, may be employed for a maximum of one hundred and thirty-five (135) days during a school year, whether in one teaching assignment or multiple teaching assignments.

Supervision and Evaluation: Administrative Regulations shall provide for the supervision and evaluation of all District personnel, except for the Superintendent. Such regulations may provide for supervisory personnel to observe the performance of any employee for whom the supervisor will be required to complete an evaluation. Subject to any applicable negotiated agreement, the Administration shall prepare appropriate forms for the evaluation of teachers, administrators, and support personnel. Unless otherwise provided for by law, policy, or negotiated agreement, all District

employees shall be evaluated in writing at least once during each fiscal year by a supervisor. All evaluations and any responses shall be maintained in the employee's personnel file.

Resignation and Retirement: Any employee who wishes to resign or to retire from employment with the District must do so in writing submitted to the Superintendent or the Superintendent's designee. Except as otherwise provided herein, such resignation or retirement shall be effective and may not be revoked when submitted to the Superintendent or the Superintendent's designee unless otherwise determined by the Board. Subject to the provisions of any applicable negotiated agreement and in accordance with Oklahoma law, teachers shall be required to give notice of resignation or retirement by April 25 or else the teacher will be bound to perform pursuant to a continuing contract. The Board shall not release from contract any teacher who desires to resign or retire after August 1 unless a qualified replacement is obtained.

Breastfeeding: District will provide a private, secure and sanitary location for any employee who is lactating to express her milk or breastfeed her child. This location will not be a bathroom. District will provide an employee with a reasonable break time for breastfeeding or pumping for up to one year after the birth of the employee's child and the employee will not lose any pay as a result.
employees shall be evaluated in writing at least once during each fiscal year by a supervisor. All evaluations and any responses shall be maintained in the employee's personnel file.

GENERAL PERSONNEL POLICIES

WORK HOURS

Teachers, Nurses, Counselors, Speech Language Pathologists, Teacher Assistants, Library Media Assistants, Interpreters	High Schools	8:00 am - 3:45 pm
	Middle Schools	7:00 am - 2:45 pm
	Elementary Schools	7:30 am - 3:15 pm
	PC Academy	8:00 am – 3:45 pm
Health Aides	Elementary Schools	7:30 am - 3:15 pm
Buildings Maintenance, Police Department, Transportation Mechanics		7.5 hours
Other Schedules:	High School Office Staff	7:45 am - 4:15 pm
	Middle School Office Staff	7:00 am - 3:30 pm
	Elementary Office Staff	7:15 am - 3:45 pm
	Psychologist, OT, PT	8:00 am – 4:00 pm
	Coordinator	8:00 am – 4:00 pm
	Administration Offices	8:00 am – 4:30 pm

GENERAL PERSONNEL POLICIES

PERSONNEL FILES

The Administration shall maintain a personnel file in the office of the Chief Officer of Human Capital foreach teacher it employs. The personnel file shall include the following sections:

1. Application/Evaluation Section: The application/evaluation section shall include preemployment references, application forms, all complaints against and commendations of the teacher, written suggestions for corrections and improvements and evaluation reports made by the administration.
2. Supplementary Section: The supplementary section shall include teaching certificates and official transcripts.

Other materials to be forwarded for inclusion in the official record and/or action as appropriate include:

1. Complaints against the teacher and any teacher response thereto - all complaints must be verified as legitimate by the principal prior to their inclusion in the official record.
2. Commendations for the teachers.
3. Evaluation reports and any teacher responses thereto.
4. Suggestions for correction and improvement of performance by appropriate administrator or supervisor and any teacher responses thereto.
5. All other official correspondence directed to the teacher from the appropriate administrator.
6. All official correspondence directed to the administration from a teacher, i.e. resignations, etc.

Additions to the Application/Evaluation Section: No complaint, suggestions, or evaluation may be placed in the evaluation file unless it meets following requirements.

1. The comment or evaluation must be signed and dated by the writer; and
2. A true copy of the comment or evaluation shall be presented to the teacher in accordance with the negotiated agreement and the teacher shall acknowledge receipt of such copy by affixing his or her signature on the file copy.

The teacher will have the right to respond to any material filed within two weeks after receiving a copy of the material. Such response shall be reviewed by the Chief Officer of Human Capital who will then attach it to the relevant file copy thus making it a part of the record.

Persons or agencies may have access to a teacher's personnel file under the following circumstances:

1. When the teacher gives written consent for the release of his or her records, the written consent must specify the records to be released and to whom they are to be released. Each request for consent must be handled separately. Blanket permission for release of information will not be accepted.
2. When subpoenaed or under court order.

Teacher's Access to His or Her Personnel File: A teacher may have access to his or her own personnel file by appointment. Pre-employment references shall be considered confidential and will not be available for inspection. A teacher may make written objections to any information contained in the file.Any written objection must be signed by the teacher and it shall become part of the personnel file.

After three (3) years a teacher shall request removal of those documents and/or other materials in his/her file which he/she believes to be obsolete or otherwise inappropriate to retain.

Records Management: The Chief Officer of Human Capital shall be the records manager for teacher personnel files and shall have the overall responsibility for maintaining and preserving the confidentiality of teacher personnel files. The records manager is responsible for granting or denying access to records on the basis of these regulations.

In order that such records may remain current, building principals and other administrators, as appropriate, are directed to submit when occurring all changes in personnel data to the Human Capital office including:

1. Name change - Employee should be instructed to report to:
   A. The local Social Security office to obtain a Social Security card bearing the new name and,
   B. To the Human Capital office to execute required changes in payroll, insurance and teacher retirement documents.
2. Address and/or telephone number changes
3. Change in certification - forward certificate
4. Attainment advanced degree - forward an official transcript for file

GENERAL PERSONNEL POLICIES

SUPERVISION AND EVALUATION

Teacher Evaluation

The Board policy on evaluation of teachers and all amendments thereto shall be promptly made available to all teachers.

The Board and Association recognize the importance and value of developing a procedure for assisting and evaluation the progress and success of teachers. Therefore, to this end the following procedures shall be adhered to:

1. The principal, or other administrator designated by the Superintendent in charge of teacher supervision, shall be responsible for administration of the procedure for evaluating classroom teaching performance.
2. All teachers shall be evaluated by certificated administrative personnel designed by the Board.
3. The designated administrator shall acquaint all teachers under his/her supervision with the evaluation procedures during the first six weeks of employment and advise the teachers as to who shall observe and evaluate their teaching performance.
4. All formal evaluations shall be made in writing. Evaluation documents and responses shall be maintained in the teacher's personnel file.
5. Each formal written evaluation of classroom teaching performance of tenured teachers shall be preceded by at least one (1) classroom observation of at least twenty (20) minutes. Such teacher shall be evaluated at least once a year prior to the date specified in the PC OKTLE handbook.
6. Every probationary teacher (non-tenured) shall be evaluated at least one (1) time per school year. Such formal written evaluation shall be preceded by at least one (1) walk-through and three (3) classroom observations of at least twenty (20) minutes. The walk-through shall take place prior to the first observation. See the PC OKTLE handbook for due dates of walkthroughs, observations, and evaluations.
7. When any formal evaluation of a teacher is made, a true copy of the evaluation shall be presented to the teacher for review in the presence of the evaluator during a post observation conference. The teacher shall acknowledge the written evaluation by his/her signature and date on the file copy and be presented a copy at that time. Within two (2) weeks from that date, the teacher may respond and said response shall be made part of the record.
8. On any observation with a rating of '1' (ineffective) on any indicator or two (2) or more ratings of '2' (needs improvement) on any indicators on the first observation requires that the evaluator and teacher collaborate during the post observation conference to create a TLE Goal Setting form (TLEGS) for those areas of deficiency. Evaluators must provide comments for any

indicators with scores of '1' or '2'. Subsequent evaluations with a rating on '1' or '2' shall follow the procedures outlined in the 2025-2026 PC OKTLE Handbook.

9. The evaluator shall make written suggestions for improvement on all indicators with a '1' (ineffective) or a '2' (needs improvement) rating and on any other indicator as deemed appropriate.
10. All evaluation of teaching performance of a teacher shall be conducted openly and with full knowledge of the teacher.

Evaluation of Support Staff

The purpose of an evaluation is to assist an employee in improving his or her job performance.

Procedures for conducting evaluations of support staff are as follows:

1. All support staff employees will be evaluated at least once annually utilizing the district approved form.
2. Administrators, as appropriate, will designate personnel to perform the evaluation and those employees being evaluated will be informed in advance as to who will evaluate them
3. In those cases where there is need for improvement, specific recommendations will be noted. These recommendations should be discussed with the employee.
4. Evaluators should make note of any specific area of strength or accomplishment.
5. The form should be filled out in triplicate:
   A. 1 - Personnel file
   B. 1 - Immediate supervisor
   C. 1 - Employee

Evaluation of Professional Staff - Administrators

The Superintendent is assigned the responsibility for developing the procedures and instruments for the annual evaluation of administrators with their consultation and involvement.

All evaluations shall be made in writing and evaluation documents and responses thereto are to be maintained in a personnel file for each administrator.

This policy and all amendments to this policy shall be promptly made available to all administrators.

GENERAL PERSONNEL POLICIES

WORK HOURS

All employees covered by the provisions of the Fair Labor Standards Act will be notified of the work hours for the position they hold in the District. No employee shall start work before their regularly scheduled time and must stop work at their regularly scheduled stopping time unless permission to do so has been first obtained from their principal/supervisor.

Employees who foresee the necessity to work beyond their standard weekly hours in order to fulfill their responsibilities for the week are required to inform their principal/supervisor ahead of time. Should the principal/supervisor agree that the request is warranted, the principal/supervisor must complete a written request utilizing the district-approved form, DA-R3-F1. In cases where the principal/supervisor requires the employees to work beyond their standard weekly hours, the same procedure outlined must be followed. The principal/supervisor shall submit the written request to the appropriate District Cabinet member for final approval before the work is performed. When an employee performs work beyond their standard contract hours and prior approval was not obtained by either the employee or supervisor, district form DA-R3-F2 must be completed.

District Cabinet:	
Chief Elementary Officer Chief Secondary Officer Chief Financial Officer Chief Operations Officer Chief Technology Officer	Chief of Staff Chief Academic Officer Chief Human Capital Officer Chief Special Services Officer Chief Communications Officer

Overtime may be approved under the following circumstances:

1. In response to an emergency that significantly impacts the operational functions of the District.
2. To meet critical deadlines mandated by state, federal, or local regulations.
3. Due to a shortage of personnel resulting from illness, approved leave, or other unforeseen absences.
4. When the required work cannot be accommodated by adjusting or flexing hours within the same workweek.
5. When the task cannot be completed by certified or exempt staff.

A principal/supervisor may not obligate Putnam City Schools for any payment of overtime without first submitting and obtaining the prior approval of the appropriate District Cabinet Officer. Principals/supervisors who violate this regulation will be subject to disciplinary action.

Adopted: August 18, 1997; rev. 9/99, 10/00,
7/17, 8/22, 4/25, 1/26, 7/26, 8/26

Putnam City Schools
DISTRICT FORM

DA-R3-F1

GENERAL PERSONNEL POLICIES

WORK HOURS

Request for Working Over Contract Time or Overtime

Completed by Employee

Name: _____ Employee ID: _____

_____ _____

Employee Signature Date:

Completed by Supervisor

Site/Department: _____

Dates of Work: _____ Number of Hours Requested: _____

Reason for Request:

_____

- O Emergency that impacts function of the district
- O To meet state/federal/local deadlines
- O Due to lack of personnel due to illness, etc.
- O Cannot be done by flexing hours within the same work week

Should this work be done by exempt/certified staff? _____ Yes _____ No

_____ _____

Supervisor Name (print) Supervisor Signature

Submit for approval of compensation pay for working over contract time or overtime

- O Approved for compensation pay
- O Disapproved

_____ _____

Chief Officer Name (print) Chief Officer Signature

Adopted: 4/98, 10/03, 10/04, 9/12, 10/12, 4/25

Putnam City Schools
DISTRICT FORM

GENERAL PERSONNEL POLICIES
WORK HOURS
Acknowledgement of Work Over Contract Time or Overtime Without Pre-Approval

This form is required when an employee works beyond contract hours or overtime without prior approval.

Completed by Supervisor

1. Supervisor & Employee Information

Supervisor Name: _____ Site/Department: _____

Employee Name: _____ Today's Date: _____

Employee Position: _____

2. Justification & Corrective Action

Reason for Work: Describe the purpose/need for extra time by the employee.

_____

_____

_____

Reason for Missing Pre-Approval: Explain why district procedure was not followed.

_____

_____

_____

Preventative Action Plan: Detail the steps you will take to ensure future compliance with district pre-approval procedures.

_____

_____

_____

3. Acknowledgment & Signature

By signing below, I acknowledge that district policy requires prior written approval for all employee overtime and over-contract hours. I verify that the hours listed above were worked by the employee. I understand that repeated failure to follow district pre-approval procedures may result in further administrative review.

_____ _____

Employee Signature Date

_____ _____

Supervisor Signature Date

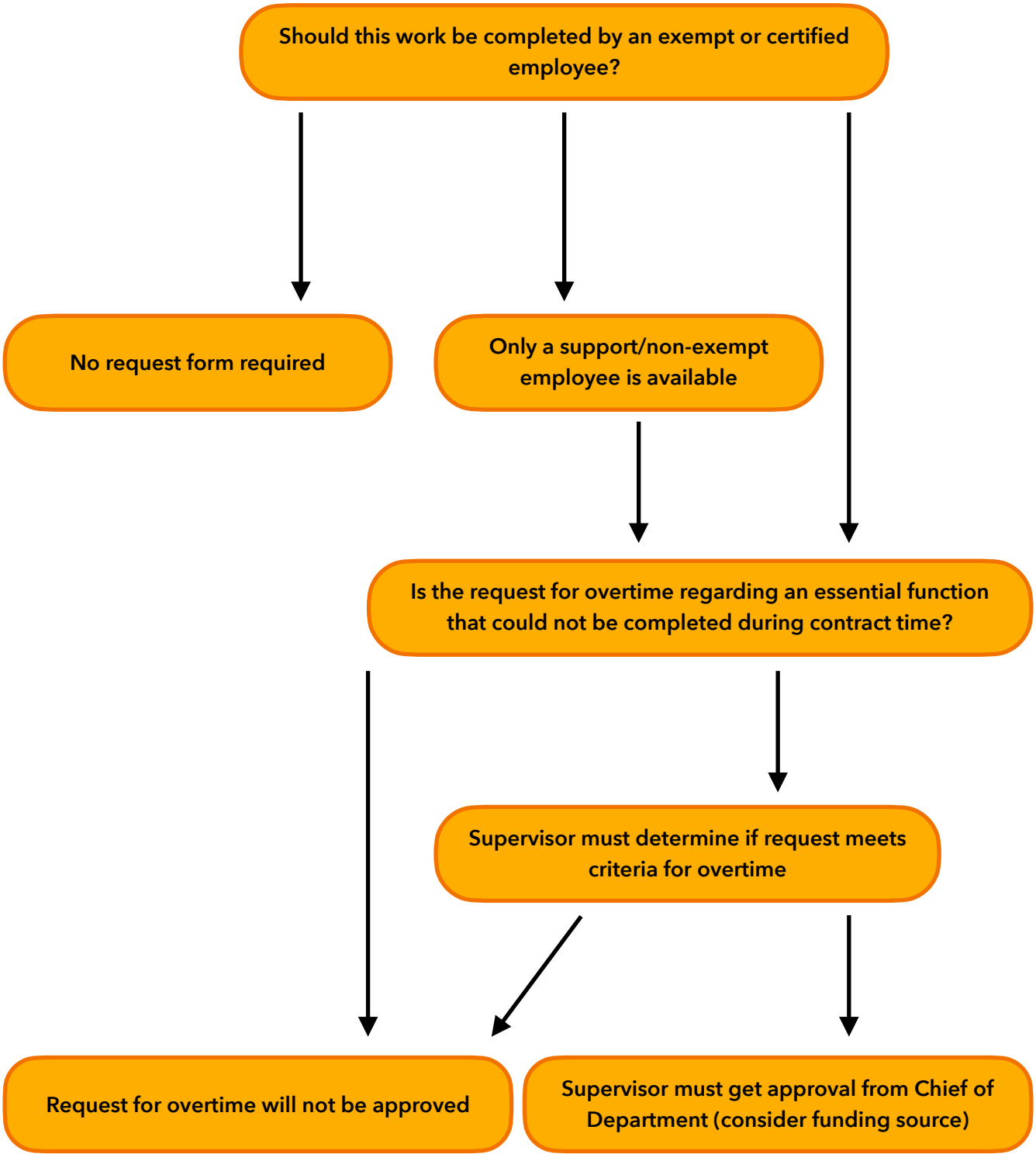
_____ _____

Chief Officer Signature Date

Putnam City Schools
DISTRICT EXHIBIT

DA-R3-E1

Over Contract / Overtime Request Guidelines



Adopted: 4/25

EMERGENCY CERTIFICATION

Where district has exhausted every option to find an appropriately certified person for an open position and has been unable to do so, district may consider applicants who are "emergency certified".

District requires that emergency certified personnel show progress toward obtaining their certification. This can be achieved by either taking a minimum of one subject area test within the first semester each year of employment under emergency certification or completing coursework required by the Oklahoma State Department of Education for standard certification by the end of May of each year of employment under emergency certification. Any emergency certified personnel that do not complete these requirements will be considered unqualified for that position and may not be re-employed.

STAFF AND STUDENT TRAVEL

The District recognizes the benefit of the knowledge obtained from seminars, meetings and competitions. However, it is also important to consider how this knowledge will benefit the District and more importantly how this knowledge will be shared. Any person who is planning District travel which will involve an overnight stay must obtain approval from the site administrator, fund administrator and Board.

Administrator Approval:

The financial secretary will oversee the completion and submission of the Overnight Travel Request form (CF-R1-F1). The traveler will be responsible for acquiring all approval signatures. The site administrator will review the request for accuracy and compliance with Board policy. Before signing, site administrators shall consider the purpose of the District travel, how it will benefit the District, whether other District personnel are attending, the cost of the District travel, the availability of funds, the length of the trip, and any other information deemed relevant.

The fund administrator will assess the overall impact of the proposed overnight travel on the District. If the travel aligns with organizational goals and policies, the fund administrator will sign the form. After all signatures are acquired, the completed form will be submitted to the deputy board clerk to be added to the consent agenda for final approval at the following Board meeting.

Submission of Request:

It is recommended that the traveler and financial secretary initiate the travel process promptly upon considering the event, ideally no later than thirty (30) days before the event's start date, to ensure timely submission for approval by the Board. Overnight travel requests must be submitted to the deputy board clerk by the end of business day the Wednesday prior to the scheduled Board meeting. Requests submitted after the deadline will not be added to the Board meeting agenda per policy AF. Incorrect and incomplete forms will not be accepted. The deputy board clerk will verify the completeness of the form and, if all prerequisites have been met, process the request for Board approval.

Overnight Travel Procedures:

1. Submit completed requisition for all trip expenditures.
    a. Purchase order requests for travel must have the conference agenda and per diem attached to be encumbered.
    b. Purchase orders may require up to two (2) weeks for encumbrance processing.

2. Complete Overnight Travel Request form CF-R1-F1 with approved purchase orders and conference agenda attached.

3. Obtain approval signature from the site administrator.

4. Obtain approval signature from the fund coordinator if applicable.

5. Obtain approval signature from the fund administrator.

6. Submit completed request to the deputy board clerk.

7. Deputy board clerk reviews the request and adds it to the consent agenda for Board approval.

8. Board reviews and approves or denies the request.

9. Deputy Board Clerk stamps the request and returns it to the financial secretary.

10. If approved, the traveler can proceed with the trip.
    a. If the request is not approved by the Board, the traveler is not permitted to stay overnight.
    b. Failure to obtain approval prior to traveling overnight constitutes a violation of Board policy CF.
    c. The financial secretary must provide each traveler with a copy of the Overnight Travel Procedures.

11. Submit approved claim for reimbursement to Accounts Payable in the District Business Office for payment.

12. Accounts Payable submits completed claim for reimbursement to fund administrator for approval.

13. Once signed by the fund administrator, Accounts Payable then processes the reimbursement for payment.

If overnight travel has been approved and, due to extenuating circumstances, the approved individual is unable to travel, the fund administrator may designate a substitute without additional Board approval.

Travel can occur within twenty-four (24) hours prior to the event start time. Return travel should occur the day of the event if it ends at 12:00 p.m. or earlier. If the event concludes at the end of the business

day, the employee has the option to return the next day, but no more than twenty-four (24) hours after the event ends.

Employees are prohibited from accepting personal vouchers that are issued in the employee's name as complimentary rewards for flight delays, cancellations, detours, etc.

Out-of-State Student Travel:

Out-of-state trips by students for interscholastic contests or extracurricular activities must have the approval of the Board. Such trips may be taken provided they can be adequately justified. Overnight out-of-state trips for elementary will not be considered. The Board will evaluate the following factors as potential reasons for not approving out-of-state trips:

- Impact on regular classroom instruction and teacher commitments
- Contribution to the academic program
- Excessive cost of trip
- Potential disruption to students' regular academic schedules
- Compliance with State Department of Education regulations

Student Travel Procedures:

- Submit the Out-of-State Student Travel Request form (DA-R5-F1) with a detailed itinerary to the deputy board clerk for Board approval
  - In the event that a team does not qualify for the contest, the travel request will be canceled.

- Submit an Overnight Travel Request form (CF-R1-F1) to the deputy board clerk for every employee traveling

- Submit a list of students by name and grade to the site administrator

- Submit a list of chaperones to the site administrator

There must be a student-to-chaperone rate of one chaperone to twelve students. Chaperones should be at least twenty-five (25) years of age unless employed by the District.

Putnam City Schools
DISTRICT FORM

Out-of-State Student Travel Request

All out-of-state travel by district clubs or groups must be Board approved. No travel arrangements are to be made prior to Board approval. Requests must be submitted to the Deputy Board Clerk.

Date of Request: _____ Employee Requesting Travel: _____

Site: _____ Group/Club: _____

Advisor Name: _____ Phone number: _____

Trip Description: _____

Purpose of Trip: _____

Event: _____ Destination: _____

Departure Date: _____ Return Date: _____

This trip will include (check all that apply):

- ☐ Overnight Travel
- ☐ Out-of-State Travel
- ☐ Time away from school
- ☐ Expenses paid for by district: $_____
- ☐ Expenses paid for by students
  - Cost per student: $_____
  - Expenses students are covering:
    - ☐ Registration
    - ☐ Airfare
    - ☐ Lodging
    - ☐ Meals & Incidentals

Method of Transportation (Please note district vehicles are not permitted to leave the state):

- ☐ Charter Bus(es) or Van(s)
- ☐ Air

Number of Students Traveling:

- ☐ 1-12
- ☐ 13-24
- ☐ 25-36
- ☐ 37-48
- ☐ _____

Number of Chaperones: _____

Site Administrator: _____ Signature: _____

SUPERINTENDENT

Employment: The Board shall determine the process to be used in hiring and employing a Superintendent. The Superintendent shall be employed pursuant to a Board-approved written contract specifying the compensation and the benefits to be provided to the Superintendent. by the District. The Superintendent shall be responsible for filing the contract as required by law.

Evaluation: The evaluation of the Superintendent shall have as its overall purpose the assessment of the effectiveness of the Superintendent in meeting the needs of the District. The evaluation shall be conducted by the Board in conjunction with the Superintendent and shall include an examination of the working relationship between the Board and the Superintendent. Areas to be evaluated shall include, but not be limited to, the following:

1. The Superintendent's relationship with the Board;
2. The Superintendent's personal qualities;
3. The effectiveness of the District's Administration;
4. The District's quality of instruction;
5. The Superintendent's relationship with the District's employees;
6. The Superintendent's relationship with the community; and
7. The quality of the District's financial and business conditions.

The Superintendent will be evaluated by the Board through an ongoing process throughout the year and completed no later than the last Board meeting in June.

Reemployment: The Board/Superintendent evaluation process shall be concluded before consideration of the Superintendent's employment contract.

Compensation and Benefits: After the Board has made a decision to offer reemployment to the Superintendent for the ensuing fiscal year, the Board shall meet with the Superintendent to develop a proposed employment contract for such fiscal year. The proposed employment contract shall be presented to the Board for consideration. After an employment contract has been approved by the Superintendent and the Board, the contract shall be signed by the parties and filed in accordance with the law. The contract may contain terms providing for the adjustment of the Superintendent's compensation and benefits following the determination of compensation and benefits for other District employees for the fiscal year in which the contract is to be performed.

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

Putnam City Schools
DISTRICT FORM

EVALUATION OF THE SUPERINTENDENT

Name_____ Date_____

Years Educational Experience _____

Years in this position _____

Check the Appropriate rating column relating to each item:
Management

	Well above reasonable expectations	Above reasonable expectations	Up to reasonable expectations	Below reasonable expectations
1. Establishes appropriate goals and objectives for staff_____				
2. Organizes effectively and plans ahead to meet school system's problems_____				
3. Searches for and recognizes alternative solutions to problems ____				
4. Follows through on decisions and attends to details _____				
5. Conducts effective staff evaluation program _____				
Leadership				
6. Takes initiative _____				
7. Makes impartial decisions _____				
8. Is willing to make decisions and take stands _____				
9. Accepts responsibility for his own and subordinates' actions _____				
10. Faces controversy openly _____				
11. Supports staff development _____				
12. Strives to improve school system _____				
13. Is willing to try new approaches to situations _____				

Well above reasonable expectations	Above reasonable expectations	Up to reasonable expectations	Below reasonable expectations

Communications

14. Writes and speaks effectively _____
15. Is accessible to school staff, parents and community _____
16. Responds promptly to questions and requests _____
17. Actively listens in a conversation or discussion _____
18. Shares information openly and frequently _____

Relationships with Staff, Board and Community

19. Works to develop positive working relationships with:
    a. Teachers_____
    b. Administrators _____
    c. Secretaries, custodians, maintenance and other employees ___
    d. School Board _____
    e. Parents _____
    f. Larger community _____
20. Encourages openness in relationships with various members of

PLEASE WRITE BELOW ANY COMMENTS AND SUGGESTIONS FOR IMPROVEMENT OF PERFORMANCE.

Superintendent _____ Date _____
(Signature does not necessarily indicate agreement)

CERTIFIED ADMINISTRATORS

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

Evaluation: The Superintendent shall develop regulations and evaluation instruments for evaluating certified administrators. Except for the Superintendent, all certified administrators shall be evaluated by certified administrative personnel designated by the Superintendent. All evaluations shall be done in writing and shall be maintained, along with any responses, in the certified administrator's personnel file.

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

TEACHERS

Definition: Teacher shall mean an employee of the District who is required by the position in which the teacher is employed to be licensed or certified as a teacher.

Dismissal, Non-reemployment, or Suspension: Teachers may be dismissed, non-reemployed, or suspended according to applicable law and/or any applicable negotiated agreement.

Reduction in Force: Teachers may be reduced in force according to applicable law and/or any applicable negotiated agreement.

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

1. in positions which are fully funded by federal or private categorical grants;
2. for a period of time during the absence of a teacher on District-approved leave;
3. to fill a new position created because of increased enrollment after the commencement of school;
4. to fill a vacancy which occurs after July 1; or
5. to fill a need of the District which does not require a full-time, permanent position.
6. as a licensed teacher.

Student Teachers: The District may utilize the services of Student Teachers in order to provide Student Teachers with necessary training. The Administration may provide for the supervision and training of Student Teachers according to Administrative Regulations. The District shall not require any regularly employed teacher to supervise any Student Teacher; however, regularly employed teachers who have been employed as a teacher within the District for three or more years may volunteer to supervise Student Teachers. In coordinating and assisting with any Student Teacher program, the District may provide Student Teachers and their supervisors or instructors with access to school facilities and to classrooms for the purpose of observing teaching and other school activities.

ADJUNCT INSTRUCTOR

Oklahoma law defines adjunct teachers, referred to in this regulation as "Adjunct Instructors", as individuals "who have a minimum of a high school diploma and are persons with distinguished qualifications in their field." 70 O.S. § 6-122.3(G). Additionally, Oklahoma administrative rules provide that the local board of education shall determine the specific qualifications, duties and responsibilities of Adjunct Instructor and that such persons must be approved by the local board. OAC 210: 20-37-2.

Definitions

Within this regulation, the term "Adjunct" will be used in two forms:

1. A certified employee *adjuncting* to teach outside of their area of certification ("Certified Adjunct Teacher").
2. A person who does *not* hold valid certification of any kind, including educators with an expired certificate who is serving as an A*djunct Instructor* ("Non-certified Adjunct Instructor").

Recognized Expertise

1. A level of mastery has been demonstrated that exhibits professional training, education, preparation, etc., in the field that the individual will teach. The level of expertise may be determined by personal observations of performances, recommendations from community members, and/or references; or
2. Successful experience as a classroom teacher, but otherwise ineligible for emergency certification.

Guidelines

1. Eligibility Criteria:
    a. Adjunct Instructors must be 21 years of age.
    b. Adjunct Instructors must meet all District employment requirements, including but not limited to: references regarding the individual's ability to relate to students must be satisfactory; must complete successful background check review; and must comply with all ongoing training requirements for both the District and the Oklahoma State Department of Education.
    c. Minimum of two years of demonstrated full-time work experience in an instructional or supervisory role, with an audience consisting primarily of school-age children (e.g., summer camp, youth groups, parks, and recreation, etc.).
    d. Enrolled in a bachelor's degree completion program and with 24 hours of completion of a bachelor's degree.

e. The employment of Adjunct Instructors should be based on special circumstances or needs, as determined and approved by the Chief of Human Capital, Chief of Elementary Education, or the Chief of Secondary Education.

2. Hiring Process:
   a. Principals seeking to hire an Adjunct Instructor must consult with the Chief of Human Capital, the Chief of Elementary Education, or the Chief of Secondary Education, as appropriate, before making a final decision.
   b. The approval of the Adjunct Teacher's hiring by the board of education is mandatory before the commencement of their employment.
   c. Adjunct Teachers must teach only subjects that have been approved for adjunct teaching.
3. Employment Classification:
   a. Certified Adjunct Instructors will be considered as a certified employee according to the Oklahoma State Department of Education.
   b. Non-certified Adjunct Instructors are considered support staff and will be subject to the terms and conditions outlined in the district's support staff policies and regulations.
   c. Adjunct Instructors are duration of need (DofN) for two (2) semesters and will be issued a continuing contract after completing two full semesters of employment, subject to satisfactory performance evaluations.
4. Renewal of Approval:
   a. The approval of Adjunct Instructor must be renewed annually by the board of education. The renewal process will include a review of the Adjunct Instructor's performance, feedback from relevant administrators, and the continued existence of the special circumstances or needs.
   b. Beginning with school year 2027-2028, Adjunct Instructors employed by the District to teach outside of the approved subject area must receive a waiver from the State Board of Education to continue employment. To be eligible for a waiver the Adjunct Instructor shall complete or have completed professional development training in the science of reading provided by the State Department of Education.
   c. Beginning with school year 2027-2028, an Adjunct Instructor may not be employed for more than five (5) years unless a waiver is granted through the State Department of Education, granting an additional five (5) years.
5. Responsibilities:
   a. Adjunct Instructor are expected to adhere to the district's policies, procedures, and code of conduct.
   b. Adjunct Instructors must maintain a high standard of professionalism, punctuality, and reliability.
   c. Adjunct Instructors are responsible for collaborating with other teachers, participating in professional development activities, and supporting the overall educational goals of the school and district.
6. Compliance:

a. The District administration will monitor compliance with this policy and take appropriate action in cases of non-compliance.

7. Compensation:
   a. Compensation for Adjunct Instructors will be determined in accordance with District policies and procedures.

The District will comply with all requirements set forth by the Oklahoma State Department of Education with regard to the employment of an adjunct Instructors.

SUPPORT PERSONNEL

Definition: Support personnel are those persons employed full-time by the District for a minimum of 172 days who provide necessary services not performed by certified teachers or certified administrators.

Certified administrators are those administrators who hold positions for which an administrator's certificate is required. A support employee who has been employed by the District for less than one (1) complete year of service or who is employed on a part-time and/or temporary basis may be suspended, demoted, terminated, or non-reemployed with or without cause. A support employee who has been employed by the District for more than one (1) complete year of service may only be suspended, demoted, terminated, or non-reemployed for cause as allowed by law. Nothing contained in this policy shall be construed to prevent layoffs for lack of funds or lack of work.

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

1. Secretaries
2. Teacher Assistants
3. Library Media Assistants
4. Paraprofessionals
5. Speech Language Pathology Assistants
6. Interpreters
7. Childcare Directors & Childcare Givers
8. Health Aides
9. Certified Occupational Therapy Assistants
10. Physical Therapy Assistants
11. Centennial Campus Manager
12. Mechanics
13. Maintenance
14. Custodians
15. Bus Drivers & Bus Monitors
16. Campus Police
17. Management and technical staff who are not certified administrators

Dismissal, Non-reemployment, or Suspension: The District adopts the following causes for suspension, demotion, termination, or non-reemployment:

1. Incompetence;
2. Willful neglect of duty;
3. Immorality;

4. Theft or dishonesty;
5. Smoking on District property or in District facilities;
6. Reporting for work under the influence of or in the possession of beer, alcohol, or non-prescription drugs or controlled substances;
7. Fighting and/or belligerent attitude;
8. Profanity and/or abusive language;
9. Violation of known safety rules;
10. Refusal to follow instructions of designated supervisor or to perform work assignment;
11. Excessive unexcused absences or lateness;
12. Violation of District policy or regulation;
13. Any action or condition which adversely effects fitness for the performance of assigned duties;
14. Conviction of a felony; and
15. Engaging in criminal sexual activity or sexual misconduct, as defined by Oklahoma law, which impedes the effectiveness of the employee's performance of school duties.

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

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

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

EMPLOYEE COMPLAINTS

Applicability: Any employee complaints or grievances regarding allegations of sexual harassment shall be brought pursuant to the District's policy on sexual harassment. Any employee complaints or grievances regarding allegations of discrimination on the basis of race, color, national origin, gender, religion, age, or disability shall be brought pursuant to the District's Civil Rights Policy. Unless an alternative procedure is otherwise provided by negotiated agreement or other agreement, all other employee complaints shall be governed by this policy.

Purpose: The purpose of this policy is to resolve employee complaints, at the lowest level possible. Prior to the filing of any written complaint, employees are encouraged to discuss their complaints with their supervisor and to reach a mutual resolution without invoking formal complaint procedures.

Definitions:

1. Complaint: Complaint means a complaint by an employee regarding any matter related to the employee's employment with District which does not concern sexual harassment or discrimination on the basis of race, color, national origin, gender, religion, age, or disability or which does not arise out of any purported violation, interpretation, or inappropriate application of a negotiated agreement.
2. Day: Day means a work day, except that the calculation of days shall not include Saturdays, Sundays, or holidays even if the employee works on those days.

Procedure:

1. An employee must submit in writing to the employee's supervisor any complaint within ten (10) days of the time that the employee knew or should have known of the act or condition on which the complaint is based. The complaint shall contain specifics as to the date, the location, and the details of the act or condition of which the employee is complaining. The complaint should also contain the identification of any witnesses or any supporting documentation.
2. Upon receipt of a timely complaint from an employee, the employee's supervisor shall review the complaint and discuss the complaint with the employee within ten (10) days. The employee's supervisor may conduct any investigation deemed necessary or appropriate after consultation with the complaining employee.
3. After discussing the complaint with the employee and conducting an investigation, if any, the employee's supervisor shall render a written determination regarding the complaint which shall contain the reasons supporting the determination and which shall be provided to the employee. Such determination shall be rendered no later than thirty (30) days after receipt of the complaint.

4. Within ten (10) days of receipt of the supervisor's determination, if the employee is not satisfied with the supervisor's determination, the employee may submit a written request for review to the appropriate administrator over the employee's department or school site, if applicable. The request for review shall contain a copy of the original complaint and a copy of the supervisor's determination.
5. Upon receipt of a timely request for review, the administrator shall schedule and conduct a meeting with the complaining employee and the supervisor. The employee and the supervisor may present written statements and/or witness testimony to the administrator to support their respective positions.
6. After meeting with the employee and the supervisor, the administrator shall render a written decision regarding the complaint and shall provide a copy of such decision to the employee and the supervisor. The administrator's decision shall set forth the reasons for the decision. Such decision shall be rendered no later than thirty (30) days after receipt of the request for review.
7. Within ten (10) days of receipt of the administrator's determination, if the employee is not satisfied with the administrator's determination, the employee may submit a written request for review to the Superintendent. The request for review shall contain a copy of the original complaint, a copy of the supervisor's determination, and a copy of the administrator's determination.
8. Upon receipt of a timely request for review, the Superintendent may schedule and conduct a meeting with the complaining employee, the supervisor, and the administrator. The employee, the supervisor, and/or the administrator may present written statements and/or witness testimony to the Superintendent to support their respective positions.
9. After conducting whatever investigation is deemed necessary and appropriate, if any, the Superintendent shall render a written decision regarding the complaint and shall provide a copy of such decision to the employee, the supervisor, and the administrator. The Superintendent's decision shall set forth the reasons for the decision. Such decision shall be rendered no later than thirty (30) days after receipt of the request for review.
10. Within ten (10) days of receipt of the Superintendent's decision, if the employee is not satisfied with the Superintendent's decision, the employee may submit a written appeal to the Board. The appeal shall contain a copy of the original complaint, a copy of the supervisor's determination, a copy of the administrator's decision, and a copy of the Superintendent's decision. At such time either the employee or the Superintendent may submit additional written documentation.
11. After reviewing the written documentation on the complaint, the Board shall render a written decision regarding the complaint and shall provide a copy of such decision to the employee and the Superintendent. The Board's decision shall set forth the reasons for its decision and shall be rendered no later than thirty (30) days after the complaint is submitted to the Board. The Board's decision shall be final.

12. Any of the time limits established herein may be extended by mutual agreement of the parties involved.

The District shall not take any action in retaliation for an employee bringing a complaint pursuant to this policy. All documents, communications, or records concerning a complaint shall be maintained and shall be filed separately from the personnel file of the complaining employee.

Putnam City Schools
DISTRICT FORM

COMPLAINT FORM

Any employee complaints or grievances regarding allegations of sexual harassment shall be brought pursuant to the District's policy on sexual harassment (BL). Any employee complaints or grievances regarding allegations of discrimination on the basis of race, color, national origin, gender, religion, age, or disability shall be brought pursuant to the District's Civil Rights Policy (BM). Unless an alternative procedure is otherwise provided by negotiated agreement or other agreement, all other employee complaints shall be governed by Employee Complaints policy DF.

Today's Date: _____ **Complainant:** _____

Direct Supervisor (if applicable): _____

Department Director (if applicable): _____

Administrator Over Department/Site: _____

Phone Number: _____ **E-mail:** _____

School/Work Location: _____

Complainant's District Affiliation:

- ☐ Student
- ☐ Administrator
- ☐ Teacher/Faculty
- ☐ Staff
- ☐ Parent/Guardian
- ☐ Other _____

- -

Please Check if Applicable

Incident Date: _____

Incident Time: _____

Incident Location:

- ☐ School Building/Office
- ☐ Outdoors on school grounds
- ☐ School/District transportation
- ☐ School/District sponsored event
- ☐ Other

Type of Incident:

- ☐ Discrimination
- ☐ Harassment
- ☐ Violence/Sexual Assault
- ☐ Stalking
- ☐ Retaliation
- ☐ Other

Adopted: August 18, 1997; rev. 9/97, 4/14, 7/17, 3/23, 7/24

Protected Class(es) Basis for Report: ______________________________

- Sex
- Gender
- Gender Identity
- Gender Expression
- Sexual Orientation
- Pregnancy/Parenting
- Race
- Religion
- National Origin
- Disability
- Age
- Genetic Information
- Marital Status
- Color

Specific Location: ______________________________

- -

Respondent: ______________________ **Phone Number:** ______________

E-mail: ______________________________

School/Work Location: ______________________________

Respondent's District Affiliation:

- Student
- Teacher/Faculty
- Staff
- Administrator
- Guest
- Other ______________________

- -

Witness 1: ______________________ **Phone Number:** ______________

E-mail: ______________________________

School/Work Location: ______________________________

District Affiliation:

- Student
- Administrator
- Teacher/Faculty
- Staff
- Other ______________________

Witness 2: _____ **Phone Number:** _____

E-mail: _____

School/Work Location: _____

District Affiliation:

- ☐ Student
- ☐ Administrator
- ☐ Teacher/Faculty
- ☐ Staff
- ☐ Other _____

Witness 3: _____ **Phone Number:** _____

E-mail: _____

School/Work Location: _____

District Affiliation:

- ☐ Student
- ☐ Administrator
- ☐ Teacher/Faculty
- ☐ Staff
- ☐ Other _____

- -

Incident Narrative (this can be brief; a full statement will be taken by the investigator):

_____

_____

_____

_____

_____

_____

_____

_____

_____

Supportive Measures Requested:

- ☐ No Contact Order
- ☐ Teacher Notification
- ☐ Counseling
- ☐ Workplace Adjustment
- ☐ Academic Adjustment
- ☐ Academic Withdrawal
- ☐ Safety Plan
- ☐ School Escort
- ☐ Medical Care
- ☐ Victim Advocate Outreach
- ☐ Assistance Reporting to Law Enforcement
- ☐ Legal Support Information
- ☐ Other: ______________________

____

____

Accommodations:

☐ I request an interpreter Language: ______________________

☐ I request accommodation(s) for a qualified disability

☐ I do not request accommodation(s) for a qualified disability

---

Action Requested:

☐ No Action

☐ Informal Resolution

☐ Formal Investigation

☐ Meet with Compliance Officer

☐ Meet with Direct Supervisor of Respondent

☐ Other ______________________

Briefly describe the requested action or relief sought:

____

____

____

____

____

Signature: ______________________ **Date:** ______________________

(Signature optional unless complaint is initiated by the District Compliance. Parent/guardian may sign on behalf of their child.)

Received By: ______________________ **Date:** ______________________

Putnam City Schools
DISTRICT FORM

DF-F2

EMPLOYEE COMPLAINT APPEAL PROCEDURE FORM

Name(s) of Complainant(s): _____

_____

Direct Supervisor _____

Department Director (if applicable) _____

Administrator Over Department or Site _____

Superintendent
Board of Education

Date of Complaint: _____

Date of Appeal: _____

Statement of Concern: _____

_____

_____

Action Requested: _____

_____

_____

Signature _____

Response to Complaint: _____

_____

Signature _____

Adopted: August 18, 1997; rev. 9/97, 4/14, 7/17,
3/23, 12/24

ALCOHOL AND DRUG FREE WORKPLACE AND DRUG TESTING

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

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

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

Each employee shall attend a drug-free awareness program at which employees shall be informed about the dangers of drug abuse in the workplace, available drug counseling, rehabilitation, employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace. The Board recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

Drug Testing: Drug and alcohol testing of employees may be conducted in accordance with applicable federal and/or state law as set forth in any Administrative Regulation. The District shall comply with the Omnibus Transportation Testing Act of 1991 and shall establish programs effective January, 1995, that help prevent accidents and injuries resulting from misuse of alcohol and controlled substances by employees whose duties require a commercial drivers license. For purposes of this policy, a "Driver" is defined as any employee, or casual, intermittent or occasional driver, or independent contractor who may be under contract with the District, who drives a District vehicle in circumstances which require the driver to be licensed with a commercial driver's license.

MEDICAL MARIJUANA & SAFETY SENSITIVE POSITIONS

Medical marijuana is not permitted upon school grounds, in school vehicles or buses, or at school-related activities except as stated in Regulation EK-R1.

During hours of employment, on school grounds, on or in school vehicles or buses, or at school-related activities, employees are not permitted to possess nor be under the influence of marijuana, including medical marijuana. At no time will marijuana be grown or stored on school premises.

School employees will not under any circumstances:

1. Assist students or staff in obtaining or using medical marijuana;
2. Store medical marijuana;
3. Take and/or use another person's medical marijuana;
4. Serve as a student's designated legal guardian or caregiver, unless the student is the child of or in the legal custody of the employee.

Bus drivers are subject to federal requirements for drug and alcohol testing as described in District Policy DG. Those employees are not covered under this regulation language below as it covers safety-sensitive positions pursuant to state law on medical marijuana.

The District will maintain and review specific job titles that are categorized as safety-sensitive positions on an annual basis. Current employees in safety-sensitive positions as designated below will be subject to drug screening for post-accident and reasonable suspicion purposes only. Safety-sensitive employees will not be subject to random drug screening.

Employees may be subject to discipline for failure to adhere to Oklahoma law and/or District policy or regulation. Such discipline may be up to and including termination or non-reemployment.

The District will not take adverse action against an employee solely because the employee holds a medical marijuana license. The District may take action against an employee who possesses a medical marijuana license if the employee uses or possesses marijuana while at school, while engaged in school-related activities or duties, in or on school vehicles or buses, or during the hours of employment as per 63 O.S. § 425. An employee who possesses a medical marijuana license is not subject to discipline solely upon the results of a drug test showing positive for marijuana or its components.
The District designates the following additional positions as "safety-sensitive positions:"

1. All positions that require carrying a firearm;
2. All positions that involve the operation of a District motor vehicle as part of their daily job function; and
3. All positions that involve the repairing, operating, maintaining, or monitoring of the performance or operation of any heavy equipment, heavy machinery, or manufacturing process, the malfunction of which could result in personal injury or property damage.

Marijuana-related products versus cannabidiol (CBD):
Marijuana and marijuana-related products; for this regulation, includes the term "medical components or its metabolites" means any product or substance referred to in state law (63 O.S. § 2-101) including all parts of the plant Cannabis Sativa L., whether growing or not; the seeds of resin thereof; the resin extracted from any part of such plant; and every compound, manufactured, salt, derivative, mixture or preparation of such plant, concentrates, oils, tinctures, edibles, pills, topical forms, gels, creams, and other derivative forms. This does not include cannabidiol (CBD). Legal Reference: 63 O.S. § 2-101 and 63 O.S. §425.

NEGOTIATIONS

In accordance with law, the District may enter into negotiations with any duly elected employee organization for the purpose of establishing an orderly process of communications between eligible employees and the District. Such negotiations shall be governed by a procedural agreement which shall be agreed upon by the Board and the employee organization. Negotiations may include salary as well as other terms and conditions of employment subject to any applicable limitations of law. Both the District and the employee organization shall bargain in good faith.

Except as provided by law, the Board shall make all final decisions with respect to negotiations pursuant to the applicable procedural agreement. The Board shall make all decisions with respect to the management and the administration of the District, the employment and the direction of its employees, and the determination of the District's program of instruction, and such matters shall not be negotiable items.

LEAVE

Unless an applicable agreement contains specific leave provisions contrary to this policy, this policy shall apply to all employees of the District, including certified administrators.

Sick Leave: To be eligible for Sick Leave, an employee shall be on a regular or duration of need contract and work a minimum of four (4) hours a day. An employee who is absent from duty because of personal illness, injury, or pregnancy, or serious illness in the immediate family shall be allowed Sick Leave. Immediate family includes the employee's spouse, parents, parents of spouse, children, siblings, grandchildren, grandparents or a household member. Sick Leave shall be provided as follows:

1. 236-258 Day Contract = 12 days per fiscal year;
2. 216 Day Contract = 11 days per fiscal year;
3. 175-202 Day Contract = 10 days per fiscal year;

Employees shall be vested with Sick Leave at the beginning of the fiscal year and shall be informed of the total number of days of Sick Leave for which the employee is eligible. Sick Leave shall be cumulative with no limitation on the number of days which may be accumulated. According to applicable law, accrued but unused Sick Leave may be transferred to another school district or may be used for service credit with the Oklahoma Teachers' Retirement System.

An employee who is going to utilize sick leave shall notify his/her supervisor as much in advance as possible and may be required to provide documentation of illness in certain circumstances.

When an employee voluntarily leaves the employment of the District, the District shall compensate the employee for accrued Sick Leave up to 120 days as follows:

1. 20 or more years of employment with District -- $35.00 per day or 25% of daily rate of base pay, whichever is greater.
2. 0 to 19 years of employment -- $10 per day increased $1.00 per day for each year of employment or 10% of daily rate of base pay, per day the first year plus ½ % for each additional year of service, whichever is greater.

For any accrued Sick Leave beyond 120 days, the employee shall be compensated at the rate of $20.00 per day or 20% of daily rate of base pay, whichever is greater. The estate of an employee who dies while under contract or on leave with the District will be paid for all District earned unused Sick Leave at the rate of 20 or more years of employment.

Personal Leave: Employees shall be allowed three (3) days of Personal Leave each fiscal year, which

Adopted: August 18, 1997; rev. 4/99, 9/99,
12/99, 10/00, 3/01, 9/01, 10/10, 7/02, 11/03,
8/04, 10/05, 9/14, 3/18, 10/24, 1/25, 3/25

may be granted, in whole or half-day increments. Notification for personal leave shall be made to supervisor prior to leave. Notification shall be made by 2:00 p.m. on the day before the leave date, except in the case of an emergency. Supervisors may, at their discretion, accept less notice.

Personal Leave shall not be used to extend a scheduled school break without prior approval of the building principal. Lack of a prearranged guest teacher cannot be a reason for denial. Extenuating circumstances may, however, be appealed in writing to the Chief Officer of Human Capital. Misuse of Personal Leave shall result in a reduction in the employee's pay.

Bereavement Leave: An employee shall be allowed five (5) days each fiscal year for bereavement in the immediate family. Immediate family shall include the employee's spouse and the following relatives of either the employee or the employee's spouse: parents, step-parents, in-laws, children, step-children, grandparents, grandchildren, siblings, nieces, nephews, aunts, or uncles. Bereavement Leave shall not accumulate beyond the fiscal year and the employee shall not be entitled to compensation for Bereavement Leave upon the cessation of employment with District. The Superintendent or Chief Officer of Human Capital may grant an employee up to five (5) additional days of Bereavement Leave if the employee suffers an additional death of a parent, spouse, or child during the same fiscal year.

Family and Medical Leave: Pursuant to the Family and Medical Leave Act of 1993, an employee who has worked at least one thousand two hundred fifty (1250) hours during the previous twelve (12) month period shall be allowed a Leave of Absence up to (12) work weeks as provided by law for:

1. The birth, adoption, or foster placement of a child with the employee, or to care for such child;
2. To care for the employee's spouse, child, or parent who is suffering from a serious health condition; or
3. A serious health condition the employee is experiencing.
4. Military family leave

Such leave will be unpaid unless the reason for such leave qualifies for Sick and/or Personal Leave as provided for in policy. An employee may be required to provide certification from a physician of the necessity for such leave, including the date the condition began, the anticipated duration and medical facts regarding the condition.

Maternity Leave: Full-time employees in the District shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child provided that:

1. The employee has been employed by the District for at least one (1) year;
2. The employee has worked at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period; and

3. The leave is used immediately following the birth of the employee's child.

Paid maternity leave provided pursuant to this section shall be in addition to sick leave taken due to pregnancy and no employee who takes maternity leave pursuant to this section shall be deprived of any compensation or other benefits to which the employee is otherwise entitled. In addition, maternity leave shall run concurrently with the first six (6) weeks of any qualifying FMLA leave.

Once sick leave and maternity leave are exhausted, a full-time teacher, who with proper Board approval, takes not more than ninety (90) school days of leave without pay to care for the teacher's child during the first year of life, shall receive full credit for days on leave without pay as though the teacher had been on leave with pay for purposes of computing experience for the minimum teacher salary schedule. A teacher on leave without pay pursuant to this section shall have the period during which such leave is taken counted toward retirement service credit as though the teacher had been on leave with pay so long as the requirements of Oklahoma law and OTRS are met.

Additional Leave Less Cost of a Guest Teacher: If a certified teacher is absent from his or her duties due to personal accidental injury, illness, or pregnancy and all applicable sick leave and maternity leave have been exhausted, the teacher shall receive, for a period not to exceed twenty (20) days, his or her full contract salary less the amount:

1. Actually paid to a certified guest teacher for his or her position if a certified guest teacher is hired; or
2. Normally paid to a certified guest teacher for his or her position if a certified guest teacher is not hired.

Jury or Witness Leave: All employees shall be excused from employment without loss of pay when summoned for jury service or when subpoenaed in a criminal or civil proceeding. The employee may retain any compensation received for such service.

Military Leave: All employees shall be excused from employment for Military Leave according to applicable law.

Leave of Absence: Any employee may request an unpaid Leave of Absence for a period which shall not exceed one school year in duration. Requests for such leave must be made in writing, submitted to the Chief Officer of Human Capital, and contain sufficient detail as to the reasons for the leave so that a decision may be made based on the merits of the request. As a condition of approval, the employee must state that the reason for the leave is not for the purpose of accepting other employment or other activities for direct personal financial gains. Final approval of leave without pay is contingent upon the needs of the District.

Adopted: August 18, 1997; rev. 4/99, 9/99, 12/99, 10/00, 3/01, 9/01, 10/10, 7/02, 11/03, 8/04, 10/05, 9/14, 3/18, 10/24, 1/25, 3/25

Vacation Leave: The District shall provide all certified 236-258 day contract administrators and the Chief Financial Officer with fifteen (15) days of paid vacation each fiscal year. Unless otherwise provided in any applicable agreement, the District shall provide all other 236-258 day contract employees with ten (10) days of paid vacation each fiscal year. After three (3) years of continued service in a 236-258 day contract position, an employee shall receive an additional day of Vacation Leave for each subsequent year of employment until the employee has been employed for seven (7) continuous years of employment when the employee shall receive fifteen (15) days of Vacation Leave each fiscal year. An employee may carry over up to ten (10) days of unused Vacation Leave through June 30. On July 1, any vacation days in excess of ten (10), from the previous year, will be converted to Sick Leave.

Employees hired before September 1, 1997, as a 236-258 day contract employee received Vacation Leave in arrears. Therefore, when an employee hired before September 1, 1997, voluntarily leaves the employment of the District, all Vacation Leave will be paid in full. Employees hired after August 30, 1997, receive Vacation Leave in advance. Therefore, when an employee hired after August 30, 1997, voluntarily leaves the employment of the District, the vacation days taken in excess of what was carried over and earned in the current fiscal year will be deducted from the final check.

Upon termination of employment, employee shall be compensated for unused, accrued Vacation Leave at the employee's daily rate of pay when an employee voluntarily leaves the employment of the District.

Emergency Leave: At any time during the fiscal year, District's Board of Education may grant up to ten (10) days of emergency leave for all employees to be used for days when District's schools are closed due to inclement weather, unsafe conditions of physical facilities, lack of proper supervision of students, unsafe conditions for students, and other unforeseen conditions that are declared an emergency. Emergency leave shall not be cumulative from year to year and will only be available to an employee if the Board approves such leave. In approving district emergency leave, the Board may designate that employees whose services are essential, are not allowed district emergency leave for the days designated as an emergency. Provisions may be made to provide district emergency leave for essential personnel at a later date following the declared emergency.

Adopted: August 18, 1997; rev. 4/99, 9/99, 12/99, 10/00, 3/01, 9/01, 10/10, 7/02, 11/03, 8/04, 10/05, 9/14, 3/18, 10/24, 1/25, 3/25

LEAVE

Sick Leave

When calculating sick leave payoff for certified employees, 120 days is considered a year of service. When calculating sick leave payoff for twelve month support employees, a calendar year from the date of employment is considered a year of service. For support employees on nine, ten, and eleven month contracts, completion of a full contract is considered a year of service.

Vacation Leave

An employee shall be vested with vacation leave at the beginning of the fiscal year and shall be informed of the total number of vacation days for which the employee is eligible.

Twelve-month employees who are hired after the beginning of the fiscal year will receive a pro-rated number of vacation days for that year. The accrual possible in a partial year of employment is computed at 1.25 days per month for 236-258 day contract employees with 15 days of vacation. For 236-258 day contract employees with 10 days of vacation, accrual is computed at .834 days per month. If employed on or before the 15th of the month, vacation leave will be accrued that month. If employed after the 15th of the month, no vacation leave will be accrued for that month. After three (3) years of continued service in a 236-258 day contract position, an employee shall receive an additional day of vacation leave for each subsequent year of employment until the employee has been employed for seven (7) continuous years of employment when the employee shall receive fifteen (15) days of vacation leave each fiscal year.

When calculating vacation leave, an employee must be employed from July 1 through June 30, to receive credit for a year of service.

On July 1, up to ten (10) days of accrued vacation leave from the previous fiscal may be carried over. Days in excess of ten (10) will be converted to sick leave.

Adopted: August 18, 1997; rev. 5/99, 10/00,
8/01, 9/01, 9/04, 4/07, 8/17, 10/24

FAMILY AND MEDICAL LEAVE

Eligibility: To be eligible for Family and Medical Leave Act ("FMLA") leave, an employee must have worked for the District for 12 months and have worked a total of at least 1,250 hours during the twelve months preceding the request for leave. Full-time teachers who have been employed by the District for at least 12 months are deemed to be eligible. Full-time administrators who have been employed by the District for at least 12 months shall also be deemed to be eligible.

Availability of Leave: As set forth in District Policy, an eligible employee may take up to twelve weeks of FMLA leave in any twelve-month period for one or more of the following purposes:

1.
   - The birth of a child and to care for the newborn child within one year of birth; or
   - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;

2.
   - To care for the employee's spouse, child, or parent who has a serious health condition;

3.
   - A serious health condition that makes the employee unable to perform the essential functions of his or her job;

4.
   - Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
   - Twenty-six work weeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son daughter, parent, or next of kin.

The District's fiscal year, July 1 to June 30, shall be used for determining the twelve-month period for FMLA leave.

Intermittent Leave: Employees who wish to take FMLA leave on an intermittent basis or to stretch their leave by working on a reduced schedule need to show medical necessity or otherwise obtain the consent of their immediate supervisors. When employees request intermittent leave because of a birth or because of the placement of a child with them for adoption or foster care, supervisors will consider how the request for intermittent leave or reduced hours will affect the work of the areas they supervise.

Special rule: The twelve-week maximum per employee per year applies to couples, rather than individual employees, if both members of a married couple work for the District AND the leave is for the purpose of caring for a new family member or sick parent. Leave requested because of an employee's own ill health is not subject to this limitation, nor is leave to care for the employee's sick spouse or child.

Giving Notice of Need for Leave: When possible, employees are required to give their immediate supervisors thirty (30) days notice of their expected need for family leave. Employees who do not themselves have thirty (30) days notice of their need for leave are required to give their supervisors as much notice as is practicable. Employees on leave shall call their supervisor periodically (at least every thirty (30) days) to report on their expected return dates.

Providing Evidence of Need for Leave: Every employee requesting leave will complete an FMLA leave request form. If leave is needed because of the employee's or a family member's health condition, the form must be accompanied by a doctor's certificate. The District may request a second opinion in some cases.

Pay During Leave: The District provides paid leave to its employees, in accordance with the District's policies and applicable negotiated agreements. Upon commencing FMLA leave, employees may simultaneously take any paid leave for which they are eligible, including vacation time. Once paid leave is exhausted, any remaining FMLA leave will be unpaid leave. Paid and unpaid leave both count toward the twelve-week limit of FMLA leave.

Benefits During Leave: Health care benefits will be continued during FMLA leave. Employees on FMLA leave will not be charged more than other employees for health insurance premiums. If an employee is taking paid leave in conjunction with FMLA leave, any deductions from the employee's pay for premiums for health insurance and/or other benefits will continue during the period of paid FMLA leave. If any employee is taking unpaid FMLA leave, the employee will be responsible for the payment of any premiums for health insurance and/or other benefits which are normally deducted from the employee's pay. The employee will have a 30-day grace period to make payments. If a timely payment has not been made, the employee's group health insurance and/or other benefits may be canceled. Vacation and longevity benefits shall not accrue during unpaid FMLA leave.

Return From Leave: Employees returning from leave will be restored to their old jobs and pay, whenever practicable, and receive all accrued benefits. If the employee's old job is not available; the employee shall be placed in an equivalent position.

Fitness-to-work certificate: Employees who take leave because of personal health problems may be required to provide certificates from their health care providers attesting that they are able to perform the essential functions of their jobs.

Putnam City Schools
DISTRICT FORM

FAMILY MEDICAL LEAVE DETERMINATION REQUEST FORM

Employee: _____ Date: _____

Department/School Position: _____

Employee (EIN) #: _____ Telephone #: _____

Submit this request form to the Human Capital office at least 30 days before the leave is to commence, when practicable. Provide a copy for your supervisor.

Submission of an FMLA request does not constitute approval or confirmation that the request qualifies for FMLA leave. The request is not considered finalized until you receive the completed and signed FMLA Response Form.

ELIGIBILITY:

	YES	NO
1. Have you been working for the District for at least 12 Months?	☐	☐
2. Are you a full-time employee?	☐	☐
3. During the past 12 months that you have been employed by the District, have you worked at least 1,250 hours?	☐	☐
4. Have you previously received medical or family leave?	☐	☐
5. Have you previously missed any scheduled hours/days due to this request?	☐	☐

(If "yes", provide dates: _____

_____

REQUESTING LEAVE:

I am requesting leave for the following reason:

☐ Personal serious health condition

☐ Serious health condition of:

- ☐ Spouse – Name: _____
- ☐ Child – Name: _____
- ☐ Parent – Name: _____
- ☐ Birth of a child. Expected delivery date is _____
- ☐ Adoption or placement of a child for foster care.

  Scheduled date of adoption or placement is _____

☐ Military

I am requesting ☐ UNPAID ☐ PAID leave as follows:

- ☐ Sick leave
- ☐ Vacation
- ☐ Personal leave
- ☐ Extended sick leave
- ☐ Sick leave sharing (An employee who desires to receive donated leave may apply for donated leave of up to twenty (20) days. If twenty (20) days is insufficient, the employee may reapply for an additional twenty (20) days of donated leave.

I understand that if I am taking paid leave in conjunction with FMLA leave, any deductions from my pay for premiums for heath insurance and/or other benefits will continue during the period of paid FMLA leave. I understand that if I do not take paid leave in conjunction with FMLA leave, I will be responsible for the payment of premiums for my health insurance and/or other benefits normally deducted from my paycheck, and that, if a timely payment is not made, the District may cancel my health insurance and/or benefits for which I am responsible for making premium payments. Also note, unpaid leave does not count towards your retirement benefits calculation. You may be eligible for a maximum of six (6) consecutive weeks of state paid maternity leave if you meet the following three criteria: 1) you are employed full-time, 2) you have been employed with the current district for at least one year, and 3) you have worked 1,250 hours for the district during the preceding 12 months.

Leave must be taken in half or full day increments.

☐ I request leave from _____ to _____

☐ I request intermittent leave according to the following schedule: _____

_____

The total number of days of leave that I request is: _____

I agree to return to work on _____

If circumstances change such that I will not be able to return to work on that date, I agree to inform my supervisor and the Human Capital Office by submitting a written notice of such change.

Signature: _____ Date: _____

Putnam City Schools
DISTRICT FORM

FAMILY MEDICAL LEAVE DETERMINATION REQUEST
EMPLOYER'S RESPONSE FORM

To: _____ Date: _____

Site: _____

On _____ (date), you notified us of your need to take FMLA and/or sick leave for the following reason:

- ☐ Personal serious health condition
- ☐ Serious health condition of
  - ☐ Spouse Name _____
  - ☐ Child Name _____
  - ☐ Parent Name _____
- ☐ Birth of a child
- ☐ Adoption or placement of a child for foster care.
- ☐ Military

You have stated that you need the leave to begin on _____ and that you expect to return to work on or before _____.

1. This is to inform you that:

You are ☐ approved ☐ not approved for leave under the FMLA for the following reason(s)

_____

_____

2. The request leave ☐ will ☐ will not be counted against your annual FMLA leave entitlement.
3. You ☐ will ☐ will not be required to finish medical certification of a serious health condition. If required, the attached Certification of Health Care Provider form ☐ shall ☐ shall not be completed and returned within (15) days after this notification, or we delay the commencement of your leave until the certification is submitted.
4. You ☐ have ☐ have not requested to use paid leave in conjunction with your FMLA leave verified by furnishing medical certification.

Adopted: December 1999; rev. 12/00, 1/02, 12/02, 10/03, 8/04, 12/06, 5/09, 9/15, 7/16, 7/17, 9/24, 8/25

You may be eligible for a maximum of six (6) consecutive weeks of state paid maternity leave if you meet the following three criteria: 1) you are employed full-time, 2) you have been employed with the current district for at least one year, and 3) you have worked 1,250 hours for the district during the preceding 12 months.

5. If paid leave is requested, the use of such paid leave ☐ is ☐ is not approved:

   ☐ Sick leave
   ☐ Vacation
   ☐ Personal leave
   ☐ Extended sick leave
   ☐ Sick leave sharing

6. If you are taking paid leave in conjunction with FMLA leave, any deductions from your pay for premiums for health insurance and/or other benefits will continue during the period of paid FMLA leave. If you are taking unpaid FMLA leave, you are responsible for the payment of any premiums for health insurance and/or other benefits which are normally deducted from your pay. You will have a 30 days grace period to make payments. If a timely payment has not been made, your group health insurance and/or other benefits may be canceled. You will need to contact the Human Capital Office to determine when payments are due.

7. You ☐ will ☐ will not be required to present a fitness-for-duty certificate prior to being restored to employment. If such certification is required but not received, reinstatement may be delayed until such certification is received.

8. You ☐ will ☐ will not be required to furnish us with periodic reports of your status and intent to return to work (Status Report) every 30 days while on FMLA Leave and ☐ will ☐ will not be required to furnish re-certification from a Health Care Provider every 30 days relating if taking FMLA Leave for a serious health condition.

_____

Chief Human Capital Officer

Adopted: December 1999; rev. 12/00, 1/02, 12/02, 10/03, 8/04, 12/06, 5/09, 9/15, 7/16, 7/17, 9/24, 8/25

CERTIFICATION OF HEALTH CARE PROVIDER
(DOL OPTIONAL FORM WH-380)

(Family and Medical Leave Act of 1993)

1. Employee's name: _____
2. Patient's name (if different from employee): _____
3. The attached sheet describes what is meant by a "serious health condition" under the Family and Medical Leave Act. Does the patient's condition qualify under any of the categories described? If so, please check the applicable category. (1) _____ (2) _____ (3) _____ (4) _____ (5) _____ (6) _____, or none of the above _____.
4. Describe the medical facts that support your certification, including a brief statement on how the medical facts meet the criteria of one of these categories: _____

   _____

5. a. State the approximate date the condition commenced and its probable duration (and also the probable duration of the patient's present incapacity, if different): _____

   _____

   b. Will the employee need to work only intermittently or on a reduced schedule due to the condition (including for treatment described in Item 6 below)? _____ If yes, give (expected) duration: _____

   c. If the condition is chronic (condition #4) or pregnancy, state whether the patient is presently incapacitated and the likely duration and frequency of episodes of incapacity.

6. a. If additional treatments will be required for the condition, provide an estimate of the expected number of such treatments _____ If the patient will be absent from work or other daily activities for treatment on an intermittent or part-time basis, provide an estimate of the probable number and frequency of the treatments, actual or estimated treatment dates (if known), and the anticipated recovery, if any.

   b. If any of these treatments will be provided by another provider of health services (e.g., physical therapist), please state the nature of the treatments. _____

   _____

c. If a regimen of continuing treatment by the patient is required under your supervision, provide a general description of such regiment (e.g., prescription drugs, physical therapy requiring special equipment): _____

_____

7. a. If medical leave is required for the employee's absence from work because of the employee's own condition (including absences due to pregnancy or a chronic condition), is the employee unable to perform the essential functions of their job? _____

b. If any of these treatments will be provided by another provider of health services (e.g., physical therapist), please state the nature of the treatments. _____

_____

If yes, please list the essential functions the employee is unable to perform: _____

_____

8. a. If leave is required to care for a family member of the employee with a serious health condition, does the patient require assistance for basic medical or personal needs, safety, or transportation? _____

b. If no, would the employee's presence to provide psychological comfort be beneficial to the patient or assist in the patient's recovery? _____

c. If the patient will need care only intermittently or on a part-time basis, please indicate the expected duration of this need: _____

_____
Date

_____
Signature of Health Care Provider

_____
Type of Practice

_____
Street Address

_____
City State Zip

_____
Telephone Number

To be completed by the employee needing family leave to care for a family member. State the care you will provide and an estimate of the period during which care will be provided. If leave is to be taken intermittently or on a reduced schedule, include anticipated schedule of care:

_____

_____

_____ _____

Date Employee Signature

A "Serious Health Condition" means an illness, injury, impairment, or physical or mental condition that involves one of the following:

1. Hospital Care: ∧2
   a. Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with, or as a consequence of, such impatient care.

2. Absence Plus Treatment: ∧2
   a. A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves:
      (1) Treatment two or more times by a health care provider, a nurse, or physician's assistant under direct supervision of a health care provider or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; ∧ 3 or
      (2) Treatment by a health care provider on at least one occasion that results in a regimen of continuing treatment under the supervision of the health care provider. ∧4

3. Pregnancy
   a. Any period of incapacity due to pregnancy or for prenatal care.

4. Chronic Conditions Requiring Treatments
   a. A chronic condition that:
      (1) Requires periodic visits for treatment by a health care provider or a nurse or physician's assistant under the direct supervision of a health care provider.
      (2) Continues over an extended period of time (including recurring episodes of a single underlying condition); and
      (3) May cause episodic incapacity rather than a continuing period of incapacity (e.g. asthma, diabetes, epilepsy, etc).

5. Permanent/Long-Term Conditions Requiring Supervision
   a. A period of incapacity that is permanent or long term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment from, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

6. Multiple Treatments (Non-chronic Conditions)
   a. Any period of absence to receive multiple treatments (including any period of recovery from them) by a health care provider or a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after any accident or other injury or for a condition that would be likely to result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

---

[1] Here and elsewhere on this form, the information sought relates only to the condition for which the employee is taking FMLA leave.

[2] "Incapacity," for purposes of the FMLA is defined to mean inability to work, attend schools or perform other regular daily activities due to the serious health condition, treatment for it, or recovery from it.

[3] Treatment includes examinations to determine if a serious condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.

[4] A regiment of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include taking over-the-counter medications such as aspirin, antihistamines, or salves and bed rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

Putnam City Schools
DISTRICT FORM

DI-R2-F4

LEAVE OF ABSENCE/FMLA/WORKER'S COMP

RETURN TO WORK SIGN OFF SHEET

Employee: _____ **Site:** _____

1. Human Capital

- ☐ Certificate Up-to-date _____
- ☐ Built/Re-built in System _____
- ☐ Doctor Release Verification _____
- ☐ Personal Information Verified _____

2. Insurance office

- ☐ Health Insurance Information Verified _____
- ☐ Life Insurance Information Verified _____
- ☐ American Fidelity Benefits _____

3. Payroll Office

- ☐ Direct Deposit Information _____
- ☐ W4 _____
- ☐ 403b _____

_____ _____

Chief Human Capital Officer Date

*** This form must have all signatures prior to the employee's return to work. ***

EXTRA-DUTY ASSIGNMENTS

General: There are certain duties within the District which may be performed by teachers in addition to their regular teaching assignments and for which such teacher shall receive additional compensation. These duties shall be considered Extra-Duty Assignments. The Administration shall develop a list of the Extra-Duty Assignments which are available.

Compensation: Employees selected to perform Extra-Duty Assignments shall receive the Extra-Duty Compensation for the particular assignment according to the schedule set forth in the applicable negotiated agreement.

Duties, Qualifications, and Responsibilities: The employee's duties, qualifications, and responsibilities shall include those required for the Extra-Duty Assignment by law, regulation, policy, and any applicable job description. The District may change or add any duties and responsibilities assigned to the teacher that relate to the Extra-Duty Assignment.

Limitations: An employee shall not have any property interest in the Extra-Duty Assignment, and the Extra-Duty Assignment shall not be subject to the continuing contract law of the State of Oklahoma. Extra-Duty Assignments shall be made for a term not to exceed the current fiscal year.

Termination: Any Extra-Duty assignment may be modified or terminated by the Superintendent or designee at any time and with or without any cause. Upon termination of the Extra-Duty assignment; the Superintendent or designee shall provide the employee with written notice of termination of the Extra-Duty Assignment. If no action is taken to terminate the Extra-Duty Assignment during the fiscal year, the Extra-Duty Assignment shall terminate upon the conclusion of the performance of the Extra-Duty Assignment or at the end of fiscal year, whichever first occurs.

SECTION 5: Extra Assignment Compensation

School Year 2022-2023
PROFESSIONAL STAFF EXTRA DUTY PAY

HIGH SCHOOL	AMOUNT
Academic Coach	$1,945.00
Activities Director	2,260.00
Art	675.00
Auditorium Manager	3,145.00
Band Director	7,865.00
Band Director Assistant	4,250.00
Debate	2,810.00
Department Head 4-7	1,100.00
Department Head 8+	1,280.00
Drama	3,050.00
eSports	1,800.00
Flag Sponsor	2,810.00
Head Class Sponsor (Freshman/Sophomore)	1,100.00
Head Class Sponsor (Junior/Senior)	1,500.00
Head Counselor	1,100.00
High Schools That Work	1,125.00
Honor Society	995.00
JROTC	500.00
Newspaper	2,375.00
Orchestra	3,145.00
Orchestra Assistant	860.00
Pom Sponsor	4,000.00
Pom Assistant	1,895.00
Silver Strings	3,165.00
Silver Strings Asst.	860.00
Step Team Sponsor	4,000.00
Step Team Assistant	1,895.00
Student Council	1,800.00
Testing Coordinator	765.00
Textbooks	975.00
Video Streaming Coordinator	1,200.00
Vocal Music	4,500.00
Theater Dance	900.00
Vocal Music Assistant	1,460.00
Yearbook	2,000.00
MIDDLE SCHOOL	
Academic Coach	1,410.00
Art	640.00
Band	3,060.00

Band Assistant	990.00
Drama	1,095.00
eSports	1,000.00
Leadership	775.00
Math Counts	425.00
Orchestra	2,200.00
Site Leader	770.00
Testing Coordinator	765.00
Textbook	955.00
Vocal Music	2,020.00
Yearbook	1,860.00

ELEMENTARY

Art	445.00
Intramurals	
Basketball	675.00
Basketball Asst.	370.00
Soccer	560.00
Soccer Asst.	245.00
Music	690.00
Site Leader	770.00
Testing Coordinator	765.00
Textbook Coordinator	350.00

HIGH SCHOOL ATHLETICS

Athletic Director	3,665.00
Athletic Trainer	7,315.00
Baseball, Head Coach	5,780.00
Baseball, Asst.	2,800.00
Basketball, Head	7,900.00
Basketball, Asst.	3,400.00
Cheer Head	4,000.00
Cheer Asst.	1,895.00
Cross Country	3,000.00
Football Head	10,800.00
Football Head Asst.	5,030.00
Football Asst.	4,200.00
Golf	2,885.00
Golf Asst.	1,780.00
Soccer Head	4,400.00
Soccer Asst.	2,000.00
Softball Head Fast Pitch Head	5,710.00
Softball Fast Pitch Asst.	2,700.00
Softball Slow-pitch Head	3,000.00
Stadium Manager	1,900.00
Swimming	3,385.00

Tennis	3,000.00
Track	4,000.00
Track Asst.	2,080.00
Volleyball Head	3,735.00
Volleyball Asst.	2,000.00
Weight Training	1,530.00
Wrestling Head	7,000.00
Wrestling Asst.	3,250.00

MIDDLE SCHOOL ATHLETICS

Athletic Director	3,055.00
Balance Team	675.00
Basketball	2,370.00
Cheer Head	2,520.00
Cheer Assistant	1,895.00
Cross Country	675.00
Football Head	2,880.00
Football Asst.	2,000.00
Football Head 6th Grade	1,440.00
Football Asst. 6th Grade	1,000.00
Golf	675.00
Intramurals	425.00
Soccer	675.00
Soccer Asst.	425.00
Softball Head	2,265.00
Softball Asst.	1,060.00
Track	2,145.00
Track Asst.	1,405.00
Volleyball Head	1,725.00
Volleyball Asst.	1,090.00
Wrestling	2,100.00

District Program Chairs

Vocal Music	1,685.00
Physical Education	1,685.00
Orchestra	1,685.00
Band	1,685.00
Visual Arts	1,685.00
Drama/Dance/Stagecraft	1,685.00
Foreign Language	1,685.00
Gifted and Talented	1,685.00
ABL Lab	1,685.00
Cancer Classic	1,685.00

PROFESSIONAL DEVELOPMENT PROGRAM

Applicability: All licensed and certified teachers and administrators employed by the District, including teachers on temporary contracts, shall be required to meet the professional development requirements established by the Board in accordance with state law.

Professional Development Committee: The Board shall annually appoint a Professional Development Committee which shall be comprised of a majority of teachers to be appointed as provided by law and shall include administrators, school counselors or licensed mental health providers, and parents/guardians/custodians of students in the District. The Professional Development Committee shall consult with a member of the faculty of an institution of higher education as needed.

Professional Development Program: The Board shall adopt Professional Development Programs based on the recommendations of the Professional Development Committee. The Professional Development Committee shall prepare and recommend a Professional Development Program which complies with the regulations of the State Department of Education. The Professional Development Committee shall present such program to the Board for review, modification, and adoption. The Professional Development Program adopted by the Board shall be submitted to the State Board of Education as required by law.

Penalties for Failure to Comply: The failure of any certified employee to meet the Professional Development Program requirements adopted by the Board may be grounds for non-renewal of the certified employee's contract; withholding of salary increments and/or withholding step increases. Teachers should maintain written documentation of all completed professional development courses.

Professional Development Certification Reimbursement Program

The School District, under limited circumstances, will provide subject area certification reimbursement to eligible employees based on the Oklahoma State Department of Education, Special Education Services (OSDE-SES) division's Certification Reimbursement Program. Reimbursement is limited to one subject area examination per individual. Prior to any employee wishing to be involved in this reimbursement program, the Superintendent or designee must agree to sponsor the request at the local level. State Department of Education approval is based on information provided by the district and available funds for the program. Please note that taking and passing a subject area examination does not, in and of itself, constitute approval for providing direct instruction in any subject area. Districts must comply with current State law regarding certification requirements.

Once sponsored or approved by the Superintendent, it will be the employee's obligation to contact the (OSDE-SES) division for more information.

Reimbursements must be pre-approved: Superintendent or designee must provide a statement, on District letterhead, with the following details:

1. Names of individuals for whom the reimbursement is being sought.
2. Current teaching assignment for each individual.
3. Justification for the necessity of each individual to take and pass the subject area examination.
4. Total cost.

Once pre-approval is obtained and an individual takes and passes the subject area examination, the district must submit a computer generated Expenditure Summary and Detail report and a copy of each individual's subject area examination results. If an individual does not pass the test, the district must obtain pre-approval again. The report and copies must be faxed (405-522-2380) or emailed to appropriate staff at the OSDE-SES division.

The amount of the reimbursement will be listed on the employee's W2 as taxable compensation in the year in which the reimbursement was received by the employee.

For questions and information regarding this program, please contact the OSDE-SES division at 405-521-3351.

SICK LEAVE SHARING

General: The District shall allow full-time employees to donate accrued, unused sick leave to other full-time employees who have exhausted all fully paid sick leave and who meet the specified criteria.

The program shall permit district employees to donate sick leave to a fellow district employee who is pregnant or recovering from childbirth or who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate employment.

Definitions:

1. Relative means a spouse, child, parent, grandparent, or grandchild of the employee.
2. Household member means persons who reside in the same home, who have reciprocal duties to and provide financial support for one another.
3. Severe or extraordinary means a serious, extreme, or life threatening and includes temporary disability resulting from pregnancy, miscarriage, childbirth, or recovery therefrom.
4. Employee means a full-time employee who is a teacher or other employee and who is employed on a regular, as opposed to temporary, basis for at least a minimum of six (6) hours per day.

Criteria for Donation of Leave: an employee may donate accrued, unused sick leave to another employee when:

1. The receiving employee has exhausted or will exhaust all fully paid sick leave as a result of the employee's pregnancy or recovery from childbirth or as a result of the employee's, a relative's, or a household member's severe or extraordinary illness, injury, impairment, or physical or mental condition;
2. The receiving employee is or is likely to have to go on leave without pay or terminate employment;
3. The receiving employee has submitted a statement of need to the Chief Officer of Human Capital through the FMLA form;
4. The receiving employee has submitted a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature of the illness, injury, impairment, or condition.
5. The receiving employee has abided by all District policies and regulations regarding the use of sick leave.

Donation of Leave: An employee who has accrued, unused sick leave in excess of twenty (20) days may donate up to five (5) days of sick leave per fiscal year to eligible receiving employees. An employee desiring to donate sick leave shall complete a Sick Leave Donation Form which specifies the number of days to be donated and the name of the employee or employees to whom the days are to be donated. All donations of sick leave shall be voluntary, and no employee shall coerce, intimidate, threaten, or financially induce another employee into donating sick leave. Any donated sick leave which is not used by the recipient during the occurrence for which it was donated shall be returned to the donor or donors on a prorated basis based on the days of sick leave donated to the recipient by all employees, and any returned donated sick leave shall be reinstated to the sick leave balance of each donor.

Sick Leave Sharing: An employee who desires to receive donated leave may apply for donated leave of up to twenty (20) days. If twenty (20) days is insufficient, the employee may reapply for an additional twenty (20) days of donated leave.

Other School Districts: Donated sick leave may not be shared between school districts and may not be transferred to another school district if the employee terminates employment.

SICK LEAVE SHARING

1. Employee requests days on Form DL-F1 and submits a physician's statement.

2. Notification is sent to the employee of the decision.

3. If granted, the Sick Leave sharing days are solicited for employee. A letter is sent to the principal, director or supervisor asking for solicitation. Employee is not to solicit days from other employees.

4. Employee donating days sends District Policy Form DL-F2 directly to the Human Capital Office.

6. Notification of number of days donated is sent to the employee requesting days.

7. Notification is sent to the employee donating days informing the employee of the number of donated days used.

Putnam City Schools
DISTRICT FORM

SICK LEAVE SHARING

SHARED SICK LEAVE REQUESTING FORM

Date: _____ Site: _____

Name: _____

Employee Number: _____

I hereby request _____ days of sick leave be donated to me through the District's Sick Leave Sharing Program. Attached to this form is a medical certificate from a licensed physician or health care provider verifying the severe or extraordinary nature and expected duration of the condition.

I hereby certify that to the best of my knowledge, I have previously abided by the District's leave policies, that the nature of the condition is such that I have used or will use all other leave available to me, and that the condition has caused or is likely to cause me to take leave without pay or to terminate employment.

_____
Employee Signature

_____
Chief Human Capital Officer

Putnam City Schools
DISTRICT FORM

DL-F2

SICK LEAVE SHARING

SHARED SICK LEAVE DONATION FORM

Date: _____ Site: _____

Name: _____

Employee Number: _____

I hereby donate _____ days of my accumulated sick leave to

_____ for immediate use. I realize that any days not used

will be returned to me.

_____
Employee Signature

EMPLOYEE PROFESSIONAL CODE OF CONDUCT

Code of Conduct: District employees will be guided by the following Code of Conduct while on contracted time or acting in an official capacity for the District.

As an employee of the District, I will:

1. Promote a safe, orderly and engaging school environment, supporting active teaching and learning;
2. Assist students in coping with peer pressure and personal, social, behavioral and emotional problems;
3. Maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance abuse, and/or violence, and free from bias, discrimination and antisemitism;
4. Initiate teacher/student/support staff conferences and parent/teacher/student/support staff conferences, as necessary, as a way to resolve problems;
5. Regularly review students' current educational progress in the areas of academics, attendance and behavior and career/post-secondary plans with students;
6. Provide information to assist students with educational planning and career/post-secondary planning;
7. Encourage and support students to benefit from curricular and extracurricular programs;
8. Communicate regularly with students, parents and other teachers concerning growth, well-being and achievement;
9. Exhibit professional behavior by showing positive examples of preparedness, communication, fairness, punctuality, attendance, language, and appearance;
10. Immediately intervene in any Policy violation, that has a negative impact on students, in a manner that preserves confidentiality and the dignity of each person;
11. Demonstrate responsible citizenship by maintaining a high standard of conduct, self-control, and moral/ethical behavior; and
12. Comply with all Federal and state laws, District policies, regulations and procedures.

Every employee of the District has the duty to abide by this professional code of conduct policy. Failure to do so may lead to disciplinary action including dismissal or non-renewal from employment according to applicable law and/or any applicable negotiated agreement.

PROFESSIONAL BOUNDARIES

The Board counts on staff to adhere at all times to recognized standards of professional conduct. Teachers, administrators, and support employees are role models and must exemplify ethical behavior in their relationships with students, patrons, and other staff members. The Board expects staff to be mindful that they are professionals and their conduct, particularly in relation to students, patrons, and other staff, must be consistent with professional standards. Staff members must never engage in conduct which detracts from a safe, positive or appropriate learning environment while on contracted time or acting in an official capacity for the District.

The Board believes that all staff members have a responsibility and professional obligation to be familiar with, and abide by, the laws of Oklahoma, the policies of the Board, and the administrative regulations designed to implement them - as they affect the employee's job and commitments to students and others.

The Oklahoma State Department of Education (OSDE) Standards of Performance and Conduct set forth standards for the professional conduct of teachers. The Board, like the State Department of Education, requires teachers in the school system to adhere to this code. It expects its administrators also to adhere to requirements for administrators. In addition, the Board approves specific ethical standards that must guide the conduct of all staff members.

Specific Responsibilities: Essential to the success of ongoing District operations and the instructional program are the following responsibilities, required of all personnel:

1. Support and enforcement of policies of the Board of regulations of the District administration with regard to students.
2. Concern and attention toward their own and the District's legal responsibilities for the safety and welfare of students, including the need to assure that students are responsibly supervised within the constraints presented.
3. Avoidance of exploitation of relationships with students, other staff members or District patrons.
4. Consistency and promptness in attendance at work.
5. Diligence in submitting required reports promptly at the times specified.
6. Care and protection of District property.

Staff-Student Relationships: Exploitation of staff-student relationships is inconsistent with obligations owed to students. Commercial and business dealings between students and staff members are prohibited. A staff member may not use a teacher/administrator or similar relationship with a student for personal gain. Likewise, staff members may not use student property for personal use or benefit. Staff members who suspect or recognize an inappropriate relationship

between a student or staff member or who observe inappropriate conduct toward or contact with a student are required to report this in writing to their supervisor, the Superintendent, or other District official.

Exploitation of a Student: Exploitation of a student may result from an improper personal relationship encouraged by a teacher, administrator or support employee. Staff members should be aware that gestures and physical conduct, even through innocent and properly motivated, may be misrepresented by students or parents. Therefore, teachers, administrators, and support employees must avoid conduct that might be characterized as evidencing an improper or unprofessional personal attachment toward a student. Sponsors or chaperones shall not sleep in the same rooms with students on overnight activity trips unless the sponsor or chaperone is the parent or legal guardian of the student. Likewise, coaches, sponsors or chaperones shall not accompany a single student on a trip or activity unless written approval is received from parents or legal guardian of the student and the Superintendent or Superintendent's designee. The transporting of students in a personally owned vehicle without proper authorization and written approval from a parent or guardian is prohibited. This is to ensure the safety and security of students and to maintain professional boundaries.

Sexual or romantic involvement with a student and sexual harassment by any employee, regardless of the student's age or student's placement in or out of the teacher's class, is prohibited. School officials will seek criminal investigation and prosecution of any employee suspected of engaging in child exploitation.

Standards of Behavior: Staff is expected, in the capacity as role models, to establish an example of acceptable behavior for students in connection with classes and extracurricular activities. Teachers, administrators and support employees must refrain from the use of vulgar or obscene language and conduct in the presence of students. The use of alcohol, or illegal or illicit drugs by employees in or outside the presence of students while on contracted time or acting in an official capacity for the District is prohibited and is grounds for disciplinary action, including dismissal.

District has adopted policies relating to employee and student use of wireless telecommunications devices and social networking sites, and employees shall adhere to these provisions. Staff members are expected to refrain from comments or statements, even in jest, reflecting adversely on any person or group with reference to race, color, religion, sex, status, sexual orientation, age or genetic information. Racial, ethnic, or sexual slurs in the presence of a student or during work or work-related activities or programs constitute unprofessional conduct.

GENERAL STUDENT POLICIES

School Calendar: The school year shall consist of not less than one thousand eighty (1,080) hours of classroom instruction. Not more than thirty (30) of these hours shall be used for professional development days. In addition, parent-teacher conferences may be held during the school day and counted as classroom instruction for no more than six (6) hours per semester, for a total of twelve (12) hours per school year. Annually, the Superintendent or the Superintendent's designee shall prepare and present for Board approval a school calendar which indicates the dates of the opening and the closing of school and any applicable instructional and professional days. District's board of education will notify the Sate Board of Education ("SBE") of its school hours policy prior to October 15 each school year and will comply with any relevant requirements established by the SBE.

The school calendar is to include one hundred eighty-one (181) days or no less than one thousand eighty-six (1,086) hours with a minimum of one hundred sixty-six (166) days of instruction each school year (70 OK Stat § 4516). Extending the length of the school day to make up for instructional hours lost due to school cancellations is an option to be given consideration.

School Day: A school day shall consist of not less than six (6) hours devoted to school activities except as allowed by law. The Administration shall establish the school hours within the school day and class schedules for the schools within the District, and may provide for flexible scheduling and a longer school day to accommodate flexible scheduling. Each principal shall be responsible for implementing an instructional schedule for each student which provides for the best use of the student's time in relationship to the student's goals within the framework of practicable school operation, course offerings, and staffing.

Class Size: The Administration shall maintain appropriate class sizes as required by state law and the regulations prescribed by the North Central Association of Colleges and Schools.

School Ceremonies and Observances: According to the law, each school shall lead its students in a daily pledge of allegiance to the flag of the United States of America and shall provide a moment of silence. Students who do not wish to participate in the pledge will not be required to do so or penalized for noncompliance, so long as it is respectful. The moment of silence shall last approximately one (1) minute and will begin with an announcement over the public address system. The announcement will guide students and staff to use the time for reflection, meditation, prayer, or any other silent activity that does not interfere with others (70 O.S. 11-101.2).

Any complaints regarding violations of the policy related to the mandatory moment of silence shall be addressed promptly. The District will handle these complaints in accordance with the procedures established by law and policy.

Adopted: August 18, 1997; rev. 9/09, 10/19, 8/24,
3/25, 8/25

The United States and Oklahoma flags shall be flown on the school grounds on all school days when weather permits. The United States Flag will be on display, either inside or outside, on school property as required by law. Any American flag flown on school premises shall be flown in accordance with 4.U.S.C. § 1 and 2 as well as all other provisions in federal law regarding the display of the American flag. Any person who mistreats or dishonors the Flag will be subject to disciplinary action pursuant to state law and District policy. During gatherings and assemblies where a stage or a podium is involved, the United States and Oklahoma flags shall be appropriately placed on the stage or beside the podium. Schools within the District may observe the holidays of various religions and present assembly programs with songs and decorations in accordance with the traditional and historical significance of the religious holiday. Schools within the District may conduct programs commemorating events in Oklahoma's history and the United States' history.

Voluntary Prayer: The District acknowledges the right of students and staff to engage in voluntary prayer. This policy allows those who wish to participate in voluntary prayer to do so as admissible to the Oklahoma Administrative Code (OAC 210:35-3-251). Voluntary prayer at events is permitted. Students and staff are permitted to engage in voluntary prayer at school events, including but not limited to sporting events and graduation ceremonies, provided that such prayer is non-disruptive and respects the rights of all individuals present.

Any complaints regarding violations of the policy related to voluntary prayer shall be addressed promptly. The District will handle these complaints in accordance with the procedures established by law and policy.

Closed Campus: All students are to remain on the school campus between the time of arrival and the close of the school day unless leaving for school-sponsored events or checked out by a parent or guardian. Parents and/or guardians must check out students through the school office before taking the student from campus. Students who leave campus without permission shall be subject to disciplinary action.

GENERAL STUDENT POLICIES

CLOSED CAMPUS

If a student leaves the school campus without permission, the following will occur:

- First offense - One-day detention;
- Second offense - One-day suspension;
- Third offense - Three-day suspension;
- And each additional

CURRICULUM

Subjects for Curriculum: The core curriculum shall consist of courses in social studies, language arts, languages, the arts, mathematics, and science. In addition to curriculum in core subject areas, the curriculum for the schools within the District shall consist of certain areas which may be incorporated into the subject matter of existing classes or which may be taught as individual classes. These areas are health education; safety education; physical education; drug, alcohol, and tobacco education, sex education; and Acquired Immune Deficiency Syndrome (AIDS) or Human Immune Virus (HIV) prevention education.

Development and Revision of Curriculum: The Administration shall review, monitor, and develop effective, appropriate curriculum according to any applicable Administrative Regulations. The Superintendent shall recommend changes to the curriculum to the Board for Board approval.

Evaluation of Curriculum and Educational Programs: The Superintendent shall select evaluative resources and develop regulations and procedures to evaluate the curriculum and other aspects of the educational program of each school within the District. Periodically, the Superintendent shall report to the Board on the progress that the District is making towards the attainment of its educational goals.

Curriculum Committees: Curriculum committees may be formed in all grades, K-12, and, if formed, shall be composed of teachers, parents or guardians, and administrators. Curriculum committee reports shall reflect current research, best instructional practices, and state-mandated objectives. The Board must approve any changes in curriculum prior to implementing any changes in curriculum as a result of the report of a curriculum committee.

Course Catalogues: The Administration shall be responsible for preparing a course catalogue which sets forth those courses which are to be offered during a particular school year.

Textbooks and Instructional Materials: The Superintendent shall appoint a textbook committee which shall be organized in accordance with applicable law. Other instructional materials and library materials shall be selected according to Administrative Regulation.

Use of Artificial Intelligence Systems and Tools:

The introduction of Artificial Intelligence offers unprecedented opportunities for enhancing teaching methods, expanding learning resources, and fostering innovative educational experiences. However, Artificial Intelligence ("AI") also presents unique risks, challenges, and responsibilities, particularly in terms of ethical use, data privacy and security, and the accuracy and integrity of academic work.

General AI Principles

1. AI systems and tools must comply with all data privacy and security laws and policies, including FERPA.
2. AI systems will serve to enhance the District's commitment to high-quality learning.
3. Safeguards are essential to the use of AI systems and tools to minimize bias, promote fairness, and preserve the rigor and integrity of learning.
4. The use of AI systems and tools by students, teachers and professional staff must account for the context of teaching and learning and should be adopted, implemented and utilized in ways that maximize equity of access, use and benefit.

AI Use by Students:

5. Certain assignments may permit, encourage or require the use of AI systems and tools. In each case, it will be clearly stated in the assignment specified by the teacher.
6. Students should be mindful that some AI is prone to "hallucinations," false answers/information, or outdated information. Accordingly, AI can generate erroneous, misleading, and/or biased information. Thus, students must always verify the information provided by AI using reliable sources such as textbooks, scientific papers, and reputable educational websites. Students must take accountability for their academic use of AI and verify that any response from an AI tool that they intend to rely on, or use is appropriate, accurate, and not a violation of any other individual or entity's intellectual property or privacy rights.
7. Students should only submit or share work generated by any AI as their own with proper attribution, including properly citing or referencing the AI tool used in their created content. To share an AI's work as their own without proper citation and documentation is academic dishonesty.
8. When communicating with AI, students should utilize respectful and appropriate communication, and avoid harassment, bullying, or offensive language which may result in disciplinary consequences, including but not limited to zero credit on the assignment.
9. Students should not use or create AI generated content for the purposes of harassment, bullying, shaming, or humiliation. Any AI generated content that depicts likenesses of current or former Putnam City Schools or staff or students in inappropriate ways is expressly prohibited.
10. Students should not use AI to engage in any illegal activity, including hacking, spreading malware, phishing, fraud, any other activity that violates the law.
11. Students should not upload or input any person, confidential, proprietary, or sensitive information into any AI tool. Examples include passwords and other personal information such as names, likenesses, social security numbers, or financial information.
12. Offenses or violations of this policy will be addressed by the teacher and professional staff and may result in discipline.

AI Use by Staff:

1. Teachers and professional staff may consult AI for ideas, outlines and to enhance the educational experience, such as supplementing lesson plans, providing differentiated instruction, and aiding in curriculum development.
2. Teachers and professional staff should not create District accounts or encourage students to create accounts in any AI platform without first verifying if it is approved by the District.
3. Teachers and professional staff must ensure that their use of any AI tool complies with applicable laws such as those governing data and student privacy and District policies, including, policy BN-R1 and BN-R1-F1, Internet and Other Networks Acceptable Use and Internet Safety Use, and policy BR - Third Party Data use agreement is signed by any company providing AI services before any student's personally identifiable information is uploaded.
4. When communicating with AI, teachers and professional staff should utilize respectful and appropriate communication, and avoid harassment, bullying, or offensive language.
5. Teachers and professional staff should not use or create AI generated content for the purposes of harassment, bullying, shaming, or humiliation. Any AI generated content that depicts likenesses of current or former Putnam City Schools staff or students in inappropriate ways is expressly prohibited.
6. Teachers and professional staff should not use AI to engage in any illegal activity, including hacking, spreading malware, phishing, fraud, or any other activity that violates the law.
7. Teachers and professional staff should not upload or input any confidential, proprietary, or sensitive information, including any such District or student information into any AI tool. Examples include passwords, personal information such as names, likeness, social security numbers, student ID numbers, financial information and other credentials, personnel material, information from non-public District documents, including those identified as or understood to be confidential or sensitive (based on their nature or context) or any other non-public District information that might be harmful to students, staff or the District if disclosed.
8. Teachers and District/site professional staff should guide and supervise students in using AI in all approved areas as appropriate and constructive for the learning process.
9. Teachers who suspect plagiarism or use of AI that violates District policy should first have a conversation with a student to ensure that they understand expectations for acceptable use. Teachers should consult with administration to determine appropriate steps to investigate any possible violation of policy. AI detection tools will not be the main source of information relied upon in an investigation when it is believed that policy has been violated with regard to the use of AI by students.

District Level AI Governance:

Approved tools and their uses should be determined by the appropriate school district personnel after consideration of security, privacy, data usage, and academic integrity and quality standards, regulations, and values.

Complaint Procedure: The Administration shall implement regulations establishing procedures for

public input and/or complaints regarding textbooks, other instructional materials, and curriculum.

Title I Services and Funding: The District participates in and receives funds under Title I. The District shall ensure that Title I funds are used only as a supplement to those funds provided by the District from other sources and that Title I funds will not be used to supplant other District funds. The District shall provide for equivalent teachers, administrators, and other staff as well as curriculum and instructional materials from District's non-Title 1 funds and shall only use Title 1 funds to supplement those services and materials otherwise provided by the District.

Federal Programs Complaint Procedures: In accordance with Federal Programs regulations, a complaint process has been established in line with federal grant requirements. Any parent, teacher, individual, or organization with a complaint with regard to Federal Programs covered under the reauthorized Elementary and Secondary Education Act ("ESEA") at District may make the complaint known to the superintendent of schools or with the General Counsel of the Oklahoma State Department of Education ("OSDE").

1. A written complaint should be filed with the Federal Programs Coordinator. The complaint must contain the following criteria:
   - in written form and allege that Federal Program requirements have been violated;
   - the complaint must be signed
   - the complaint includes the facts on which the statement is based and the specific program requirement alleged to have been violated; and
   - the complaint includes information supporting the allegation along with the allegation

2. Upon receipt of a written complaint, the Federal Programs coordinator shall review the complaint, investigate and work to resolve the complaint within thirty (30) days. The investigation shall include opportunities for the Complainant of the Complainant's representative to present evidence and question witnesses.

3. After the investigation is complete, the district shall render a written determination regarding the complaint which shall contain the reasons supporting the determination and which shall be provided to the complainant and filed with the General Counsel of the OSDE. Such determination shall be rendered no later than thirty (30) days after receipt of a written complaint.

4. If the complaint is not resolved to the satisfaction of the Complainant, a hearing shall be conducted by the Board of Education within 30 days of receipt of written request for such hearing. The hearing shall include opportunities for the Complainant or the Complainant's representative to present evidence and questions witnesses.

5. Either party may appeal the final resolution to the Office of Federal Programs at the OSDE.

6. A complaint made directly to the OSDE without previously being filed with District will be reviewed by the OSDE to determine if an investigation is warranted by the OSDE or if the complaint shall be returned to the Complainant to be filed with the district. Complaints sent to the district by the OSDE shall be investigated within 30 days of the receipt of the complaint by the district.

Professional Qualifications of Teachers: The District is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. The District shall notify the parents of students attending any school that receives funds under Title I, Part A that a parent may request, and the District will provide to the parent on request and in a timely manner, information regarding the professional qualifications of the student's classroom teacher(s), including a) whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; b) whether the teacher is teaching under an emergency license or waiver through which the State qualifications or licensing criteria have been waived; c) the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field or discipline of the certification or degree; and d) whether the student is provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. Additionally, the District shall provide each individual parent timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

Parent and Family Engagement: District operates programs, activities and procedures for the involvement of parents and family members of participating children, consistent with Section 1116 of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA). These programs, activities, and procedures are developed jointly, and agreed on, with parents and family members of participating children at the end of each school year, and distributed to families at the beginning of ensuing school year.

DEFINITION: District utilizes the statutory definition of parental involvement under ESSA, Section 8101(39), and carries out programs, activities, and procedures in accordance with the following definition:
"Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring–
(A) that parents play an integral role in assisting their child's learning;
(B) that parents are encouraged to be actively involved in their child's education at school;
(C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child;
(D) the carrying out of other activities, such as those described in section 1116 of ESSA."

ACCESSIBILITY: In carrying out the Title I, Part A parent and family engagement requirements, to the extent practicable, District provides full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under ESSA, Section 1111 in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

DEVELOPMENT: Annually, District invites parents and family members of children from all grade levels (elementary, middle and high school levels) to jointly develop, review or revise the Parent and Family Engagement District Policy, that is in alignment with District's expectations, goals and objectives, and to adapt to current environmental, social and emotional changes.

RESERVATION: District reserves one percent (1%) of the Title I, Part A allocation to assist its schools to carry out meaningful parent and family engagement activities. Parents of children from all grade levels are consulted in regard to how the one percent of Title I, Part A funds reserved for parental involvement is spent, ensuring that not less than 90 percent of the one percent reserved goes directly to the schools, with priority given to high – need schools.

USE OF FUNDS: District uses the funds reserved under Title I, Part A for parent and family engagement activities and strategies for one or more of the following purposes:

a) Supporting schools in providing professional development for District and school personnel regarding parent and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.
b) Supporting programs that reach parents and family members at home, in the community, and at school.
c) Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.
d) Collaborating with community based or other organizations or employers with a record of success in improving and increasing parent and family engagement.
e) Engaging in any other activities and strategies that the local educational agency determines are appropriate and consistent with such agency's parent and family engagement policy.

BUILDING CAPACITY FOR INVOLVEMENT: To assist and build the capacity of all its participating schools in planning and implementing effective parent and family engagement activities, District designates a Family and Community Engagement Coordinator at the district level to coordinate, provide technical assistance, and other support necessary to improve student academic achievement

and school performance. It is the responsibility of this person to coordinate District family engagement programs; facilitate district wide parent and family education events; work to build partnerships with organizations and school sites to support family engagement; provide relevant District-wide parent and family involvement professional development; conduct an annual evaluation of the effectiveness of this policy, strategies and activities for parent and family engagement.

To support parent involvement in school activities, events and decisions, District requires all its schools shall establish a parent advisory committee, comprised of a sufficient number and representative group of parents of children served in each respective school. This committee shall support the needs of parents and family members to assist with the learning of their children, to make recommendations and participate in decisions. District and each school shall, to the extent practicable, remove barriers to greater participation of parents in school activities (specifically of parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).

COORDINATION: To the extent feasible and whenever appropriate, District coordinates and integrates Title I, Part A parent and family engagement strategies with parent and family engagement strategies under other relevant Federal, State, and local laws and programs. Examples are, but not limited to, English Language Learner Parent Nights (under Title III, Part A), District Health Fair (under Title IV, Part A), College and Career Fair, etc.

EVALUATION: To determine the effectiveness of the parent and family engagement policy in improving the academic quality of all schools, at the end of each school year, the Parent and Family Engagement Coordinator shall conduct an annual evaluation of this policy with the involvement of parents and family members. During the end of the year meeting, an analysis is performed of what was effective for the current school year, and what needs to be improved for the ensuing school year, by identifying the following:

a) barriers to greater participation of parents in school activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).
b) the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
c) strategies to support successful school and family interactions;

REVISION: Based on the findings of the annual evaluation of this policy, the Parent and Family Engagement Coordinator is responsible to design evidence-based strategies for more effective parental involvement, and to make recommendations to the Board of Education for parent and family engagement policy revisions, as necessary.

PARENT AND FAMILY ENGAGEMENT

ELEMENTARY SCHOOL

District operates programs, activities and procedures for the involvement of parents and family members of participating children, consistent with Section 1116 of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA). These programs, activities, and procedures are developed jointly with, and agreed on, with parents and family members of participating children at the end of each school year, and distributed to families at the beginning of the ensuing school year.

DEFINITION: District utilizes the statutory definition of parental involvement under ESSA, Section 8101(39), and carries out programs, activities, and procedures in accordance with the following definition: "Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring–

(A) that parents play an integral role in assisting their child's learning;
(B) that parents are encouraged to be actively involved in their child's education at school;
(C) that parents are full partners in their child's education and are included, as appropriate, in decision making
and on advisory committees to assist in the education of their child;
(D) the carrying out of other activities, such as those described in section 1116 of ESSA."

ACCESSIBILITY: In carrying out the Title I, Part A parent and family engagement requirements, to the extent practicable, District provides full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under ESSA, Section 1111 in an understandable and uniform format and,
including alternative formats upon request, and, to the extent practicable, in a language parents understand.

POLICY INVOLVEMENT

FREQUENCY: Each Elementary School shall convene an annual meeting in the fall of each school year, to inform parents in regard to the school's participation in Title I, Part A program and other Title programs, to explain each program requirements and parents' right to be involved in school's decisions. The invitation to this meeting shall be extended to all parents of participating children, and all parents shall be encouraged to attend.

INVOLVEMENT: Each Elementary School shall involve parents in the planning, review, and improvement of all programs, including the parent and family engagement school policy and the joint development of the school-wide program plan under section 1114(b). Parent and family engagement in the planning, review, and improvement of all programs shall be done by each Elementary School in an organized, ongoing, and timely manner, giving ample notification time to the parents for planning attendance.

FLEXIBILITY: Elementary sites shall strive for more parental participation by sending the invitation to the parent and family engagement meeting to all parents, via a variety of methods such as email, software, school messenger system, etc. at least two weeks in advance, and flexibly will be offered when possible such as in person and/or virtual. If requested by parents, opportunities shall be offered for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children. The school leader shall respond to any such suggestions as soon as practicably possible.

CURRICULUM: Elementary School shall implement the curriculum, academic assessments and State academic standards as approved by the Board of Education. Any updates in the curriculum, the academic assessment forms used to measure student progress and the achievement levels of the challenging State academic standards are posted on the district website, and communicated to parents by each school during events such as: open house, back-to-school night, parent teacher conference, etc.

BUILDING CAPACITY FOR INVOLVEMENT: To support parent involvement in school activities, events and decisions, Elementary Schools shall establish a parent advisory committee, comprised of a sufficient number and representative group of parents of children served in each respective school. This committee shall support the needs of parents and family members to assist with the learning of their children, to make recommendations and participate in decisions. Each school shall, to the extent practicable, remove barriers to greater participation of parents in school activities (specifically of parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).

Elementary Schools shall:

(1) assist parents in understanding topics such as the requirements under Title I, the challenging State academic standards, State and local academic assessments, how to monitor a child's progress, and how to work with teachers to improve children's academic achievement. Examples are, but not limited to, training parents on the topics above during back-to-school night, parent night, social media announcements, parent portal.

(2) train parents on how to work with their children to improve their academic achievement, provide materials and use technology to foster parental involvement. Examples are, but not limited to, literacy and technology training, adaptive technology. Training provided during parent education nights, conferences, Parent University events, Trainings will target all groups including parents of students receiving special education services, English language learners, and other targeted areas of need.

(3) train teachers, support personnel, principals, and other school leaders on how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build relations between parents and the school. Examples are, but not limited to, translate communication, training teachers on how to make school "approachable", hosting events such as Word Fair, Literacy Nights, Parent Night, using multiple communication venues (emails, phone calls, text messages, social media).

(4) to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs. Examples are, but not limited to, Early Birds preschool program, Parent Resource Centers, Parent University classes, parent classes for positive behavior management strategies, bullying prevention classes.

(5) ensure that information related to school and parent programs, meetings, and other activities is sent to the parents in a format and, to the extent practicable, in a language the parents can understand. Examples are, but not limited to, translation and interpretation services, send communication in several languages, explanation of acronyms, communication using social media, apps, text messages.

(6) provide such other reasonable support for parental involvement activities under this section as parents may request. Examples are, but not limited to, clothing, food pantry, trauma informed support, more access to technology.

SCHOOL-PARENT COMPACT: For the purpose of this policy, District utilized the statutory definition of the parent-compact under ESSA, Section 1116(d) as follows:

A school-parent compact is a voluntary agreement between the school and the parents of children participating in Title I, Part A programs that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

It is District's philosophy that families, students, and schools work together to help each student reach his/her potential, and they all take collective responsibility for a quality education. Student learning improves when a partnership exists, and each partner fulfills his/her responsibilities. Each Elementary School shall jointly develop, review and/or revise the school-parent compact with parents every school

year, and outline how parents, the entire school staff, and students will share the responsibility for improving student academic achievement. School-parent compact is to be addressed with parents annually during one or more of the following: Title I meetings, School-wide meetings, Family and Parent Engagement meetings, Parent-Teacher conferences.

Student responsibilities are as follows:

- Come to class on time, every day, ready to learn and with assignments completed.
- Allow the teacher to teach and all students in class to learn.
- Complete the work on time and accurately.
- Know and follow the school and class rules.
- Follow the school's dress code.
- Respect others and their property.

School responsibilities are as follows:

- Create a safe and healthy school environment, conducive to learning.
- Create a mutual respect among school staff, students and families.
- Communicate to staff, students and parents high expectations for every student.
- Provide assistance to families on what they can do to support their child's learning, by offering reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.
- Discuss the parent-compact with parents annually.
- Provide regular two-way communication between family members and school staff about their child's progress in school, and, to the extent practicable, in a language that family members can understand.
- Offer professional development opportunities that improve teaching and learning, and support the formation of partnerships with families and the community.

Parent responsibilities are as follows:

- Support my child's learning by expecting the completion of the daily homework assignments, independently.
- Ensure that my child gets adequate rest and is in school on time, virtually or in person, with a positive outlook.
- Accentuate the positive events at school and help my child resolve issues of concern and conflict.
- Support the discipline policy and reinforce the highest expectations of the school staff.
- Read and listen to my child's reading daily as a way of building a lifelong interest and joy of reading.
- Attend conferences to discuss my child's progress and attend events which showcase my child's work and learning experiences.
- Provide and maintain accurate information on my child's contact records.
- Volunteer in my child's classroom, to the extent practicable and reasonable.
- Participate, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time.

EVALUATION: To determine the effectiveness of the parent and family engagement policy in improving the academic quality of all schools, at the end of each school year, an annual evaluation of this policy shall be conducted with the involvement of parents and family members. During the evaluation, an analysis is performed of what was effective for the current school year, and what needs to be improved for the ensuing school year, by identifying the following:

a) barriers to greater participation of parents in school activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).
b) the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
c) strategies to support successful school and family interactions.

PARENT AND FAMILY ENGAGEMENT

MIDDLE SCHOOL

District operates programs, activities and procedures for the involvement of parents and family members of participating children, consistent with Section 1116 of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA). These programs, activities, and procedures are developed jointly with, and agreed on, with parents and family members of participating children at the end of each school year, and distributed to families at the beginning of the ensuing school year.

DEFINITION: District utilizes the statutory definition of parental involvement under ESSA, Section 8101(39), and carries out programs, activities, and procedures in accordance with the following definition: "Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—
(A) that parents play an integral role in assisting their child's learning;
(B) that parents are encouraged to be actively involved in their child's education at school;
(C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child;
(D) the carrying out of other activities, such as those described in section 1116 of ESSA."

ACCESSIBILITY: In carrying out the Title I, Part A parent and family engagement requirements, to the extent practicable, District provides full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under ESSA, Section 1111 in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

POLICY INVOLVEMENT

FREQUENCY: Each Middle School shall convene an annual meeting in the fall of each school year, to inform parents in regard to the school's participation in Title I, Part A program and other Title programs, to explain each program requirements and parents' right to be involved in school's decisions. The invitation to this meeting shall be extended to all parents of participating children, and all parents shall be encouraged to attend.

INVOLVEMENT: Each Middle School shall involve parents in the planning, review, and improvement of all programs, including the parent and family engagement school policy and the joint development of the school-wide program plan under section 1114(b). Parent and family engagement in the planning, review, and improvement of all programs shall be done by each Middle School in an organized, ongoing, and timely manner, giving ample notification time to the parents for planning attendance.

FLEXIBILITY: Middle schools shall strive for more parental participation by sending the invitation to the parent and family engagement meeting to all parents, via a variety of methods such as email, software, school messenger system, etc. approximately two weeks in advance, and offer flexibly when possible such as offering it in person and/or virtual. If requested by parents, opportunities shall be offered for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children. The school leader shall respond to any such suggestions as soon as practicably possible.

CURRICULUM: Middle Schools shall implement the curriculum, academic assessments and State academic standards as approved by the Board of Education. Any updates in the curriculum, the academic assessment forms used to measure student progress and the achievement levels of the challenging State academic standards are posted on the district website, and communicated to parents by each school during events such as: open house, back-to-school night, parent teacher conference, etc.

BUILDING CAPACITY FOR INVOLVEMENT: To support parent involvement in school activities, events and decisions, Middle Schools shall establish a parent advisory committee, comprised of a sufficient number and representative group of parents of children served in each respective school. This committee shall support the needs of parents and family members to assist with the learning of their children, to make recommendations and participate in decisions. Each school shall, to the extent practicable, remove barriers to greater participation of parents in school activities (specifically of parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). Middle Schools shall:

(1) assist parents in understanding topics such as the requirements under Title I, the challenging State academic standards, State and local academic assessments, how to monitor a child's progress, and how to work with teachers to improve children's academic achievement. Examples are, but not limited to, training parents on the topics above through the Putnam City Schools parent portal, online software programs, newsletters, social media announcements, hard-copy documents, etc.

(2) train parents on how to work with their children to improve their academic achievement, provide materials and use technology to foster parental involvement. Examples are, but not limited to, literacy training education, technology training, books, academic games, apps that support literacy, social media awareness, provided during parent education nights, conferences, send home packets, Parent University events, etc.

(3) train teachers, support personnel, principals, and other school leaders on how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build relations between parents and the school. Examples are, but not limited to, translate communication, training teachers on how to make school "approachable", hosting events such as Fall Festival, Word Fair, Literacy Nights, using multiple communication venues (emails, phone calls, text messages, social media).

(4) to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs. Examples are, but not limited to, Parent Resource Centers, Homeless shelters, Parent University classes.

(5) ensure that information related to school and parent programs, meetings, and other activities is sent to the parents in a format and, to the extent practicable, in a language the parents can understand. Examples are, but not limited to, translation and interpretation services, send communication in several languages, explanation of acronyms, communication using social media, apps, text messages.

(6) provide such other reasonable support for parental involvement activities under this section as parents may request. Examples are, but not limited to, clothing, food pantry, trauma informed support, bully prevention and awareness training, safe zones in schools as response to bullying, free internet connection, healthcare clinics.

SCHOOL-PARENT COMPACT: For the purpose of this policy, District is governed by the statutory definition of the parent-compact under ESSA, Section 1116(d) as follows:

A school-parent compact is a voluntary agreement between the school and the parents of children participating in Title I, Part A programs that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

It is District's philosophy that families, students, and schools work together to help each student reach his/her potential, and they all take collective responsibility for a quality education. Student learning improves when a partnership exists, and each partner fulfills his/her responsibilities. Each Middle School shall jointly develop, review and/or revise the school-parent compact with parents every school year, and outline how parents, the entire school staff, and students will share the responsibility for improving student academic achievement. School-parent compact is to be addressed with parents annually during one or more of the following: Title I meetings, School-wide meetings, Family and Parent Engagement meetings, Parent-Teacher conferences, etc.

Student responsibilities are as follows:

- Come to class on time, every day, ready to learn and with assignments completed.
- Allow the teacher to teach and all students in class to learn.
- Complete the work on time and accurately.
- Know and follow the school and class rules.
- Follow the school's dress code.
- Respect others and their property.

School responsibilities are as follows:

- Create a safe and healthy school environment, conducive to learning.
- Create a mutual respect among school staff, students and families.
- Communicate to staff, students and parents high expectations for every student.
- Provide assistance to families on what they can do to support their child's learning, by offering reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.
- Discuss the parent-compact with parents annually.
- Provide regular two-way communication between family members and school staff about their child's progress in school, and, to the extent practicable, in a language that family members can understand.
- Offer professional development opportunities that improve teaching and learning, and support the formation of partnerships with families and the community.

Parent responsibilities are as follows:

- Support my child's learning by expecting the completion of the daily homework assignments, independently.
- Ensure that my child gets adequate rest and is in school on time, virtually or in person, with a positive outlook.
- Accentuate the positive events at school and help my child resolve issues of concern and conflict.
- Support the discipline policy and reinforce the highest expectations of the school staff.
- Ensure my child read's 20 minutes daily.
- Attend conferences to discuss my child's progress, and attend events which showcase my child's work and learning experiences.
- Provide and maintain accurate information on my child's contact records.
- Volunteer in my child's classroom, to the extent practicable and reasonable.
- Participate, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time.

EVALUATION: To determine the effectiveness of the parent and family engagement policy in improving the academic quality of all schools, at the end of each school year, an annual evaluation of this policy shall be conducted with the involvement of parents and family members. During the evaluation, an analysis is performed of what was effective for the current school year, and what needs to be improved for the ensuing school year, by identifying the following:

a) barriers to greater participation of parents in school activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).
b) the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
c) strategies to support successful school and family interactions.

PARENT AND FAMILY ENGAGEMENT

HIGH SCHOOL

District operates programs, activities and procedures for the involvement of parents and family members of participating children, consistent with Section 1116 of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA). These programs, activities, and procedures are developed jointly with, and agreed on, with parents and family members of participating children at the end of each school year, and distributed to families at the beginning of the ensuing school year.

DEFINITION: District utilizes the statutory definition of parental involvement under ESSA, Section 8101(39), and carries out programs, activities, and procedures in accordance with the following definition:
"Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—
(A) that parents play an integral role in assisting their child's learning;
(B) that parents are encouraged to be actively involved in their child's education at school;
(C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child;
(D) the carrying out of other activities, such as those described in section 1116 of ESSA."

ACCESSIBILITY: In carrying out the Title I, Part A parent and family engagement requirements, to the extent practicable, District provides full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under ESSA, Section 1111 in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

POLICY INVOLVEMENT

FREQUENCY: Each High School shall convene an annual meeting in the fall of each school year, to inform parents in regard to the school's participation in Title I, Part A program and other Title programs, to explain each program requirements and parents' right to be involved in school's decisions. The invitation to this meeting shall be extended to all parents of participating children, and all parents shall be encouraged to attend.

INVOLVEMENT: Each High School shall involve parents in the planning, review, and improvement of all programs, including the parent and family engagement school policy and the joint development of the school-wide program plan under section 1114(b). Parent and family engagement in the planning, review, and improvement of all programs shall be done by each High School in an organized, ongoing, and timely manner, giving ample notification time to the parents for planning attendance.

FLEXIBILITY: High Schools shall strive for more parental participation by sending the invitation to the parent and family engagement meeting to all parents, via email, software, school messenger system, etc. at least two weeks in advance, and flexibly offer it in person and/or virtual. If requested by parents, opportunities shall be offered for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children. The school leader shall respond to any such suggestions as soon as practicably possible.

CURRICULUM: High Schools shall implements the curriculum, academic assessments and State academic standards as approved by the Board of Education. Any updates in the curriculum, the academic assessment forms used to measure student progress and the achievement levels of the challenging State academic standards are posted on the district website, and communicated to parents by each school during events such as: open house, back-to-school night, parent teacher conference, etc.

BUILDING CAPACITY FOR INVOLVEMENT: To support parent involvement in school activities, events and decisions, High Schools shall establish a parent advisory committee, comprised of a sufficient number and representative group of parents of children served in each respective school. This committee shall support the needs of parents and family members to assist with the learning of their children, to make recommendations and participate in decisions. Each school shall, to the extent practicable, remove barriers to greater participation of parents in school activities (specifically of parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).

High Schools shall:

(1) assist parents in understanding topics such as the requirements under Title I, the challenging State academic standards, State and local academic assessments, how to monitor a child's progress, and how to work with teachers to improve children's academic achievement. Examples are, but not limited to, training parents on the topics above through the Putnam City Schools parent portal, online software programs, newsletters, social media announcements.
(2) train parents on how to work with their children to improve their academic achievement, provide materials and use technology to foster parental involvement. Examples are, but not limited to, literacy training education, the harms of copyright piracy, college and Career Tech school preparation training, scholarship application preparation training, etc.

(3) train teachers, support personnel, principals, and other school leaders on how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build relations between parents and the school. Examples are, but not limited to, translate communication, training teachers on how to make school "approachable", hosting events such as Zoom meetings, Literacy Nights, using multiple communication venues (emails, phone calls, text messages, social media).
(4) to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs. Examples are, but not limited to, Parent Resource Centers, Homeless shelters, Parent University Classes.
(5) ensure that information related to school and parent programs, meetings, and other activities is sent to the parents in a format and, to the extent practicable, in a language the parents can understand. Examples are, but not limited to, translation and interpretation services, send communication in several languages, explanation of acronyms, communication using social media, apps, text messages.
(6) provide such other reasonable support for parental involvement activities under this section as parents may request. Examples are, but not limited to, clothing, community gardens, counseling and suffice prevention services, mental health support.

SCHOOL-PARENT COMPACT: For the purpose of this policy, District utilized the statutory definition of the parent-compact under ESSA, Section 1116(d) as follows:

A school-parent compact is a voluntary agreement between the school and the parents of children participating in Title I, Part A programs that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

It is District's philosophy that families, students, and schools work together to help each student reach his/her potential, and they all take collective responsibility for a quality education. Student learning improves when a partnership exists, and each partner fulfills his/her responsibilities. Each High School shall jointly develop, review and/or revise the school-parent compact with parents every school year, and outline how parents, the entire school staff, and students will share the responsibility for improving student academic achievement. School-parent compact is to be addressed with parents annually during one or more of the following: Title I meetings, school-wide meetings, Family and Parent Engagement meetings, Parent-Teacher conferences, etc.

Student responsibilities are as follows:

- Come to class on time, every day, ready to learn and with assignments completed.
- Allow the teacher to teach and all students in class to learn.
- Complete the work on time and accurately.
- Know and follow the school and class rules.
- Follow the school's dress code.
- Respect others and their property.

School responsibilities are as follows:

- Create a safe and healthy school environment, conducive to learning.
- Create a mutual respect among school staff, students and families.
- Communicate to staff, students and parents high expectations for every student.
- Provide assistance to families on what they can do to support their child's learning, by offering reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.
- Discuss the parent-compact with parents annually.
- Provide regular two-way communication between family members and school staff about their child's progress in school, and, to the extent practicable, in a language that family members can understand.
- Offer professional development opportunities that improve teaching and learning, and support the formation of partnerships with families and the community.

Parent responsibilities are as follows:

- Support my child's learning by expecting the completion of the daily homework assignments, independently.
- Ensure that my child gets adequate rest and is in school on time, virtually or in person, with a positive outlook.
- Accentuate the positive events at school and help my child resolve issues of concern and conflict.
- Support the discipline policy and reinforce the highest expectations of the school staff.
- Ensure my child reads 20 minutes daily.
- Attend conferences to discuss my child's progress, and attend events which showcase my child's work and learning experiences.
- Provide and maintain accurate information on my child's contact records.
- Volunteer in my child's classroom, to the extent practicable and reasonable.
- Participate, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time.

EVALUATION: To determine the effectiveness of the parent and family engagement policy in improving the academic quality of all schools, at the end of each school year, an annual evaluation of this policy shall be conducted with the involvement of parents and family members. During the evaluation, an analysis is performed of what was effective for the current school year, and what needs to be improved for the ensuing school year, by identifying the following:

a) barriers to greater participation of parents in school activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).
b) the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
c) strategies to support successful school and family interactions.

CURRICULUM AND INSTRUCTION

COMPLAINT PROCEDURE

The Board will make an effort to provide stimulating, effective teaching materials that will be appropriate to this community's values and the student's ability and maturity level. When questions or challenges from parents or other individuals or groups in the community regarding books or other instructional materials occur, the following procedures have been developed to deal with the concern.

There are two types of requests concerning material alleged to be objectionable: requests that an individual student be excused from reading certain specified material; and, requests that specified material be removed from the curriculum.

When a parent or guardian of an individual student desires that the student be excused from reading specified material, the teacher or principal shall be contacted. The teacher will assign the student a book or materials of approximately equal merit and appropriate to the same or related objectives.

All challenges to remove specified material from use must be presented in writing on the appropriate form. This can be done by contacting the building principal. If the person asking for the review wishes to remain anonymous at the local level, contact the Assistant Superintendent of Curriculum and Instruction. When a request for review of instructional materials is received, action shall be taken as follows:

1. A building level review committee composed of the principal, librarian and three other faculty members, shall be appointed by the principal.
2. If a concern is settled at the building level, the complaint will be considered resolved.
3. If the complaint cannot be resolved on the building level, a district review committee will be formed. The district review committee shall be appointed by the Superintendent or his designee and shall be composed of the Chief Elementary or Secondary Education Officer as appropriate, a curriculum coordinator, two principals, the chairperson of the particular department or grade level involved, three teachers competent in the field under question, and two patrons of the District.
4. The committee shall consider the attitudes of other teachers toward the materials, the opinions of other competent authorities, reviews of the materials by the American Library Association and other reputable reviewers, and the teacher's written rationale for using the materials.
5. Prior to any determination of findings, the complainant shall be invited to appear before the building review committee and the district review committee, if one is required, to provide further rationale for his/her objection to the materials.
6. The report from the building and or district level committee shall be submitted to the superintendent and the superintendent will communicate that report to the board.
7. A written response shall be forwarded to the objecting party after the decision is made.

Putnam City Schools
DISTRICT FORM

CURRICULUM AND INSTRUCTION COMPLAINT FORM

Request for Reconsideration of Curriculum Materials

Type of material in question: _____

Parent/Guardian _____ District Patron _____ Site_____

Title_____Author_____

Publisher /Producer_____ Publication Date_____

Request initiated by_____ Telephone_____

Address_____City_____State_____Zip_____

To what in the material do you object? (Please be specific, cite pages, scene, etc.)

_____

_____

What do you feel might be the result of using this material?_____

_____

For what age group would you recommend this material?_____

Is there anything positive about this material?_____

Have you read, viewed and/or listened to the material in its entirety? Yes_____ No_____

Are you aware of the literacy critics' evaluation of the material?_____

What do you believe is the theme of this material?_____

How do you wish your complaint resolved?

____Alternate material provided for your student

____Material removed from the school School _____

____Material withdrawn from all schools

____Other (explain) _____

In its place, what material or title of equal literacy quality would you recommend?

_____

Additional Comments

_____

_____

Signature of Complainant_____ Date_____

Adopted: August 18, 1997; rev. 9/13, 7/14,
10/14, 12/15, 1/22, 9/22

STUDENT ACTIVITIES

General: Student activities are an important part of the total educational program. Student activities shall be scheduled so as to result in the least interference with curricular activities and classes.

Participation: Student participation in student activities shall be voluntary and in accordance with any Administrative Regulations governing such participation. In order to be excused from classes to participate in student activities which are scheduled during the school day, a student shall be passing in all assigned subjects and shall be in compliance with all Administrative Regulations governing such participation.

Organizations and Clubs: The District shall permit the formation of student organizations and clubs as provided by Administrative Regulations and Procedures. Student organizations and clubs shall have at least one (1) faculty advisor and shall comply with state law, Board policy, and any Administrative Regulations regarding structure, operation, and funds from student activities. District shall annually notify parents/guardians of students about clubs and organizations sponsored by or under the direction and control of the school. The annual notification shall be by posting on the District's website. The annual notification shall include, but is not limited to, the name, the mission or purpose, and the faculty advisor. Parents/guardians of students shall notify the school Administration in writing that the parent/guardian is withholding permission for the student to join or participate in one or more clubs or organizations. Parents/guardians shall be responsible for preventing their student from participating in a club or organization for which permission has been withheld.

Government: The District shall permit the formation and operation of student councils which shall provide students with an opportunity to participate in the workings of the democratic process. Student councils shall not have any authority to make policies and/or regulations for the District or the particular school, nor shall they have any authority regarding disciplinary matters except for recommending the removal of a council member. Student councils may make recommendations to the Administration on any topic.

Publications: Each secondary school within the District may establish an official District-sponsored publication as a forum for student expression. Official District-sponsored publications may include newspapers and yearbooks. The preparation, publication, and distribution of such student publications shall be done by students working under the supervision of a faculty advisor and shall be done in accordance with the law, Board policy, and any applicable Administrative Regulations and procedures. Any Administrative Regulations shall advise students of their First Amendment rights with respect to such publications and advise them of those types of speech which are not protected by the First Amendment and which are therefore prohibited.

Athletics: A well-organized and well-conducted athletic program is a potent factor in the morale of a high school student body and an important phase of good community-school relations. Students benefit through opportunities to grow physically and intellectually, to develop self-discipline, and to contribute to a team effort which is made possible by participation in competitive inter-school and intramural team and individual sports activities. The District is a member of the Oklahoma Secondary School Activities Association (OSSAA), and in all athletic matters will adhere firmly to the rules and regulations of that body and to the philosophy of sports which it encourages. The eligibility of students to participate in the District's athletic program is determined in accordance with OSSAA regulations and will be monitored by coaches and principals.

The District shall provide interscholastic athletic competition for students in grades 6-12 in a variety of sports and shall provide intramural athletic activities as an outgrowth of class instruction in physical education and commensurate with the grade level of the students involved. The District shall allow students to participate in sports on the basis of their physical condition and desire and shall provide qualified personnel to coach and supervise individual sports. The athletic program is both educational and recreational, should encourage participation by as many students as possible, and should be carried on with the best interests of the students as the first consideration without unreasonable interference with other obligations in the school community. A student may not begin practice for any athletic team until the student has been examined and approved by a medical doctor, and written consent for such participation has been obtained from the parent. Insurance against accident or injury shall be provided by the students engaging in interscholastic athletics.

Field Trips: Field trips are considered appropriate extensions of the classroom and should stimulate student interest and inquiry in the subject being taught.

Concussion and Head Injury Awareness: On an annual basis, a concussion and head injury information sheet shall be completed and returned by District athletes and their parents or guardians. The information sheet must be returned prior to the athlete's participation in practice or competition.

An athlete who is suspected of sustaining a concussion or head injury during a practice or game shall be removed from participation at that time. An athlete who has been removed from participation during a practice or game based upon a suspected concussion or head injury may not participate in practice or game-play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussions and has received written clearance to return to participation from that health care provider.

STUDENT ACTIVITIES

PUBLICATIONS

The Board of Education recognizes that the students' rights to express their thoughts and opinions subject to certain limitations is guaranteed by the First Amendment to the United States Constitution. The freedom to express one's opinion goes hand in hand with the responsibility for the published material. Speech, whether written or symbolic, should be in accordance with standards of responsible journalism. Responsibly applying the First Amendment's protection of free speech is an essential learning process for students involved in student publications.

Responsibilities of Students Who Assist With Official District Sponsored Student Publications

Students who assist with official district-sponsored student publications will adhere to the tents of responsible scholastic journalism when preparing all verbal and graphic expression intended for publication. Such tenants shall include the following responsibilities:

1. To determine the content of the student publication subject to the limitations set forth in this policy and as provided by law.
2. To exercise in writing and maintain a high regard for the truth.
3. To strive to use proper syntax, grammar, spelling and punctuation.
4. Not to use speech determined by law to not be protected by the First Amendment to the United States Constitution including those set forth as prohibited speech in this policy.
5. To report on matters of current interest and concern to the school community always being aware of the beliefs and values of the constituencies of the school.
6. To refrain from impugning any person's race, place of national origin, creed, sex or age.

Responsibilities of Faculty Advisers

Faculty advisers who have been assigned to official district-sponsored publications shall have the following responsibilities:

1. Consult with and advise students in regard to style, grammar, format, propriety and legality of materials to be published.
2. Supervise the students in regard to the fulfillment of their responsibilities set forth in this policy, provided that no faculty adviser shall be disciplined for failing to violate the student participants' rights guaranteed by the Oklahoma and United States Constitution.
3. Prohibit and prevent the publication of prohibited speech by students.
4. Impart to the student practical skills in writing, photography, design, layout and advertising.
5. Oversees the publication's operation with regard to finances, supplies, equipment, contracts, and publication schedules.

6. Maintain open communication with the principal regarding the status of the assigned student publication and matters affecting the responsibilities for such publication shared with the principal.
7. Forewarn the principal of materials to be published of a controversial nature. Controversial materials are defined as those materials which may elicit strong, differing opinions and emotions among students, staff and community, provided that the fact that a certain speech is controversial shall not be cause to prevent and prohibit such speech unless it is also prohibited speech. Because "controversial" is difficult to define, when the faculty adviser is in doubt as to whether the material is controversial in nature, the principal should be forewarned. Topics which may be of a controversial nature include, but are not limited to, issues relating to human sexuality, chemical abuse, religion, school district personnel, student powers, topics in derogation of school or district image, politics, or severe emotional and physical problems of students.
8. Perform such duties and responsibilities assigned by the Principal which are not inconsistent with this policy.

Responsibilities of the Principal

The principal shall have the following responsibilities in regard to official district-sponsored student publications:

1. Assign a faculty adviser for student publication and supervise the faculty adviser in regard to the performance of the faculty adviser's duties set forth in this policy.
2. Maintain open communications with the faculty adviser regarding the status of the assigned student publication and matters affecting the responsibilities for such publication held by the faculty adviser or shared between the faculty adviser and the principal.
3. Although the faculty adviser is primarily responsible for the prohibition and prevention of the publication of prohibited speech by student participants, the principal shall provide advice and counsel to the faculty adviser either upon the request of the faculty adviser or upon the principal's own volition. In the event that the principal determines that certain speech of the student participants is prohibited speech, the principal shall prohibit and prevent publication of the prohibited speech notwithstanding the opinion of the faculty adviser to the contrary.

Prohibited Speech

The participants in official district-sponsored publications shall have the right to freedom of speech except for that speech which is determined by law to be unprotected by the First Amendment to the United States Constitution. Such unprotected speech is referred to in this policy as "prohibited speech" and includes:

1. Obscenity, which is defined as:

    a. A publication the average person, applying contemporary community standards, would find, taken as a whole, appeals to a minor's prurient interest in sex; and
    b. A publication which depicts or describes, in a patently offensive way, sexual conduct such as intimate sexual acts, masturbation, excretory functions, and lewd exhibition of the genitals: and
    c. A publication which, taken as a whole, lack serious literary, artistic, political, or social value.

2. Libel, which is defined as a false or unprivileged publication by writing, printing, picture or effigy or other fixed representation to the eye, which exposes any person to public hatred, contempt, ridicule or obloquy, or which tends to deprive a person of public confidence, or to injure a person in the person's occupation, or any malicious publication as aforesaid, designed to blacken or vilify the memory of one who is dead, and tending to scandalize the person's surviving relatives or friends.

If the allegedly libeled individual is a "public figure" or "public official" as defined below, the false statement must be published " with actual malice", i.e., that the person making the statement knew that the statement was false, or that the statement was published with reckless disregard for the truth - without trying to verify the truthfulness of the statement.

(a) A public official is a person who holds an elected or appointed public office
(b) .A public figure is a person who either seeks the public's attention or is well known because of his achievements.
(c) School employees are to be considered public officials or public figures in articles concerning the performance of their school-related activities.
(d) When a statement concerns a private individual, the false statement must be published willfully or negligently, without exercising the care that a reasonably prudent person would exercise to be libelous.
(e) Under the "fair comment rule" a person is free to express an opinion on matters of public interest.

3. Speech which causes a material and substantial disruption of school activity. "Disruption" and "school activity" are defined as:

    (a) "Disruption" is defined a speech which substantially interferes with or materially disrupts classroom work, school activities or school functions, such as demonstrations, sit-ins, boycotts, walk-outs, stand-ins, unlawful seizures of property, destruction of property, widespread shouting or boisterous conduct and related activities. Heated discussion or debate does not constitute disruption.

In order for student speech to be considered disruptive, there must exist specific facts which it would be reasonable to forecast that a clear and present likelihood of an immediate, substantial, and material disruption of should activities would occur if the material was distributed. There mere perception or apprehension of an occurrence of a distribution without the existence of specific facts upon which it would be reasonable to forecast such disruption is not enough to constitute a disruption.

In determining whether a student publication is disruptive, consideration must be given to the context of the distribution as well as the context of the material.

In this regard, consideration should be given to past experiences in the school with similar material, past experience in the school in supervising the students in the subject school, current events influencing student activities and behavior and whether there have been any instances of actual or threatened disruption prior to or contemporaneously with the dissemination of the student publication or the student speech in question.

(b) "School activity" means educational activity of students sponsored by the school and includes, by way of example and not by way of limitation, classroom work, library activities physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.

STUDENT ACTIVITIES

FIELD TRIPS

Educational field trips shall be planned and conducted in accordance with the following guidelines:

1. The teacher shall review the educational value of the field trip with the principal and receive the principal's approval prior to making arrangements for the field trip.
2. The principal must receive transportation authorization and a purchase order to expend district funds, if such expenditure is required, prior to granting approval.
3. A parental permission slip is required for each student participating in the trip, including walking or bicycling excursions. Slips will be available in each school office.
4. The teacher will provide the parents with information concerning the purpose and destination of trip, transportation, and eating arrangements, date and time of departure, and estimated time of return.
5. Board of Education or activity funds will pay the cost of transportation, admission fees, etc.
6. One or more adults in addition to the teacher will accompany each class on field trips unless otherwise approved by the principal. Teachers are responsible for informing accompanying adults of their duties and responsibilities.
7. The teacher should review acceptable standards of conduct with the students in advance of the trip. The teacher has primary responsibility for the conduct of the student. Students who cannot be self-controlled or teacher-controlled may be excluded from field trips.
8. The teacher planning the trip will be responsible for arranging an appropriate educational experience and supervision for students who do not participate in the field trip.
9. Students' safety will be a primary consideration with first aid kits required on all field trips.
10. The buddy system, or partners, is recommended to assure constant awareness of each student’s whereabouts, needs, and participation.
11. Should an emergency situation occur, the teacher is responsible for notifying the principal by telephone as soon as possible.
12. Walking or bicycling trips must be made under the personal supervisions of the teacher. Employee vehicles may be used for field trips in the Oklahoma City area if approved by the building principal. Such practice should be authorized in only the most unusual circumstances.
13. Use of private vehicles should be discouraged in favor of district transportation.
14. Arrangements for buses are to be made through the transportation office with teachers ordering buses at least one week in advance of the trip.
15. Students will not be permitted to leave the field trip group during the trip unless prior written arrangements are made by parents.
16. If students return to the school from a trip after school hours, the teacher and the principal should make provisions for their safe departure home, taking into account the age of the students and the hour.

Schools sending students on field trips and excursions shall be charged for all transportation costs. Such costs shall either be paid from the general fund or the local school activity fund at the discretion of the building principal. Procedures for payment of transportation costs are as follows:

General Fund

1. Director of transportation or the Director's designee, will complete a charge sheet for the trip and forwards it to the business manager, copy to building principal.
2. Business manager debits school site account for cost of trip and pays the driver(s).

Activity Fund

1. Director of transportation or the Director's designee, will complete a charge sheet for the forwards it to the business manager, copy to the building principal.
2. Business manager debits transportation account for cost of trip and pays the driver(s).
3. Building principal debits the local school activity fund and credits the clearing fund for the cost of the trip.

Out-of-State Student Travel:

Out-of-state trips by students for interscholastic contests or extracurricular activities must have approval of the Board. Such trips may be taken provided they can be adequately justified. Overnight out-of-state trips for elementary will not be considered. The Board will evaluate the following factors as potential reasons for not approving out-of-state trips:

- Impact on regular classroom instruction and teacher commitments
- Contribution to the academic program
- Excessive cost of trip
- Potential disruption to students' regular academic schedules
- Compliance with State Department of Education regulations

Out-of-state Student Travel Procedures:

The following must be completed at least thirty (30) days prior to the travel:

- Submit an Out-of-State Student Travel Request form (DA-R5-F1) with a detailed itinerary to the deputy board clerk.
- Submit an Overnight Travel Request form (CF-R1-F1) to the deputy board clerk for every employee traveling.
- Submit a list of students by name and grade to the site administrator.
- Submit a list of chaperones to the site administrator

There must be a student-to-chaperone rate of one chaperone to twelve students. Chaperones should be at least twenty-five (25) years of age unless they are employees of the District.

Coaches or sponsors should submit travel requests for the athletic/performance competitions in advance in order to meet the thirty (30) day deadline. In the event that a team does not qualify for the contest, the travel request may be canceled.

Putnam City Schools
DISTRICT FORM

EC-R2-F2

PRE-APPROVAL FIELD TRIP REQUEST FORM

- O **School Day Field Trip**
- O **Over Night Field Trip**

Teacher's Name _____ Subject/Grade _____

Request Date _____ Trip Date _____ Cell # for trip _____

1. List the OAS objectives that relate to the field trip. _____

_____

2. List the date from your planning book that the objective is taught. _____
3. What is expected of the students before, during and after, to make this a meaningful field trip? (Explain and attach the students' worksheets and assignments.) _____

_____

4. How will the field trip be evaluated? (Attach evaluation sheet.) _____

_____

5. Why can't the lesson be taught as effectively without the field trip? _____

_____

6. How will the students be supervised on the bus and at your destination? (# of adults to students.)

_____

7. Explain the cost and payment for the field trip. _____

_____

8. Attach the completed bus request on District Form EC-R2-F3
9. District Field Trip Authorization Form EC-R2-F4 must be used for all student trips off campus.
10. The Administrator should be given the Field Trip Request at least 10 days prior to trip date. (The sponsor would need to discuss with the Administrator if this is not possible.)

ADMINISTRATIVE RESPONSE:

- O Approved Field Trip
- O Disapproved Field Trip - Reason(s) for the field trip to be denied (Financial, Relevance to OAS or School Improvement Objectives, Transportation, Frequency, Safety, Timing, Conflicts.) _____

_____

_____

_____

Administrator _____ Date _____

Putnam City Schools
DISTRICT FORM

EC-R2-F3

TRANSPORTATION FIELD TRIP REQUEST FORM

☐ District Transportation Required

☐ School Site Transportation Required

Today's Date: ________________

To Be Completed by School

School: ______________________________________ Date of Trip: ______________________

Requested By: ________________________________ Phone #: ________________________

Grade/Class/Club Name: ____

Trip Supervision: ____

Destination: ____

\# of Students: _______________ # of Adults _______________ # of Buses _______________

Coach Will Drive: Yes ____________ Name ______________________ No ______________

Pick-up Location: ____

Pick-up Time: ______________ AM ______________ PM (time you want to load bus at school)

Return Time: ______________ AM ______________ PM (time you will arrive back to school)

Bill Trip To: AT PO#: _______________ BT PO# _______________ Other: _____________

Send Confirmation Letter to: ____

(Must be completed request can be processed)

Special Instructions/Driver Directions: ____

____

____

Principal's/Financial Secretary's Signature ____

***All requests must be received (7) days prior to the trip date.**

**** Buses are not available before 8:45am or after 2:00pm without special permission from the transportation department.**

Fax completed form to 491-7575

- -

Office use Only:

Drivers: Trip Request # ________________

1. ________________________ Bus# _______
2. ________________________ Bus# _______
3. ________________________ Bus# _______
4. ________________________ Bus# _______
5. ________________________ Bus# ___
6. ________________________ Bus# ___
7. ________________________ Bus# ___
8. ________________________ Bus# ___

Putnam City Schools
DISTRICT FORM

EC-R2-F4

FIELD TRIP AUTHORIZATION FORM
PUTNAM CITY PUBLIC SCHOOLS

I hereby acknowledge that my child is currently a student at Putnam City Public Schools (District) and will be participating in academic or extracurricular activities at another location.

Student's Name: _____ DOB: _____/_____/_____
Age: _____ Grade: _____ Teacher: _____
My child will be participating in _____ at the following location:
_____ on the following date(s): _____

EMERGENCY CONTACT INFORMATION

Parent or Guardian Names: _____
Home #: _____ Cell: _____ Work: _____
Additional Contact Person(s): _____ Phone: _____
Physician's Name: _____ Phone: _____
Health Insurance Carrier: _____ Policy #: _____
List allergies or special considerations for your child: _____

_____

MEDICATION: If your child takes medication please complete the back side of this form.

CONSENT:

I understand that in the event of a medical emergency, 911/Emergency Medical Services will be called and my child will be transferred to a medical facility. I understand the arrangements and believe that the necessary precautions and plans for care and supervision of the children during the field trip will be taken. I understand that all applicable rules of the District will remain in effect during the course of the field trip and any violation of such rules will result in consequences in accordance with district policy upon return. I further understand that if my child is removed from this trip for any reason, no refunds will occur.

In consideration of the advantages of my child participating in this field trip, I hereby release the District, its officers, agents, employees, affiliates, and successors, and assigns from any and all liability, claims, and losses of every kind which I now have or which may accrue later and which relate to any action, inaction, or negligence arising out of, related to, or connected with my child's involvement in the aforementioned field trip. If my child is injured in any way during the course of the field trip, I agree to look to my own resources and/or my own insurance to cover any medical bills or other losses that I may suffer. By signing this document, I acknowledge that I have read this agreement, understand its contents, and am voluntarily agreeing to be bound by its terms and conditions. I hereby consent to my child's participation in and attendance on the aforementioned field trip.

Parent Signature: _____ Date: _____

Parent Name (print): _____

**Student may print and sign above if over 18 years of age.

Medication

Any medications that are typically taken during the school day and will need to be taken during the course of the field trip will follow regular District procedures in regards to frequency, dosage and method of administration.

If this is a new medication that is not currently being given or kept at school, I understand that this medication must be checked in through the school nurse/health aide the day before the field trip and all necessary school medication forms signed and completed. School personnel will not be allowed to administer any medications which do not have a pharmacy label (or a new, unopened container of age and dose appropriate over the counter medication) and signed permission slip on file with the school nurse.

_____**Student already has medication at school with a signed permission form.**

_____

Signature of parent/guardian Printed name of parent/guardian Date

_____ **I am sending a new medication. (Please complete the next section)**

New Medication(s)

Fill out and return to school with your child's medicine in the most current pharmacy's **ORIGINAL** container **WITH** prescription label or with the physician's order for sample medications.

May we have permission to contact the doctor's office to clarify this medication order? Yes No

Student: _____ DOB: _____

Medication (write med's name & strength as printed on label): _____

Dosage to be given at: _____ Med's expiration date: _____

Purpose of med: _____ Times to be given: _____

Doctor's name: _____ Phone #: _____

Number of pills sent to school: _____ Number of pills arrived at school: _____

Special Instructions: _____

Parent Signature: _____ Date: _____

Nurse/Health Aide/Secretary Signature: _____ Date: _____

Student is carrying their emergency medication on the field trip (the appropriate form with the doctor's signature is on file at the school). "I hereby release Independent School District 1 of Oklahoma County, Oklahoma, the district commonly referred to as Putnam City Schools, its officers and its employees, from any and all liability resulting from my child carrying their asthma inhaler, epinephrine injector or diabetic supplies on this field trip."

Parent Signature: _____ Date: _____

NOTE: Copies of this form should be kept on file in main office, nurses' office and with trip sponsor.

Putnam City Schools
DISTRICT FORM

EC-R2-F4

FORMA DE AUTORIZACIÓN PARA PASEO
ESCUELAS PUBLICAS DE PUTNAM CITY

Con esta reconozco que mi hijo es un estudiante actual en las escuelas públicas (distrito de) Putnam City y que participará en una actividad académica o extracurricular en otra localidad.
Nombre del estudiante: _____ Fecha de nacimiento:: _____ /_____/____
Edad: _____ Grado: _____ Maestro/a: _____
Mi hijo participará en _____ en la siguiente localidad:
_____ en la siguiente fecha(s): _____

INFORMACIÓN PARA CONTACTO DE EMERGENCIA:

Nombre de los padres o guardianes: _____
Hogar #: _____ Celular _____ Trabajo #: _____
Persona adicional: _____ Teléfono: _____
Nombre de su médico: _____ Teléfono _____
Nombre seguro médico: _____ Póliza #: _____
Enliste alergias o consideraciones especiales de su hijo: _____
_____

MEDICAMENTOS: Complete la parte de atrás de esta forma si su hijo toma medicamentos.
CONSENTIMIENTO:
Yo entiendo que en el evento de una emergencia médica, se llamarán los servicios médicos de emergencia/911 y mi hijo será transferido a una facilidad médica. Entiendo este acuerdo y creo que son necesarios el plan y precauciones que se llevarán a cabo para el cuidado y supervisión de los niños durante el paseo que harán. Entiendo que son aplicables todas las reglas del distrito y que permanecerán en efecto durante la duración del paseo y cualquier violación de estas reglas resultará en consecuencias de acuerdo a la política del distrito cuando el estudiante regrese a la escuela. También entiendo que no contaré con devolución monetaria si mi hijo es sacado de este paseo por cualquier razón.

En consideración de las ventajas que mi hijo tendrá al participar en este paseo, aquí mismo yo pongo en libertad al Distrito, sus oficiales, agentes, empleados, afiliados y sucesores y libero de cualquier y toda responsabilidad, demanda, reclamación, y perdidas de toda clase las cuales pudieran ocurrir más adelante y que estén relacionadas con cualquier actividad, inactividad o negligencia que pudiera ocurrir de, relacionado a, o conectado con la involucración de mi hijo en este mencionado paseo. Si mi hijo llegara a sufrir cualquier daño durante el transcurso del susodicho paseo, estoy de acuerdo en pagar por mi propia cuenta y/o usar mi propio seguro médico para cubrir cualquier recibo medico u otras perdidas que yo pudiera sufrir. Al firmar este documento reconozco que he leído este acuerdo y entiendo su contenido, y que acepto por mi propia voluntad la responsabilidad legal de sus términos y condiciones. Aquí mismo doy consentimiento para que mi hijo participe y asista en el susodicho paseo.

Firma de los padres: _____ *Fecha:* _____

Parent Name (print): _____
***El estudiante puede poner su nombre en letra de imprenta y firmar si es mayor de 18 años de edad.*

Medicamentos

Cualquier medicamento que normalmente se tome durante horas escolares se necesitará tomar durante el curso de este paseo y seguirá los procedimientos regulares del Distrito relacionados con frecuencia, dosis y método de administración.

Si es es un nuevo medicamento que no se mantiene actualmente o se administra en la escuela, entiendo que se debe registrar con la enfermera escolar el día anterior al paseo y llenar y firmar todas las formas médicas necesarias. No se le permite al personal escolar administrar medicamentos que no tengan una etiqueta farmacéutica (o medicamentos sin receta en contenedor nuevo, sin abrir de la edad y dosis apropiada) y un permiso firmado en el expediente de estudiante con la enfermera escolar.

_____El estudiante ya tiene medicamento en la escuela con una forma de permiso firmada.

_____

Firma del padre/guardián *Nombre en imprenta del padre/guardián* *Fecha*

Nuevo medicamento(s)

Llene y devuelva a la escuela con la medicina de su hijo en el contenedor farmacéutico **ORIGINAL** más reciente **CON** la etiqueta de la receta o con la orden del médico para medicamentos de muestra.

¿Nos autorizan a contactar la oficina de su médico para clarificar la orden de este medicamento?
_____Sí _____No

Estudiante: _____ Fecha de nacimiento: _____
Medicamento (escribe el nombre y potencia de acuerdo a la etiqueta):): _____
Horario de dosis: _____ Fecha de caducidad: _____
Propósito del medicamento: _____ Cuantas veces: _____
Nombre del médico: _____ Teléfono #: _____
Numero de píldoras que se mandan a la escuela: _____
Numero de píldoras que llegaron a la escuela: _____
Instrucciones especiales: _____

Firma de los padres: _____ Fecha: _____

Firma de enfermera/asistente/secretaria: _____ Fecha: _____

El estudiante lleva consigo su medicamento de emergencia durante el paseo (la forma apropiada con la firma del médico se encuentra en el expediente escolar). "Yo dejo en libertad al Distrito Escolar Independiente 1 del condado de Oklahoma, el distrito comúnmente conocido como Putnam City Schools, sus oficiales, y sus empleados, de toda y cualquier responsabilidad que pudiera resultar de que mi hijo lleve consigo en este paseo su inhalador para el asma, inyección de epinephrine o artículos para diabéticos."

Firma de los padres: _____ Fecha: _____

NOTA: Se deben mantener copias de este documento en la oficina de la escuela , con la oficina de la enfermera y una con el patrocinador del paseo.

Putnam City Schools
DISTRICT FORM

Putnam City School District
5401 NW 40th St
OKC, OK 73122
Telephone: (405) 495-5200
Fax: (405) 491-7516

Volunteer Form - Release of Information

PLEASE PRINT LEGIBLY School/Site: _____

Legal Name: _____
First *Middle* *Last*

Date of Birth: ____/____/____ Gender: M F

Driver's License Number: _____ State Issued: _____

_____
Current Home Address *City* *County/State* *Zip Code*

_____
Past Home Address *City* *County/State* *Zip Code*

List any other names you have used

_____ _____-_____ _____
Name *Dates Used* *City/State*

Are you the parent/guardian of a Putnam City Schools student? Yes No

Student's Name _____

Have you ever been convicted of a crime? Yes No If yes, please complete the section below.

_____ _____ _____ _____
Date of Offense *City* *County* *State*

_____ _____ _____ _____
Date of Offense *City* *County* *State*

I authorize, without reservation, any person or entity contacted by PUTNAM CITY SCHOOLS to, furnish the above-stated information, and I release any such person or entity from any and all liability for furnishing such information. I further release PUTNAM CITY SCHOOLS, their officers, employees and agents from any liability and responsibility arising from the preparation of said report. I understand that false or misleading statements made on this authorization, or made during the verification process will disqualify me. By my execution hereof I acknowledge that a report will be requested and used for the purpose of evaluating me for volunteering.

_____ _____
Signed *Date*

SCHOOL CLUBS AND ORGANIZATIONS

Purpose:

The purpose of this regulation is to establish guidelines for school clubs and organizations to ensure that they operate in a safe and productive manner, while supporting the educational mission of the district and schools. Oklahoma state law at Title 70 O.S. section 24-105 requires annual notification to parents and guardians of clubs and organizations sponsored by or under the direction of supervision of the school. This notification is made available on each school's website.

Definitions:

A school club or organization is defined as a group of students who come together to pursue a common interest or activity, with the guidance and support of a faculty advisor.

Clubs:

A club is a group of students with a designated purpose who are not specifically affiliated with a class or department other than Student Activities. Because the management of the club is intended to be a student learning experience, the day to day functions of the club are carried out by student members, although clubs must be sponsored by a district employee who acts as an advisor. The advisor may or may not have an affiliation with the group.

Organizations:

An organization is a group that is closely tied to a class or department on campus, and has the oversight of that class or department rather than oversight by student activities.

Guidelines:

1. Establishment of Clubs and Organizations
    a. Any group of students may establish a club and organization, subject to the approval of the school administration.
    b. To be recognized as an official school club or organization, a group must submit a written proposal outlining the purpose, goals, and activities of the club and organization, along with a list of officers and a faculty sponsor.

2. Faculty Sponsor
   a. All school clubs and organizations must have a certified teacher or approved faculty member to sponsor the club or organization who is a full-time staff member of the school.
   b. The faculty sponsor shall be responsible for providing guidance and support to the club or organization, and for ensuring that its activities are consistent with school policies and procedures.

3. Membership
   a. Membership in school clubs and organizations shall be open to all students, subject to any reasonable limitations established by the club or organization.
   b. No student shall be excluded from membership on the basis of race, color, national origin, sex, religion, or disability.
   c. It will be the responsibility of parents or guardians of students to notify the school administration in writing if they choose to withhold permission for their child(ren) to join or participate in one or more clubs or organizations.
   d. A student must meet academic eligibility requirements to participate in a club or organization. If a student is ineligible they may not meet or participate in any club or organization activity until they meet academic eligibility requirements.
   e. A student who is chronically absent from school is prohibited in participating in clubs or organization activities. Participation regarding chronic absenteeism may be reassessed each semester.

4. Meetings and Activities
   a. School clubs and organizations may hold meetings and activities on school grounds, subject to the approval of the school administration.
   b. All meetings and activities must be consistent with school policies and procedures, and must not interfere with the educational mission of the school.

5. Funding
   a. School clubs and organizations may receive funding from the school budget, subject to the approval of the school administration.
   b. Clubs and organizations may also raise funds through approved fundraising activities.

6. Supervision
   a. School clubs and organizations shall be supervised by the faculty sponsor, who shall be responsible for ensuring that all activities are conducted in a safe and responsible manner.
   b. Any student who violates school policies or procedures while participating in a school club or organization may be subject to disciplinary action.
   c. Relative to membership and participation in school clubs and organizations, state law and Board policy expressly prohibit “hazing”.

School clubs and organizations play an important role in the life of the school community, and provide students with opportunities to develop leadership skills, pursue their interests, and form lasting friendships. This regulation is intended to provide clear guidelines for the establishment and operation of school clubs and organizations, while ensuring that they remain consistent with the educational mission of the district and schools.

MOVIES IN CLASSROOMS

Teachers are encouraged to use media-based resources when related to instructional purposes. However, such resources must be approved by the site principal or assistant principal prior to the intended time of use. Every teacher and administrator has a responsibility to use instructional materials that support the objectives of course content, while being appropriate and accurate. They shall be selected for use in accordance with the same criteria that is applied to library or other instructional material. The following requirements shall apply to classroom use of video materials:

- Video content must be directly related to the curriculum and integrated with State Standards and District objectives.
- Video content must be appropriate for the age and maturity level of the students viewing the material. The teacher is responsible for ensuring that the Motion Picture Association of America rating complies with policy requirements and that the material is appropriate for student viewing.
- As much as possible, the materials must present all opinions on a topic.
- Any materials from the media resource centers may be used.
- The materials must be based on sound research from a respected authority.
- Teachers shall evaluate the entire film or video to assure its instructional effectiveness prior to use.
- The materials must be accurate and error free.
- Teachers must discuss the use of any audio-visual material which might be controversial or offensive with the principal prior to utilizing such material.
- Video presentation 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.
- Movies with a Motion Picture Association of America rating of PG or lower may be used only at the high school level.

Commercial films that are unrated or rated PG or PG-13 shall not be shown to students in the District without advance written notice to the parents. Such notice shall contain an accurate description of the contents of the film. It is important that parents/guardians have the right to request their child be excluded from viewing material they consider objectionable. Prior to showing the videos which

contain language or scenes some may consider objectionable, permission slips should be sent out to all parents/guardians to provide the opportunity to exclude their child from participation. If a parent/guardian objects as a matter of principle to the viewing of a particular video, a meaningful alternative and related activity will be assigned without penalty or embarrassment to the student.

Prohibited Use of Video Materials:

- The use of video material that is taped from television broadcasts is prohibited because of copyright law consideration, unless the material is obtained from the school's media resource center.

- Audio-visual materials and videos should not be shown merely for entertainment purposes but may be shown in a classroom, instructional setting with the instructor in attendance to facilitate and discuss the education purposes of the video. Commercial entertainment films having obvious educational value may be included when appropriate to the subject being studied.

- No films having a rating of R, N17, or X shall be shown to students at any school under any circumstances.

- Video materials shall not be used for fundraisers or as a reward in the regular instructional classroom. Video material selected outside of the instructional classroom may be used as a school0wide fundraising activity, entertainment, or reward when approved by the building administrator. All films shall have a general audience "G" rating. When required, the appropriate copyright permission shall be obtained.

- If the film is a part of direct classroom and curriculum instruction, even entertainment type films can be shown without a license or permission under 17 U.S.C. If the school or teacher shows these same films for entertainment or reward, a license or permission is required. The same rules apply to PTAs, booster clubs, and school-sponsored organizations.

- Use of personal streaming video subscriptions in the classroom is forbidden.

A copy of this policy shall be provided to all teachers at the beginning of each school year. Any employee violating this policy is subject to disciplinary action that may include dismissal or non-renewal.

Selection of Nonfiction materials and resources: Nonfiction resources are carefully considered before selection for the library media resource center. Religious materials will be unbiased and reprint all major religions. Bibles and other sacred writings are acceptable. Publications may be selected if they have general value or appear in magazine indexes. Factual information about ideologies or

philosophies may be included. Medical and scientific knowledge suitable to the developmental stage of the students should be made available without any biased selection of facts.

Duplication and Use of Copyrighted Materials: Putnam City Schools recognizes the advantages of technological and internet-based instructional resources. All individuals using the computer-based resources of the District will be expected to do so responsibly and legally. Copyrighted materials, whether they are print or non-print, will not be duplicated or used unless such reproduction meets "fair use" standards or unless written permission from the copyright holder has been received. Standards of "fair use" will be made available to all teachers. A summary will also be made available in the school library media center. Employees who willfully disregard the District's copyright position are in violation of Board Policy. They do so at their own risk and assume all liability personally. The legal and/or insurance protection of the District will not be extended to anyone who violates the fair use standards.

"Fair Use" Criteria to Consider:

- The purpose and character of the use, including whether such is of a commercial nature or is for nonprofit education purposes;
- The nature of the copyrighted work;
- The amount of the portion used in relation to the copyrighted work as a whole;
- The effect of the use upon potential market for or value of the copyrighted work.

Using Copyrighted Material: Copyright guidelines permit in-classroom performance of a copyrighted video, DVD, or other non-print media when it is used for instructional purposes in a teaching situation and is a lawfully made copy. Any District personnel reproducing copyrighted material shall be certain that they are in accordance with the applicable law and Board policy BG.

Putnam City Schools
DISTRICT FORM

REQUEST TO VIEW FILM/VIDEO

DATE OF REQUEST: _____

TEACHER/TEAM MAKING REQUEST:_____

TITLE OF FILM/VIDEO: _____

DATE FILM/VIDEO TO BE SHOWN: _____ RATING: _____
(PG/PG-13 @ HS REQUIRES PARENT PERMISSION)

INSTRUCTIONAL STANDARD: _____

NON-INSTRUCTIONAL ACTIVITY: _____

FILM/VIDEO HAS BEEN EVALUATED PRIOR TO BEING SHOWN?: _____

ADMINISTRATOR'S SIGNATURE: _____ DATE: _____

Putnam City Schools
DISTRICT FORM

EC-R4-F2

PERMISSION TO VIEW FILM/VIDEO

Dear Families,

Occasionally, film/video are used in the classroom to illustrate a particular curricular-related concept.

FILM/VIDEO TITLE: _____

DATE BEING SHOWN :_____ MOTION PICTURE INDUSTRY RATING: _____

INSTRUCTIONAL OBJECTIVES: _____

_____

_____

PLEASE RETURN THE PERMISSION SLIP BELOW BY: _____

TEACHER'S SIGNATURE: _____ CLASS: _____

- -

STUDENT'S NAME: _____

_____ YES, I GIVE MY PERMISSION FOR MY CHILD TO VIEW CURRICULUM AND SCHOOL APPROPRIATE FILM/VIDEOS RELATED TO CLASSROOM CONTENT AND SUBJECTS.

_____ NO, MY CHILD MAY NOT PARTICIPATE. I UNDERSTAND ALTERNATE LEARNING EXPERIENCE WILL BE PROVED FOR MY CHILD WHILE THE MOVIE IS BEING WATCHED.

SIGNATURE OF PARENT/GUARDIAN: _____

DATE: _____

GRADING, PROMOTION, RETENTION, AND GRADUATION

Grading: The grading system is designed to promote continuous evaluation of student performance, communicate student progress, and celebrate student successes. Board policy shall set forth the District's grading system, including class ranking. Any students attending school on a virtual platform will be subject to the same grading scale and policies as all other District students.

Grading Symbols (6-12): The following scale should be used for student work that has been completed or been attempted:

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 50-59
I = Incomplete
NC = No Credit

A zero can be given for work that is not turned in.

A zero can be recorded as the final grade, for an assignment. Points for the assignment and length of time to complete and/or turn in the assignment will be at the teacher's discretion.

Teachers should keep their electronic grade books (District) updated weekly, with grades entered. These grades should be reflective of how students are mastering the standards that have been taught. Parents are encouraged to keep track of their student's grades by checking the Parent Portal available through the district website or mobile app.

Students that are placed on the ineligibility list must be given the opportunity to improve their grades each week.

Parents or guardians must be contacted by a teacher before a semester grade of "F" is given. Documentation of parent contact should be kept.

Course Weighting: Beginning with the class of 2020, concurrent courses will be weighted using a 4.5 scale. Beginning with the class of 2022, Advanced Placement ("AP") and honors classes will be weighted using a 4.5 scale with the notation that passing the corresponding AP exam (score of 3, 4, or 5) will add an additional .5 weight to the AP course (5.0 scale).

Incomplete: When a grade of incomplete is issued, the incomplete work and timeline for completion should be communicated and documented to the student and parent. Make-up work shall be graded and credit awarded.

No Credit: A no credit ("NC") may be assigned if a teacher recommends that a student in grades 9-12 not be given credit due to a failing grade in the course or due to a failure to meet attendance requirements.

Frequency of Marking: Report cards are made available to the students at the end of each semester. A quarterly progress report will be sent to parents/ guardians at the end of each nine-week period or available online through the student/parent portal. Parents or guardians of students who are making a D or below shall be notified as soon as possible throughout the school year.

Changing a Final Grade: Final grades may be modified only by completing a "Grade Change Request" form (ED-F1) which indicates approval of a site administrator. Registrars may modify the grade as noted on the approved request form.

Homework: Teachers may assign homework to students. The type, frequency, and quantity of homework to be assigned shall be determined by the teacher based on the needs of the students and the subject matter being taught.

Retention and Course Failure: In general, students enrolled in grades K-8 shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of students from grade to grade, with students spending one year in each grade. However, some students may benefit from staying another year in the same grade, and under certain circumstances, a student may be retained more than once. Retention may be considered when:

1. The student is achieving significantly below ability and grade level;

2. Retention would not cause an undue social and emotional adjustment; and

3. Retention would have a reasonable chance of benefiting the student's development.

Whenever a teacher recommends that a K-8 student be retained at the present grade level or recommends that a high school student not be passed in a course, the student's parent or guardian shall be notified of such recommendation. If the student's parent or guardian is dissatisfied with the recommendation, the parent or guardian may appeal the decision by complying with the District's appeal process as set forth in Administrative Regulations.

Students in grades 9-12 will be promoted yearly to the next grade level based on the Oklahoma State Department of Education student cohort assignment guidelines. Graduation is based on the attainment of all graduation requirements per district and state regulations and applicable laws. A teacher may recommend that a student in grades 9-12 not be given credit due to a failing grade in the course due to a failure to meet attendance or tardiness requirements.

Acceleration: In certain circumstances, students may be accelerated ahead of grade level. Such acceleration shall only occur after discussion with the student's teachers, counselors and approval of the student's parent or guardian, principal, and demonstration of successfully completing the Proficiency Based Promotion ("PBP") exam with a score of 90% in core competency areas.

Graduation Requirements: In order to receive a diploma from the District, students must complete certain course requirements and be enrolled in the District as set forth in Administrative Regulations.

Individual Career and Academic Plan ("ICAP"): Beginning with students entering the ninth grade in the 2019-2020 school year and for each school year thereafter, every student shall be required to complete the process of an ICAP in order to graduate with a standard diploma. An ICAP is an individualized plan developed by the student and the student's parent/legal guardian in collaboration with the student's school counselors, school administrators, teachers, and other school personnel. The ICAP is used to help establish personalized academic and career goals, explore postsecondary career opportunities, including, but not limited to, military careers, apprenticeship programs, career, and technology programs leading to certification or licensure, educational opportunities, align coursework and curriculum, apply to postsecondary institutions, secure financial aid and ultimately enter the workforce. Each year following a student's ninth grade year, students shall update their ICAP. The ICAP shall include, but not be limited to:

I. Career and college interest surveys,

II. Written postsecondary workforce goals and information of progress toward these goals,

III. the intentional sequence of courses that reflect progress toward the postsecondary goal,

IV. the student's academic progress, including courses taken, assessment scores, any remediation or credit recovery, and any Advanced Placement, International Baccalaureate, concurrent or dual enrollment credits earned and/ or career certificate(s), certification(s), or endorsements, and

V. experience in-service learning and/or work environment activities.

Graduation Exercises: Graduation exercises are an important event in the educational process, and student participation in and student conduct at graduation exercises shall be governed by Administrative Regulations. See ED-R4

Strong Readers Act: It is essential for students enrolled in the District to read early and well in elementary school. The District will set clear and visible goals, administer assessments to determine proficiency, utilize scientifically based and researched methodology in reading instruction in addition to regular and periodic measurements of elementary school reading improvement, and ensure accountability in each level of the educational system will result in a significant increase in the number of children reading at or above grade level.

All students enrolled in the District will receive a well-rounded education that prioritizes building deep foundations in reading, writing, and mathematics. All District teachers of reading in kindergarten through third grade will ensure that their instruction incorporates the five key elements of reading: phonological awareness, decoding, reading fluency, vocabulary, and comprehension.

Screening: To identify students who have a reading deficiency including identifying students with characteristics of dyslexia, each student enrolled in kindergarten and first, second, and third grade in a public school in this state shall be screened at the beginning, middle, and end of each school year for reading skills including, but not limited to, phonological awareness, decoding, fluency, vocabulary, and comprehension. A screening instrument approved by the State Board of Education, in consultation with the Commission for Educational Quality and Accountability and the Secretary of Education, shall be utilized.

Exemptions from Screening Requirements: Exemptions to the screening requirements may be provided to students who have documented evidence that they meet at least one of the following criteria as related to the provision of classroom instruction:

A. The student participates in the Oklahoma Alternate Assessment Program (OAAP) and is taught using alternate methods
B. The student's primary expressive or receptive communication is a sign language
C. The student's primary form of written or read text is Braille, or
D. The student's primary expressive or receptive language is not English, the student is identified as an English learner using a state-approved identification assessment, and the student has had less than one (1) school year of instruction in an English-learner program.

For students granted an exemption from the screening requirement, the District shall provide ongoing evidence of student progression toward OAAP reading essential elements, proficiency in sign language and reading comprehension, and proficiency in Braille and reading comprehension.

Student Literacy Intervention Plan (SLIP): Students who are administered a screening instrument and are found not to be meeting grade-level targets shall be provided a program of reading instruction designed to enable students to acquire the appropriate grade-level reading skills. The program of reading instruction shall be based on scientific reading research and align with the subject matter standards adopted by the State Board of Education. A program of reading instruction shall include:

A. Sufficient additional in-school instructional time for the acquisition of phonological awareness, phonics decoding, fluency, vocabulary, and comprehension,
B. If necessary and if funding is available, tutorial instruction after regular school hours, on Saturdays, and during summer; however, such instruction may not be counted toward the one-hundred-eighty-day or one-thousand-eighty-hour school year requirement
C. Assessments identified for diagnostic purposes and periodic monitoring to measure the acquisition of reading skills including, but not limited to phonological awareness, phonics decoding, fluency, vocabulary, and comprehension, as identified in the student's program of reading instruction,
D. High-quality instructional materials grounded in scientifically based reading research, and
E. A means of providing every family of a student in prekindergarten, kindergarten, and first, second, and third grade access to free online evidence-based literacy instruction resources to support the student's literacy development at home.

A student enrolled in kindergarten or first, second, or third grade who exhibits a deficiency in reading at any time based on the screening instrument shall receive an individual reading intervention plan no later than thirty (30) days after the identification of the deficiency in reading. The reading intervention plan shall be provided in addition to core reading instruction that is provided to all students. The reading intervention plan shall:

A. Describe the research-based reading intervention services the student will receive to remedy the deficiency in reading,
B. Provide explicit and systematic instruction in phonological awareness, decoding, fluency, vocabulary, and comprehension, as applicable,
C. Monitor the reading progress of each student's reading skills through the school year and adjust instruction according to the student's needs, and
D. Continue until the student is determined to be meeting grade-level targets in reading based on screening instruments or assessments identified for diagnostic purposes and periodic monitoring

The reading intervention plan for students identified with a deficiency in reading shall be developed by a Student Reading Proficiency Team and shall include supplemental instructional services and supports. Each team shall be composed of:

A. The parent or legal guardian of the student,

B. The teacher assigned to the student who had responsibility for reading instruction in that academic year,
C. A teacher who is responsible for reading instruction and is assigned to teach in the next grade level of the student, and
D. A certified reading specialist, if one is available

Parent or Legal Guardian Notification: The District shall notify the parent or legal guardian of any student in kindergarten or first, second, or third grade who exhibits a deficiency in reading at any time based on the screening instrument administered pursuant to this policy. The notification shall occur no later than thirty (30) days after the identification of the deficiency in reading.

Any first-grade, second-grade, or third-grade student who demonstrates proficiency in reading through a grade-level appropriate screening instrument approved pursuant to this policy shall not require a program of reading instruction or an individual reading intervention plan. After a student has demonstrated proficiency through a screening instrument, the District shall provide notification to the parent or legal guardian of the student that the student has satisfied the requirements of the Strong Readers Act. The District shall continue to monitor the student in the next successive grade level to ensure he or she maintains proficiency.

The parent of any student who is found to have a reading deficiency and is not meeting grade-level reading targets and has been provided a program of reading instruction as provided for in this policy shall be notified in writing of the following:

A. That the student has been identified as having a substantial deficiency in reading;
B. A description of the current services that are provided to the student;
C. A description of the proposed intensive intervention services and supports that will be provided to the student that are designed to remediate the identified area of reading deficiency;
D. That a student who is promoted to the fourth grade shall receive supplemental intensive intervention services;
E. Strategies for parents to use in helping their child succeed in reading proficiency; and
F. The grade-level performance scores of the student

District Strong Readers Plan: The District shall adopt and implement a Strong Readers Plan with input from school administrators, teachers, and parents and legal guardians, and, if possible, a reading specialist. The plan shall be submitted electronically to, and approved by, the State Board of Education. The plan shall be updated annually. The District is not required to electronically submit the annual updates to the State Board if the last plan submitted to the State Board was approved and expenditures for the program include only expenses relating to individual and small group tutoring, purchase of and training in the use of screening and assessment measures, summer school programs and Saturday school programs. If any expenditure for the program is deleted or changed or any other

type of expenditure for the program is implemented, the District shall submit the latest annual update to the State Board for approval.

The District Strong Readers Plan shall include a plan for each site which includes an analysis of the data provided by the Oklahoma School Testing Program and other reading assessments utilized as required under this policy, and which outlines how each school site will comply with the provisions of the Strong Readers Act.

Promotion: No student may be assigned to a grade level based solely on age or other factors that constitute social promotion.

Funding for Professional Development: If the District receives more than Two Thousand Five Hundred Dollars ($2,500.00) in funds allocated to provide remediation and intervention in reading pre-kindergarten through grade five, the District shall spend no less than ten percent of (10%) to provide professional development for teachers teaching prekindergarten through grade five. The professional development shall include training in the science of reading including how students learn to read; training in providing explicit and systematic instruction in phonological awareness, decoding, fluency, vocabulary, and comprehension; implementing reading strategies that research has shown to be successful in improving reading among students with reading difficulties; and instructional materials required for implementation.

If a teacher determines that a student in kindergarten or first through third grade is not reading at grade level by the end of the second quarter of the school year, the parent or legal guardian of the student shall be notified of:

A. The reading level of the student;
B. The program of reading instruction for the student as required pursuant to the Strong Readers Act; and
C. The potential need for the student to participate in a summer academy or other program designed to assist the student in attaining grade-level reading skills.

Summer Academy and Supplemental Programs: A teacher who determines a student in kindergarten or first through third grade is not meeting grade-level targets for reading in may, after consultation with the parent or legal guardian of the student, recommend that the student participate in and complete a summer academy or other program.

The District's summer academy is a home-based supplementary program that provides students with resources that may include take-home materials, online resources, and community-based learning opportunities. The District's summer academy program shall be designed to ensure that participating students successfully complete grade-level competencies in reading to enhance next-grade readiness. Parents or guardians monitor progress and support learning, promoting continued literacy development during the summer.

Subject to the availability of funds, an in-person summer academy reading program may be provided and shall incorporate the content of a scientifically research-based professional development program administered by the Commission for Educational Quality and Accountability or a scientifically research-based reading program administered by the State Board of Education and is taught by teachers who have successfully completed professional development in the reading program or who are certified as reading specialists.

The District may approve an option for students who are unable to attend a summer academy. The optional program may include, but is not limited to, an approved private provider of instruction, approved computer-based or Internet-based instruction, or an approved program of reading instruction monitored by the parent or legal guardian. The District shall not be required to pay for the optional program, but shall clearly communicate to the parent or legal guardian the expectations of the program and any costs that may be involved.

Subject to the availability of funds, the requirements of this section may be expanded to apply to students in fourth through eighth grades.

Dyslexia Screening and Intervention: Any student enrolled in kindergarten, first, second, or third grade who is assessed through the Strong Readers Act and who is not meeting grade-level targets in reading after the beginning-of-the-year assessment shall be screened for dyslexia. Screening also may be requested for a student by his or her parent or legal guardian, teacher, counselor, speech-language pathologist, or school psychologist.

Screening shall be conducted in accordance with the policies developed by the State Board of Education and the Oklahoma Dyslexia Handbook, including policies and information developed relating to universal screening of kindergarten students for characteristics of dyslexia.

Reporting Requirements: The District shall annually report in an electronic format to the State Department of Education, the Office of Educational Quality and Accountability, and the Secretary of Education the number of students in kindergarten through third grade per grade level who exhibit grade-level reading proficiency, the number of students per grade level who received intensive intervention services pursuant to this policy, the number of students per grade level who attended a summer academy as provided for in Section 1210.508E of Title 70, the number of students per grade level who exhibited improved reading proficiency after completion of intensive intervention services, and the number of students per grade level who are still in need of intensive intervention services.

The District shall annually publish on the school website, and report electronically to the State Department of Education, the Office of Educational Quality and Accountability, and the Secretary of Education by September 1 of each year the following information on the prior school year:

A. Expenditures related to implementing the provisions of this policy, the number of staff implementing the provisions of this policy, and average daily classroom time devoted to implementing the provisions of this policy,
B. By grade, the number and percentage of all students in kindergarten through third grade who did not meet grade-level targets based on a screening instrument administered pursuant to this policy,
C. By grade, the number of percentage of all students in kindergarten through third grade who have been enrolled in the District for fewer than two (2) years,
D. By grade, the number of percentage of students in kindergarten through third grade who demonstrated grade-level proficiency based on a screening instrument administered pursuant to this policy, and
E. By grade, the number and percentage of students in kindergarten through third grade who are on an individualized education program (IEP) in accordance with the Individuals with Disabilities Education Act (IDEA) and who demonstrated grade-level proficiency based on a screening instrument administered pursuant to this policy or an alternative assessment prescribed by the student's IEP.
F. Copies of the results of the screening instruments administered shall be made a part of the permanent record of each student.

The District shall provide the following data to the State Department of Education by June 30 each year:

A. The number of students by grade level in kindergarten through grade three who were screened for dyslexia in a school year;
B. The number of students by grade level in kindergarten through grade three who were newly identified as having characteristics of dyslexia in a school year;
C. The process or tools used to evaluate student progress;
D. The number of trained school system personnel or licensed professionals used to administer the qualified dyslexia screening tool;
E. The number of students in kindergarten through grade three who were participating in interventions within the school setting and the number of students participating in interventions outside the school setting; and
F. The programs used by districts for intervention within the school setting.

Reference: 70 O.S. § 1210.508A, et seq.

Putnam City Schools
DISTRICT FORM

ED-F1

GRADE CHANGE REQUEST FORM

Teacher: _____

Course Title: _____

Student Name: _____

Student ID #: _____ Grade: 6 7 8 9 10 11 12

Original Grade: _____ School Year: _____
(Include percentage & letter grade) First Semester Second Semester

Modified Grade: _____ Final Exam Grade: _____
(Include percentage & letter grade)

Reason for changing original grade: _____

_____

Grade change has been recorded in official gradebook: Yes No

Teacher Signature: _____ Date: _____
(Signature & date indicate official request for the identified student's grade to be changed.)

Administrator Approval: Approved Denied

Administrator Signature: _____ Date: _____

Registrar Signature: _____ Date: _____
(Signature & date indicate that grade has been officially changed in student records.)

Form must be submitted within 30 school days after the end of the semester unless approved by Chief Secondary Education Officer.

GRADING, PROMOTION, RETENTION, AND GRADUATION

RETENTION AND COURSE FAILURE

In carrying out Board Policy, procedures related to promotion and retention of students are as follows:

K-8 Students

Whenever retention is being considered, but no later than the end of the first semester, the teacher shall confer with the principal and other staff members involved with the child, such as the child's special teachers and counselor. The parents shall be invited to a meeting with the teacher(s) no later than the end of third nine-weeks for discussion of the matter. This discussion shall consist of an explanation to the parents of their child's current academic standing in relationship to the group and his or her own individual ability. Goals will be set for the fourth nine-weeks. It will be documented using Form ED-R1- Fl.

At the end of the school year, another meeting will be held to review the goals and the student's progress. At this time, the recommendation for retention or promotion shall be made and documented on Form ED-R1-F2.

Mid-Year Promotion of Retained Third Graders

The District implements the following policy for mid-year promotion of a third grade student retained due to a reading deficiency. Retained third grade students may only be promoted mid-year to fourth grade prior to November 1 of the academic year. To be eligible for mid-year promotion, the student must demonstrate that her or she:

- Is a successful and independent reader, reading at or above grade level; and
- Is reading on third grade level on an approved screening instrument; and
- Is demonstrating a level of proficiency in reading required to score a the proficient level on the statewide third-grade criterion-referenced test or through an approved screening instrument; and
- Is showing progress sufficient to master appropriate fourth-grade-level-skills, as determined by the District.

High School Course Failure

The policy and procedures used for grading are described in ED and ED-R1. Notification of course failure will be on the report card at the end of the instructional term for the course.

Appeal Process

1. Within three (3) days of retention notification, or receipt of report card noting failure of the course(s), the parent/guardian may request a conference with the teacher(s) and principal to discuss the reasons for the grade retention or course failure. If dissatisfied with the outcome of the conference, the parent/ guardian may appeal to the Chief Elementary or Secondary Education Officer. Form ED-R1-F3 should be used to submit the request.
2. Form ED-R1-F3 must be submitted within three (3) days after the conference with the teacher and principal has been held. The parent/guardian and the principal may attach such information and documents as the Chief or parties consider pertinent for the review.
3. The Chief shall render a decision and notify the parent and principal of the decision and rationale for the decision. The notice must be given within three (3) school days after the receipt of the appeal and must be given on Form ED-R1-F4.
4. If the Chief sustains the recommendation, the parent may request a review of the Chief's decision by the Board of Education. The request must be made within three (3) days of the receipt of the Chief's decision and must be submitted on Form ED-R1-F5.
5. If a request for review by the Board of Education is made, the Chief shall provide a copy of the decision (ED-R1-F4) and all submitted documents to the Board of Education for their review prior to the next regularly scheduled meeting. The Board of Education shall take action to sustain the Chief's decision, promote/pass the student, or send the matter back to the Chief for further findings.
6. If the decision of the Board is to uphold the recommendation, the parent/guardian may submit a written statement to the District stating the reason(s) for the dissatisfaction with the Board's decision (ED-R1-F6). This statement shall be made a part of the permanent record of the student.

The same appeal process will also be used if a parent is dissatisfied with a teacher's recommendation to promote or pass a student.

Putnam City Schools
DISTRICT FORM

ED-R1-F1

GRADING, PROMOTION, RETENTION AND GRADUATION
CONFERENCE MEMORANDUM REGARDING POSSIBLE RETENTION

Date _____

To the Parents of _____:

At this point in the school year, we evaluate the progress of each student with regard to possible promotion, placement, or retention at the end of the school term. There is a possibility that your child may be recommended for retention in the same grade for the following reasons:

_____

_____

_____

The following goals will be worked on between now and the end of the school year:

_____

_____

_____

Please discuss these goals with your child and stress that his/her performance during the rest of the school year will be the determining factor in the final decision for promotion, placement, or retention.

****

Please sign below to indicate you have been informed of the concern about your child's progress and feel free to add any comments.

I am aware that my child is being considered for retention in the same grade for the next school year.
Comments:

_____

_____

_____

_____ _____

Parent/Guardian Date

Putnam City Schools
DISTRICT FORM

ED-R1-F1

CALIFICACIONES, PROMOCIONES, RETENCIONES Y GRADUACION

RECORDATORIO DE CONFERENCIA REFERENTE A POSIBLE RETENCION

Fecha: _____

A los padres de: _____

En esta época del año, llevamos a cabo evaluaciones de los estudiantes para damos cuenta de como van en su progreso escolar. Es posible que su estudiante necesite repetir el año escolar por las siguientes razones:

_____

_____

_____

_____

A patir de este momento, hasta el final del año, trabajaremos para lograr los siguientes objetivos:

_____

_____

_____

_____

Favor de comentar estos objetivos con su estudiante y ayúdelo a entender que su futuro depende también del progreso que el/ella lleve acabo.

Favor de firmar de entendido, y si gusta, incluya sus comentarios.

Estoy consciente y enterado que mi hijo(a) tendrá que repetir el mismo grado durante el próximo año escolar.

Comentarios:

_____

_____

_____

_____ _____

Padre/tutor Fecha

Putnam City Schools
DISTRICT FORM

GRADING, PROMOTION, RETENTION AND GRADUATION

NOTICE OF RECOMMENDATION FOR PROMOTION, PLACEMENT OR RETENTION

Date: _____

To: _____ , Parent of _____

From: _____ , Teacher

As you may recall at our conference on _____, we discussed our concern about your child's progress and the options of promotion, placement, or retention for next year.

It is my recommendation that your child be:

_____ promoted to the next grade.
_____ placed in the next grade (i.e., assigned to the next grade level, although not having completed all requirements for the current grade level).
_____ retained in the same grade.

My reason for this recommendation is:

_____

_____

_____

_____

_____

_____

_____

If you disagree with this decision, you may request a conference with the teacher and principal to discuss the reasons for the recommendation. The conference should be requested within three (3) days after receiving this notification.

If you are dissatisfied with the outcome of the conference, you may appeal to the Chief Elementary Education officer. Form ED-R1-F3 must be used for this request, and this form can be obtained from your child's principal. It must be submitted to the Chief Elementary Education Officer within three (3) days after the conference with the teacher and principal has been held.

Putnam City Schools
DISTRICT FORM

ED-R1-F2

CALIFICACIONES, PROMOCIONES, RETENCIONES Y GRADUACION

A VISO DE RECOMENDACION PARA PROMOCION, COLOCACION ORETENCION

Fecha: _____

Para: _____ , padre(s) de _____

De: _____ , maestro(a)

De acuerdo a lo que habíamos comentado en nuestra conferencia del día _____ le informamos a continuación los resultados obtenidos referentes a la promoción, colocación o retención de su estudiante para el siguiente período escolar.

De acuerdo a mi recomendación, su hijo(a) deberá ser:

_____ promovido al siguiente grado escolar
_____ colocado en el siguiente grado escolar (aún y cuando no halla completado todos los requerimientos para el siguiente grado)
_____ retenido en el mismo grado.

Mis motivos para esta recomendación son: _____
_____
_____
_____
_____
_____
_____

Si por cualquier motivo Ud. no esta de acuerdo con esta decisión, puede solicitar una conferencia con el maestro y el director de la escuela correspondiente para discutir los motivos de esta recomendación. Esta conferencia se deberá solicitar dentro de los 3 primeros días después de recibida esta forma.

Si no estó Ud. satisfecho con los resultados de la conferencia, puede Ud. apelar al Director de Educación Primaria, usando la forma ED-R1-F3 acompañada de esta misma. Dicha forma se puede obtener en la oficina de su escuela. Deberá ser presentada al Director de Educación Primaria dentro de los 3 primeros días después de que se haya llevado a cabo la conferencia con el maestro y el director del plantel.

Adopted: August 18, 1997; Rev. 9/97, 5/01

Translated by Indra Zepeda,
Putnam City E.S.L

Putnam City Schools
DISTRICT FORM

ED-R1-F3

GRADING, PROMOTION, RETENTION AND GRADUATION

REQUEST FOR REVIEW OF RETENTION OR COURSE FAILURE DECISION

TO: Chief Elementary or Chief Secondary Officer
Putnam City Public Schools Administration Building
5401 N. W. 40th Street
Oklahoma City, OK 73122
(405)495-5200, Ext. 1290 - Elementary, Ext. 1238 - Secondary, FAX 491-7515

FROM: _____
Name of Adult Representative of Student

_____
Address

_____
Telephone No.

DATE: _____

RE: _____
Name of Student

_____
Name of School

_____
Current Elementary Grade Level or High School Course Failure

I request a review of the decision regarding my child's promotion/placement/retention, or course credit. The following is a list of documentation, if any, which I have attached to this request and want you to consider in your review.

a. _____
b. _____
c. _____
d. _____

_____
Signature of Adult Representative

NOTE TO ADULT REPRESENTATIVE

1. Please attach to this form a written explanation of why you disagree with the teacher's recommendation.
2. Attach copies of any pertinent documents you want the Chief to consider.
3. You will be notified of the Chief's decision within three (3) school days of the date this request is received.

Putnam City Schools
DISTRICT FORM

ED-R1-F3

CALIFICACIONES, PROMOCIONES, RETENCIONES Y GRADUACION
SOLICITUD PARA REVISION DE RETENCION O DECISION DE REPROBACION DE CORSO

Para: Oficina del Director de Educación Primaria ó Secundaria
Edificio de las oficinas administrativas de las escuelas de Putnam City
5401 N.W. 40th Street
Oklahoma City, OK, 73122
(405) 495-5200 ext. 1290 - primaria; ext. 1238 - secundaria; FAX 491-7515

De: _____
Nombre del adulto representante del estudiante

_____
Dirección

_____
Número de teléfono

Fecha: _____

Referente:: _____
Name of Student

_____
Name of School

_____
Current Elementary Grade Level or High School Course Failure

Con ésta solicito una revisión de la decisión referente a la promoción/colocación/retención o crédito de la materia de mi estudiante. A continuación, una lista de la documentación, si existe, que se anexa a esta solicitud y que se pone a sue consideración para su revisión

a. _____
b. _____
c. _____
d. _____

_____
Firma del adulto representante

NOTA PARA EL ADULTO REPRESENTANTE

1. Favor de adjuntar ésta nota una explicación por escrito de por qué no está Ud. de acuerdo con la recomendación del maestro/a.
2. Adjunte copias de los documentos pertinentes que requieran revisión del Director.
3. Se le notificará la decisión del Director dentro de los primeros 3 días hábiles escolares a partir de la fecha en que se reciba ésta solicitud.

GRADING, PROMOTION, RETENTION AND GRADUATION

REVIEW OF RETENTION OR COURSE FAILURE DECISION

TO: _____
Name of Adult Representative of Student

_____
Address

_____
Telephone

RE: _____
Name of Student

_____
Name of School

DATE: _____

FROM: Chief's Office

Putnam City Public Schools Administration Building

5401 N.W. 40th Street

Oklahoma City, OK 73122

(405) 495-5200, Ext. 1290 - Elementary, Ext. 1238 - Secondary, Fax: 491-7515

The Chief has reviewed the recommendation regarding promotion/placement/retention or course credit the above student. It is the decision of the Chief that the student should:

Elementary/Middle School	High School
☐ Be retained ☐ Be promoted ☐ Be placed in the next grade	☐ Fail the course ☐ Pass the course

The reasoning for the decision is as follows: _____

_____

If you disagree with the above decision, you may request a review of the Chief's decision by the Board of Education. The request must be made within three (3) days of the receipt of this decision. It should be submitted on Form ED-R1-F5, which can be obtained from the Chief's office.

Chief Signature: _____

CALIFICACIONES, PROMOCIONES, RETENCIONES Y GRADUACION

REVISION DE RETENCION O DECISION DE REPROBACION DE MATERIA

PARA: _____
Nombre del adulto representante

_____
Dirección

_____
Número de teléfono

REFERENTE: _____
Nombre del estudiante

_____
Nombre de la escuela

FECHA: _____

DE: Oficina del Director

Edificio de las oficinas administrativas de las escuelas de Putnam City

5401 N.W. 40th Street

Oklahoma City, OK 73122

(405) 495-5200, Ext. 290 - primaria, Ext. 238 - secundaria, Fax: 491-7515

El Director ha revisado la recomendación referente a la promoción/ colocación/ retención crédito de la materia para el estudiante mencionado anteriormente. El Director ha decidido que el estudiante debe:

Escuela primaria/secundaria	Escuela preparatorio
☐ sea retenido ☐ sea aprobado ☐ se la coloque en el siguiente grado	☐ repruebe la materia ☐ pase la materia

A continuación se enumeran las razones por las cuales se tomó esta decisión: _____

_____

_____

En caso de no estar de acuerdo con esta decision, usted puede solicitar una revision por la mesa directiva de educación. Esta solicitud se debe llevar a cabo dentro de los 3 primeros días después de haber recibido ésta decisión. Se debe presentar en la forma ED-R2-F5 que puede usted obtener en la oficina de1 director.

Firma del Director: _____

Putnam City Schools
DISTRICT FORM

GRADING, PROMOTION, RETENTION AND GRADUATION

REQUEST FOR REVIEW OF DIRECTOR'S DECISION BY BOARD OF EDUCATION

TO: Board of Education Clerk
Putnam City Public Schools Administration Building
5401 N. W. 40th Street
Oklahoma City, OK 73122
(405)495-5200, Ext. 1238, FAX 491-7515

FROM: _____
Name of Adult Representative of Student

_____
Address

_____
Telephone No.

DATE: _____

RE: _____
Name of Student

_____
Name of School

I request a review of the decision of the Chief regarding promotion/placement/retention or course credit for the above student.

_____
Signature of Adult Representative

Putnam City Schools
DISTRICT FORM

CALIFICACIONES, PROMOCIONES, RETENCIONES Y GRADUACION

SOLICITUD DE REVISION DE LA DECISION DEL DIRECTOR POR LA MESA DIRECTIVA DE EDUCACION

PARA: Board of Education Clerk
Putnam City Public Schools Administration Building
5401 N. W. 40th Street
Oklahoma City, OK 73122
(405)495-5200, Ext. 1238, FAX 491-7515

DE: _____
Name of Adult Representative of Student

_____
Address

_____
Telephone No.

FECHA: _____

REFERENTE: _____
Nombre del estudiante

_____
Nombre de la escuela

Con esta estoy solicitanto una revisi6n de la decisi6n del Director acerca de la promoci6n/ colocamiento/ retenci6n o cr6dito de 1a materia para el estudiantemencionado anteriormente.

_____
Firma del adulto representante

GRADING, PROMOTION, RETENTION AND GRADUATION

REVIEW OF RETENTION OR COURSE FAILURE DECISION

TO: _____
Name of Adult Representative of Student

_____
Address

_____
Telephone

RE: _____
Name of Student

_____
Name of School

DATE: _____

FROM: Board of Education Clerk

Putnam City Public Schools Administration Building

5401 N.W. 40th Street

Oklahoma City, OK 73122

(405) 495-5200, Ext. 1290 - Elementary, Ext. 1238 - Secondary, Fax: 491-7515

The Board of Education has reviewed the recommendation regarding promotion/placement/retention or course credit the above student. It is the Board's decision that the student should:

Elementary/Middle School	High School
☐ Be retained ☐ Be promoted ☐ Be placed in the next grade	☐ Fail the course ☐ Pass the course

The decision of the Board of Education is final. However, if you disagree with the above decision, you may submit a written statement to the District stating the reason(s) for the dissatisfaction with the Board's decision. This statement will be part of the student's permanent record.

_____
Board of Education Clerk

Putnam City Schools
DISTRICT FORM

CALIFICACIONES, PROMOCIONES, RETENCIONES Y GRADUACION

REVISION DE RETENCION O DECISION DE REPROBACION DE MATERIA

PARA: _____
Nombre del adulto representante

_____
Dirección

_____
Número de teléfono

REFERENTE: _____
Nombre del estudiante

_____
Nombre de la escuela

FECHA: _____

DE: Secretario de la Mesa Directiva de Educación

Escuelas Públicas de Putnam City

5401 N.W. 40th Street

Oklahoma City, OK 73122

(405) 495-5200, Ext. 290 - primaria, Ext. 238 - secundaria, Fax: 491-7515

La mesa directiva ha revisado la recomendacion de promocion/ colocamiento/ retenci6n 6 credito de la materia del estudiante mencionado anterionnente. La mesa directiva ha decidido que el estudiante debe:

Escuela primaria/secundaria	Escuela preparatorio
☐ sea retenido ☐ sea aprobado ☐ se la coloque en el siguiente grado	☐ repruebe la materia ☐ pase la materia

Esta decision de la mesa directiva es final. Sin embargo, en caso de no estar de acuerdo con esta decisi6n, puede mandar sus ramnes por escrito a las oficinas del distrito escolar para una futura decision. Bste documento pa.sad a formar parte del historial del estudiante.

_____
Firma del secretario de la Mesa Directiva de Educación

GRADING, PROMOTION, RETENTION AND GRADUATION

GRADUATION REQUIREMENTS

Graduation requirements directed by Board policy shall be subject to Administrative Regulations as follows:

1. A student not completing both semesters of any course taught as a two semester course shall be granted one-half unit for successful completion of either semester. A student who has completed one semester of work of a full unit course and enters another school that does not offer the course, shall be granted credit for the one-half unit of work completed.

2. At least two (2) units of the last three (3) units must be at the school from which the student will receive a diploma.

3. In order to graduate with a standard diploma, students entering the 9th grade prior to or during the 2016-2017 school year must complete 25 credits and have participated in any of the following:

   a. The Oklahoma State Testing Program.
   b. If a student has not had the opportunity to participate in the Oklahoma State Testing Program a state testing program from another state other than Oklahoma or a nationally recognized assessment, such as ACT or SAT, will be accepted.

4. Seniors must meet the following criteria to participate in graduation ceremonies…

- Earned 21.5 credits by end of first week in May
- Passing all required courses for graduation
- Participated in one of the following:
- Oklahoma State Testing Program
- State testing program from anther state*
- Taken a nationally recognized assessment (such as ACT or SAT)
- * - Supporting documentation is required

5. Work Study associated with the certified program may count as part of the hour requirement or residency requirement.

6. A student who has reached 15 years of age on or before September 1 may be enrolled in 9th grade.

7. Students entering high school from high schools that did not offer the opportunity to earn seven (7) credits per year may be allowed to graduate with an adjusted credit count. They must have met the credit requirements in their previous school district, the core requirements for the state of Oklahoma and Putnam City District, and successfully complete seven (7) units of credit per year while attending a Putnam City high school.

8. For the purpose of immunizations, students will be considered a freshman during their 1st year in high school, sophomores during their 2nd year of high school, juniors during their 3rd year of high school and seniors during their 4th year of high school.

9. Web-based courses may be taken through Putnam City Public Schools by enrolling in Putnam City Virtual School. Virtual courses may be taken for remediation, credit deficiencies and course acceleration. Students that are seniors or juniors may take one additional virtual course each year of enrollment in addition to the seven courses required for full-time enrollment at no cost to the student. Students may apply for virtual courses by contacting the District Enrollment Office for Putnam City Public Schools.

10. Unless otherwise authorized, students must be in school the full day and maintain a full schedule to graduate.

11. Concurrent enrollment at a college or university may be counted toward the full day requirements. A student may not carry a combined course load equivalent to more than 19 college hours. One high school course is equivalent to three (3) college hours.

12. An 11th or 12th grade student must attend at least two (2) periods each semester at the high school. Please note the following regulation by the Oklahoma State Board of Education.

13. "College coursework taken concurrently MAY qualify toward high school graduation credit. Check with your counselor for details as some college coursework may qualify only as elective high school credit, and credit-hour equivalencies depend upon the correlation of the college class syllabus with the Oklahoma Academic Standards (OAS)."

14. Concurrent enrollment courses may be counted as credit for graduation in addition to college credit, assuming that the student is enrolled at both institutions at the same time. Concurrent enrollment grades can be listed on the transcript by grade earned and will affect GPA.

15. A student may earn credit toward high school graduation at any level upon demonstrating proficiency in the specific course. Proficiency shall be demonstrated by successful completion of the course or passing the Proficiency Based Promotion (PBP) exam with a score of 90%. Student is given the option of receiving the letter grade earned or a 'P' for pass.

16. A student who successfully completes Algebra I, Geometry and/or Spanish I in middle school shall receive high school elective credit if the teacher is certified according to the guidelines of the Oklahoma State Department of Education. Grades for these courses will be transcribed at the end of each semester. Note: Students still must complete three (3) math credits while in high school.

Graduating Classes of 2017 & 2018

	Core	College Prep
English	4	4
Mathematics	3	3
Science	3	3
Social Studies	3	3
The Arts	2	1
Physical Education	1/2	1/2
Technology	1/2	1/2*
Computer Technology		
Or World Language		2*
Financial Literacy	1/2	1/2
Electives	8 1/2	7 1/2
Total	25	25

Course Requirements for Graduation

Language Arts: One (1) grammar and composition and three (3) – which may include, but not limited to, the following courses: American Literature, English Literature, World Literature, Advanced English courses or other English courses with content and/or rigor equal to or above grammar and composition. Must complete four (4) units or sets of competencies.

Mathematics: One (1) Algebra I or Algebra I taught in a contextual methodology, and two (2) which may include, but are not limited to, the following courses: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Precalculus, Calculus,Statistics and/or Probability, Computer Science or other mathematics course with content and/or rigor equal to or above Algebra I, contextual mathematics courses which enhance technology preparation, or a science, technology, engineering and math (STEM) block course meeting the requirements for course competencies listed above taken at a comprehensive high school or technology center. Must complete three (3) units or sets of competencies.

Science:	One (1) Biology I or Biology I taught in a contextual methodology, and two (2) in the areas of life, physical, or earth science or technology which may include, but not limited to the following courses: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry, Applied Physics, Principles of Technology, qualified agricultural education courses (including, but not limited to, Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science), contextual science courses which enhance technology preparation, or a science, technology, engineering and math (STEM) block course meeting the requirements for course competencies listed above taken at a comprehensive high school or technology center or other science courses with content and/or rigor equal to or above Biology I. Must complete three (3) units or sets of competencies.
Social Studies:	One (1) United States History, ½ - 1 of United States Government, ½ unit of Oklahoma History, and ½ - 1 which may include, but are not limited to the following course: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History. Must complete three (3) units or sets of competencies.
Arts:	Two (2) which may include, but are limited to, courses in Visual Arts and General Music. Must complete two (2) units or sets of competencies for the standard diploma. For a college prep diploma, only one (1) unit or set of competency is required.

Notes:

- Students are to complete college prep courses, two units or sets of competencies of World Language or Computer Technology as part of the core curriculum for high school graduation.
- To earn a college prep diploma one additional unit or set of competencies selected from English, Mathematics, Science, Social Studies, Technology, World Language or career and technology education courses, concurrently enrolled courses, Advanced Placement courses or International Baccalaureate courses approved for college admission is required. This will be considered as an elective credit.
- Credit may be granted for Applied Biology/Chemistry, Physics, Principles of Technology, Applied Mathematics I & II and Computer Science whether taught at the comprehensive high school or a Career and Technology Education Center.

- The requirement of Oklahoma History is waived for students of military families who have completed a similar state history class in another state. A transcript must be provided showing the other similar state history class with a corresponding passing grade.
- Beginning with the 2015-2016 school year, students shall receive instruction in cardiopulmonary resuscitation and awareness for the purpose of an automated external defibrillator at least once between the ninth grade and graduation from high school. A school administrator may waive this curriculum requirement for an eligible student who has a disability. A student shall not be required to meet this requirement if a parent or guardian of the student objects in writing.
- Applicable career-tech classes offered by comprehensive high school careertech programs qualify for technology, science, and mathematics units. Students enrolled in the programs may use one unit of their six concentrated career-tech curriculum units for one unit of mathematics required and one unit of their six concentrated career-tech curriculum units of one unit of science required. Advanced placement classes in the subject areas may be substituted on a course-by-course basis to satisfy the academic units required for a certificate of distinction.

Graduating Class of 2019 and beyond

	Core	College Prep
English	4	4
Mathematics	3	3
Science	3	3
Social Studies	3	3
The Arts	1	1
Physical Education	1/2	1/2
Computer Science	1	
Computer Technology		
Or World Language		2*
Financial Literacy	1/2	1/2
Electives	9	8
Total	25	25

Course Requirements for Graduation

Language Arts: One (1) Grammar and Composition and three (3) – which may include, but not limited to, the following courses: American Literature, English Literature, World Literature, Advanced English courses or other English courses with content and/or rigor equal to or above grammar and composition. Must complete four (4) units or sets of competencies.

Mathematics: One (1) Algebra I or Algebra I taught in a contextual methodology, and two (2) which may include, but are not limited to, the following courses Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Pre-calculus, Calculus, Statistics and/or Probability, Computer Science or other mathematics course with content and/or rigor equal to or above Algebra I, contextual mathematics courses which enhance technology preparation, or a science, technology, engineering and math (STEM) block course meeting the requirements for course competencies listed above taken at a comprehensive high school or technology center. Must complete three (3) units or sets of competencies.

Science: One (1) Biology I or Biology I taught in a contextual methodology, and two (2) in the areas of life, physical, or earth science or technology which may include, but not limited to the following courses: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry, Applied Physics, Principles of Technology, qualified agricultural education courses (including, but not limited to, Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science), contextual science courses which enhance technology preparation, or a science, technology, engineering and math (STEM) block course meeting the requirements for course competencies listed above taken at a comprehensive high school or technology center or other science courses with content and/or rigor equal to or above Biology I. Must complete three (3) units or sets of competencies.

For a college prep diploma, three (3) units or sets of competencies of laboratory science approved for college admission requirements, Including:

- Biology I
- Physical Science, Chemistry or Physics
- One unit the domains of physical science, life science or earth & space science at the rigor above Biology I or Physical Science.

Social Studies:	One (1) United States History, ½ - 1 of United States Government, ½ unit of Oklahoma History, and ½ - 1 which may include, but are not limited to the following course: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History. Must complete three (3) units or sets of competencies.
Arts:	One (1) which may include, but are not limited to, courses in Visual Arts and General Music. Must complete one (1) unit or sets of competency for the standard diploma.

Notes:

- Students are to complete college prep courses, two units or sets of competencies of World Language or Computer Technology as part of the core curriculum for high school graduation.
- To earn a college prep diploma one additional unit or set of competencies selected from English, Mathematics, Science, Social Studies, Technology, World Language or career and technology education courses, concurrently enrolled courses, Advanced Placement courses or International Baccalaureate courses approved for college admission is required. This will be considered as an elective credit.
- Credit may be granted for Applied Biology/Chemistry, Physics, Principles of Technology, Applied Mathematics I & II and Computer Science whether taught at the comprehensive high school or a Career and Technology Education Center.
- The requirement of Oklahoma History is waived for students of military families who have completed a similar state history class in another state. A transcript must be provided showing the other similar state history class with a corresponding passing grade.
- Beginning with the 2015-2016 school year, students shall receive instruction in cardiopulmonary resuscitation and awareness for the purpose of an automated external defibrillator at least once between the ninth grade and graduation from high school. A school administrator may waive this curriculum requirement for an eligible student who has a disability. A student shall not be required to meet this requirement if a parent or guardian of the student objects in writing.
- Applicable career-tech classes offered by comprehensive high school careertech programs qualify for technology, science, and mathematics units. Students enrolled in the programs may use one unit of their six concentrated career-tech curriculum units for one unit of mathematics required and one unit of their six concentrated career-tech curriculum units of one unit of science required. Advanced placement classes in the subject areas may be substituted on a course-by-course basis to satisfy the academic units required for a certificate of distinction.

Valedictorian

- Cumulative GPA through the 1st semester of a student's senior year will determine valedictorian status. The top 1% of graduating seniors with the highest weighted GPA will earn valedictorian status. Eligible courses used to determine valedictorian status will be defined as those taken on campus, at Francis Tuttle Technology Center, Putnam City Virtual School and concurrently during the potential 24.5 credits a student may be enrolled in from the 1st semester of their freshman year through the 1st semester of their senior year.
- For honor graduates, cumulative GPA through the 1st semester of a student's senior year will be used to determine eligible status.

OKLAHOMA'S PROMISE SCHOLARSHIP

Oklahoma's Promise allows some students in eighth, ninth, tenth grade, or eleventh, who are from families with an income of $55,000 per year or less, to earn a college tuition scholarship, provided that the students also meet academic and conduct requirements in high school.

Academic Requirements:

- Graduation from high school
- Completion of the required 17-unit OK Promise core curriculum
- Achievement of at least a 2.50 cumulative overall GPA
- Achievement of at least a 2.50 cumulative OK Promise GPA
- Attend school regularly
- Complete homework assignments regularly
- Conduct Requirements:
- Refrain from substance abuse
- Refrain from criminal or delinquent acts

Definitions:

Attendance: The district has a policy of ten (10) unexcused absences. Unless a student presents supporting documentation of justification for exceeding the allotted absences, a student who has more than ten (10) unexcused absences will be deemed non-compliant with the attendance requirement for Oklahoma's Promise.

Substance Abuse: Consists of disciplinary action for possession or usage of a substance more than one (1) time during his or her high school career.

Criminal or delinquent acts: In order to meet these criteria, there must have been a conviction. An arrest alone is insufficient. This determination will be made with a "to the best of my knowledge" standard. No background checks will be conducted in order to make a determination.

Review Process:
In the event that the district determines that a student is ineligible for participation in the Oklahoma's Promise program due to failure to meet one or more of the program's requirements, the district will notify the student and/or his or her parent/guardian, in writing, of its determination of ineligibility and the reasons for the determination.

GRADUATION REGALIA GUIDELINES

The purpose of this regulation is to establish clear and consistent guidelines for the use of graduation regalia and to ensure the integrity of the graduation ceremony while accommodating the diverse achievements and cultural expressions of our students.

I. Caps and Gowns

1. All graduating students are required to wear the official school cap and gown for the graduation ceremony.
2. Caps should be worn squarely on the head, with the tassel on the right side until the official tassel-turning ceremony during the ceremony.
3. Personal embellishments or decorations on caps and gowns are not allowed.
4. Graduates should wear appropriate footwear for safety and comfort during the ceremony. High heels are discouraged due to the potential risks of walking on stage.

II. Stoles

1. All stoles worn during graduation ceremonies must be issued by the school.
2. Stoles must be professionally made with silk-screening or embroidery for all lettering. Homemade stoles are not permitted.
3. Stoles may be worn by all current officers of clubs/organizations with a national affiliation. All other members of these clubs/organizations may wear cords instead.
4. Stoles should drape to about the waist of the wearer and should not exceed a width of four (4) inches.
5. Each student may only wear one stole.

III. Cords

1. Thin colored cords may be worn by all qualified members of clubs/organizations.
2. Each club/organization is allowed to present a single cord for its members.

IV. Medals

1. Medals may be worn by students to commemorate accomplishments achieved during their high school career as part of a school-sponsored club or activity.

V. Tribal Regalia

1. Consistent with state law (70 O.S. Section 24-160), a student enrolled in a public school district is permitted to wear tribal regalia during the school's official graduation ceremonies, regardless of whether the ceremony is held at a public or private location.
2. Eagle feathers may be worn either in the cap, in the hair, or attached to a stole or cord.
3. Tribal regalia, as defined, encompasses traditional garments, jewelry, and other adornments of cultural and religious significance worn by members of federally recognized Indian tribes or those of another country. Tribal regalia excludes firearms or other weapons and any objects prohibited by federal law unless a proper federal permit is obtained.

VI. Approval Process for Clubs/Organizations

1. All clubs/organizations desiring to have their officers or members wear stoles, cords, or cultural items during graduation must seek approval through the site administrator.

VII. Guidance on Decorum

1. Graduates are expected to conduct themselves with dignity and respect during the ceremony. Any disruptive behavior may result in removal from the ceremony.
2. Personal items such as cell phones, purses, or bags should not be carried during the ceremony.
3. Participation in the graduation ceremony is a privilege, and students must adhere to all guidelines and instructions provided by the school administration.

This regulation for graduation regalia enacted to ensure uniformity and adherence to established guidelines during graduation ceremonies. Violation of these regulations may result in exclusion from the graduation ceremony. All approval of any of the above guidelines are subject to approval and interpretation by district and site administrators.

ADMISSION, RESIDENCY, PLACEMENT, TRANSFER AND WITHDRAWAL

Admission: The following students shall be admitted to the District if they meet the age, immunization, and good standing requirements set forth in this policy:

A. Students who are legal residents of the District;
B. Students who have a legal transfer into the District;
C. Students who have been accepted by the District on a tuition basis;

A home-schooled student who wishes to be admitted to the District may be enrolled on a full-time basis if the student meets the requirements for admission. The District may allow for the admission of foreign exchange students as set forth in the law or Administrative Regulation.

Age Requirements:

A. Minimum Age: A child must be four (4) years old on or before September 1 in order to enroll in the District's early childhood program. A child must be five (5) years old on or before September 1 to enroll in kindergarten. A child must be six (6) years old on or before September 1 in order to enroll in first grade, unless otherwise entitled to enroll by law.
B. Maximum Age: All students who have not completed the twelfth grade shall be eligible to attend school in the district until they reach twenty-one (21) years of age on or before September 1 of the school year in which enrollment is sought; provided that upon submitting evidence to the Board of Education showing that the student was unable to attend school because of physical disability or service in the United States Armed Forces or auxiliary organizations by reason of which it was impossible to complete the twelfth grade before the age of twenty-one (21), a student may attend school in the District until the student attains the age of twenty-six (26). Students aged twenty-one (21) to twenty-six (26) will be placed in the district's alternative education programs.
C. Students with Disabilities: Students with disabilities may be entitled to attend school from three (3) years of age. The District's Special Services Department should be contacted to determine eligibility of students with disabilities for early admission.
D. Proof of Age: Any student who is enrolling in preschool, kindergarten, or the first grade for the first time shall present upon enrollment a birth certificate or hospital record which verifies the student's age. All other students enrolling in the District shall present verification of age when requested by the school for verification of age.

Immunization Requirements: No student shall be permitted to enroll in the District unless the student presents to the school at the student's initial enrollment either:

- Certification from a licensed physician or authorized representative of the State Department of Public Health that such student has received, or is in the process of receiving, immunizations required by the Department of Public Health, or that such student is likely to be immune as a result of the disease; or
- A Certificate of Exemption form stating that the child is exempt from the immunization requirements on the ground that (1) the physical condition of the student is such that immunization would endanger the life or health of a student, signed by a physician; (2) the parent, guardian or person having legal custody of the child objects to such tests or immunizations for religious reasons; or (3) the parents, guardian or person having legal custody of the student claims an exemption for personal reasons. A copy of the Certificate of Exemption will be forwarded to the Department of Public Health for review and approval.

Good Standing Requirement: A student must be in good standing at the time of withdrawal from any previous school in order to enroll in the District. A student who has been suspended from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other pupils shall not be entitled to enroll in the District, and no public school shall be required to enroll such pupil, until the terms of the suspension have been met or the time of suspension has expired.

Residency Requirements:

Categories of Residency: The following students shall be considered legal residents of the District:

1. Students whose parent, legal guardian or legal custodian holds legal residence in the District.
2. Students who reside with a person who is a relative within the fourth degree of the student, who has assumed permanent care and custody of the student, and who holds legal residence in the District.
3. Students who have been placed in a foster home within the District (a) by the person or agency holding legal custody pursuant to court order, or (b) by a state agency having legal custody; provided that "foster home" means a family home, other than the home of a parent, stepparent, grandparent, brother, sister, uncle, or aunt, which provides full-time care for five or fewer children.
4. Students whose full-time care and custody is held by an orphanage or an eleemosynary child care facility.
5. Students who reside in the District and are supporting themselves entirely by their own efforts.
6. Students who have been placed in a public or private residential child care or treatment facility and whose place of legal residence cannot be determined.
7. Students who are homeless persons as defined by 42 U.S.C. §11302.
8. Students who reside in the District, but whose parent/guardian, or other person having legal custody of the student does not reside in Oklahoma.
9. Any other students provided for by law.

Procedures for Determining Residency: The following procedures shall be used to determine the residency of a student in the District:

1. An admissions form shall be completed for each student initially enrolling to attend school in the District. All other students may be requested to complete an admissions registration form at enrollment or at other times at the discretion of the Administration.
2. In determining the residency of a student, the Administration may require such proof of residency and/or affidavits or verification as is set forth in Administrative Regulations.
3. If a student is denied admission to a school in the District by the Administration, the student shall be notified of the reasons for the denial in writing. The student may appeal the denial to the District Residency Officer in writing, stating the reasons for the appeal. The District Residency Officer will notify the student of the appeal decision in writing, stating the reasons for the decision.
4. If a student has been admitted to attend school in the District after establishing a bona fide legal residence in the District, and thereafter moves and is no longer a resident of the district, the student shall be permitted to complete the current school year; provided that, if the District determines that the student did not in fact establish a bona fide legal residence in the District, the student's permission to attend school shall be revoked and tuition shall be charged for the days attended.

Residency by Military Order: A student whose parent or legal guardian is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order will be considered in compliance with the residency requirements as provided by law, District shall accept enrollment applications by electronic means, including enrollment in a specific school or program within the District and course registration. The parent or legal guardian shall provide proof of residence in the District within ten (10) days of the published arrival date provided on the official documentation. The following may be provided to show proof of residence:

1. A temporary on-base billeting facility,
2. A purchased or leased home or apartment, or
3. Federal government of public-private venture off-base military housing.

For purposes of this policy:
"Active military duty" means a full-time military duty status in the active uniformed service of the United States including members of the National Guard and Military Reserve on active duty orders; and "Military installation" means a base, camp, post, station, yard, center, homeport facility for any ship or other installation under the jurisdiction of the Department of Defense or the United States Coast Guard.

Power of Attorney: A parent or legal custodian of a child, through a properly executed power of attorney and without compensation, may delegate to another person, for a period to exceed twenty-four (24) hours but not to exceed one (1) year, certain powers regarding involvement to make

educational decisions for the child as provided in law. The parent or guardian may withdraw or revoke the power of attorney at any time. A Power of Attorney shall not be used for the assignment of guardianship. A student may be enrolled in District if all conditions of enrollment have been met. The attorney-in-fact shall have those powers specified by law, including the right to enroll the child in school and have access to all education records and to be included in a student's education as specified in those powers specifically delegated to the attorney-in-fact.

Withdrawals: Students who attend school as resident students may be withdrawn from school:

1. By the submission of proof that the students' residence for school purposes has changed or is about to change to another school district;
2. By the submission of proof that the student has attained the age of eighteen (18);
3. If the student has attained the age of sixteen (16); upon written agreement between the principal and the parent, guardian or custodian of the student that such withdrawal is for the best interest of the student and/or community, and that the student shall thereafter be under the supervision of the parent, guardian or custodian until the student has reached the age of eighteen (18); and
4. By administrative action, if the student has had ten (10) consecutive unexcused absences.

Placement and Assignment: Students shall be assigned to the school which serves the attendance area in which they live. District may periodically adjust boundaries of attendance areas to relieve overcrowding and/or to attain a more effective utilization of buildings. Transfers within the District may be approved by the Administration pursuant to Administrative Regulations. Students, including students who have been home-schooled, shall be assigned to a grade level or class based upon an assessment of the student's age, maturity, grades received, standardized test results, and/or abilities in accordance with Administrative Regulations.

A parent or guardian of multiple-birth siblings may request that the children attend the same school and be placed in the same classroom or in separate classrooms if the children are in the same grade level at the same school and meet the eligibility requirements of the class. The parent or guardian must request the classroom placement no later than fourteen (14) days after the first day of each school year or fourteen (14) days after the first day of attendance of the children during a school year if the children are enrolled in the school after the school year commences. The school may recommend classroom placement to the parents and provide professional education advice to the parents to assist them in making the best decision for their children's education.

Placement of Student Victims: Upon the Superintendent's receipt of notice from a juvenile bureau that a student of the District has been adjudicated, or that adjudication has been withheld, an offense subject to the Juvenile Sex Offender Registration Act, the District shall notify the victim and parent or guardian of the victim of their right to request to be separated from the offender at school and during

school transportation. If the victim requests to be separated from the offender, the District shall take appropriate action as required by law. The decision of the victim shall be final and not reversible.

Transfers:

Out of District Transfers: An out of district transfer is a request from a parent/guardian for their student to attend a different school within a district outside of their established district of residence. Subject to certain exceptions provided for by law, the transfer of a student from an outside district in which the student resides to the Putnam City School District shall be granted at any time during the school year unless the requested transfer exceeds the capacity of the grade level sought for each school site within the District.

Student Transfer Capacity: District's Board will meet by the first day of January, April, July and October each year to establish the number of transfer students the school has the capacity to accept in each grade level for each school site within the District. District's capacity will be published on District's website and reported to the State Department of Education ("SDE").

District's transfer capacity is as follows:

- PK-5th Grades By site, the number of core grade level teachers per grade level x 18 students = capacity for that grade level.
- 6th-8th Grades By site, the number of English Language Arts sections per grade level x 22 students = capacity for that grade level.
- 9th-12th Grades By site, the number of English Language Arts sections per grade level x 25 students = capacity for that grade level.

In order for a student to be transferred, the parents of the student must first submit an application form specified by the State Board of Education ("SBE") to the District Superintendent. If the capacity of a grade level for each school site within the District is insufficient to enroll all eligible students, District shall select transfer students in the order in which District received the student transfer applications.

A transfer may be denied if it will exceed enrollment capacity, or for student discipline as provided for in § 24-101.3 or for attendance issues. "Attendance Issues" are defined as ten or more absences in semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness. District will begin receiving applications for the subsequent school year on or after January 1st each school year. District will not approve or deny transfer applications until after the Board's July 1st capacity determination.

All student transfers previously granted will remain in effect unless the District takes action to revoke a future year's attendance based on discipline or attendance issues as previously stated herein. If District intends to revoke a student's continued transfer, the parents or guardians will be notified by or before

July 15th. If the grade a student is entitled to pursue is not offered in the student's resident district, the transfer will be automatically approved.

District transportation will not be provided for students attending on an out of district transfer. Transportation will be the responsibility of the parent/guardian.

A student whose parent or legal guardian is a benefited in the District shall be allowed to transfer to the District regardless of capacity. In addition, any student who has attended school as a resident student for at least three years(3) years prior to moving out of the District may be allowed to transfer regardless of capacity, provided that the student does not meet a criteria for denial as provided for herein.

Any child in the custody of the Department of Human Services ("DHS") in foster care who is living in the home of a student who transfers to the District may attend the District as provided for by law.

The brother or sister of a student who transfers to District may attend school in the District so long as the District has capacity and the brother or sister does not meet the criteria that qualifies as a basis for denial as provided herein. Applications will be considered in the order in which they are received by the District and a separate application must be submitted for each student who desires a transfer.

On or before the first day of January, April, July and October, the Superintendent or designee will file with the State Department of Education (SBE) and each resident district a statement showing the names of the students who were granted transfers, their resident districts and their grade levels.

If a transfer request is denied by the District, the parent of the student may appeal the denial to District's Board within ten (10) days of the notification of the denial as provided for by law and regulation. District's Board will consider the appeal at its next regularly scheduled board meeting so long as the appeal is received prior to the statutory deadline for posting the Board agenda. If the appeal is not received prior to the deadline for posting the agenda, the Board shall schedule a special meeting to consider the appeal. The appeal process will be paper-only and the review of documents will take place in executive session in order to protect student privacy. During executive session, the Board will review written documentation from the Superintendent regarding reasons for the transfer denial and information from the parent/ guardian regarding why the transfer should have been approved. The vote to uphold or reject the Superintendent's transfer denial will be held in open session.

If the Board upholds the denial, the parent may appeal the denial to the SBE within ten (10) days of the notification of the Board's decision. The SBE will adopt guidelines for this process.

Intra-District Transfers: An intra-district transfer is a request from a parent/guardian for their student to attend a different school outside of their established residence attendance zone.

Students who reside in the district may request a transfer from their assigned school to any school within the district. An intra-district transfer may be requested at any time in the school year. A request may be denied if the student applying has a recent history of excessive absences or has been suspended as of the result of discipline.

All students who reside within the District boundaries may apply for a transfer outside of their assigned school. Transfers shall not be offered or denied based on race, ethnicity, color, gender identity, gender expression, sexual orientation, national origin, religion, genetic information, citizenship status, veteran, parental, family, or marital status, income level, disability, English language proficiency, measures of achievement, aptitude, or athletic ability.

By the first day of January, April, July and October of each year, the board of education will establish the number of intra-district transfer students each building has capacity to accept in each grade level. Once established, the intra-district capacity numbers will be posted on the district's website and reported to the State Department of Education as required.

Capacity is established to ensure the opportunity for all eligible students are able to enroll in their school of residency. When established excess capacity is identified in a building, the District will select intra-district transfer students who meet the attendance and behavior criteria based on the following descending priorities:

1. Children of active Putnam City School benefited employees
2. Students who attended the school site the prior school year
3. Siblings of students who are already enrolled at the school site
4. Any child in the custody of the Department of Human Services and living in foster care who resides in the home of another student who transfers intra-district

After these priorities, requests will be evaluated in the order in which the applications were received.

District transportation will not be provided for students attending on an intra-district transfer. Transportation will be the responsibility of the parent/guardian. Exemptions may be granted for students who live in District boundaries and where it is required specifically in an individual education plan (IEP).

State law limits the ability of a student to transfer to other school sites within the school district where the student resides to no more than two (2) times per school year. Exceptions exist for students in foster care. A student is entitled to re-enroll at any time in their school of residency.

High school students applying for an intra-district transfer between July 1 to July 15 will remain athletically eligible. A high school student is only allowed a one-time transfer during high school to remain athletically eligible. If an intra-district transfer is requested outside of the July 1st - July 15th

window, the student and a parent may appeal for athletic eligibility due to extenuating circumstances using district form EE-R2-F2.

An intra-district transfer may be terminated anytime during the school year. Termination of the transfer may be due to failure to meet the district's attendance of greater than 10 days per semester or an incident of a student suspension resulting from discipline. If the transfer is revoked, the student will be required to return to his/her school of residency.

The district will approve or deny the application and notify the parent of the student of the determination in writing within thirty (30) days of receiving an application. Intra-District transfer decisions are final and not appealable.

Military Parent Transfers: Students who are dependent children of a member of the active uniformed military services of the United States on full-time active duty status and students who are the dependent children of a member of the military reserve on active duty orders shall be eligible for admission to the District regardless of its capacity if: a) at least one (1) parent of the student has a Department of Defense-issued identification card; or b) at least one (1) parent can provide evidence that he or she will be on active duty status or active duty orders, meaning that the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operations, or a natural disaster requiring the use of orders for more than thirty (30) consecutive days.

Tuition: Students who are not residents of the District and who have not been granted a legal transfer may be considered for admission to the District upon payment of tuition. The District shall not accept students for admission by tuition and may revoke or cancel a previously granted admission by tuition for students who:

1. Have exhibited discipline problems such as suspensions, multiple discipline referrals, or discipline referrals for major infractions; or
2. Have not maintained a minimum attendance requirements. Attendance requirements of not missing more than ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness, immediately preceding their application for a transfer or while attending the District under a transfer.

In addition, in order to ensure that a sufficient allocation of District resources exists for potential incoming resident students, the District reserves the right to deny and/or to cancel or revoke any admission by tuition when approval or continuation of the transfer would cause the District staff, programs, or space to exceed eighty percent (80%) of available capacity. The District also reserves the right to determine an appropriate school site for any student granted admission by tuition, and the admission of a student into the District based on the payment of tuition does not guarantee the student assignment to any particular school site within the District.

The amount of tuition is computed on a yearly basis, subject to any offsets for ad valorem taxes as provided by law and is payable by term with payment due at the time of enrollment.

Transfers for Special Education Students:
If a transfer application is received for a child with disabilities to a school district other than the district of residence of the child pursuant to the Education Open Transfer Act, the following provisions shall apply:

1. The school district shall establish availability of the appropriate program, staff, and services prior to approval of the transfer;
2. Prior to the approval of the transfer of a student ~~child~~ on an Individualized Education Program (IEP), a joint IEP conference shall be required between the district of residence and the receiving district; and
3. Upon approval of the transfer, the receiving district shall claim the student ~~child~~ in the average daily membership for state and for federal funding purposes and shall assume all responsibility for education of the student ~~child.~~ For state funding purposes, the State Department of Education shall include the appropriate grade level weight and all category weights to which the pupil is assigned pursuant to the provisions of Section 18-201.1 of this title when calculating State Aid pursuant to the provisions of Section 18.200.1 of this title, regardless of whether the receiving district provides education to the student using traditional in-class means or via online instruction. When applicable, the receiving district may apply to the Oklahoma Special Education Assistance Fund for assistance in meeting any extraordinary costs incurred.

Once a student transfer application is received, the superintendent or their designee shall review the application. The review process shall include:

1. A joint IEP conference between the previous district and the receiving district to review the services the student has received at their previous district;
2. A determination as to whether the district has the availability of the appropriate program, staff and services to provide appropriate services to the student who has applied for a transfer.

If a transfer request is denied by the school district, the district shall provide notification of the denial in writing to the parent by either hand-delivery, by U.S. Mail or electronic mail. The notification shall include:

1. An explanation including but not limited to any citation of the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the district for transfers of students with disabilities;
3. A copy of the State Board of Education rule governing appeals (after adoption); and
4. The date upon which the appeal will be due.

The parent or legal guardian of a student with disabilities or an adult student with disabilities who is age 18 or older but under the age of 22 may appeal the denial within 10 days of notification of the denial to the board of education. The board shall consider the appeal at its next regularly scheduled board meeting. If notification was hand-delivered, the appeal period shall begin the day after the notification is delivered. If notification is sent by U.S. Mail, the appeal period shall begin three (3) days after the notification is mailed. If notification is sent via electronic mail, the appeal period shall begin the day after the notification is sent. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. The board of education shall accept an otherwise untimely appeal if a parent of a student can establish that they did not receive actual notice of the notification denying the transfer request, and the appeal was submitted within 10 days after the parent of the student received notice.

Transfer Decision Appeal Process:
The appeal to the board of education shall be submitted to the District enrollment office. The appeal shall include the following:

1. The name, address and telephone number of the parent of the student and the student for whom the appeal is being taken;
2. The date the district gave notice denying the transfer request;
3. The basis for appealing the decision of the school district; and
4. The name, address and telephone number of the legal representative, if applicable.

Appeal process: During the appeal, the board will review the action of the administration and the appeal paperwork submitted by the parent of the student to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall return to open session to vote to overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

If the board of education votes to deny an appeal of a request to transfer, the board of education shall instruct the superintendent to provide notification of denial in writing to the parent of the student by either hand-delivery, by U.S. Mail, or by electronic mail.

If the board of education denies the appeal, the parent or legal guardian of the student with disabilities or the adult student with disabilities who is age eighteen (18) or older but under the age of twenty-two (22) may appeal the denial within ten (10) days of notification of the appeal denial to the State Board of Education. The appeal shall be considered by the State Board of Education at its next regularly scheduled meeting.

The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education. The superintendent shall immediately provide a copy of the appeal to each member of the board of education. Upon receipt of notice of an appeal, but not later than five (5) days prior to the date at which the State Board of Education is scheduled to consider the appeal the board of education may submit a written response to the appeal. Responses should not exceed five (5) pages. If not submitted by the parent, the board of education shall provide a copy of the policy adopted to determine the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The parent and the school district will have an opportunity to appear in person or by authorized representative or by attorney to address the State Board at the meeting.

ADMISSION, RESIDENCY, PLACEMENT, TRANSFER AND WITHDRAWAL
ADMISSION

The District Enrollment Office (DEO) shall verify that all students seeking admission to school are residents of the District. The principal is authorized to re-verify student residency at the beginning of each school term or when information is received placing a student's residency at issue.

In order to establish the legal residence of a child for school attendance, the student's legal guardian or adult who has assumed care and custody of the student must reside in the District. Putnam City Schools will not accept custody affidavit forms, notarized affidavits obtained from the custodial parent giving care and custody to another individual, or power of attorney documents as proof of legal guardianship. All legal guardians or custodial care providers will be required to complete an Enrollment Declaration EE-R1-F1 to affirm their custodial arrangement.

All new students must provide two items for proof of residence, one from each of the categories below:

1. A copy of a current utility bill (gas, electric, or water). Telephone bills, cut-off notices and cable bills will be not accepted. If all bills are paid by the landlord, then a current statement from the landlord could be used to verify that all bills are paid and that the residents live at the stated address.
2. A copy of one of the following; lease (with the signature of the person claiming residency), home warranty deed, ad valorem statement, mortgage statement, or homestead exemption form.

All high school students enrolling after the end of the first quarter of instruction for the school year will be required to supply a transcript, withdrawal form and attendance and discipline records from their last school of attendance before the enrollment process can be completed.

A custodial parent/guardian who cannot provide the necessary information to verify their address because they are residing with a friend or relative on a temporary or permanent basis is required to complete a Residency Verification Form (EE-R1-F2). The form EE-R1-F2 requires both the Putnam City resident and the custodial parent of the student to be present when signed. Each must also provide valid identification. The person claiming district residency must also provide the documentation requested above.

At the beginning of each school year, all returning students must provide a copy of a current utility bill as described above.

A parent/guardian of a new student must sign EE-R1-F3 to verify the student was in good standing at the time of withdrawal from his/her previous district.

All necessary documentation must be provided and verified before the enrollment is considered to be finalized.

If upon review of the enrollment application, the DEO determines that the student seeking admission to school does not meet the residency requirements, the adult representing that student is referred to the district Residency Officer. The notice shall be given on Form EE-R1-F4.

The Residency Officer shall be designated by the Superintendent. The Residency Officer shall receive from the parent requesting a review such information and documents as the Residency Officer or the parties consider pertinent for the review. The Residency Officer shall render a decision and notify the DEO and parent of the decision and the rationale for the decision. Notification will be given on EE-R1-F5.

If the decision of the Residency Officer sustains the DEO's decision, the parent may request a review of the Residency Officer's decision by the Board of Education. The request must be made within three (3) days of the receipt of the Residency Officer's decision and must be submitted on Form EE-R1-F6.

If a request for a review by the Board of Education is received, the Residency Officer shall submit the decision and documents received to the Board of Education prior to its next meeting to provide members of the Board of Education with an opportunity to review them prior to the meeting. At the next Board meeting, the Board of Education shall take action to either sustain the Residency Officer's decision, admit the student to school or send the matter back to the Residency Officer for further findings.

If a challenge to a student's residency arises after the student has been admitted to school, the student shall remain in school until the challenge is resolved by these procedures.

If it is determined residency verification has been falsified to obtain school admission, the student's parent/guardian shall be liable for tuition for the period the student has been attending school in the district illegally.

Putnam City Schools
DISTRICT FORM

ADMISSION, RESIDENCY, PLACEMENT, TRANSFER AND WITHDRAWAL ADMISSION ENROLLMENT DECLARATION

I hereby certify that I am the custodial parent and legal guardian or have assumed care and custody of _____.
(Student's name)

I also certify that I have verified my address, _____ to be
(Street, City)
a legal residence located within the Putnam City Schools, Independent School District I-1.

I further understand that if at a later time the District determines that this student did not establish a bona fide legal residence in the District, the student's permission to attend school shall be immediately revoked, and the custodial parent/legal guardian will be charged tuition pro-rated at an annual cost of $5,200 a year.

I certify that I have read the statements above and the information provided is accurate.

_____ _____
(Signature of custodial parent/legal guardian) (Date)

Putnam City Schools
DISTRICT FORM

EE-R1-F2

ADMISSION, RESIDENCY, PLACEMENT, TRANSFER AND WITHDRAWAL ADMISSION RESIDENCY VERIFICATION

Date:_____

I,_____ hereby declare that:
(Your Name)

_____ and their child/children:
(Name of custodial parent)

_____ Date of Birth:_____ Grade:_____
(Student's name)

Resides with me at:

_____
Street City Zip

Home Phone_____ Work Phone _____

Name of school student(s) last attended _____

Previous address of custodial parent _____

Name of school student will be attending _____

I solemnly swear that the people named above are residing with me. I understand that if conditions change or are found to be false the school may withdraw the student(s) from school immediately.

_____ _____
Signature/Resident Signature/Custodial Parent

Approved by: _____ Date: _____

Any person who willfully makes a statement in the affidavit which the person knows to be false shall, upon conviction, be guilty of a misdemeanor punishable by imprisonment in the county jail for not more than one (1) year or a fine of not more than Five Hundred Dollars ($500.00) or both such fine and imprisonment.
According to the Oklahoma Secondary Schools Athletic Association (OSSAA) a student is not eligible to play athletics while being enrolled on with a residency affidavit/verification if the student's parents own a home in another school district.

Rev. 9/07, 2/01, 7/03, 1/05, 6/07, 3/11, 8/12

Putnam City Schools
DISTRICT FORM

ADMISSION, RESIDENCY, PLACEMENT, TRANSFER AND WITHDRAWAL ADMISSION GOOD STANDING VERIFICATION

I hereby certify that _____ was withdrawn from
(student's name)

_____ District on _____ in good
(school district) (date)

standing, not under suspension. In addition, the student listed above has not been adjudicated as a delinquent for any violent offense as stated and defined in the Oklahoma statue 57 O.S. 571. If it is determined that good standing verification has been falsified to obtain school admission, the student will be withdrawn.

I certify that I have read the statements above and the information provided is accurate.

_____ _____
(Signature of custodial parent/legal guardian) (date)

Putnam City Schools
DISTRICT FORM

ADMISSION, RESIDENCY, PLACEMENT, TRANSFER AND WITHDRAWAL ADMISSION NOTICE OF ADMISSION DECISION

TO: _____
Adult Representative of Student

_____
Address

_____
Telephone Number

FROM: _____
District Enrollment Office

_____
School

DATE: _____

RE: _____
Name of Student

The request to admit the above student to school in the Putnam City School District has been denied. The reasoning for the denial is the following:

_____

_____

_____

You may request a review of this decision by the District's Residency Officer identified below.

The Residency Officer is:

Joe Ellis
Administrator of District Enrollment Office
Putnam City Schools
5604 N.W. 41st St.
Oklahoma City, Oklahoma 73122
(405)491-7631 Ext. 1630

Rev. 9/98, 6/00, 6/03, 7/03, 1/05, 6/07, 7/09, 3/11

Putnam City Schools
DISTRICT FORM

EE-R1-F5

ADMISSION, RESIDENCY, PLACEMENT, TRANSFER AND WITHDRAWAL ADMISSIONS
NOTICE OF REVIEW OF ADMISSION DECISION

TO: _____
Address

_____
Telephone No.

RE: _____
Name of Student

_____
Name of School

DATE: _____

FROM: Residency Officer, Putnam City Schools
The Residency Officer has reviewed the decision to deny the admission of the above student to the Putnam City School District.

It is the decision of the Residency Officer that the student should

☐ be admitted

☐ not be admitted

The reasoning for the decision is as follows:

_____

_____

_____

If the above decision is that the student should not be admitted, the adult representative of the student/ custodial parent may request a review of the Residency Officer's decision by the Board of Education. The request must be made within three days of the receipt of this decision. It should be submitted on Request for Review of Residency Officer's Decision by Board of Education, Form EE-R1-F6, which can be obtained from the Residency Officer's office.

_____
Residency Officer

Putnam City Schools
DISTRICT FORM

EE-R1-F6

ADMISSION, RESIDENCY, PLACEMENT, TRANSFER AND WITHDRAWAL ADMISSION
REQUEST FOR REVIEW OF RESIDENCY OFFICER'S DECISION BY BOARD OF EDUCATION

TO: Clerk, Board of Education
Putnam City Public Schools

FROM:_____
Name of Adult Representative of Student/Custodial Parent

Address: _____

_____

Telephone No.: _____ DATE: _____

RE:_____
Name of Student

_____
Name of School

I request a review of the decision of the Residency Officer denying the admission of the above student to the Putnam City School District.

_____
Signature of Adult Representative/Custodial Parent

Putnam City Schools
DISTRICT FORM

EE-R1-F7

RESIDENCY VERIFICATION REQUIREMENTS

Date: _____

To: _____
(Parent/Guardian)

Address: _____
(From Residency Verification Form)

Re: _____
(Student or students)

You have submitted a Residency Verification Form (EE-R1-F2) claiming that your residence is the address listed above. In order to further verify and validate your residency at the above-listed address, you need to provide two (2) of the following documents as proof of residency within thirty (30) days of the date noted above. **Failure to comply may result in your students being immediately withdrawn.**

Proof of residency documents shall be one of the following:

1. Mail (such as bank statements, medical bills, insurance papers, but not personal letters or junk mail) either addressed to you at the address you claim as your residence or forwarded by the United States Postal System to the address you claim as your residence;
2. State or DHS document showing the address you are claiming as your residence;
3. Updated lease showing parent/guardian name as applicant;
4. A valid Oklahoma driver's license or state issued ID which lists the address you are claiming as your residence.

You will need to present the proof residence documentation to: _____

Due Date: _____

I, _____ understand that if I fail to present the proof of residency documentation needed to the school, that my failure to comply may result in the student(s) listed above being immediately withdrawn from Putnam City Schools. **Additionally, Putnam City Schools may charge tuition for the period of time that the student(s) listed above attended the schools.** 70 O.S. § 1-113

Putnam City Schools
DISTRICT FORM

EE-R1-F8

PUTNAM CITY PUBLIC SCHOOLS
POWER OF ATTORNEY

This power of attorney shall not deprive the parent or legal custodian of any parental or legal authority regarding the care and custody of the child. It also specifically addresses educational issues and school enrollment, and gives the holder of the power of attorney authority on those issues. It is the responsibility of the parent, legal custodian and the holder of the power of attorney to read House Bill 2536 in its entirety.

Parent/Legal Custodian_____. I/We reside at
(Please Print Legible)

_____
(Street Address, City, State and Zip Code of Parent/Legal Custodian)

_____ _____
(Home/Cell Phone of Parent/Legal Custodian) (Work Phone of Parent/Legal Custodian)

I _____ certify that I am the parent or legal custodian of:
(Please Print Legible)

_____ _____
(Full name of minor child) (Date of birth)

_____ _____
(Full name of minor child) (Date of birth)

_____ _____
(Full name of minor child) (Date of birth)

I designate _____
(Please Print Legible Full name of Attorney-in-fact)

_____
(Street Address, City, State and Zip Code of Attorney-in-fact)

_____ _____
(Home/Cell Phone of Attorney-in-fact) (Work phone of Attorney-in-fact)

As the Attorney-in-fact of each minor child named above:

"I delegate to the attorney-in-fact all of my power and authority regarding the care, custody and property of each minor child named above, including but not limited to the right to enroll the child in school, inspect and obtain copies of education records and other records concerning the child, the right to attend school activities and other functions concerning the child, and the right to give or withhold any consent or waive with respect to school activities, medical and dental treatment, and another activity, function or treatment that may concern the child. This delegation shall not include the power or authority to consent to marriage or adoption of the child, the performance or inducement of an abortion on or for the child, or the termination of parental rights to the child."

Or

_____ "I delegate to the attorney-in-fact the following specific powers and responsibilities

(write in): _____

_____

"This delegation shall not include the power or authority to consent to marriage or adoption of the child, the performance or inducement of an abortion on or for the child, or the termination of parental rights to the child.''

"This power of attorney is effective for a period not to exceed one year, beginning _____, 20___, and ending , 20____ . I reserve the right to revoke this authority at any time."

By: _____
(Parent/Legal Custodian Signature)

"I hereby accept my designation as attorney-in-fact for the minor child(ren) as specified in this power of attorney."

_____
(Attorney-in-fact signature)

State of: _____ County of: _____

ACKNOWLEDGEMENT

Before me, the under signed, a Notary Public, in and f o r s aid County and St ate on this _____ day of _____, 20____, personally appeared,

_____
(Name of Parent/Legal Custodian)

to me known to be the identical persons who executed this instrument and acknowledged to me that each executed the same as his or her free and voluntary act and deed for the uses and purposes set forth in the instrument.

Witness my hand and official seal the day and year above written.

_____ _____
(Signature of notarial officer) (Title and Rank)

My commission expires:_____ (Seal)

ACKNOWLEDGEMENT

Before me, the undersigned, a Notary Public, in and for said County and State on this _____ day of _____, 20____, personally appeared,

_____
(Name of Attorney-in-fact)

to me known to be the identical persons who executed this instrument and acknowledged to me that each executed the same as his or her free and voluntary act and deed for the uses and purposes set forth in the instrument.
Witness my hand and official seal the day and year above written.

_____ _____
(Signature of notarial officer) (Title and Rank)

My commission expires:_____ (Seal)

Putnam City Schools
DISTRICT FORM

EE-R1-F9

REVOCATION OF POWER OF ATTORNEY

I, _____ of _____(address),

hereby revoke the Power Of Attorney previously granted to _____ of

1. _____(address), regarding the minor child/children:
2. _____
3. _____
4. _____

Any third party who receives a copy of this revocation must cease honoring the Power Of Attorney immediately.

If this revocation is filed of record with the County Clerk I understand that I must notify the Oklahoma County Courts of the revocation as of the date of filing and must cease honoring the Power Of Attorney immediately.

Signed this _____ day of _____, 20_____.

(Name of Parent/Legal Guardian)_____

SIGNATURE

Signed this _____ day of _____, 20_____.

(Attorney In-Fact) _____

SIGNATURE

CERTIFICATE OF ACKNOWLEDGMENT OF NOTARY PUBLIC

State of Oklahoma }

County of _____}

This document was acknowledged before me on this _____ day of _____, 20_____.

WITNESS my hand and official seal.

_____

Notary Public

My commission expires: _____ My Commission number is: _____

Putnam City Schools
DISTRICT REGULATION

ADMISSION, RESIDENCY, PLACEMENT, TRANSFER AND WITHDRAWAL
ASSIGNMENT OF STUDENTS

Intra-District Assignment of Students to Schools and Classes
Administrators charged with the responsibility of approving intra-district transfers shall be guided by the following criteria:

1. Student's academic, attendance and discipline records.
2. Receiving school can accommodate transfer with present staff and facilities and have room for normal growth.
3. Losing school maintains a cost-effective teacher-pupil ratio.
4. When a school reaches capacity less the projected normal growth expected through the year, all transfers to that site will be stopped. This capacity may be reached in grade levels in the elementary school and by curricular areas in the secondary schools so that transfers may continue to be approved in some areas and not in others.
5. Transfers from areas of declining population are to be discouraged unless such transfer is clearly beneficial to the student.
6. Unless there are extenuating circumstances due to health, safety and/or educational issues, no more than one transfer request will be approved for a student during the high school years. However, if a student requests and is granted a second transfer, the student must attend the high school to which transferred for a calendar-year before gaining eligibility for participation in OSSAA sanctioned events. The student will be allowed to participate in practice sessions.
7. Students entering 9th grade from a Putnam City middle school who desire to transfer to a Putnam City High school outside their attendance area without loss of eligibility for varsity/OSSAA athletic competition, shall have the opportunity to apply for said transfer provided application is made on or before May 15.
8. Any high school student who is making their first entry into the district and who desires to transfer to a Putnam City High school outside their attendance area without loss of eligibility for varsity/OSSAA athletic competition, shall make a request in writing to the Superintendent or designee who will form a review committee to determine whether or not eligibility requirements will be waived.
9. Students entering 9th grade from a Putnam City middle school who are approved for a transfer but fail to meet the May 15 application deadline, will be ineligible for varsity/OSSAA athletic competition for the 9th grade school year.
10. Current Putnam City School 9th through 12th grade students who are approved for transfer to another Putnam City high school shall be ineligible for all sports in which regulated games are in session at the time the student transfers and any other varsity/OSSAA athletic competition for (1) calendar year, beginning on the first day the student attends class at the new school. The student will be allowed to participate in practice sessions.

Adopted: August 18, 1997; rev. 6/98, 2/00, 1/01, 5/01, 10/01, 5/02, 3/05, 12/09, 3/11, 5/17, 1/18, 3/22

11. When a transferred student, enrolled in an OSSAA sanctioned sport, returns to their resident area school, the student will lose interscholastic athletic eligibility for (1) calendar year, beginning on the first day the student attends class at their resident school.
12. Application for intra-district transfers must be made when transitioning from elementary to middle school and middle school to high school; otherwise, intra-district transfers will be reviewed yearly by building administration without need for reapplying.
13. If the intra-district transfer is granted, transportation shall be the responsibility of the parent.
    Exception: Any student attending the D.D. Kirkland Early Childhood Center PK-2 School accepted on transfer to Rollingwood Elementary or Coronado Heights Elementary school may qualify for transportation if all of the following criteria are met:
    - The regularly-scheduled bus serves both schools in the same route;
    - If capacity permits on the bus, and;
    - If students conduct demonstrates bus rider expectations and rule of behavior.

    Exception: Siblings of students who are granted bus service for the 2018-2019 and 2019-2020 school year residing in the Harvest Hills school area and attend Kenneth Cooper Middle School may qualify for transportation if all of the following criteria are met:
    - If capacity permits on the bus, and;
    - If students conduct demonstrates bus rider expectations and rule of behavior.

    Bus transportation service may be rescinded at any time if conditions for service are not met.
14. An intra-district transfer is subject to revocation by the principal of the school to which the child has been transferred if the student's grades, attendance (absences and/or tardies), transportation arrangements, or behavior reach an unacceptable level. In the event of the revocation, the student shall return to their home school. The student shall be ineligible for all levels of athletic competition for one (1) calendar year. The student will be allowed to participate in practice sessions.
15. Intra-district transfers may be revoked by building administration at the end of the 1st, 2nd and 4th quarters of instruction. Students will remain at their current school in the 4th quarter of instruction.
16. The Superintendent or designee may establish a review committee to consider waiving eligibility requirement for this regulation for extenuating circumstances

Adopted: August 18, 1997; rev. 6/98, 2/00, 1/01, 5/01, 10/01, 5/02, 3/05, 12/09, 3/11, 5/17, 1/18, 3/22

Putnam City Schools
DISTRICT FORM

STUDENT ACTIVITIES

REQUEST FOR ATHLETIC ELIGIBILITY

STUDENT'S NAME: _____ DATE: _____

ADDRESS: _____ GRADE: _____

HOME PHONE: _____

PARENT OR GUARDIAN:_____

WORK PHONE: _____

The Putnam City Board of Education policy (EE) states that students who receive an intra-district transfer after the July 1st - July 15th window first shall be ineligible for all interscholastic athletics for the following school year. Parents who believe that there are extenuating circumstances may appeal to the review committee and request that athletic eligibility be granted.

PLEASE LIST THE SPECIFIC REASON(S) WHY YOU ARE REQUESTING ELIGIBILITY:

HAS YOUR SON/DAUGHTER PARTICIPATED IN SPORTS? IF SO, WHICH SPORTS AND IN WHAT GRADE(S)?

DID YOU OR YOUR SON/DAUGHTER SPEAK TO ANY COACHES BEFORE REQUESTING THE INTRA-DISTRICT

TRANSFER? IF YES, LIST THE COACHES NAME AND DESCRIBE THE NATURE OF THE CONVERSATION.

DID YOUR SON/DAUGHTER TRANSFER BECAUSE OF THE SPORTS PROGRAM? IF YES, DESCRIBE THE REASONS.

_____

Signature Date

Adopted: August 18, 1997; rev. 12/97, 3/11, 1/25

Putnam City Schools
DISTRICT FORM

EE-R2-F3

INTRA-DISTRICT TRANSFER

NOTICE OF TERMINATION

DATE: _____

RE: STUDENT NAME: _____ ID#: _____

This notice is to inform you that the Intra-District Transfer for the student listed above has been terminated. The student must return to their residential home school.

SCHOOL REQUESTING INTRA-DISTRICT TERMINATION: _____

RETURNING TO: _____ EFFECTIVE DATE: _____

REASON FOR THE TERMINATION:

☐ Attendance # of absences: _____

☐ Academics comments: _____

☐ Discipline comments: _____

☐ Over Capacity

The decision to continue or deny the Intra-District Transfer is made by the building principal of the receiving school. The decision is based on the academic, attendance, discipline records of the student and over capacity.

The decision of the building principal of the receiving school will be final.

_____
Administrator Signature

CC: District Enrollment Office

Putnam City Schools
DISTRICT REGULATION

ADMISSION, RESIDENCY, PLACEMENT, TRANSFER AND WITHDRAWAL

ADMISSION BY OPEN TRANSFER

If a nonresident student meets one of the conditions for a transfer and desires consideration for admittance, the following guidelines must be followed:

January 1- April 1 - An application form specified by the State Board of Education must be filed by the parent or guardian with the Administrator of District Enrollment Office no later than April 1.

April 1 – Administrator of the District Enrollment Office shall notify, in writing, not later than April 1 the resident school district of the request for a transfer.

June 1 - On or before June 1, the Board shall either approve or deny the transfer request. The Superintendent or the Superintendent's designee shall notify the State Board of Education and each resident school district of transfers granted.

Admission by Emergency Transfers

1. The custodial parent or guardian shall complete and sign the State Board of Education's Transfer Form and file it with the Administrator of District Enrollment Office.

2. If both the sending and receiving districts approve a transfer application or if the sending district disapproves a transfer application and the transfer is requested for one of the statutory reasons under the emergency transfer law, the superintendent of the receiving district shall complete the Emergency Transfer Form and file it subject to the approval of the State Board of Education.

3. All Emergency Special Education Transfers must have an Assurance Statement attached. (This statement verifies that the sending district has the three (3) forms of required documentation on file.) These three forms are: current Individual Comprehensive Evaluation, Categorical Eligibility Statement, and Current Individualized Education Program (IEP). This documentation should be available and subject to monitoring review and audits.

4. A Cancellation of Transfer should also be filed on the Emergency Transfer Form. A transfer previously made may be canceled with the concurrence of the Board of the receiving district and the parent or guardian of the child.

5. Transportation is the responsibility of the custodial parent/guardian in the event the a transfer (open or emergency) is approved.

6. The decision of the District regarding "open" and "emergency" transfers is final with no appeal.

Adopted: August 18, 1997; rev. 7/99, 10/01,
7/03, 1/05, 3/11

Putnam City Schools
DISTRICT FORM

EE-R3-F1

PARENT/STUDENT ACKNOWLEDGEMENTS

Handbook Acknowledgement
I understand that the student handbook is available on my school website and at www.putnamcityschools.org. I further acknowledge that I am responsible for reading and adhering to all content found within.
(A limited number of printed copies are available at the school upon request.)

Weapons Policy
I have read Putnam City Schools Board Policy EH- Student Conduct. In addition, I understand that violation of item #6 of this policy may result in disciplinary action up to and including suspension from school.
Excerpt of Policy EH #6
Possession; using; transferring possession of; or aiding, accompanying, or assisting another student to use any type of weapon, which includes but is not limited to: guns; rifles; pistols; shotguns; any device which throws, discharges, or fires objects, bullets, or shells; knives, explosive or incendiary devices, including fireworks, hand chains; metal knuckles; or any object that is used as a weapon or dangerous instrument; included in this prohibition is any facsimile or counterfeit weapon;

School Notification calls
I would like to receive automated calls from the school regarding upcoming events and general school announcements.
I understand that I can remove this option at any time.

Phone number to call: _____-_____-_____

Student Name: _____ Date: _____

Student Date of Birth _____/_____/_____

Student Signature_____

Parent/Guardian: _____ Date: _____

Parent Guardian Signature_____

Adopted: August 18, 1997; rev. 11/98, 6/00, 12/04, 7/09, 7/16

Putnam City Schools
DISTRICT FORM

EE-R3-F1

CONVENIO DE ACEPTACION DE PADRES/ESTUDIANTES

Revisión de manual escolar

Entiendo que el manual del estudiante está a la disposición en el sitio del internet de mi escuela y en la dirección www.putnamcityschools.org. También me hago responsable de leer y obedecer todo el contenido del mismo.
(Existe un número limitado de copias impresas disponibles en la escuela como sean requeridas)

Política de armas

He leído la política EH-Conducta del estudiante de la mesa directiva de las escuelas de Putnam City. Además, entiendo que la violación de la regla #6 de esta política puede resultar en acción disciplinaria de hasta e incluyendo expulsión escolar.

Fragmento de la política EH #6
Posesión; uso; transferencia de posesión de; o ayudar, acompañar, o asistir a otro estudiante en el uso de cualquier tipo de alma, el cual incluye pero no se limita a: revólveres; rifles; pistolas; escopetas; cualquier artículo que arroje, descargue o dispare objetos, balas o casquillos; cuchillos, navajas, artículos explosivos o incendiarios, incluyendo fuegos artificiales, cadenas de mano; nudillos de metal; o cualquier otro objeto que se use como arma o instrumento peligroso; está incluido en esta prohibición cualquier copia o arma falsificada.

Llamadas de avisos escolares

Me gustaría recibir llamadas automáticas de la escuela referentes a eventos futuros y avisos escolares en general.
Entiendo que puedo cambiar mi decisión en cualquier momento.

Número telefónico a llamar: _____-_____-_____

Nombre del estudiante: _____ Fecha: _____

Fecha de nacimiento del estudiante _____/_____/_____

Firma del estudiante_____

Padres de familia/guardianes: _____ Fecha: _____

ADMISSION, RESIDENCY, PLACEMENT, TRANSFER AND WITHDRAWAL

AGE REQUIREMENTS

In carrying out Board Policy, procedures related to Entrance Age are as follows:

1. Underage students who legally attended a public school Kindergarten in another state will be enrolled in first grade. The student must have met the other state's age requirements for Kindergarten, or been admitted to Kindergarten through the former district's credit-by-exam process. If these conditions are not met, the student must pass the credit-by-exam test with a score of 90% or better to be legally enrolled in first grade.

2. Underage students who have attended a private school Kindergarten, either in-state or out-of-state, must pass the credit-b-y-exam test with a score of 90% or better to be legally enrolled in first grade.

ADMISSION, RESIDENCY, PLACEMENT, TRANSFER AND WITHDRAWAL

ACCREDITED & NON-ACCREDITED / HOME-SCHOOLED STUDENTS

The Putnam City School District accepts enrollment of students who have been enrolled in private schools (accredited & non-accredited) and who have been home schooled. A counselor at the site will share enrollment and graduation requirements with the student and his/her parent or guardian. In order to be awarded credit for a course and class placement, the following criteria must be met:

- Private School (Accredited by Oklahoma Private School Accreditation Commission)
- Present transcript from school
- Credit will be awarded based on completed courses
- Class placement will be based on completed years of enrollment
- Students will be required to participate in the Oklahoma State Testing Program. If a student has not had the opportunity to participate in the Oklahoma State Testing Program, a state testing program from another state other than Oklahoma or a nationally recognized assessment, such as ACT or SAT, will be accepted.
- Note: OPSAC is a consortium of private school accrediting associations recognized by the Oklahoma State Department of Education.

Private School (Non-Accredited) & Home Schooled

- Present transcript, standardized test scores, report cards, portfolio/work samples and additional documentation
- Take semester finals of classes listed on transcript or report card. Students must obtain a score of 70% to receive credit for course for Putnam City Schools. Credit awarded will be recorded on transcripts with a passing mark (P).
- Students will be required to participate in the Oklahoma State Testing Program. If a student has not had the opportunity to participate in the Oklahoma State Testing Program, a state testing program from another state other than Oklahoma or a nationally recognized assessment, such as ACT or SAT, will be accepted.

ADMISSION, RESIDENCY, PLACEMENT, TRANSFER AND WITHDRAWAL

FOREIGN EXCHANGE STUDENTS

Foreign exchange students living within the District's boundaries who have obtained a J-1 visa and who are sponsored by an organization listed on the most recent Council on Standards for International Educational Travel (CSIET) Advisory List (www.csiet.org) may be permitted to enroll in the District.

The District may accept foreign exchange students for attendance at any of the District's high schools. The District will not accept any foreign exchange students for attendance at any of its elementary or middle schools.

Admission: Any sponsoring organization wishing to place a foreign exchange student within the District must submit a request for admission by June 15 of the school year prior to the school year for which the foreign exchange student wishes to attend school. The request must be submitted to the principal of the high school that the foreign exchange student wishes to attend. Admission shall be granted for all students who meet the following criteria:

1. The foreign exchange student is between the ages of 15 and 18 ó at the start of the school year of attendance and has not graduated from high school in his or her home country.
2. The sponsoring organization assumes responsibility for the foreign exchange student.
3. The foreign exchange student is placed with a host family who resides within the District.
4. The foreign exchange student can demonstrate appropriate English language skills as evidenced by a minimum score of 400 on the TOEFL exam or minimum score of 60 on the SLEP.
5. The foreign exchange student or sponsoring organization has timely submitted a complete Request for Admission.
6. The foreign exchange student is in good standing with the school in his or her home country. Students with a prior history of poor academic performance or misconduct may not be accepted.
7. The foreign exchange student is physically present in the District prior to the first day of school.

Limitations: The District will admit the foreign exchange student if it has determined that it has sufficient space, staff, and resources to provide for the foreign exchange student in addition to resident and transfer students. The District may impose a limit as to the number of foreign exchange students to be admitted. Foreign exchange students with disabilities may be admitted if the District determines that it has sufficient space, staff, and resources to accommodate the foreign exchange student. The District will not accept any foreign exchange students who attempt to enroll with an F-1 visa or an M-1 visa.

Adopted: August 18, 1997; rev. 8/06, 2/08, 5/08, 7/16

Admitted Students: Foreign exchange students who meet the criteria set forth above and who attend a high school within the District shall not be charged tuition for attendance but may be charged any fees which are charged to other students. Foreign exchange students who are admitted will be required to comply with all District policies, rules, and regulations. Noncompliance may result in dismissal or withdrawal of the foreign exchange student.

The administration of the high school attended by the foreign exchange student will determine the appropriate grade level for the foreign exchange student based on the student's transcript from their home country. Foreign exchange students are not eligible to receive a high school diploma from the District and will not be included in class rank. However, foreign exchange students who are classified as seniors and who are in good standing are invited to participate in the graduation ceremony and other class activities related to graduation. Foreign exchange students can receive a transcript noting earned credits from the District along with their GPA calculation for that academic year.

Foreign exchange students shall be expected and required to participate in regular classes and shall maintain a full academic schedule. Students must demonstrate a commitment to their studies and possess necessary social skills to contribute to the school environment, including extra-curricular activities where appropriate. The District does not have any obligation to and will not provide any special services, tutoring, supplies, and/or equipment to any admitted foreign exchange student.

No student may be enrolled in the District as a foreign exchange student for more than one (1) school year.

Putnam City Schools
DISTRICT FORM

EE-R6-F1

FOREIGN EXCHANGE STUDENTS

REQUEST FOR ADMISSION

Please complete this application and send it to the principal of the high school to which you would like to be admitted. The deadline for applications is June 15. Please do not apply to more than one high school.

Student Name: _____ DOB: _____

Name of Sponsoring Program: _____

Local Coordinator for Sponsoring Program: _____ Phone: _____

Local Coordinator Address: _____

Host Family Names: _____

Host Family Address: _____

Host Family Daytime Phone: _____ Evening Phone: _____

Name of high school to which you seek admission: _____

Please attach the materials listed below. Incomplete applications will not be considered.

- Current Academic Transcript
- Personal letter from student with information regarding student and his/her family
- TOEFL Score Report
- Certification of Sponsor (EE-R6-F2)
- Immunization Records
- Power of Attorney

The information provided above is true and correct to the best of my knowledge. I understand that if any of the above information should change during my enrollment, I must immediately notify the principal. I further understand that this document is an application only and does not constitute a guarantee or promise of admission.

_____ _____

Student Signature Date

_____ _____

Parent Signature Date

FOREIGN EXCHANGE STUDENTS

CERTIFICATION OF SPONSORING PROGRAM COORDINATOR

Please complete this certification and send it to the principal of the high school to which the foreign exchange student would like to be admitted.

Student Name: _____

Name of Sponsoring Program: _____

Local Coordinator for Sponsoring Program: _____Phone: _____

Local Coordinator Address: _____

I certify that my organization will comply with all District policies, rules, and regulations. I certify that if I become aware of any material change in the foreign exchange student's status or residency that I will immediately notify the principal of the school in which the foreign exchange student is enrolled. I further certify that in the event that the sponsoring program fails to meet the criteria for sponsoring programs under the United States Code of Federal Regulations or CSIET standards that I will immediately notify the principal of the high school in which the foreign exchange student is enrolled.

I certify that the sponsoring program is responsible for the foreign exchange student throughout the duration of his or her stay.

_____ _____

Coordinator for Sponsoring Program Date

ATTENDANCE

General: Regular attendance not only enriches academic learning but also instills essential life skills, such as responsibility and commitment, which are invaluable for future endeavors. In line with the Oklahoma Compulsory School Attendance Laws (70 O.S.10-105, 106), the District is dedicated to supporting each student's journey toward academic and personal success. The following policy serves as a guide for expectations and approaches related to student attendance.

Compulsory Attendance Violations: If a child is absent without a valid excuse for four (4) or more days or [eight (8)] parts of days within a four-week period or is absent without a valid excuse for ten (10) or more [consecutive] days or [20] parts of days, as defined in this policy, within a semester, the parent, guardian or custodian of the child will be in attendance violation and will be subject to either intervention, withdrawal from the District or will immediately be reported to the designated local authority wherein the school is located for juvenile proceedings pursuant to state law.

Student Absences: Excused absences are those due to illness, personal injury, medical and dental appointments, court appearances, religious holidays, family emergencies, death in the immediate family, or approved school activities. Students shall receive an excused absence with proper documentation. Written or verbal communication from the parent or guardian may be considered acceptable by the principal for the first five (5) excused absences during each semester.

These five (5) absences will be marked as Parent Excused Absences (PEXC) or other codes as appropriate in the student information system. After the fifth absence, a PEXC absence will be considered an unexcused absence and marked as Not Excused (NEXC). If no written or verbal communication has been received from a parent or guardian, then the absence is marked as Unverified (UNV). The Administration may provide consequences for unexcused absences as deemed appropriate by this policy or administrative regulations.

Included in the excused absences shall be absences for the purpose of receiving speech therapy, occupational therapy, or any other service related to the child's IEP so long as the parent, guardian, or other person with custody or control over the child submits a prior written request for the absence and provides subsequent documentation from the provider.

Definitions:

1. Excused Absence: An absence verified for reasons such as illness, personal injury, medical and dental appointments, court appearances, religious holidays, family emergencies, death in the immediate family, or approved school-sponsored activities.

Adopted: August 18, 1997; rev. 8/99, 11/99,
4/05, 2/06, 12/07, 7/08, 8/19, 8/20, 5/21, 2/22,
4/22, 1/24, 8/24, 10/24

2. Unexcused Absence: Any absence not covered under the excused absence definition or not approved by the school administration. This absence will be marked as Unverified (UNV) or Not Excused (NEXC)

3. Consecutive Absences: Consecutive Absences are full-day absences that occur successively in a row.
4. Parts of Day Absence: Attendance is recorded multiple times a day by class in High Schools and Middle Schools and twice a day (morning and afternoon) for Elementary Schools. Parts of Day Absences are defined below.

    I. High School and Middle School: A part of day absence is being absent four (4) classes per day for a seven (7) period schedule and three (3) classes per day of a six (6) period schedule.

    II. Elementary: A part of day absence for an elementary student is assigned for the morning or afternoon. A student is considered absent for part of the day after missing more than 1 hour either in the morning or afternoon session.

Parents/Guardians should notify the school on the day of their child's absence. Failure to do so may result in the absence being marked as unexcused.

Pre-K Programs: For Pre-K students, ten (10) consecutive unexcused absences or twenty (20) parts of days unexcused absences may result in students being withdrawn from school to accommodate students who are on a waiting list to enroll. Pre-K students withdrawn for truancy are not guaranteed re-entry into the program.

Appeal of Attendance Record: Appeals dealing with attendance and tardies must be made to a site principal and a principal-appointed committee of at least three members will be established to evaluate the appeal. A request for an appeal must be made in writing and submitted to the principal within ten (10) days of receipt of the notification that attendance requirements have not been met. The committee will determine if there are extenuating circumstances for the student's failure to meet attendance requirements and determine if absences/tardies may be excused.

Truancy: The District will take reasonable measures to enforce the provisions of the compulsory attendance laws to ensure that all students attend school on a consistent basis. During the times when school is in session, any Police Officer may detain and assume temporary custody of any student enrolled in the District who is subject to the compulsory attendance laws, who is found away from home, and who is absent from school without excuse. Any student located in an area of the school other than the assigned classroom may also be considered truant.

Adopted: August 18, 1997; rev. 8/99, 11/99,
4/05, 2/06, 12/07, 7/08, 8/19, 8/20, 5/21, 2/22,
4/22, 1/24, 8/24, 10/24

Chronic Absenteeism: Chronic absenteeism occurs when a student is absent from school at least ten percent (10%) of the time that school is in session and the student is included in membership eighteen (18) or more days on a one hundred and eighty one (181) day school calendar or ten percent (10%) or more of school days on a one thousand and eighty six (1,086) hour school calendar. In determining chronic absenteeism, the Oklahoma State Department of Education (SDE) counts excused and unexcused absences regardless of reason. Chronic absenteeism is measured by school year.

Tardiness: Instruction is expected to begin when the class bell rings.

1. Middle and High School Tardiness: Tardy is defined for middle and high school students as arriving in class after the start of each class period. Students who arrive in class after this time are considered tardy up to fifteen (15) minutes past; after that, the student will be considered absent.

2. Elementary School Tardiness: Tardy is defined for elementary school students as arriving after the official start time of school.

3. Tardies are excused for illness, personal injury, medical and dental appointments, court appearances, religious holidays, family emergencies, death in the immediate family, or approved school activities.

4. Tardiness to class is a violation of the student code of conduct. Students may be assigned consequences for tardiness.

Early Dismissal and Checking Out of School: A student shall not be excused and dismissed from school before the end of the school day without an approved written or verbal request from the student's parent or guardian or the approval of an administrator. Telephone requests for early dismissal or checking out of a student will only be honored if the caller can be positively identified as the student's parent or guardian. Additional precautions regarding excusing students from school may be taken as appropriate to the age of the student and/or as circumstances warrant. Early dismissals and checking out from school are only excused for the same reason an absence would be excused. Unexcused early dismissals and checkouts may result in an absence or a part of a day absence.

For student arrival and dismissal administrative regulations, see regulation EF-R2.

Medical Exemptions: The District recognizes that medical exemptions from chronic absenteeism may be appropriate. Student absences due to a significant medical condition may be exempt from inclusion in the school site's chronic absenteeism indicator upon determination of eligibility by the District's medical exemption review committee.

Adopted: August 18, 1997; rev. 8/99, 11/99,
4/05, 2/06, 12/07, 7/08, 8/19, 8/20, 5/21, 2/22,
4/22, 1/24, 8/24, 10/24

A significant medical condition, for the purposes of this policy, means a severe, chronic, or life threatening physical or mental illness, infection, injury, disease, or emotional trauma that meets the following criteria:

A. The condition affects the student so severely that it incapacitates the student from attending school for an identifiable time period or number of school days, or for which the student must receive regular medical care that requires him or her to be absent from school;

B. The student is unable to receive instruction through homebound education services for an identifiable time period or number of school days due to the medical condition or treatment of the medical condition, or homebound education is not appropriate due to brief recurring absences for treatment purposes;

C. The school or school district has been provided with written documentation of the condition that has been verified in writing by a physician licensed to practice in Oklahoma or by a physician licensed to practice in another state if the treatment is in another state. A copy of the documentation verifying the student's condition shall be filed in the student's educational record. For qualifying circumstances, such as sexual assault or other events of a traumatic nature that may not include official documentation, a letter from a school counselor or administrator explaining the student's qualifying circumstance may qualify as documentation. District's medical exemption review committee shall respect and protect the privacy of students and others in its review of medical exemption requests; for example, see EF-R1.

Student absences that are classified as "excused" under Oklahoma law and/or district policies should be classified as "excused" in the student information system and do not automatically qualify for a medical exemption for purposes of the chronic absenteeism indicator. In order to qualify for consideration under a chronic absenteeism medical exemption, an absence must fall under the definition of a "significant medical condition." Furthermore, if a student has been determined to have a significant medical condition under the terms of this policy, only absences that are related to the student's identified condition(s) or qualifying circumstances may be exempted from inclusion in the chronic absenteeism indicator. The District shall report any absences determined to be medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability. All documentation considered during the medical exemption review committee's consideration of potentially eligible absences shall be maintained by the district.

Distance Learning: When the District declares the need to implement its Distance Learning instructional model, the following will apply to student attendance. All students will be marked present on the first date of distance learning and each day after if they are completing instructional activities.

Adopted: August 18, 1997; rev. 8/99, 11/99,
4/05, 2/06, 12/07, 7/08, 8/19, 8/20, 5/21, 2/22,
4/22, 1/24, 8/24, 10/24

"Instructional activities" include instructional meetings and completed assignments/activities that are used to record a grade.

A student shall be considered in attendance or present when the student has completed the majority of instructional activities assigned for the distance learning days.

The recording of attendance bears no reflection on the grades earned during the week, only that the student was meeting the instructional activities attendance requirements as listed above.

Released Time Courses: A student will be excused from school to attend a course in religious or moral instruction that is conducted off of District property and by an independent entity. The student may be excused for up to three (3) class periods per week, but no more than one hundred twenty-five (125) class periods per school year. The student's parent or legal guardian must provide the District with written consent prior to the student's participation in the course and any transportation provided to and/or from the place of instruction is the sole responsibility of the independent entity, the student, or the student's parent or legal guardian. District and its board shall be provided access to the independent entity's attendance records regarding District students. The student will be responsible for any missed school work and will complete such work in accordance with District policy. The student will not be excused to participate in the course during any classes in which the subject matter is subject to the assessment requirements of Section 1210.508 of Title 70 of the Oklahoma Statutes.

A student who attends the course will still be considered in attendance at the District. The student may also be awarded elective credit for the course provided that the work is substantiated by a valid transcript from the independent entity and additional criteria is met as provided for by law.

Putnam City Schools
DISTRICT REGULATION

ATTENDANCE

STUDENT ABSENCES/TARDIES & TRUANCY

In carrying out Board policy, procedures related to absences/tardies are as follows:

1. A parent or guardian shall contact the school to report each absence of his/her child. If the school is not notified, school personnel shall attempt to contact the parent through District messaging system.
2. For high school and middle school students, parents or guardians shall be notified when the student has one (1) unexcused absence for any class. This notification will take place by District messaging system.

In carrying out Board policy, procedures related to truancy and absenteeism are as follows:

1. The Superintendent will appoint a District Attendance Officer.
2. An Attendance Officer representative will be designated at each site.
3. Uniform procedures will be established to notify a student's parents, guardian, or legal custodian of the students's absence.
4. The District Attendance Officer shall be authorized to enforce the compulsory attendance laws of Oklahoma, and any other laws or State Department regulations related to truancy and absenteeism.

Prevention Efforts and Consequences of Truancy: In carrying out Board policy related to attendance the District is committed to working with students and families, as applicable by state law, District policies and administrative regulations regarding truancy and absenteeism through prevention, communication and intervention efforts. The following tiered response has the purpose of outlining the steps in addressing truancy and absenteeism. Additional steps or actions may be taken by District or school administration as deemed appropriate.

Semesterly Attendance: Attendance is taken multiple times daily, for High School and Middle School to record a students presence or absence from school. Elementary attendance is taken twice a day both AM and PM. Truancy is calculated per semester.

Adopted: December 4, 1995; rev. 8/97, 2/23,
1/24, 7/24, 8/25, 9/25

Putnam City Schools
DISTRICT REGULATION

Below are the steps that school sites and the District will take, organized by level, to address and reduce truancy:

Elementary (PreK-5th)

Steps:

A. Any Unexcused Absence (UNV, NEXC):
   a. All unexcused absences will be communicated to the parent/guardian. May include: email, text message, call, etc. (May be through an automated system or school personnel).

B. Three (3) Unexcused Absences (UNV, NEXC):
   a. An attendance postcard will be sent home warning of legal consequences of continued non-attendance.

C. Six (6) Absences (UNV, NEXC):
   a. A mandatory meeting (in-person or by phone) with the school counselor and/or principal will be held.

D. Ten (10) Non-consecutive Absences: (UNV, NEXC):
   a. A school attendance contract is to be signed by the parent/guardian at the site.
   b. The District Attorney's notification of truancy letter is to be sent to the Parent or Guardian.

E. Ten (10) Consecutive or Twenty (20) Parts Total Absences or a Combination of the Two (UNV,NEXC). Parent/Guardian and Student are in violation of Oklahoma's Compulsory School Attendance Law (70 O.S. 10-105,106):
   a. If ten (10) absences are consecutive, then the student will be withdrawn.
   b. If twenty parts of days, as defined in policy EF, are reached then the student will be withdrawn.
   c. If a combination of full-day absences and parts of day absences equals 10 full days, then the student will be withdrawn.
   d. The student may return to school and the parent/guardian shall schedule and attend, within 30 days, a mandatory meeting with the District's Attendance Officer, and a district attendance contract will be established.
   e. Possible referral to local social services or child welfare agencies.
   f. Possible referral to local law enforcement for municipal citation.
   g. Possible mandatory attendance to truancy counseling.

F. Eighteen (18) Absences (UNV, NEXC):
   a. At the 18th absence the student has missed 10% of the school year. The School Resource Officer in conjunction with local law enforcement will be advised for consideration of further citations to address truancy and chronic absenteeism.
   b. Continued truancy and absenteeism will be subject to referral to District Attorney's office for violation of Oklahoma's Compulsory Attendance Laws.
   3. Review of student's academic and attendance records for possible retention.

Secondary (6th - 12th)

Steps:

A. Any Unexcused Absence (UNV, NEXC):
   a. All unexcused absences will be communicated to the parent/guardian. May include: email, text message, call, etc. (May be through an automated system or school personnel).

B. Three (3) Unexcused Absences (UNV, NEXC):
   a. An attendance postcard will be sent home warning of legal consequences of continued non-attendance.
   b. Truancy consequences per the student code of conduct will be assigned.
   c. The student will be placed on attendance probation for participation in sports, clubs, organizations, or activities.

C. Six (6) Absences (UNV, NEXC):
   a. A mandatory meeting (in-person or by phone) with the school counselor and/or principal will be held.
   b. The student will be placed on attendance ineligibility and prohibited from participation in sports, clubs, organizations, or activities.
   c. Truancy consequences per the student code of conduct will be assigned.

D. Ten (10) Non-consecutive Absences (UNV, NEXC):
   a. A school attendance contract is to be signed by the parent/guardian at the site.
   b. Truancy consequences per the student code of conduct will be assigned.
   c. The District Attorney's notification of truancy letter is to be sent to the Parent or Guardian.

E. Ten (10) Consecutive or Twenty (20) Parts Total Absences or a Combination of the Two (UNV, NEXC). Parent/Guardian and Student are in violation of Oklahoma's Compulsory School Attendance Law (70 O.S. 10-105,106):

a. If ten (10) absences are consecutive, then the student will be withdrawn.
b. If twenty parts of days, as defined in this policy, are reached then student will be withdrawn.
c. If a combination of full-day absences and parts of day absences equals 10 full days, then the student will be withdrawn.
d. The student may return to school and shall schedule and attend, within 30 days, a mandatory meeting with a District's Attendance Officer and a district attendance contract will be established.
e. Review of student's academic and attendance records for possible retention or non rewarding of course credits.
f. Possible referral to local social services or child welfare agencies.
g. Possible referral to local law enforcement for municipal citation.
h. Possible mandatory attendance to truancy counseling.

F. Fourteen (14) Absences (UNV, NEXC)
a. Continued parent contact
b. Code of Conduct continued to be applied
c. Possible District withdrawal

G. Eighteen (18) Absences (UNV, NEXC)
a. At the 18th absence the student has missed 10% of the school year. The School Resource Officer in conjunction with local law enforcement will be advised for consideration of further citations to address truancy and chronic absenteeism.
b. Continued truancy and absenteeism will be subject to assigned consequences and withdrawal or mandatory placement in virtual school (PC@Home) for the remainder of the semester.
c. Referral to District Attorney's office for violation of Oklahoma's Compulsory Attendance Laws.
4. High School and Middle School students may receive a No Credit (NC) for courses affected by truancy and chronic absenteeism. (See Grading Policy ED)

Four Absences Within the First Four Weeks: Four (4) Absences (UNV, NEXC) within the first four (4) weeks or eight (8) parts of days within the first four (4) weeks:

a. A formal letter will be sent home warning of school or legal consequences of continued non-attendance.
b. Truancy consequences per the student code of conduct will be assigned.

Putnam City Schools
DISTRICT REGULATION

Secondary Attendance Eligibility: Students meeting a truancy level of "B" above (three (3) UNV or NEXC) will be placed on probation for participation in clubs, organizations, activities and extra-curricular activities for one (1) week. Students meeting a truancy level or absentee level of "C" (six (6) UNV, NEXC) will be considered ineligible. Students may regain eligibility after five (5) consecutive days of non-truancy have been reached. Excused absences may be counted within the five (5) days.

Make-up Work for Absences: It is the responsibility of the student or parent to arrange with the teacher to make up work and/or take tests.

1. Excused Absences: Students will be given the number of days they were absent plus one additional day to make up the work. For example, if a student is absent two days, they have three days to make up the work.
2. Unexcused Absences: It is at the discretion of individual teachers to allow makeup work for unexcused absences.

Medical Condition Examples: Examples of significant medical conditions may include, but are not limited to:

a. Student has a terminal disease or degenerative illness or has been placed in hospice care;
b. Student is comatose;
c. Student has a serious chronic medical condition (lasting 3 months or more) and is absent for the purpose of receiving condition-related treatment (ie. chemotherapy, dialysis);
d. Death or life-threatening injury of an immediate family member of the student (ie. parent/guardian, sibling, child, or another member of the household); or
e. Student has sustained serious medical or physical injury as a result of a catastrophic event, such as:
    i. A natural disaster or other event;
    ii. An act of violence (ie. physical assault, sexual assault, kidnapping, torture, or terrorism);
    iii. Poisoning, fall, or a traumatic brain injury; or
    iv. Fire or explosion in student's home.

Absent another qualifying condition, a significant medical condition does not include:

a. Minor illness or injury that does not incapacitate the student or require recurring treatment;
b. Short-term illness or injury resulting in absences of ten (10) or fewer consecutive instructional days, including those that require short-term hospitalization of ten (10) or fewer consecutive instructional days;

c. Pregnancy, unless complications of the pregnancy otherwise meet the requirements of this policy; or
d. Refusal of a parent/guardian to permit the student to attend school or receive homebound services due to illness, injury or trauma.

Putnam City Schools
DISTRICT REGULATION

STUDENT ARRIVAL AND DISMISSAL

The Student Arrival and Dismissal Regulation is designed to ensure the safe and efficient movement of all students during the critical times of arrival and dismissal.

School safety is of paramount importance to the District. The start and end of the school day are moments when we transition large numbers of students in and out of buildings. Effective coordination and clear procedures are essential to keep these periods orderly and safe. It is required that all students regarding late arrivals and early dismissals are managed and tracked using the school's student and visitor management system.

Late Arrival: If a student arrives after the final bell, they will need to check in with the office and get a tardy slip to attend class.

Early Dismissal: Students enrolled in elementary and middle schools will only be permitted to leave campus during school hours when their parent or legal guardian comes in person to check the student out. High school students may check out of school by the request for early dismissal from the student's parent or guardian or the approval of an administrator. Telephone requests for early dismissal of a student will only be honored if the caller can be positively identified as the student's parent or guardian. To check a student out before the end of the school day, the parent or guardian will need to first go to the office and check the child out with school personnel.

Release of Students: All students are to remain on the school campus between the time of arrival and the close of the school day unless checked out by a parent or guardian or leaving for a school sponsored event authorized by the school. Parents and/or guardians must check out students through the school office before taking the student from campus. Students shall only be released from schools to a parent or guardian unless the parent or guardian has provided the District/School with permission for authorizing the release of the student to a third party. All authorized adults will be entered into the student information database as being approved by the parent/legal guardian. It is the sole responsibility of the parent /legal guardian to ensure the school office has the correct emergency contact information. The principal or site designee may contact the parent or guardian to authenticate or verify the authorization. Students who leave campus without permission shall be subject to disciplinary action as established in the District Code of Conduct.

Office Staff Procedures:

- Ensure the person presenting the valid identification matches the person in the photo.
- Ensure the signatures on the early release form and the identification match.
- Ensure the name on the card and the signature line matches the name of an adult authorized by the parent or legal guardian to pick up the child.

- Initial the early release form and write down the identification number and expiration date.
- Maintain a file of all early release/sign-out forms.
- Ensure the PowerSchool information matches the contact information of the person checking the student out and check for the parental icon for updates and/or notes.

Additional precautions regarding excusing students from school may be taken as appropriate to the age of the student and/or as circumstances warrant.

Student Dismissal Precautions: The staff of Putnam City Schools must never release a student to an unidentified person. Teachers, secretaries, and other employees must make a positive identification before releasing a child to anyone. If the person is not a parent or legal guardian according to school records, the employee must secure permission from the parent or guardian before releasing the student. Photo identification is required prior to release.

Releasing a Student to Noncustodial Parents: Absent a court decree stating otherwise, a noncustodial parent may not take a child out of or away from the school. As the noncustodial parent does not have legal custody of the child, an administrator or teacher allowing the child to be taken from school during or at the end of the day by the noncustodial parent could be acting in violation of the custody and visitation provisions set forth in the court decree. However, the child may be released to the noncustodial parent if the custodial parent can be contacted and specifically approves the action or the non-custodial parent provides the District with a copy of a divorce decree showing that the non-custodial parent has custody during the day and time when school lets out. Such action will be documented. In all instances, the custodial parent will be notified of any attempt by the noncustodial parent to remove the child from the school.

All office personnel should understand both the rights of parents and the procedures to follow in such instances. Both natural parents have the right to view the child's school records, receive progress reports, and participate in parent and teacher conferences. Only a legal document, such as a final divorce decree specifically denying visitation rights or a restraining order denying visiting rights, can prevent a parent from participating in the activities named above. Legal documents should be certified copies issued by the district court.

For the school's purposes, the parent with which the student resides is known as the custodial parent. If both parents claim to be the custodial parent, enrollment records should be examined.

The parent who enrolled the child is considered the custodial parent until a legal document naming the custodial parent can be provided to the school. If the noncustodial parent asks to take the child from school, these steps should be followed:

1. The principal is to explain that the school staff is responsible for the child's welfare while at school. Telephone the custodial parent and explain the request. If the custodial parent agrees, then comply with the request.

2. If the custodial parent objects, explain the rights of both natural parents (see above).

3. Then inform the non-custodial parent that the District will abide by the Court Orders in its possession and if he or she believes those Orders to be outdated or in error, to please provide the District with a correct and/or updated Order stating that he or she has custody on certain days/times that allows him or her to retrieve the child(ren) from school.

Putnam City Schools
DISTRICT FORM

EF-F1

MEDICAL EXEMPTION

CHRONIC ABSENTEEISM

Student Name: _____ School: _____

Student ID: _____ Date: _____

Chronic absenteeism occurs when a student is absent from school at least ten percent (10%) of the time that school is in session and the student is included in membership, eighteen (18) or more days on a one hundred and eighty (180) day school calendar or ten percent (10%) or more of school days on a one thousand and eighty hour (1,080) hour school calendar. The district recognizes that medical exemptions from chronic absenteeism may be appropriate. Student absences that are due to a significant medical condition may be exempt from inclusion in the school site's chronic absenteeism indicator upon determination of eligibility by District's medical exemption review committee.

A significant medical condition, for the purposes of this policy, means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma that meets the following criteria:

Please check YES or NO To be eligible, must mark yes to each item:

☐ YES ☐ NO The condition affects the student so severely that it incapacitates the student from attending school for an identifiable time period or number of school days, or for which the student must receive regular medical care that require him or her to be absent from school.

☐ YES ☐ NO The student is unable to receive instruction through homebound education or treatment of the medical condition, or homebound education is not appropriate due to brief recurring absences for treatment purposes.

☐ YES ☐ NO The school or school district has been provided with written documentation of the condition that has been verified in writing by a physician licensed to practice in Oklahoma, or by a physician licensed to practice in another state if the treatment is in another state. A copy of the documentation verifying the student's condition shall be filed in the in the student's educational record.

Please select at least one from the following:

- ☐ Student has a terminal disease or degenerative illness, or has been placed in hospice care;
- ☐ Student is comatose
- ☐ Student has a serious chronic medical condition (lasting 3 months or more) and is absent for the purpose of receiving condition-related treatment (i.e. chemotherapy, dialysis)
- ☐ Death or life-threatening injury of an immediate family member of the student (i.e. parent/ guardian, sibling, child, or another member of the household)
- ☐ Student has sustained serious medical or physical injury as a result of a catastrophic event such as: If selected, indicate reason below.
  - ☐ A natural disaster or other event
  - ☐ An act of violence (ie physical assault, sexual assault, kidnapping, torture, or terrorism)
  - ☐ Poisoning, fall, or a traumatic brain injury
  - ☐ Fire or explosion in a student's home
  - ☐ Other: _____

Documentation Attached: Medical: ☐ Absent Date(s): ☐

Principal Signature: _____

District Chair Signature: _____

Approve: ☐ Deny: ☐

The committee agreed with a vote count of _____

Date: _____

STUDENT DISCIPLINE, SUSPENSION AND DUE PROCESS

Discipline: Good discipline is vital to the educational program. Discipline should be fair, dignified, and administered with an even temper. Discipline may include, but is not limited to, conferences with parents or guardians, in-school detention, revocation of privileges, and suspension. The District does not recognize corporal punishment as a means of discipline. Employees shall not use physical force against a student unless such force is reasonably necessary for the employee's self-defense, for the preservation of order, for the protection of others, or for the protection of property of another person or the District.

Students with Disabilities: Discipline for students with disabilities, as defined by the Individuals with Disabilities Education Act (IDEA), shall be administered in accordance with policies and procedures established by the Oklahoma State Board of Education. Unless otherwise prohibited by law, students who are "handicapped" as defined by Section 504 of the Rehabilitation Act (Section 504) or students who are disabled as defined by the Americans with Disabilities Act (ADA) shall be subject to the same discipline policies and regulations as students without disabilities or "handicaps".

Suspension: A principal may suspend a student when the student's behavior is in violation of the District's Student Conduct Policy, Administrative Regulations, or directives received from school authorities and the behavior occurs while the student is:

- in attendance at school or any function authorized or sponsored by the District;
- in transit to or from school or any function authorized or sponsored by the District;
- on any property subject to the control and authority of the District; or
- not on District property but the student's actions are either
    1. continuation of activity that was initiated under conditions (a) through (c) above,
    2. adversely affect or pose a threat to the physical or emotional safety and well- being of other students, employees, or District property, or
    3. disrupt school operations.

Before a student can be deprived by way of suspension of the student's right to an education, the student has the right to notice of the alleged misconduct and an opportunity to respond to the allegations. After the student has had an opportunity to respond to the allegations, the Administration may proceed with the student's suspension. The length of a suspension shall not exceed the current school semester (term) and the succeeding school semester (term), except that a student found in possession of a firearm shall be suspended for not less than one year. As set forth in Administrative Regulations, the District's Hearing Panel shall determine the discipline to be imposed for recommended long-term suspensions.

When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions may be considered, particularly when similar infractions have occurred and other forms of discipline have not deterred such behavior.

Adopted: August 18, 1997; rev. 6/98, 8/00, 1/14,
8/17, 6/21

The Administration shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention.

Appeal of Suspension: A student who has received a long-term suspension may appeal the decision of the Hearing Panel to the Board as set forth in Administrative Regulations. A student who has received a short-term suspension may appeal the suspension to a local committee comprised of administrators or administrators and teachers at the school site where the student attends school as set forth in Administrative Regulations.

Effect of Suspension: Except as otherwise provided, when a student is suspended the student shall be allowed to make-up assignments and tests given during the suspension period for full-credit. A student who is suspended from school for longer than five (5) days shall be given assignments in core unit subjects that should be completed and returned to the school on a regular basis according to an education plan to be developed and provided to the student and the student's parent or guardian. If a suspended student is not turning in assignments while on an education plan then the teacher should notify the appropriate administrator and parent contact should be made. Students will not receive credit for assignments not turned in as required by their educational plan.

A student who is suspended for possession of a weapon or a firearm shall not be provided an education plan, shall not be allowed to make-up any work missed during the period of suspension, and shall not receive any credit during the suspension. A student who is suspended for possession of a controlled dangerous substance for the first time shall be provided an education plan, shall be allowed to make-up any work missed during the period of suspension, and shall receive credit during the suspension.

However, any student suspended more than once for possession of a controlled dangerous substance shall not be provided an education plan, shall not be allowed to make-up any work missed during the period of suspension, and shall not receive any credit during the suspension.

Extra-curricular Activities: A student may not attend or participate in any school activities, including all extra-curricular functions, while suspended from school. A suspension is effective until the end of the day on the last date of suspension.

STUDENT DISCIPLINE, SUSPENSION AND DUE PROCESS

SUSPENSION

The school administration will prescribe a plan that provides education to the student, which shall be complied with by the parent/guardian.

Short-Term Suspension

When the suspension is for ten (10) school days or less, the principal/assistant principal may make the decision to suspend the student provided the student has been given oral or written notice of the alleged misconduct and of the evidence supporting the charges and has had the opportunity to either admit or deny the charges and respond to the evidence. If the administrator determines that cause for suspension exists, the student may be suspended for ten (10) school days or less.

A student may appeal a short-term suspension to a committee at the school site where the student attends school or to a committee assigned by the school administrator. The committee shall be comprised of those administrators or administrators and teachers who did not participate in the decision regarding the student's suspension. The appeal to the committee shall consist of a review of any statements submitted on behalf of the administrator assigning the suspension and the student. The review committee may review school video, police reports, student records (attendance, special education, 504, etc.) as well as the statements of the administrator and students. After having reviewed the statements submitted, the committee shall determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. The decision of the committee shall be final and shall not be appealable to the Board of Education.

Long-Term Suspension

When the principal/assistant principal /assistant principal determine that a long-term suspension should be given, the principal/assistant principal shall implement a suspension of no more than through the current and following semester unless the charges involve a weapon in which district policy allows for a suspension of up to one calendar year. The parent or guardian must be given written notice of the charges, nature of evidence supporting the long-term suspension and the student's rights to appeal the suspension to the building principal and/or site level committee. This request for an appeal must be made within two (2) school days of being notified of the long-term suspension.

If the appeal at the building level upholds the suspension, the parent or guardian has the right to request a hearing at the district level for an appeal of the long-term suspension. The request for a hearing must be made to the district administration offices within two (2) days of notice of building level appeal decision. All hearings for a long-term suspension will be closed to the public and will be

conducted in accordance with District Regulation, EG-R2, Student Due Process-Hearing Panel Procedures. Failure to request a hearing within the specified time shall constitute a waiver of the student's right to a hearing.

After receipt of the decision of the Hearing Panel, the student shall have five (5) school days within which to appeal directly to the Board of Education by submitting a completed Request for Appeal of Long-Term Suspension Decision (Form EG-R3-F1).

If a Request for Appeal of Long-Term Suspension Decision is timely filed, the Board of Education shall review the charges, the evidence submitted, the findings of the Hearing Panel, the written statement of the parent or guardian summarizing the student's position and reason(s) for appeal, and the Hearing Panel's decision. The Board of Education shall render a verbal decision in an open meeting stating whether the decision of the Hearing Panel is to be upheld, overturned or modified. A written decision will follow. The decision of the Board of Education shall be final.

STUDENT DISCIPLINE, SUSPENSION AND DUE PROCESS FOR SPECIAL EDUCATION STUDENTS

Student discipline, suspension and due process for special education students, as defined by the Individuals with Disabilities Education Act (IDEA), shall be administered in accordance with "The Policies and Procedures Manual for Special Education in Oklahoma" published by the Oklahoma State Board of Education. Federal law or regulation and Oklahoma State law or regulation pertaining to students with disabilities shall take precedence over Putnam City School Board Policy and Regulation in all matters that are specifically addressed by federal and state law or regulation. Where Federal and Oklahoma law or regulation permit, are silent of do not directly address issues dealing with student with disabilities, Putnam City School Board Policy and Regulations will be followed.

Putnam City Schools
DISTRICT FORM

EG-R1-F1

STUDENT DISCIPLINE, SUSPENSION, AND DUE PROCESS

PUTNAM CITY PUBLIC SCHOOLS BEHAVIOR REFERRAL

Student _____ Gender _____ Grade _____ School: _____

Date of Incident _____ Place of Incident _____ Time Left Class _____ Time Left Office _____

REASON FOR REFERRAL:		**PRIOR TEACHER DISCIPLINE (IF ANY)**
01 Breaking School Rule	18 Stealing	34 Warning _____
02 Failure to Comply	19 Vandalism	35 Parent Contact (# of each):Phone ___Mail ___
03 Profanity/Obscenity	20 Battery/Assault	36 Student/Teacher/Parent Conference:
04 Excessive Tardies	21 Leaving Campus	Date(s) _____
05 Cheating	22 Arson	37 Detention (# of each): am _____ lunch _____
06 Failure to Serve	23 Bus Incident	pm _____
07 Open Defiance	24 Excessive Absences	38 Behavior Contract (please attach)
08 Tobacco Use/Possession/Vaping	25 Other	39 Prior Referral to Counselor: Date(s) _____
09 Dress Code	26 Bullying Students	40 Prior Discipline Referrals: Date(s) _____
10 Personal Electronic Device	27 Bullying Faculty	
11 Truancy	28 firearms	Additional information related to prior discipline:
12 Disruptive Conduct	29 Dangerous Weapon	_____
13 Fighting	30 Bomb Threat	_____
14 Intimidate/Harass	31 Controlled Substance	_____
15 Extortion	32 OTC Prescribed Drugs	_____
16 Alcohol Use/Possession	33 Sexual Harassment	
17 Weapon Facsimile		Teacher Signature: _____
		Date: _____

DUE PROCESS HEARING (required if considering suspension):

A. Charges according to Board Policy EG: _____

B. Student given the opportunity to tell his/her account:

Yes (EG-R1-F2 attached): Statement written by student Statement taken by administration

No: Reason for not getting statement _____

SPECIAL EDUCATION ___Yes ___No (if Yes, see Policy EG & "Policy and Procedures of Special Education in Oklahoma")

504: ___Yes ___No

Code Description
BCP Behavior Cont/Probation
BUS Bus Suspension
ISS In-School Suspension
LTS Recommend Long Term Sus (EG-R1-F4)
OTH Other
PC Parent Contact
REF Referred to Counselor
RET Return Form with Parent Signature SAT
Saturday School
SPC Student/Parent Conference
SS Short Term Suspension (EG-R1-F3)
WAR Warning

Prior alternatives used before suspension: _____
_____
_____

Alternative no appropriate because: _____
_____

Comments: _____
_____
_____
_____
_____
_____

Admin. Signature _____
Date _____

Student Signature _____
Date _____

Putnam City Schools
DISTRICT FORM

EG-R1-F2

STUDENT DISCIPLINE, SUSPENSION, AND DUE PROCESS

Name: _____

Date of Incident: _____

Time of incident: _____

Check one:

_____ student [m / f] grade _____

_____ teacher

_____ parent

Exact location of incident: _____

_____

Names of persons involved: _____

_____

Names of witnesses: _____

_____

Description of incident: _____

_____

_____

_____

_____

_____ _____

Signature of person writing statement Date

Putnam City Schools
DISTRICT FORM

EG-R1-F3

STUDENT DISCIPLINE, SUSPENSION AND DUE PROCESS

NOTICE OF SHORT TERM SUSPENSION

Parent Name_____ Date_____

You are hereby notified that_____ is suspended
(Student's name)

from_____ for the following reason(s):
(school site)

_____

_____

_____

Your child is suspended for_____ days and may return to school on the morning of _____

at _____ a.m. unless you are notified by us that a long-term suspension has been assigned.

A pre-suspension Due Process Hearing with the student was held on _____

Circle if appropriate **IEP** Yes/No **504** Yes/No

Parent was notified of suspension by: ___Telephone ___Mail ___Personal Contact ___Letter to Student

The effects of short-term suspension on grades, attendance, course credits, make-up work and extracurricular activities are as follows:

1. A student on short-term suspension (ten days or less) can make-up work to receive credit during suspension. After the student returns to school, one make-up day is allowed for each day of suspension to turn in assignments.
2. During this period of suspension, the student will not be allowed to participate in any extracurricular activity or attend any school function. While your student is suspended from school, he/she is expected to remain at home or with his/her parents(s) at all times.

*A student &/or parent may make a written appeal of a short-term suspension to a local appeal committee at the school site where the student attends school.

Your student is entitled to a hearing regarding this suspension if requested within two (2) school days. Failure to request a hearing within the specified time shall constitute waiver of the student's right to a hearing. The determination on the suspension shall be made on the information available to the Hearing Committee. Please contact the principal if you should have any further questions regarding how to file an appeal.

_____ _____

Principal Assistant Principal

Adopted: August 18, 1997; rev. 9/98, 11/07, 10/13, 7/15, 1/17, 4/25

Putnam City Schools
DISTRICT FORM

STUDENT DISCIPLINE, SUSPENSION AND DUE PROCESS

NOTICE OF LONG-TERM SUSPENSION

_____ _____
(Parent's Name) (Date)

You are hereby notified that a long-term suspension from school for a period of _____ has been assigned to _____ for the following reason(s):
(Student's Name)

_____
_____
_____
_____

The nature of the evidence supporting this suspension is:

_____
_____
_____
_____
_____
_____

Your student is entitled to a hearing regarding this suspension if requested within two (2) school days. Failure to request a hearing within the specified time shall constitute waiver of the student's right to a hearing. The determination on the suspension shall be made on the information available to the Hearing Committee. Please contact the principal if you should have any further questions.

_____ _____
Principal Assistant Principal

Adopted: August 18, 1997; rev. 9/98, 11/07, 8/13, 7/15, 10/16

Putnam City Schools
DISTRICT FORM

STUDENT DISCIPLINE, SUSPENSION AND DUE PROCESS

HEARING REQUEST OR WAIVER FORM (LONG-TERM SUSPENSION)

TO: Chief Elementary/Secondary Education Officer

FROM: _____
(Name of Student's Parent/Guardian)

SUBJECT: Request for a hearing before a Hearing Officer(s) regarding the long-term suspension of:

_____
(Student's Name)

1. ( ) The undersigned parent/guardian, on behalf of the above named student, hereby waives the right to a hearing for long-term suspension.
2. ( ) The Student hereby requests a hearing before a Hearing Officer(s) regarding the long-term suspension.
   a. ( ) The Student admits to the charges/allegations and plans only to challenge the nature, duration and the terms of the discipline recommended.
   b. ( ) The Student does not admit to the charges/allegations and plans to challenge the charges/allegations as well as the nature, duration and the terms of the discipline.
3. ( ) If a hearing is requested:
   a. ( ) Student will not be represented by legal counsel at the hearing, with the understanding that the Administration will also not be represented by legal counsel at the hearing.
   b. ( ) Student will be represented by legal counsel at the hearing, with the understanding that the Administration will also be represented by legal counsel at the hearing.

_____ _____
Signature of Parent/Guardian Date

Send to: Chief Elementary / Secondary Education Officer
Putnam City Schools Administration
5401 N.W. 40th Street
Oklahoma City, OK 73122
405-495-5200

STUDENT DISCIPLINE, SUSPENSION AND DUE PROCESS

STUDENT DUE PROCESS

Hearing Officers will be employees of the district who are trained to conduct hearings. The hearing shall be conducted in accordance with the following procedures:

1. PRE-HEARING CONFERENCE. A pre-hearing conference may be held on the day of the hearing. The purpose of the pre-hearing conference is to expedite the due process hearing by:
    a. Identifying representatives and/or spokespersons;
    b. Clarifying the purpose of the hearing;
    c. Establishing hearing protocol;
    d. Accepting stipulations;
    e. Discussing other issues of special concern.
2. DUE PROCESS HEARING. The Hearing Officer shall:
    a. Introduce all persons present at the hearing.
    b. Inform the parties that a record is being made of the proceedings. Such record may be made either by a tape recording or by a court reporter. The district shall incur the expense of the court reporter only if the district requests a court reporter.
    c. Inform all present that the hearing will be closed. The student may be accompanied by his/her parents and a representative if desired. The principal may be accompanied by his/her representative and the appropriate Chief. Any additional person(s) attending the hearing must be approved in advance by the Hearing Officers. Witnesses, if any, will be sequestered.
    d. Inform the parties that the hearing will be held according to school board policy and procedures.
        - The hearing will not be conducted under the evidentiary rules of a court of law.
        - Hearsay evidence will be admissible. Written statements may be introduced as evidence. Witnesses will be permitted to testify, if Hearing Officers determine that the testimony of witnesses is required to provide the student with due process of law.
        - Each party will be given the opportunity to present its case, present the finding of fact, and make a concluding statement. Each party shall be limited to a total of thirty (30) minutes. Hearing Officers shall have the authority to grant additional time to each party if required to provide the student with due process of law.
        - Hearing Officers may question either party. Questioning and/or cross examination of witnesses by representatives will be permitted. Hearing Officers shall have the authority to limit interrogatories that do not appear relevant or appropriate.
        - If the student chooses to be represented by legal counsel, the parent/guardian must inform the Administration by completing Hearing Request or Waiver Form (EG-R1-F5).

3. STATEMENT OF THE CHARGES READ INTO THE RECORD. The Hearing Officer shall read the charges sent to the student's parent(s) or guardian(s) into the record and ask the parent(s) to verify that they received notice of the charges.
4. RESPONSE OF THE STUDENT TO THE CHARGES. The Hearing Officer shall ask the student if the student agrees with or disputes the charges which constitute the basis for long-term suspension. If the student admits the truth of the charges, the student may make a statement regarding any mitigating circumstances and be questioned by the Hearing Officer concerning any such matters.
5. SCHOOL PRESENTS ITS CASE. The principal or his/her representative may present witnesses, evidence and findings of fact in writing. Following direct examination, each witness shall be subject to cross examination.
6. STUDENT PRESENTS HIS/HER CASE. The student or his/her representative may present witnesses, evidence and findings of fact in writing. Following direct examination, each witness shall be subject to cross-examination.
7. CONCLUDING STATEMENT. Both parties shall have the opportunity to make a concluding statement.
8. DELIBERATION OF THE HEARING OFFICERS. At the conclusion of the hearing, the Hearing Officers shall deliberate and determine if cause for suspension exits. If the Hearing Officers determine that such cause exists, the Hearing Officers shall decide upon the disciplinary action to be taken. The Hearing Officers shall have the authority to uphold the long-term suspension, overturn the longterm suspension, modify the length of the suspension, or impose any other lawful discipline he/she deems appropriate.
9. REVIEW OF BACKGROUND INFORMATION. Prior to determining the disciplinary action, but after determining that the student should be disciplined, the Hearing Officers must review relevant background information. This process must include a review of all the alternatives considered, and those used, prior to assigning the suspension. If the Hearing Officers believe alternatives were not properly utilized, they should implement the alternatives rather than the out-of-school suspension. Background information may include disciplinary log entries, attendance, and grades.
10. DECISION OF THE HEARING OFFICERS. Hearing Officers shall render a verbal decision and adjourn the hearing. The Hearing Officers will issue a written decision, which shall be mailed to the parent(s) or guardian(s) and/or student and delivered to the school administration. The written decision will state findings of fact, conclusions of law and the discipline to be imposed if any. If, because of the complexity of the case or the existence of multiple hearings arising out of the same incident, the Hearing Officers determine that additional time is required to review the evidence or conclude other hearings, he/she may recess the hearing to reconvene at the earliest practicable time.
11. THE RIGHT TO APPEAL. The student shall be informed of the right to appeal the decision of the Hearing Panel to the Board of Education (EG-R2-F5). The appeal request shall be delivered to the Chief's office or the Superintendent's office within five (5) school days after the receipt of the Hearing Panel's written decision. The decision of the Board of Education is final.

Putnam City Schools
DISTRICT FORM

STUDENT DISCIPLINE, SUSPENSION AND DUE PROCESS

DUE PROCESS HEARING DECISION

Student: _____ Grade: _____

Parent(s)/Guardian(s): _____

Representative for this student: _____

School Site: _____

Representative for the school: _____

Appointed Hearing Officers: _____

Dates for the:

Building level due process _____

Building level decision _____

Due process hearing request _____

Due process hearing _____

Hearing officers' verbal decision _____

Copy of hearing officers' written decision mailed to parent, guardian or representative _____

Hearing Officers' Decision Summary

The review of the long-term suspension assigned by the building administration is hereby:

_____ Upheld _____ Overturned _____ Modified

The student may return to school on _____, 20_____.

_____ _____

Hearing Panel Chairperson Date

Putnam City Schools
DISTRICT FORM

STUDENT DISCIPLINE, SUSPENSION AND DUE PROCESS

STUDENT DUE PROCESS

REASON FOR THE HEARING:

FINDING OF FACT:

CONCLUSIONS:

HEARING DECISION:

CONCLUDING STATEMENT:

_____ _____

Hearing Panel Chairperson Date

Putnam City Schools
DISTRICT FORM

STUDENT DISCIPLINE, SUSPENSION, AND DUE PROCESS

STUDENT DUE PROCESS

Appeal of Long-Term Suspension Decision
Waiver of Request Form

To: Putnam City Board of Education

From: _____
(Name of Student's Parent/Guardian)

Subject: Waiver of or Request for an Appeal to the Board of Education to review the Hearing Panel's decision regarding a long-term suspension of:

_____
(Student's Name)

1. ( ) The undersigned parent/guardian, on behalf of the above named student {_____ _____}, hereby waives the right to appeal the decision regarding the Student's suspension.

2. ( ) The Student hereby requests an appeal to the Board of Education for a review of the Hearing Officers' decision regarding the student's long-term suspension.

   a. ( ) The student hereby waivers the right to submit a written statement or brief summarizing the reason for appeal and the position of the student relating to the Hearing Officer's decision regarding the Student's long-term suspension

   b. ( ). The Student hereby submits with this Request for an Appeal a Written statement summarizing the reason for appeal.

3. ( ) The Student is hereby notified that the Student is entitled to have the Board of Education convene in executive session the Student's suspension

   a. ( ) The Student hereby requests that any discussions by the Board of Education regarding the suspension be held in executive session.

   b. ( ) The Student waives the Student's right for any discussions by the Board of Education regarding the suspension to be held in Executive session. All discussions of the Board of Education Regarding the Student's suspension will be held in open session.

_____ _____
Signature of Parent/Guardian Date

STUDENT DISCIPLINE, SUSPENSION, AND DUE PROCESS

STUDENT DUE PROCESS

Certificate of Service

I hereby certify that a true and correct copy of the above and foregoing HEARING DECISION was served this _____ day of _____, 20_____, by U.S. mail to the following:

_____ _____

Hearing Panel Chairperson Date

Putnam City Schools
DISTRICT FORM

EG-R2-F5

STUDENT DISCIPLINE, SUSPENSION, AND DUE PROCESS

STUDENT DUE PROCESS

Board of Education

Long-Term Suspension Appeal Decision

Student: _____ Grade: _____

Parent(s): _____

Representative for the student: _____

School site: _____

Representative for the school: _____

Appointed Hearing Officers: _____

Dates for the:

Building level hearing _____

Building level decision _____

Due process hearing request _____

Due process hearing _____

Hearing Officer's Decision _____

Written decision mailed _____

Board of Education appeal request _____

Board of Education appeal review _____

STUDENT DUE PROCESS

Board of Education Appeal Decision Summary

The long-term suspension by the Hearing Officers is hereby:

_____ Upheld _____ Overturned _____ Modified

The student may return to school on _____, 20_____.

_____ _____
Board Member Date Board Member Date

_____ _____
Board Member Date Board Member Date

_____
Board member Date

The decision of the Board is final and may not be appealed

STUDENT DISCIPLINE, SUSPENSION AND DUE PROCESS
THE RIGHT TO APPEAL

A student who has received a long-term suspension may appeal the decision of the Hearing Panel to Chief Elementary Education Officer or the Chief Secondary Education Officer, whichever is applicable by submitting the appropriate request (EG-R2-F4) or appeal to the Board of Education (EG-R2-F5). The appeal request shall be delivered to the Chief's office or the Superintendent's office within five (5) school days after the receipt of the Hearing Panel's written decision.

The student may submit a written statement with form EG-R2-F4 which summarizes the student's position and reason(s) for appeal. If such statement is received, the administration will be afforded three (3) school days to respond to such statement.

The following procedures shall be used by the Board of Education to conduct the appeal review of the Hearing Panel's decision:

1. Each Board member received the evidence that was presented to the Hearing Officer(s), a tape of the hearing conducted by the Hearing Officer(s), and the written statements of the student and administration, if submitted.
2. Each Board member reviews the documents individually.
3. At the next Board meeting, an item is placed on the agenda to consider and vote on the appeal of the long-term suspension. Board members may vote on the appeal based on their individual review of the record.
4. If, at the meeting, the Board wants to discuss the appeal among themselves, it must be discussed in open meeting unless the student or parent(s) have requested such discussion to be in executive session.
5. The Board shall render a decision stating whether the decision of the Hearing Panel is to be upheld, overturned or modified.
6. If the Board determines additional information is needed before a decision can be rendered, a hearing shall be set to obtain additional information.
7. As soon as possible after the review and/or hearing, the Clerk of the Board of Education shall provide the decision to the student and principal in writing, setting forth the findings of fact, conclusions of law and discipline to be imposed by the Board of Education. The decision of the Board of Education shall be final.

Putnam City Schools
DISTRICT FORM

EG-R3-F1

STUDENT DISCIPLINE, SUSPENSION, AND DUE PROCESS

Student Due Process

Appeal of Long-Term Suspension Decision
Waiver of Request Form

To: Putnam City Board of Education

From: _____
(Name of Student's Parent/Guardian)

Subject: Waiver of or Request for an Appeal to the Board of Education to review the Hearing Panel's decision regarding a long-term suspension of:

_____
(Student' Name)

1. ( ) The undersigned parent/guardian, on behalf of the above named student _____, hereby waives the right to appeal the decision regarding the Student's suspension.

2. ( ) The Student requests an appeal to the Board of Education for a review of the Hearing Officers' decision regarding the student's long-term suspension.

   a. ( ) The Student hereby waives the right to submit a written statement or brief summarizing the reason for appeal and the position of the student relating to the Hearing Officer's decision regarding the Student's long-term suspension.
   b. ( ) The Student hereby submits with this Request for an Appeal a written statement summarizing the reason for appeal.

3. ( ) The Student is hereby notified that the Student is entitled to have the Board of Education convene in executive session the Student's suspension.

   a. ( ) The Student hereby requests that any discussions by the Board of Education regarding the suspension be held in executive session.
   b. ( ) The Student waives the Student's right for any discussions by the Board of Education regarding the suspension to be held in executive session. All discussions of the Board of Education regarding the Student's suspension will be held in open session.

_____ _____
Signature of Parent/Guardian Date

Putnam City Schools
DISTRICT FORM

STUDENT DISCIPLINE, SUSPENSION, AND DUE PROCESS

Student Due Process

Board of Education
Long-Term Suspension Appeal Decision

Student: _____ Grade: _____

Parent(s): _____

Representative for the student: _____

School site: _____

Representative for the school: _____

Appointed Hearing Officers: _____

Dates For the:

Building level hearing _____

Building level decision _____

Due Process hearing request _____

Due Process hearing _____

Hearing Officers' Decision _____

Written decision mailed _____

Board of Education appeal request _____

Board of Education appeal review _____

Putnam City Schools
DISTRICT FORM

Student Due Process
Board of Education Appeal Decision Summary

The long-term suspension by the Hearing Officers is hereby:

_____ Upheld _____Overturned _____ Modified

The student may return to school on _____, 20 _____

_____ _____
Board Member Date Board Member Date

_____ _____
Board Member Date Board Member Date

_____ _____
Board Member Date

The decision of the Board is final and may not be appealed

Putnam City Schools
DISTRICT FORM

STUDENT DISCIPLINE, SUSPENSION, AND DUE PROCESS

STUDENT DUE PROCESS

Local Appeal Decision Form – Short Term Suspension

Student: _____ Grade: _____

Parent(s)/Guardian(s): _____

School Site: _____

Local Appeal Committee Members present:

1.

2.

3.

4.

5.

Please indicate who served as "Chair" for the decision

Dates for the:

Local Appeal Committee meeting _____

Local Appeal Committee decision _____

Local Appeal Committee Decision Summary

The assignment for suspension by the building administration is hereby:

_____ Upheld _____ Overturned _____ Modified

Notes from committee:

The student may return to school on _____, 20_____.

_____ _____

Hearing Panel Chairperson Date

Putnam City Schools
DISTRICT FORM

STUDENT DISCIPLINE, SUSPENSION, AND DUE PROCESS
STUDENT DUE PROCESS

Local Appeal Decision Form – Long Term Suspension

Student: _____ Grade: _____

Parent(s)/Guardian(s): _____

School Site: _____

Appeal conducted by: Building Principal _____ or Local Appeal Committee _____

Local Appeal Committee Members present:

1.

2.

3.

4.

5.

Please indicate who served as "Chair" for the decision

Dates for the:

Local Appeal Committee meeting _____

Local Appeal Committee decision _____

Local Appeal Committee Decision Summary

The assignment for suspension by the building administration is hereby:

_____ Upheld _____ Overturned _____ Modified

Notes from appeal:

The student may return to school on _____, 20_____.

_____ _____

Bldg. Principal/Committee Chair Date

STUDENT CONDUCT

This policy outlines the expectations for student behavior within our schools, aiming to create a safe and respectful learning environment for everyone. Our policies are designed to promote fairness, consistency, and accountability, ensuring that all students understand their rights and responsibilities. The guidelines provided herein reflect our commitment to fostering a positive school culture where students can thrive academically and socially. We encourage students, parents, and staff to familiarize themselves with this student code of conduct and work together to uphold the standards set forth.

Student Code of Conduct: Codes of conduct specify behavior that is accepted or prohibited in the school as well as in any setting that is related to the school. Codes of conduct generally state the behavior expected to be demonstrated by the student and consequences both punitive and/or restorative to address behavior infractions.

A. School Behavior Committees

Each school within the district shall establish a behavior committee responsible for developing and refining the school's site-specific behavior plan/response plan. This committee, comprised of teachers and administrators, shall reach a consensus on rules of conduct, ensuring alignment with Oklahoma state law, Board policy, and Administrative regulations to govern student behavior at the local school level. The code of conduct must specifically address extreme behaviors and outline procedures to maintain consistency in the treatment of students. This plan shall be reviewed and updated annually to reflect current best practices and community standards.

B. Annual Review

Principals are required to meet with their school staff at the beginning of each academic year to review and discuss the site behavior plan/response plan (code of conduct) and Board policies related to student conduct and behavior. This meeting aims to ensure that all staff members are fully informed and prepared to implement these guidelines consistently throughout the school year.

C. Distribution of Student Handbook

At the start of each school year, students and teachers shall receive a handbook (hardcopy or digitally) outlining the rules and regulations governing student behavior. This handbook serves as a reference guide for expectations and procedures, helping to foster a safe and respectful school environment.

D. Procedure for Referrals to the Principal's Office

1. When a student is referred to the principal's office for behavioral reasons, the referring teacher must complete district form EG-R1-F1, clearly stating the allegations. The teacher may be asked to support the allegations by appearing in person. The principal or their designee shall provide a written response within five working days, detailing the status and disposition of the case.

Adopted: August 18, 1997; rev. 11/99, 2/01, 1/03, 3/03, 9/03, 4/04, 7/08, 7/09, 6/10, 12/11, 1/13, 8/13, 6/14, 5/16, 4/24, 8/24, 8/25

2. If the teacher is dissatisfied with the outcome, they may request a conference with the principal or the principal's designee to discuss the matter further. This process ensures that teachers have a channel for expressing concerns and seeking clarification or reconsideration of decisions made.

This policy ensures that all students are treated fairly and that disciplinary actions are applied consistently and transparently across the district. Regular updates and reviews of site procedures help maintain a positive school climate and support the educational mission of the district.

Student Behavior:
Students who engage in conduct or activities which are prohibited by this policy may be subjected to disciplinary action up to and including suspension from school. While students are (a) in attendance at school or any function authorized or sponsored (b) in transit to or from school or any function authorized or sponsored by the District; or (c) on any property subject to the control and authority of the District, students are prohibited from engaging in the following conduct or activities:

1. Smoking, using, and/or possessing tobacco, vaping, or electronic cigarettes, products and/or accessories;
2. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any alcoholic beverage or low-point beer as defined by state law;
3. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, marijuana, depressant, hallucinogen, opiate, inhalant, counterfeit drug, or any other controlled or non-controlled substance;
4. Using, possessing, selling, transferring, distributing, or bartering any drug paraphernalia;
5. Unauthorized use of a cell phone or personal electronic device during the instructional day;
6. Possessing; using; transferring possession of; or aiding, accompanying, or assisting another student to use any type of weapon, which includes but is not limited to: guns; rifles; pistols; shotguns; any device which throws, discharges, or fires objects, bullets, or shells; knives, explosive or incendiary devices, including fireworks; hand chains; metal knuckles; or any object that is used as a weapon or dangerous instrument; included in this prohibition is any facsimile or counterfeit weapon;
7. Disobeying, showing disrespect for, defying the authority of, or being insubordinate to a teacher, administrator, or other District employee, including bus drivers, secretaries, custodians, and cafeteria workers;
8. Being truant, having excessive unexcused absences, tardies; leaving school grounds or activities at unauthorized times without permission;
9. Refusing to identify or falsely identifying oneself to District personnel;
10. Entering, without authority, into classrooms or other restricted school premises;
11. Violating the District's policies, Administrative Regulations, a school's student handbook provisions, rules, practices, or state law;
12. Engaging in conduct which endangers or jeopardizes the safety of other persons;
13. Bullying, harassing, hazing, threatening, intimidating, or verbally abusing another person, including any gesture, written or verbal expression, electronic communication, or physical act that a

reasonable person should know will harm another person, damage another's property, place a student in reasonable fear of harm, or insult or demean another in such a way as to disrupt or interfere with the District's educational mission;

14. Preparing, publishing, or distributing written or verbal statements or plans of a violent or threatening nature, which, if carried out, could result in harm to another person or damage to property;
15. Using profanity, vulgar language or expressions, or obscene gestures;
16. Committing acts of sexual harassment, as defined by District Policy, or sexual assaults;
17. Assaulting, battering, inflicting bodily injury on, or fighting with another person;
18. Creating or attempting to create a classroom disturbance, acting in a disorderly manner, disturbing the peace, or inciting, encouraging, prompting, or participating in attempts to interfere with or disrupt the normal educational process;
19. Showing disrespect, damaging, vandalizing, cutting, defacing, or destroying any real or personal property belonging to the district or any other person; and
20. Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property, and cheating.
21. Engaging in sexting which is the sending or forwarding through electronic media sexually explicit, nude, or partially nude pictures/photographs/images or the creation of or relayed transmission of obscene material or child sexual abuse materials that includes but is not limited to the uncovered genitals, buttocks, or female breasts of persons under the age of 18, via electronic media in the form of digital images, videos, or other electronic images. This applies to those students that originate the transmission as well as those students who distribute or post it in any manner other than submit it to appropriate school or law enforcement authorities. School officials will provide all such material to appropriate law enforcement authorities, and it shall be at the discretion of the District Attorney of Oklahoma County whether the transmission of such material constitutes a felony or a misdemeanor under Oklahoma law and whether to prosecute.

Any student conduct or activity which does not occur (a) in attendance at school or any function authorized or sponsored by the District; (b) in transit to or from school or any function authorized or sponsored by the District or (c) on any property subject to the control and authority of the District, but adversely affects or poses a threat to the physical or emotional safety and wellbeing of other students, employees, or school property or disrupts school operations is prohibited.

In addition to disciplinary action, the Superintendent or Principal of a school site is authorized to make and pursue a criminal complaint, to press charges against any student when actions that are in violation of this policy are criminal in nature, and to refer matters to the Alcoholic Beverage Laws Enforcement ("ABLE") Commission for investigation and prosecution as provided by law.

Additional Procedures Related to Bullying: It is District's policy that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the

learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the District. The Administration will develop and implement appropriate regulations regarding bullying. See regulation EH-R6 for student safety and bullying prevention.

Adopted: August 18, 1997; rev. 11/99, 2/01, 1/03, 3/03, 9/03, 4/04, 7/08, 7/09, 6/10, 12/11, 1/13, 8/13, 6/14, 5/16, 4/24, 8/24, 8/25

STUDENT CONDUCT

SMOKING BY STUDENTS

Smoking, other use and/or the possession of tobacco, vapor, electronic cigarettes, products and /or accessories by students while in or on school properties, or otherwise under the school's jurisdiction during school hours, or while in attendance and/or participating in a school-sponsored event is prohibited.

"Tobacco" is defined as any lighted or unlighted cigarette, cigar, pipe tobacco, bidi, snuff, chewing/dipping tobacco and all other kinds and forms of tobacco prepared in such manner to be suitable for chewing/dipping, smoking (or both), and includes cloves, electronic cigarettes/ vapor products and any other product packaged for smoking or the simulation of smoking.

"Use" is defined as lighting, chewing/dipping, inhaling, using vapor/electronic cigarettes, or smoking any tobacco as defined within this policy.

First offense	Up to three (3) days ISR or suspension, Saturday school or Night ISR. Parents will be properly notified.
Second offense	Up to five (5) days ISR or suspension, Saturday School or Night ISR. Parents will be properly notified.
Third and subsequent offenses (within the same school year)	Principal may suspend up to 10 days. Parents will be properly notified.

Distribution or selling of tobacco, vapor, electronic cigarette products and/or accessories by students and while in or on school properties, or otherwise under the school's jurisdiction during school hours, or while in attendance and/or participating in school-sponsored events is prohibited.

First offense	Administration may suspend up to 5 days and parents notified.
Second and subsequent offenses	Administration may suspend up to 10 days and parents notified.

In addition to the consequences set forth, the District may provide the names of students under the age of eighteen (18) years of age who are found in possession, of tobacco or tobacco products in violation of District policy to the Alcoholic Beverage Laws Enforcement (ABLE) Commission for investigation and prosecution as provided by law.

Adopted: August 18, 1997; rev. 5/98, 2/03, 6/13, 6/14, 7/15, 7/19, 5/23

STUDENT CONDUCT

SUBSTANCE ABUSE BY STUDENTS

Whenever a student is suspected of using, consuming, possessing, or being under the influence of drugs or alcohol, the principal shall verify such suspicion by observation and/or documentation.

Use, Possession, or Being Under the Influence of Drugs or Alcohol/Distribution of Noncontrolled Prohibited Substances: The following discipline shall be imposed on students who violate the provisions of Policy EH relating to (a) the use, consumption, possession, abuse or being under the influence of an alcoholic beverage, low-point beer, narcotic drug, stimulant, barbiturate, marijuana, depressant, hallucinogen, opiate, inhalant, counterfeit drug, any controlled substances, controlled substances without a valid prescription, mood altering chemicals or drug paraphernalia, or (b) the sale, transfer, distribution, or exchange of any over-the counter medications, counterfeit drugs, alcoholic beverages or low-point beer:

First Offense: Upon verification of a first offense, an administrator shall notify the student's parent or guardian and shall contact the Putnam City Campus Police Department. An administrator may suspend the student found to have violated these provisions up to 10 days. For students ages 13 and above; an administrator may modify the suspension with proof of student compliance in the Student Assistance Program as recommended by counselor(s). Furthermore, the principal may assign a long-term suspension up to the remainder of the semester/term depending on circumstances of violation and/or lack of compliance with Student Assistance Program.

Subsequent Offenses: Upon verification of a subsequent offense, an administrator shall notify the student's parent or guardian and shall contact the Putnam City Campus Police Department. An administrator may assign a long-term suspension up to the remainder of the current semester/term and succeeding semester/term. Students and parent or guardian may be required to complete the recommendation(s) of the Student Assistance Program before returning to school.

Sale, Transfer or Distribution of Drugs: The following discipline shall be imposed on students who violate the provisions of Policy EH relating to the sale, transfer, distribution, barter or exchange of any narcotic drug, stimulant, barbiturate, depressant, hallucinogen, opiate, inhalant, counterfeit drug, controlled dangerous substance, controlled dangerous substance without a valid prescription.

The administrator shall immediately notify the Putnam City Campus Police Department and the student's parent or guardian. The administrator shall assign a long-term suspension for the remainder of the current semester/term and succeeding semester/term. Students, ages 13 and above, and parent or guardian may be required to complete the recommendation(s) of the Student Assistance Program before returning to school.

Adopted: August 18, 1997; rev. 12/97, 3/04, 4/04, 12/11, 7/15, 10/18, 5/23

Medical Emergency: If a student is exhibiting signs of acute intoxication, incapacitation or drug overdose, a student's parent or guardian shall be contacted immediately to obtain medical services. If a student's parent or guardian cannot be reached, emergency procedures may be initiated as deemed necessary for the student's safety.

Verification of Substances: If verification of a substance seized from a student is necessary, a field test shall be conducted in the presence of a Putnam City Campus Police Department officer. The Putnam City Campus Police Department officer shall take possession of the substances, and at the direction of an administrator, may transport the substance to the Oklahoma City Police Department for a complete lab test. The results of the lab test conducted by the Oklahoma City Police Department may be used by the District in applying its policies and Administrative Regulations.

Adopted: August 18, 1997; rev. 12/97, 3/04, 4/04, 12/11, 7/15, 10/18, 5/23

SUBSTANCE ABUSE BY STUDENTS

NOTICE OF SUSPENSION

Parent's Name/Address: _____

_____

_____

You are hereby notified that _____ is suspended from
(Name of Student)

_____ School for the following reason(s):
(Name of School)

_____

_____

_____

_____

Please be advised that the undersigned administrator has initially determined to suspend the student for ten days and to recommend a long-term suspension from school for the following period:

_____

However, the recommendation for the long-term suspension will not be made if you and the student contact _____, the Student Assistance Program Counselor at
(Name of Counselor)

_____
(Phone Number)

and comply with any recommendation made by the Counselor.

Your child may return to school on the morning of _____, with the proper forms from the Student Assistance Program Counselor. If you child does not have the proper forms, or if we are thereafter notified that your child is not complying with any requirements recommended by the counselor, the recommendation for a long-term suspension will be initiated and you will be advised of the hearing date.

_____
Principal

Putnam City Schools
DISTRICT REGULATION

STUDENT CONDUCT

POSSESSION OR USE OF WEAPONS

Instruments and devices that may be considered a weapon under policy EH but are specifically authorized by District personnel for use in an approved curricula or extra-curricula activity and are used in the appropriate manner are exempt under this policy.

Any student who knowingly aids, accompanies and/or assists in the violation of this policy EH shall also be deemed in violation of this policy and shall be subject to discipline in the same manner as any student who directly violates this policy.

Possession of a firearm shall result in a one-year suspension. For possession of other weapons under this policy, a suspension may be assigned for not less than the balance of the term in which the infraction occurred. If the remainder of the term is less than forty-five school days, a suspension may be assigned for the balance of the term and the next term.

When a student is suspected of violating Board Policy EH, the following procedure shall be followed:

1. The school principal or his designee shall contact Putnam City Campus Police to have an officer present if possible when confronting the suspected student.
2. The police officer shall take custody of all weapons confiscated from a student's possession.
3. The officer shall mark any weapon to ensure the chain of custody of the evidence to be exhibited at an administrative hearing and/or criminal action.

At the conclusion of any and all administrative hearings, appeals and appropriate criminal actions, the seized property shall be legally and properly disposed of by the Campus Police Acting Chief.

Written evidence that students have been notified of this policy should be on file at the school site for each student enrolled.

The administrators shall inform the Chief Officer of Elementary or Secondary Education when administering discipline under this policy.

Adopted: August 18, 1997; rev. 11/98, 6/00, 12/03, 12/04, 7/09, 7/15

Putnam City Schools
DISTRICT FORM

STUDENT CONDUCT

WEAPONS

I have read Putnam City Schools Board Policy EH – Student Conduct. In addition, I understand that violation of item #6 of this policy may result in suspension.

#6 of Policy EH states the following: Possessing; using; transferring possession of; or aiding, accompanying, or assisting another student to use any type of weapon, which includes but is not limited to: guns; rifles; pistols; shotguns; any device which throws, discharges, or fires objects, bullets, or shells; knives, explosive or incendiary devices, including fireworks; hand chains; metal knuckles; or any object that is used as a weapon or dangerous instrument; included in this prohibition is any facsimile or counterfeit weapon;

Date:_____

Please Print:
Student's Name: _____

Student's Address: _____

_____

_____

School Assigned: _____

Student Signature: _____

Parent Signature: _____

STUDENT CONDUCT

STUDENT CONDUCT ON SCHOOL BUSES

Buses are provided for those students whose distance from school or health makes this service available. When transporting students, safety is our top priority. Riding the bus is a privilege for our students and they must comply with the following rules of conduct.

1. Observe the same rules of conduct expected in the classroom and school building.
2. Follow the directions of the driver the first time they are given.
3. Remain seated. Bus drivers are authorized to assign seats.
4. Keep head, hands, and feet inside the bus, out of the aisle, and to yourself.
5. Use appropriate language - no profanity or yelling.
6. Refrain from eating and drinking on the bus.

STUDENT CONDUCT

STUDENT SAFETY AND BULLYING PREVENTION

Students are prohibited from bullying, hazing, sexting, or threatening behavior toward other students or school personnel.

Definitions/Terms of this regulation:

- Bullying means any behavior, physical acts, any pattern of harassment, intimidation, threatening behavior, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student;
- "At school" means on school grounds, in school vehicles, at school-sponsored activities or at school-sanctioned events.
- "Electronic communication" means the communication of any written, verbal, pictorial or video content by means of an electronic device, including, but not limited to, a telephone, or mobile or cellular telephone or other wireless telecommunication device or a computer.
- Hazing means an activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board.
- "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.
- Appropriate school personnel consist of site administration (principal, assistant principal and/ or administrative intern), counselor, and/or teacher.
- Sexting is the sending or forwarding through electronic media sexually explicit, nude, or partially nude pictures/photographs/images or the creation of or relayed transmission of obscene material or child sexual abuse material that includes but is not limited to the uncovered genitals, buttocks, or female breasts of persons under the age of 18, via electronic media in the form of digital images, videos, or other electronic images. This provision applies to those students that originate the transmission as well as those students who distribute or post it in any manner other than submit it to appropriate school or law enforcement authorities. School officials will provide all such material to appropriate law enforcement authorities, and it shall be at the discretion of the District Attorney of Oklahoma County whether the transmission of such material constitutes a felony or a misdemeanor under Oklahoma law and whether to prosecute.

Procedures:

The following steps shall apply to the investigation of reported incidents of bullying, hazing, sexting, or threatening behavior:

1. If any person is aware of or observes or is a victim of bullying, hazing, sexting, or threatening behavior, such person must report the behavior to an administrator or school counselor, or by calling the secret witness hotline at (405)787-1919, or by completing the form located on the district/school websites titled "Report School Safety Concerns". Reports may be made anonymously; however, no formal disciplinary action will be taken solely on the basis of an anonymous report.
2. Any school employee, who reasonably believes that a person may be a target of bullying, hazing, sexting, or threatening behavior should report it immediately to the principal or their designee.
3. Site administration (principal or their designee) will gather information deemed necessary to evaluate the incident to determine the severity of the incident and the potential for future violence.
4. After completing any necessary investigation, site administration shall determine if the student accused of bullying, hazing, sexting, or threatening behavior or engaged in prohibited conduct and, if so, shall determine the appropriate consequences.
5. Parents and guardians of both victims and perpetrator of verified bullying, hazing, sexting, or threatening behavior will be notified by site administration regarding the situation and steps taken to rectify the actions of students involved in a timely manner.
6. During the pendency of the investigation, site administration may take appropriate action to ensure the safety of all students or school personnel involved.
7. As required by law or District policy or regulation, site administration shall notify law enforcement and/or the Department of Human Services of the reported incident and cooperate with any law enforcement investigation.
8. If the student's actions are determined to constitute bullying, hazing, sexting, or threatening behavior, site administration may, as a condition and part of any disciplinary action that is taken, recommend that available community mental health care options be provided to the student.
9. Site administration may further require the student (if 18 or over) or the parent or guardian of the student to allow the mental health care provider to disclose any information concerning the student who has received mental health care for conduct which indicates an explicit threat to the safety of students or school personnel as a condition of being allowed to return to school.
10. Site administration may also require that the student and the student's parent or guardian meet with the administrator, a school counselor, and/or other appropriate school personnel before being allowed to return to school.

11. If it is determined that an act of bullying has occurred, a referral will be made to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs.
12. If a student is found to have falsely accused another student of bullying, hazing, sexting, or threatening behavior as a means of retaliation, reprisal or as a means of bullying then they may be assigned disciplinary consequences as deemed appropriate by school administration

Information from this regulation shall be posted on the District website, at each school (cafeterias, bulletin boards, administration offices, and other areas deemed appropriate by school administration), and will be included in all student and faculty handbooks. An annual written notice of the policy will be provided to parents, guardians, staff, volunteers and students.

Site administration will conduct an annual training of preventing, identifying, responding and reporting incidents of bullying with their faculty and staff. Schools will also provide for an educational program for students and parents in preventing, identifying, responding to and reporting incidents of bullying in consultation with the Office of Juvenile Affairs and as designed by the State Department of Education.

Each school site shall have a Safe School Committee that assists in promoting a positive school climate through planning, implementing and evaluating effective prevention, readiness and response strategies that includes the terms of this regulation. Said committee may include administrators, school staff, school volunteers, community representatives and local law enforcement agencies.

The District will report the number of documented and verified incidents of bullying to the State Department of Education.

Putnam City Schools
DISTRICT FORM

EH-R6-F1

STUDENT INCIDENT REPORT

Name of Person Filling out report: _____ Grade:_____

Names of those involved: _____

Witnesses: _____

Date and Approximate Time of Incident: _____

Where did the incident occur? _____

Describe, to the best of your ability, the incident: _____

_____

_____

_____

_____

_____

_____

_____

_____ _____

Signature of person writing statement Date

Incident Response

Report Received By:	Date Report Received:
Investigation Notes:	
Determined to be… **(circle one)** Bullying/harassment Conflict Other	If Bullying/Harassment **(circle type)** Physical Social Emotional Cyber Sexual Other Bullying on the basis of **(circle if applicable)** Sex Disability Race/Color/National Origin Other
Outcome	

_____ _____

Administrator Signature Date

Please turn in the original report to the counseling office to be filed.

ESCUELAS DE PUTNAM CITY – FORMULARIO DE DISTRITO

Nombre de la Persona Completando el Reporte: _____

Grado:_____

Nombre de las Personas Involucradas: _____

Testigos: _____

Fecha y Tiempo Aproximado del Incidente: _____

¿Dónde ocurrió el incidente? _____

Describa, a la medida de su capacidad, el incidente: _____

_____

_____

_____

_____

_____

_____

_____

_____ _____

Firma de la Persona que escribió esta Declaración Fecha

Incident Response

Report Received By:	Date Report Received:
Investigation Notes:	
Determined to be… **(circle one)** Bullying/harassment Conflict Other	If Bullying/Harassment **(circle type)** Physical Social Emotional Cyber Sexual Other Bullying on the basis of **(circle if applicable)** Sex Disability Race/Color/National Origin Other
Outcome	

_____ _____

Administrator Signature Date

Please turn in the original report to the counseling office to be filed.

Putnam City Schools
DISTRICT REGULATION

STUDENT PROTEST PROTOCOLS

The purpose of this document is to set the parameters for a safe and peaceful protest. We acknowledge that students may feel passionate about social issues and have the right to express their first amendment rights. However, Putnam City Schools are institutions of learning and we will work together to ensure the school day and learning is not disrupted. Protests that promote hate or violence will not be permitted under board policy listed below:

Please see board policy Student Conduct EH (Item #18)

Students who engage in conduct or activities which are prohibited by this policy may be subjected to disciplinary action up to and including suspension from school. While students (a) in attendance at school or any function authorized or sponsored (b) in transit to or from school or any function authorized or sponsored by the District; or (c) on any property subject to the control and authority of the District, students are prohibited from engaging in the following conduct or activities:

Creating or attempting to create a classroom disturbance, acting in a disorderly manner, disturbing the peace, or inciting, encouraging, prompting, or participating in attempts to interfere with or disrupt the normal educational process;

No outside groups or people are allowed to come and engage in the protest at school.

Note: Site administrators are responsible for the safety, function and orderly operation of the school. Approval or disapproval is the decision of school administration.

Teacher and Staff Expectations During Student Protest

If a student notifies you that they are wanting to protest, please direct them to the head principal to discuss the parameters for protest.

1. Staff members are not allowed to participate in any student protest.(All staff members are considered government employees and are not permitted to express support for or against any political issue while on official school duty.)
2. Protests should only occur during student lunch therefore teachers will take accurate roll for every class hour, regardless of the protest.
3. Administrators will manage the protestors and will ask for assistance from teaching and other staff as needed.
4. If a student chooses to walk out of the classroom, do not block their exit. Simply document their absence and notify that student's assistant principal.

5. Direct any students who are emotional about the cause to the counselor's office for support.

Administrators Expectations During Student Protest

1. Notify Chief Secondary Officer and Chief of Police of the protest.
2. Assure students have completed the Protest Protocols document.
3. Remind students that protests are to occur only at lunch and any class time missed will count against them for attendance.
4. Middle school students must have a signed parent permission form to participate in the protest.
5. Maintain calm and do not make threats. The goal is to keep students safe and get them back into the building and into classrooms in an orderly manner.

On-Campus Expectations

This regulation applies strictly to activities occurring on Putnam City School District campuses or on property under the control and authority of the District. At no time are students permitted to leave campus as part of, or in connection with, this regulation. Students who leave campus without authorization will be subject to consequences in accordance with the District's Code of Conduct.

District personnel are required to remain on campus and may not accompany students off campus during any protest or demonstration. Staff members are expected to follow established supervision protocols and maintain their assigned duties.

The Putnam City Police Department may engage and respond as deemed appropriate in situations involving student safety, unauthorized departure from campus, or disruption of school operations.

STUDENT PROTEST PERMISSION FORM

The purpose of this document is to set the parameters for a safe and peaceful protest. We acknowledge that students may feel passionate about social issues and have the right to express their first amendment rights. However, Putnam City Schools are institutions of learning and we will work together to ensure the school day and learning is not disrupted. Protests that promote hate or violence will not be permitted under board policy listed below:

Board Policy Student Conduct EH (Item #18)

Students who engage in conduct or activities which are prohibited by this policy may be subjected to disciplinary action up to and including suspension from school. While students (a) in attendance at school or any function authorized or sponsored (b) in transit to or from school or any function authorized or sponsored by the District; or (c) on any property subject to the control and authority of the District, students are prohibited from engaging in the following conduct or activities:

Creating or attempting to create a classroom disturbance, acting in a disorderly manner, disturbing the peace, or inciting, encouraging, prompting, or participating in attempts to interfere with or disrupt the normal educational process;

No outside groups or individuals are allowed to participate in and/or engage in the protest at schools. All activities must remain on school property.

The below section will need to be completed in collaboration with site administrators.

Date Received: _____

Cause: _____

Plan during the protest: _____

Student or Groups Involved: _____

Date of Protest: _____

Time of Protest: _____

Duration of Protest: _____

Location of Protest: _____

I understand that this protest is not a permission to miss class, and my attendance will still be taken in every classroom. I will notify the administrator if there is any change to this protest.

Student: _____ **Date** _____

I have received this document and have discussed the parameters to ensure safety for all involved. By signing, I am not implying any endorsement of the cause involved in this protest.

Administrator: _____ **Date** _____

For middle school students (6th - 8th) parent permission is required.

I understand that signing this form for my child, _____, is not giving permission to miss their class and attendance will still be taken in every classroom.

Parent Signature: _____ **Date:** _____

The administrator and student will meet after the parent signs this form.

I understand and agree to terms discussed with the administrator and will follow the protest protocol.

Student Signature: _____

I have received this document and have discussed the parameters to ensure safety for all involved. By signing, I am not implying any endorsement of the cause involved in this protest.

Administrator Signature: _____ **Date:** _____

STUDENT DRESS CODE

General: All students are expected to be groomed and dressed appropriately. Clothing and grooming must be such that they do not constitute a health or safety hazard. Student attire must be adequate to insure a decent appearance. Footwear must be worn at all times. Grooming and dress must not constitute a distraction or interfere with educational opportunities of other students.

Standards of Dress: The following standards of dress are required of all students while attending school or participating in school activities:

1. Apparel with slogans which promote activities prohibited by the District's Student Conduct policy is not permitted.
2. Pants, trousers, jeans, and shorts are to be worn at the waistline and belts are to be buckled. Bare midriffs are not permitted.
3. Frayed or purposely torn clothing will not be considered appropriate school wear and are not permitted.
4. Clothing or jewelry that relates to violence, gang activity, drugs, or alcohol is not permitted.
5. Hats shall not be worn in any District building.
6. Clothing normally worn when participating in a school-sponsored extra-curricular or sports activity may be worn to school when approved by the sponsor or coach. Examples: cheerleader outfits, drill team and band uniforms, and team shirts.

With ever-changing styles, additional guidelines may be established to help maintain high standards. There may be changes, interpretations, or exceptions to the dress code as deemed necessary by administrators. These changes or interpretations will be dependent upon safety conditions or situations that develop.

Any student deemed in violation of the dress code will be required to find clothing that meets the code or will be sent home to correct the situation and will be considered absent. Failure to comply will be grounds for disciplinary actions.

Student Uniforms: The schools which comprise the District may request implementation of school uniforms by submitting a written request to the Superintendent no later than May 1 preceding the school year in which the school proposes to require school uniforms. The written request for school uniforms shall be signed by the school principal, a representative of the Principal's Advisory Council, and the Parent Teacher Association president. The written request must contain an outline of activities in which parents have been involved regarding the request for school uniforms, the estimate cost of the proposed uniforms, and an explanation of how uniforms will be provided to students who cannot afford to purchase uniforms. Upon receipt of a request for uniforms, the Superintendent shall review the request, obtain any additional information needed, and present the request to the Board.

STUDENT IDENTIFICATION BADGES

The safety and security of students and staff are among the District's highest priorities. Effective safety measures and procedures require the District to maintain reliable methods for identifying students, accounting for students throughout the school day, and providing students with secure and efficient access to school services and transportation. Student identification badges support these efforts by helping school personnel identify students, manage daily school operations, and respond appropriately during emergencies, transportation events, and other situations requiring student accountability.

All elementary and secondary students are expected to follow the identification badge requirements established in this regulation. All staff are required to enforce this regulation.

Lost or Damaged Student Identification Badges

Student identification badges are the property of Putnam City Schools and are issued to students for use during the school year. Each student will receive an initial identification badge at no cost.

A $3.00 replacement fee will be assessed for lost or damaged identification badges after the initial badge has been issued. This fee applies to students in Pre-K through grade 12 and is intended to offset the cost of replacement materials and supplies.

A student will not be denied access to a school meal, transportation, or other services necessary to protect the student's immediate health or safety because an identification badge has been forgotten, lost, or damaged.

Students who arrive at school without their identification badge are expected to obtain and use a temporary identification badge. Repeated reliance on temporary identification badges will result in the student being required to obtain a replacement badge and pay the applicable replacement fee. Identification badges must be returned to the school at the end of the school year or when a student withdraws from the school, including when transferring to another Putnam City Schools site.

School Procedures

I. Elementary School ID Badges

A. General Guidelines for Elementary Students

1. All elementary students will be issued a student identification badge for use during the school year.
2. Elementary students who ride district transportation will be issued two identification badges. One badge will remain in the student's classroom for use during the school day. The second badge will be attached to the student's backpack or other designated item and used when boarding and riding district transportation. These identification badges are to be brought to school each day.

3. Pre-K students will have ID's but will be kept for use at school. Pre-K students will not be required to wear them, only for lunch and library check out. Teachers will keep and maintain the IDs.
4. K-5 students will be expected to wear them throughout the school day. Teachers will collect them at the end of the day and distribute them each morning.
5. Elementary identification badges may be used for:
    i. Accessing cafeteria meal accounts and receiving breakfast or lunch;
    ii. Checking out library books and other instructional materials;
    iii. Identifying and accounting for students who use District transportation, including regular bus routes, field trips, and other school-sponsored transportation;
    iv. Identifying students during the school day, school activities, emergencies, reunification procedures, or other situations in which student identification is necessary; and
    v. Other school-related purposes as determined by the District or site administration.
6. Students may be temporarily exempt from displaying their ID badge during recess, physical education, or other activities in which wearing the badge may present a safety concern.
7. Students must use only the identification badge issued to them and may not exchange, alter, deface, or use another student's badge.
8. Lost, damaged, or malfunctioning identification badges should be reported promptly to the school office or other designated school employee.

B. Elementary Site Procedures

1. School employees are responsible for teaching, reinforcing, and supporting elementary identification badge routines in an age-appropriate manner.
2. Inappropriate use of an identification badge should generally be addressed through reminders, reteaching, parent or guardian communication, and other age-appropriate interventions rather than disciplinary consequences, unless the student intentionally misuses, alters, damages, or fraudulently uses an identification badge.

II. Middle School and High School ID Badges

A. General Guidelines for Secondary Students

1. All secondary students are required to wear a valid photo ID badge at all times while on school property and at all school events.
2. The student ID is required for the following purposes:
    i. Campus access and attending classes, and events
    ii. Admittance to designated school activities
    iii. Identifying students at any time

3. Entry into events or activities may be denied without a valid student ID.
4. Teachers and administrators are responsible for monitoring and enforcing ID compliance throughout the day.
5. All lost IDs must be immediately reported to the office or other designated school employee.
6. Students who fail to wear their IDs on school property and at school events will be subject to disciplinary actions.
7. Fraudulent use of school ID badges may result in disciplinary action.

B. Mandatory Display of Student IDs
   1. All students are required to visibly display their student ID badge during normal school hours while on campus and at all school events and activities.
   2. Badges must be on a school-issued lanyard and worn around the neck with the student's name and picture clearly visible and displayed on the outside of the student's clothing.
   3. Students may not alter or deface their ID badge in any way.
   4. Students may not wear the ID badge of another student.
   5. Students may be temporarily exempt from displaying their ID badge, as determined by administration, when wearing the badge would be impractical or present a safety concern. Exemptions may include:
      i. During courses or activities in which wearing a lanyard or ID badge may be impractical or potentially unsafe.
      ii. During physical education classes or other vigorous physical activity.
      iii. During an athletic practice during or after school.
      iv. During a school activity where the ID is not practical such as a formal event or dance.

C. Failure to properly wear a student ID will be subject to assigned discipline as outlined below.

D. Progressive response for ID badge noncompliance:
   1. **First Offense:** Verbal warning
   2. **Second Offense:** Log entry and parent contact
   3. **Third Offense:** Detention
   4. **Fourth Offense:** In School Restriction (ISR)
   5. **Fifth Offense:** Short-term suspension (STS)

STUDENT SEARCHES

As allowed by law, the Superintendent, any principal, teacher, or campus police officer who has reasonable suspicion shall have the authority to detain and search, or authorize the search of, any student or property of a student for dangerous weapons, controlled dangerous substances, alcoholic beverages, or for missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee or the school during school activities. In addition, any police officer in possession of a valid warrant or with probable cause may search a student or a student's locker or vehicle.

Any search of a student to be conducted by District employees shall be conducted by a person of the same sex as the student being searched and shall be witnessed by at least one other person. The extent of any search shall be reasonably related to the objective of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. No strip searches shall be conducted by school personnel, and no student's clothing, except cold weather outerwear, shoes, and hand and head coverings, except for religious head coverings, shall be removed prior to or during any search.

Students shall not have any reasonable expectation of privacy in the contents of school lockers, desks, or other District property. District personnel shall have access to lockers, desks, and other District property and shall not be required to have any reasonable suspicion to search lockers, desks, and other District property. In addition, all student vehicles in any District parking lot shall be subject to search at any time. Students are personally responsible for any items found in their lockers, desks, vehicles, book bags, or on their person.

If a student is searched and found to be in possession of any dangerous weapons, controlled dangerous substances, alcoholic beverages, or missing or stolen property, such items may be taken from the student and preserved, and the student in possession of such items may be disciplined according to applicable law, District Policy, and Administrative Regulation.

In conducting any search authorized by this policy, the District may utilize trained dogs to detect prohibited items. If a dog alerts to a student's locker or vehicle or to a classroom or common area, the area may be searched. If a dog alerts to a locked student vehicle, the student shall be requested to unlock the vehicle's doors and trunk. If the student refuses, the student's parent or guardian shall be notified and requested to unlock the vehicle. If the student's parent or guardian refuses to unlock the vehicle, the District may contact appropriate law enforcement personnel to respond to the issue. The same procedure shall be utilized for searching a student's luggage to be taken on a District-sponsored trip departing from District property.

Reporting: Any employee who has reasonable suspicion that a student may be under the influence of or has in his or her possession alcoholic beverages or a controlled dangerous substance shall immediately notify the principal of such suspicions. The principal shall immediately notify the Superintendent and, if possible, a parent or legal guardian of the student.

Weapons Detection Systems: District may conduct random weapons detection screenings of students and students must comply with instructions and directives during this process. A student who refuses to comply with the search will be subject to disciplinary consequences pursuant to District policy and procedures.

GENERAL STUDENT POLICIES

STUDENT SERVICES

Health Services: The District shall provide, to the extent feasible, nurses to serve as coordinators and care givers for students' health needs. These nursing responsibilities shall include, but not be limited to, the following:

- Assess and document health complaints, medication administration, and care for students;
- Maintain and update student health records;
- Train and supervise health aides to help in the care of students;
- Assess and document health complaints and care for district employees;
- Coordinate a system for managing emergencies and urgent situations;
- Complete and document mandated health screening programs, verification of immunizations, and infectious disease reporting;
- Identify and manage chronic health care needs of students that affect educational achievement (American Academy of Pediatrics manual School Health: Policy and Practice); and
- Participate in multi-disciplinary meetings that involve student health issues.

The responsibilities listed above will be performed within the district/state board of education policies and procedures, applicable state laws and Board of Nursing mandates regarding nurse practice.

Administering Medication: Medication will be administered to students as prescribed by Oklahoma State Law and as set forth by the Administrative Regulations. For purposes of this policy, medication or medicine includes prescription medication as well as over-the-counter medicines.

Pursuant to Oklahoma law and District Administrative Regulations, students may be allowed to carry and self-administer prescribed inhaled asthma medications. Additionally, the District may allow through Administrative Regulations for the self administration of other medications when students have a life threatening condition. The District retains the discretion to reject requests for the administration of medication according to the criteria outlined in the Administrative Regulations supporting this policy.

School District Prescribed Epinephrine: The District will inform the parent or guardian of each student, in writing, that a school nurse or school employee trained by a health care professional or trained online or in person by the school nurse or recognized food allergy and anaphylaxis training program may administer Epinephrine to a student whom the school nurse or trained school employee, in good faith, believes is having an anaphylactic reaction. Only those students who have a waiver of liability executed by a parent or guardian on file with the school District may be administered Epinephrine. A school employee will contact 911 as soon as possible if it is believed that a student is having an

anaphylactic reaction. If Epinephrine is administered to a student, a school employee shall contact 911 as soon as possible. The school district shall notify the parent or guardian of any student who experiences a possible allergic reaction as soon as possible.

Annual Training for Food Allergies, Anaphylaxis and Administration of Epinephrine:
The District will require annual training for teachers and school employees who are directly responsible for students on the topics of food allergies, recognizing anaphylaxis, and instruction on how to administer Epinephrine. The training shall be completed before the school year begins or upon hiring the teacher or school employee. Documentation certifying completion of the required training shall be retained in the personnel file of the teacher or school employee. The training may be provided online or in person by the school nurse or a recognized food allergy and anaphylaxis training program. (Title 70 O.S. § 1-116, et seq.)

Child Find:
Putnam City Schools is responsible for establishing and implementing an ongoing Child Find system to locate, identify, and evaluate students suspected of having a disability, ages 3 through 21 years, who may need special education, regardless of the severity of the disability.

If, through Child Find activities, a student is identified as possibly having a disability and needing special education services, parents may be asked for their consent to evaluate their child. Special education referrals for evaluation may be made for a variety of reasons, including but not limited to academic and/or behavioral concerns. Child Find responsibilities are managed by the Special Services Department and coordinated through the Chief Special Services Officer, Dr. Diane Floyd.

Child Find and Services

Putnam City Schools provides special education and related services to students with disabilities, ages 3 through 21, within the district's boundaries. These educational services are provided in the least restrictive environment (LRE). Materials and specialized instruction are provided to assist the students with disabilities so he or she will benefit from the educational program. Special education provides an opportunity for a student with a disability to learn and prepare for meaningful participation in society.

Putnam City Schools employs highly qualified professional personnel to implement various instructional programs and assist parents in the decision-making process regarding individualized instruction for their child with a disability. We develop programs which emphasize a child's "abilities" versus their "disabilities".

The Special Education Program at Putnam City Schools seeks to develop policies and procedures that comply with the Individuals with Disabilities Act (IDEA), which provides a free and appropriate public education for all children with disabilities.

Referrals, Evaluations, and Individualized Education Program (IEP)

Referrals for evaluation are made through the child's home school. Students who live in the district but do not attend one of Putnam City Schools may request an evaluation by contacting the Putnam City Special Services Department at (405)-495-3770. To the maximum extent appropriate, children with disabilities, ages three through 21, will be educated with children who are non-disabled. Special classes, separate schooling or other removal of children with disabilities from the regular education environment will occur only when the nature and severity of the disability is such that education in a general education classroom (even with supplementary aids and services) cannot be satisfactorily achieved. The determination of the least restrictive environment is a team decision. The child's parent is a vital member of the team.

Upon referral for an initial evaluation for special education and related services, a copy of the procedural safeguards will be provided to the student's parent or guardian. Before a child can be placed in a special education program, an Individualized Education Plan (IEP) must be written jointly by the parents and school personnel in a team meeting. The purpose of the IEP is as follows: 1) provide for parental involvement in educational decisions, 2) protect the rights of the child and parents, and 3) assure each child with a disability is provided special education and related services appropriate to his or her special learning needs. The IEP will be reviewed a minimum of once a year. A re-evaluation will take place every three years to determine: 1) if the student continues to be a student with a disability, 2) the educational needs of the student, 3) the present levels of academic achievement and functional performance, 4) whether the student continues to need special education and related services, and 5) whether any additions or modifications to the special education and related services are needed to enable the student to meet the annual goals set out in the IEP.

Services are available for students who meet eligibility for one or more of the following categories:

- Autism - A developmental disability significantly affecting verbal and nonverbal communication and social interaction, generally evident before age three, that adversely affects a child's educational performance.
- Deaf-Blindness - Simultaneous hearing and visual impairments, the combination of which causes such severe communication and other developmental and educational needs that they cannot be accommodated in special education programs solely for children with deafness or children with blindness.
- Deafness - A hearing impairment so severe that a child is impaired in processing linguistic information through hearing, with or without amplification, that adversely affects a child's educational performance.
- Hearing Impaired - An impairment in hearing, whether permanent or fluctuating, that adversely affects a child's educational performance.
- Emotional Disturbance - A condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree that adversely affects a child's educational performance:

  - An inability to learn that cannot be explained by intellectual, sensory, or health factors.
  - An inability to build or maintain satisfactory interpersonal relationships with peers and teachers.
  - Inappropriate types of behavior or feelings under normal circumstances.
  - A general pervasive mood of unhappiness or depression.
  - A tendency to develop physical symptoms or fears associated with personal or school problems.
- Intellectual Disability - Significantly sub average general intellectual functioning, existing concurrently with deficits in adaptive behavior and manifested during the developmental period, that adversely affects a child's educational performance.
- Multiple Disabilities - Simultaneous impairments (such as intellectual disability-blindness, intellectual disability-orthopedic impairment, etc.), the combination of which causes such severe educational needs that they cannot be accommodated in a special education program solely for one of the impairments. Term does not include deaf-blindness.
- Orthopedic Impairment - The term includes impairments caused by a congenital anomaly, impairments caused by disease (e.g., poliomyelitis, bone tuberculosis), and impairments from other causes (e.g., cerebral palsy, amputations, and fractures or burns that cause contractures).
- Other Health Impairment - Having limited strength, vitality, or alertness, including a heightened alertness to environmental stimuli, that results in limited alertness with respect to the educational environment, that:
  - is due to chronic or acute health problems such as asthma, attention deficit disorder or attention deficit hyperactivity disorder, diabetes, epilepsy, a heart condition, hemophilia, lead poisoning, leukemia, nephritis, rheumatic fever, sickle cell anemia, and Tourette syndrome;
  - and adversely affects a child's educational performance
- Specific Learning Disability - A disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written, that may manifest itself in the imperfect ability to listen, think, speak, read, write, spell, or to do mathematical calculations.
- Speech or Language Impairment - A communication disorder such as stuttering, impaired articulation, a language impairment, or a voice impairment that adversely affects a child's educational performance.
- Traumatic Brain Injury - An acquired injury to the brain caused by an external physical force, resulting in total or partial functional disability or psychosocial impairment, or both, that adversely affects a child's educational performance.
- Visual Impairment - An impairment in vision that, even with correction, adversely affects a child's educational performance

If, through Child Find activities, a child is identified as possibly having a disability and needing special education services, the district may seek parent consent to evaluate the child. Special education referrals may be made for a variety of reasons, including but not limited to academic and/or behavioral concerns. All necessary evaluations will be conducted in compliance with federal and state laws and regulations.

The district ensures the confidential handling of student information in accordance with the Family Educational Rights and Privacy Act (FERPA) during Child Find activities. Access to education records is limited to authorized individuals with a legitimate educational interest or as otherwise permitted by law. Procedures are in place to safeguard privacy, maintain data security, and protect the rights of students and families

MEDICATION REGULATION

Administration of Medicine: A school nurse, or in the absence of such nurse, an administrator or designated school employees, may administer medicine(s) to students when authorized in writing by the student's parent or guardian as provided by law.

1. **General procedures for the administration of medicine:**
   a. Written authorization must be on file in the school clinic or office before the school nurse or designated school employees may administer any medication or apply sunscreen to a student. The parent(s) or the person having legal custody or the legal guardian of a minor may sign the authorization form.
   b. Each school in which any medicine is given shall keep a record of the name of the student to whom the medicine was administered; the date the medicine was administered, the name of the person who administered the medicine and the type or name of the medicine which was administered, and the dosage that was administered. These records shall be kept confidential and shall not be released except as required by law.
   c. For incidents of major concern, or questions regarding the administration of any medication, every effort will be made to contact the parent or guardian. The nurse's professional discretion will be used to determine if the administration is in keeping with the health and well being of the student and sound medical practice.

2. **Specific procedures for the administration of medicine:**
   a. It is the responsibility of the parent/guardian having legal custody of the child to provide any medication to be given at school.
   b. No controlled substances (such as hydrocodone, Percocet, Tylenol #3) will be given at school without a specific doctor's order stating the med must be given during school hours.
      - The term "marijuana-related product" includes any product or substance referred to in state law, 63 O.S. §2-101 (23) , but excluded from the definition of marijuana in state law. The term "marijuana-related product" includes cannabidiol (CBD). During the school day, or on school grounds, in school vehicles or busses, or at school-related activities, students may not possess, store or self-administer any marijuana-related product.
      - Medical marijuana is considered a controlled substance.
        - Students whose medical condition requires the use of medical marijuana during the school day are allowed to access and utilize medical marijuana in accordance with state law and under the following conditions:
        - May only be administered by a parent or guardian during school hours and activities
        - School personnel, including nurses, shall not store, possess, or administer
        - Parent or guardian must provide a copy of a valid and current medical marijuana license for the student

- Parent or guardian will follow District protocol with regard to check in and departure
- The school will provide a designated area for the parent to administer medical marijuana to the student
- Parent or guardian is responsible for bringing the medical marijuana to the qualifying student and promptly removing the medical marijuana form the school premises after consumption or use.
- All smokable, vaporized, capable and e-cigarette medical marijuana and medical marijuana products are prohibited.

c. Prescription medicines must be brought to school in the original prescription container labeled with: the date, name of the prescriber, the name of the student, the name and dosage of the medication, directions for administration and the name and phone number of the pharmacy.
d. Sample drugs must be accompanied by a physician's written order, specifying the name of the medication, the dosage of the medication, and the frequency and directions for administration of the medication.
e. Only FDA approved non-prescription medications will be administered at school.*
f. Non-prescription medicines must be brought to school in an unopened, original manufacturer's container with the original label intact, which supplies the following information: name of the medication, ingredients, expiration date, dosage and frequency, route of administration, i.e. oral, nasal, side effects/contraindications and other directions as appropriate. The medicine must be age and dose appropriate.
g. A new authorization form must be completed for any change in medication. Authorization forms are only valid for the school year during which they are signed, a new authorization form must be completed for each school year.
h. All medication to be given at school must be kept in the school clinic or office, regardless of the student's age. Exceptions are made for asthma inhalers, EpiPens, pancreatic enzymes or other medication for life-threatening conditions, which may be carried by a student **after** the school receives a letter from the parent/guardian and the physician stating that it is necessary for the medicine to remain with the student. Authorization must include that the student has been trained and is proficient in self-administration of the prescribed medication as well was any other requirements provided for in policy EK. . School personnel shall not be responsible for any adverse reaction suffered by the student as a result of self-medication.
i. A parent or designated adult must bring all medications to school <u>for elementary and middle school students.</u> It is recommended that a parent or designated adult bring controlled medications (such as Ritalin, Adderall) to school for high school students.
j. Parents whose children carry with them or require to be stored at school a lifesaving medication such as an EpiPen, asthma inhaler, or pancreatic enzymes, should provide the

school with an emergency supply of such medication to be administered pursuant to Oklahoma law by a school nurse or other authorized personnel.

k. Non-prescription medication that needs to be given daily or longer than the manufacturer's recommendation for use must be accompanied by a physician's written order.
l. Requests from parents/guardians to increase the dosage of any medication beyond that listed on the label will **not** be honored without written confirmation from the physician.
m. Because of the potential for harm to children or teenagers who are suffering from viral illnesses such as influenza, chicken pox or colds – no aspirin or aspirin-type products will be given at school.
n. In the absence of **either** the written authorization from the parent/guardian, or medication in the properly labeled container, no medication will be administered. Every effort will be made to notify the parent/guardian.
o. A student may possess sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian or physician. It must be in the original container and student must be able to independently self-apply.

3. Epinephrine Injectors and Albuterol Inhalers:

a. School nurse or school employee who has been trained by a health care professional or in correlation with the State Department of Health's Diabetes Management Annual School Training Program may administer, with parent or guardian permission, but without a health care provider order, an Epinephrine injection to a student whom the school nurse or trained school employee in good faith believes is having an anaphylactic reaction. A waiver of liability executed by the parent or guardian shall be on file with the district t prior to the administration of an Epinephrine injection pursuant to applicable law. District with designate the employee responsible for obtaining the Epinephrine injectors at each school site.
b. School nurse or school employee trained by a health care professional may administer an inhaler to a student whom the school nurse or trained school employee in good faith believes is having respiratory distress. District will designate the employee responsible for obtaining the inhalers and spacers or holding chambers at each school site. District will notify the parent or guardian of a student after administration of an inhaler. District and its employees and agents shall incur no liability as a result of injury arising pursuant to the discharge or non discharge of the powers listed in this subsection.

4. Emergency Opioid Antagonist:

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

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

"Parents should be aware that the District may not have extra albuterol inhalers, epinephrine injectors, or emergency opioid antagonists."

*For a list of FDA approved medications see, www.accessdata.fda.gov/scripts/cder/daf/

STUDENT SERVICES
GIFTED STUDENTS PROGRAM

Identification Procedures: A student may be placed in the gifted program through automatic placement or assessed placement. Identification of gifted students is an ongoing process extending from first grade through grade twelve.

1. Automatic Placement:
   a. A score in the top 3% on a nationally normed intelligence test according to the law of the State of Oklahoma results in automatic placement into the academic gifted program with parental approval.
   b. Acceptance into Counterpoint, the district program for talented students, results in automatic placement into the talented portion of the program with parental approval.
2. Assessed Placement:
   a. Nomination: Nomination creates a pool of specific students for further assessment and evaluation. The following criteria will be used for nomination:
      1. A score of 120 or more on a nationally normed IQ test.
      2. Achievement test scores at or above the 85th percentile nationally in the Total Language, Total Math, and/or Reading batteries.
      3. Recommendation by self, peer, parent, and/or teacher(s).
      4. Recommendation by peer or teacher sociogram.
   b. Assessment and Evaluation: Determination as to whether nominated students are properly identified as gifted. Every effort is made to complete evaluation in a timely manner. This decision is made by a group consisting of district and site personnel.
   c. District Testing: The district will provide individual intelligence testing using the following criteria:
      1. Parental request and
      2. Student has a score of at least 7 on the Putnam City Identification/ Selection Matrix.

Delivery Systems: Students placed in the Gifted Program may be served in the following four areas:

1. Appropriate Flexible Pacing:
   d. Individualization of Instruction
   e. Proficiency Based Examination
   f. Correspondence Courses
   g. Advanced Placement/International Baccalaureate
   e. Advanced Level, Honors, Differentiated or Enriched Classes
   f. Independent Study Courses
   g. Concurrent Enrollment
   h. Continuous Progress

i. Cluster Groups
j. Skill/Ability Groups
k. Multi-age or Cross-age Groups
l. Pre-testing and Curriculum Compacting
m. Telescoping
n. Grade Skipping

2. Enrichment:
   a. Enrichment of content in the regular classroom through curriculum compacting and learning centers
   b. Mentorships
   c. Seminars/Convocations
   d. Guided Research
   e. Creative and Academic Competitions
   f. Mini-courses/Special Interest Groups
3. Academic/Social Support:
   a. A list of all students identified for the State Department of Education Child Count is maintained, and the progress of those students is monitored by the gifted specialist at each site.
   b. Teachers, administrators, or parents may recommend special support services for identified students who demonstrate a need for guidance from the gifted specialist or the school counselor.
   c. Special problems or needs resulting from the feelings of difference or pressure experienced by students of exceptional ability should be recognized and addressed.
4. Staff Development opportunities will be provided for administrators, teachers, and parents to insure that the unique needs of gifted students are understood and met.

Evaluation: An on-going evaluation process will be established by the Districtwide Gifted Program Team. Each site plan will provide documentation for evaluation.

Procedural Safeguards:

1. Parents and teachers may request the administration of an individual standardized written or oral ability test for a student without recent ability test scores or for a student for whom a written test may be an inadequate measure of ability.
2. Written parental consent must be obtained before an individual evaluation may be administered.
3. All relevant records for the purpose of identification will be maintained in the Office of the Coordinator of the Gifted Program for the Putnam City School District and will be valid for a minimum of three years.
4. Test scores provided by other school districts can be considered for assessment purposes. A transfer student whose records indicate that he/she was gifted in another school will be placed upon meeting the District's criteria.

5. Students may be removed from a programming option which is not meeting their educational needs following a conference with parents.
6. Parents will be sent a copy of the program and a consent to participate form upon their child qualifying. A conference with parents will be held prior to any change in placement.

The District-wide Gifted Committee, in cooperation with the Local Advisory Committee, will assist with on-going refinement of district goals, the district plan for gifted children, the district report and other advisory duties. The Board of Education shall appoint all members, at least one-third (1/3) of whom shall be parents of gifted children.

STUDENT SERVICES

HOMEBOUND SERVICES

Definition:

Short-term homebound is the term used when the student will receive homebound services for a short period of time. Short-term homebound services will be provided by the student's home school personnel. The period of time a student may receive short-term homebound services shall be determined by the short-term homebound team. Long-term homebound is the term used when a student has a disability or medical condition which is so severe that homebound services will be required for an extended period of time. Long-term homebound services will be provided through the Special Services Department. The period of time a student may receive long-term homebound services shall be determined by the long-term homebound team.

Purpose:

Homebound services are intended as a temporary solution for students who are unable to attend school because of a disability or a medical reason. Homebound services should be used only when other approaches have been determined inappropriate.

Referral/Eligibility:

To be eligible for homebound services a student must be disabled or have a health condition which makes it medically necessary for the student to remain at home for a minimum of ten (10) consecutive school days; be unable to attend school in the regular education setting; and be under the treatment of a physician. Referral for homebound services in secondary schools will be made to the student's school counselor. Referral of elementary students will be made directly to the principal. Decisions regarding eligibility for short-term homebound will be made by the short-term homebound team. The short-term homebound team consists of the principal or counselor, the nurse and the student's teacher(s). Eligibility for long-term homebound must be determined by the long-term homebound team. This team will consist of the principal or counselor, the school psychologist, the nurse, the student's teacher(s) and may include, when appropriate, the student and/or the student's parents. Continued eligibility for homebound services shall be reviewed at least monthly, or more often as needed.

Short-Term Homebound:

All short-term homebound services will be provided and administered at the local building level. Short-term homebound services shall consist of school work being picked up by the parent and returned to the school.

The student's teacher(s) will be responsible for these services and will assign the student's grade. The principal may designate a pick-up location and a person who will be responsible for collecting the student's assignments for the parent.

A student may be referred to Special Services during the time that he/she is receiving short-term homebound services to determine if the student is in need of long-term homebound or is handicapped under Section 504 of the Vocational Rehabilitation Act (504) or disabled under the Individuals with Disabilities Education Act-Part B (IDEA-B).

Long-Term Homebound:
All long-term homebound services will be provided and administered through the Special Services Department.

Appeal Procedures:
A decision relating to or denial of short-term homebound services may be appealed to the building principal. The decision of the building principal is final.

A decision relating to or denial of long-term homebound services may be appealed to the Executive Director of Special Services. The decision of the Executive Director is final.

STUDENT SERVICES

PUTNAM CITY SCHOOLS DISTRICT WELLNESS

Purpose

Putnam City School District (the District) recognizes the important role that schools play in the development of children's lifelong health habits, their ability to learn, and their overall well-being. Schools can improve the health of students not only by educating them about the importance of healthy behaviors, but also by implementing policies that promote those behaviors. Therefore, the District establishes the following policy to ensure its schools comply with those standards established by federal and state law.

Definitions

- School campus- All areas of the property under the jurisdiction of the school that are accessible to students during the school day.
- School day- The period of time from the midnight before to 30 minutes after the end of the instructional day.
- Competitive foods and beverages- Foods and beverages that are sold on campus outside of the federal reimbursable school meals program during the school day (e.g., in vending machines or school stores).
- Smart Snacks standards- Nutrition standards, issued by the USDA that set limits on the amount of calories, salt, sugar, and fat in competitive foods and beverages.

NUTRITION GUIDELINES/STANDARDS

Child Nutrition Program

The District will make nutritious foods available on campus during the school day to promote student and staff health. At a minimum, the District Child Nutrition Program will serve reimbursable meals that meet the United States Department of Agriculture's (USDA) requirements and follow the Dietary Guidelines for Americans (DGA).

The District will follow the USDA's Professional Standards for State and Local Nutrition Programs in selecting local school nutrition program directors. The District will also require all personnel in the school nutrition programs to complete annual continuing education and training.

Specifically, the District will ensure that all meals are the following:

- Accessible, appealing and attractive to all children.
- Calorically appropriate, moderate in sodium, low in saturated fat and have zero grams of trans fat.
- Contain fresh fruits and vegetables from local sources to the greatest extent possible.
- Contain plenty of whole grains and fat-free/low-fat milk to meet their nutritional needs.
- High in fiber
- Low in sugar
- Low in sodium
- Served in a clean, pleasant, and supervised setting.

- Respectful of cultural diversity (e.g., students will be encouraged to suggest foods that reflect cultural traditions) and religious preferences.
- Reviewed by a registered dietitian or other certified nutrition professional and/or based on a meal plan provided by a professional resource (e.g., the State Department of Education, the USDA, the Alliance for a Healthier Generation, or The Lunch Box).
- The District will also offer breakfast using alternate meal service options such as Breakfast in the Classroom, Second Chance Breakfast, Breakfast After the Bell, and/or Grab & Go Breakfast carts in the hallways.
- Students will be provided drinking cups, glasses, or reusable water bottles in places where meals and snacks are served.
- All water sources and containers will be maintained on a regular basis to ensure good hygiene standards (including drinking fountains, water jugs, hydration stations, and other methods for delivering drinking water).
- Students will be allowed to bring drinking water from home and take water into the classroom, provided that the water is in a capped container, such as a bottle, to prevent spills.
- Adequate Table Time: The District will allow students at least 10 minutes to eat breakfast and 20 minutes to eat lunch from the time they are seated AND/OR provide sufficient lunch periods that are long enough to give all students (K-12) adequate time to be served and eat their lunches.
- The District will distribute materials to inform families of the availability and location of free Summer Food Service Program meals for students when school is not in session.

The District will:

- Encourage students to start each day with a healthy breakfast.
- Provide breakfast through the USDA School Breakfast Program.
- Make safe, unflavored, cool drinking water available and accessible without restriction at no charge throughout the school day. Only low or non-fat varieties of milk will be allowed. Juice will be 100% juice with no added caloric sweeteners.
- Allow school gardens on District property through project review process
- Ensure food, candy, and beverages will not be used to punish academic performance or student behavior.

Information and Promotion of the School Lunch Program
As required under the National School Lunch Program (7 CFR 210.12), the District will promote activities to involve students and parents in the School Lunch Program.

Child Nutrition Staff

- Child Nutrition staff will be engaged in wellness activities and educational opportunities that support healthy eating behavior and food safety.
- Annual training is provided to Child Nutrition staff on basic nutrition, nutrition education, safe food preparation and nutrition standards for preparing healthy meals.

- Training and support are provided to enable Child Nutrition staff to become full partners in providing excellent food to our students.

Nutrition Guidelines and Standards for Competitive Foods

All competitive foods and beverages sold to students during the school day, including fundraising, vending machines, ala carte and school stores, must meet Smart Snack standards set by the United States Department of Agriculture (USDA).

Fundraising on Campus during the School Day:

- Only fundraisers that feature non-food items or foods and beverages that meet the Smart Snacks standards will be permitted.
- The District, however, may allow exemptions for up to 30 fundraisers at each school site during the school year, during which the foods and beverages sold are not required to meet the Smart Snacks standards.
- The maximum duration of any individual fundraiser shall be fourteen (14) days.
- Exempted fundraisers are prohibited from taking place while meals are being served to students under the National School Lunch Program of the National School Breakfast Program, and while after-school snacks are being served to students under the After-school Snack Program.
- Each school site shall designate a Smart Snacks in School Exempt Fundraiser contact person, who shall be responsible for maintaining up-to-date documentation regarding each exempt fundraiser held at the school site. For each individual exempt fundraiser, documentation must be kept on file at the school site showing the school organization, activity, class, or other group that benefits from the fundraiser, and the date(s) the fundraiser is conducted.

Other Foods Provided at School

- Other foods and beverages provided (not sold) on campus (breakfast, lunch, and afterschool programming) must meet the USDA's Smart Snacks standards. School parties and events will offer nutritious snacks.
- Schools may allow for up to two (2) celebrations or parties during the school year, during which the foods and beverages served are not required to meet the Smart Snacks standards.
- All food brought from outside of the school premises for classroom parties or similar functions during the school day must be pre-packaged with a food label in order to protect students with food allergies.
- The District will provide parents and teachers with a list of ideas for healthy foods as well as nonfood alternatives for classroom parties and celebrations.

Marketing of Food and/or Beverages

Only foods and beverages that meet the USDA's Smart Snacks standards may be marketed in schools. Marketing, advertising, banners, brochures, coupons and/or signage that shows only the brand or logo is acceptable to display in school buildings, stadiums and athletic fields. Such items

cannot display foods (pictures, videos or other) or promote purchasing foods that are not Smart Snacks approved during the school day. If the non-compliant advertising is a permanent feature of a permanent fixture (e.g. a scoreboard), such advertising can remain until the permanent fixture is removed or replaced. After the school day, use of any marketing, advertising, banners, brochures, coupons, and/or signage is acceptable.

Nutrition and Healthy Food Promotion

The District will promote healthy food and beverage choices and appropriate portion sizes by encouraging the following:

- Exhibiting posters, signs, or other displays on the school campus that promote healthy nutrition choices.
- Providing age-appropriate activities, such as contests, food demonstrations, and taste-testing that promote healthy eating habits.
- Offering information to families (via communications with parents, educational workshops, screening services, and health-related exhibitions and fairs) and encouraging them to teach their children about nutrition and healthy eating behaviors.
- Encouraging school staff to display healthy eating habits and physical activity choices to students (e.g., by eating with students during meal times, consuming only healthy snacks, meals, and beverages in front of students, sharing positive experiences with physical activity with students, etc.)

Nutrition Education

The goal of nutrition education is to facilitate the adoption of healthy eating and other health-promoting nutrition-related behaviors. Schools will offer and integrate into the curriculum nutrition education where applicable, providing students the knowledge and skills necessary for lifelong health eating behaviors. In addition, nutrition education will:

- Include what it means to eat a balanced diet and how to read nutrition labels and understand the problems associated with unhealthy food marketing to children.
- Include what it means to eat healthfully, consume the proper nutrients, and maintain a wholesome and balanced diet.
- Comply with state learning objectives and standards.
- Occur in the classroom as well as the larger school community.
- Be coordinated with Child Nutrition Services to reinforce messages on healthy eating.
- Be made available for staff.
- Be promoted to families and the community.

Community and Family Involvement

The district recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being. The district supports parents' efforts to provide a healthy diet and daily physical activity for their children. The district encourages parents to provide healthy lunches and snacks and to refrain from including beverages and foods that do not meet good

nutrition standards for foods and beverages. The school will further promote family and community involvement of the district's wellness initiatives through various school activities and functions. Information will be communicated through a variety of methods, including publication in newsletters, on the website, back to school nights, enrollment and similar activities.

PHYSICAL ACTIVITY GUIDELINES

The Putnam City School District recognizes the importance of physical activity and physical education in promoting health and academic achievement. Physical activity is an important part of a student's comprehensive, well-rounded education program that will positively impact life-long health and well-being. The District supports high-quality physical activity throughout the school day. Elementary students will participate in 120 minutes of physical activity per week, including physical education (PE) and other opportunities for physical activity.

It is recommended that alternative strategies for discipline are used so that physical activity can remain a positive outlet for students. (This does not apply to participation on sports teams that have specific academic requirements.)

Physical Education

- The District will require all schools to establish a comprehensive, standards-based PE curriculum for each grade (K-12). Schools will ensure that PE classes and equipment afford all students (K-12) an equal opportunity to participate in PE.
- Elementary school students (K-5) will participate in a minimum of 60 minutes of PE per week throughout the school year.
- The District will provide opportunities for participation in a broad range of competitive and noncompetitive physical activities for students of all abilities that help to develop the skills needed to participate in lifetime physical activities.

In addition, the following requirements apply to all students (K-12):

- Students will engage in moderate to vigorous physical activity for more than 50 percent of the PE class time.
- To support effective instruction and safety, PE classes, when applicable, should aim for ratios similar to those in core academic areas.
- This curriculum will be updated to support and prioritize new State and Federal learning standards that become available.

Recess

Students will receive a minimum of forty (40) minutes of daily recess which may be divided into two recess periods of twenty (20) minutes each. Recess shall consist of supervised, unstructured time for play. No student shall be prohibited from participating in recess as a form of discipline.

Additionally, the District will do the following:

- Provide support for teachers to develop indoor recess guidelines within their classroom, so students still have opportunities for adequate physical activity on days when recess is held indoors.

- Recommend schools hold recess before lunch, in order to increase food consumption, reduce waste, and improve classroom attentiveness when students return from lunch.
- Physically Active Classrooms: Provide support for teachers and other staff to incorporate classroom-based physical activities, such as classroom energizers, into academic lessons or as a break.

Other Physical Activity Opportunities

- Opportunities for physical activity will be integrated into the school day.
- Teachers and other school personnel are encouraged to use physical activity opportunities (i.e. extra recess) as rewards.

Teacher Qualifications, Training and Involvement

- Recommend PE classes be taught by teachers who are recognized by the OSDE as licensed, certified or endorsed to teach PE.
- Classroom Teachers will receive training on how to integrate physical activity into the curriculum. Some portion of this training will be incorporated into annual professional development.
- Teachers, with the support of their supervisor, may participate in or lead student/staff centered physical activities before, during and/or after school as appropriate.

Grounds and Facilities

Availability of proper equipment and facilities that meet safety standards are required. Inspections and repairs will take place.

OTHER ACTIVITIES THAT PROMOTE SCHOOL WELLNESS

Staff Wellness

The District recognizes that employee health is essential to student health and to creating healthy school environments. The District will encourage the following to support staff wellness:

- Provide employees access to a refrigerator, microwave, and sink with a water faucet.
- Provide or partner with community organizations to offer nutrition education through activities such as seminars, workshops, classes, meetings, and newsletters.
- Promote walking meetings.
- Promote employee participation in physical activity by creating exercise clubs or groups and/or sponsoring employee sports teams.
- Use posters, pamphlets, and other forms of communication to promote physical activity and healthy eating.
- Partner with community organizations or agencies to offer voluntary health screenings annually to staff, including free or low-cost health assessments.
- Partner with community organizations or agencies to provide Employee Assistance Services programs to staff.

- Promote tobacco prevention and provide referral information on cessation services through the Oklahoma Tobacco Helpline.
- Ensure access to a private space (other than a restroom) that has an electrical outlet, and provide flexible paid or unpaid break times to allow mothers to express breast milk and/or breastfeed.
- Partner with community organizations or agencies to offer immunization clinics (e.g., flu, Tdap, etc.) to staff.
- Provide or partner with community organizations or agencies to offer free or low-cost first aid and CPR training.
- Provide information about local physical activity resources and facilities, such as walking trails, community parks, and recreation facilities.

Professional Development
The District will provide staff with educational resources and training in health and health-related topics.

Health Education
Where applicable, schools' health education curriculum will follow the Oklahoma Academic Standards.

IMPLEMENTATION, MONITORING, AND EVALUATION

Leadership
The District will designate one or more officials to facilitate the development of the local school wellness policy, oversee appropriate updates to the policy, and ensure each school's compliance with the policy. The District will ensure that the designated officials fully understand the federal and state laws related to wellness policies.

Designated Officials:

Health Services Coordinator or Designee
District Athletic Director or Designee
Director of Child Nutrition or Designee
Contact Information for Designated Officials: (405) 495-5200

Safe, Healthy and Fit School Advisory Committee
District Superintendent or Designee will ensure the formation of Safe, Healthy and Fit School Advisory Committee at each school site. The Safe, Healthy and Fit School Advisory Committee will be encouraged to establish a regular meeting schedule (a minimum of quarterly meetings).

Local Wellness Committee
District Superintendent or Designee will ensure the formation of a Wellness Committee for the district. The Wellness Committee will include, minimally, the child nutrition director or designee, a PE teacher, a school administrator and all site liaisons. Each building principal will annually designate the site liaison for their school and will publicize this information on the district's website. Membership in the

committee will also be open to interested parents, students, health care providers, social service workers and school representatives.
The committee will be encouraged to establish a regular meeting schedule (a minimum of biannual meetings) in which time will be used to improve, implement, review and update the district's wellness policy.
To encourage broad public participation in the process, the District will do the following:

- Actively notify the broader community about the content and implementation of, as well as any changes to the wellness policy, whether through electronic communications, non-electronic means or both.
- Educate community stakeholders on how they can participate in the development, implementation, review, and update of the wellness policy and let them know why their participation is important to the health and wellness of students and the broader community.
- Ensure that all outreach and communication is culturally appropriate and translated as needed.

Access to the Wellness Policy
The wellness policy will be available on the Putnam City School District website under the nutrition tab.

ASSESSMENTS, REVISIONS, AND POLICY UPDATES
At least once every three years, the District will assess the extent to which schools are in compliance with the local wellness policy, as well as progress made in attaining the policy's goals. Once the assessment is completed, the committee will develop an action plan to implement the wellness policy within the district. The plan will be regularly assessed, reviewed and updated due to district needs and to ensure compliance with the latest local, state and federal regulations. Additionally,

- The Safe, Healthy and Fit School Advisory Committees will conduct an assessment and create an action plan, utilizing a USDA approved tool.
- The site liaisons will prepare triennial progress reports on the implementation and progress of the plan at his/her site and provide this information to the designees.
- The designees will prepare a biennial progress assessment for the Board. The most recent implementation assessment will be updated on the district's website for the public's access.
- A copy of all assessments, plans and progress reports will be available through the designees. The designees will also maintain minutes from committee meetings, notes regarding wellness activities conducted and information regarding how this information was publicized to families and community members.

STUDENT RECORDS

Notification of Rights: The District is subject to and complies with the Family Educational Rights and Privacy Act (FERPA). Each year, the District shall provide to students or parents or guardians of students a notice of FERPA rights and notices regarding release of directory information. These notices will appear in student handbooks.

Requests for Disclosure: Any person requesting to inspect or obtain copies of student records shall submit a written request for disclosure to the Superintendent or the Superintendent's designee as specified in Administrative Regulations. Student records shall not be released absent consent of the parent, guardian, or eligible student except in accordance with the provisions of FERPA.

Records of Requests for Disclosure: The District will maintain an accurate record of all requests for the disclosure of information, requests to permit access to a student's educational records, and a record of any information disclosed or access granted. Such record shall not be maintained as a part of each student's school records, but shall be maintained by the records custodian. Such record shall contain the name of the person or agency making a request, the date of the request, the interest of the person or agency requesting the information, whether the request was granted, and the date access was permitted or disclosure was made. Records of requests for information will not include requests by parents or the student, requests by school officials or others with a legitimate educational interest, requests accompanied by the prior written consent of a parent or eligible student, or any requests for directory information.

Procedures to Amend Records: The hearing procedures to be used when a parent or eligible student requests a hearing to amend a student's record shall be set forth in Administrative Regulations.

Fees for Copies: The District may charge fees, as set forth in District's open records policy or Administrative Regulations, for all copies made pursuant to a request for student records plus the actual cost of mailing any copies made.

STUDENT RECORDS

DEFINITIONS

For the purposes of this policy, Putnam City Schools has used the following definitions of terms.

Student: Any person who attends or has attended Putnam City Schools.

Eligible Student: A student or former student who has reached age 18 or is attending a postsecondary school.

Parent: Either natural parent of a student, a guardian or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Directory Information: The District designates the following items as Directory Information: student's name, parent's or guardian's name, address, telephone number, date and place of birth, weight and height, grade level, dates of enrollment, honors and awards received, most recent previous school attended, student statements/quotes, photographs, audio or video tapes or files which identify the student's participation in and/or achievements earned in enrolled courses or recognized activities and sports. The District will disclose any of these items without prior consent, unless a student's principal is notified in writing within ten days after parental notification that all of the above information should not be released without consent.

Educational Records: Any record (in handwriting, print, tapes, film, computer or other medium) maintained by Putnam City Schools or an agent of the District that contains information directly related to a student, except;

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. Records created and maintained by the District law Enforcement Unit for law enforcement purposes.
3. An employment record which relates exclusively to an individual in his or her capacity as an employee of the District and which is not available for any other use.
4. Alumni records which contain information about a student after he or she is no longer in attendance at the District and which do not relate to the person as a student

Methods of Annual Notification

Students and parents will be notified of their FERPA rights annually by publication in the student handbook.

Procedure to Inspect Education Records

Parents of student or eligible students may inspect and review the student's education records upon request. Parents or eligible students must submit to the student's school principal a written request that identifies as precisely as possible the record or records he or she wishes to inspect. (Use REQUEST TO INSPECT EDUCATION RECORDS EL-R1-F1 for this purpose).

The principal (or other appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given within 45 calendar days or less from the date of receipt of the written request. When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect or review the portion of the record which pertains to other students.

Copies of Records

The District may charge fees for all copies made plus the actual cost of mailing. The District reserves the right to deny a parent or eligible student a copy of the student's education records under the following circumstances, unless failure to provide a copy would effectively prevent the parent of eligible student the right to inspect and review the records:

- The parent or student has an unpaid financial obligation to the District
- The education record requested is an exam or set of standardized test questions.

NOTE: Any exam or standardized test that is not directly related to a student is not an education record subject to FERPA's access provisions

Disclosure of Education Records

The Putnam City Schools will disclose information from a student's education records only with the written consent of the parent or eligible student (Form EL-R1-F2) except that the District's may disclose without consent (Form EL-R1-F3) when the disclosure is:

1. To school officials who have a legitimate educational interest in the records. A school official is:
   - A person employed by the District as an administrator, supervisor, instructor or support staff member, including health or medical staff
   - A person elected to the School Board.
   - A person employed by or under contract to the District to perform a special task, such as an attorney, auditor, medical consultant, psychologist or therapist.
   - A person who is employed by the District Law Enforcement Unit.
   - A person serving on an official committee, such as a disciplinary or grievance committee or who is assisting a school official in performing his or her tasks.

   A school official has a legitimate education interest if the official is:
   - Performing a task that is specified in his or her position description or by a contract agreement
   - Performing a task related to a student's education.
   - Performing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
   - Maintaining the safety and security of the campus.

2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To certain officials of the U.S. Department of Education, the Comptroller General and state and local education authorities, in connection with audit or evaluation of certain state or federally supported education programs.
4. In connection with a student's request for, or receipt of, financial aid to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To State and local officials or authorities, if specifically required by a State law that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the District.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student if the student is a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency
11. To individuals requesting directory information so designated by the District.

Record of Requests for Disclosure

In accordance with Board Policy EL, each records custodian shall maintain an accurate record of all requests for the disclosure of information, requests to permit access to a student's education record and a record of any information disclosed or access granted. These records shall be maintained separately from the student's individual school records.

Procedures to Amend Records

Parents or eligible students have the right to ask to have records amended if they believe they are inaccurate, misleading, or in violation of their privacy rights. The procedures for amending records are as follows:

1. Parents or an eligible student must make a request in writing to the appropriate school official to amend a record (Form EL-R1-F4). In so doing, the parents or eligible student must identify the part(s) of the record to be amended and specify why they believe it is inaccurate, misleading or in violation of their privacy rights.
2. The District may comply with the request or it may decide not to comply. If it decides not to comply, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon written request (Form EL-R1-F5) the District will arrange for a hearing and notify the parents or eligible student, reasonably in advance, of the date, place and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the District. The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parents or student may be assisted by one or more individuals, including an attorney.
5. The District will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If the District decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student, in writing, that the record has been amended.
7. If the District decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the record a statement commending on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
8. The statement will be maintained as a part of the student's education records as long as the contested portion is maintained. If the District discloses the contested portion of the record, it must also disclose the statement.

Location of Educational Records

The types, locations and record custodians of educational records maintained by the District are listed in LOCATION OF EDUCATIONAL RECORDS EL-R1-E2. This form may be used as a reference or posted in areas where education records are kept.

STUDENT RECORDS
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them or their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-4605

DIRECTORY INFORMATION: The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Putnam City Schools, with certain exceptions, obtain written consent or parents/guardians prior to the disclosure of personally identifiable information from students' education records.

However, Putnam City Schools may disclose appropriately designated "directory information" without parent/guardian written consent unless parents/guardians advise the district to the contrary. The primary purpose of directory information is to allow Putnam City Schools to use this type of information from students' education records in certain school publications or media stories. Examples of these uses include:

- Honor roll or other recognition lists
- Graduation programs
- School directories
- Sports programs, such as for football, showing weight and height of team members
- A play program showing student roles in fine arts programs
- Stories written or taped by newspaper, television, radio or Internet media

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian prior written consent. Outside organizations include, but are not limited to:

- Companies that manufacture class rings
- Companies that publish yearbooks
- Companies that provide tutoring
- Companies that provide school photos

PUTNAM CITY HAS DESIGNATED THE FOLLOWING INFORMATION AS DIRECTORY INFORMATION:

- Student's name
- Parent's or guardian's name
- Address
- Telephone number
- Date and place of birth
- Weight and height
- Grade level
- Dates of enrollment
- Honors and awards received
- Most recent previous school attended
- Student statements/quotes
- Photographs
- Audio or videotapes which identify the student's participation in and/or achievements earned in enrolled courses or recognized activities and sports.

The district will be free to release or use directory information as appropriate without prior consent, unless parent/guardians notify the school principal in writing within 10 days of the date of receiving notice that the above information should not be released without consent. Parents/guardians may write a letter or use a form available in the school counseling office.

DIRECTORY INFORMATION AND MILITARY RECRUITING: Provisions of the No Child Left Behind Act of 2001 (P.L. No. 107-110), Title IX General Provisions § 9528 and the National Defense Authorization Act of 2002 require high schools to provide to military recruiters, upon request, access to secondary students' directory information unless parents/guardians have "opted out." In accordance with those acts, military recruiters are entitled to receive the name address, and telephone listing of juniors and seniors in high school.

By law, though, parents/guardians may opt-out of the provision of student directory information to military recruiters. Parents/guardians who do not wish Putnam City Schools to release their child's name, address and phone number to military recruiters may opt-out by notifying your child's school in writing. To opt-out of disclosure of student information to military recruiters, parents/guardians must provide written notice to the school principal. Parents/guardians may write a letter or use a form available in the school counseling office.

If parents/guardians do not provide written notice, their child's directory information will be released to military recruiters as required by law.

TYPES OF RECORDS	LOCATION	RECORDS CUSTODIAN
Cumulative School Records (Current and former students)	School Principal's Office	School Principal
Health Records	School Health Clinic	School Nurse or Health Services Coordinator
Special Education Records	School Principal's Office	School Principal
Psychological Records	Special Services Office	Executive Director of Special Services
Special Test Records (Achievement tests, etc.)	Counselor's Office or Administration Building	School Counselor or Chief Academic Officer
School Transportation Records	Transportation Department	Director of Transportation
Occasional Records (Any student education records not listed above; such as those in the superintendent's office, in the school attorney's office, or in the possession of teachers)	Principal will collect and make available at the student's school	School Principal

Putnam City Schools
DISTRICT FORM

REQUEST TO INSPECT EDUCATION RECORDS

To: The Principal, Director/Supervisor of _____
(School/Program)

Date: _____

I, _____, the legal parent, guardian or eligible student do hereby request to inspect the education records pertaining to

_____
(Name of Student)

NAME OF PUTNAM CITY SCHOOL:_____
(If not currently enrolled, last Putnam City School attended.)

SPECIFIC RECORD OR RECORDS REQUESTED FOR INSPECTION:

_____

_____

COMMENTS:

_____

_____

_____ _____
Signature of Administrator (include Title) Date of Inspection

_____
Signature and Title of Witness

Distribution: Copy for Office File
Copy for Parent or Eligible Student

Putnam City Schools
DISTRICT FORM

CONSENT TO DISCLOSE OR RELEASE EDUCATION RECORDS

Name of Student	Date of Birth	SS

Authorizing Person (Parent, Guardian, Eligible Student)	Relationship to Student	Date

I understand that education records are protected under Federal and State regulations and cannot be released without written consent unless otherwise provided for in the regulations. I also understand that I may revoke this consent in writing at any time unless action has already been taken based upon this consent and that in any event this consent expires one year from the date of my signature.
I authorize Putnam City Schools to disclose or release the following education records:

_____

_____

for the following purpose(s): _____ to:

Name of agency, organization or person.	Name of agency, organization or person
Address	Address
City, State, Zip	City, State, Zip

Education records are maintained and released in accordance with the Family Educational Rights and Privacy Act (FERPA). If requested, parents or eligible students may be provided a copy of the records disclosed in accordance with School Board Policy. The records I authorize for release may include information about communicable disease including, but not limited to diseases such as hepatitis, syphilis, gonorrhea and the human immunodeficiency virus, also know as acquired immune-deficiency syndrome (aids).

Signature Administrator's signature with Title	Date

Putnam City Schools
DISTRICT FORM

AUTHORITY TO TRANSFER EDUCATION RECORDS

In accordance with the Family Education Rights and Privacy Act (FERPA), education records concerning:

_____

Name of Student | Date of Birth | Social Security No.

have been transferred to:

_____ _____

Name of agency, organization or person | Name of agency, organization or person

_____ _____

Address | Address

_____ _____

City, State, Zip | City, State, Zip

the following information was transferred:

_____

_____

for the following purpose(s):_____

Education records are maintained and released in accordance with the Family Educational Rights and Privacy Act (FERPA). If requested, parents or eligible students may be provided a copy of the records disclosed in accordance with School Board Policy. The records transferred may include information about communicable disease including, but not limited to diseases such as hepatitis, syphilis, gonorrhea and the human immunodeficiency virus, also know as acquired immune deficiency syndrome (aids).

_____

Signature of Administrator authorizing release | Date

Putnam City Schools
DISTRICT FORM

REQUEST TO AMEND EDUCATION RECORDS

TO : THE PRINCIPAL, DIRECTOR/SUPERVISOR OF _____
School/ Program

I, _____, the legal parent, guardian or eligible student request to amend the education records of _____
(Name of Student)

NAME OF PUTNAM CITY SCHOOL: _____
(If not currently enrolled, last Putnam City School attended.)

The specific education record(s) I want amended :

_____

_____

Why I believe this record is inaccurate, misleading or in violation of my child's privacy rights:

_____

CHANGE FROM:

_____

_____

TO:

_____

_____

(Attach additional information if needed)

_____ _____
Signature of Parent/Guardian/Eligible Student Date of Request

APPROVED DENIED

Adopted: September 1997;

Putnam City Schools
DISTRICT FORM

REQUEST FOR A HEARING TO AMEND EDUCATION RECORDS

TO : THE PRINCIPAL, DIRECTOR/SUPERVISOR OF _____
School/ Program

I, _____, the legal parent, guardian or eligible student request a hearing to challenge the denial of my request to amend the education records of:

_____
Name of Student

NAME OF PUTNAM CITY SCHOOL: _____
(If not currently enrolled, last Putnam City School attended.)

The specific education record(s) I want amended : _____

_____

Why I believe this record is inaccurate, misleading or in violation of my child's privacy rights:

_____

_____

CHANGE FROM:

_____

_____

TO:

_____

_____

(Attach additional information if needed)

_____ _____
Signature of Parent/Guardian/Eligible Student Date of Request

REQUEST FOR NOTIFICATION BY CUSTODIAL PARENT

To the principal of _____
(School)

Date of request: _____

I,_____, the legal parent/guardian request to be notified of any request for educational records regarding my child, _____ _____ by a noncustodial parent/guardian.

I understand that the school will attempt to comply with my request for notification and agree that the District and the school assume no liability for any failure to notify me. I have provided the school a copy of legal documentation stating that I am the custodial parent. I understand that, unless I provide the school with a court order or decree stating that the non-custodial parent should not have access to such records, school records may be furnished as requested throughout the school year to the non-custodial parent.

_____
Signature of custodial parent

_____ _____
Address Home Phone #

_____ _____
City, State, Zip Work Phone

Putnam City Schools
DISTRICT FORM

WRITTEN REQUEST FOR RECORDS BY NON-CUSTODIAL PARENT

To the principal of_____
(School)

Date of request: _____

I, _____, am requesting educational records on my child, _____
(child's full name)

Child's Birthdate: _____

My signature verifies that there is no court order or decree affecting my right to receive these records.

_____
Signature of non-custodial parent

_____ _____
Address Home Phone #

_____ _____
City State Zip Work Phone #

Putnam City Schools
DISTRICT FORM

PARENT/GUARDIAN OPT-OUT FOR RELEASE OF INFORMATION TO MILITARY RECRUITERS

Provisions of the No Child Left Behind Act of2001 (P.L. No. 107-110), Title IX General Provisions § 9528, and the National Defense Authorization Act of 2002 require high schools to provide to military recruiters, upon request, directory information on students unless a student's parent has "opted out." In accordance with those acts, military recruiters are entitled to receive the name address, and telephone listing of juniors and seniors in high school.

If you do not wish Putnam City Schools to release your child's name, address and phone number to military recruiters, you may opt-out by completing and returning this form to your child's school. This opt-out will remain in effect until you make a written request to change it.

Please Print

Student's Full Name: _____

School: _____

Grade: _____ (this form applies only to high school juniors and seniors)

I hereby request that the Putnam City Schools prevent the release of my child's name, address and phone number to military recruiters.

Parent/Guardian Full Name: _____

Parent/Guardian Signature: _____

Date of Request: _____

Putnam City Schools
DISTRICT FORM

PARENT/GUARDIAN OPT-OUT FOR RELEASE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) authorizes Putnam City Schools to designate certain student information as directory information. The primary purpose of directory information is to allow Putnam City Schools to use this type of information from your child's education records in certain school publications or media stories. Examples of these uses include, but are not limited to, honor roll or other recognition lists, graduation programs, school directories, sports programs, such as for football, showing weight and height of team members; a play program showing student roles in fine arts programs; and stories written or taped by newspaper, television, radio or Internet media. Directory information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, companies that publish yearbooks and companies that provide tutoring.

Putnam City has designated the following information as directory information: student's name, parent's or guardian's name, address, telephone number, date and place of birth, weight and height, grade level, dates of enrollment, honors and awards received, most recent previous school attended, student statements/quotes, photographs, and audio or video tapes or files which identify the student's participation in and/or achievements earned in enrolled courses or recognized activities and sports.

In accordance with the provisions of FERPA, the district will be free to release or use such information as appropriate without prior consent, unless notified in writing that any or all of the above information should not be released without consent. If you do not wish Putnam City Schools to release your child's directory information, you may opt-out by completing and returning this form to your child's school. This opt-out will remain in effect until you make a written request to change it.

****

Please Print

Student's Full Name: _____

School: _____

Grade: _____

I hereby request that the Putnam City Schools prevent the release of my child's directory information.

Parent/Guardian Full Name: _____

Parent/Guardian Signature: _____

Date of Request: _____

Putnam City Schools
DISTRICT FORM

ACCESS TO STUDENT INFORMATION SYSTEM RELEASE FORM

Background:
Some situations occur when student advocates require up-to-date and frequent access to information regarding a student's attendance, assignments, or grades. This form grants a specific student advocate or organization a login to access the necessary student information in the Putnam City School District's Student Information System.

Consent:
The parent(s)/guardians signing below are hereby granting the person/or organization listed below rights to view the specified student's attendance, assignments, and/or grades, as specified below. This form must be signed in person at the district enrollment office. ID may be required.

Limit of Information:
All requests are granted for the current school year only and may be revoked by the parent(s)/ guardians of record at any time.

Complete the information below in its entirety.

Student First Name: _____ Student Last Name: _____

Student ID: _____ Student Date of Birth: _____

I, _____, the parent or guardian of the student listed above,
Parent or Guardian (print)
hereby grant_____ access to the following information in the
requesting person or organization
District's student information system. I understand I may revoke this access at any time. This access is granted for the 20_____- 20_____ school year only.

- ☐ Attendance
- ☐ Assignments
- ☐ Grades

Parent/Guardian _____ _____
signature date

LIBRARY MEDIA PROGRAM

Philosophy: The primary objective of District library media programs is to provide curriculum support for the instructional programs. Materials in the library media centers are provided to meet information needs of students, for both academic projects and leisure reading. These materials are print, audiovisual, and electronic. Special emphasis is placed on cultural diversity, technology, personal values, and contemporary social and political issues.

The library media specialists will conduct a continuous collection development and evaluation process that focuses on regular, collaborative assessment of teaching and diverse learning needs, and the formats and resources to meet them.

Goals and principles of the school library media program:

1. The library media program is founded on a commitment to the right of intellectual freedom.
2. The library media center will provide access to information and resources in a wide variety of formats to all students and staff.
3. The library media center will utilize a wide variety of resources to assist with student mastery of subject and grade-level standards.
4. The library media center will meet the objectives of the school's curriculum.
5. The library media program will continually strive to improve collections through emphasis on instructional needs of both teachers and students.

LIBRARY MEDIA PROGRAM

Criteria for the selection of materials

The following factors will be considered in the selection process:

- Accuracy of information.
- Appeal to age group.
- Appropriateness of content considering developmental stages of students.
- Favorable reviews in standard selection sources.
- Objectivity and integrity.
- Present and potential relevance.
- Quality of illustrations, if applicable.
- Quality of physical format.
- Respect for and understanding of the multi ethnic, pluralistic nature of the United States.
- Suitability of subject, style, and reading level for intended audience.
- Support of the curriculum.
- Value commensurate with cost and/or need.
- Variety of formats.
- Varying points of view.

Gifts: Gifts and donated books, must meet the same selection criteria as materials purchased by the District. Once accepted, these materials become the property of the District.

Deselection or Weeding: Materials should be reviewed systematically and regularly to ensure that they meet the original selection criteria. Those that do not meet the criteria or that have become physically unusable should be removed from the collection. Examples of materials that are physically unusable are those that are badly soiled, torn, loose from binding, broken, etc., and are beyond repair.

Evaluation: Evaluation is a part of the continuous process of collection development. This activity should be done collaboratively, involving teachers, students, and staff. Library collections should be evaluated regularly to ensure that the collection is meeting its stated instructional goals.

Requests for re-evaluation of materials: The District will make an effort to provide stimulating, effective materials that will be appropriate to this community's values and the student's ability and maturity level. When questions or challenges from parents or district patrons regarding books or other instructional materials occur, the following procedures have been developed to address the concern.

All challenges to remove specified materials from the library must be presented in writing on the form EM-F1. This can be done by contacting the building principal. When a request for review of library materials is received, action shall be taken as follows:

1. The challenge may be received at the school site by either the principal or library media specialist(s) or the challenge may be received at the district Library Media Services Department. All three parties will be informed by whoever receives the notification first.
2. Every attempt will be made by the principal to arrange a meeting between the library media specialist(s) and the party/parties bringing the complaint in order to try and resolve the issue.
3. If the complaint cannot be resolved at this point, and form EM-F1 has been returned to the principal or library media specialist(s) by the complainant, a building level review committee, composed of the principal, librarian, and three other faculty members, shall be appointed. A representative from the district Library Media Services Department will chair the meeting, in a non-voting capacity, with the complainant and the building level committee.

The building level review committee has an obligation to solicit any information or ask any questions it deems appropriate to help the committee reach a decision. The complainant will have five minutes to present its challenge to the material at hand. The library media specialist will have five minutes to present rationale for the item being included in the library collection.
Once the committee has reached a decision, it will be communicated in writing to the complainant.

4. If a concern is settled at the building level, the complaint will be considered resolved.
5. If the complainant is not satisfied with the building level decision, an appeal may be filed using form EM-F2 and a district level review committee will be formed. The district review committee shall be appointed by the Superintendent or his designee and shall be composed of the following:
   - Chief Elementary or Secondary Officer as appropriate,
   - A curriculum specialist,
   - Two principals,
   - Two teachers competent in the field under question,
   - Two patrons of the District.
6. The committee will be chaired by a non-voting representative of the district Library Media Services Department.
7. Prior to any determination of findings, the complainant shall be invited to appear before the district review committee to provide further rationale for his/her objection to the materials. Both the complainant and library media specialist shall be granted five minutes to present their arguments.
8. The committee shall consider the attitudes of other teachers toward the materials, the opinions of other competent authorities, reviews of the materials by the American Library Association and other reputable reviewers, as well as the complainant's and the library media specialist's written rationale for using the materials.
9. Written documentation may be provided by the participants to the review committee. Furthermore, the members of the committee may ask questions to the participants or request additional documentation. The committee may, at its discretion, allow others to

speak on behalf of or in defense of the participants. The committee has the prerogative of setting a time limit on comments.

9. A written report from the district level committee shall be submitted to the superintendent, and the superintendent will communicate that report to the Board.
10. A written response shall be forwarded to the objecting party after the Board has been notified of the decision of the committee.

CLASSROOM LIBRARIES

Criteria for the selection of materials

The following factors will be considered in the selection process:

- Accuracy of information.
- Appeal to age group.
- Appropriateness of content considering developmental stages of students.
- Appropriateness of illustrations, if applicable.
- Respect for and understanding of the multi-ethnic, pluralistic nature of the United States.
- Suitability of subject, style, and reading level for intended audience.
- Varying points of view.

Gifts: Donated books must meet the same selection criteria as materials purchased by the District. Once accepted, these materials become the property of the District.

Requests for re-evaluation of materials: The District will make an effort to provide materials that will be appropriate to this community's values and the student's ability and maturity level. When questions or challenges from students, parents or district patrons regarding books or other materials occur, the following procedures have been developed to deal with the concern.

All challenges to remove specified materials from the classroom should first start with a conversation with the classroom teacher. If mutual agreement cannot be reached, the complainant will complete form EM-F1. When a request for review of classroom materials is received, action shall be taken as follows:

1. The principal upon receipt of for EM-F1 will assemble a building level review committee, composed of the principal, media specialist, and three other faculty members. The principal will chair the meeting.
2. The building level review committee has an obligation to solicit any information or ask any questions it deems appropriate to help the committee reach a decision. The complainant will have five minutes to present its challenge to the material at hand. The teacher will have five minutes to present rationale for the item being included in the classroom collection.

Once the committee has reached a decision, it will be communicated in writing to the complainant.

3. If a concern is settled at the building level, the complaint will be considered resolved.
4. If the complainant is not satisfied with the building level decision, an appeal may be filed and a district level review committee will be formed. The district review committee shall be chaired by a representative from the District Library Services Department and will be comprised of:
    - The Chief Elementary Officer or Secondary Officer as appropriate
    - A curriculum specialist

- A corresponding grade level principal from another school
- A teacher
- A patron of the District

5. The committee will be chaired by a non-voting representative of the district Library Media Services Department.
6. Prior to any determination of findings, the complainant shall be invited to appear before the district review committee to provide further rationale for his/her objection to the materials. Both the complainant and library media specialist shall be granted five minutes to present their arguments.
7. The committee shall consider the attitudes of other teachers toward the materials, the opinions of other competent authorities, reviews of the materials by the American Library Association and other reputable reviewers, as well as the complainant's and the teacher's written rationale for including the materials.
   Written documentation may be provided by the participants to the review committee. Furthermore, the members of the committee may ask questions to the participants or request additional documentation. The committee may, at its discretion, allow others to speak on behalf of or in defense of the participants. The committee has the prerogative of setting a time limit on comments.

If the complainant disagrees with the findings of the District committee, it may appeal the decision to the Putnam City Board of Education (EM-F1).

Putnam City Schools
DISTRICT FORM

EM-F1

CURRICULUM AND LIBRARY MATERIALS COMPLAINT FORM

Request for Reconsideration of Instructional Materials

Type of material in question: _____

Parent/Guardian _____ District Patron _____ Site _____

Title_____Author_____

Publisher /Producer_____ Publication Date _____

Request initiated by_____ Phone _____

Address_____City_____State_____Zip_____

To what in the material do you object? (Please be specific, cite pages, scene, etc.)

_____

_____

What do you feel might be the result of using this material?

_____

_____

For what age group would you recommend this material?

_____

Is there anything positive about this material?

_____

Have you read, viewed and/or listened to the material in its entirety?

_____

Are you aware of the literacy critics' evaluation of the material?_____

What do you believe is the theme of this material?_____

How do you wish your complaint resolved?

____Alternate material provided for your student

____Material removed from the school School _____

____Material withdrawn from all schools

____Other (explain) _____

In its place, what material or title of equal literacy quality would you recommend?

_____

Signature of Complainant_____ Date_____

(Use the back of this sheet for additional comments.)

Putnam City Schools
DISTRICT FORM

APPEAL OF CURRICULUM AND LIBRARY MATERIALS COMMITTEE DECISION

Type of material in question: _____

Parent/Guardian _____ District Patron _____ Site _____

Title_____Author_____

Publisher /Producer_____ Publication Date _____

Appeal requested by_____ Phone _____

Address_____City_____State_____Zip_____

Additional information for District appeal:

_____

_____

_____

_____

_____

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_____

_____

_____

Signature of Complainant_____ Date_____

STUDENT DRUG TESTING POLICY

Purpose and Intent: In an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, the Board adopts the following policy for drug testing of students who participate in competitive extra-curricular activities ("Activity Students") as well as any other student who voluntarily wishes to be tested. This policy supplements and complements all other policies, rules, and regulations of the District regarding possession or use of illegal and/or performance-enhancing drugs. The District believes that accountability is a powerful tool to help students avoid using illegal and/or performance-enhancing drugs and that early detection and intervention can save students' lives.

Although the Board, administration, and staff desire that every student in the District refrain from using or possessing illegal drugs, District officials realize that their power to restrict the possession or use of illegal and/or performance-enhancing drugs is limited. Therefore, this policy governs performance-enhancing and/or illegal drug use by students participating in competitive extra-curricular activities and those who voluntarily participate in the drug testing program. The sanctions imposed for violations of this policy by an Activity Student will be limited to the opportunity of such student to exercise the privilege of participating in competitive extra-curricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy.

In addition to Activity Students, the parent, legal custodian, legal guardian of a student or a student who is 18 years of age who does not participate in any competitive extra-curricular activities may request and provide permission for the student to be tested on a random and a reasonable suspicion basis. This would allow parents and guardians to be notified as to a potential drug problem and enable them to seek help.

Participation in school-sponsored competitive extra-curricular activities at the District is a privilege. Students who participate in these activities should be respected by the student body as well as the District and the community they represent. Accordingly, students in competitive extra-curricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs. Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extra-curricular activities and upon the positive image these students project to other students and to the community on behalf of the District. For the safety, health, and well-being of students in extra-curricular activities, and for those students whose parent, legal custodian, legal guardian of a student or a student who is 18 years of age voluntarily consent, the District has adopted this policy for use by all participants in competitive extra-curricular activities in grades 9-12.
The purposes of this policy are five-fold:

1. To educate students as to the serious physical, mental, and emotional harm caused by illegal and/or performance-enhancing drug use.
2. To alert students with possible substance-abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.
3. To ensure that students adhere to a training program that bars the intake of illegal and/or performance-enhancing drugs.
4. To prevent injury, illness, and harm for students that may arise from illegal and/or performance-enhancing drug use.
5. To offer students practices, competition and school activities free of the effects of illegal and/ or performance-enhancing drug use.

Definitions:

- "Activity Student" means a member of any District sponsored extra-curricular organization which participates in interscholastic competition in Grades 9-12. This includes any student who represents the District in extra-curricular activities in interscholastic competition, including, but not limited to, PomPon, FCCLA, Academic Bowl Team, Band, Vocal, Cheerleading, and Athletics.
- "Drug use test" means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs (including alcohol) or the metabolites thereof in a person's saliva
- "Illegal drugs" means any substance which an individual may not sell, possess, use, distribute, or purchase under either federal or Oklahoma law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. "Illegal drugs" shall also include alcohol.
- "Non-Activity Student" means a student who does not participate in any district sponsored interscholastic competition in grades 9-12 and whose parent, legal custodian, legal guardian or student who is 18 years of age that has requested and given permission for the student to be tested on a random and reasonable suspicion basis.
- "Participating Student" means all Activity Students and Non-Activity Students participating in the District's drug testing program which is the subject of this Drug Testing Policy.
- "Performance-enhancing drugs" include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term "performance-enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.
- test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
- "Random Selection Basis" means a mechanism for selecting Participating Students for drug testing that:

A. results in an equal probability that any Participating Student from a group of Participating Students subject to the selection mechanism will be selected, and
B. does not give the District discretion to waive the selection of any Participating Student selected under the mechanism.

- "Reasonable suspicion" means a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches, administrators, sponsors, teachers, or Campus Police of changes in the appearance, speech, or behavior of a student; the reasonable inferences that are drawn from those observations; and/or information of illegal or performance-enhancing drug use by a student supplied to school officials by credible sources. Additionally, in the context of performance-enhancing drugs, "reasonable suspicion" specifically includes unusual increases in the size, strength, weight, or athletic abilities of a student.

Procedures:

1. **Consent Form: Activity Students -** Each Activity Student shall be provided with a copy of the form "Student Drug Testing Consent: Activity Student" which shall be read, signed, and dated by the student and parent or guardian before such student shall be eligible to practice or participate in any competitive extra-curricular activities. The consent requires Activity Students to provide a saliva sample and submit to drug testing: [a] as part of the Activity Student's annual physical or for eligibility for participation; [b] when the Activity Student is selected by the random selection basis to provide a saliva sample; [c] at any time when there is reasonable suspicion to test for illegal and/or performance-enhancing drugs. No Activity Student shall be allowed to practice or participate in any competitive extra-curricular activities involving interscholastic competition unless the Activity Student has returned the properly signed Consent Form. An Activity Student who moves into the District after the school year begins will have to provide a Consent Form before he/she will be eligible for participation in any competitive extra-curricular activity.
2. **Consent Form: Non-Activity Students -** Non-Activity Students participating in the District's drug testing program shall be provided a copy of the form "Student Drug Testing Consent: Non-Activity Student." No coach/sponsor signature is required on this form. Non-Activity Students who participate in the drug testing program consent to provide a saliva sample when the student is selected by the random selection basis or at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs.
3. **Orientation:** Prior to the commencement of drug testing each year, an orientation session will be held to educate Participating Students of the sample collection process, privacy arrangements, drug testing procedures, and other areas which may help to reassure the student and help avoid embarrassment or uncomfortable feelings about the drug testing process. Each Participating Student shall receive a copy of the Student Drug Testing Policy. The administration will be responsible for explaining the policy to all Participating Students and for preparing an educational presentation to acquaint the students with the harmful consequences of drug and alcohol use and abuse.

4. **Testing:** Drug use testing for Participating Students will be chosen on a random selection basis from a list of all Participating Students. The District will determine a number of Participating Student names to be drawn at random to provide a saliva sample for drug use testing for illegal drugs or performance-enhancing drugs. In addition, any Participating Student for whom the administration has reasonable suspicion of illegal and/or performance-enhancing drug use by that particular student will be included with the random tests and will not be identified in any way as separate from the random group.

   Any drug use test will be administered by or at the direction of a professional laboratory chosen by the District. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.
   All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director, who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications legally prescribed for the student he or she has taken in the preceding thirty (30) days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by district employees.
   An initial positive test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique or equivalent methodology such as Liquid Chromatography / Mass Spectrometry. A specimen shall not be reported positive unless the second test, utilizing one of these procedures, is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six months or the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

Confidentiality: The laboratory will notify the principal/athletic director or designee of any positive test. To keep the positive test results confidential, the principal/athletic director or designee will only notify the student, the head coach/sponsor (if applicable), and the parent or custodial guardian of the student of the results. The principal/athletic director or designee will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal/athletic director or to the lab. The District will rely on the opinion of the laboratory which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal and/or performance-enhancing drug.

Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

Appeal: An Activity Student who has been determined by the principal/athletic director to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. An Activity Student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

Consequences: Any Activity Student who tests positive in a drug test under this policy shall be subject to the following consequences. These consequences and requirements shall begin immediately and be consecutive in nature for a period of one calendar year, unless a review appeal is filed following receipt of a positive test. However, a student who on his or her own volition informs (self-refers) the athletic director, principal, or coach/sponsor of illegal and/or performance-enhancing drug usage before being notified to submit to a drug use test will be allowed to remain active in all activities covered under this policy. Such student will, however, be considered to have committed his/her first offense under the policy and will be required to re-test as would a student who has tested positive. A student will be allowed to self-refer only once during the time he/she spends in the District.

First Offense: Within 2 school days of receipt of a positive test result, the District will contact and schedule a private conference with the parent/guardian to present the test results to the parent/guardian. This conference will include the student, parent/guardian, athletic director or sponsor as appropriate, and the principal, and the purpose of the meeting is to discuss the positive drug test. A student with a positive drug test will be suspended from participating in any meetings, practices, scrimmages, or competitions for extra-curricular activities for five (5) school days. After the five (5) day suspension, in order to continue participation in the activity, the student and parent/guardian must provide proof to the principal that the student has received drug counseling from a qualified drug treatment program or counseling entity. After a first offense, students may receive drug counseling and/ or treatment through the District's partnership with Chance to Change at no cost to the student's parent/ guardian. The cost of any other counseling and/or treatment programs in which a student participates shall not be the responsibility of the District. The student will be randomly tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the principal/athletic director or designee

Second Offense (same calendar year): Within 2 school days of receipt of a second positive test result, the District will contact and schedule a private conference with the parent/guardian to present the test results to the parent/guardian. This conference will include the student, parent/guardian, athletic director or sponsor as appropriate, and the principal, and the purpose of the meeting is to discuss the positive drug test. A student with a second positive drug test will be suspended from participating in any meetings, practices, scrimmages, or competitions for extra-curricular activities for ten (10) school days. After the ten (10) day suspension, in order to continue participation in the activity, the student and parent/guardian must provide proof to the principal that he/she is actively participating in a program of substance abuse education/counseling from a qualified drug treatment program or counseling entity, the cost of which shall be paid by the student or his/her parent/guardian. The student will be randomly tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the principal/athletic director or designee.

Third Offense (same calendar year): An Activity Student who commits a third offense under this policy will be suspended from participation in all extra-curricular activities including all meetings, practices, performances, and competition for the remainder of the school year or eighty-eight (88) school days (one semester) whichever is longer. Parents should strongly consider additional assistance from outside sources, including, but not to be limited to, the possibility of drug treatment centers.

Refusal to Submit to Drug Use Test: A Participating Student who refuses to submit to a drug test authorized under this policy shall not be eligible to participate in any activities covered under this policy, including all meetings, practices, performance and competitions for the remainder of the school year. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the District.

STUDENT DRUG TESTING CONSENT
ACTIVITY STUDENTS

Student Printed Name: _____

Grade:_____

Student ID Number:_____ Date of Birth:_____ Graduation Year:_____

This form will remain in effect for the duration of the student's enrollment.

Student Consent:

I have read and understood the "Student Drug Testing Policy" and "Student Drug Testing Consent." I understand that, out of care for my safety and health, District enforces the rules applying to the consumption or possession of illegal and/or performance-enhancing drugs. If I choose to violate school policy regarding the use or possession of illegal and/or performance-enhancing drugs any time while I am involved in in-season or off-season activities, I understand upon determination of that violation I will be subject to the restrictions on my participation as outlined in the Policy.

_____YES, I CHOOSE TO PARTICIPATE IN THE DRUG TESTING PROGRAM.

_____NO, I CHOOSE NOT TO PARTICIPATE IN THE DRUG TESTING PROGRAM.

Note: By selecting not to participate in the Drug Testing Program, I understand that I will not be able to participate in any activity covered under this policy.

Student Signature: _____ Date: _____

Parent Consent:

I have read and understood the Student Drug Testing Policy and Student Drug Testing Consent. desire that the student named above participate in the extra-curricular interscholastic programs of District, and I hereby voluntarily agree to be subject to its terms. I accept the obtaining of saliva samples, testing and analysis of such specimens, and all other aspects of the program. I further agree and consent to the disclosure of the sampling, testing and results as provided in this program.

_____YES, I AGREE TO THE TERMS OF THIS POLICY.

_____NO, I DO NOT WANT MY SON/DAUGHTER TO BE TESTED ACCORDING TO THE TERMS OF THIS POLICY.

Note: By selecting not to participate in the Drug Testing Program, I understand that the student named above will not be able to participate in any activity covered under this policy.

Printed Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

STUDENT DRUG TESTING CONSENT
NON-ACTIVITY STUDENTS

Student Printed Name:_____

Student ID Number:_____ Date of Birth:_____ Graduation Year:_____

Student Consent:
I have read and understood the "Student Drug Testing Policy" and "Student Drug Testing Consent." I understand that, out of care for my safety and health, District enforces the rules applying to the consumption or possession of illegal and/or performance-enhancing drugs.

_____ I CHOOSE TO PARTICIPATE IN THE DRUG TESTING PROGRAM.

Student Signature: _____ Date: _____

Parent Consent:
I have read and understood the "Student Drug Testing Policy" and "Student Drug Testing Consent." I desire that the student submit to testing, although the student does not intend to participate in competitive extra-curricular activities, and I hereby voluntarily agree to be subject to its terms. I accept the obtaining of saliva samples, testing and analysis of such specimens, and all other aspects of the program. I further agree and consent to the disclosure of the sampling, testing and results as provided in this program.

_____ I AGREE TO THE TERMS OF THIS POLICY.

Printed Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

CONSENTIMIENTO DE PRUEBAS DE DROGAS PARA EL ESTUDIANTE
ESTUDIANTES SIN ACTIVIDADES COMPETITIVAS

Nombre del Estudiante en Letra de Molde: _____

Núm. de Identificación -Estudiante: _____ Fecha de Nacimiento: _____

Fecha de Graduación: _____

Consentimiento del Estudiante:

He leído y comprendido las "Normas de Pruebas de Drogas para el Estudiante" y el "Consentimiento de Pruebas de Drogas para el Estudiante." Entiendo que, por mi seguridad y bienestar, el Distrito hace cumplir las normas que se aplican al consumo o posesión de drogas ilegales y / o medicamentos para mejorar el rendimiento.

_____ ELIJO PARTICIPAR EN EL PROGRAMA DE PRUEBAS DE DROGAS.

Firma del Estudiante: _____ Fecha: _____

Consentimiento de los Padres:

He leído y comprendido las "Normas de Pruebas de Drogas para el Estudiante" y el "Consentimiento de Pruebas de Drogas para el Estudiante." Deseo que el estudiante mencionado participe en las pruebas, a pesar de que el estudiante no tiene la intención de participar en actividades extracurriculares competitivas, y por este medio acuerdo voluntariamente estar sujeto a sus términos. Acepto el método de obtención de muestras por medio de la saliva, pruebas y análisis de dichas muestras y todos los demás aspectos del programa. Además, estoy de acuerdo y doy mi consentimiento para la divulgación de la toma de muestras, pruebas y resultados de lo previsto en este programa.

_____ ESTOY DE ACUERDO CON LOS TÉRMINOS DE ESTAS NORMAS.

Nombre del Padre/Tutor en Letra de Molde: _____

Firma del Padre/Tutor: _____ Fecha: _____

PRESCRIPTION MEDICATIONS

Please list any medications that you have been legally prescribed and that you have taken in the preceding 30 days. Your parent or legal guardian will be able to confirm the medication list submitted during the 24 hours following any drug test.

This medication list will be submitted to the lab in a sealed and confidential envelope and shall not be viewed by District employees.

Medications:

1. _____

2. _____

3. _____

4. _____

5. _____

Student Name: _____ Date: _____

VIRTUAL EDUCATION POLICY

Putnam City Schools may enter into partnership agreements with accredited virtual online learning providers to deliver instruction to students for extended learning opportunities. Online courses may be taken for substitution and course acceleration. The selected provider will be approved by the State Board of Education and will conform to rules specified by the State Board.

Virtual instruction may provide students access to a variety of courses that may not be offered in the district and virtual classes provide for flexible scheduling. However, the high rigor, self-discipline, and self-motivation required for virtual learning do not make it the best educational environment for every student.

Academic progress and a student's final grades for the completion of a course through the online provider, will be treated the same as any other course offered by the district.

Eligibility: Students must reside within Putnam City school district boundaries in order to be eligible to enroll in Putnam City's Virtual school. A parent or guardian of the student must submit an application along with his or her academic profile to the district's virtual school coordinator for review. A student's application and academic profile will be used to determine if the full time online or supplemental online learning environment will properly suit the student's needs and remain as an academically appropriate placement for the student.

Putnam City Schools may restrict the number of virtual enrollments per year based on allocated funding for the virtual school program. Enrollments will be accepted in the order they were received. In the event the district has exceeded its allocation, students may transfer to the State Virtual School.

Students are required to provide their own computers and internet service or have regular access in order to complete their assignments. Minimum requirements for both are listed at www.putnamcityschools.org/virtual

Extra-curricular Participation: Students will be allowed to participate in extra-curricular activities at their school of attendance. A student's eligibility will be determined on the OSSAA's rules; in addition, students must remain in good standing and in compliance with Putnam City's student handbook and board policy.

Enrollment: Applications are available online through a link on the district website or at www.putnamcityschools.org/virtual

The student and/or parent/guardian of a student who has been denied enrollment into Putnam City's virtual school may appeal the decision in writing to the Chief Information Technology Officer. The request must be made within the enrollment period to be eligible for enrollment. Specific timelines for enrollment may be found on the district web page.

Virtual school course enrollment is not intended for credit recovery and will not be offered as a summer school option. Students who have failed a course in the past may not re-enroll in the same course to attempt credit recovery.

Both the student and the parent/legal guardian are required to sign and comply with Putnam City's virtual school contract, learning coach agreement, and academic honesty agreement. They must also sign the Oklahoma State Department of Education Student Assessment Results Release form or the FERPA waiver prior to enrollment.

Requirements: All students enrolled in virtual courses are required to take all state mandated tests as required by state statutes. Tests will be administered at the student's high school of record.

Students may be withdrawn from the virtual program at any time if they do not maintain regular attendance and/or meet set benchmarks for completion. A parent or guardian must submit a student's attendance each day. Failure to take attendance or failure to log in for more than 10 days will result in an automatic withdrawal from the virtual school program.

All students enrolled will be required to maintain a full schedule with Putnam City Schools. Elementary and middle school students will be enrolled as a full-time virtual student. High school students may enroll in one course or up to seven courses to make a complete schedule. Juniors and seniors are eligible to enroll in up to eight courses per semester. Juniors and seniors may be eligible to enroll in one virtual course at no cost to the student. Those interested may contact their school counselor for more information. The school counselor must approve all schedules for high school students.

Students may enroll in AP courses if available. The student's weighted academic average will be determined on the student's required coursework and not additional or alternative AP placements.

Students are expected to complete their coursework by the end of each semester according to the district's annual calendar. Seniors will be required to meet the expectations of Putnam City School's policies in order to participate in graduation ceremonies and to receive a diploma from Putnam City Schools.

Withdrawing: Students accepted into the Putnam City Virtual program will be required to attend the entire semester.

Academic dishonesty and/or misconduct may result in a student being withdrawn from the virtual school program.

Students dropping, withdrawing prematurely or failing to successfully complete their virtual school course will not receive credit for the course.

Course Pacing: Students may work at their own progress; however, students will not be allowed to fall behind and suffer academically. Students may work ahead but will not be allowed to start the following semester until the semester begins according to the district's academic calendar.

Students on an Individualized Education Plan (IEP): Prior to making a change of placement for a student with an Individualized Education Plan (IEP), parents/legal guardian will be required to request and have an IEP meeting to allow the IEP team to determine if virtual school will be academically educationally appropriate for the student. If an IEP team decides that virtual school is academically appropriate for the student, then a change of placement will be necessary. A current copy of the student's IEP with the IEP team's approval must be included with the application. Putnam City Schools will provide the online provider with a copy of the current IEP for a student enrolled in the district and participating in Putnam City's virtual school program.

DISTANCE LEARNING POLICY

The District may provide for virtual instruction or distance learning program on dates to be determined by the Superintendent or their designee. This power shall be provided by the Board of Education so that the students of the district may be allowed to continue instruction in the event of a school closure for an emergency. Such dates shall be provided to parents and students on the school website with as much advance notice as possible under the circumstances.

Students and staff will be expected to participate, and attendance shall be taken in accordance with district attendance policies and procedures for students and employees. The school district will provide resources to ensure that all student have access to virtual or distance learning programs. All instruction will be provided in compliance with Oklahoma's Academic Standards. Grades will be assigned which will reflect the progress of the student with regard to assignments and/or tests provided. Students will be allowed to participate in extracurricular activities in accordance with requirements set by the school district.

In the event of an emergency declared by a federal or state government entity that impacts the operation of public schools in Oklahoma, or upon an action taken by the State Board of Education declaring such an emergency that leads to the temporary emergency closure of school campus or otherwise significantly impairs the operation of public schools in Oklahoma, the school district may implement distancing learning plans which provide for distance learning that is accessible to all students.

The district may provide for short-term implementation of a distance learning plan due to a localized emergency such as a weather-related school closure or a localized public health emergency. The school calendar may include one or more emergency closure "makeup days" to be delivered through the distance learning plan.

HOMELESS STUDENTS

In accordance with the Federal McKinney Homeless Assistance Act, homeless children have the right to enroll in school immediately even if they are lacking documentation normally required for enrollment.

Homeless children and youth are defined as those who lack a fixed, regular, and adequate nighttime residence. Determinations will be made on a case-by-case basis as provided for in the Student Handbook. District's McKinney-Vento Liaison is Ashley Thomas and may be reached at 405-491-7631 ext. 1633. Each site will also have a McKinney-Vento liaison, who can be reached through the Administration office at each school site.

The McKinney-Vento Act provides homeless children and youth the following rights:

1. To immediately enroll in school;
2. To attend school in school of origin or in the attendance area where the family currently resides;
3. To receive transportation to school of origin if requested by parents/guardians/ unaccompanied youth and is in the best interest of the child.
4. To receive comparable services as other school mates including but not limited to transportation and supplemental services;
5. To attend school along with children who are not homeless;
6. To have their rights posted in all schools and other places around the community that low-income families and high-risk families may visit;
7. To be free of segregation and stigmatization with the nature of their living situation remaining confidential under the Family Educational Rights and Privacy Act ("FERPA").

Children who are homeless also have access to the same free and appropriate public education ("FAPE") as provided to other children including access to academic and extracurricular activities, such as schools which require application for admission, summer school, career and technical education, advance placement, and online learning.

District Responsibilities: Beginning with the 2024-2025 school year, the State of Oklahoma will require a parent or guardian of a student, or the student if he or she is not in the physical custody of a parent or guardian, to complete the form provided by the OSDE for students who are identified as homeless children and youth at the time of enrollment.

District will immediately enroll the child or youth, even without records that are normally required for enrollment, or if the child or youth has missed application or enrollment deadlines during a period of homelessness. District will assist with obtaining immunizations or other required health records. District will presume that the school of origin is in the child's best interest and will continue such

enrollment even if the child becomes permanently placed during the academic year unless contrary to the request of the parent, guardian or unaccompanied youth. District will enroll the homeless child or youth with non-homeless students who live in the attendance area in which the child or youth is living and eligible to attend. District will provide to each homeless child such school services that are comparable to services offered to other students in District and that are determined to be in the child's best interest. District will consider student-centered factors related to the child or youth's best interest and will provide a written explanation of the reasons for the decision, including information regarding the right to appeal if District sends the child to a school other than the one requested. District will enroll the child or youth immediately in the school in which enrollment is sought if a dispute arises pending final resolution of the dispute and will provide services comparable to those received by other students in the school. Information regarding the homeless child or youth's living situation will be confidential and coordination effort with local agencies providing services to homeless children or youth and their families will be made.

Dispute Resolution: Parents, guardians, or unaccompanied youth experiencing homelessness may disagree with District on issues related to McKinney-Vento services, enrollment, and/or school selection. In most cases, issues can be resolved without outside intervention. When a dispute arises of eligibility, school selection, or enrollment and cannot be resolved independently, the following procedures will be invoked:

- The child or youth shall be immediately enrolled in school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
- The parent, guardian, or unaccompanied youth must be provided with a written explanation of any decisions related to school selection or enrollment made by the school district or state involved, including the rights of the parent, guardian, or unaccompanied youth to appeal such decisions.
- The parent, guardian, or unaccompanied youth must be referred to the local liaison, who will carry out the dispute resolution process as expeditiously as possible.

McKinney-Vento dispute procedures apply to any dispute arising under the McKinney-Vento Act, including disputes over questions such as: eligibility, school selection, and participation. Every effort will be made to resolve the complaint or dispute at the District level before it is taken to the OSDE. District will inform the Complainant of District's Complaint Resolution Procedure when a question concerning the education of a homeless child or youth arises:

1. Notify District's homeless liaison:
    a. Request a copy of or access to District's Board policies addressing the education of homeless children and youth and review them. Make an appointment with the homeless liaison to discuss the complaint.
    b. If the dispute is not resolved at that point, Complainant may file a complaint in writing to District's homeless liaison for further review.

c. Complaint should include a request that a written proposed resolution of the dispute of a plan of action be provided within five (5) days of the date the complaint was received by the homeless liaison. A review of the proposal or plan of action with the homeless liaison should follow. An extension may be mutually agreed upon; however, every effort should be made to resolve the complaint in the shortest time possible.

2. If the dispute is not resolved at the District homeless liaison level, the complaint may be forwarded to the Superintendent for review followed by a meeting with the Superintendent to discuss the dispute. The Complainant should request from Superintendent a written resolution within five (5) days of the date of the discussion. The parties may mutually agree upon an extension; however, every effort should be made to resolve the complaint in as short a time as possible.
3. If the dispute is not resolved at the Superintendent level, the complainant may take the matter before the Board for resolution. If this effort for resolution fails, the complaint may be taken to the OSDE.

Putnam City Schools
DISTRICT POLICY

CELL PHONES AND PERSONAL ELECTRONIC DEVICES

It is the policy of the Board of Education that a student may possess a personal electronic device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. Students may be issued a device by the school District, such as a laptop, tablet, or other electronic device. School-issued devices or school-approved devices are exempt from the requirements of this policy and shall be utilized only for educational purposes by students.

Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from bell to bell. Cell phones and personal electronic devices shall be placed on silent or turned off and kept out of sight from bell to bell. Students may use a cell phone and personal electronic devices before the first bell of the instructional day and after the last bell of the instructional day. Exceptions may be made as follows:

1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety. This includes, but is not limited to:
   a. Medical Emergencies – Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure).
   b. A circumstance that requires immediate action to protect students and/or staff well-being or safety, or an actual or imminent threat which may result in loss of life, injury, or property damage.

2. Use of cell phones or personal electronic devices by students to monitor health issues, as approved by the administration. This includes, but is not limited to, glucose monitoring, which may occur multiple times during the school day; or

3. Students with special needs may use cell phones or personal electronic devices during the school day if their medical plan or 504 plan explicitly requires it as assistive technology for medical purposes. To qualify for this exception, the use must be listed as a documented accommodation within the student's Medical Plan or 504 Plan.

Definitions:

"**Bell to bell**" means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time.

"**Personal electronic device**" means a personal device capable of connecting to a smartphone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, smart earbuds, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school-approved devices that are specifically limited for use in classroom instruction.

Students found to be using a cell phone or personal electronic device or violating the rules set forth by this policy shall be subject to intervention under the student discipline policy. Intervention actions for violations will be determined by Board policy guidelines as provided below, as well as the administration and the student code of conduct.

Interventions for Misuse of Cell Phones or Personal Electronic Devices:
Whenever a student is suspected of unauthorized use of a cell phone or personally owned device, a principal, an assistant principal, a teacher, or a staff member shall verify such suspicion by observation and/or documentation. The following interventions shall be imposed on students who violate the provision of this policy relating to unauthorized use of a cell phone or personally owned device. Further interventions may be required pursuant to the student code of conduct. Site codes of conduct shall reflect the following Board policy.
Progressive Interventions by Level:

Elementary (PreK - 5th)

1. **First Offense:** The student will be given a warning and reminded of the rule to turn off or put on silent the device and put it away. A parent or guardian will be contacted.

2. **Second Offense:** The device will be sent to the office and held until the end of the day. The student can pick it up before going home, and a parent or guardian will be notified.

3. **Third Offense:** The device will be sent to the office, and a parent or guardian will need to come to school to pick up the device.

4. **Fourth Offense:** The device will be sent to the office, and a parent or guardian will need to come to school to pick up the device. A meeting with the school's administrator will be held and a plan will be created moving forward.

Secondary (6th -12th)

1. **First Offense:** The student will receive a verbal warning, the parent or guardian will be notified, and the behavior will be logged.

2. **Second Offense:** The device will be confiscated for the remainder of the school day, detention will be assigned, the parent or guardian will be notified, and the behavior will be logged.

3. **Third Offense:** The device will be confiscated and must be retrieved by a parent or guardian. The student will be assigned three (3) days of in-school restriction (ISR), Saturday School, Out-of-School Suspension, or a combination of these consequences, and the parent or guardian will be notified.

4. **Fourth Offense:** The device will be confiscated and must be retrieved by a parent or guardian. The student will be assigned three (3) days of out-of-school suspension, and the parent or guardian will be notified.

5. **Fifth Offense:** The student will be placed in virtual school for the remainder of the semester or possibly long-term suspension.

Illegal Use of Cell Phone or Personal Electronic Devices:
Students found to be using a cell phone or any personal electronic device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device may be confiscated by the administration of the school district. Any personal wireless communication device that is confiscated will be returned to the student or to the parent or guardian of the student, as determined by District policy. Students violating this rule may be disallowed from carrying a cell phone or any personal electronic device following the incident unless the device is utilized to monitor a health condition.

Search for and of Cell Phones and Personal Electronic Devices: Whenever school personnel have a reasonable suspicion that a student is misusing a device during regular school hours, school personnel have the authority to search the student and remove the device from the student's possession. School personnel must have a reasonable suspicion, based on objective and articulated facts, that the search of the device will provide evidence that the student used the device to violate some other provision of the Student Conduct Code or the law. Such a search may include, but not be limited to, searching text messages, photos, phone numbers, and e-mails stored in the device. The scope of such a search must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the infraction.

Responsibility for Devices: The District is not responsible for damaged, lost, or stolen cell phones or personal electronic devices.

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