GUYMON PUBLIC SCHOOLS
GUYMON SCHOOL DISTRICT NO. I-008

SCHOOL POLICY MANUAL

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PHILOSOPHY

Our democratic form of government and our way of life depend upon how well the public schools educate our students and train them for responsible citizenship. This is the purpose for which the system of free public schools exists.

Inherent in our philosophy of life in the United States is the belief that all members of society shall lead productive lives. As such, education, either directly or indirectly, is geared to this goal. Because our heritage has developed the idea that work is an integral part of our lives, education strives to implement this idea so that our way of life will be perpetuated through individual success.

The basic foundation of our educational system rests in the principles set forth in our country's and our state's constitutions; therefore, our function in the Guymon Public Schools is to provide the opportunity for each student to develop the skills and attitudes which will promote these ideals. To achieve this end, the school will attempt to foster adequate emotional stability, intellectual understanding, physical development, and social competence.

The school will take its place beside the home and the church in helping each child establish standards by which he or she may live and develop those qualities and attitudes that will enrich and strengthen his or her life.

BOARD OF EDUCATION
LEGAL STATUS

The Guymon Board of Education is a legislative body of five (5) members elected by a vote of the district. The board of education derives its authority from the state legislature. The board's power is judicial and legislative, and the superintendent elected by the board serves as its executive officer. Members must be bonafide residents of land registered in the election district that such person seeks to serve, but voting at large. Elections are held on the First Tuesday of February each year. New members elected to the board of incumbents re-elected shall take office the first regular meeting following the annual elections, on which date the board shall be reorganized and officers elected for the ensuing year. Any legally qualified voter of the Guymon Independent School District, who resides in the proper district may become a candidate for a seat on the Board of Education by filing prescribed form in writing with the County Election Board prior to the deadline set by the school code. **When not in legal session, a board member has no legal authority whatsoever.**

Education is a sate function. The legal basis for education is vested in the will of the people as expressed in the constitution of the State of Oklahoma, the statutes pertaining to education, court interpretations to these laws and powers implied under them. Two agencies have been provided to direct the local program of education: A lay Board of Education and professional administration. Local Board of Education rules and decisions will be in accord with the laws of the State of Oklahoma.

The legislative functions of the board are to make plans and policies, select the superintendent, and delegate to the superintendent the placing of plans and policies into operation, and provide the financial means for their achievement.

The judicial functions of the board are to hear and resolve termination hearings, grievance petitions, disciplinary appeals, public complaints and other actions of a judicial nature.

REFERENCE: 70 O.S. §5-106, §1-115, §1-116, and §5-117, et seq.

BOARD OF EDUCATION
POWERS AND DUTIES

The Guymon Board of Education shall have the power to:

1. Elect its own officers: President, Vice-President, Clerk, and shall appoint an Encumbrance Clerk and a Minutes Clerk and in its discretion, a Deputy Clerk. The board may appoint one person as Encumbrance/Minutes Clerk.

2. Make rules, not inconsistent with the law or rules of the State Board of Education, governing the board and the school system of this district.

3. Maintain and operate a complete public school system of such character as the board of education shall deem best suited to the needs of the school district.

4. Designate the schools to be attended by the children of the district.

5. Provide and operate, when deemed advisable, cafeterias or other eating accommodations, thrift banks or other facilities for the teaching and practice of thrift and economy, book stores, print shops, and vocational and other shops.

6. Provide informational material concerning school bond elections and millage elections, including but not limited to all pertinent financial information relative to the bond issue, a statement of revenue sources necessary to retire proposed bonds, a statement of current bonded indebtedness of the school district, and a statement of proposed use of funds to be generated by the proposed bond issue. The informational material shall not contain the words "vote yes" or "vote no" or any similar words or statement any place on such informational material.

7. Purchase, construct or rent, and operate and maintain classrooms, libraries, auditoriums, gymnasiums, stadiums, recreation places and playgrounds, teacherages, school bus garages, laboratories, administration buildings and other schoolhouses and school buildings, and acquire sites and equipment therefor.

8. Have school district or its employees' property insured.

9. Acquire property by condemnation proceedings in the same manner as land is condemned for railroad purposes. School district funds may be used to erect buildings on leased land on which other buildings have been erected prior to April 3, 1969, or on land which is leased from a governmental entity.

10. Lease real or personal property to the state or any political subdivision thereof or a not-for-profit entity operating pursuant to state law for nominal cash consideration for so long as the use of the property by the lessee substantially benefits, in whole or in part, the same public served by the school district.

11. Dispose of personal or real property no longer needed by the district by sale, exchange, lease, lease-purchase, and partial lease back, or otherwise as prescribed by state law.

12. Purchase necessary property, equipment, furniture, and supplies necessary to maintain and operate an adequate school system.

BOARD OF EDUCATION, POWERS AND DUTIES (Cont.)

13. Incur all expenses, within the limitations provided for by law, necessary to perform all powers granted by law.

14. Contract with and fix the duties and compensation of physicians, dentists, optometrists, nurses, attorneys, superintendents, principals, teachers, bus drivers, janitors, and other necessary employees of the district.

15. Establish a written policy for reimbursement of necessary travel expenses of employees and members of the board. The policy may include in-district travel from the site of employment assignment which is necessary in the performance of employment duties. The written policy shall specify procedures, contain documentation requirements, and may include payment of meal expenses during authorized travel on a per diem allowance basis rather than itemized documentation.

16. Pay necessary travel expenses and other related expenses of prospective employees for sponsored visits to the school district pursuant to a written policy specifying procedures containing documentation requirements equal to or greater than the requirements specified by law for state employees in the State Travel Reimbursement Act.

17. Provide for employees' leaves of absence without pay.

18. Exercise sole control over all of the schools and property of this district, subject to other provisions of the Oklahoma School Code.

19. Allow district-owned school buses to be used for transportation of students from other districts or educational institutions while within the district on educational tours. This shall not restrict the authority of the board to authorize any other use of such buses which may now be permitted by law or rule of the State Board of Education.

20. Enter into contractual agreements with the board of trustees of a multicounty library system, a city-county library commission, or a rural single county library system, as defined by state law, on such terms as may be mutually agreed, except no district board of education may enter into any agreement under which the library services for the school would be provided at any site other than the school site or which would result in library services that do not meet accreditation standards as required by law or rule.

21. Perform all functions necessary to the administration of a school district in Oklahoma as specified in the Oklahoma School Code, in addition to those powers necessarily implied but not delegated by law to any other agency or official.

22. Prepare and distribute at the expense of the school district any and all material which has the purpose of informing the public about district activities.

23. Solicit and accept any gift, grant, or donation of money or property for the use of the school district. Any gift, grant, or donation of money may be deposited in the general fund or building fund of the school district.

BOARD OF EDUCATION, POWERS AND DUTIES (Cont.)

24. Pay necessary meal and lodging expenses of school district students and sponsors involved in authorized school-sponsored cocurricular activities. The board shall establish a written policy for reimbursement of necessary meal and lodging expenses of school district students and sponsors. The written policy shall specify procedures, contain documentation requirements, and designate the funds from which reimbursement may be made. Reimbursement may be made from the general fund.

25. Adopt and maintain on file in the office of the superintendent of schools an appropriate personnel policy and sick leave guide for all teachers employed. The guide shall be made available to the public.

26. Exercise complete control over all funds on hand or hereafter received or collected from all school activities conducted in this school district.

27. Provide for an annual audit of all such school activity funds. The original reports of such audit shall be delivered to the board, and a copy thereof shall be furnished to the treasurer of the school district.

28. Rent the gymnasium, auditorium, or cafeteria.

29. Cause all school funds to be audited annually.

A board member shall not be considered to be directly or indirectly interested in any contract with a company, individual, or business concern that employs such board member or the spouse of the board member if the board member or the spouse of the board member has an interest of five percent (5%) or less in the company, individual, or business concern.

The superintendent of schools is the executive officer of the board and shall carry out all policies adopted by the board.

REFERENCE: 21 O.S. §355
26 O.S. §13A-105
62 O.S. §371
70 O.S. §1-117, §5-105, §5-107B, §5-117, §5-119, §5-124, §5-134

NEPOTISM

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

Board Member's:
spouse
child
child's spouse
parent
parent's spouse
grandchild
grandchild's spouse
grandparent
grandparent's spouse
brother
brother's spouse/half-brother's spouse
sister
sister's spouse/half-sister's spouse

Spouse's:
child
parents
grandchild
grandparents
brother/step-brother
sister/step-sister

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

The following relatives of a board member may be employed by the school district:
Aunt/Uncle (third degree)
Niece/Nephew (third degree)
Great-grandparent (third degree)
Great-grandchild (third degree)
Cousin (fourth degree)

The prohibitions in this policy shall not apply to the employment of substitute teachers or to the employment of temporary substitute support employees, as long as the district's ADM is less than 5,000 students.

REFERENCE: 70 O.S. §5-113, 5-113.1

SCHOOL BOARD MEMBERS
TERM OF OFFICE

It is the policy of the Guymon Board of Education that as mandated by Oklahoma Statute, Title 26, Section 13A-103, a general election, held for the purpose of electing a member or members of the board of education, shall be held on the first Tuesday in April , unless another date is established by the state legislature. Every candidate for a position on the board shall file a notification and declaration for that office with the Texas County election board between the hours of 8 a.m. on the first Monday in December and 5 p.m. on the following Wednesday. A primary election shall be held if more than two candidates file for a board seat on the second Tuesday in February. A candidate receiving more than fifty percent of the votes cast in the primary election will be elected to the office. If no candidate receives more than fifty percent of the votes cast in the primary election, then the two candidates with the highest number of votes shall appear on the ballot at the general election.

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

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

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

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

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

SCHOOL BOARD MEMBERS, TERM OF OFFICE (Cont.)

If vacancies occur which result in the loss of a quorum of the board of education, the Governor shall appoint a member or members necessary to constitute a quorum to the board of education. Such appointment shall be for the remainder of the term of office for that seat.

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

REFERENCE: 26 O.S. §13A-103, §13A-110
51 O.S. §6
70 O.S. §5-107A
70 O.S. §13A-105, §13A-110

FILLING BOARD VACANCIES (PROCEDURE)

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

> Proposed executive session to interview candidates and to discuss appointment of an individual to vacant board seat # _____. 25 O.S. §307(B)(1) and 70 O.S. § 5-118.
>
> Vote to convene or not to convene in executive session.
>
> Vote to return to open session.
>
> Executive session minutes compliance announcement.
>
> Vote to appoint or not to appoint an individual to vacant board seat #_____.

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

If the board cannot reach a decision with regard to appointing an individual to fill the position within 60 days, the board is required to call a special election. (See BBB-E1 for a sample resolution calling for a special election.) The resolution calling for a special election must be delivered to the secretary of the county election board no fewer than 60 days preceding the election. However, the board is not required to wait until the next date the county is holding an election. It is at the discretion of the board as to when the election will be held, as long as the resolution is provided to the secretary of the county election board no fewer than 60 days prior to the date requested for the election. Individuals elected to fill a vacancy serve for the remainder of the unexpired term

If an individual is appointed to the seat, the appointee shall serve until the next regular election if the person is appointed to fill such vacancy in the first half of the term of office for the board position. If the person is appointed to fill such vacancy after the first half of the term of office for the board position, then the appointee shall serve for the balance of the unexpired term.

REFERENCE: 26 O.S. §13A-110

BOARD VACANCIES
SPECIAL ELECTION RESOLUTION

TO: Texas County Election Board

FROM: The Guymon Public School District, (In)Dependent School District No. I-008 of Guymon, Texas County, Oklahoma

The Board of Education of the Guymon Public School District has approved the following resolution calling for a special election to be submitted to the voters of the district.

Date of the Election

An election shall be held on _____ with the polling places open from 7:00 a.m. to 7:00 p.m.

Issues to be Voted Upon

The voters will be asked to fill the vacancy of Office No. _____ of the Guymon Board of Education. The term of office shall commence at the board meeting immediately following the election and shall continue through _____.

Qualifications of Candidates for Office

To be eligible to be a candidate for member of the board of education of a school district, a person must have resided in the district for at least six (6) months preceding the first day of the filing period, and have been a registered voter registered with the county election board at an address located within the geographical boundaries of the district for six (6) months preceding the firs day of the filing period.

No person shall be eligible to be a candidate for or elected to be a member of the board of education of a school district unless the person has been awarded a high school diploma or certificate of high school equivalency.

A person who has been convicted of a misdemeanor involving embezzlement or a felony under the laws of this state or of the United States or who has entered a plea of guilty or nolo contendere to such misdemeanor involving embezzlement or felony or who has been convicted of a crime in another state which would have been a misdemeanor involving embezzlement or a felony under the laws of this state or has entered a plea of guilty or nolo contendere to such crime shall not be eligible to be a candidate for or be elected to any state, county, municipal, judicial, or school office or any other elective office of any political subdivision of this state for a period of fifteen (15) years following completion of his/her sentence or during the pendency of an appeal of such conviction or plea.

No person shall be eligible to be a candidate for or serve on a board of education if he or she is currently employed by the school district governed by the Guymon Board of Education or is related within the second degree by affinity or consanguinity to any other member of the board of education or to any employee of the school district.

Candidates must affirm that upon being elected as a member of the Board of Education, within fifteen (15) months of election, they will complete at least twelve (12) hours of instruction on education issues, including school finance, Oklahoma education laws, and ethics, duties, and responsibilities of district board of education members.

BOARD VACANCIES, SPECIAL ELECTION RESOLUTION (Cont.)

Voters Eligible to Vote

To be eligible to vote, a voter must be registered with the county election board at an address within the geographical boundaries of the district.

Approved by the Guymon Board of Education this _____ day of _____, _____.

_____ _____

President of the Board of Education Clerk of the Board of Education

BOARD OF EDUCATION
OATHS OF OFFICE

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

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

REFERENCE: 70 O.S. §5-116

APPLICATION FOR VACANT BOARD POSITION

Name: _____

Address: _____

Telephone: _____

1. I received a high school diploma or G.E.D. on _____ (date) from _____

   _____ (name of institution).

2. I have resided at the above-referenced address for _____ (number years/months). (Must have been a resident of the district and of the geographical ward for the vacant position, if one exists, for six months.) If you have recently moved within the district and/or ward please explain:

   _____

3. I registered to vote on _____ (date) with the county election board. (Must have been registered to vote at an address located within the district for six months.)

4. I have not been convicted of a felony nor have I pleaded nolo contendere to a felony within the past fifteen (15) years.

5. I am not related to any employee of the district within the second degree. (Those within the second degree include the following: spouse, child, child's spouse, parent, parent's spouse, grandchild, grandchild's spouse, grandparent, grandparent's spouse, brother, brother's spouse, sister, sister's spouse, spouse's child, spouse's parents, spouse's grandchild, spouse's grandparents, spouse's brother, spouse's sister.)

I wish to be considered as a viable candidate for the vacant board position.

Dated this _____ day of _____, 20_____.

_____
Signature

Subscribed and sworn to before me this _____ day of _____, 20___.

_____
Notary Public

CODE OF ETHICS FOR BOARD MEMBERS

The Guymon Board of Education will be guided by the following Code of Ethics,

As a member of the board of education I will:

1. Remember always that my first and greatest concern must be the educational welfare of all students attending school in our district, and ensuring that they have the opportunity to reach their highest potential;
2. Strive to improve boardsmanship by studying educational issues and participating in board training opportunities;
3. Respect and obey the laws of Oklahoma and the United States, working to bring about desired changes through policies adopted by the board of education and through legal and ethical procedures;
4. Formulate legislative goals, policies, and strategic plans for the district, delegating to administrators the administrative functions of the school(s);
5. Recognize that I, as an individual board member, have no legal authority outside the meeting of the board and will take no private action that will compromise the board or administration;
6. Refrain from local board actions locally that would substantially interfere with or injure the program of education elsewhere;
7. Make every effort to be prepared, punctual, and in attendance at every board meeting;
8. Respect the confidentiality of privileged information and refrain from disclosing information that may be injurious to individuals or the school(s);
9. Encourage the free expression of opinion by all board members and staff, seeking systematic communications between board members and the public inside and outside the school district;
10. Be committed to promoting a cooperative atmosphere in order for the board to effectively serve the students;
11. Recognize and reward excellence in student achievement, teacher performance, and administrative leadership;
12. Refrain from using my board position for personal or partisan gain.

DEVELOPMENT OPPORTUNITIES: BOARD MEMBERS

The school board in modern America faces a difficult set of challenges. It must fashion a quality educational program to prepare children for an unpredictable tomorrow. It must decide complex issues of policy and principle. It must oversee the prudent management of our community's extensive school facility. It is right and proper for the public to expect its elected and/or appointed board members to demonstrate high qualities of leadership as they deal with affairs of the public schools. It is also right and proper for a school board to expect public support for its efforts to enlarge the horizons and abilities of its members.

The board of education places a high priority on the importance of a planned and continuing program of in-service education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The board shall plan specific in-service activities designed to assist board members in their efforts to improve their skills as members of the policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of our local schools; and to deepen their insights into the nature of leadership in a modern democratic society.

Funds may be budgeted annually to support the program. Individual board members shall be reimbursed for out-of-pocket expenses incurred through participation in approved activities. The board, as a whole, shall retain the authority to approve or disapprove the participation of members in planned activities. The public shall be kept informed through the news media about the board's continuing in-service education and about the programs anticipated for short- and long-range benefits to our schools.

The board regards the following as the kinds of activities and services appropriate for implementing this policy:

1. Participation in school board conferences, workshops, and conventions held by the state and national school boards associations.

2. District-sponsored training sessions for board members.

3. Subscriptions to publications addressed to the concerns of board members.

In order to control both the investment of time and funds necessary to implement this policy, the board establishes these principles and procedures for its guidelines:

1. A calendar of school board conferences, conventions, and workshops shall be maintained by the superintend ent. The board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.

2. Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the board will designate which of its members would be the most appropriate to participate at a given meeting.

3. Reimbursement to board members for their travel expenses will be in accordance with the travel expense policy for staff members. (See policy DEE and DEE-R.)

4. When a conference, convention, or workshop is not attended by the full board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.

DEVELOPMENT OPPORTUNITIES: BOARD MEMBERS (Cont.)

School board members are encouraged to attend workshops presented by the county, state, and national school boards associations. Professional journals and books in the school libraries shall be made available to every board member. The Superintendent shall provide information to the full school board as to the status of school board member training credits under an appropriately worded agenda item. The report shall include the number of new or incumbent credits, as well as the number of continuing education credits each board member has earned. This report shall be provided to the members of the board of education at the August, November, February, and May regular meetings of the board of education.

By March 1, the Oklahoma State Department of Education will notify school board members who have not yet completed training requirements that they are required to do so. If the board member fails to earn training credits in the timeline set by statute, the Oklahoma State Department of Education will notify by certified mail the school boards and the superintendent that a board member has failed to earn the required training credits. The board of education will then have sixty (60) days from the final date that the member has to complete the requirements as indicated by receipt of the certified notice from the State Board of Education to declare the seat vacant.

REFERENCE: 70 O.S. §5-110
70 O.S. §5-110.1

NEW BOARD MEMBER WORKSHOP

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

A school board member who is elected or appointed to be a member of the board of education shall be required to earn twelve (12) new board member credits within the first fifteen (15) months of office. These twelve (12) credits shall include at least one (1) hour of instruction in school finance, one (1) hour of instruction in the Oklahoma Open Records Act and the Oklahoma Open Meeting Act, and one (1) hour of instruction in ethics. The remaining nine (9) hours may be in legal issues, due process, new laws, the Oklahoma Open Records Act and the Open Meeting Act, duties and responsibilities, which include but are not limited to special education and ethics of district board of education members.

Board members who attend and successfully complete such workshops as required by state law, which are presented by the OSSBA, the State Board of Education, or an organization or association approved by the SDE, shall be reimbursed for expenses incurred in accordance with the district's travel reimbursement policy.

The superintendent or the superintendent's designee will maintain records of each board member's training accomplishments and will notify any board member of the need for the board member to accomplish any additional training. The superintendent will notify the State Department of Education of any changes in board membership.

REFERENCE: 70 O.S. §5-110

SCHOOL BOARD MEMBER CONTINUING EDUCATION

It is the policy of this board of education that its members shall attend workshops and seminars designed to increase their knowledge and abilities of good boardsmanship.

Newly elected board members are required by law to attend a minimum of 12 hours of school law within 15 months following the board member's election. Each re-elected board member is required by law to attend a minimum of six (6) hours of school law workshops within 15 months following the board member's election. The board will declare vacant the position of any board member who fails to complete the six hours. Such vacancy will be filled as prescribed by law.

In addition to the above requirements, each board member elected to a full term of office will obtain additional hours of continuing education as required by law. Any board member who fails to complete the required hours of training will not be eligible to file for re-election to the school board upon completion of the current term.

3-year term of office -------- 9 continuing education hours required
4-year term of office ------ 12 continuing education hours required
5-year term of office ------ 15 continuing education hours required

Announcements of seminars and workshops by the Oklahoma State School Boards Association, the State Department of Education or the State Department of Career and Technology Education will be provided to each board member as received by the school administration.

Any board member of this school district who attends and completes a course which satisfies this policy shall be reimbursed by the school district for expenses incurred. The board may also reimburse expenses incurred in registering for and attending board member training programs approved by the board, which are in addition to the minimum training requirements established by law.

The superintendent or the superintendent's designee will maintain records of each board member's training accomplishments and will notify any board member of the need for the board member to accomplish any additional training. The superintendent will notify the State Department of Education of any changes in board membership.

REFERENCE: 70 O.S. §5-110
70 O.S. §5-110.1

SCHOOL BOARD
INTERNAL ORGANIZATION

The Guymon Board of Education shall be reorganized at the beginning of the first meeting following the annual school election and certification of election of new members. The term of office of newly elected board members shall begin at the first regular, special, or emergency board meeting after the member has been certified as elected.

The board shall elect from its membership, at the first meeting, a president and vice-president, each of whom shall serve for a term of one year and until a successor is elected and qualified. The board shall also elect a clerk and, in its discretion, a deputy clerk, either of whom may be one of the members of the board, and each of whom shall hold office during the pleasure of the board and each of whom shall receive such compensation for services as the board may allow.

Board President

The president of the board of education serves as the presiding officer, appoints all committees, and performs other duties that are delegated to him or her by state law or by order of the board of education.

Board Vice-president

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

REFERENCE: 70 O.S. §5-107A
70 O.S. §5-119
70 O.S. §5-120
70 O.S. §5-121

BOARD OF EDUCATION
CLERK
(REGULATION)

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

1. It shall be the duty of the clerk of the board of education to attend all meetings of the board and to countersign all warrants for school moneys drawn upon the treasurer by the board; and perform such other duties as the board may direct.

2. The clerk shall, in addition to performing the duties specifically imposed upon him/her by the school code, cooperate with the superintendent of schools, the board treasurer, the minutes clerk, and the encumbrance clerk in the management of the business affairs of the school.

3. The clerk shall attest, in writing, the execution of all deeds, contracts, reports, and other instruments that are to be executed by the board of education.

4. The clerk shall furnish, whenever requested, any and all reports concerning the school affairs, on such forms and in such manner as the State Board of Education or the Superintendent of Public Instruction may require.

5. The clerk is authorized to destroy all claims, warrants, contracts, purchase orders and any other financial records, or documents, including those relating to school activity funds, on file or stored in the offices of the board of education of such district for a period of longer than five (5) years.

6. Performs such other duties as are required by the board of education.

REFERENCE: 70 O.S. §5-119, §5-122

SCHOOL BOARD MEMBERS
OFFICER TERMS OF OFFICE

The officers of the Guymon Board of Education shall consist of a president, vice-president, and a clerk. The officers are elected by the board members for a term of one (1) year and shall serve until successors are elected and qualified.

An independent treasurer is appointed treasurer of this school district but is not a member of the board of education.

In addition to the officers listed above, the board shall employ a Minutes Clerk and an Encumbrance Clerk, or in the alternative, a Minutes/Encumbrance Clerk who shall perform the duties of both the Minutes Clerk and the Encumbrance Clerk.

REFERENCE: 70 O.S. §5-119

BOARD OF EDUCATION OFFICERS
TREASURER

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

The treasurer shall maintain the following records:

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

The treasurer shall maintain adjunct files of:

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

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

The board of education shall review the investment performance of the treasurer each month at its regularly scheduled board meeting. Such review shall include, but is not limited to, a determination of whether the treasurer is making informed investment decisions regarding the safety, return, liquidity, costs, and benefits of various investment options in selecting investments for the school district.

BOARD OF EDUCATION OFFICERS, TREASURER (Cont.)

Within nine (9) months of employment, the district treasurer shall complete at least twelve (12) hours of instruction on school finance laws of this state, accounting, ethics, and the duties and responsibilities of a school district treasurer. In addition to these requirements, the district treasurer is required to complete a minimum of twelve (12) hours of continuing education every three (3) years. Any instruction completed by the treasurer within three (3) years prior to employment in the position shall count towards satisfying the requirements of this section. The requirements of this paragraph shall not apply to any county treasurer who also acts as a school district treasurer.

NOTE: **Standard forms for the treasurer's General Ledger, Cash Ledger, Investment Ledgers, Warrant Registers, Bond Registers, Receipt Books, and Check Books have been designed to facilitate and standardize the treasurer's bookkeeping system.**

REFERENCE: **51 O.S. §8**
62 O.S. §517.1, et seq.
70 O.S. §5-114, §5-190
Atty. Gen. Op. No. 80-292 (January 19, 1981)

BOARD OF EDUCATION
OFFICER DUTIES - TREASURER
(REGULATION)

The board of education has established the following duties for the office of the treasurer:

1. The treasurer shall execute a surety bond in an amount equal to the largest estimated account balance that will be on hand at any one time during the current year. However, the bond shall not, in any event, be required to be in an amount greater than that of the county treasurer of the county. The bond must be approved by the board of education.

2. The treasurer shall receive all state appropriations, district school taxes, and all other funds belonging to the school district, and report same to the clerk to be reported to the board of education.

3. The treasurer shall promptly pay, out of funds belonging to the school district and on proper orders approved by the board, all bills according to the provisions of the school code.

4. The treasurer shall deposit the funds belonging to the school district in the school accounts as provided by law and make available to the members of the board of education such information.

5. The treasurer shall perform such other acts and duties pertaining to the district as the board of education may direct or be required by law to perform.

6. The treasurer shall, at the end of his/her term in office, pay over to his/her successor the balance of any and all money remaining in the treasurer's hands and shall deliver to the successor all books, accounts, and other property of the district.

7. The treasurer shall submit his/her accounts for the audit of the finances of the school district.

8. The treasurer shall keep general accounts showing all of the receipts, appropriations and expenditures of the district, and have the same available for inspection by members of the board of education and the superintendent of schools.

REFERENCE: 70 O.S. §5-115

BOARD COMMITTEES

It is the policy of the Guymon Board of Education that all committee work will normally be accomplished through members of the board sitting as a committee of the whole. The board may appoint each committee to perform any function that the board feels advisable. The president may appoint committees. Each committee shall be appointed solely for the specific tasks of seeking information or investigation of facts and shall regularly report its activities and findings to the board. The board shall discharge such committees when their duties are completed. Each committee shall function in an advisory capacity, and the Board of Education shall make the final decision in all matters.
There will be no standing or permanent committees. If a temporary committee is appointed, it will serve only for the time needed to accomplish its purpose. Committee recommendations will be advisory only.

BOARD OF EDUCATION
ATTORNEY

The Guymon Board of Education will retain an attorney or legal firm for legal counsel and services as necessary. Compensation will be determined at the time of appointment.

The duties of the school attorney shall be as follows:

1. To advise the Board of Education upon the legal implications of various school problems and contemplated decisions.

2. To give legal counsel and guidance during school bonding and building programs.

Only the superintendent and the president of the board of education will confer with the attorney except at official board meetings. However, any legal advice to be relied upon by the board must be in writing or directly communicated to the board by the attorney. Copies of all legal opinions will be furnished to each board member by the superintendent.

REFERENCE: 70 O.S. §5-117 (A)(14)

HEALTHY AND FIT SCHOOL ADVISORY COMMITTEE/SAFE SCHOOL COMMITTEE

In accordance with state law, the Guymon Board of Education has established that each school site shall select a single committee to perform the functions of both the Healthy and Fit School Advisory Committee and the Safe School Committee. The committee will be composed of at least seven members. The committee will include an equal number of teachers, parents of the children affected, and students. In addition, the committee shall include a school official who participates in the investigation of reports of harassment, intimidation, bullying, and threatening behavior and may also include administrators, health care professionals, and business community representatives. The committee will be selected not later than October 1 of each school year.

The committee shall be involved in the monitoring, implementation, and evaluation of 70 O.S. § 5-147 which limits access to foods of minimal nutritional value.

The committee will study and make recommendations to the school principal regarding:

1. Health Issues

   A. Health education

   B. Physical education and physical activity

   C. Nutrition and health services

2. Safety Issues

   A. Unsafe conditions, possible strategies for students, faculty and staff to avoid physical and emotional harm at school, student victimization, crime prevention, school violence, and other issues that prohibit the maintenance of a safe school;

   B. Student bullying at school;

   C. Professional development needs of faculty and staff to implement methods to decrease student bullying; and

   D. Methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and use of problem-solving teams and resources that include counselors and other behavior health and suicide prevention resources within or outside the school system.

   E. Policies and regulations to be revised in light of the Department of Homeland Security's threat assessment guidelines.

   F. Professional development needs of faculty and staff to recognize and report suspected human trafficking.

The committee shall meet annually by October 1.

HEALTHY AND FIT SCHOOL ADVISORY COMMITTEE/SAFE SCHOOL COMMITTEE (Cont.)

Responsibilities of the committee include, but are not limited to, the following:

1. Study unsafe conditions in the schools, student victimization, school violence, and other issues concerning school safety.

2. Make recommendations to the principal regarding health issues and services, possible strategies for students to avoid harm at school, crime prevention, professional development needs of the faculty and staff concerning school safety and student health, and methods to encourage the involvement of the community members and students

3. Review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. The State Department of Education will provide a list of research-based programs appropriate for the prevention of harassment, intimidation, and bullying of students at school. If the district implements a commercial bullying prevention program, it shall use a program listed by the State Department of Education.

4. Review the district's current safety policies and regulations and make recommendations to the administration regarding any changes needed related to the Department of Homeland Security's threat assessment level and required or proposed actions.

The principal shall give consideration to recommendations of the committee.

REFERENCE: 70 O.S. § 24-100.5
70 O.S. § 24-100a
70 O.S. § 24-100b

NOTE 1: District boards of education should establish the appropriate reporting procedures following the presentation of recommendations to the principal or other school administrator. These procedures may include preparation of a report to be presented to the board of education.

BOARD OF EDUCATION MEETINGS AND NOTIFICATION PROCEDURES

The Guymon Board of Education shall transact all business at official meetings of the board. A "meeting" is defined as the gathering of a majority of members of a public body to discuss school business. Board meetings shall be regarded as public meetings. No meetings will be held by teleconference. These may be either regular, special, or emergency meetings, defined as follows:

Regular Meeting - the usual, official legal action meeting held regularly.

The regular meeting of the Guymon Board of Education shall be the second Monday of each month at 5:30 p.m. in the Science Annex, 712 N. James (corner of 8th & Beaver), Guymon, OK 73942.

Special Meeting - an official legal action meeting called between scheduled regular meetings to consider specific topics as listed on the agenda.

Special meetings of the board may be called by the board president at any time.

Emergency Meeting - an official legal action meeting held only for dealing with situations involving either injury to persons or damage to public or personal property or an immediate financial loss so severe that the 48-hour notice period of a special meeting would be impractical and increase the likelihood of injury or damage or immediate financial loss.

Notification of Meetings

Notice of all meetings of the board of education shall be made in accordance with the Oklahoma Open Meeting Law except that federal confidentiality laws take precedence and except that a board of education is not considered a public body and is not subject to the Oklahoma Open Meeting Law when the board meets for the sole purpose of considering recommendations of a multidisciplinary team and deciding the placement of any child who is the subject of such recommendations. Otherwise, a written notice of the date, time and place of the meeting will be mailed and delivered to each person, newspaper, wire service, radio station, and television station that has filed a written request for such notice. Procedures for insuring proper notice, preparing agendas, etc., are as follows:

1. Prior to December 15 each year, the board of education shall provide the county clerk a listing of the time, date, and place of all regular meetings for the coming calendar year.

2. Any change in the date, time, or place of a regular meeting shall be provided in writing to the county clerk at least ten days prior to implementing the change.

3. At least 24 hours prior to a regular or special meeting, a paper copy of the agenda shall be posted which shall include the date, time, and place of the meeting and the business to be undertaken at the meeting. Or at least 24 hours prior to a regular or special meeting an agenda shall be posted electronically on the school website. For districts choosing only to do an electronic posting, the district will be required to provide an email distribution system for delivery of the agenda to those who have requested email delivery. Those wishing to receive advance copies of the agenda in compliance with the Oklahoma Open Meeting Act will submit a written request to the superintendent at least three (3) days in advance of the meeting. The school shall distribute the agenda for regular meetings via email delivery at least 24 hours in advance of a regular meeting and at least 48 hours in advance of a special meeting.

BOARD OF EDUCATION MEETINGS AND NOTIFICATION PROCEDURES (Cont.)

4. Notice of the time, date, and place of a special meeting shall be provided to the county clerk in person, in writing, or by telephone at least 48 hours, excluding weekends and state holidays, prior to the meeting.

5. Emergency meetings may be held without the required public notice if it is reasonably believed that delay would increase the likelihood of personal injury, property damage, or immediate financial loss to the district. The person calling an emergency meeting shall give as much advance notice as is possible in person or by telephone.

6. Any person, newspaper, wire service, radio station, and/or television station may file a written request with the board clerk to receive written notice of meetings of the board of education. Such requests must be renewed annually and an annual fee of $18.00 will be charged each person or entity who requests written notification.

REFERENCE: 70 O.S. §5-118
25 O.S. §302, §303, §304, §307.1, §311

SCHOOL BOARD MEETINGS
AGENDA PREPARATION AND DISSEMINATION

As executive officer of the Guymon Board of Education, the superintendent of schools, in consultation with the president and other members of the board, is responsible for the preparation of the agenda for board meetings. Items for the agenda may be suggested by board members, staff members, students, or patrons of the district. The inclusion of items suggested by staff members, students, or patrons will be at the discretion of the superintendent and board president.

If the item "new business" is on the regular meeting agenda, matters that qualify as "new business", because they were not known or could not have been reasonably known 24 business hours prior to the meeting, may be considered and may be acted upon.

Proposals for executive sessions will be included on the agenda, including a reference to the specific section of the Oklahoma Statutes which authorizes an executive session for the proposed item. The proposal must contain sufficient information to advise the public that an executive session will be proposed, what matters are proposed to be discussed, the names of school employees (if any) to be discussed, and what action, if any, is contemplated. Executive sessions must be authorized by a vote of the majority of members in attendance.

The agenda and any supporting material will be distributed to members of the board as far in advance of the meeting date as possible, but not less than 3 calendar days. Copies of the agenda will be made available to the media and the public upon request. The school district will offer and consistently maintain an email system for distribution of the agenda and a process for people to obtain a copy of the agenda at the school district during normal business hours at least twenty-four hours prior to the meeting. Those interested in receiving a copy of the agenda via email should contact the business office of the school district during normal business hours. In addition, a copy of the agenda will be posted on the school district's Internet web site located at www.guymontigers.com.

REFERENCE: 25 O.S. §311
74 O.S. §3106.2

SCHOOL BOARD MEETINGS
ORDER OF BUSINESS
(REGULATIONS)

Regular and Special Meetings

The purpose of a meeting is to promote and carry on the business of the board effectively and efficiently. This may be done in many ways without violating the rules of good parliamentary procedure.

The president should consult with the secretary and the superintendent in preparing the order of business for the next meeting. There should be a regular meeting of the officers to prepare the order of business for the next meeting.

There is no rule that makes it necessary to follow any particular order of business. Experience has shown the following order to be efficient:

1. Call to order: The president says, "The meeting will come to order."

2. Announcement of Attendance: The clerk may check the roll as the members enter the meeting room and report the members and the number of guests present.

3. Special Program: A special program may consist of a speaker, music, initiation of new members, installation of officers, or any other activity of interest to the members. The time of appearance on the program must be convenient to the speaker or entertainers. A special program any appear at any point in the order of business that is agreeable with the participants and that meets the needs and practices of the board.

4. Officers' Reports:

   A. Minutes Clerk's report (reading of the minutes): The president may say, "We will have the reading of the minutes of the last meeting." After the report is read, the president should ask, "Are there any corrections or additions to the minutes?" After a slight pause, the president should say, "If not, they stand approved as read." If the minutes are corrected at the suggestion of a member, the president should say, "The minutes are approved as corrected."

   B. Treasurer's report: No motion is necessary to accept the report of the treasurer. The president should ask if there are any questions concerning the report. The report is subject to audit at a later date. When the auditing committee submits its report it should be accepted.

   C. Other officers' reports (if any).

5. Committee Reports: Committee reports should be written and a copy provided for the clerk. It is not necessary to make a motion to accept routine committee reports.

6. New Business: The president may say, "The meeting is now open for the consideration of new business."

7. Adjournment

8. Recreation and refreshments

SCHOOL BOARD MEETINGS, ORDER OF BUSINESS, REGULATIONS (Cont.)

Regular and Adjourned Policy Meetings

1. Convene
2. Approval of the minutes of the preceding meeting
3. Approval of warrants
4. Report of the superintendent of schools on policy matters requiring no immediate action
5. New policy matters
    A. Amendments to existing policies
    B. New policies
6. Questions
    A. From board members
    B. From the public
7. Adjournment

Annual Organization Meeting

Unless changed by a two-thirds vote of those present, the order of business for each annual organization meeting of the board of education shall be as follows:

1. Opening of meeting by the senior member
2. Oath of Office
3. Elections
    A. Temporary chairman
    B. President
    C. Vice-president
4. Appointments and setting of salaries
    A. District Clerk

SCHOOL BOARD MEETINGS, ORDER OF BUSINESS, REGULATIONS (Cont.)

B. Treasurer

C. Counsel

D. School Physician

E. Minutes/Encumbrance Clerk

5. Bonding

A. District Clerk

B. Treasurer

C. Minutes/Encumbrance Clerk

D. Other employees handling district funds

6. Designating signatories

7. Designating banks

A. Depository for district funds

B. Source of short-term loans

8. Designating district newspapers

9. Determining whether dates and times for regular monthly meetings should be changed

10. Scheduling board work for year ahead

11. Adjournment

QUORUM
BOARD MEETING PROCEDURE

At all meetings of the Board, a majority of the current members shall constitute a quorum to do business. A majority vote of these present shall suffice to pass any motion. In the event that a quorum is not present and a regularly scheduled board meeting cannot be convened, the meeting shall be canceled. If a regularly scheduled board meeting is canceled due to lack of a quorum, a notice of such cancellation shall be immediately prepared and posted with the original agenda of the canceled meeting. A special meeting may than be called with the appropriate minimum of 48 notice to the county clerk. The agenda for the special meeting shall include all of the items listed on the agenda of the regular meeting.

If a quorum is present by the meeting needs to be relocated due to lack of space, building problem, etc., a motion to reconvene the meeting at another place will be made and voted upon. If the board decides to reconvene the meeting, the decision will be announced and a written notice will be posted with the original agenda showing the date, time, and place of reconvened meeting. The minutes of the original meeting will reflect the decision to reconvene and the full announcement.

These by-laws and rules may be altered or amended at any regular meeting of the Board of Education by a vote of two-thirds of all members of said Board, provided that one month's notice of the proposed alteration or amendment has been given in writing at some previous meeting of the Board when opportunity has been given for full discussion.

No action of the board shall be valid unless approved by a majority of members elected to the board.

REFERENCE: 70 O.S. §5-118
25 O.S. §311

EXECUTIVE SESSIONS

The Guymon Board of Education may, at its discretion, enter into executive session after the executive session is authorized by a vote in open session only if a proposed executive session is listed on the agenda and the specific section of law authorizing an executive session is also listed on the agenda. If new business arises within the statutory time limitations and otherwise qualifies for an executive session, it may be discussed in executive session.

The board may enter into executive session for any of the following reasons:

1. To discuss the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any or all of the employees or volunteers of the school district. 25 O.S. §307 (B) (1) [including the appointment of an individual to fill a board vacancy pursuant to 70 O.S. §5-118]

2. To discuss negotiations concerning employees and representatives of employee groups. 25 O.S. §307 (B) (2)

3. To discuss the sale, purchase, lease, acquisition, or appraisal of real property by the public body. 25 O.S. §307 (B) (3)

4. To have confidential communications with its attorney concerning a pending investigation, claim, or action if the school district, with the advice of its attorney, determines that disclosure will seriously impair the ability of the district to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest 25 O.S. §307 (B) (4)

5. To hear evidence and discuss the expulsion or suspension of a student when so requested by the student, the parent, an attorney, or the legal guardian. 25 O.S. §307 (B) (5)

6. To discuss matters involving a specific handicapped child. 25 O.S. §307 (B) (6)

7. To discuss any other matter where disclosure of information would violate confidentiality requirements of state or federal laws. 25 O.S. §307 (B) (7)

8. To engage in deliberations or to render a final or intermediate decision in an individual proceeding pursuant to Article Il of the Administrative Procedures. 25 O.S. §307 (B) (8)

9. Discussing matters involving safety and security at state penal institutions or correctional facilities used to house state inmates. 25 O.S. §307 (B) (9)

10. Discussing contract negotiations involving contracts requiring approval of the Board of Corrections, which shall be limited to members of the public body, the attorney for the public body, and the immediate staff of the public body. No person who may profit directly or indirectly by a proposed transaction which is under consideration may be present or participate in the executive session. 25 O.S. §307 (B) (10)

11. To discuss the following, all of which should be cited 25 O.S. §307 (B) (11):

    A. The investigation of a plan or scheme to commit an act of terrorism;

    B. Assessments of the vulnerability of government facilities or public improvements to an act of terrorism;

    C. Plans for deterrence or prevention of or protection from an act of terrorism;

EXECUTIVE SESSIONS (Cont.)

D. Plans for response or remediation after an act of terrorism;

E. Information technology of the public body but only if the discussion specifically identifies:

1. design or functional schematics that demonstrate the relationship or connections between devices or systems;

2. system configuration information;

3. security monitoring and response equipment placement and configuration;

4. specific location or placement of systems, components, or devices;

5. system identification numbers, names, or connecting circuits;

6. business continuity and disaster planning, or response plans; or

7. investigation information directly related to security penetrations or denial of services; or

F. The investigation of an act of terrorism that has already been committed.

The term "terrorism" means an act of violence resulting in damage to property or personal injury perpetrated to coerce a civilian population or government into grating illegal political or economic demands; or conduct intended to incite violence in order to create apprehension of bodily injury or damage to property in order to coerce a civilian population or government into granting illegal political or economic demands. Peaceful picketing or boycotts and other nonviolent action shall not be considered terrorism (21 O.S. §1268. l).

No action, decision, or vote shall be taken while the board is in executive session. The board shall reconvene the open meeting after an executive session prior to adjourning the meeting.

An executive session for the purpose of discussing the purchase or appraisal of real property shall be limited to members of the public body, the attorney for the public body, and the immediate staff of the public body. No landowner, real estate salesperson, broker, developer, or any other person who may profit directly or indirectly by a proposed transaction concerning real property which is under consideration may be present or participate in the executive session, unless they are operating under an existing agreement to represent the public body.

In the interest of maintaining confidentiality of the information discussed during executive sessions, under no circumstances will audio/video recording or camera photos of executive sessions be permitted. Board members and those persons requested to enter an executive session are required to turn off all cellular telephones prior to the start of the session, unless there is a legitimate reason of personal health or safety involved.

REFERENCE: 25 O.S. §307
70 O.S. §5-118
Atty. Gen. Op. 82-114 (April 12, 1982)

BOARD OF EDUCATION MEETING
PUBLIC PARTICIPATION

All regular, special, and emergency meetings of the Guymon Board of Education shall be open to the public.

The board wishes to hear the viewpoints of citizens throughout the district and considers the responsible presentation of these viewpoints vital to the efficient operation of the school system. The board also recognizes its responsibility for the proper governance of the schools and the need to conduct its business in an orderly and efficient manner. The board, therefore, directs the superintendent to establish procedures providing for limited participation at school board meetings for the citizens of this district.

REFERENCE: 70 O.S. §5-118

BOARD OF EDUCATION MEETINGS
PUBLIC PARTICIPATION
(REGULATION)

1. A "Public Forum" will be included as a section of the Board of Education regular meeting agenda. Anyone requesting action or response from the board or superintendent shall refer to policy BED.

2. The President of the Board of Education will be in control of the forum and may at any time discontinue the forum should it be necessary to protect confidentiality or any other aspect of the school's interest. The President of the Board of Education shall state the rules of the forum at every meeting before anyone begins speaking.

3. Forum time is limited to five speakers, each having three minutes each, for a total of 15 minutes. The board may extend this time frame at its discretion.

4. A sign-in sheet will be provided for anyone wishing to address the Board of Education. If more than five people sign up, names will be drawn to determine the speakers for the forum. If there are two or more persons wishing to address the same issue, those persons should elect a spokesperson to present the groups discussion to the board.

5. The Board of Education and Superintendent of Schools will generally make no comment or response to the forum presentations, with the exception of the President of the Board. This forum is designed to be a "listening" time for our constituents concerns and ideas for the district as a whole. The reason for this approach is to allow the board and administration sufficient time to research issues, in order to make informed decisions.

6. The Board will not allow verbal attacks on school personnel nor will it discuss individual pupils by name or allow slanderous remarks to be made against any individuals.

7. As in policy BED, the Board of Education may exercise its discretion to place an item under "New Business" on the agenda when it deems this necessary and qualified as a new business item under its rules of operation. This will be reserved to items of immediate and important concern to the district.

REQUEST TO ADDRESS BOARD OF EDUCATION

I request permission to address the Board of Education on the following topic:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____ _____

(Date) (Name)

_____

(Street Address)

_____

(City) (State) (Zip)

_____

(Representing)

BOARD OF EDUCATION
MINUTES

The Guymon Board of Education recognizes that the board speaks through its board meeting minutes. The minutes clerk shall record the minutes of each board meeting. The superintendent shall maintain the minutes in a fireproof vault. The approved minutes are public records and may be examined by any citizen of the district upon proper request except for minutes of executive sessions.

The media is entitled to tentative minutes of school board meetings. Upon request, the school district will provide tentative minutes to the media within four business days, excluding the date of the meeting, after the meeting. Business days will not include Saturday, Sunday, or holidays legally declared by the State of Oklahoma.

In order to protect the school board and to maintain the integrity of executive session, upon the return of the board to open session, an announcement should be made stating:

1. Names of those present and absent during the executive session;

2. All matters considered and that no other matters were discussed; and

3. The fact that no action was taken.

These items recorded in the minutes constitute executive session minutes. Generally, a verbatim transcript of what is said during an executive session is not information that is available for public record due to the inherent confidentiality of the information.

In the interest of maintaining confidentiality of the information discussed during executive sessions, under no circumstances will audio/video recording or pictures of executive sessions be permitted.

Refer to BEF-P for procedures on preparing board minutes.

REFERENCE: 25 O.S. § 115 and 312
70 O.S. §5-119

BOARD OF EDUCATION
MINUTES
(PROCEDURE)

Minutes are a brief record of the proceedings at a meeting and constitute the official record of the board. They are the main channel of communication from board to school personnel and the public. Minutes constitute the history of the school district.

Types of Meetings

There are regular, special, emergency, regular reconvened and special reconvened meetings. A reconvened meeting is a regular or special meeting adjourned to meet at a later date at a certain hour and day as specified in the minutes of the regular or special meeting by lawful board action.

Method of Taking Notes and Recording Minutes

Minutes may be recorded by handwriting, shorthand, typewriter, or mechanical recording device. Notes are taken "in depth," but minutes are written in summary.

When the minutes clerk has approved the transcribed draft and after such corrections as may be required have been made, the draft becomes the unapproved minutes for the meeting concerned and shall be deemed to be official until approved by the board at its next meeting. Unapproved minutes will be mailed to the members of the board prior to the next board meeting.

Minutes should reflect:

1. Name of School, City, or Town
2. Place of Meeting
3. Day and Hour (Start-convene)
4. Kind of Meeting (Regular, Special, Emergency, or Adjourned)
5. Members Present and Absent (Last names listed alphabetically. Other attendees may be listed.)
6. Presiding Officer - President, vice-president, etc.
7. Business Transacted - General (Record should reflect what took place and nothing else. Speeches, discussions, etc. should not be recorded. Neither should full texts of reports or communications, except in unusual cases as the board may direct, be recorded. Lengthy motions are summarized, otherwise record as stated. Meetings are public and each vote must be publicly cast and recorded.)
8. Adjournment - usually by motion.

Suggested Rules in Typing Minutes

1. Capitalize and center the heading designating the meeting.
2. Indent paragraphs ten spaces.
3. Indent names of those present or absent fifteen spaces.
4. Double space between each paragraph and triple space between each item in the order of business.
5. Indent resolutions fifteen spaces and single space them.
6. Capitalization of specific boards and officers should be consistent.
7. Leave an inch and a half outside margin, particularly on the left side of the binding.
8. Capitalize all letters in the words WHEREAS and RESOLVED in resolutions.
9. Number each page at the bottom in the center of the page.

BOARD OF EDUCATION, MINUTES, PROCEDURE (Cont.)

Executive Sessions Minutes

In order to protect the school board and to maintain the integrity of executive session, upon the return of the board to open session, an announcement should be made stating:

1. Names of those present and absent during the executive session;
2. All matters considered and that no other matters were discussed; and
3. The fact that no action was taken.

These items recorded in the minutes constitute executive session minutes. Generally, a verbatim transcript of what is said during an executive session is not information that is available for public record due to the inherent confidentiality of the information.

Correcting Minutes and Inserting Corrections

No large erasures should appear in the minute book. If minutes are amended or corrected at the meeting at which they are read, the corrections shall be entered in red ink, or the amendments shall be written on a separate page to be attached. No minutes shall be rewritten after they have been read. They shall stand as corrected.

Signing of Approved Minutes

The original and permanent copy of the minutes shall be signed by the board president and by the clerk of the board immediately after the adoption of the minutes.

Where Filed and How Long

The minutes are in the custody of the clerk of the board and the clerk shall keep the minutes in a suitable place in the board office as a permanent record of the district.

REFERENCE: 25 O.S. §312

BOARD POLICIES

The Guymon Board of Education believes that the formulation of school policy is its primary function and responsibility.

School policies are statements that set forth the goals of the community and the board of education. School policies serve as guidelines for the successful and efficient functioning of the school system. They create a framework within which the administrative staff can successfully discharge its responsibilities in organizing and carrying out a sound educational program.

Policies may be cooperatively formulated by the board of education working with students, teachers, and parents, but the final authority rests solely with the board. The implementation of school policy is the responsibility of the superintendent and the administrative staff.

A board policy statement may be added or an existing policy statement may be changed or deleted at any board meeting by the approval of a majority of the membership, provided such action is properly announced by the agenda of that meeting.

REFERENCE: 70 O.S. §5-105, et seq.

BOARD MEMBER INSURANCE

The Guymon Board of Education will provide financial protection for its members against damages incurred because of their positions as members of the board of education. One or more of the following will be purchased: Surety bonds, public liability and property damage insurance, and/or errors and omissions insurance.

It is the public policy of this state that the board of education may indemnify elected or appointed board members for actual damages, fees, and costs as provided by law. The board shall not pay or indemnify any elected or appointed board member for any defense, judgment, settlement, costs, or fees which are paid or covered by any applicable policy or contract of insurance. However, in its discretion, the board may pay any judgment for punitive or exemplary damages rendered against an elected or appointed board member.

REFERENCE: 51 O.S. §151, et seq.
51 O.S. §162

BOARD OF EDUCATION
EXECUTIVE OFFICER - SUPERINTENDENT

The Guymon Board of Education recognizes that the superintendent of schools is the executive officer of the board of education and the administrative head of the school system. The superintendent must hold an administrator's certificate recognized by the State Board of Education. If the superintendent is employed for the first time in Oklahoma, he or she must attend training seminars as required by the Oklahoma Department of Education. The following duties have been established for the office of the superintendent of schools:

1. The renewal of the superintendent's contract shall be considered by the board in accordance with the superin tendent's contract and announced or tabled annually. It is the duty of the president of the board to notify the superintendent as soon as possible following the board's decision.

2. The superintendent is the executive officer of the board and the leader of the educational forces of the community. The board shall seek the superintendent's recommendation on school matters.

3. The superintendent shall attend all meetings of the board, be a nonvoting member, and advise the board on all school matters.

4. The superintendent shall make recommendations to the board of candidates for principal, teacher, and supervisory positions, as well as other employees of the school system as the need arises. The board shall not normally employ a school employee against the recommendation of the superintendent. The board will direct the superintendent to make additional recommendations if necessary.

5. The superintendent shall devote himself or herself to the study of public educational trends, keep the board informed on conditions of the schools of the district, and present recommendations for the determination of policy. The superintendent shall, once policies have been established, devise ways and means for their operation and make periodic reports on the success of such policies.

6. All purchases of supplies, materials, or equipment shall be made on authority of a purchase order approved by the superintendent, within the limits established by the board.

7. Responsibility for the operation and maintenance of the child nutrition program is delegated to the superintendent. Monthly reports regarding the financial status of the program shall be made available to the board of education.

8. The superintendent shall, each year, compose a calendar reflecting the days on which school will be dismissed, when school will end for the year, etc. The calendar shall be subject to approval by the board of education.

9. The superintendent shall prepare procedures for admitting non-resident children who apply for permission to attend school in this district and for the transfer of children who apply to attend schools in other districts.

10. The superintendent shall be responsible for the supervision of student disciplinary actions.

11. The superintendent shall be responsible for providing the ways and means for teaching the subjects required by the State Board of Education and such other subjects as may be designated or approved by the board of education.

BOARD OF EDUCATION, EXECUTIVE OFFICER - SUPERINTENDENT (Cont.)

12. The superintendent shall administer a complete curriculum as adopted by the board of education, in conformity with the regulations established by the State Department of Education.

13. The superintendent shall have all school accounts audited each year and a copy of it filed with the secretary of the board of education.

14. The superintendent shall visit personally all the schools sites of the district as often as practical.

15. The superintendent shall secure adequate plant facilities; standardize supplies, equipment and other materials used in the school; and formulate standard procedures for purchasing equipment in all departments of the school.

16. The superintendent shall prepare a well-coordinated budget by requiring the various divisions of the school system to participate in its development. At least quarterly, the superintendent shall provide to the board a financial analysis indicating the expenditures of the district and an opinion of the general financial condition of the district.

17. The superintendent shall have the authority to close any of the public schools in case of emergency.

18. The superintendent shall promote and model a culture of inclusion and equality for all students, families, employees and community, including through the development and implementation of policies and practices that embrace a diversity and honor individual differences.

REFERENCE: 70 O.S. §1-115, §116, §5-106

TERM OF OFFICE AND SALARY OF SUPERINTENDENT

The superintendent of the Guymon Public Schools shall be employed for a term specified by this board and will be employed on a twelve-month basis, with vacation time to be agreed upon. The salary of the superintendent, including all fringe benefits, if any, will be determined prior to the execution of an employment contract and shall be stated therein. The superintendent shall be required to reside within the boundaries of the school district as per 70 O.S. § 5-138.

It is the policy of this board to consider the issuance of the superintendent's contract each year to ensure continuity and stability in the office. The renewal of the contract shall be considered in January, each year, or at some other date as determined by the board. In its discretion, the board may contract with the superintendent for a term as mutually agreed upon but not to exceed three years beyond the fiscal year in which the contract is approved by the board and accepted by the superintendent.

Prior to considering the superintendent's contract for renewal, the board shall complete and present to the superintendent an evaluation form pertaining to the superintendent's performance.

The superintendent's employment contract shall include terms and conditions as agreed upon in writing by the board and the superintendent and will be filed by the superintendent with the State Department of Education within 15 days after it is signed. The board may not pay any salary, benefits, or other compensation not specified in the contract on file and may not pay any amounts for accumulated sick leave or vacation leave benefits not calculated on the same formula used for determining payments for such benefits for other full-time employees of the district.

REFERENCE: 70 O.S. §5-106
70 O.S. §5-141

SCHOOL SOCIAL MEDIA ACCOUNTS

The school district's social media accounts shall be monitored by the superintendent or superintendent's designee. Any social media accounts created shall be subject to all applicable state and federal laws. The school district is creating a limited public forum which allows for the communication of issues from the school district to the public. The school district will carefully monitor use as the social media accounts are to be utilized to communicate school events, activities, and operations to the public.

SCHOOL DISTRICT APPROVED SOCIAL MEDIA ACCOUNTS

Any employee who wishes to create a social media account to be utilized with operations of the school district, a classroom activity, or an extracurricular club or group associated with the school district shall comply with all District policies and state laws on the use of district-owned hardware, software and networks apply, as relevant, to the use of social media for a school, class or program.

Initially, the employee shall notify the Superintendent or Building Principal of a request to establish a social media site for a school, class or program.

Employees shall be prohibited from using a personal Facebook page or personal social media account for school-related purposes.

All social media accounts created shall have expectations for acceptable use listed on the social media site that are compliant with the District's expectations for acceptable use.

Accounts created shall not include posts that advocate for or against a political candidate or ballot initiative.

Employees and students shall refrain from posting or otherwise publishing images that include students without parental release forms on file for the specific social media site that was created.

The site's security settings should allow only approved participants access to the site. A building administrator must be approved as a participant for supervisory purposes.

All school policies regarding appropriate behavior in school or the classroom should be applied online. Students shall be disciplined for inappropriate posts or uploads which would violate district disciplinary policies.

Prior to use of the school district's logo or school-specific logos or mascots approval is required from the superintendent.

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

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

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

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

LEGAL REFERENCE: **Sections 1118 and 8521 of ESSA**

GRANT POLICIES AND PROCEDURES

GRANT SUBMISSIONS

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

Applicants must obtain approval from the Superintendent prior to submitting a grant proposal or application to **any** funding source. To ensure that each proposal from the school district represents the highest quality possible, the final draft of each grant application will be reviewed by the Superintendent or designee. Proposals requiring approval or signature of the Board of Education must be submitted a minimum of **5 days** prior to a board meeting.

NOTICE OF GRANT AWARD OR REJECTION

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

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

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

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

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

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

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

LEGAL REFERENCE: **2 C.F.R. 200.302**

INTERNAL CONTROLS

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

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

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

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

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

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

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

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

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

INTERNAL CONTROLS (Cont.)

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

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

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

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

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

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

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

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

INTERNAL CONTROLS (Cont.)

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

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

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

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

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

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

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

INTERNAL CONTROLS (Cont.)

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

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

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

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

All levels of the organization should participate in an annual risk assessment. The process of assessing risk is an opportunity for review of operations, determination of the areas of significant risk, and evaluation of what actions can be taken to minimize the risk and enhance internal controls.

Determination of an effective means of managing the risks, determining the likelihood of occurrence, minimizing the risks, and providing compensating controls is management's responsibility.

Managing an Audit

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

- Designate an audit liaison person (Department manager).
- Clarify the audit object and scope (areas to be tested and period covered by the audit).
- Determine auditor needs (records, workspace, and resources).
- Consider giving the auditor a general tour of your facilities.

Access to Records by Auditor
Ensure original documents do not leave department premises without prior approval. If a request is ambiguous, ask the auditor for the purpose of reviewing the document. Be prepared to recommend alternate documents that would achieve the auditor's purpose. Unless absolutely necessary, do not allow full access to your file drawers, storerooms, etc. Auditors are expected to obtain permission and state their objective for accessing these areas. Have documents available upon their arrival. Maintain a list of records provided to the auditor. Review records you are providing to anticipate questions. If records will hurt the School District's interest, notify department management of the issue.

Responding to Audit Findings
Keep informed of issues throughout the audit. Ensure an exit interview is held. Use it to verify facts and respond to the audit. Ask a representative from the Treasurer's Office to attend if there are questioned or disputed findings.

INTERNAL CONTROLS (Cont.)

Ask for time to review findings, and then re-verify calculations and source data. Concede valid findings, but do not speculate on whether they apply to other areas on campus. Discuss with the auditor the dispositions of audit issues, i.e. verbal comment, exit item, management summary or report item. If necessary, appeal the auditor's conclusion with their supervisors.

"Must Do" Management Actions

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

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

INTERNAL CONTROLS (Cont.)

c. Establish a mechanism for ensuring that all departmental purchases are appropriate.
d. All contracts and credit applications require Treasurer's Office approval.
e. ***Always submit original receipts as proof of payment.***

9. List and account for each equipment asset and its location valued at less than $25,000 (assets not included on the School District's inventory listing).
10. Reconcile external bank accounts and credit card transactions (if applicable) at least monthly.
    a. Establish procedures to ensure that cardholders comply with the reimbursable business expense policy.

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

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

LEGAL REFERENCE: 2 C.F.R. § 200.303

MANAGEMENT AND INVESTMENT OF FUNDS

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

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

1. Direct obligations of the United States government to the payment of which the full faith and credit of the Government of the United States is pledged; provided, a treasurer of a school district who has completed the appropriate training offered by the State Department of Education may invest funds in the investment account in other obligations of the United States Government, its agencies or instrumentalities;

2. Obligations to the payment of which the full faith and credit of this state is pledged;

3. Certificates of deposit of banks when such certificates of deposit are secured by acceptable collateral;

4. Savings accounts or savings certificates of savings and loan associations to the extent that such accounts or certificates are fully insured by the Federal Savings and Loan Insurance Corporation;

5. Repurchase agreements that have underlying collateral consisting of those items specified in paragraphs 1 and 2 including obligations of the United States, its agencies and instrumentalities, and where the collateral has been deposited with a trustee or custodian bank in an irrevocable trust or escrow account established for such purposes;

6. County, municipal, or school district direct debt obligations for which an ad valorem tax may be levied or bond and revenue anticipation notes, money judgments against such county, municipality or school district ordered by a court of record or bonds or bond and revenue anticipation notes issued by a public trust for which such county, municipality or school district is a beneficiary thereof;

7. Money market mutual funds regulated by the Securities and Exchange Commission and which investments consist of obligations of the Untied States, its agencies and instrumentalities, and investments in those items and those restrictions specified in paragraphs 1 through 6;

8. Warrants, bonds, or judgments of the school district; or

9. Qualified pooled investment programs, the investment of which consist of those items specified in paragraphs 1 through 8 as well as obligations of the United States agencies and instrumentalities, regardless of the size of the district's budget. To be qualified, a pooled investment program for school funds must be governed through an interlocal cooperative agreement formed pursuant to 70 O.S. § 5-117b and the program must competitively select its investment advisors and other professionals. Any pooled investment program must be approved by the board of education.

MANAGEMENT AND INVESTMENT OF FUNDS (Cont.)

Any interest received from investments shall be placed in the fund from which the investment was made as approved by the board of education at a lawfully convened board meeting.

The treasurer shall place primary emphasis on safety and liquidity in the investment of funds. Taking into account the need to use sound investment judgment, prior to purchasing direct obligations of the United States Government or other obligations of the United States Government, its agencies or instrumentalities, the school district shall utilize competitive bids, to the extent practicable. All investments shall be designed to maximize yield within the class of investment instrument, consistent with the safety of the funds invested.

To determine that school funds are properly secured, the treasurer shall, on a monthly basis, obtain from each bank where funds are deposited a listing of collateral pledged, setting forth the par value and market value of such collateral. The board shall utilize said documents in reviewing the investment performance of the treasurer.

The board of education shall review the investment performance of the treasurer each month at its regularly scheduled board meeting. Such review shall include, but is not limited to, a determination of whether the treasurer is making informed investment decisions regarding the safety, return, liquidity, costs, and benefits of various investment options in selecting investments for the school district.

REFERENCE: 62 O.S. §471
70 O.S. §5-115

THIS POLICY REQUIRED BY LAW.

PUBLIC GIFTS/DONATIONS TO THE SCHOOLS

The Guymon Board of Education assumes responsibility, within its financial capabilities, for providing at public expense all items of equipment, supplies, and services that may be required in the interest of education in the school units under its jurisdiction. Gifts, donations, grants, or bequests will be accepted and the action recorded, provided the conditions of acceptance do not remove any degree of control of the school district from the board and will not cause inequitable treatment of any student(s) or student group(s).

A gift shall be defined as money, real or personal property, and personal services provided without consideration. Gifts from organizations, community groups, and/or individuals that will benefit the district shall be encouraged by district administration. Individuals or groups contemplating presenting a gift to a school or the district shall be encouraged to discuss, in advance, with the building principal or the superintendent what gifts are appropriate and needed.

Community groups or individuals may donate equipment to the district. Such equipment shall be added to the district's inventory, provided it is operative at the time of donation and meets an educational purpose of the district.

The district reserves the right to accept or decline any proposed gifts. In determining whether a gift will be accepted, consideration shall be given to district policies, goals, and objectives (with particular emphasis on the goal of providing equal educational opportunities to all students) and adherence to the basic principles outlined in board-approved regulations (see CDC-R1).

Propositions giving funds, equipment, or materials to the school with a "matching agreement" or restriction are generally not acceptable. Acceptance of donated equipment or materials may depend upon the compliance with the board's policy of standardizing materials and equipment in the district which could restrict gifts purchased by parent-teacher organizations to individual schools. The acceptance of a gift for a particular school, however, indicates the board's approval of the use the benefactor specified.

Any person or organization desiring to give a gift or make a donation, grant, or bequest to the board should contact the superintendent who may accept the gift, thank the donors, and inform the board, except that offers of real property will be accepted only by the board. Also, where the appropriateness of a gift is in doubt, the superintendent will refer the matter to the board for its acceptance or rejection. For example, single gifts of considerable value exhibiting the donor's name or business shall be considered on an individual basis by the board.

Provided, all conditional gifts must be approved by the board.

Any gift or grant accepted by the board or the superintendent as its executive officer shall become the property of the board of education and will comply with all state and federal laws.

REFERENCE: Title IX, Education Amendment of 1972, 20 U.S.C. §1681, et seq.
70 O.S. §5-117

ORGANIZATIONAL DONATIONS TO SCHOOLS

School _____

Principal _____

Group making donation _____

Brief description of project _____

Description of specifications of donation(s) _____

On a separate sheet, include appropriate drawings describing the project.

Description of installation of the donated item(s) _____

Additional or continuing costs for the school district (if any) _____

Plans for maintenance, upkeep, and replacement of donated item(s) _____

Statement of condition of used item(s) (from a third party) _____

Approved ☐ Disapproved ☐

Superintendent _____

Property Director _____

Elementary/Secondary Director _____

Building Principal _____

ORGANIZATIONAL DONATIONS TO SCHOOLS (Cont.)

ROUTE TO FOLLOW:

1.	BUILDING PRINCIPAL	⇔	Involved parties (Teacher, PE, Spec. Ed., etc.)
	⇓		
2.	PROPERTY DIRECTOR	⇔	Electrician, plumber, supervisor, trades person, business manager
	⇓		
3.	ELEMENTARY/SECONDARY COORDINATOR	⇔	Principal, other involved parties
	⇓		
4.	SUPERINTENDENT		

The committee will meet, study the application, and notify in writing the group making the request as to its acceptance or rejection. If the donation is rejected, reasons will be listed and the application can then be resubmitted.

SCHOOL FINANCE

It is the policy of the Guymon Board of Education that the superintendent of schools shall work with the school auditor and the board in the preparation of both a financial estimate and the annual budget, and to publish these documents, as well as any other necessary publications as required by law. The superintendent or designee shall report to the board monthly on the status of the budget.

The superintendent shall make to the board such fiscal recommendations as deemed necessary and shall furnish to the board all information pertaining thereto.

After recommendations made by the superintendent have been considered by the board, the board shall adopt those recommendations which it deems advisable.

Minor purchases may be made by school employees and charged to the school, provided such purchases are previously approved by the superintendent or made in accordance with procedures established by the superintendent.

The superintendent shall cause to be prepared all claims against the school district for consideration by the board. The superintendent shall furnish explanations of such claims.

When claims are approved by the board for payment, the board encumbrance clerk shall issue warrants in payment with the school district treasurer. The clerk shall ensure that a record of such warrants is made in the school district warrant register, and that the warrants are distributed to the proper creditors.

Should school personnel receive a report that an issued warrant or check has been lost or destroyed, a second or duplicate may be issued. The school district cannot legally issue a second or duplicate warrant or check until such time as the school district has stopped payment on the initial document or the district has received an affidavit from the payee as to the facts concerning the loss or destruction of the original document.

The superintendent shall make such financial reports as may be required by the State Department of Education and such other financial reports as the board may require. The superintendent shall present to the board in July a financial statement reflecting the fiscal condition of the district as of the close of the previous fiscal year and an itemized statement of estimated needs and the probable income including ad valorem tax for the current fiscal year. These financial statements and estimates shall be published in one issue of a newspaper of general circulation in this area and shall be filed with the county excise board on or before September 1 of each year.

REFERENCE: 68 O.S. §3002
70 O.S. §5-128, §5-128.1
70 O.S. §5-134, §5-134.1
70 O.S. §5-135

INCOME, CHANGE FUNDS, AND DEPOSITS (PROCEDURES)

The assistant superintendent of finance of the will ensure the proper handling and deposit of funds received by the school district. The following procedures will apply:

Deposits

The activity fund custodian will prepare the bank deposit slips daily, in duplicate. The original deposit slip will accompany the bank deposit. The deposit receipt will be returned to the district and attached to the duplicate deposit slip. All funds for deposit will be delivered to the approved bank and deposited in the appropriate account(s).

Check Receipts

All checks accepted by the district must include the name, address, telephone number, date of birth, and driver's license number of the person writing the check. If a check is returned for insufficient funds, the person writing the check will be assessed a service charge as established by the business office.

Cash Receipts

All cash received by the district will be properly receipted by authorized personnel. Receipted funds will be deposited on a daily basis in the general fund unless specifically related to an activity fund account. If the funds are related to an activity fund account, they will be deposited in the appropriate account(s) on a daily basis if in excess of $100.00 or weekly if less than $100.00. Funds generated within the school as a result of food service, bookstore, student organizations, shop work, and vending machines will be deposited daily within the appropriate activity fund. Funds classified as clearing accounts will be deposited to the general fund on a monthly basis. Any overage or shortage will be indicated and recorded on the daily balance sheet by the activity fund custodian.

Cash will not be left in the building overnight without being placed in the safe. Under no circumstances will an employee leave money in his or her office, shop, or classroom overnight. If an activity held outside of office hours will include the collection of money, the activity sponsor must make prior arrangements with the assistant superintendent of finance to comply with this requirement.

Cash collected for live projects, lost equipment, breakage, or repair of equipment purchased with district funds will be deposited to the general fund.

Change Funds

Authorized change funds and their purposes include:

1. Adult Education

   The evening class secretary will be responsible for the receipt of fees for part-time adult classes. A change fund and cash drawer will be established for this purpose.

INCOME, CHANGE FUNDS, AND DEPOSITS, PROCEDURES (Cont.)

2. Cafeteria

   The cafeteria will be issued a cash drawer and change fund. All receipts and the cash register reading of each operator will be deposited daily with the _____.

3. Mail

   The assistant business manager will be responsible for opening mail and recording all funds received and depositing the funds with the appropriate authorized personnel.

4. Petty Cash

   A fund of $200 will be set up in the activity fund accounts. No single expenditure may exceed $75. A total of $2,500 cannot be exceeded in any one fiscal year. The petty cash fund will be reimbursed monthly from the general fund.

ACTIVITY FUNDS

The Guymon Board of Education shall exercise complete control over all activity funds and shall adopt appropriate rules and regulations for handling, expending, and accounting for all such funds.

At the beginning of each fiscal year, the board shall approve all school activity fund subaccounts, all subaccount fund raising activities and all purposes for which the monies collected in each subaccount can be expended. The board will approve any activity fund raising events during the fiscal year. This includes any fundraiser that an employee wishes to create utilizing online services. Prior to creating an online fundraiser at sites such as "GoFundMe" or similar websites, an employee shall make a formal request to the superintendent or superintendent's designee. The superintendent shall process the request and make a determination as to whether the request will be submitted to the board of education for approval. If approved by the board of education, the employee in consultation with the administration of the school district, shall create an online fundraiser which will be subject to all state laws and district policies.

The school activity fund custodian will be appointed by the board of education. The board shall review on an annual basis the surety bond for the activity fund custodian, which shall be in no case less than one thousand dollars ($1,000), and such bond shall be filed with the clerk of the board of education.

Annually, the board shall approve the various activity funds, beginning balances, depository bank for fund, authorized signers on the account, and location where interest will be placed.

The superintendent shall cause the activity account to be audited annually by a certified public accountant who will be selected by the board. The audit shall be furnished to the board and the cost of the audit shall be paid from the general fund.

No expenditures shall be made from activity funds except by check and on the authorization of the sponsor of the group to whom the fund belongs. All such checks are to be issued and signed by the custodian of the activity fund and countersigned by a person designated by the board.

All activity monies shall be deposited with the office of the superintendent. The custodian of such funds shall cause the funds to be deposited by the close of the next business day following receipt of the funds.

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

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

The board of education shall establish a petty cash account to be used only for the purpose of making small cash expenditures, such as postage, freight or express charges; provided that no single expenditure from the petty cash account will be made in excess of seventy-five dollars ($75.00), and the total expenditures during any one fiscal year will not exceed two thousand five hundred dollars ($2500.00) per school building.

These provisions shall not apply to funds collected by student achievement programs or parent-teacher associations and organizations that are sanctioned by the board of education. Guidelines adopted by the board for the sanctioning

ACTIVITY FUNDS (Cont.)

of such organizations and associations may include, but not be limited to, examinations of financial and performance audits performed on each such organization and association.

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

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

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

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

The board shall evaluate and adopt standard forms for the documentation of cash receipts.

The board shall require the custodian to deposit receipts in the local bank in a timely manner as proscribed by statute.

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

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

1. The accounting system will be under the direction of one individual (activity fund custodian), who is responsible for keeping all accounts and preparing all financial reports. The activity fund custodian may delegate some of these duties to a central bookkeeper.

2. Records will be maintained and will include books of original entry, a general ledger, cash receipts records, expenditure records, and subsidiary ledgers.

3. Summary financial reports will be prepared on a monthly and annual basis.

4. Records will reflect that the budget has been planned and adopted cooperatively by students, sponsors, and school officials.

5. A centralized system of accounting and uniform method of handling funds shall be used.

6. Pre-numbered receipts for all money received will be utilized.

7. All money received will be deposited in the bank in a single account, in the name of Guymon School Activity Fund.

ACTIVITY FUNDS (Cont.)

8. All expenditures will be substantiated by an invoice or a signed receipt.
9. Pre-numbered checks will be used for all disbursements.
10. Two designated signatures will be required to authorize each expenditure.
11. All spoiled pre-numbered receipts will be marked void and will be retained.

REFERENCE: 70 O.S. §5-129, §5-129.1
70 O.S. §22-103

ACTIVITY FUNDS
(REGULATIONS)

In accordance with the policy of the board of education, the following regulation shall govern school activity funds:

1. **Authority for Activity Funds:** Under the general provisions of Title 70, Section 5-129 and the specific provisions of Title 70, Section 5-135, Oklahoma Statutes, the board of education shall exercise control over all activity funds. The cost of surety bonds and audit services are payable from the school activity fund or the general fund.

2. **Record of Funds:** Records shall be kept of all funds collected, handled, or disbursed by any school or activity by the sponsor of the activity and the school district treasurer.

3. **Audits:** The Activity Funds Auditor is appointed by and is responsible to the board of education. The auditor will make periodic audits of each school's activity fund and will furnish a detailed report to the board of education at the end of each school year showing the receipts, disbursements, and financial position of each account so far as may be determined from the records in the various schools. The auditor will give assistance and advice when necessary to insure adequate compliance with Activity Fund Procedure. Caution should be used in accepting personal checks. However, whenever bad checks occur, it shall be the responsibility of the principal to see that the checks are properly taken care of.

4. **Classroom Receipt Books:** Each teacher will have a classroom receipt book containing duplicate receipts. When a student turns in money for any purpose, the teacher will **immediately** prepare a receipt and provide the original of the receipt to the student. Each receipt will be properly dated and state the student's name and the purpose of the collection. At the start of each semester and until the heaviest period of collection is over, the teacher will add the amount of receipts written since the date of the last deposit and will take the money **and** the classroom receipt book to the secretary who will, in the presence of the teacher, again add the receipts written, count the money and issue the teacher a receipt from the office receipt book or receipt machine. The secretary will then place the date, amount, and receipt number at the bottom of the last receipt duplicate in the teacher's receipt book.

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

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

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

6. **Bank Deposits:** The Equity Bank will be used as the school depository for all activity funds. Deposits of less than $100 will be made by the secretary in a timely manner. Deposits of more than $100 will be made by the end of the next business day. (70 O.S. §5-129) In no case will deposits be made less than one time each week. At the end of the month, the sponsor of each organization will receive a copy of the monthly report. If the sponsor's ledger does not agree with the balance on the report, the sponsor will immediately reconcile the discrepancy with the treasurer.

ACTIVITY FUNDS, REGULATIONS (Cont.)

7. **Filing:** A regulation envelope file should be used to file each month's invoices, duplicate deposit slips, requests for reimbursements, bank statements, copies of reports, and other documents relating to the activity accounts for the month covered.

8. **Transfer:** If money is left in a fund account or subaccount after the purpose of the fund has been served, it may be transferred to some other approved school activity fund. Such transfers shall be made only upon passage of a written resolution by the board of education that any balance in excess of the amount needed to fulfill the function or purpose for which an account was established may be transferred to a designated account.

9. **School Activity Funds:**

   A. All money collected, handled, or disbursed by the school or any activity, organization or program of the school other than those funds designated as "Assessments" and "Lunch Funds" shall be classified as "School Activity Funds." All such funds shall be deposited with the school secretary. Disbursements shall be made by check. Each check must be supported by proper requisitions, invoices, statements, etc.

   B. When money or equipment is donated directly to a school by any group or individual donor, the money or equipment so donated shall become the sole property of the school and will be controlled by the rules and regulations of the board of education. Donations of any kind will not be returned to the donor once accepted by the school. Money or equipment donations will not be accepted from any donor with restrictions, conditions, or qualifications as to the use of such money or equipment.

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

SPONSORS

A. Each student group, class, or organization that carries a separate account or subaccount in the activity fund shall have a sponsor. The principal of the school shall appoint the sponsor. Sponsors shall be responsible for the funds collected by that entity and shall use the procedure described below for ordering supplies and equipment and for depositing funds.

B. Each sponsor shall be responsible for the payment of bills created against the sponsor's account. These bills shall be paid immediately after purchase is made. No student shall charge any item to any school without written authorization from the appropriate sponsor. When authorized, the student shall sign the student's name, the sponsor's name and the name of the organization on the ticket and return it immediately to the sponsor for payment. (Any exception must have the approval of the superintendent's office.)

C. **No sponsor of any account shall make purchases or obligations in excess of funds on hand.**

ACTIVITY/EVENT MONEY LOG

EVENT/ACTIVITY _____ SCHOOL _____

I, _____, have given
Administrator or Activity Custodian

(1) _____ (2) _____
Sponsors or Workers

$_____ to be used as change for the above event (gate, concession, activity, etc.) on Date _____ at Time _____,

RECONCILIATION AFTER EVENT/ACTIVITY

Beginning amount for change $_____

Student tickets (if applicable)
(Beginning ticket #_____)
(Ending ticket #_____) $_____

Adult tickets (if applicable)
(Beginning ticket #_____)
(Ending ticket #_____) $_____

Other (concession, etc.) $_____

Total to Reconcile $_____

I (1) _____ (2)_____
Sponsors or Workers

have given _____ $_____
Administrator or Activity Custodian

on Date _____ at Time _____.

* COUNT MONEY AT THE TIME OF EXCHANGE before and after the activity. Money will be deposited in the bank daily. When the bank is closed, bank bag will be deposited in the overnight depository.

* Use one sheet for each change box (example: 1 concessions, 1 gate).

SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS

Booster clubs and parent organizations are encouraged to promote a positive relationship between the school and the community. The primary purpose of these organizations is to assist and support the school in recognizing and promoting students' activities. The principal is responsible for maintaining close communication with such organizations to ensure the organizations' goals are in compliance with district policies. After receiving the superintendent's recommendation, the following criteria will be used in determining if an organization will be recognized (sanctioned) by the Guymon Board of Education as a viable booster club or parent organization.

1. The organization must be managed or operated by adults, rather than students, and will present its by-laws and/or constitution to the board of education. These will clearly identify the organization as a parent organization or booster club separate from school district student organizations and will provide details of the structure of the organization including:

   A. Officers and their duties;

   B. Election of officers and term limits;

   C. Purpose and goals;

   D. Dues structure, if any;

   E. Intended use of funds generated by the organization.

2. The organization must include one representative from the school faculty as a sponsor.

3. No fund raising activities will be conducted within the school by the organization during school hours and students will not participate during regular class periods.

4. The organization may not use school materials in advertising its activities. Use of school property by the organization for its activities will meet all regulations established by the board. (See policy GK.)

5. All funds raised by the organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted.

6. The organization must maintain bank, financial, and tax exempt status separate from the school. The organization will provide to the board of education, annually or upon request, a complete set of financial records or detailed treasurer's report.

7. Any plan, project, or movement instituted to expand, modernize, renovate, or render maintenance to school-controlled and/or owned properties, or provide academic achievement awards and other educational recognition to students or student bodies will be presented to the board of education in official session for its consideration, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.

SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS (Cont.)

8. In no manner will board sanctioning of an organization preclude the organization from compliance with state and federal laws as they pertain to equal opportunity and treatment of all students. Gifts or services provided to the school should benefit both boys' and girls' activities.

9. The board of education reserves the right to revoke the sanctioning of any organization if it is found that the organization's operations and purpose are not consistent with the policies and procedures adopted by the board of education.

REFERENCE: 70 O.S. §5-129.1
Title IX, Education Amendment of 1972, 20 U.S.C. §1681, et seq.

THIS POLICY REQUIRED BY LAW.

APPLICATION FOR SANCTIONING

This is a request for sanctioning by the Applicant to the Guymon Board of Education, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent-teacher association or organization.

Name of Applicant: _____

Applicant's Address: _____

_____

Applicant's Taxpayer I.D. Number: _____

Applicant's Representative from whom additional information may be obtained: _____

Applicant's Telephone Number: _____

Applicant's Purpose, Goals, and Organizational Structure: _____

_____

_____

_____

_____

Describe how the school district and its students will benefit if the Applicant is sanctioned: _____

_____

_____

_____

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin, or disability.

Applicant acknowledges that the board of education has the discretion to sanction or decline the Applicant, and the decision of the board of education is final and nonappealable. Applicant further acknowledges that (a) the board of education may, at any time, request the records maintained by the Applicant, which the Applicant will promptly make available, and (b) the board of education may, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the board of education is final and nonappealable.

APPLICATION FOR SANCTIONING (Cont.)

Applicant also acknowledges that, in order for the school district to consider whether to maintain the sanctioning action of Applicant, Applicant shall provide to the board of education, upon request, on an annual basis, by July 1 of each year, the audit report, if any, for Applicant's recently ended fiscal year, prepared by an independent accounting firm.

Instructions for Completing Application:

1. Complete this application and the attached financial statement. Please print or type. If necessary, use additional sheets of paper.

2. Sign and date this application.

3. Deliver the application to:

   Melissa Watson, Asst. Superintendent
   Guymon Public Schools
   111 NW 11th St
   Guymon, OK 73942

_____
Applicant

By: _____ Date: _____

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION FINANCIAL STATEMENT
UNAUDITED

Name of Organization/Association: _____

FINANCIAL ACTIVITY FOR SCHOOL YEAR _____

Beginning Cash Balance, July 1, _____		$ _____
Collections:		
Fund-raiser, Merchandise Sales, Etc.	$ _____	
Donations	$ _____	
Contributions	$ _____	
Other (list)	$ _____	
_____	$ _____	
_____	$ _____	
_____	$ _____	
Total Collections		$ _____
Expenditures:		
Fund Raising Expenses	$ _____	
Supplies/Materials	$ _____	
Advertising	$ _____	
Postage, Mailings, etc.	$ _____	
Equipment	$ _____	
Donations/Contributions	$ _____	
Other (list)	$ _____	
_____	$ _____	
_____	$ _____	
_____	$ _____	
Total Expenditures		$ _____
Ending Cash Balance, June 30, _____		$ _____

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the _____ school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Guymon Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Officer/Director: _____ Date: _____

Title: _____

Received and reviewed by Guymon Public Schools:

Name/Title: _____ Date: _____

AUDITOR

It is the policy of the Guymon Board of Education to employ an auditor for the district. The auditor shall serve at the discretion of the board and for such compensation as the board may determine. The auditor's duties will be to assist the board in preparing district budgets and to make such reports as may be required.

The Auditor shall audit all accounts of the Board of Education each year, including activity and lunch room accounts, and provide the Superintendent, as Chief Executive of the Board of Education, such reports are required by the Board.

The board of education will provide for and cause to be made an annual audit of this school district for each fiscal year. The audit shall be a financial audit and a compliance audit of all school district funds. Audits will be made at the end of each fiscal year at a minimum and may be required by the board at more frequent intervals.

A written report of the audit shall be furnished to the board by the auditor. The board will conduct a final exit interview with the auditor at an open board meeting.

REFERENCE: 70 O.S. §22-103, et seq.

DISTRICT ACCOUNTING

The Board of Education shall have prepared and adopt a budget annually for the operation of the school system. They shall keep accurate and thorough records of income and expenditures as required by law. The Board of Education shall prepare, file, and publish all required financial reports and statements in accordance with Oklahoma statutes and the rules and regulations of the State Auditor and Inspector and the State Board of Education.

1. The Guymon school system shall encumber, disburse, and account for all General Fund expenditures in accordance with the alternate accounting system authorized by the Oklahoma State Board of Education.

2. Receipts shall be issued for all monies received and all monies shall be deposited in an approved depository daily.

3. No expenditure may be contracted for in excess of money available to the Board of Education for that purpose.

4. The Board of Education shall be provided monthly with a report of the budgeted amount, monthly expenditures, total expenses for the fiscal year to date, and the remaining unencumbered balance in all accounts in the General Fund.

REFERENCE: 70 O.S. §5-135, §5-135.2

SALARY DEDUCTIONS

Federal and state income tax and social security deductions are mandatory by federal and Oklahoma law. The school district is required to make payroll deductions for professional organization dues and political contributions upon the request of any employee. Such deductions shall be on a ten-month basis unless otherwise designated by the employee organization. Other deductions may be authorized by the Guymon Board of Education upon request and authorization of the employee.

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

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

The board shall require a minimum of 10 employees to request deductions for any other specific payee.

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

PURCHASING AND DISTRIBUTION

It is the policy of the Guymon Board of Education that purchasing and distribution shall be under the supervision of the superintendent but may be delegated in writing by the superintendent to a principal or teacher. Written delegations of authority should contain specific limitations imposed by the board or superintendent upon the designee or may provide a complete delegation of purchasing and distribution duties. No person except the superintendent or the superintendent's designee shall make purchases without written authorization. Such purchases shall be limited to those in the amount of $500.00 or less.

The superintendent should take advantage of discounts for buying in quantity and, if possible, purchase in sufficient quantities for one full school term. Requisitions for supplies shall follow the appropriate chain of command originating from teachers, through the principal, to the superintendent. Purchases shall be made from local firms when economically wise to do so. However, the school district is required to purchase goods and services provided by the Oklahoma Department of Corrections whenever the article, service, or product provided by the Department of Corrections is the lowest and best bid.

No expenditure involving an amount greater than $500.00 shall be made except in accordance with a written contract or purchase order.

No obligation against the school district may be made except through approved methods and procedures. Purchase orders are issued only through the purchasing agent's office. Building principals or sponsors of specialized activities for which specific funds are budgeted shall present proposed expenditures to the purchasing agent who shall issue a purchase order. The superintendent of schools shall be responsible for keeping total school district obligations within the approved budget of the Board of Education.

Direct solicitation of school employees by salesmen during school hours is prohibited.

REFERENCE: 21 O.S. §355
57 O.S. §549.1
62 O.S. §371
70 O.S. §5-123
70 O.S. §5-124
70 O.S. §5-129
70 O.S. §5-135

AFFIDAVIT

Any contract entered into in the amount of $25,000.00 or more requires the following sworn statement:

STATE OF OKLAHOMA)
)§
COUNTY OF TEXAS)

The undersigned (architect, contractor, supplier, or engineer), being of lawful age, being first duly sworn, on oath states that this contract is true and correct. Affiant further states that the (work, services, or materials) will be (completed or supplied) in accordance with the plans, specifications, orders or requests furnished the affiant. Affiant further states that s(he) has made no payment directly or indirectly to any elected official, officer, or employee of the school district, of money or any other thing of value to obtain or procure the contract or purchase order.

_____
Contractor, supplier, engineer, or architect

Subscribed and sworn to before me this _____ day of _____, 2_____.

_____
Notary Public (or Clerk or Judge)

My commission expires:

_____

(Seal)

In lieu of the foregoing a statement containing the same information is to be signed by the vendor.

TERMINATION OF LEASE-PURCHASE AGREEMENTS

State law allows the school district to terminate leases or lease-purchase agreements at any point by proper resolution entered into the board minutes that certify the continuation of the rental or lease is unnecessary and contrary to the public interest.

In order to terminate a lease or lease-purchase agreement, written notice shall be sent by certified mail to the vendor 30 days prior to the termination of the contract. The notice shall include the payment of all sums then owed up to the date of the contract termination and shall certify that the canceled equipment is not being replaced by equipment performing similar functions.

The equipment covered by the contract termination shall be returned to the vendor at the expense of the school district, in good condition, to a location designed by the vendor. The returned equipment shall be free of all liens and encumbrances.

Meeting these requirements shall release the district from any further contractual obligation to the vendor.

REFERENCE: 62 O.S. §430.1

BIDS AND QUOTATIONS

No expenditure involving an amount greater than $500.00 shall be made except in accordance with the provisions of a written contract or purchase order, and no contract involving an expenditure of more than $100,000 for the purpose of erecting a building or making any improvements on school buildings or construction trade contracts or subcontracts involving a construction manager exceeding $50,000 shall be made except upon sealed proposals and to the lowest or best responsible bidder. This does not prohibit the district from erecting a building or making improvements on a force account basis.

Public construction contracts equal to $50,000 but less than $100,000 not involving a construction manager shall be let and awarded to the lowest responsible bidder by receipt of written bids or awarded on the basis of competitive quotes to the lowest responsible qualified contractor. Public construction contracts for less than $25,000 may be negotiated with a qualified contractor. Public construction contracts are any contract for the purpose of making any public improvements or constructing any public building or making repairs to or performing maintenance on any school-owned building.

If a public construction contract for minor maintenance or minor repair work to district property is less than $25,000, a contract may be negotiated with a qualified contractor. No work shall be commenced until a written contract is executed and proof of insurance has been provided by the contractor to the school district's business office.

The school board may provide for a local bid preference of not more than five percent of the bid price if the board determines that there is an economic benefit to the local area or economy. The determination as to whether there is an economic benefit to the local area or economy will be based upon whether the local bidder employs residents of the school district as employees or independent contractors and whether such employment will benefit the school district. The local bidder must be the second lowest qualified bid on the contract and must agree to perform the contract for the same price and terms as the bid proposed by the nonlocal bidder or contractor. Within the bid specifications the district must clearly state that the bid is subject to a local bidder preference law.

"Local bidder" means the bidding person is authorized to transact business in Oklahoma and maintains a bone fide establishment for transacting business within the state.

The term "force account" means the purchase of necessary materials, and the employment of necessary workmen, by the school district itself, rather than entering into a contract with a building or other contractor to construct the building or other improvement. No contract involving sums in excess of $100,000 shall be split into partial contracts involving sums below $100,000 for the purpose of avoiding the requirements of the Public Competitive Bidding Act.

For the purposes of this policy, the term "improvements on school buildings" shall not include any of the following:

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

For the purposes of the Public Competitive Bidding Act, where total payments of principal and interest are anticipated to exceed $100,000 the lease purchase of items pursuant to paragraphs numbered 2 and 3 above must be competitively bid.

BIDS AND QUOTATIONS (Cont.)

REFERENCE: 61 O.S. §102, §103, §107, §131
62 O.S. §430.1
70 O.S. §5-123

CONSTRUCTION

The school district shall comply with the Davis-Bacon Act with regard to construction projects governed by the law. Under the Davis-Bacon and Related Acts and Reorganization Plan No. 14 of 1950, the U.S. Department of Labor is responsible for determining prevailing wages, issuing regulations and standards to be observed by federal agencies that award or fund projects subject to Davis-Bacon labor standards, and overseeing consistent enforcement of the Davis-Bacon labor standards. Contractors and subcontractors shall certify to the school district that they are complying with the requirements of the Davis-Bacon Act. Failure to adhere to the law will result in the district suing for breach of contract to recover any damages to the school district.

The Davis-Bacon and Related Acts apply to contractors and subcontractors performing on federally funded or assisted contracts in excess of $2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. Davis-Bacon Act and Related Act contractors and subcontractors must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area.

The Davis-Bacon Act directs the Department of Labor to determine such locally prevailing wage rates. The Davis-Bacon Act applies to contractors and subcontractors performing work on federal or District of Columbia contracts. The Davis-Bacon Act prevailing wage provisions apply to the "Related Acts," under which federal agencies assist construction projects through grants, loans, loan guarantees, and insurance.

For prime contracts in excess of $100,000, contractors and subcontractors must also, under the provisions of the Contract Work Hours and Safety Standards Act, as amended, pay laborers and mechanics, including guards and watchmen, at least one and one-half times their regular rate of pay for all hours worked over 40 in a workweek. The overtime provisions of the Fair Labor Standards Act may also apply to Davis-Bacon Act-covered contracts.

REFERENCE: 40 USC 3141, et seq.

PURCHASING CARDS

It is the policy of the Guymon Board of Education that only the following purchasing card(s) will be used by designated personnel of this school district only after prior authorization through a purchase order.

1. Arvest Bank VISA – General Fund

2. Arvest Bank VISA – Activity Funds

The superintendent or the superintendent's designee are the only district employee authorized to use or designate the use of the purchasing card(s).

The use of the purchasing card(s) by the superintendent or designee will be carefully controlled. All usage of the purchasing card(s) will require the acquisition of a purchase order, an original invoice from the vendor in addition to the purchasing card invoice customer copy. Purchases made with the purchasing card will not be paid without both the original invoice and the customer copy of the purchasing card invoice.

Employees, with the approval of the superintendent or designee, may use the purchasing card to register for a workshop or event. However, if an employee fails to attend the event or cancels the registration, the employee shall be required to remit payment to the school district for any cancellation fees or penalties incurred and charged to the school district.

The purpose of the purchasing card is to provide the District with an alternative method of purchasing goods and services. The purchasing card enables employees to order and receive products directly from the vendor, it gives employees the authority and flexibility to purchase supplies when the District needs them at competitive prices, helps employees get faster delivery on low-cost items and allow employees to purchase supplies from vendors that do not take purchase orders.

The employees receiving purchasing cards will be determined by the District's Finance Office and approved by the Superintendent or his/her designee. The cardholder will be responsible for and accountable to the district for all charges made with the purchasing card. Use of the purchasing card is solely for authorized, official school purchases. Personal purchases are strictly forbidden and may result in disciplinary action.

Board Regulation defines the requirements for district use of the purchasing card that include, but are not limited to, card management, card control and limits, use of the cards, documentation of purchases and reports.

SCHOOL PURCHASING CARD
ADMINISTRATIVE REGULATIONS

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

1. The purchasing card will be maintained in the superintendent's office. The use of the purchasing card will be carefully controlled by the superintendent.

2. The superintendent and the superintendent's designee are the only district employees authorized to charge expenditures on the card.

3. Personnel desiring use of the card must obtain approval through the superintendent's office.

4. The card may be checked out from the superintendent's office by the certified employee who is serving as sponsor for a board-approved activity.

5. A card usage log will be maintained in the superintendent's office and will include the following information:

   A. The signature of the employee checking out the card.

   B. The activity for which the card is to be used.

   C. The date the card is checked out.

   D. The date the card is checked in.

   E. Verification of receipts turned in for all purchases. Receipts for gasoline purchases must include the license number or vehicle number.

6. Purchases are to be made only by the employee whose signature is recorded on the usage log as checking out the card.

7. Purchases made which are not approved by the board will be reimbursed to the school district within 10 days of notification. Anyone making such purchases may be prohibited from future use of the card.

8. Personal usage of the card is prohibited at all times.

9. All usage of the purchasing card will require the acquisition of an original invoice from the vendor in addition to the purchasing card invoice customer copy. Purchases made with the purchasing card will not be reimbursed without both the original invoice and the customer copy of the purchasing card invoice.

EMERGENCY PLANS

The Guymon Board of Education has appointed a committee composed of the superintendent, each building principal, the director of maintenance, and other designated personnel for the purpose of developing and maintaining the district emergency plans. A Crisis Plan will be developed by local officials and the Safe School Committee that will ensure an established set of directives to guide the actions of those involved and responsible for the safety of students and property. Special drill activities related to fire safety and other emergencies will be planned and implemented by each principal, in association with the superintendent, director of maintenance, the fire marshal, or other civil authorities, to ensure orderly movement and placement of students to the safest available space(s) should an emergency occur, including, but not limited to, the following:

1. Severe weather
2. Fire
3. Flood
4. Terrorism
5. Missing student(s)
6. Suicide
7. Threatening persons
8. Weapons/explosives found on school site
9. Any other situation the Safe Schools Committee deems appropriate

The crisis/emergency plan will be kept on file at each school site and a copy will be provided to local emergency management officials. Additionally, the superintendent will maintain communication with other community agencies in order to share information on preparedness and planned procedures. It shall also be the responsibility of the superintendent to ensure that the schools work in cooperation with these other agencies during such emergencies.

Emergency preparedness should be discussed with teachers and students at least once per semester or as deemed necessary by the building administration. Each classroom shall have posted a copy of rules, evacuation signals, evacuation routes, and procedures to be followed for fire and tornado emergencies, terrorist attacks, and emergency evacuations. All teachers and staff members shall make themselves familiar with these procedures.

The board of education shall receive yearly reports from the superintendent as to the status of all emergency plans, which reports shall identify any safety needs for the school district.

REFERENCE: 63 O.S. §681
70 O.S. §24-100

SCHOOL SECURITY DRILLS

The following are the planned procedures for responding to a school campus intrusion/crisis. If a teacher, student, or administrator is made aware of an intruder, violence, weapons, acts of terrorism, or other crisis within the school campus, the following actions should be taken:

1. Notify the office immediately by intercom or in person, whichever is fastest (no student messengers).

2. Do not confront any intruder. Instead, notify the principal/office, unless a student is in imminent danger.

3. The principal/office will announce over the intercom, "This is a security drill, please take action at this time." The office will also notify the police, ambulance, superintendent, etc., and will immediately shut off all school bells.

4. Teachers' immediate responsibilities shall be:

   Lock all classroom doors (all inside)
   Close all windows, window blinds/curtains
   Turn all classroom lights off
   Gather all students in an obscure corner of the room
   Keep students orderly and quiet
   Refrain from using the intercom unless the intruder is visible and office contact is necessary
   Do not leave the classroom/students at any time

5. The principal shall announce over the intercom that the drill is "over" and any explanation will be given at that time.

A minimum of four security drills will be conducted at each school site within the district on an annual basis. No security drill will be conducted at the same time of day as a previous security drill conducted in the same school year, and no more than two security drills shall be conducted in one semester. One security drill shall be conducted within the first fifteen (15) days of each semester. The board of education and administration shall make a determination each year as to the extent of student involvement in the security drills. Staff shall be required to participate in the drills.

LEGAL REFERENCE: 70 O.S. § 5-148

USE OF AUTOMATIC EXTERNAL DEFIBRILLATOR

The Guymon Public Schools district will follow the American Heart Association guidelines for automatic external defibrillator (AED) use and storage. Responders' use of the AED should not replace the care provided by emergency medical services (EMS), but is meant to provide a lifesaving bridge during the first few critical minutes it takes for advanced life support providers to arrive.

The AEDs are to be located so that any victim may be reached in three minutes or less. Therefore, they will be stored by the principals' offices and/or gymnasiums.

Roles and Responsibilities

The lead school nurse will be the AED coordinator will serve as the primary liaison between the local EMS and the AED program. The coordinator will be responsible for purchasing equipment and supplies, organizing training programs, forwarding incident data to the local EMS, and holding post-event debriefing sessions for employees involved.

Certified district employees authorized to utilize the AED are specific employees trained and certified to use an AED in a sudden cardiac arrest emergency. These employees will attend a four-hour, American Heart Association AED training session, will have yearly refresher classes, and will be recertified every two years.

Procedure

When an apneic, pulseless victim is discovered, activate the sudden cardiac emergency response plan and by following the suggested guidelines set by the American Heart Association. This district will follow the American Heart Association AED treatment algorithm. The AED coordinator will notify the medical director's office of the use of the AED. An accident report form will be used to document an event and to document the practice drills.

Maintenance

The district will follow the manufacturer's suggested guidelines for maintenance of the AED. The AED coordinator will supervise the procedure.

Sudden Cardiac Arrest Plans

Each site in the district will develop a Sudden Cardiac Arrest Plan that will be in addition to the site's normal emergency plans. That plan will be kept with all other emergency plans.

LEGAL REFERENCE: **70 O.S. § 1210.200**
70 O.S. § 24-1556

SCHOOL SECURITY SURVEILLANCE CAMERAS

The School District seeks to promote and foster school safety and a safe and effective educational and work environment. After having carefully considered and balanced the individual's right to be free from invasion of privacy with the School District's interest and duty to promote the health, welfare and safety of students and staff as well as the health, safety and welfare of members of the general public who have occasion to use school facilities and enhance the protection of school property, the School District supports and reserves the right to place and use surveillance cameras, when necessary and appropriate, in its schools, school facilities, school buses and/or on its school grounds.

The primary uses of surveillance cameras are as follows: (i) to promote a safe environment by deterring conduct that violates the law or district policy; and (ii) to record images for future identification of individuals in the event of violations of law, district policy and/or school-based rules; (iii) to aid in search of lost or missing children, and (iv) to assist emergency services personnel. Surveillance camera use is limited to uses that do not violate federal or state constitutional protections against unreasonable search and seizure, reasonable expectation of privacy and other applicable laws prohibiting wiretapping and electronic surveillance of aural communications.

Surveillance cameras may be utilized in public areas of schools, school facilities, school buses and school grounds and in areas of schools, school facilities, school buses and school grounds deemed to be at risk for either vandalism or student misconduct. Surveillance cameras will not be used in the private areas of restrooms, showers, locker rooms and dressing rooms and any other area in which there is a reasonable expectation of privacy. Surveillance cameras also will not be used in private offices and classrooms.

Surveillance cameras will not monitor or record sound and will not make audio recordings unless by Court Order and in compliance with wiretap statutes. The use of surveillance cameras and the monitoring of any resultant recordings will be conducted in a professional, ethical, and legal manner and in a manner consistent with all existing policies and state and federal laws and will not be based on a subject's personal characteristics, including race, gender, ethnicity, sexual orientation, disability, or other protected characteristics. Surveillance cameras are not a guarantee of safety but are a tool that helps deter crime and assist in promoting the safety and security of individuals and property.

Surveillance cameras are implemented as a passive system; no school staff will be designated to solely monitor the cameras. Additionally, surveillance cameras shall not utilize automatic identification, facial recognition, or automatic tracking technologies. Only authorized school personnel, as determined by the Superintendent of Schools or designee, shall be involved with and/or have access to surveillance cameras and any resultant recordings. Additionally, surveillance cameras will be installed and configured to prevent tampering with or unauthorized duplication of recorded information. Furthermore, no surveillance cameras will be installed unless said installation has been approved in advance by the Superintendent of Schools or designee.

Surveillance camera recordings are not considered Directory Information and may be subject to confidentiality restrictions, including but not limited to requirements under the Federal Family Educational Rights Privacy Act. In no instance will surveillance cameras be used to observe and/or evaluate the performance of school district staff or to monitor employees during nonworking time. However, cameras may be used to monitor areas in which an employee works, even if there is only one employee in that area. This policy also does not apply to legitimate academic use of video cameras for educational purposes that have been approved by a school principal.

Implementation, Installation of Surveillance Cameras

The Superintendent of Schools or designee shall retain final decision-making authority regarding the appropriate use and implementation of surveillance cameras in the schools, school facilities, school buses and/or on school grounds. The Superintendent of Schools or designee shall maintain a current up-to-date record of locations of installed surveillance cameras.

SCHOOL SECURITY SURVELLIANCE CAMERAS (CON'T)

Monitoring employees involved in video monitoring of public areas will perform their duties in accordance with the practices outlined in this policy. Video surveillance monitors shall be located in areas to which access is controlled and shall not be viewable by unauthorized persons. Video recording may only be monitored by staff as authorized by the Superintendent of Schools. No unapproved employees may monitor or view video or camera images for any reason except as necessary in the course of an investigation or adjudication. Any employee violating this policy may be disciplined, up to and including termination.

Storage

Any video recording used for surveillance purposes in schools, school facilities, school buses and/or on school grounds shall be the sole property of the School District after which such recordings will be promptly erased unless retained as part of a criminal investigation, court proceeding (criminal or civil), or other bona fide use, as approved by the Superintendent of Schools or designee; and the Superintendent of Schools or designee will be the custodian of such recordings and all such recordings shall be properly protected from unauthorized viewing.

Release of Information

Requests for viewing a recording must be made in writing to the Superintendent of Schools or designee and all public records requests for recordings that are received will be processed on a case-by-case basis. A determination will need to be made as to whether the information requested is an open record. The request shall identify the individual for whom access is sought, the date(s) and/or time period(s) for which access is sought, and the rationale why access should be granted. If the request is granted, such viewing must occur in the presence of the Superintendent of Schools or designee. Under no circumstances will the School District's video recording be duplicated and/or removed from the School District premises without the express written authorization of the Superintendent of Schools or designee.

Signage and Notification Regarding Use of Surveillance Cameras

Appropriate and conspicuous signage will be posted at entrances to schools, school facilities, and school grounds and/or at major entrances into schools and school facilities, school buses and school grounds notifying students, staff, and members of the general public of the School District's use of surveillance cameras.

Destruction and/or Tampering with Surveillance Cameras

Any individual who tampers with or destroys a video surveillance camera or any part of the video surveillance system will be subject to appropriate disciplinary action as well as possible criminal charges.

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 extent of student involvement in intruder drills shall be determined by the superintendent in consultation with the building principal. The ten (10) drills shall consist of the following:

1. Security drills. A minimum of four (4) security lockdown drills shall be conducted at each site within the school district each school year. No security drill can be conducted at the same time of day as a previous security drill in the same school year, and no more than two drills shall be conducted in the same semester. One security drill shall be conducted within the first fifteen (15) days of each semester. Security drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat around or in the school.

2. Fire drills. Each site school shall conduct a minimum of two (2) fire drills per school year. Each fire drill shall be conducted within the first fifteen (15) days of each semester. The fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal.

3. Tornado drills. Each school site shall conduct a minimum of two (2) tornado drills per school year. Tornado drills are required to be conducted in the months of September and March.

4. Safety drills. Each school site shall conduct a minimum of two (2) safety drills per year that can consist of any of the aforementioned drills.

Documentation of completion of the drills shall be maintained. Records for each fire drill shall be preserved in writing for at least three years and made available to the State Fire Marshal or the marshal's agent upon request. The school district shall document all other safety drills in writing and by school site with a copy of the report remaining at the school, a copy filed with the district administrative office, and a copy with the Oklahoma School Security Institute.

REFERENCE: 70 O.S. § 5-148
70 O.S. § 5-149

*Evacuation of the building to various safe locations in a random order is preferred so that anyone threatening harm will not have prior knowledge of the evacuation route and safe areas.

TOBACCO USE PROHIBITED

The use of a tobacco product or vapor product shall be prohibited 24/7 in or on an educational facility that offers an early childhood education program or in which children in grades kindergarten through twelve are educated. The use of a tobacco product or vapor product shall also be prohibited 24/7 in school vehicles, and at any school-sponsored or school-sanctioned event or activity.

1. "Educational facility" is defined as any property, building, permanent structure, facility, auditorium, stadium, arena or recreational facility owned, leased, or under the control of the school district.

2. "School Vehicle" is defined as any transportation equipment or auxiliary transportation equipment as defined in 70 O.S. § 9-104.

3. "Chewing tobacco" is defined as any Cavendish, twist, plug, scrap, and any other kinds and forms of tobacco suitable for chewing.

4. "Smoking tobacco" is defined as any granulated, plug cut, crimp cut, ready rubbed, and any other kinds and forms of tobacco suitable for smoking in a pipe or cigarette.

5. "Tobacco product" is defined as any bidis, cigars, cheroots, stogies, smoking tobacco and chewing tobacco, however prepared. Tobacco products shall include any other articles or products made of tobacco or any substitute thereof.

6. "Vapor product" is defined as 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 product shall also 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. Vapor products do not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetics Act.

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

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

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

REFERENCE: 21 O.S. §1247
63 O.S. §1-1522, et seq.
70 O.S. § 1210.212
20 U.S.C. §6083

HAZARDOUS MATERIALS

The Guymon Board of Education realizes that hazardous materials are used in the day-to-day operation of the school facilities and in the support of education requirements. The board also recognizes that with the use of hazardous materials, responsibility must be taken to ensure personal safety and to protect the environment during the use, storage, and transportation of such materials.

Therefore, this school district shall establish and maintain conditions of work which are reasonably safe and healthful for our employees. The school district's safety standards and safeguards shall be those which are reasonably necessary for the protection of the life, health and safety of our employees.

The term "hazardous materials" includes any substance or mixture of substances that pose a fire, explosive, reactive, or health hazard (such as bloodborne pathogens). Examples are common household cleaning supplies, spray oven cleaners, cleaning solvents, photo chemicals, soldering flux, some ceramic glazes, oils, gasoline and other fuels, and all other materials for which a "material safety data sheet" (MSDS) has been prepared. The U.S. Occupational Safety and Health Administration maintains complete listings of hazardous substances and materials.

The superintendent will develop regulations and/or procedures that govern the purchase, storage, handling, transportation, and disposal of hazardous materials for school facilities and operations.

Such regulations will establish an ongoing process by which each location in the district will have a program of identifying and managing hazardous material. District personnel will be encouraged to substitute non-hazardous material for hazardous material to the extent possible and to minimize the quantities of hazardous substances used and stored on school property.

HAZARD COMMUNICATION

It is the policy of the Guymon Public Schools to provide in-service training on an annual basis concerning hazard communications (Right To Know Law) and the Maintenance, Operation of Plants (MOPs).

1. MOP Workshop in-services will be mandatory for district employees, custodial staff, appropriate support personnel, and student workers and any other employees who work during the summer.

2. Hazard communications in-service will be conducted by district personnel or outside consultants. Employees to attend are custodial staff, appropriate support personnel, lunchroom personnel, and student workers.

Certificates of attendance will be maintained in the employee's personnel file on an annual basis.

HAZARD COMMUNICATION STANDARD (REGULATIONS)

In order to comply with the Hazard Communication Standard, the following written program has been established for Guymon Public Schools:

All work units of the school district are included within this program. The written program will be available in the assistant superintendent's office for review by any interested employee. As an employer, the school district intends to provide and maintain conditions of work that are reasonably safe and healthful for all employees. The Guymon School Hazard Communication Standard Program is to assure that each employee receives the information and training needed to work safely. It is a tool for providing communication to personnel about hazards and how to deal with them.

The assistant superintendent will be the Hazard Communication Standard Program Manager and will be assisted by the maintenance director.

Container Labeling

The maintenance director will verify that all containers received for use will be clearly labeled as to the contents, the appropriate hazard warnings are noted, and the name and address of the manufacturer are listed on each one.

The custodian 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 that have a block for identity and blocks for the hazard warnings.

The assistant superintendent will review the school district labeling system every 12 months and update as required.

Material Safety Data Sheets (MSDS)

The maintenance director will be responsible for obtaining and maintaining the data sheet system for the school district and will review incoming data sheets for new and significant health/safety information. New information will be passed on to the affected employees.

Copies of MSDS's for all hazardous chemicals to which employees of the district may be exposed will be kept in the assistant superintendent's office.

MSDS's will be available to all employees in their work areas for review during each work shift. If MSDS's are not available or new chemicals in use do not have MSDS's, the assistant superintendent should be contacted immediately.

Employee Training and Information

The assistant superintendent/maintenance director is responsible for the employee training program and will ensure that all elements specified below are carried out.

HAZARD COMMUNICATION STANDARD, REGULATIONS (Cont.)

Prior to starting work, each new employee of the school district will attend a health and safety orientation and will receive information and training on the following:

1. An overview of the requirements contained in the Hazard Communication Standard;
2. Chemicals present in the workplace operations;
3. Location and availability of the written Hazard Communication Standard Program;
4. Physical and health effects of the hazardous chemicals;
5. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area;
6. How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment;
7. Emergency procedures to follow if exposed to these chemicals;
8. How to read labels and review MSDS's to obtain appropriate hazard information; and
9. Location of MSDS files and location of hazard chemical lists.

After attending the training class, each employee will sign a form to verify that the training was attended, written materials were received, and the policies on hazard communication are understood.

Prior to a new chemical hazard being introduced into any section of the district, each employee of that section will be given information as outlined above. The maintenance director is responsible for ensuring that MSDS's on the new chemical(s) are available.

List of Hazardous Chemicals

The hazards associated with chemicals used by the school district will be identified from Material Safety Data Sheets obtained from the chemical supplier.

A Chemical Information List is available in the assistant superintendent's office. Further information on each noted chemical can be obtained by reviewing Material Safety Data Sheets.

Hazardous Nonroutine Tasks

Periodically, employees are required to perform hazardous nonroutine tasks. Prior to starting work on such projects, each affected employee will be given information by the maintenance director about hazardous chemicals to which they may be exposed during such activity.

HAZARD COMMUNICATION STANDARD, REGULATIONS (Cont.)

This information will include:

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

Informing Contractors

It is the responsibility of the assistant superintendent to provide contractors (with their employees) the following information:

1. Hazardous chemicals to which they may be exposed while on the job site, and
2. Precautions the employees may take to lessen the possibility of exposure by usage of protective measures.

The assistant superintendent will be responsible for contacting each contractor before work is started in the school district to gather and disseminate any information concerning chemical hazards that the contractor is bringing to the school workplace.

It is the responsibility of the contractor to train his employees.

Fire Safety

The fire safety regulations call for keeping the Guymon Fire Department informed of hazards. A system for placards to mark areas for the fire department will be set up with the local fire chief.

Monitoring and Evaluation

The superintendent, assistant superintendent, and maintenance director will review the Hazard Communications Programs at least annually and update and make changes as necessary.

Other Areas of Responsibility

Each principal, the vocational agricultural instructor, the bus mechanic, science instructors, and coach will be familiar with the Hazard Communication Standard and with these regulations and will see that they are carried out in their respective work areas and areas of responsibility.

BUILDINGS, EQUIPMENT, AND GROUNDS

The Guymon Board of Education believes that the education of children is dependent upon many factors including a proper physical environment that is safe, clean, attractive, and smoothly functioning.

The care, custody, and safekeeping of all school district property is the general responsibility of the superintendent. It is also the superintendent's responsibility to establish procedures for the proper maintenance and safekeeping of school property.

Citizens of the district, students, and members of the police department are encouraged to cooperate in reporting to the chief of security any incidents of vandalism to property belonging to the district and the name(s) of the person or persons believed to be responsible. Every employee of the district shall report to the principal of the school - and the principal in turn to the chief of security - any incident of vandalism known to them, and, if known, the names of those responsible.

The superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism to school property. The superintendent is further authorized to delegate, as seen fit, authority to sign such complaints and to press charges.

The superintendent shall have authority to let contracts for minor repair work not exceeding $50,000.00. Contracts beyond minor repair shall require board approval.

For public use of school property, see the policy on the community use of school property located elsewhere in this manual (see policy GK).

The school district shall be entitled to recover damages in a court of competent jurisdiction from the parents of any minor under 18 years of age, living with the parents at the time of the act, who commits any criminal or delinquent act resulting in bodily injury to any person or damage to or larceny of any property, real, personal or mixed, belonging to the school district. The amount of damages awarded shall not exceed $2,500.00.

REFERENCE: 23 O.S. §10

EQUIPMENT ACCOUNTABILITY

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

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

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

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

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

REFERENCE: 70 O.S. §5-130
2 C.F.R. §§ 200.33, 200.94, 200.20 and 200.313.
Department of Education, Administrator's Handbook

INVENTORIES
(REGULATION)

Inventories must be maintained by all personnel of the Guymon Public School System should it become necessary to file claims arising from fire, theft, or storm damage.

A separate furniture and equipment list must be used for each room of the building listing all items of furniture and equipment that are movable or portable.

A furniture and equipment inventory book is provided by the administration office for the purpose of recording all pertinent data. Exact instructions are listed in this book.

Building inventories are the responsibility of the principals. Classroom inventories are the responsibility of the teachers.

Inventory of furniture and nonconsumable equipment is a responsibility of the building principal. Furniture and equipment inventories must be submitted to the assistant superintendent on June 1 of each school year. Copies of all inventories will be stored away from the specific location.

BUILDING AND GROUNDS MAINTENANCE

The Guymon Board of Education believes that adequate maintenance of buildings, grounds, and property is essential to efficient management of the district.

The board directs a continuous program of inspection and preventative maintenance of school buildings and equipment.

The superintendent shall develop and implement a maintenance program that will include:

A regular program of repair and conditioning,

Critical spare parts inventory,

An equipment replacement program, and

A long-range program of building modernization and conditioning.

The superintendent shall develop such guidelines as may be necessary for the maintenance and repair of the physical plant.

The superintendent shall develop a checklist that will be applicable to all buildings in the district. Each building principal, in conjunction with the maintenance supervisor in that building, shall conduct a physical inspection of the building on a monthly basis and submit a written report to the superintendent.

The superintendent shall report to the board regarding the current maintenance and improvement program.

Every effort shall be made to maintain the facilities of the school system in an orderly and efficient manner. Facilities represent a large investment, and all students and patrons are asked to assist in every way possible to keep all facilities clean and orderly.

CRIME AWARENESS AND SCHOOL SECURITY

It is the policy of this board of education to investigate, to report to the local law enforcement agencies, and to make public the number and nature of crimes occurring in the school district and how they are investigated.

Contact the superintendent or the building principal to report a crime. A school official will contact the police department and will make arrangements to meet with the victim or complainant. An official report will be made and copied provided to the victim or complainant.

Information concerning the number of specific crimes (murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft) which have occurred on school grounds and the number of arrests on school grounds for liquor law violations, drug abuse violations, and weapons possessions will be made available to the public by the superintendent's office.

A regulation has been developed that will:

Reasonably ensure the security of district property.

Minimize fire hazards.

Provide for the safekeeping of records and funds.

Provide reasonable protection against vandalism, burglary, and crimes against the person.

Provide for the prosecution of persons who violate this policy.

Provide for employee responsibility for all furniture, books, references, and other district materials, equipment, and supplies assigned to the employee's care.

REFERENCE: 74 O.S. §360.15, et seq.
P.L. 101.542, Campus Security Act, 1990

CRIME AWARENESS AND SCHOOL SECURITY (REGULATIONS)

This regulation governs the conduct of all persons on school property in the Guymon School District:

Prohibited Actions

Public schools, as public institutions, must provide a reasonably safe environment for students, staff, parents, and visitors. The following actions are specifically prohibited: willful physical injury to any person; willful damage to property; willful disruption of the orderly conduct of the lawful and authorized activities of members of the school community such as students, staff, or parent organizations; entry upon school property for any purpose other than its authorized use; and the illegal or unauthorized possession on school property of narcotics, dangerous drugs, or dangerous weapons as defined by law.

Administrative Plans

The superintendent of schools or designee is responsible for developing plans, programs, and systems that provide for public order and the reasonable safety of students, staff, parents, and visitors. Such plans shall include, but need not be limited to: fire emergency and fire drills; bomb threat and school evacuation emergency; other public order emergency which may require the assistance of law enforcement or public safety agencies; accidents or incidents involving physical injury; the admission and regulation of visitors to the school building; peaceful demonstration on school property; the use of school buildings or portions thereof during other than regular school hours by authorized individuals or groups; vehicle traffic on school property; and access to special areas of potential danger on school property such as heating plants and electrical facilities. Such plans shall be consistent with established laws, school policies, and other appropriate rules, and regulations, and shall be submitted to the school board for review when so directed.

Penalties

Any student, teacher or other staff member, visitor, or other licensee or invitee who commits a criminal act while in a school or on school property is subject to arrest and prosecution or, in the case of minors, to appropriate proceedings in accordance with school policy and the law. Persons who commit such acts, or who violate this policy or such supplemental rules and regulations of the school board or its designated representatives, also are subject to removal from the school or school property where their act or action is a danger to the safety of others or interferes with the regular programs or activities of the school.

1. In the case of students, the superintendent or designee may impose appropriate disciplinary penalties; including reprimand, probation, suspension, or other appropriate disciplinary action in accordance with Oklahoma School Law and the policy and regulations of the board of education.

2. In the case of teachers and other staff members, violations may result in warnings, reprimand, fine, suspension, transfer, or dismissal in accordance with provisions of school law and policies and regulations of the board of education and appropriate contracts.

3. In the case of visitors, guests, invitees, and licensees, violations may result in the following:

   A. In the event of interference with the orderly operation of school programs, the violator may be removed from school property. In serious cases involving interference with orderly administration of school or school-related activity, trespass, or loitering, violators are subject to removal, arrest, and prosecution.

CRIME AWARENESS AND SCHOOL SECURITY, REGULATIONS (Cont.)

B. In the event of damage to school or personal property, assault or robbery, and related offenses, violators are subject to arrest and prosecution.

C. In the event of possession of dangerous drugs, narcotics, and dangerous weapons, violators are subject to arrest and prosecution.

Nothing in these rules and regulations shall be construed to permit or authorize the restriction of freedom of speech, peaceful assembly, or the rights and responsibilities of students, staff, parents, parent associations, or other citizens as guaranteed under law, policies, and regulations.

IDENTIFICATION BADGES
EMPLOYEES

To help ensure the protection of staff and students and to reduce the possibilities of theft, vandalism, and loss of district property, all employees of the Guymon school district shall be issued and wear identification badges when on district property.

The district's photo identification badge system will serve as an instant identification system for security purposes and will assist parents and other visitors to school locations in identifying school employees. Employees will display the identification card at all times in the performance of their duties on district property.

A badge system, with appropriate designation but without photograph, shall be used for visitors to schools during regular school hours and for substitutes and/or temporary employees.

Staff members issued an identification badge will be subject to the following requirements:

1. Identification badges are the property of the district for use by district employees. Any employee who duplicates or lends his/her identification badge will be subject to disciplinary action.

2. All identification badges are to be worn in plain sight when employees are engaged in the performance of district duties while on district property.

3. A lost or stolen badge must be reported immediately to the appropriate administrator.

4. The district will replace, at no cost to the employee, an identification card that is lost, stolen, or damaged because of circumstances beyond the employee's control. Other replacement costs will be charged to the employee.

5. Identification badge requests must be made directly to the building principal/personnel office.

6. The appropriate administrator will be responsible for collecting staff identification badges at the end of the assigned work shift in the event of employee resignation, nonrenewal, or termination.

TEXTBOOKS: DISTRIBUTION AND CARE OF

The Guymon Board of Education believes that all employees and students are responsible for the proper care of school facilities, equipment, and property in their use or under their control.

Cooperation is expected from the professional staff regarding the care and distribution of school-owned textbooks. The superintendent may delegate authority to building principals for the care, custody, and distribution of textbooks, as well as other instructional material and equipment.

Students using school-owned textbooks or library books are responsible for them and shall reimburse the school for any lost or damaged books. If a misplaced book is returned, the student may be refunded any charges previously paid to the school for the book.

The school district may withhold from a third party transcripts or other school records relating to a student if the student fails to return a textbook or fails to make payment for the textbook if not returned. The superintendent is authorized to apply this provision on a case-by-case basis taking into consideration the student's (or parent's) ability to pay for lost textbooks and reasons for the nonreturn of such textbooks. For the purpose of this policy, transcript means any record of a grade or grades given to a student by a teacher.

The school district will not - and the superintendent is not authorized to - prevent a student from receiving a grade to which the student is entitled, from graduating upon completion of graduation requirements, or from obtaining any records or information supplied to the school or otherwise owned by the student.

The school district will forward all educational records of a student to another school district in which the child is enrolling within three (3) business days of the request as per 70 O.S. § 24-101.4 regardless of whether all fines and fees have been paid by the former student.

REFERENCE: 70 O.S. §16-121

INSTRUCTIONAL MATERIALS

It shall be the policy of the Guymon Board of Education to provide, whenever possible to the individual student, such instructional materials as are needed to carry on the educational program. In June of each year, the building administrator should present to the superintendent a list of instructional materials that will be required of each student.

The recommendation will be solicited by the building administrators from the teachers as to what instructional equipment and materials should be purchased each year by the board of education. Funds availability will dictate the amount to be purchased after items are prioritized.

It will be the responsibility of the building administrator to keep a close inventory and to demand close supervision of items of instructional equipment that are normally stored or located within the building administrator's area of responsibility.

SCHOOL TRANSPORTATION

The Guymon school district recognizes that in Oklahoma, student transportation is a service that may be provided for its students by the school district. The school district wishes to assure its citizens that any transportation services provided by the district are to accomplish three goals:

1. To ensure that children of our district school are transported in the safest manner possible (see also policy CNBA);

2. To ensure that the transportation services provided are cost effective to our district's taxpayers;

3. To ensure that all transportation services are rendered in an equitable manner.

The school district will accomplish these goals through strict enforcement of its school transportation policies.

Definitions: For the purposes of clarification, the following terms are defined.

1. Supervisor of Transportation--the person appointed by the board of education responsible for the operation of student transportation services.

2. School bus driver--any person who operates a vehicle transporting school children under the direct auspices of the board of education.

3. School bus, transportation equipment--any vehicle or conveyance used to transport school children from their homes to school and from school to their homes.

4. Auxiliary transportation equipment--includes, but is not limited to, equipment used for transporting students to and from extracurricular activities, but does not include transportation equipment used for transporting students from their homes to school and from school to their homes.

Drivers of all school transportation equipment will abide by state laws, rules, and regulations and shall make appropriate reports as required.

REFERENCE: 70 O.S. §9-104

SCHOOL TRANSPORTATION (REGULATIONS)

In accordance with the policy of the board of education, the following regulations shall apply to the district's school transportation program. Responsibility for implementing these regulations shall be delegated to the supervisor of transportation.

School Bus Maintenance

1. All school buses purchased and used by the district will meet or exceed any and all state and federal minimum safety construction standards. (SDE Regulation)

2. The district shall have each school bus mechanically inspected annually by an approved Department of Public Safety fleet inspector. (SDE Regulation)

3. The driver shall perform a daily pre-trip safety inspection of the vehicle. The inspection shall include brakes, lights, tires, exhaust system, gauges, windshield wipers, steering, and fuel. The driver shall make a daily written report describing the condition of the bus and listing any deficiencies. This report is to remain on file with the superintendent or designee for a period of ninety (90) days. (SDE Regulation)

4. Any school bus deemed unsafe shall immediately be placed out of service until all necessary repairs are made. All repairs to school buses shall be made by a duly qualified automotive technician.

5. It is the responsibility of all drivers to clean and refuel any bus entrusted to their operation. It is furthermore the responsibility of all school bus drivers to inform the supervisor of transportation when routine maintenance is required.

6. The district shall adopt a preventative maintenance schedule to prolong the life of all school buses and to ensure the safety of the passengers. This schedule shall be developed by the supervisor of transportation.

School Bus Drivers

1. Any person employed as a school bus driver, whether full- or part-time, shall hold the appropriate driver's license and endorsements required by the Department of Public Safety for the operation of a school bus.

2. Any person employed as a school bus driver, whether full- or part-time, shall successfully complete a school bus drivers course and hold a school bus driver's certificate as required by the Oklahoma State Department of Education (SDE).

3. The driving records of all school bus drivers shall be checked annually and all drivers must meet the requirement of the SDE for school bus drivers' records. All new drivers shall have a felony records check conducted prior to employment and must meet SDE requirements.

4. All school bus drivers shall have an annual health certificate signed by a physician licensed by this state filed in the superintendent's office attesting that such physician has examined the driver and that the driver has no sign or symptoms of ill health, and is otherwise, from the observation of such physician, physically and mentally capable of safely operating a school bus. (SDE Regulation)

SCHOOL TRANSPORTATION, REGULATIONS (Cont.)

5. The use of tobacco by a school bus driver is not permitted during the operation of the bus or while on school premises as per board policy CKDA. The use of any intoxicating beverage and/or controlled dangerous substance by the driver within 8 hours prior to or during the operation of a school bus is strictly prohibited. (SDE Regulation)

6. Any school bus driver involved in a school bus accident resulting in personal injury, property damage of $500.00 or more, or charged with a violation of traffic law shall submit to a screening test to detect if alcohol or a controlled dangerous substance was used by the driver prior to school bus operation (see DCC-R).

7. All school bus drivers shall be evaluated annually for job performance purposes. All new drivers shall be evaluated within the first 90 days of the beginning of the school year. All drivers shall receive written notification of the date of evaluation one week prior to evaluation. All procedures relative to and including the written evaluation form shall be on file in the office of the supervisor of transportation. These procedures shall be available to any interested party upon request.

   Any school bus driver receiving a deficiency or reprimand may respond in writing to the transportation supervisor within 10 working days. A written plan of improvement shall be furnished to the school bus driver. A formal reevaluation shall be scheduled within 30 days. All evaluations shall be made available to the board of education and may be introduced as evidence in any disciplinary action or termination of employment hearings. Immediate suspension pending due process proceedings for termination of employment shall be made for any of the following reasons:

   A. Failure to conduct a thorough daily pre-trip inspection;

   B. The use of alcohol or any controlled dangerous substance within eight hours prior to the operation of a school bus.

   C. Operating a school bus in a careless or wanton manner without regard for the safety of persons or property or in violation of the conditions outlined in 47 O.S. §11-801:

      1. No person shall drive a school bus at a speed greater than a maximum of 55 miles per hour on paved two lane roads, except on the state highway system, the interstate highway system and the turnpike system where the maximum shall be 65 miles per hour.

      2. On any highway outside of a municipality, the speed limit in a properly marked school zone shall be a maximum of 25 miles per hour, unless otherwise determined by the Oklahoma Department of Transportation.

      3. Many school bus routes will not warrant speeds even as high as 15 miles per hour. A driver must always adapt driving to conditions.

   D. Failure to stop for a railroad crossing in a school bus when children are being transported; failure to exercise proper judgment at any railroad crossing, endangering the safety of any school children.

SCHOOL TRANSPORTATION, REGULATIONS (Cont.)

E. Conviction of any crime of moral turpitude involving children.

F. Abuse of sick leave; excessive absenteeism and/or tardiness.

G. Use of any portable electronic communications device while the vehicle is in motion

8. Any school bus driver shall be suspended with pay pending the outcome of an investigation of any charge of recklessly endangering the safety of persons or property while operating a school bus or any charge of moral turpitude involving children.

9. All school bus drivers shall comply with requirements of the supervisor of transportation regarding attendance of and participation in in-service and periodic safety meetings for the purpose of increased student safety.

10. All school bus drivers shall dress appropriate to the operation of a school bus.

11. Substitute and activity school bus drivers shall meet all the requirements prescribed for regular bus drivers.

School Bus Safety

1. Illegally passing a school bus is a violation of state law. All school bus drivers are required to report, within 24 hours of the alleged offense, drivers who illegally pass their buses. Each report is to include the vehicle color, license tag number, and the time and place of the violation and is to be made to the law enforcement authority of the municipality where the violation occurred and to the district's director of transportation.

2. All auxiliary transportation equipment owned by this district shall comply with state law requirements and shall be of such construction as to provide safe, comfortable, and economical transportation of passengers.

3. School bus drivers transporting children under the age of six will utilize a child passenger restraint system or a seat belt when using school-owned vehicles other than school buses to transport the students.

School Bus Route

1. Transportation shall be restricted to use for the students of this school district who reside within the bounda ries of the school district. All Oklahoma State Board of Education Regulations regarding school bus routes shall be strictly adhered to.

2. All school bus stops shall be selected with the safety of the children at the bus stop the first consideration. When possible, a bus stop shall be located within one-half (½) mile of the home of each child being transported.

3. All school bus routes shall be evaluated annually. A copy of the evaluation shall be forwarded to the govern-ment agency responsible for maintaining the roadway if any physical hazards are noted. If identifiable hazards exist on a school bus route, all drivers shall exercise due caution. Route and bus stop changes may be made at the discretion of the supervisor of transportation.

SCHOOL TRANSPORTATION, REGULATIONS (Cont.)

4. School bus drivers may not deviate from established school bus routes without the written permission of the supervisor of transportation.

5. It is the duty of the parents or legal guardian to have their children at the bus stop at the proper time. No children may board any school bus except at a designated bus stop.

6. No children shall be discharged from their school bus at any point except the designated bus stop unless permission from the parent or guardian is furnished to the supervisor of transportation. Furthermore, no child shall be released to anyone except the parents having legal custody unless written permission is furnished to the supervisor of transportation or the principal.

Auxiliary or Activity Transportation

1. Any person operating a school bus for auxiliary transportation purposes shall adhere to all school transportation policies regarding driver qualifications and operational procedures.

2. No school buses will be utilized for any activity trip prohibited by Oklahoma State Board of Education regulations.

3. It is the responsibility of the parents or legal guardians of all children riding activity buses to have their children at the designated site for departure and arrival of all activity trips.

4. All adults transported in connection with activity trips must be designated sponsors or appropriate school personnel such as the superintendent, principal, or sponsor.

5. All requests for auxiliary transportation must be made to the supervisor of transportation or principal prior to the trip.

Student Discipline

1. Due to the serious nature of student transportation, no disruptive behavior shall be tolerated on any school bus that might endanger the life or safety of any student transported.

2. During a school assembly or upon enrollment, all students will be presented with a copy of the school bus rider rules. These rules must be discussed with each child by their parent or legal guardian and each parent or legal guardian must sign a written statement supporting the school district in the enforcement of these rules.

3. Any violation of these rules could result in the following:

   A. Two-day suspension of school bus riding privileges;

   B. Two-day in-house suspension;

   C. Suspension of bus riding privileges.

SCHOOL TRANSPORTATION, REGULATIONS (Cont.)

4. Any student carrying alcohol, a controlled dangerous substance, firearm, or weapon on any school bus will lose school bus riding privileges for the remainder of the school year and shall be reported to the appropriate enforcement agency.

5. All school bus riding rules and discipline policies shall apply both to school bus routes and to all activity trips.

School Bus Accidents and Emergencies

1. All students transported in school buses shall receive instructions in safe riding practices and will participate in emergency evacuation drills within the first two weeks of each semester. All students riding on activity trips shall be included. These drills shall be conducted on school grounds under the direction of the supervisor of transportation. Documentation of these drills shall be kept on file at the office of the supervisor of transportation and available to interested parties.

2. In the event of an accident, the following procedures shall be strictly followed by the bus driver:

   A. The bus must be stopped and the driver should preserve the accident scene, evacuate the students from the school bus if necessary, and render first aid to the best of the driver's abilities to any injured children or parties.

   B. The bus driver will notify the proper authorities and the supervisor of transportation.

   C. The school bus driver shall make no comments to any party involved, witnesses, or students except to furnish proof of driver's license and school bus driver certification upon request. Any comments made to the investigating officer shall be contained to answering direct questions. At the accident scene, the school bus driver shall not submit to any media or press interviews unless approved by the superintendent. The school bus driver shall obtain the name and address of all witnesses to the accident.

3. The superintendent or designee shall be responsible for any communications with the various press or media outlets. A person shall be designated as spokesperson in the absence of the superintendent or designee.

4. Upon request, in the event of serious injury or death of a student, the principal shall consider contacting the mental health authorities and/or the ministerial alliance to arrange counseling sessions for parents, students, and all school employees.

5. All school bus accidents shall be investigated and the proper reports shall be submitted to the State Department of Public Safety and the State Department of Education as per state law and regulations.

6. In the event of any serious school bus accident, especially any involving personal injury, the superintendent will inform the chief legal counsel of the school district of the events surrounding the accident. Notification to the insurance carrier shall be made by the supervisor of transportation.

SCHOOL TRANSPORTATION, REGULATIONS (Cont.)

Parental Grievance Procedures

1. All parental grievances relating to student discipline and transportation services must be initiated with the principal.

2. In cases of disciplinary action concerning student suspension from school transportation, all decisions of the superintendent shall be final pending a formal hearing conducted by the board of education. All hearings must be requested in writing by the child's parent or legal guardian within 5 school days.

3. All inquiries regarding school bus stops shall be initiated with the supervisor of transportation, principal, or superintendent or his/her designee.

4. All complaints regarding any unsafe driving practices involving a school bus driver shall be directed to the school administration or superintendent for formal action. Documentation forms will be available in the office of the supervisor of transportation.

REFERENCE: 47 O.S. §11-705

STATE DEPARTMENT OF EDUCATION RECOMMENDATIONS FOR TRANSPORTATION OF HANDICAPPED CHILDREN

At the beginning of each school year an orientation of bus drivers responsible for handicapped children should be held between drivers, special education faculty, school nurse(s), principal(s), and other personnel responsible for adapting the school program to meet the educational needs of students.

Orientation should include information about pertinent physical, mental, and emotional data that a driver may need to know in assisting a handicapped student in riding a bus successfully with the student's peers.

Following are suggested concerns, but not inclusive of all concerns, which the professional staff will be aware of and share with drivers when it is necessary for the welfare of the handicapped student:

1. A communication system must be clearly defined so that information can be shared quickly and efficiently, even on a day-to-day basis, if necessary, between drivers and personnel responsible for the educational program of handicapped students. It would be very helpful if the buses were equipped with a two-way radio system.

2. All physically handicapping conditions that may require assistance from the driver such as getting off or on the bus because of weather conditions, braces, prosthesis, visual, hearing, or mental or physical disability should be known prior to the first bus run or as quickly as possible.

3. The parent or designee is responsible for "door to curb", "curb to door", and "street crossing" of the child to the loading and unloading point and is advised to use extreme caution.

4. Techniques and procedures should be clearly outlined and understood for children who may cause an emergency. The bus driver needs to be aware of children with epilepsy, diabetes, cerebral palsy, etc. Pertinent information should be known by the driver at all times.

5. Drivers will need to know the proper way of lifting those students with braces, etc., or techniques for strap ping students in the seat for assuring safe riding in consideration of handicapping condition. Techniques should conform to those advocated by the therapist in charge. Drivers should also be aware of the objectives of the therapy program. For example, if the child can walk independently but prefers the luxury of being carried, the driver should abide by the program established for the benefit of the child.

6. If there are students who for any reason need social or emotional support, instructors of these students should assist drivers in understanding and developing techniques in making commuting to and from school successful and to reinforce the educational objectives for a particular student.

7. Socialization is necessary for all children, and bus drivers should share in the responsibility of assisting the handicapped to remain as "normalized" as possible with other students, by developing a posture of expectation, kindness, and understanding of each individual's need while under his/her responsibility to and from school or other school-related activities.

SCHOOL BUS SAFETY INSPECTIONS

The purpose of the school bus inspection is twofold. First, it is to determine that the equipment as purchased meets the minimum uniform standards set for school buses. Secondly, it is to see that the equipment is being maintained in such condition as to keep it safely and economically operable.

In order to carry out this twofold purpose, the inspection must be a continuous process, not merely an annual or semi-annual affair. In addition to the local inspection, all buses must be inspected and approved annually at specified stations approved by the Department of Public Safety. The State Board of Education will designate official inspectors who are eligible to conduct inspections for school transportation equipment. The annual inspection is required to include, but is not limited to, the following:

1. Brakes
2. Steering
3. Front and rear wheel suspension
4. Exhaust systems
5. Wheels and tires
6. Windshield wipers
7. Horn or warning device
8. Proper adjustment of turn signals
9. Windshield
10. Glass and lighting equipment
11. Stop signal arms
12. Emergency exits and equipment

The most vital part of the inspection process is that carried on at the local level. This is a continuous, daily pre-trip inspection and report.

The daily inspection will include examination of tires, radiator, oil level, engine operation, brakes, lights, signaling devices, and definite check to see if exhaust system is free of leaks and tail pipe extends even with the back bumper. After each daily inspection, the school vehicle driver shall be required to complete and sign a check sheet showing all defects and deficiencies that may affect the safety of the vehicle's operation or result in a mechanical break down. These sheets are to be filed daily with the supervisor of school bus transportation. The daily safety check reports shall be kept on file 90 days and shall be kept available for inspection by authorized persons.

SCHOOL BUS SAFETY INSPECTIONS (Cont.)

This system of school bus inspection will result in two benefits. First, regular inspections will forestall mechanical failures and thus avoid delays in transportation of students as well as costly repairs. Secondly, it will reduce the accidents that can result from mechanical failures.

In consideration of these facts, no school bus driver or any person in any way responsible for the operation of the school transportation system can afford to be without the protection of a systematic school bus inspection report.

REFERENCE: 70 O.S. §9-101.1

WELLNESS POLICY

Purpose

The Guymon Public School 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 promote the health and wellness of students and staff to ensure its schools comply with those standards established by federal and state law. Specifically, this policy requires all schools in the District to:

- Allow parents, students, representatives of the school food authority, physical education teachers, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, review, and update of the school wellness policy following the guidelines of the Whole School, Whole Community, Whole Child Model recommended by the Center for Disease Control.

- Establish nutrition guidelines that meet or exceed the United States Department of Agriculture's (USDA) school meal requirements and the nutrition standards for competitive foods and beverages.

- Create goals for nutrition promotion and education, physical activity and physical education, and other activities that promote student as well as staff health.

- Adopt a plan to ensure the policy is properly implemented, regularly assessed, and periodically updated.

It is the intent of the board of education that parents, students, child nutrition employees, teachers of physical education, school health professionals, and the general public participate in the development, implementation, and periodic review and updating of this policy. It is expected that the school district's Healthy and Fit Kids Advisory Committee will participate in the process and assist the referenced individuals in preparing written recommendations to the administration and the board to be adopted as a part of the school district's local school wellness policy. Specific information regarding these recommendations and the wellness policy are as follows:

Definitions

School campus: All areas of the property under the jurisdiction of the school that is 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.

WELLNESS POLICY (Cont.)

NUTRITION

School Meal Requirements

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).

Specifically, the District will ensure that all meals are the following:

- Accessible, appealing, and attractive to all children
- Served in a clean, pleasant, and supervised setting
- High in fiber, free of added trans fats, and low in added fats, sugar and sodium
- Respectful of cultural diversity (e.g. students will be encouraged to suggest local, cultural, and favorite ethnic foods) and religious preferences
- Reviewed by a registered dietitian or other certified nutrition professional/ Based on a meal plan provided by a professional resource (such as the State Department of Education, the USDA, the Alliance for a Healthier Generation, or The Lunch Box)

The District will also ensure that schools do the following:

- Encourage students to start the day with a healthy breakfast
- Provide breakfast through the USDA School Breakfast Program

Water: Schools will make clean drinking water available and accessible without restriction and at no charge at every district facility (including cafeterias and eating areas, classrooms, hallways, playgrounds, and faculty lounges) before, during, and after school. Schools will also ensure the following:

- Students will be allowed to bring drinking water from home and take water into the classroom, provided that the water is in a capped container, such as a bottle, to prevent spills.
- All water sources and containers will be maintained on a regular basis to ensure good hygiene standards (including drinking fountains, water jugs, hydration stations, and other methods for delivering drinking water).

Information and Promotion: As required under the National School Lunch Program (7 CFR 210.12), the District will promote activities to involve students and parents in the School Lunch Program. In addition, the District will do the following:

- Inform families about the availability of breakfasts for students
- Distribute materials to inform families of the availability and location of free Summer Food Service Program meals for students when school is not in session.
- Send applications for reimbursable meal programs to families at the beginning of the school year and make applications available on the District website.

WELLNESS POLICY (Cont.)

Adequate Time to Eat: The District will allow students at least 10 minutes to eat breakfast and 20 minutes to eat lunch from the time they are seated.

Competitive Foods and Beverages

All competitive foods and beverages sold to students during the school day must meet or exceed the USDA's Smart Snacks Standards.

Other Foods Provided at School

Other foods and beverages provided (not sold) on campus (e.g., for classroom parties, celebrations, and after school programming) must meet the USDA's Smart Snacks standards. The District, however, may allow exemptions for up to two celebrations during the school year, during which the foods and beverages served are not required to meet the Smart Snack standards.
The District will provide parents and teachers with a list of ideas for healthy food as well as non-food alternatives for classroom parties (e.g., the USDA's resource on "Healthy celebrations") and after-school programming (including celebrations).

Fundraising

Fundraising on Campus during the School Day: Only fundraisers that feature non-food items or foods and beverages that meet Smart Snacks standards will be permitted. *The District, however, may allow exemptions for up to 30 fundraisers during the school year, during which the foods and beverages sold are not required to meet the Smart Snack standards. Importantly, these exempted fundraisers cannot be held during normal meal service times.*

The following will also occur:

- Fundraising activities will not promote any particular food brands (e.g., fundraisers by fast food chains)
- The District will encourage fundraisers that do not sell food and/or that promote physical activity

After-School Concessions and Fundraisers: Foods and beverages offered at afterschool concessions or as part of fundraisers held outside of school hours will be encouraged to include healthy food options.

Nutrition Education

Schools will offer — and integrate into the core curriculum nutrition education to all grades 12), providing students the knowledge and skills necessary for lifelong healthy eating behaviors, including the following:

- What it means to eat healthfully, consume the proper nutrients, and maintain a wholesome and balanced diet
- How to read labels and understand the problems associated with unhealthy food marketing to children

In addition, schools will ensure the nutrition education:

- Complies with state learning objectives and standards
- Provides opportunities for students to practice and apply the skills and knowledge taught in the classroom (e.g., by using the cafeteria as a learning lab, visiting local farms, etc.)

WELLNESS POLICY (Cont.)

- Is made available for staff
- Is promoted to families and the community

Rewards and Punishment

Food, beverages, and candy will not be used to reward or punish academic performance or student behavior.

Nutrition and Healthy Food Promotion

The District will promote healthy food and beverage choices and appropriate portion sizes by doing the following:

- Exhibiting posters, signs, or other displays on the school campus that promote healthy nutrition choices
- Providing age-appropriate activities, such as contests, food demonstrations, and taste-testing that promote healthy eating habits
- Offering information to families (via communications with parents, educational workshops, screening services, and health-related exhibitions and fairs) and encouraging them to teach their children about nutrition and healthy eating behaviors
- Encouraging school staff to display healthy eating habits and physical activity choices to students (e.g., by eating with students during meal times, consuming only healthy snacks, meats and beverages in front of students, sharing positive experiences with physical activity with students, etc.)

Food and Beverage Marketing

Only foods and beverages that meet the USDA's Smart Snacks standards may be marketed in schools. The marketing of any brand, without reference to a specific product, is prohibited unless every food and beverage product manufactured, sold, or distributed under the corporate brand name meets the Smart Snacks standards.

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.

Staff Qualifications and Training

The District will follow the USDA's Professional Standards for State and Local Nutrition Programs in selecting local school nutrition program directors. Also, the District will require all personnel in the school nutrition programs to complete annual continuing education and training.

In addition, Child Nutrition Staff will do the following:

- Receive training in basic nutrition, nutrition education, safe food preparation, and nutrition standards for healthy meals and snacks.
- Organize and participate in educational activities that support healthy eating behaviors and food safety.

Farm-to-School Programs and School Gardens

The District will allow school gardens on District property.

WELLNESS POLICY (Cont.)

The following will also occur:

- The District will dedicate resources (e.g., tools, a materials, volunteer hours, etc.) to build a school garden on District property and/or actively participate in community gardens by dedicating the same resources as would be required for gardens on District property
- The District will incorporate local and/or regional products into the school meal program
- Schools will take field trips to local farms
- As part of their education, students will learn about agriculture and nutrition

PHYSICAL EDUCATION AND PHYSICAL ACTIVITY

General Requirements

The District will ensure that all elementary school students (KS) participate in a minimum of 60 minutes of physical activity each day, whether through physical education, exercise programs, after school athletics, fitness breaks, recess, classroom activities, or wellness and nutrition education.

Recess and Physical Activity Breaks

Recess: The District will require schools to provide elementary school students (KS) at least 20 minutes of recess each day (in addition to the PE requirements). Additionally, the District will do the following:

- Develop indoor recess guidelines to ensure students can have adequate physical activity on days when recess must be held indoors.

Physical Activity Breaks: The District will require schools to provide all students (K- 12) short breaks (three to five minutes) throughout the day to let them stretch, move around, and break up their time spent sitting. These physical activity breaks may take place during and/or between classroom times-

Physical Education (PE)

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. In order for students to be exempt from PE they must have a medical waiver/exemption unless there are extenuating circumstances that necessitate removal of a student from PE.

Elementary school students (K-5) will participate in at least *150 minutes* of PE per week throughout the entire school year.

In addition, the following requirements apply to all students (K-5):

- During PE, students will be given the opportunity to participate in many types of physical activity, including both cooperative and competitive games
- Students will engage in moderate to vigorous physical activity for more than 50 percent of the PE class time
- PE classes will have a teacher/student ration comparable to core subject classroom size

WELLNESS POLICY (Cont.)

Teacher Qualifications, Training, and Involvement

- 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
- Schools will allow teachers the opportunity to participate in or lead physical activities before, during and after school
- PE classes will be taught by licensed teachers who are certified or endorsed to teach PE

Punishment and Rewards

- Physical activity will not be used or withheld as punishment. (This does not apply to participation on sports teams that have specific academic requirements.)
- The District will provide a list of alternative ways for teachers and staff to discipline students
- The District will strongly encourage teachers to use physical activity (e.g., extra recess) as a reward

Grounds, Facilities and Equipment

The District will ensure the availability of proper equipment and facilities that meet safety standards and will conduct necessary inspections and repairs.

Community Use of Recreational Facilities

The District will encourage school staff, students, and their families to participate in physical activity outside of school day. Allowing staff, students, and their families to use school recreational facilities during non-school hours is one way to increase opportunities to engage in physical activity. Consistent with state law and District policies and procedures, per Guymon Board of Education "Use of School Property" policy regarding use of school facilities during non-school hours, the District will work with the City of Guymon and community-based organizations to coordinate and enhance opportunities for staff, students, and their families to engage in physical activity school facilities before and after the school day, during weekends, during school vacations. Outside elementary playground equipment and basketball courts were made possible through a community grant, and are available to the community after school hours and on weekends.

Active Transportation

The District will do the following:

- Encourage children and their families to walk and bike to and from school
- Work with local officials to designate safe or preferred routes to school. Promote National and International Walk and Bike to School Day
- Provide bike racks for students, faculty, and staff
- Encourage parents to supervise groups of children who walk or bike together to and from school.

WELLNESS POLICY (Cont.)

OTHER ACTIVITIES THAT PROMOTE SCHOOL WELLNESS

Healthy and Fit School Advisory Committee (Wellness Committee)

All Oklahoma public schools must establish a HFSAC (wellness committee) comprising of at least six individuals who represent different segments of the community, including teachers, parents, school counselors, health care professionals, and business community representatives. The HFSAC (wellness committee) is responsible for making recommendations and providing advice to the school principal regarding health education, nutrition, and health services, and will meet at least three times a year. The school principal will give consideration to the HFSAC's recommendations.

Staff Wellness

The District recognizes that employee health is essential to student health and to creating healthy school environments. Accordingly, the District will implement an employee wellness program that promotes healthy eating, physical activity, and overall health. The District may partner with community agencies and organizations (e.g., local health departments, hospitals, health insurance companies, and local chapters of national organizations, such as the American Cancer Society, American Heart Association, Red Cross, and YMCA) to assist in providing education, services, and resources for staff.

The District will do the following to support staff wellness:

Nutrition

- Provide employees with access to a refrigerator, microwave, and sink with a water faucet
- Provide or partner with community organizations or agencies to offer nutrition education through activities such as seminars, workshops, classes, meetings, and newsletters

Physical Activity

- Promote walking meetings
- Incorporate 10-minute physical activity breaks into every hour of sedentary meetings, trainings, and other workplace gatherings
- Provide access to on-campus athletic facilities, such as gyms, running tracks, basketball courts, tennis courts, and swimming pools
- Encourage 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 (including stairwell use, if applicable)
- Provide information about local physical activity resources and facilities, such as walking trails, community parks, and recreation facilities

WELLNESS POLICY (Cont.)

General Wellness

- 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 stress management programs annually 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

Professional Development

The District will provide staff with educational resources and annual training in health and health-related topics.

Health Education

Where applicable, schools' health education curriculums will follow the Oklahoma Academic Standards

IMPLEMENTATION, MONITORING, AND EVALUATION

Leadership

The District will designate one or more official(s) 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 official(s) fully understand(s) the federal and state laws related to wellness policies.

Include the name(s), position(s), and contact information of the designated official(s) here:

Community Involvement

Name	Position	Contact Information (Email address is sufficient)

WELLNESS POLICY (Cont.)

The District will permit parents, students, representatives of the school food authority, physical education teachers, school health professionals, the school board, school administrators, and the general public to serve on the local school wellness policy committee and participate in the development, implementation, review, and update of the local school wellness policy. To encourage broad public participation in the process, the district will do the following:

- Actively notify parents and the broader community about the content and implementation of as well as any changes to the wellness policy, whether through electronic communications (e.g., email, District website, etc.), non-electronic means (e.g., mailings, presentations, etc.), or both
- Ensure that all outreach and communication is culturally appropriate and translated as needed
- Educate community stakeholders on how they can participate in the development, implementation, review, and update of the wellness policy and let them know why their participation is important to the health and wellness of students and the broader community

Assessments Revisions and Policy Updates

At least once every three years, the District will measure the extent to which schools are in compliance with the local wellness policy, as well as progress made in attaining the policy's goals. Additionally:

- Parents, students, physical education teachers, school health professionals, the school board, school administrators, and the general public will be allowed to participate in the development, implementation, and periodic review and update of the local wellness policy
- The District will assess how its policy compares — with the latest national recommendations on school health, and will update the policy accordingly
- The District will inform and update the public about the content and implementation of the local wellness policy (via the District's website, handouts, newsletters sent directly to families' homes, etc.)

THIS POLICY REQUIRED BY
PUBLIC LAW 108-265, SECTION 204
AND PUBLIC LAW 111-2960

CHILD NUTRITION PROGRAMS
(REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the comprehensive nutrition programs in this school district.

School Cafeterias

1. Any student may eat in the school cafeteria or other designated place.

2. Students may bring or otherwise provide their own lunch. Milk or other beverages may be purchased in the dining hall, if desired. These students may eat their lunch in the school cafeteria or a designated area. Vending machine ("junk food") items shall not be consumed in the dining hall.

3. Meal prices will be established by the superintendent and food service supervisor, with the approval of the board of education, at the beginning of each year.

4. Meal prices will be conspicuously posted in each cafeteria.

5. A guest must be cleared through the food service supervisor by his/her host to be eligible to eat in the cafeteria.

6. Use of dining room facilities by nondistrict organizations or individuals must have approval of the superintendent.

7. The food service supervisor will develop in-service training programs, approved by the superintendent, for the food service staff.

8. Under federal law, a school that operates on a commodity program is prohibited from serving free meals to any adult, including employees of the district.

9. Qualifications for free and reduced-price lunches will vary annually in accordance with the annual eligibility schedule.

PROCEDURE FOR SELLING LUNCH TICKETS

Students enrolled in grades seven through twelve will be given student identification numbers. Student identification numbers will be assigned in a random manner and will not be utilized to identify a student in terms of whether the student meal is paid for in full, paid for at the reduced rate, or provided free. Students will be offered the opportunity to pay each day Monday through Friday or online. Regardless of whether the meal is paid for, purchased at the reduced rate, or served free, all students must provide the lunchroom secretary, at the point of service, his/her student identification number.

Meal prices will be established by the board of education on an annual basis. Free and reduced cost lunches are offered to those students who qualify. All parents will be sent a letter of explanation and application forms for free and reduced priced lunches. These forms are to be completed and returned to the principal's office, nutrition office, school office, or enrollment center.

PROCUREMENT

It is the policy of the Guymon Board of Education to follow acceptable practices in the procurement of food, products, supplies, or equipment with state and federal funds for this school district. Acceptable practices are those set forth in federal law, Oklahoma statutes, and Department of Education regulations.

No employee, officer, or agent of this school district shall participate in the selection of or in the award or administration of a contract for procurement if a conflict of interest, real or apparent, would be involved.

Conflicts of interest arise when any of the following has a financial or other interest in the firm selected for the award:

The employee, officer, or agent;
Any member of his/her immediate family;
His/her partner;
An organization which employs or is about to employ any of the above.

Officers, employees, and agents of this school district shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements. Prohibited favors include purchasing items for personal use at cost or at retail value from a vendor.

Officers, employees, contractors, and agents are expected to be aware of the penalties established by the Anti-Kickback Act of 1974 as codified by Oklahoma Statutes, Title 74, Section 3401, et seq.

The superintendent is directed to establish a regulation setting forth acceptable procurement procedures for this district.

REFERENCE **Oklahoma Department of Education Directive, dated June 6, 1988**
74 O.S. §3401, et seq.
7 CFR § 3016
2 CFR § 200.318

PROCUREMENT
(REGULATION)

SECTION I - PROCUREMENT PLAN GENERAL REQUIREMENTS

The Guymon Public Schools plan for procuring items for use in the Child Nutrition Program is as follows:

1. The procurement plan provides for free and open competition, transparency in transactions, comparability, and documentation of all procurement activities.

2. The following **Code of Conduct** will be expected of all persons who are engaged in the awarding and administration of contracts supported by Child Nutrition reimbursement funds. These written standards of conduct include:
    a. No employee, officer, or agent shall purchase or establish a contract if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
        1) The employee, officer, or agent;
        2) Any member of the immediate family;
        3) His or her partner;
        4) An organization which employs or is about to employ one of the above.
    b. Employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.
    c. The purchase during the school day of any food or service from a contractor for individual use is prohibited.
    d. No item, food, or beverage purchased with nonprofit school food service funds will be removed from the school premises by school personnel.
    e. Penalties for violation of the standards of code of conduct of the SFA School Child Nutrition Program (CNP) should be:
        1) Reprimand by Board of Education
        2) Dismissal by Board of Education
        3) Any legal action necessary

3. Regardless of procurement method, the following factors will be determined regarding the allowability of costs:
    a. Be necessary and reasonable for proper and efficient administration of the program(s)
    b. Be allocable to federal awards applicable to the administration of the programs(s)
    c. Be authorized and not prohibited under state and local laws

4. Purchasing will be conducted at the most restrictive procurement threshold:

	Federal Procurement Thresholds	SFA/Sponsor Procurement Thresholds (input)
Micro-purchasing	Less than $10,000	Less than $10,000
Equipment	Over $5,000	Over $5,000
Small/Informal	Less than $250,000	Less than $250,000
Formal	Greater than $250,000 or any total Food Service Management Contract	$250,000 or greater

PROCUREMENT, REGULATION (Cont.)

5. All staff conducting purchasing will be trained on the procurement procedures.

6. All purchasing records will be maintained no less than the current year plus 3 additional years.

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

8. **Geographical Preference**
   The use of statutorily or administratively imposed in-state or local geographic preferences for procurements under USDA entitlement programs is prohibited, except for unprocessed locally grown or locally raised agricultural products. The Food, Conservation, and Energy Act of 2008 (Public Law 110-246, Section 4302), amended Section 9(j) of the National School Lunch Act (NSLA) to allow institutions receiving funds through CNP to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products.

   When geographic preference is used, an SFA must still get quotes from several farmers when procuring unprocessed locally grown or locally raised agricultural products so that competitors have an opportunity to compete for the bid.

9. **Protest procedures** are required. SFAs will have protest procedures to handle and resolve disputes relating to their procurements and shall in all instances disclose information regarding the protest to the awarding agency. A protestor must exhaust all administrative remedies with the SFA before pursuing a protest with a federal agency. Reviews of protests by the federal agency will be limited to: (Reference USDA Policy Memo2006-SNP-06)
   a. Violations of federal law or regulations and the standard of 7 CFR §3016 (violations of state or local law will be under the jurisdiction of state or local authorities).
      AND
   b. Violations of the SFA's protest procedures for failure to review a complaint or protest. Protests received by the federal agency other than those specified above will be referred to the SFA.

10. **Beverage and Snack Agreements** (Reference USDA Policy Memo 99-SP-09)
    In some cases, the exclusive contracts do not involve nonprofit school food service account (SFSA) funds, in which case there are no federal FNS procurement issues involved. However, if any nonprofit school food service products are purchased via the exclusive contract, then all federal procurement requirements must be met. If small purchase procedures are used for a procurement of $250,000 or less, price or rate quotations must be obtained from an adequate number of qualified sources. Additionally, if nonprofit school food service products are included in the contract, any rebates, commissions, scholarship fund

PROCUREMENT, REGULATION (Cont.)

contributions, or any other payments back to the SFA or SFA-related organizations must be reimbursed to the nonprofit SFA on a prorated basis.

a. No federal prohibition on multiyear contracts other than for FSMCs. It is suggested, however, that school procurement officials consider the impact of multiyear contracts, as opposed to one-year contracts, on beverages and snacks. Long-term contracts would appear to be more appropriate for nonperishable products and services such as warehousing and equipment rental. As noted above, however, there is no federal prohibition on these longer-term contracts.
b. Public Law 108-265, Section 102, requires a school participating in the NSLP shall not directly or indirectly restrict the sale or marketing of fluid milk products by the school (or by a person approved by the school) at any time or any place on the school premises or at any school-sponsored event.
c. Schools participating in the NSLP must check all beverage contracts for language that may limit the sale of milk on school grounds. The sale of milk cannot be limited at any time during the school day or at any place on the school premises. Contracts may have language that is hard to understand. Look for the term ***Exclusive Pouring Rights***. Every school district must have amended their beverage contracts that limit the sale of milk should such language exist. The primary effect of this provision is to prevent contract limitations on the sale of fluid milk in competition with other beverages.

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

Certifications

1. **Nonkickback Affidavit** - Please note that Oklahoma statute 62 0.S. §310.9 requires a signed and notarized nonkickback affidavit on every purchase order of $25,000 or more. The affidavit is to be signed by the person or persons authorized to accept payment on behalf of the architect, contractor, engineer, or supplier.

2. Lobbying Certification (Reference 200.326[1])
    a. Lobbying certification must be obtained for procurement contracts of more than $100,000. Any vendor whose contract award is for more than $250,000 must complete a Certification Regarding Lobbying form. The SFA must keep this signed certification statement on file with a copy of the vendor's contract.

PROCUREMENT, REGULATION (Cont.)

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

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

4. **Contract Work Hours and Safety Standards Act** (40 U.S.C. 3701-3708). Where applicable, ***all contracts*** awarded by the nonfederal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 70 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a halftimes the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market or contracts for transportation or transmission of intelligence.

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

6. Contracts in excess of $150,000 shall contain provisions that require compliance with all applicable standards, orders, or requirements issued under Section 306 of the **Clean Air Act** (42 U.S.C. 1857[h]), Section 508 of the **Clean Water Act** (33 U.S.C. 1368), Executive Order 11738, and **Environmental Protection Agency (EPA)** Regulation (40 CFR §15), which prohibit the use of nonexempt federal contracts, grants, or loans of facilities included on the EPA list of violating facilities. The provision shall require reporting of violations to the grantor agency and to the EPA Assistant Administrator for Enforcement. The contract must recognize mandatory standards and policies relating to energy efficiency that are contained in the State Agency conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

SECTION II - MICRO PURCHASING

If the amount of purchases for items is less than $10,000 and less than the SFA/Sponsors' small purchase threshold, the following procedure will be used.

PROCUREMENT, REGULATION (Cont.)

1. Purchases will not be separated into 2 or more purchases to meet or be below the $10,000 threshold.
2. The price quotes will not be required. Competition is not required.
3. When practicable, micro-purchases will be distributed equitably among qualified suppliers.
4. Documentation of purchases will be kept and maintained for 3 years plus the current year.
5. The Superintendent or Designee will be responsible for documentation of purchase.

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

SECTION III - PURCHASING EQUIPMENT

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

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

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. See also §200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.

PROCUREMENT, REGULATION (Cont.)

SECTION IV - SMALL PROCUREMENT

If the amount of purchases for items is greater than $10,000 and less than $250,000 *(or the SFA/Sponsor 's small purchase threshold)*, Small Purchase Procedures must be followed. There are two methods of Small Purchasing allowed, either Quotes and/or a Market Basket Study. Quotes documented from an adequate number of qualified sources will be required.

Select one

☒ Purchases over $10,000 but below $250,000

☐ Purchases over $10,000 but below _____ *(Sponsor input if threshold is below federal limit of $250,000, must use most restrictive)*

Method 1: Quotes

1. Written specifications will be prepared and provided to the vendor.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of two vendors shall be contacted.
3. The SFA will be responsible for contacting potential vendors when price quotes are needed.
4. The price quotes will receive appropriate confidentiality before award.
5. Quotes will be awarded by the Superintendent. Quotes awarded will be to the lowest and best quote based upon quality, service availability, and price.
6. The SFA will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.
7. The SFA will be responsible for documentation that the actual product specified is received.
8. Any time an accepted item is not available, the SFA will select the acceptable altemate. Full documentation will be made available as to the selection of the acceptable item. Substituted items will not be made at the vendor's discretion.
9. Purchasing will be based on the following criteria:
    a) Quality
    b) Service Availability
    c) Price

PROCUREMENT, REGULATION (Cont.)

SECTION V - FORMAL PROCUREMENT (N/A)

Select one or more as applicable

☒ Purchases over $250,000 *(Sponsor input if threshold is below federal limit of $250, 000, must use most restrictive)*

☐ Food Service Management Contracts at any total cost *(does not include vended meal agreements)* n/a, no purchases over $250,000 or Food Service Management Contracts

1. If the amount of purchases is $250,000 (or SFW Sponsor approved threshold if less), or for a Food Service Management Contract, formal procurement procedures will be used as required by 2 CFR Part 200.318-326, formerly 7 CFR §3016.36.

2. Formal bid procedures will be applied on the basis of:

Category	Procurement Method	Evaluation Used	Contract Award Type	Contract Duration/Frequency
Frozen Foods *(Meats, Fruits, Vegetable)*; Canned Foods *(same as above)*	Formal	Bottom line	Fixed price	Bi-annual (August 1-January 31; February 1-June 15)
Fresh Fruits and Vegetables	Formal	Bottom line	Cost reimbursable plus fixed-fee	Bi-annual, same as above.
Dish Machine Chemicals	Formal	Bottom line	Fixed price with price adjustment	August 1-June 15
Fresh Bread	Formal	Bottom line	Fixed price with price adjustment	Annual by SY
Milk and Dairy Products	Formal	Bottom line	Fixed price with price adjustment	Annual by SY
Office Supplies	District contract	Bottom line	Cost reimbursable plus fixed-fee	Annual July 1-June 30

3. Formal bid procedures will be applied on **the basis of a:**
   _____ Centralized System
   _____ Individual Site
   _____ Multi-Sponsor Systems
   _____ State Contract
   _____ Combination of above (specify): _____

4. Because of the potential for purchasing more than $250,000, it will be the responsibility of the SFA to document the amounts to be purchased so the correct method of procurement will be followed.

PROCUREMENT, REGULATION (Cont.)

When a formal procurement method is required, the following ***COMPETITIVE SEALED BID or an Invitation for Bid (IFB) or COMPETITIVE PROPOSAL in the form of a Request for Proposal (RFP)*** procedures will apply:

- An announcement of an Invitation for Bid (IFB) or a Request for Proposal (RFP) will be placed in the (Newspaper/media, IPS Website, other internet source) to publicize the intent to purchase needed items. The advertisement for bids/proposals or legal notice will be run for (2 weeks).

- An advertisement is required for all purchases over the districts shall purchase threshold of $150,000 or greater. The announcement will contain a:

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

- In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.

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

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

    - Contract period
    - SFA/Sponsor is responsible for all contracts awarded (statement)
    - Date, time, and location of bid opening
    - How vendor is to be informed of bid acceptance or rejection
    - Delivery schedule
    - Set forth requirements (terms and conditions) which bidder must fulfill in order for bid to be evaluated
    - Benefits to be entitled if the contractor cannot or will not perform as required
    - Statement assuring positive efforts will be made to involve minority and small business
    - Statement regarding the return of purchase incentives, discounts, rebates, and credits to the nonprofit Child Nutrition account
    - Contract provisions as required in Appendix II for 2 CFR Part 200, formerly 7 CFR Part 3016.36(i)
    - Contract provisions as required in 7 CFR Part 210.21 (f) for all cost reimbursable contracts
    - Contract provisions as required in 7 CFR Part 210.16(a)(l-10) for Food Service Management Company contracts
    - Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding
    - Price adjustment clause (escalation/de-escalation) based on appropriate standard or cost index (Consumer price index, or other as stated in terms and conditions for pricing and price adjustments)
    - Method of evaluation and type of contract to be awarded
    - Method of award announcement and effective date (if intent to award is required by State or local procurement requirements)

PROCUREMENT, REGULATION (Cont.)

- Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received
- Provision requiring access by duly authorized representatives of the SFA/Sponsor, State Agency, United State Department of Agriculture, or Comptroller General to any books, documents, papers and records of the contractor which are directly pertinent to all negotiated contracts
- Method of shipment or delivery upon contract award
- Provision requiring contractor to maintain all required records for ***three*** years after final payment and all other pending matters (audits) are closed for all negotiated contracts
- Description of process for enabling vendors to receive or pick up orders upon contract award
- Provision requiring the contractor to recognize mandatory standards/polices related to energy efficiency contained in the State Energy Plan issued in compliance with the Energy Policy and Conservation Act (PL 94-165)
- Signed statement of non-collusion
- Signed Debarment/Suspension Certificate or statement included in contract or copy of Excluded Parties List System (EPLS).
- Specifications and estimated quantities of products and services prepared by SFA/Sponsor and provided to potential contractors desiring to submit bids/proposals for the products or services requested.
- If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, interpretation will be provided in writing to all potential bidders by the Superintendent or Designee and date specified.
- The Superintendent or Designee will be responsible for securing all bids or proposals.
- The Superintendent or Designee will be responsible to ensure all SFA/Sponsor procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.
- The following criteria will be used in awarding contracts as a result of bids/proposals.
  - Quality
  - Service Availability
  - Price

In awarding a competitive negotiation (RFP), a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration when awarding a contract. Following evaluation and negotiations a firm fixed price or cost reimbursable contract is awarded.

- The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the SFA/Sponsor, price, and other factors considered. Any and all bids or proposals may be rejected in accordance with law.
- The Superintendent is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
- The Superintendent reviewing the procurement system to ensure compliance with applicable laws.
- The Superintendent or Designee will be responsible for documentation the actual product specified is received.
- Any time an accepted item is not available, the Superintendent or Designee will select the acceptable alternate. The contractor must inform Superintendent within 10 days a product is not available. In the event a non-domestic agricultural product is to be provided to the SFA/Sponsor, the contractor must obtain, in advance, the written approval of the product. The SFA must comply with the Buy American Provision.

PROCUREMENT, REGULATION (Cont.)

- Full documentation as to the reason an accepted item was unavailable, and to the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is Superintendent or Designee.
- The Superintendent is responsible for maintaining all procurement documentation.

SECTION VI - NON-COMPETITIVE NEGOTIATION

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

1. Written Specifications will be prepared and provided to the vendor.

2. The SFA will be responsible for the documentation of records to fully explain the decision to use the non-competitive negotiation. The records will be available for audit and review.

3. The SFA will be responsible for documentation that the actual product or service specified was received.

4. The Superintendent or Designee will be responsible for reviewing the procedures to be certain all requirements for using single source or non-competitive negotiation are met.

5. Non-competitive negotiations shall be used for one-time purchases of a new food item in order to determine food acceptance by students and for samples for testing purposes. A record of non-competitive negotiation purchase shall be maintained by the Superintendent or Designee. The record of non-competitive purchases shall include, at a minimum, the following:

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

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

SECTION VII - EMERGENCY PURCHASING

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, the purchase shall be made, and a log of all such purchases shall be maintained by the SFA. The following emergency procedures shall be followed. All emergency procurements shall be approved by the SFA/ Superintendent. At a minimum, the following emergency procurement procedures shall be documented:
    - item name
    - dollar amount
    - vendor, and
    - reason for emergency

PROCUREMENT, REGULATION (Cont.)

2. If the emergency purchasing need requires a contract, all books, records and other documents relative to the award of the contract must be retained for three (3) years after final payment. Specifically the SFA/Sponsor shall maintain, at a minimum, the following documents:
    - Written rationale for the method of procurement;
    - A copy of the original solicitation;
    - The selection of contract type;
    - The bidding and negotiation history and working papers;
    - The basis for contractor selection;
    - Approval from the State agency to support a tack of competition when competitive bids or offers are not obtained;
    - The basis for award cost or price;
    - The terms and conditions of the contract;
    - Any changes to the contract and negotiation history;
    - Billing and payment records;
    - A history of any contractor claims; and
    - A history of any contractor breaches.

INFORMAL PROCUREMENT LOG

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

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

Items to be purchased and specifications:

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

PROCUREMENT, REGULATION (Cont.)

CHART OF PROCEDURES

The SFA will purchase the following products or group of products and services as per the stated purchase period using the identified procurement method. Price quote time frame period is defined as the time frame for which bids or quotes are obtained and awarded.

PRODUCT	HOW OFTEN ARE PRICE QUOTES OBTAINED	PROCUREMENT METHOD USED
Groceries	Annually	Small/Micro Purchase
Paper products	Annually	Small/Micro Purchase
Chemicals	As needed	Small/Micro Purchase
Small equipment	As needed	Small/Micro Purchase
Large equipment	As needed	Small/Micro Purchase
_____	Quick need basis	Micro Purchase
_____	Quick need basis	Micro Purchase

PROCUREMENT
PROTEST PROCEDURES

Any actual or prospective bidder, offeror, or contractor who considers himself to have been aggrieved in connection with the solicitation, evaluation, or award of a contract by Guymon School District may formally protest to the superintendent of Guymon School District. Such protests must be made in writing and received by the superintendent of Guymon School District at 111 NW 11th Street, Guymon, OK 73942 within 10 days of the awarding of the bid. The protesting party must mail or deliver copies of the protest to the Guymon School District, the State Agency, and other interested parties.

In the event of a timely protest, the Guymon School District shall not proceed further with the solicitation or award of the contract.

A. A formal protest must be sworn and contain:

1. A specific identification of the statutory or regulatory provision that the protesting party alleges has been violated.
2. A specific description of each action by Guymon School District that the protesting party alleges to be a violation of the statutory or regulatory provision that the protesting party has identified.
3. A precise statement of the relevant facts.
4. A statement of any issues of law or fact that the protesting party contends must be resolved.
5. A statement of the argument and authorities that the protesting party offers in support of the protest.
6. A statement that copies of the protest have been mailed or delivered to the State Agency and all other identifiable interest parties.

The Guymon School District may settle and resolve the dispute over the solicitation or award of a contract at any time before the matter is submitted on appeal. The Guymon School District may solicit written responses to the protest from other interested parties.

If the protest is not resolved by mutual agreement, the Guymon School District shall issue a written determination that resolves the protest.

If the Guymon School District determines that no violation of statutory or regulatory provisions has occurred, then the Guymon School District shall inform the protesting party, the State Agency, and other interested parties by letter that sets forth the reasons for the determination.

If the Guymon School District determines that a violation of any statutory or regulatory provisions has occurred in a situation in which a contract has not been awarded, then the Guymon School District shall inform the protesting party, the State Agency, and other interested parties of that determination by letter that details the reasons for the determination and the appropriate remedy.

If the Guymon School District determines that a violation of any statutory or regulatory provisions has occurred in a situation in which a contract has been awarded, then the Guymon School District shall inform the protesting party, the State Agency, and other interested parties of that determination by letter that details the reasons for the determination. This letter may include an order that declares the contract void.

The Guymon School District shall maintain all documentation on the purchasing process that is the subject of a protest or appeal in accordance with the retention schedule of Guymon School District.

INSURANCE MANAGEMENT

In order to protect school district officers and employees and to provide funds for repair and replacement of property damage caused by fire, burglary, etc., the Guymon Board of Education will arrange for health, liability, and property insurance.

The board will authorize each type of insurance as the need arises, and the superintendent will ensure that every effort is made to find the best coverage for the least cost.

Liability insurance for required staff actions in the amount of $1,000,000.00 aggregate coverage should be provided by the school district. This protection is provided at no cost to the employees of the district.

Insurance will be maintained by the Board of Education to protect the district from loss due to fire, windstorm, and other perils. School district insurance will be acquired by competitive bids annually. The bid package for school insurance will be prepared in August, received by the Board of Education by October 1 with an anniversary date of November 1 of each year.

REFERENCE: 51 O.S. §151, et seq.

HEALTH INSURANCE

The Guymon Board of Education will provide a health insurance program for all teachers who work six (6) hours or more and will pay the premium cost per month for each teacher in accordance with the provisions of state law. Those teachers who opt out of the health insurance program may utilize the above amount toward any of the following fringe benefits:

1. Programs approved by the board through the district's Section 125 plan;

2. Taxable cash payment.

Health and dental insurance benefits may be provided to the board of education at the same rate as for certified employees.

REFERENCE: 51 O.S. §168
70 O.S. §5-117.5
70 O.S. §18-114.10
70 O.S. §26-105

WORKERS' COMPENSATION INSURANCE

It is the policy of the Guymon Board of Education that when an employee is absent from work due to a job-related illness and/or injury, compensation will be made to the claimant by the workers' compensation carrier.

It is further understood that neither earned vacation nor sick leave time will be used in lieu of workers' compensation benefits except as described below.

The school district will provide additional benefits to the employee, in addition to the workers' compensation benefits, by permitting employees to use a portion of accrued sick leave. When sick leave is used along with worker's compensation benefits, only that amount of sick leave may be used which when combined with worker's compensation benefits will provide a combined daily benefit equal to the employee's regular daily rate of pay. Any benefits above the worker's compensation benefits will be taxed at the particular employee's normal tax rate.

In no case will the combined payments to the claimant be in excess of 100 percent of the regular contractual salary for that employee.

Sick leave may be used for time lost to job-related injuries that do not qualify for workers' compensation insurance.

EMPLOYEE ACCIDENT REPORT FORM

Name _____
(Last) (Middle) (First)

Address _____
(Number & Street) (City) (State) (Zip)

Phone #_____ Social Security #_____ Birth date _____

Length of Employment _____ Sex _____ Occupation _____

Date Accident Occurred _____ Time _____ a.m./p.m. (Please circle)

Time Workday Began _____ a.m./p.m. (Please circle)

Place Accident Occurred _____
(Location) (City) (State) (County)

Date Employer Notified _____ a.m./p.m. (Please circle)

First Date of Disability _____ Time Lost _____

What were you doing when the accident occurred: _____

_____

How did the accident happen and what was the cause? _____

_____

Describe in detail the nature and extent of the injury and part of the body affected. _____

_____

Were you admitted to the hospital? _____ Date _____

Hospital Name and Address _____

_____

Name and Address of Attending Physician _____

_____

Have you returned to work? _____ If so, give date _____

If hospitalized, give the dates _____

Name and Address of Witness to Accident _____

_____

Date _____ Signed _____

Note: This form must be filed with the clerk of the board of education immediately following any 'on the job' injury. Reports will be made for Workers' Compensation insurance from this information.

DISABILITY ACCOMMODATIONS

It is the policy of the Guymon Board of Education to take reasonable steps to accommodate our patrons and students with disabilities.

Each facility or part of a facility constructed by, on behalf of, or for the use of the district will be designed and constructed in such manner that the facility or part of the facility is readily accessible to and usable by persons with disabilities. Alterations of facilities that affect or could affect their usability will, to the maximum extent feasible, be altered in such a manner that the altered portion is readily accessible to and usable by persons with disabilities.

This school district prohibits discrimination in any form against any person, persons, organizations, or other entity. Employment opportunities will not be withheld from any qualified person solely because of a known disability. The school district will make reasonable accommodations to the known physical or mental limitations of a qualified person, unless it can be shown that the accommodation would impose an undue hardship on the operation of this school district. This school district does not require pre-employment medical examinations except for bus drivers.

For the purposes of this policy, the term "reasonable accommodation" shall mean making existing facilities used by employees readily accessible to and usable by individuals with disabilities; and job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment, modifications of examinations and training, the provision of qualified readers, and other similar and reasonable accommodation.

In order to disseminate the content of this policy to all school district employees, the superintendent is directed to post appropriate notices in those common areas where employees may expect to find such notices.

REFERENCE: Public Law 101-336, The Americans With Disabilities Act (ADA)
70 O.S. §13-101, et seq.

FAIR LABOR STANDARDS ACT

The Guymon Board of Education will comply fully with the Fair Labor Standards Act, its regulations, and relevant court decisions. This district will inform employees of the Act through proper posting of information as disseminated by the U.S. Department of Labor. The district will cooperate with all state agencies and maintain compliance.

The superintendent is directed to prepare a regulation supporting this policy and implementing the provisions of the Fair Labor Standards Act subject to approval of this board.

REFERENCE: Fair Labor Standards Act
State Department of Education, Outline for FLSA Policies

NAMING NEW FACILITIES

The naming of a school is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a name. An orderly, announced procedure is expected to lessen the community or factional pressures that so quickly build up when the selection of a name is delayed or seems uncertain.

The Guymon Board of Education shall be responsible for the naming/renaming of all schools and school facilities. The board president will appoint a committee composed of board members, administrators, patrons, etc. to submit two names to the board for the naming/renaming of schools and one name to the board for the naming/renaming of school facilities.

Anyone may submit to the committee a suggestion for a school name for consideration. Suggestions must be in writing, on a board-approved form, stating the name of the sponsor and the reasons justifying the nomination. Dedication requests may be submitted to the superintendent. Upon receipt of sufficient biographical and/or other data available, a dedication request will be placed on the agenda of a regular school board meeting for discussion and vote.

Criteria for Consideration

1. Schools/facilities may be named after an area or community where the school is located or after a person or persons.

2. In naming a school facility after a person, primary consideration should be given to presidents of the United States or individuals who have made a significant contribution to education in the community, the state, or the nation. In addition to societal contributions, the moral character of the individual must be considered.

3. Recognizing that the ethnic and cultural composition of a local school community will change and that school/facility names are permanent, the name selected should have broad acceptance in a multi-cultural society.

4. If a school/facility is demolished, the name may be used again.

Naming Schools

Elementary and middle schools/junior high schools will be named for an area or community or in honor of persons who have made a significant contribution to their community, the state, or the nation.

All secondary schools will be named for geographic and historic locations or for presidents of the United States.

Naming Facilities

From time to time, as an alternative to naming the entire building after an individual, the board of education may choose to recognize outstanding service to the youth of this district by dedicating or naming an appropriate area (i.e., playground, library, gymnasium, auditorium, stadium, etc.) in honor of some exceptional individual(s) who have unselfishly given their time and energy in promoting excellence in education.

The naming of a building facility shall follow the same procedure set forth above for the naming/renaming of a building, except that the requirements of Criteria for Consideration number 4, above, shall not apply.

NAMING NEW FACILITIES (Cont.)

Renaming a School/Facility

In situations deemed unusual or appropriate, the board may take steps to rename a school/facility or portions thereof.

Changing the name of a school will be limited to elementary and middle schools. The recommendation of a name change will be brought to the board through the local governance structure of the school.

A school named after a person shall not be renamed, except for compelling reasons; and, once official action is taken to name a school, the name shall not be changed unless there is a confusion of names.

Special Dedications of School Facilities

If the board of education approves a special dedication, formal dedication will follow as soon as possible. The ceremony should encompass a presentation of an official proclamation and the placement of an appropriate plaque to commemorate the individual's significant contribution to the Guymon Public Schools. A certain sensitivity and common sense must be reflected in the timing of any public recognition.

NAMING NEW FACILITIES
PROPOSAL FORM

This form is to be used by persons nominating names for schools and school facilities:

I propose that the _____
(designation of building and/or location/address)

be named _____.
(proposed name)

Biographical/Other Data *:

The significance of this name is *:

I believe the facility should be so named because *:

_____
Signature

_____
Date

* Additional information may be attached.

SEXUAL HARASSMENT

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

General Prohibitions

1. Unwelcome Conduct of a Sexual Nature

   A. Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.

   B. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.

2. Sexual Harassment

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

   A. Submission to the conduct is made either an explicit or implicit condition of employment;

   B. Submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or

   C. The conduct substantially interferes with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

Specific Prohibitions

1. Administrators and Supervisors

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

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

2. Non-administrative and Non-supervisory Employees

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

SEXUAL HARASSMENT (Cont.)

Report, Investigation, and Sanctions

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

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

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

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

2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.

3. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.

REFERENCE: Title VII of the Civil Rights Act of 1964
29 CFR §1604.1, et seq.
34 CFR Part 106
20 USC §§1681-1688
29 USC §794
42 USC §§2000d-2000d-7
42 USC §§2000e-2000e-17
42 USC §2000e-2

NONDISCRIMINATION

The Guymon Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student or a visitor.

The board directs the superintendent of schools to prepare necessary rules, regulations, and procedures to ensure that all local, state, and federal laws, regulations, and guidelines are followed.

The following statement will be included in all course announcements, bulletins disseminated to all students, materials used for recruiting or describing programs and training, application or enrollment forms, brochures, and catalogs:

> "The Guymon Board of Education does not discriminate on the basis of disability, race, color, religion, national origin, sex, age, veteran status, or gender."

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

Inquiries concerning application of this policy may be referred to the superintendent or the Title IX/504/ADA Compliance Coordinator.

Guymon Public Schools	Superintendent's Office 111 NW 11th St Guymon, OK 73942 580-338-4340	Title IX Compliance Coordinator's Office 2002 N James St (Guymon High School) Guymon, OK 73942 580-338-4350

REFERENCE: Oklahoma Constitution, Article 1, Section 6
Title 6, Title 7, Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972
Executive Order 11246, as amended by Executive Order 11375
Equal Pay Act, as amended by the Education Amendments of 1972
Rehabilitation Act of 1973, §504
Education for All Handicapped Children Act of 1975
Immigration Reform and Control Act of 1986
Americans With Disabilities Act of 1990, 42 U.S.C. §12101
Individuals With Disabilities Education Act, 20 USC §1400, et seq.

NONDISCRIMINATION (REGULATIONS)

In accordance with the policy of the board of education, the following regulations shall apply to ensure that all local, state, and federal laws, regulations, and guidelines are followed.

General

In order for the school district to continue to receive federal financial assistance, it must comply with Title IX and the regulations promulgated through the U.S. Department of Health, Education and Welfare by the Department's Office for Civil Rights interpreting Title IX. If any program or activity of this district fails to comply with Title IX, or the federal administrative regulations implementing Title IX, public hearings would be held by the federal government that could result in the termination of federal funding of this district.

In addition to these sanctions, however, the board of education is of the general view that discrimination on the basis of gender in any education program or activity of this district is not to be permitted **except where necessary to accomplish a specific purpose that does not impinge upon essential equality or fundamental fairness in the treatment of students or employees of this district**. Accordingly, employees of this district are required by these regulations to comply with these provisions in relation to any rule or regulation adopted by the board of education of this district and to any state and federal laws applicable to this district.

Application to Specific Education Programs and Activities

This prohibition against action by employees or other persons acting in the name and on the behalf of this district which bases any exclusion from participation in, denial of benefits from, or discrimination in, any educational program or activity because of the gender of a student or employee applies to all education programs and activities conducted by this district including, but not limited to, the following:

1. Educational Programs

    A. Course Offerings--Applies to all course offerings, except with respect to physical education classes and activities at the elementary and secondary school levels. The following are not prohibited:

        1. Grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to gender;

        2. Separation of students by gender within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other body contact sports;

        3. Separation of students by gender in classes dealing exclusively with human sexuality; and

        4. Separation of persons based on vocal range or quality even though such separation may result in chorus or choruses of one or predominantly one gender.

NONDISCRIMINATION, REGULATIONS (Cont.)

B. Athletics--Applies to all athletic programs or activities, except that separate teams for members of each gender may be operated:

1. When the sport involved is a contact sport; or

2. Where selection for the separate teams is based upon competitive skill, provided that where there is no such team for the excluded gender, members of the excluded gender must be allowed to tryout for the team.

Equal athletic opportunity shall be provided for members of both genders, including equal provision for equipment, supplies, coaching, facilities, services, and publicity, except that unequal aggregate expenditure of funds for members of each gender or male and female teams will not in or of itself constitute a violation of these regulations.

C. Counseling--Applies to all counseling and guidance activities at the elementary and secondary school levels.

D. Textbooks--Nothing in these regulations shall be interpreted as requiring or prohibiting or abridging in any way the use of particular textbooks or curricular materials.

2. Other Activities or Facilities

A. Financial Assistance--Applies to offering scholarship or other aid or assisting non-school organizations in the offering of scholarships or other aid to students of this district.

B. Employment Assistance--Applies to all efforts to place students in employment. The district shall, as part of any employment assistance program for students, ensure that all employment opportunities are made available without discrimination on the basis of gender and refuse participation in its student employment program to employers who would practice such discrimination.

C. Health and Insurance--Applies to all health or insurance policies offered to students but does not prohibit benefits or services which may be used by a different proportion of students of one gender than of the other, including family planning. If full coverage is provided, such coverage must include gynecological care.

D. Housing--Nothing in these regulations shall be interpreted as prohibiting the separation of students by gender in housing for field trips or other reasons. Such separate housing must be comparable in quality and availability.

E. Toilet, Locker, and Shower Facilities--Separate toilet, locker, and shower facilities may be provided on the basis of gender. Such facilities shall be comparable to similar facilities provided for students of the other gender.

NONDISCRIMINATION, REGULATIONS (Cont.)

No rule on marital, family, or parental status that treats one gender different from the other shall be applied or enforced.

3. District Employment Activities

Applies to all aspects of the district's employment programs, including but not limited to, recruitment, adver tising, process of application for employment, promotion, granting of tenure, termination, layoffs, wages, job assignments, leaves of absence of all types, fringe benefits, training programs, employer-sponsored programs, including social or recreational programs and any other term, condition, or privilege of employment. Specifically, the following personnel employment practices are prohibited:

A. Tests--Administration of any test or other criterion that has a disproportionately adverse effect on persons on the basis of gender unless it is a valid predictor of job success and alternative tests or criterion are unavailable.

B. Recruitment--Recruitment of employees from entities which furnish as applicants members of only or predominantly one gender, if such action has the effect of discrimination on the basis of gender.

C. Compensation--Establishment of rates of pay on the basis of gender.

D. Job Classification--Classification of jobs as being for males or females.

E. Fringe Benefits--Provision of fringe benefits on the basis of gender; all fringe benefit plans must treat males and females equally.

F. Marital and Parental Status--Any action based on marital or parental status; pregnancies are considered temporary disabilities for all job-related purposes and shall be accorded the same treatment by the district as are all other temporary disabilities. No inquiry shall be made by the district in job applications as to the marital status of an applicant, including whether such applicant is "Miss" or "Mrs.," but inquiry may be made as to the gender of a job applicant for employment if made of all applicants and is not basis for discrimination.

G. Employment Advertising--Any expression of preference, limitation, or specification based on gender, unless gender is a bona fide occupational qualification for the particular job in question.

Policy Enforcement

To ensure compliance with board policy, the superintendent shall:

1. Designate a member of the administrative staff to:

A. Coordinate efforts of the district to comply with these regulations;

NONDISCRIMINATION, REGULATIONS (Cont.)

B. Develop and ensure the maintenance of a filing system to keep all records required under these regulations;

C. Investigate any complaints of violation of these regulations;

D. Administer the grievance procedure established in these regulations; and

E. Develop affirmative action programs, as appropriate; and

2. Provide for the publication of these regulations on an ongoing basis to students, parents, employees, pro spective employees, and district employee unions or organizations, such publication to include the name, office, address, and telephone number of the compliance administrator designated above.

GRIEVANCE PROCEDURES
GENDER DISCRIMINATION

In accordance with the policy of the board of education, the following procedures will be used in the processing of employee gender discrimination/sexual harassment grievances in this school district.

1. Any employee of this school district who wishes to file a gender discrimination/sexual harassment grievance against another employee of the district may file a written complaint with the superintendent. The grievance shall set forth the circumstances of the incident and the identity of the employee(s) involved.

2. The superintendent shall initiate an investigation of the incident and shall protect the confidentiality of the grievant.

3. During the investigation of the incident, the superintendent or appointed administrator who interviews the grievant shall ensure that a staff member who is the same sex as the grievant will be present. This may help the grievant to feel more comfortable.

4. The investigation shall be completed within ten days of the filing of the grievance. Results of the investigation, along with recommendations and suggestions, shall be furnished to the grievant.

5. If the grievant believes the issues are not resolved after considering the recommendations and suggestions of the superintendent, the grievant may request a hearing by the grievance committee.

6. Upon receiving a request for a hearing, the grievance committee shall schedule the hearing to occur within twenty days from the date of the request.

7. Both the grievant and the person against whom the complaint was made may be represented by legal counsel at the hearing.

8. Within ten days of the hearing, the grievance committee shall furnish a written report of its findings and recommendations to the superintendent or to the board, if the complaint is filed against the superintendent.

9. The superintendent shall, within five days of the receipt of the grievance committee's report, act upon the recommendations of the committee or furnish a written report to the grievant explaining why the recommendations will not be implemented.

10. Upon receipt of the superintendent's report, the grievant may file a written appeal with the board of education. The board of education shall, within thirty days from the date the appeal was received, review the report and affirm, overrule, or modify the decision of the grievance committee. The decision of the board shall be final unless overturned by a court of competent jurisdiction.

11. If the grievant's complaint is based on contract termination, the grievant shall pursue the complaint in accordance with the termination procedures of this district. Such termination procedures are set forth elsewhere in this policy manual or may be obtained from the office of the superintendent.

12. In the event that the superintendent is the person against whom an employee wishes to file a gender discrimination/sexual harassment complaint, the complaint may be filed with the president of the board of education. The board shall then appoint a special investigator to investigate the allegation. The board shall direct a hearing by the grievance committee as set forth above.

GENDER DISCRIMINATION/HARASSMENT GRIEVANCE FORM

1. Name and address of the grievant:

_____

_____

_____

2. Date: _____

3. Grievant's telephone numbers: Home _____ Office _____

4. Statement of grievance (please provide as detailed a statement as is possible and feel free to attach supplemental pages if necessary for a complete understanding of your concerns):

_____

_____

_____

_____

5. Please identify any documents or other materials that support your grievance. If documents or materials are in your possession, please attach copies to this form.

_____

_____

_____

_____

6. Please identify what action or relief you are seeking as a result of this grievance.

_____

_____

_____

Signature of Grievant

ANNUAL CRIMINAL RECORD QUESTIONNAIRE

Student and staff safety are of paramount concern to the Guymon Board of Education. Employees who have committed criminal offenses could be a threat to the safety of students and staff. The Board of Education commits itself to make the best possible effort to maintain a workplace safe for all students and employees.

A. On an annual basis, all school district employees who are employed September 1 of each year are required to truthfully answer the following questions:

HAVE YOU WITHIN THE PAST 365 DAYS	**YES**	**NO**
Entered a plea of guilty or nolo contendere to a state (any state) or federal felony charge?	____	____
Been convicted of a state (any state) or federal felony offense?	____	____
Been charged with a state (any state) or federal offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere?	____	____
Entered a plea of guilty or nolo contendere to, or been convicted of, a state (any state) or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity?	____	____
Entered into a deferred prosecution agreement with a state (any state) or federal prosecutor?	____	____

All questionnaire forms must be annually returned to the office of the superintendent by September 15 of each school year. Refusals by the employee to sign and return the required form or giving false information or misinformation on the required questionnaire form will constitute insubordination and willful neglect of duty and may be the basis for disciplinary action including termination of employment.

B. It is the duty of every school district employee, within ten (10) days of any of the following occurrences, to notify, in writing, the superintendent:

1. If the employee enters a plea of guilty or nolo contendere to a state (any state) or federal charge
2. If the employee is convicted of a state (any state) or federal offense
3. If the employee enters a plea of guilty or nolo contendere to a misdemeanor offense that originally was a state (or any state) or federal felony charge
4. If the employee enters a plea of guilty or nolo contendere or has been convicted of a state (any state) or federal misdemeanor charge involving illegal sexual activity
5. If the employee enters into a deferred prosecution agreement with a state (any state) or federal prosecutor

Failure to provide the referenced information, in writing, to the superintendent within the ten (10) day period may result in termination for insubordination and willful neglect of duty.

C. Each year ten percent (10%) of the total staff (certified, support, and administrative) may be randomly selected for a complete criminal record check to be conducted in the same manner as pre-employment criminal record checks for all employees.

D. Any alleged criminal situation that develops in the course of a contract period involving a current employee may require the district to conduct a complete criminal record check in the same manner as pre-employment criminal record for all employees.

EMPLOYEE YEARLY CRIMINAL RECORD QUESTIONNAIRE (Cont.)

HAVE YOU WITHIN THE PAST 365 DAYS	**YES**	**NO**
Entered a plea of guilty or nolo contendere to a state (any state) or federal felony charge?	____	____
Been convicted of a state (any state) or federal felony offense?	____	____
Been charged with a state (any state) or federal offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere?	____	____
Entered a plea of guilty or nolo contendere to, or been convicted of, a state (any state) or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity?	____	____
Entered into a deferred prosecution agreement with a state (any state) or federal prosecutor?	____	____

If any question is answered "yes," please give a detailed explanation on the reverse side of this form.

This form must be returned to the office of the superintendent by September 15 of each school year.

An employee's refusal to complete, sign, and return this questionnaire and/or a release authorizing a criminal record check or giving false information/misinformation on these forms may constitute insubordination and willful neglect of duty and could be the basis for disciplinary action toward that employee which may include recommendation for termination of employment.

_____
Printed Name of Employee

_____
Signature of the Employee

_____
Date

FEDERAL PROGRAMS
COMPLAINT RESOLUTION

Any parent, individual, or organization with a complaint that the district is violating a federal statute or regulation with regard to a federal program at Guymon Public Schools may make the complaint known to the superintendent of schools in written form by filling out part I of the form, "Investigation Report on the Administration of Federal Program Activities." Within 30 days of receipt of the complaint, Guymon Public Schools will conduct an investigation of the allegations. The investigation shall include opportunities for the complainant or the complainant's representative to present evidence and question witnesses. Subsequent to the investigation, a report of findings will be filed with the State Department of Education and the complainant.

If the complaint has not been resolved to the satisfaction of the complainant, a hearing shall be conducted by the Board of Education within 30 days of receipt of written request for such a hearing. The hearing shall include opportunities for the complainant or complainant's representative to present evidence and question witnesses.

The complainant has the right to appeal the decision of the Guymon Public Schools to the State Department of Education, Compensatory Education Section, Oklahoma City, Oklahoma 73105.

A complaint made directly to the State Department of Education (SDE) without previously being filed with this school district will be reviewed by the SDE to determine if an investigation is warranted by the SDE because of the seriousness of the complaint or if the complaint shall be returned to the complainant to be filed with this school district. Complaints forwarded to this district shall be investigated within 30 days of receipt of the complaint by this district.

LEGAL REFERENCE: **34 C.F.R. § 299.10**

INVESTIGATION REPORT ON THE ADMINISTRATION OF FEDERAL PROGRAM ACTIVITIES

1. **Complainant**

A. Name and Title

B. Address (*include ZIP code*)

C. Date complaint filed

D. Description of alleged violation(s)

E. From the list below, identify (check) the areas in which the complainant indicates violations of Title I regulations

☐ A. Selection of attendance areas
☐ B. Needs assessment
☐ C. Selection of Title I participants
☐ D. General aid
☐ E. Supplanting state and local funds
☐ F. Involvement of parents
☐ G. Services provided private school children
☐ H. Evaluation of Title I projects
☐ I. Services to children living in institutions for neglected or delinquent children
☐ J. Effect of Title I program on cultural or racial isolation
☐ K. Coordination of resources with other programs
☐ L. Dissemination of public information on Title I programs
☐ M. Reporting requirements
☐ N. Comparability
☐ O. Other (specify)

FOR EACH AREA CHECKED, PROVIDE A DETAILED STATEMENT OF THE ESSENTIAL FACTS CONCERNING THE NATURE AND EXTENT OF THE VIOLATIONS. (If necessary, continue on attachments.)

_____
Signature of Complainant

2. **School District**

A. Name

B. Address (*include ZIP code*)

C. Total LEA Title I allocation

D. Fiscal Year

E. Name of Title I project coordinator at school district

F. Superintendent of school district

G. Population of school district

3. **Review Team**

A. Name and address of local officials conducting this investigation

B. Date of Investigation (*beginning and ending*)

	Mo.	Day	Year
BEGINNING			
ENDING			

C. Identify all Title I documents reviewed (*i.e., application proposal, evaluation reports, parental council records, fiscal control and accounting records, financial and audit reports, etc.*)

D. Indicate action taken to insure proper resolution of the complaint and of any deficiencies noted during the investigation (*if necessary, continue on attachments*)

E. Describe corrective action, if any (*if necessary, continue on attachments*)

Type or print name of superintendent	Signature of superintendent			Date Signed
Name of person who prepared this report	Area Code	Telephone Number	Extension	Date Prepared

RECORDS INVESTIGATION

The Guymon Board of Education believes that it has a responsibility to employ only those persons who are qualified in every respect. The board further believes that it should avail itself of means and methods provided by the legislature to assist in the selection of employees. Therefore, it is the policy of this board of education that a national criminal history record check shall be conducted of all prospective employees. The board of education is not required to obtain a new criminal history record check for an individual who has obtained certification from the Oklahoma State Department of Education within the previous twelve (12) months. A national criminal history record check is defined at 74 O.S. § 150.9 and requires a check of criminal history records entailing the fingerprinting of the individual and submission of the fingerprints to the United States Federal Bureau of Investigation (FBI) for the purpose of obtaining the national criminal history record of the person from the FBI.

Any teacher employed prior to May 19, 2020 who does not have an Oklahoma criminal history record check from the Oklahoma State Bureau of Investigation as well as a national criminal history record check as defined above on file with the school district shall complete the criminal history background checks upon the next renewal of his or her Standard Teaching Certificate. Any other employee employed by the district prior to May 19, 2020 who does not have an Oklahoma criminal history record check from the Oklahoma State Bureau of Investigation as well as a national criminal history record check as defined above on file with the school district shall have until July 1, 2022 to complete the criminal history background checks.

A written consent will be required from the prospective employee consenting to a felony records check to be conducted as authorized by Oklahoma law. The records check shall be initiated by the school district's written request, through the superintendent, to the State Department of Education. Effective November 1, 2012, the school district may contract with a third-party vendor who is a member in good standing with the National Association of Professional Background Screeners to perform any and all employment screenings, background checks, and credit checks.

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

Any person employed as a full-time teacher by a school district in Oklahoma in the five (5) years immediately preceding an application for employment as a substitute teacher may not be required to have a national criminal history record check, if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and an affidavit from the school district in which the teacher was last employed stating the teacher left in good standing. The affidavit shall attest whether the teacher was the subject of any allegation of inappropriate behavior with a student and whether there was a pending or ongoing investigation of inappropriate behavior between the teacher and a student. If an allegation of inappropriate behavior was investigated by an employing school district, the affidavit shall state whether the allegation was substantiated, unsubstantiated or closed with no finding of misconduct. The affidavit shall include contact information for the prior employing school district, which the prospective employing school district shall contact to determine the validity of the submitted affidavit.

Any person who has been employed as a full-time teacher by a school district who applies for employment as a full-time teacher in another school district may not be required to have a national criminal history background check completed if the teacher produces a copy of a national criminal history record check completed within the preceding

RECORDS INVESTIGATION (Con.)

five (5) years and a letter from the school district in which the teacher was employed stating the teacher left in good standing and whether the teacher was the subject of any allegation of inappropriate behavior with a student.

Any person who has been employed as a substitute teacher by a school for a minimum of five (5) years preceding an application to be employed as a full-time teacher may not be required to have a national criminal history record check completed if the teacher can produce a copy of a national criminal history record check completed within the preceding five (5) years and an affidavit from the school district in which the teacher was employed as a substitute teacher stating that the teacher left in good standing. The affidavit shall attest as to whether the teacher was the subject of any allegation of inappropriate behavior with a student and whether there was a pending or ongoing investigation of inappropriate behavior between the teacher and a student. If an allegation of inappropriate behavior was investigated by an employing school district, the affidavit shall state whether the allegation was substantiated, unsubstantiated or closed with no finding of misconduct. The affidavit shall include contact information for the prior employing school district, which the prospective employing school district shall contact to determine the validity of the submitted affidavit.

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

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

REFERENCE: 70 O.S. §5-142

RECORDS SEARCH PROCEDURES

Pursuant to 70 O.S. §5-142, the Guymon School District will obtain the results of a national criminal history records search of the name and fingerprints of every prospective school district employee. During the first interview with each employment applicant, the applicant will be advised that:

1. The school district requires a national criminal history records search of every prospective employee's name and fingerprints as a condition of employment;

2. To enable the school district to request the search and obtain the results, the applicant must complete and sign an Authorization and Release form provided by the school district;

3. The school district will request a criminal history records search only if the superintendent of schools recommends employment of the applicant;

4. If the superintendent of schools recommends employment of the applicant, the applicant must permit the Oklahoma State Bureau of Investigation to fingerprint the applicant; and

5. The applicant, if placed on duty prior to receipt of the criminal history search results, will be classified as a temporary employee until the school district is notified that the search is clear of any criminal history records.

If the criminal history records search reveals a prior criminal history offense conviction or if the applicant provides a false response to one or more of the questions on the Authorization and Release, the applicant will be denied employment and, if placed on duty prior to receipt of the search results, will be deemed to have resigned from employment with the school district, effective upon acceptance by the board of education. The board of education may accept any employee's resignation at any time within thirty (30) days after the date the school district is notified of either the unsatisfactory search results or learns of the applicant's false response, whichever is later. Under these circumstances, the employee waives any due process procedures that might otherwise be available under federal and state law and school district policies and procedures.

The school district will also request a national criminal history records search of the name and fingerprints of any current school district employee if the board of education recommends a search of that employee's criminal history records.

TEACHERS
DUTIES AND RESPONSIBILITIES

The Guymon Board of Education recognizes that teachers are professional persons who work within a code of ethics and professional responsibility. Nevertheless, in the interest of consistency and uniformity, the superintendent is directed to establish rules and regulations governing the activities of teachers within the Guymon Public School system.

TEACHERS
DUTIES AND RESPONSIBILITIES
(REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the duties and responsibilities of teachers employed by the Guymon Public School system.

1. Teachers shall be required to attend workshops three days before the beginning of the school term, and two days following the end of the school term.

2. Teachers shall be present in their assigned work places at least twenty minutes before the beginning of class each morning and a reasonable time before the opening of class in the afternoon. Teachers shall remain at their work places until twenty minutes after school has ended.

3. Teachers shall attend promptly all meetings called by the principal or superintendent.

4. Teachers shall devote themselves during school hours to the duties of their respective assignments and will give careful attention to instruction, discipline, manner, and habits of their students.

5. Teachers shall be responsible for discipline of their respective classrooms. Students shall not be excluded from classes without good cause. The aid and counsel of the principal shall be sought on questions of discipline and special misconduct cases shall be referred to the principal.

6. Teachers shall be responsible and accountable for supplies, equipment, apparatus, and other school property within their area of instruction or supervision.

7. Teachers shall report student misconduct.

8. Teachers shall report to the principal any student whose progress or advancement warrants reclassification, and any student who, for any cause, fails to properly complete assigned classroom work. Teachers shall assign, grade, and return to the student any required make-up work for excused absences.

9. Teachers shall not be absent from their classrooms without prior notice to the principal.

10. Teachers who find that they will be late or absent because of unforeseen emergencies should notify the principal as soon as possible so that a substitute teacher may be obtained.

11. Teachers shall perform other duties as assigned by the principal.

At the end of the school year, each teacher must have the following completed and ready to hand in before checking out:

1. Completed inventory of classroom

2. Semester grade sheets completed

TEACHERS, DUTIES AND RESPONSIBILITIES, REGULATION (Cont.)

3. Inventory list of textbooks
4. Supply list for following school year
5. All incomplete grades changed
6. Textbooks properly stored
7. Sponsors must insure all organizational bills are paid
8. Must be cleared by principal before departure

PARAPROFESSIONALS

It is the policy of the Guymon Board of Education that support employees are entitled to due process prior to nonrenewal or termination of employment. Applicants must possess the required level of requisite skills as prescribed in the appropriate State Department of Education regulation except that a paraprofessional or a volunteer will be used for each class of kindergarten through second grade which has more than 20 students and in which twenty percent of the students are eligible to participate in the National Child Nutrition Act.

Teacher assistants are paraprofessionals within the school district. All paraprofessionals must have earned a high school diploma or its equivalent. Individuals hired to be paraprofessionals must meet requirements established by state and federal laws to be authorize to serve as paraprofessionals in Title I schools and in special education settings.

Individuals seeking a paraprofessional credential from the State Department of Education shall submit an application and all required supporting documentation to the State Department of Education Office of Certification.

1. Tier 1. In order to qualify for a Tier 1 Oklahoma paraprofessional credential which is required for general education paraprofessionals in Title 1 schools and available to general education paraprofessionals in other settings, an applicant must meet the following eligibility criteria:
   A. Has a high school diploma or a General Educational Educational Development (GED) Diploma or other certificate of high school equivalency recognized by the State of Oklahoma.
   B. Has on file with the State Board of Education a current Oklahoma criminal history record from the Oklahoma State Bureau of Investigation (OSBI).
   C. Meets at least one of the following criteria:
      a. Has completed at least two (2) years of study at an institution of higher education, defined as completion of at least forty-eight (48) credit hours of college coursework; or
      b. Has obtained an associate's degree or higher; or
      c. Has either passed the Oklahoma General Education Test (OGET), obtained a National Career Readiness Certificate through successful completion of the ACT WorkKeys assessment, or passed the ParaPro Assessment offered through the Educational Testing Service.

2. Tier 2. In order to qualify for a Tier 2 Oklahoma paraprofessional credential issued by the State Department of Education, which is valid for special education paraprofessionals, an applicant shall meet the criteria for a Tier 1 paraprofessional credential and all of the following qualifications:
   A. Has completed the Oklahoma Special Education Paraprofessional Training available at Career Technology centers, equivalent training provided by the State Department of Education through an in-person or online program, or other state-approved training provided by a school district.
   B. Has completed training in cardiovascular pulmonary resuscitation (CPR) and First Aid.
   C. Has completed training in Universal Precautions/Bloodborne Pathogens.

In the event the district requires a special education paraprofessional in order to provide necessary services to one or more students with disabilities, but is unable to secure the services of an individual who holds a Tier 2 paraprofessional credential at the time the services must be delivered, the district may employ an individual on a provisional basis if the district determines the individual is able to provide the appropriate paraprofessional services. An individual who is employed as a paraprofessional to provide special education services on a provisional basis must meet the criteria for a Tier 1 credential, and obtain all training required to qualify for a Tier 2 credential within one hundred twenty (120) calendar days of providing special education paraprofessional services in order to continue to provide special education paraprofessional services, provided a criminal history record check is obtained within sixty (60) calendar days of initial employment. If it is necessary for a school district to provisionally employ a paraprofessional to provide special education services, the district shall report the provisional placement of the

PARAPROFESSIONALS (Cont.)

paraprofessional and the paraprofessional's starting date of employment to the State Department of Education Office of Special Education.

The superintendent and/or staff development committee shall develop an appropriate in-service training program for paraprofessionals.

Paraprofessionals are employed so that the professional teachers may direct their energies to the students' education. The basic objectives for the use of paraprofessionals:

1. To make it possible for teachers to use more variety in structuring classroom activities which will result in more meaningful education for students.

2. To enable the teacher to do more creative teaching, and to use a greater variety of instructional media.

3. To enable the teacher to develop effective programs focusing upon the individual needs of each student.

4. To provide increased time for individualizing instruction, evaluating learning situations, student counseling and guidance for other instructional activities that will improve educational opportunities for students.

5. To relieve teachers of the numerous semi- and non-professional tasks which have become cumulative and which have come to consume a disproportionate amount of the teacher's time and energies.

The principal and supervising teacher are jointly responsible for making final decisions related to the duties and responsibilities to be assigned to a paraprofessional. Paraprofessionals are not to discipline children. Classroom discipline shall be left to the certified teacher or building principal.

Paraprofessionals will only be used to perform, or assist a classroom teacher to perform, the following duties:

* Hallroom duty

* Bus duty

* Playground duty

* Lunchroom duty

* Extracurricular activities involving school functions

* Other noninstructional duties as the superintendent may prescribe

The duties of paraprofessionals may be further restricted or regulated by program requirements of the funding plan under which they are employed:

1. Title I funds provide paraprofessionals for the Remedial Reading Program.

2. Title VI funds provide paraprofessionals for Indian students.

PARAPROFESSIONALS (Cont.)

3. Early Childhood Intervention (ECI) funds provide paraprofessionals for mainstreamed students with certain specific handicaps that require frequent or constant attention.

REFERENCE: 70 O.S. §6-127, §18-113.1, et seq.
P. L. 107-110, ESSA

THIS POLICY REQUIRED BY FEDERAL LAW.

TITLE I AND SPECIAL EDUCATION PARAPROFESSIONALS

It is the policy of the Guymon Board of Education that Title I and Special Education paraprofessionals will be employed in accordance with all applicable state and federal laws. Employment will be offered if the educational need exists and if the applicant possesses the required level of requisite skills as prescribed in the appropriate State Department of Education regulations.

Tier 1. In order to qualify for a Tier 1 Oklahoma paraprofessional credential, which is required for general educational paraprofessionals in Title I schools and available to general education paraprofessionals in other settings, an applicant must:

A. Have a high school diploma or a General Educational Development (GED) Diploma or other certificate of high school equivalency recognized by the State of Oklahoma.
B. Have on file with the State Board of Education a current Oklahoma criminal history record from the OSBI as well as a national fingerprint-based criminal history record provided by the FBI.
C. Meet at least one of the following:
    1. Has completed at least two years of study at an institution of higher education;
    2. Has obtained an associate's degree or higher; or
    3. Has either passed the Oklahoma General Education Test obtained a national Career Readiness Certificate through successful completion of the ACTG WorkKeys assessment, or passed the ParaPro Assessment offered through the Educational Testing Service.

Tier 2. In order to qualify for a Tier 2 Oklahoma paraprofessional credential which is required for special education paraprofessionals, an applicant shall meet the qualifications of Tier 1 and all of the following:

A. Have completed the Oklahoma Special Education Paraprofessional Training available at Career Technology Center, equivalent training provided by the State Department of Education through an in-person or online program, or other state-approved training provided by a school district.
B. Have completed training in cardiovascular pulmonary resuscitation (CPR) and First Aid.
C. Have completed training in Universal Precautions/Bloodborne Pathogens.

In the event a school requires a special education paraprofessional, but is unable to secure the services of an individual who holds a Tier 2 paraprofessional at the time the services must be delivered, the district may employee an individual on a provision basis if the district determines the individual is able to provide the appropriate paraprofessional services. The individual will have one hundred twenty (120) calendar days of employment to provide special education paraprofessional services without certification. Any provisional placement must be reported to the State Department of Education Office of Special Education.

The superintendent and/or staff development committee shall develop an appropriate in-service training program for paraprofessionals.

Paraprofessionals are employed so that the professional teachers may direct their energies to the students' education. The principal and supervising teacher are jointly responsible for making final decisions related to the duties and responsibilities to be assigned to a paraprofessional. Paraprofessionals are not to discipline children. Classroom discipline shall be left to the certified teacher or building principal.

REFERENCE: P.L. 107

THIS POLICY REQUIRED BY FEDERAL LAW.

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

Teachers are charged with the education of the youth of this state. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles.

In recognition of the magnitude of the responsibility inherent in the teaching process and by virtue of the desire for the respect and confidence of their colleagues, students, parents, and the community; teachers are to be guided in their conduct by commitment to students and the profession.

PRINCIPLE I
COMMITMENT TO THE STUDENTS

The teacher must strive to help each student realize his or her potential as a worthy and effective member of society. The teacher must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the teacher:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.

2. Shall not unreasonably deny the student access to varying points of view.

3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.

4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.

5. Shall not intentionally expose the student to embarrassment or disparagement.

6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly

   A. Exclude any student from participation in any program,

   B. Deny benefits to any students,

   C. Grant any advantage to any student.

   This includes antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews.

7. Shall not use professional relationships with students for private advantage.

8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted or required by law.

PRINCIPLE II
COMMITMENT TO THE PROFESSION

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)

The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In order to assure that the quality of the services of the teaching profession meets the expectations of the state and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate that encourages the exercise of professional judgment, achieve conditions which attract persons worthy of the trust to careers in education, and assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.

2. Shall not misrepresent his/her professional qualifications.

3. Shall not assist entry into the teaching profession of any person known to be unqualified in respect to character, education, or other relevant attribute.

4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.

5. Shall not assist an unqualified person in the unauthorized practice of the teaching profession.

6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

7. Shall not knowingly make false or malicious statements about a colleague.

8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decision or actions.

PRINCIPLE III

1. Pursuant to the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemployed for:

   A. Willful neglect of duty.

   B. Repeated negligence in performance of duty.

   C. Mental or physical abuse to a child.

   D. Knowing and willful failure to report suspected child abuse or neglect.

   E. Incompetency.

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)

F. Instructional ineffectiveness.

G. Unsatisfactory teaching performance.

H. Commission of an act of moral turpitude.

I. Abandonment of contract.

J. Conviction of a felony.

K. After a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties, or

L. Failure to earn required staff development points.

2. A career teacher shall not be subject to dismissal or non-reemployment for items A, B, D, E, and F, above unless and until a written admonishment has been issued in accordance with relevant law.

3. A probationary teacher shall not be subject to dismissal or non-reemployment for inadequate teaching performance unless or until a written admonishment has been issued in accordance with relevant law.

4. Temporary teachers, substitute teachers, adult education teachers, and teachers employed in positions fully funded by private or federal grants shall not be protected by the provisions of the Teacher Due Process Act.

5. A teacher convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.

6. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties:

   A. "Criminal sexual activity" means the commission of an act defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and

   B. "Sexual misconduct" means the soliciting or imposing of criminal sexual activity (70 O.S. §6-101.22).

7. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person has, either in the presence of a minor or in a manner that such person has participated in making available to a minor online, engaged in sexual acts, acts that appeal to the prurient interest in sex as found by the average person applying contemporary community standards, or acts that excessively promote sexuality in light of the educational value of the material and in light of the youngest age of any student with access to said material.

REFERENCE: **70 O.S. §6-101.21, et seq.**

NOTE: **In accordance with the referenced statutes, a copy of these standards of performance and conduct will be provided to each teacher.**

THIS POLICY REQUIRED BY LAW.

CONFLICTS OF INTEREST

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

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

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

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

Contracts and Business Arrangements

1. Contracts with Board Members

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

2. Disclosure of Other Contracts and Business Arrangements

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

   A. Any two or more district employees who together enter into any business relationship, including, but not limited to, a partnership, corporation, or lessor/lessee relationship.

   B. Any employee who has a substantial interest, directly or indirectly, in any person or entity that is pro viding services or sales of equipment or other goods or commodities to the district where such relationship would result in a direct or indirect monetary benefit to the employee.

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

CONFLICTS OF INTEREST (Cont.)

3. Contracts or Employment Relationships between Employees

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

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

4. Other Prohibited Activities

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

Outside Activities of Full-time Employees

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

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

LEGAL REFERENCE: **70 O.S. § 5-124**
2 C.F.R. § 200.112
2 C.F.R. § 200.318

EMPLOYMENT PRACTICES

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

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

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

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

In the event the board decides not to employ a candidate who is recommended by the superintendent, further recommendations should be made to the board by the superintendent until a selection is made.

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

NOTE: **70 O.S. §5-138 prohibits a school board from requiring any employee, other than the superintendent, to reside within the boundaries of that school district.**

EMPLOYMENT PROCEDURES
CERTIFIED PERSONNEL AND CLERICAL STAFF

The recruitment and selection of personnel are responsibilities of the Superintendent of Schools. Insofar as is possible, the Superintendent of Schools shall consult with appropriate administrative staff members regarding candidates and receive the recommendations regarding the hiring of personnel. Applications for teaching positions will be accepted at all times by the Superintendent of Schools. Normally teacher replacements will be made from applications that are on hand.

Persons hired or assigned to positions shall not be related to their supervisor within the first degree of consanguinity. Persons related to the supervisor at the time of adoption of this policy may continue such employment at the discretion of the Superintendent of Schools.

All applications will be submitted to the board of education administrative offices.

Applicants will be screened by the superintendent of schools prior to being interviewed by the building principals.

1. Screening procedures by the superintendent:
   A. Receive applications.

   B. Forward applications to the appropriate principals and/or directors.

2. Screening procedures by the principals:
   A. Interview applicants.

   B. Select an applicant for the vacant position.

   C. Upon selection of an applicant, the principal must return all applications to the superintendent and designate the selected applicant.

3. Recommendation to the board of education for approval:
   A. The superintendent will submit to the board of education the name of the applicant selected.

   B. When the applicant has been approved by the board of education, the superintendent will inform the building principal who will inform the applicant.

4. When employed, the applicant must:
   A. Establish a personnel file in the administration office;

   B. Contact the finance office at the administration office to make financial arrangements;

   C. Report to the building principal for further instructions.

EMPLOYMENT PROCEDURES CERTIFIED PERSONNEL AND CLERICAL STAFF (Cont.)

Oath of Office

Every person who is employed to teach in the Guymon Public Schools shall first take and subscribe to the loyalty oath or affirmation required by state law in order to qualify for and enter upon the assigned duties and/or receive compensation.

Certification and Licensing

It is the responsibility of the employee to meet the qualifications for any license or certification required in order to hold the position assigned. Any license or certification required must be kept valid and up-to-date to qualify for continued employment. State school law requires a valid certificate before salary can be paid.

RECRUITMENT PROCEDURES

The Guymon school district takes pride in the quality of the educational program it provides. Realizing the relationship between the caliber of the individual teacher and the quality of the instructional program, the superintendent will actively seek out well-qualified applicants to staff vacancies occurring in the district.

It is the policy of the Guymon Board of Education to maintain contacts and friendly relations with placement offices of Oklahoma colleges and universities and other reliable sources from which prospective employees may be obtained.

It is the responsibility of the superintendent of schools and of persons delegated by the superintendent to determine the personnel needs of the school system and to locate suitable candidates to recommend for employment to the board.

It is the policy of the school district to recruit and select for employment the best qualified applicant for each position without regard for race, color, creed, or national origin; nor shall any person be denied employment solely because of sex, marital status, age, or physical disability.

The district shall not recruit primarily or exclusively from entities which furnish as applicants only or predominantly members of one sex.

It shall be the duty of the superintendent to see that persons nominated for employment shall meet the qualifications established by law, the State Board of Education, and the local board for the type of position for which nomination is made.

No person may be considered for employment in a certified position until they have met requirements established by the State Board of Education to be placed in a classroom. No salary may be paid a certified teacher until a valid teacher certificate issued by the State Department of Education is on file with the Superintendent of Schools. It shall be the responsibility of the teacher to file a valid certificate, transcripts of all college work, and required tax forms with the superintendent's office.

Observation of success and failure of teachers over the years leads one to believe that the quality of any school program is strongly related to the quality of teaching available for that area. All professional personnel and lay Board of Education members desire a strong program of educational services at all grade levels. Every effort will be made to recruit and retain teachers with the highest qualifications and the ability to motivate and successfully teach young people. Qualifications to be considered when seeking certified personnel will include academic preparation, previous professional accomplishments, health, personality, general culture, and moral standards. No discrimination shall be made in regard to sex, race, color, nation origin or ancestry.

DRUG-FREE WORKPLACE

In recognition of the clear danger resulting from drug abuse, and in good faith effort to promote the health, safety, and welfare to employees, students and the community, it is the policy of this school district to provide a drug-free workplace in compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (P.L. 101-226).

The superintendent is directed to develop regulations that shall be incorporated into this policy.

NOTE: **A copy of this policy and the accompanying regulations must be distributed to each affected employee 30 days prior to implementation of the policy. This notice is also required prior to the implementation of any changes to this policy or to the regulations.**

THIS POLICY REQUIRED BY LAW.

WORKPLACE DRUG AND ALCOHOL TESTING (REGULATIONS)

The board of education may require drug and alcohol testing of all new applicants upon a conditional offer of employment. The refusal of a job applicant who has been offered conditional employment to take the test will be considered as a basis for not employing the applicant. Each case will be reviewed to assure compliance with current regulations of the Americans with Disabilities Act.

The school district may request or require an employee to undergo drug and/or alcohol testing as set forth below and when the superintendent at any time reasonably believes that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following:

a. drugs or alcohol on or about the employee's person or in the employee's vicinity,
b. conduct on the employee's part that suggests impairment or influence of drugs or alcohol,
c. a report of drug or alcohol use while at work or on duty,
d. information that an employee has tampered with drug or alcohol testing at any time,
e. negative performance patterns, or
f. excessive or unexplained absenteeism or tardiness;

Substances tested shall be for drugs and alcohol.

This school district will require school bus drivers, mechanics, maintenance employees, and any employee who is required to obtain a commercial driver's license (CDL) to undergo drug or alcohol testing prior to employment and on a random selection basis. The superintendent shall ensure that employees who are selected for random testing are selected on a basis that is entirely random and on a basis which results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected and does not give the district discretion to waive the selection of any employee selected. (See also policy DCCB and DCCB-R.)

This school district will require bus drivers, mechanics, maintenance personnel, and any district employee who is required to obtain a commercial driver's license (CDL) to undergo drug or alcohol testing during routine employee fitness-for-duty medical examinations. (See also policy DCCB and DCCB-R.)

This school district will require periodic drug and alcohol testing without prior notice of any employee who has tested positively under this policy, who has participated in a drug or alcohol dependency treatment program as a result of this policy, or an employee who is required to obtain a commercial driver's license (CDL).

Any employee who refuses to submit to drug or alcohol testing may be subject to disciplinary action including, but not limited to, termination of employment subject to all applicable due process procedures. Employees who refuse to undergo a drug or alcohol test shall be considered to have been discharged for misconduct for purposes of unemployment compensation benefits. In order to prove misconduct, the employer need only provide proof of a testing policy and either a refusal to take a drug or alcohol test or a positive test result with chain of custody and opportunity to retest.

Drug Testing Procedures

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

WORKPLACE DRUG AND ALCOHOL TESTING, REGULATIONS (Cont.)

1. Samples shall be collected and tested only by individuals deemed qualified by the State Board of Health. Such samples may be collected on the premises of the school district or at a testing facility.

2. Only samples deemed appropriate by the State Board of Health for drug and alcohol testing shall be collected.

3. The collection of samples shall be performed under reasonable and sanitary conditions.

4. Samples shall be collected in sufficient quantity for splitting into two separate specimens, pursuant to rules of the State Board of Health, to provide for any subsequent independent analysis in the event of challenge of the test results of the main specimen.

5. Samples shall be collected and tested with due regard to the privacy of the individual being tested. In the instances of urinalysis, no representative, agent, or designee of the school district shall directly observe an applicant or employee in the process of producing a urine sample; provided, however, collection shall be in a manner reasonably calculated to prevent substitutions or interference with the collection or testing of reliable samples.

6. The testing facility will provide the necessary documentation of testing procedure and test results to the employer requesting testing services as may be required by a court or administrative proceeding.

7. A written record of the chain of custody of the sample shall be maintained from the time of the collection of the sample until the sample is no longer required.

Testing Results

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

1. The employee will be notified of the results of the test. The applicant or employee has a right to obtain all information and records relating to that individual's testing.

2. The employee will be advised of the outcome of the drug screening and will be immediately removed from the current job assignment.

3. The employee will be given a reasonable opportunity for confidential rebuttal of the results.

4. To continue employment with the district, the employee must develop a written plan for improvement with the employee's supervisor. As an element of every plan for improvement, the employee will be encouraged to voluntarily seek professional assistance and/or participate in an appropriate rehabilitation program. Drug and alcohol dependency evaluation and referral services for substance abuse counseling, treatment, or rehabilitation shall be provided to the employee.

5. The employee will be suspended until the employee has tested negative on a follow-up drug screening. The follow-up drug screening will be administered no earlier than seven nor more than forty-five (45) calendar days following the initial positive drug screening. The physician who administered and interpreted the initial drug screening will make a recommendation to the district as to the amount of time that is appropriate before administering the follow-up drug screening, depending on the type and amount of chemical substance initially

WORKPLACE DRUG AND ALCOHOL TESTING, REGULATIONS (Cont.)

detected in the employee's system. The employee may use existing accrued leave during this suspension. If the employee does not have sufficient accrued leave to cover the absence, the leave will be without pay unless prohibited by applicable law. All employees hereby affected by this policy and regulation will be provided appropriate due process procedures.

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

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

Confidentiality

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

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

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

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

   A testing facility shall release the results of the drug or alcohol test, and any analysis and information related thereto, to the individual tested upon his/her request.

WORKPLACE DRUG AND ALCOHOL TESTING, REGULATIONS (Cont.)

Other Provisions

Drug/alcohol tests required pursuant to this policy will be conducted during, prior to, or immediately after the regular work period for current employees and shall be deemed work time for purposes of compensation and benefits for current employees.

The school district shall pay all costs of testing for drugs or alcohol including any school requested confirmation tests and the costs of transportation to the drug/alcohol test site. Any individual who requests a retest of a sample in order to challenge the results of a positive test shall pay all costs of the retest, unless the retest reverses the findings of the challenged positive test in which case the school district shall reimburse the individual for the costs of the retest.

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

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

REFERENCE: 40 O.S. §2-406A
40 O.S. §551, et seq.

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS GRANTEES OTHER THAN INDIVIDUALS

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. The regulations, published in the January 31, 1989 Federal Register, require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or governmentwide suspension or debarment (see CFR Part 85, Sections 85.615 and 85.620).

The grantee certifies that it will provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition:

(b) Establishing a drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;
(2) The grantee's policy of maintaining a drug-free workplace;
(3) Any available drug counseling, rehabilitation, and employee assistance programs; and
(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will--

(1) Abide by the terms of the statement; and
(2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;

(e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;

(f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--

(1) Taking appropriate personnel action against such an employee, up to and including termination; or
(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS GRANTEES OTHER THAN INDIVIDUALS (Cont.)

_____

Organization Name Application Number

_____

Name and Title of Authorized Representative

_____

Signature Date

EMPLOYMENT OF SUPPORT PERSONNEL

Noncertified personnel shall be selected on the basis of training, experience, character, and general competence. An attempt shall be made to recruit well-qualified personnel and to assign them to positions wherein they can make their maximum contribution. No discrimination shall be made with the relation to sex, race, creed, color, national origin or ancestry or any other status protected under federal, state, or local law.

All support employees shall be notified in writing of the district's intent to re-employ within the 10 days after the effective date of the education appropriations bill June 1, whichever is later. After July 1 of each school year, all support employees will enter into a one year contract which will expire not later than the following June 30. Salaries will be in accordance with the adopted salary schedule.

All newly hired full-time support personnel will be hired for a probationary period of 90 days. At the end of the probationary period, these employees will enter into a contract with Guymon Public Schools for the remainder of the fiscal year. Support employees have no property right to employment during the first year of employment and may be released without cause during the first year of employment.

Following the first year of employment, support employees who are not reemployed for the subsequent year shall have a right to a hearing and the unemployment or employment termination shall be for cause only.

REFERENCE: 70 O.S. §6-101.40, et seq.

CONTRACTS

All regular teachers of the Guymon Public Schools will be employed by written contract and considered for reemployment upon recommendation of the superintendent.

All full-time teachers will sign a contract for the length of time as stipulated by the board approved calendar.

Teachers will be required to attend workshops before the beginning of the school term and following the close of school at the discretion of the administration.

Professional teachers' meetings are included in the board approved calendar, provided not more than five days are used in this manner.

Current salary schedules are on file in the office of the superintendent.

Contracts are on file in the office of the superintendent. This includes certified employee contracts, appointed duty assignment addenda and amendments to the original contract for continuing employees.

REFERENCE: 70 O.S. §6-101

ACCEPTANCE OF LETTERS OF RETIREMENT OR RESIGNATION

Guymon Board of Education empowers the superintendent, as agent of the board, to accept on its behalf letters of retirement or resignation from any school district employee. Receipt of a letter of retirement or resignation by the superintendent constitutes acceptance of such retirement or resignation by the board of education and releases the employee and the district from any and all further contractual obligations beyond the effective date of the retirement or resignation. Any retirement or resignation received by the superintendent is irrevocable.

RETIREMENT:

I, the Superintendent of Schools, acting as the Chief Executive Officer of the Guymon Board of Education, acknowledge receipt this date of retirement from employment signed by _____, effective the _____ day of _____, _____. My signature constitutes acceptance of this retirement by the Board of Education and releases the retiring employee and the district, upon the effective date of the retirement, from all further contractual obligations. By accepting this retirement from the employee, the employee's offer to be released from his or her contract with the board of education is accepted, and thus the retirement is irrevocable.

_____ _____
Superintendent Employee

_____
Date

RESIGNATION:

I, the Superintendent of Schools, acting as the Chief Executive Officer of the Guymon Board of Education, acknowledge receipt this date of a resignation from employment signed by _____, effective the _____ day of _____, _____. My signature constitutes acceptance of this resignation by the Board of Education and releases the resigning employee and the district, upon the effective date of the resignation, from all further contractual obligations. By accepting this resignation from the employee, the employee's offer to be released from his or her contract with the board of education is accepted, and thus the resignation is irrevocable.

_____ _____
Superintendent Employee

_____
Date

SALARY SCHEDULES

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

Retired teachers that are employed by the school district shall be placed on the minimum salary schedule.

Administrators
All administrators, when employed, will be placed on the appropriate step of the administrators' salary schedule. Upon recommendation of the superintendent and approval by the board, newly hired administrators may be placed on a salary schedule based upon individual building criteria such as enrollment, supervision of extracurricular activities, number of teachers, and length of school year contract.

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

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

Out-of-State Experience
Individuals who are employed by the school district shall be provided with credit for years of out-of-state experience once the form from the SDE is filled out and approved.

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

LEGAL REFERENCE: **2 C.F.R. §430(a)(1).**

TAXABLE FRINGE BENEFIT ON EMPLOYER-PROVIDED VEHICLES

In accordance with IRS Reg. Sec.1.274-6T(a)(3), the Guymon Board of Education has approved a taxable fringe benefit for the use of school owned vehicles for commuting to and from work. Hereinafter, the term "employer" refers to the Guymon School District, and the term "employee" refers to 12-month employees who require transportation.

Guymon Public School District stipulates the following:

1. The vehicle(s) are owned by the employer.
2. The vehicle(s) are provided to the employee(s) for business use.
3. The employer prohibits personal use of the vehicle(s) other than commuting.
4. The employee(s) do not use the vehicle(s) for personal use.

The employer hereby establishes a taxable fringe benefit of the current IRS approved rate cents per mile figured on the mileage from the employee's home to the school for 240 school days (200 days for transportation director). This taxable fringe benefit will be in addition to the employee's annual salary contract; taxes will be withheld based on the individual employee's W-4 elections.

Unauthorized personal use of the vehicles may be subject to disciplinary action up to and including termination of employment.

This policy and taxable fringe benefit will be reviewed annually to verify that the policy is in compliance with IRS regulations.

Note: A copy of this policy shall be provided to the affected employees and attached to their annual salary contracts.

PERSONNEL VACATIONS

The Guymon Board of Education will provide annual vacation with pay to those employees assigned to twelve-month positions and to all hourly and daily rate employees whose period of service is continuous (90% of the working days) throughout the year.

Vacation days are noncumulative. All employees must use earned vacation days each year. When such vacation time is not used within one year from June 30th, entitlement to such vacation will be forfeited. Upon retirement or termination, personnel having unused vacation time earned during their final year of employment are eligible to be reimbursed for such vacation.

Vacation Year

A full year of service is from July 1 through June 30. Employees shall be eligible for the next higher vacation step on June 30 of the year in which they complete the required number of years service. In effect, an individual employed after July 15 may work some months longer than the scheduled years before reaching the next higher vacation step.

Creditable Years of Service

1. Service need not be consecutive. All full years of service as a contract, full-time employee of the Guymon Public Schools will count toward vacation increments.

2. Nine- and ten-month contract years that have been successfully completed will count as "good" years when computing vacation due on current twelve-month employees.

3. A portion of a year on a twelve-month employee beginning after July 15 will not count as an increment year, but vacation will be granted for that portion of the year on a prorated basis.

Monthly Rate of Accrual

1. An employee must work one-half of the working days of a month to receive credit toward vacation for that month (starting or terminating).

2. When a person is absent more than one-half of the working days of any given month, a vacation day is not earned for that month.

Approval of Vacation Dates

The dates for all vacations must be approved by the immediate supervisor and will be limited to 10 working days in a row, unless otherwise approved by the superintendent.

Substitutes for Employees on Vacation

It is the responsibility of the immediate supervisor to arrange vacations at a time when a substitute will not be required.

PERSONNEL VACATIONS (Cont.)

Vacation Accrual While on Sick Leave

1. With regard to computation of earned vacation time, absences of an employee on sick leave or vacation are considered as time served.

2. Vacation days will not be accrued after the expiration of sick leave or for absences not covered by sick leave or vacation time.

Eligibility

Employees shall be eligible for vacation days according to the following:

Years of Service	Days Per Year
1-10	10 days
11- more	15 days

The superintendent shall interpret the monthly accumulated earned vacation.

PERSONNEL LEAVE PROGRAM

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

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

Deductions for Unpaid Authorized Absences

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

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

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

Notification of Leave Accumulation

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

SICK LEAVE
CERTIFIED PERSONNEL
(REGULATIONS)

The board of education shall provide sick leave benefits to all certificated personnel in order to promote a sense of security and permit an ease of mind that is essential to the satisfactory performance of professional services. The board sets forth the following provisions for administering this policy:

1. The superintendent or designee shall administer this plan.

2. Employees may be absent from duty because of personal accidental injury, illness or pregnancy, or injury or illness in the immediate family without loss of salary not to exceed ten days during each school year. The right to such sick leave shall be vested at the beginning of the school year. Certificated employees who have an eleven-month contract shall receive eleven sick leave days per year and those who have a twelve-month contract shall receive twelve days. If an employee is injured as a result of an assault or battery upon the person of the employee while the employee is in the performance of any duties as an education employee, the employee shall be entitled to a leave of absence from employment with the school without a loss of leave benefits.

3. Unused sick leave shall be cumulative to a total of sixty days and is transferable to any other school district in Oklahoma. Up to a maximum of sixty days of sick leave earned in another Oklahoma district may be transferred to this district. Sick leave so transferred must be certified by the sending district.

4. Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action as provided by contract and/or state law. Any employee may be required to submit appropriate evidence concerning the cause of his absence in order to qualify for sick leave benefits. Appropriate evidence may include the following:

   A. Physician's statement endorsed by the employee
   B. Employee statement endorsed by the principal or immediate supervisor
   C. Copies of claim submitted for insurance benefits
   D. Other information as may be indicated by the circumstances

5. Appropriate evidence will be submitted when requested by the principal, immediate supervisor, or the superintendent in the following situations:

   A. Sick leave claim on days of unusual or inclement weather
   B. Sick leave claim during the last four weeks of employment
   C. Sick leave claim on days immediately preceding or immediately following holidays or non-work days other than weekends
   D. Reasonable cause exists to believe that sick leave benefits are being abused

6. When an employee's accrued sick leave and maternity leave are exhausted and the teacher is absent due to personal accidental injury, illness, or pregnancy, the teacher shall receive full salary less the amount that would be paid a substitute teacher for a maximum of 20 days.

SICK LEAVE, CERTIFIED PERSONNEL, REGULATIONS (Cont.)

8. After an employee has exhausted all accumulated sick leave, personal leave, and vacation time, the employee may be eligible for whatever time may be remaining of the up to 12 work weeks of unpaid leave for employees who meet the federal definitions for leave in accordance with the Family Medical Leave Act. The 12 work weeks of leave afforded under the Family Medical Leave Act may include paid and unpaid leave in accordance with federal law.

9. Sick leave benefits may be paid in addition to workers' compensation benefits; however, the sum of the payments will not exceed 100% of the employee's net pay as it existed prior to injury.

NOTE: **The term "immediate family" has been defined as those close family members such as a spouse or children residing within the same household as the employee. Sick leave may also be taken for the life-threatening illness of non-dependent children, mother, father, sister, brother, grandparents, mother-in-law, or father-in-law.**

REFERENCE: **70 O.S. §6-104**
70 O.S. §6-147
Atty. Gen. Op. No. 84-12
Atty. Gen. Op. No. 91-632

SICK LEAVE
SUPPORT PERSONNEL
(REGULATIONS)

The board of education will provide sick leave benefits to all support employees in order to promote a sense of security and permit the ease of mind essential to the satisfactory performance of services.

In compliance with Oklahoma Statutes, Title 70, Section 6-104, the following guidelines are set forth:

1. The superintendent of schools, or designee, shall be responsible for administering this plan.

2. For the purposes of this policy, support employee is defined as a full-time employee of the school district as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee who is employed a minimum of 172 days and who provides those services which are not performed by certified teachers, principals, superintendents or administrators and which are necessary for the efficient and satisfactory functioning of a school district.

3. A support employee may be absent from duty due to a personal accidental injury, illness, or pregnancy, or accidental injury or illness in the immediate family without loss of salary. Benefits shall include paid sick leave of one day per month of employment. The one-day sick leave per month equals the number of hours the employee normally works per day. If an employee is injured as a result of an assault or battery upon the person of the employee while the employee is in the performance of any duties as an education employee, the employee shall be entitled to a leave of absence from employment with the school without a loss of leave benefits.

4. Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action as provided by contract and/or state law. Any employee may be required to submit appropriate evidence concerning the cause of his absence in order to qualify for sick leave benefits. Appropriate evidence may include the following:

   A. Physician's statement endorsed by the employee
   B. Employee statement endorsed by the principal or immediate supervisor
   C. Copies of claim submitted for insurance benefits
   D. Other information as may be indicated by the circumstances

5. Appropriate evidence will be submitted when requested by the principal, immediate supervisor, or the superintendent in the following situations:

   A. Sick leave claim on days of unusual or inclement weather
   B. Sick leave claim during the last four weeks of employment
   C. Sick leave claim on days immediately preceding or immediately following holidays or non-work days other than weekends
   D. Reasonable cause exists to believe that sick leave benefits are being abused

6. Unused sick leave shall be cumulative to a total of 60 days.

SICK LEAVE, SUPPORT PERSONNEL, REGULATIONS (Cont.)

7. After an employee has exhausted all accumulated sick leave, personal leave, and vacation time, the employee may be eligible for whatever time may be remaining of the up to 12 work weeks of unpaid leave for employees who meet the federal definitions for leave in accordance with the Family Medical Leave Act. The 12 work weeks of leave afforded under the Family Medical Leave Act may include paid and unpaid leave in accordance with federal law.

8. The sick leave granted to support employees under this policy shall be vested at the time of accrual, that is, upon the completion of the first month's employment, the employee shall have accrued one sick leave day.

9. Accumulated sick leave may be transferred to another school district where a support employee is employed the next succeeding school year in accordance with that district's policies.

10. Support personnel who are employed for the first time in this district and who were employed at another school district during the year immediately preceding their employment with this district may transfer a maximum of 60 sick leave days.

11. Sick leave benefits may be paid in addition to workers' compensation benefits; however, the sum of the payments will not exceed 100% of the employee's net pay as it existed prior to injury.

NOTE: **The term "immediate family" has been defined as those close family members such as a spouse or children residing within the same household as the employee. Sick leave may also be taken for the life-threatening illness of non-dependent children, mother, father, sister, brother, grandparents, mother-in-law, or father-in-law.**

REFERENCE: **70 O.S. §6-101.40**
70 O.S. §6-104
70 O.S. §6-147
Atty. Gen. Op. No. 84-12
Informal Atty. Gen. Op. No. 91-632
Families First Coronavirus Act, H.R. 6201

PERSONAL BUSINESS LEAVE
(REGULATIONS)

The board of education shall provide for a minimum of three days for personal business leave for teachers and support personnel. Such leave shall be limited to personal business matters that cannot be conducted before or after school hours or on weekends. Personal business leave is noncumulative.

Requests for personal business leave shall be made in writing and in advance when possible. If advance request is not possible, the written request shall be filed within one day after returning to work. The request shall be considered by the principal and superintendent who shall approve or disapprove.

Personal business leave may not be used during the first or last week of the school year. Personal business leave may not be used on days before or after a holiday break or on a staff training day. Exceptions to this policy may be granted by the Superintendent only. One day of pay will be forfeited for each day of absence not approved.

The cost of two (2) personal business leave days will be paid for by the district. The cost of the substitute rate of the third personal business day will be deducted from the requesting employee's salary regardless of whether a substitute was utilized. Any additional personal business leave days will be deducted at the employee's daily rate.

Unused personal business leave (maximum of two days) will be paid to employees at the rate of seventy dollars ($70.00) for each unused personal business leave day in full day increments. If a half-day of personal business leave is used, employees will not be paid for the unused half-day. This amount will be paid to employees at the end of the school year.

REFERENCE: 70 O.S. §6-104
Atty. Gen. Op. No. 77-217 (Aug. 19, 1977)

NOTE: Referenced statute requires each school district to provide a minimum of three days for personal leave to certified and support personnel. However, "a local board of education is authorized to adopt reasonable rules, regulations and policies defining activity which shall be deemed to constitute or qualify as 'personal business' leave. In adopting such a definition, the ordinary and every day commonly understood meaning of the phrase 'personal business' should be followed." Atty. Gen. Op. No. 77-217 (Aug. 19, 1977)

EMERGENCY LEAVE
(REGULATIONS)

The board of education shall provide not more than five days each year for emergency leave. These days shall not be chargeable to sick leave and will be noncumulative. The term emergency should be construed to mean a situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate attention. Emergency leave will be granted at the discretion of the principal or designee. The school district will pay the substitute's salary.

The board of education may grant leave with pay not to exceed fifteen (15) working days to an employee who is affected by a presidentially declared national disaster in Oklahoma after May 1, 1999, if:

1. The employee suffered a physical injury as a result of the disaster;

2. A relative or household member of the employee suffered a physical injury or died as a result of the disaster; or

3. The domicile of the employee or the domicile of a relative of the employee was damaged or destroyed as a result of the disaster.

REFERENCE: 70 O.S. §6-104
70 O.S. §6-104.7

NOTE: 70 O.S. §6-104 allows emergency leave to be granted at the discretion of the board. However, the board may not provide more than five days.

JURY DUTY SERVICE AND WITNESS LEAVE (REGULATIONS)

The board of education shall grant leave to employees who have been selected for jury duty or who have been subpoenaed as a witness in a criminal, civil, or juvenile proceeding. Employees shall be paid the full, current contract salary during such service. Monies necessary to pay substitute teachers shall not be deducted from the salary of a teacher performing jury duty. However, the amount received by the teacher for jury duty service shall be applied toward the expense of the substitute teacher.

It is the policy of the board that the school district will not provide teachers with paid leave for non-subpoenaed testimony as a witness in a child custody case involving a student in this district. If a teacher testifies as a witness as a result of being subpoenaed, any compensation received from the court by the teacher shall be applied toward the expense of a substitute teacher.

If a school district employee is subpoenaed to appear as a witness in a civil court proceeding, except in a proceeding in which the school district or the state is a party, the school district shall be entitled to a witness fee equal to the amount of the substitute teacher cost, not to exceed One Hundred Dollars ($100.00) per day.

REFERENCE: 70 O.S. §6-104
28 O.S. §84.1

MATERNITY LEAVE
(REGULATIONS)

The board of education shall provide maternity leave to all eligible full-time employees of the school district who have been employed by the school district for at least one year and have worked for the school district for at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period. Eligible employees shall be entitled to six (6) weeks of paid maternity leave following the birth or adoption of the employee's child, provided that the child is under four (4) years of age. The six (6) weeks of maternity leave shall be immediately following the birth or adoption of the school district employee's child.

Employees who qualify for state paid-maternity leave are entitled to extend the duration of their maternity leave beyond the six (6) weeks provided by this policy if they have sufficient sick leave available to cover the extended duration. Such sick leave may be used for recovery from childbirth, bonding with a newborn or infant, or caring for a newborn or infant. Extended sick leave shall not exceed six (6) weeks unless a licensed medical professional provides written certification recommending additional leave for medical necessity related to the employee's recovery from childbirth or for the care of the newborn to achieve a combined twelve (12) weeks of leave as addressed in the Family Medical Leave Act (FMLA). FMLA leave shall run concurrently with maternity leave and the paid sick leave extended duration.

Any employee who intends to utilize available sick leave to extend the duration of maternity leave must notify the administration of the school district.

REFERENCE: 70 O.S. §6-104.8

EMERGENCY LEAVE REQUEST FORM

In accordance with the policy of the board of education, employees may be allowed up to 5 days of emergency leave each year. This leave will be allowed only as per the following stipulations:

1. An emergency is defined as an unexpected catastrophe involving damage or danger to the employee's personal well being, family, or property and something that cannot be attended to before or after school or on a week-end. Not more than one day of the emergency leave may be allowed to attend a funeral not provided for by the sick leave policy.

2. All emergency leave will require the approval of the building principal.

_____

Date _____

Name _____

Grade of Subject Taught *(Certified)*/Position *(Non-certified)* _____

Date of Leave Requested _____

Purpose of Leave _____

Signed _____
(Employee)

Approved _____
(Principal)

FAMILY MEDICAL LEAVE

If the district employs 50 individuals, the district is required to provide eligible employees with leave under the auspices of the Family Medical Leave Act (FMLA). The district designates the 12-month period of July 1 to June 30.

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

1. The school district must have 50 or more employees on the payroll for 20 workweeks during the current or preceding calendar year.

2. At least 50 employees must work within 75 miles of the district's worksite for the district to be covered; and

3. The employee must have worked for the school district for at least 12 months and for at least 1,250 hours during the last year.

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

1. Birth, adoption, or foster placement of a child by an employee;

2. To care for a spouse, son, daughter, or parent who suffers from a severe health condition;

3. For a serious health condition the employee is experiencing;

4. To care for a covered family servicemember with a serious illness or injury incurred in the line of duty on active duty; or

5. To use for any qualifying exigency arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation.

Before an employee will be placed on unpaid family leave, the employee must first exhaust any accumulated sick leave, personal leave, and vacation time. Such sick leave, personal leave, and vacation time will be deducted from the 12 workweeks of eligibility. If both spouses are employees of this district, their total leave in any 12-month period will be limited to 12 weeks if the leave is taken (1) for the birth or adoption of a child or (2) to care for a sick parent. The right to take leave for the birth or placement of a son or daughter expires 12 months after the birth or placement with the employee. Eligible employees who are family members of covered servicemembers with a serious illness or injury incurred in the line of duty on active duty will be able to take up to 26 workweeks of leave in a single 12-month period. Sick leave, personal leave, and vacation leave will be deducted from the 26 workweeks of eligibility.

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

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

FAMILY MEDICAL LEAVE (Cont.)

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

Intermittent leave may be taken in lieu of continuous leave for the birth or adoption of a child only with the concurrence of the district. The employee must provide 30 days of advance notice or as many days of advance notice as are practical. Leave taken for serious health conditions of the employee or an eligible member of the employee's family may be taken intermittently without district concurrence. However, the employee may be transferred to another position that can better accommodate the employee's recurring absences. Such transfer will not reduce the employee's pay and benefits.

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

NOTE: **During FMLA leave, a board has no obligation to continue to give an employee any benefits other than health insurance, and those benefits thus may be discontinued during the leave. A board may decide whether to extend continuation of coverage to life, dental, and vision insurance, but should know extensions are not required by the FMLA and there can be a substantial cost to the district in doing so. One option that is cost effective and still protects employees while they are on unpaid leave is to permit employees to retain ancillary insurances by reimbursing the district for the full cost of the premiums during the leave period. No benefits or seniority accrues during leave. The district may require documentation from the employee's physician that the employee is able to return to work. FMLA will run concurrently.**

REFERENCE: **29 CFR pt. 825**
PL 103-3

THIS POLICY REQUIRED BY LAW.

EMPLOYER RESPONSE TO EMPLOYEE REQUEST FOR FAMILY OR MEDICAL LEAVE

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division

(Family and Medical Leave Act of 1993)

(Date)

TO: _____
(*Employee's name*)

FROM: _____
(*Name of appropriate employer representative)*

SUBJECT: Request for Family/Medical Leave

On _____ (*date*), you notified us of your need to take family/medical leave due to:

☐ the birth of a child, or the placement of a child for adoption or foster care; or

☐ a serious health condition that you need care for; or

☐ a serious health condition affecting your ☐ spouse, ☐ a child, ☐ parent, for which you are needed to provide care.

You notified us that you need this leave beginning on _____ (*date*) and that you expect leave to continue until on or about _____ (*date*).

Except as explained below, you have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period for the reasons listed above. Also, your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work, and you must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from leave. If you do not return to work following FMLA leave for a reason other than: (1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; or (2) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave.

This is to inform you that (*check appropriate boxes; explain where indicated*)

1. You are ☐ eligible ☐ not eligible for leave under the FMLA.

2. The requested leave ☐ will ☐ will not be counted against your annual FMLA leave entitlement.

3. You ☐ will ☐ will not be required to furnish medical certification of a serious health condition. If required, you must furnish certification by _____ (*insert date*) (must be at least 15 days after you are notified of this requirement) or we may delay the commencement of your leave until the certification is submitted.

EMPLOYER RESPONSE TO EMPLOYEE REQUEST FOR FAMILY OR MEDICAL LEAVE (Cont.)

4(a). If you normally pay a portion of the premiums for your health insurance, these payments will continue during the period of FMLA leave. Arrangements for payment have been discussed with you and it is agreed that you will make premium payments as follows: (*Set form dates, e.g., the 10th of each month, or pay periods, etc. that specifically cover the agreement with the employee.*)

(b). You have a 30-day grace period in which to make payment. If payment has not been made timely, your group health insurance may be canceled, or, at our option, we may pay your share of the premiums during FMLA leave and recover these payments from you upon your return to work.

(c). We ☐ will ☐ will not pay your share of the premiums for your health insurance while you are on leave.

(d). We ☐ will ☐ will not do the same with other benefits (e.g., life insurance, disability insurance, etc.) while you are on FMLA leave. If we do, when you return from leave, you will be expected to reimburse us for the payments made on your behalf.

5. 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, your return to work may be delayed until such certification is provided.

6(a). You ☐ are ☐ are not a "key employee" as described in §825.218 of the FMLA regulations. If you are a "key employee," restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us.

(b). We ☐ have ☐ have not determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us. (*Explain (a) and/or (b) below.*)

7. You ☐ will ☐ will not be required to furnish us with periodic reports of your status and intent to return to work every 30 days while on FMLA leave.

8. You ☐ will ☐ will not be required to furnish recertification every 30 days relating to a serious health condition (*Explain below, if necessary.*)

LEAVE OF ABSENCE
(REGULATIONS)

It is the policy of the Guymon Board of Education to grant extended leave without pay to certified, career teachers who meet certain conditions. The decision to grant or not to grant such leave shall be at the discretion of the board of education. Requests must be presented to the board of education for action by April 25 for leave during the following year.

Leave may be granted to qualified persons as follows:

1. Career teachers with at least three years with the Guymon Public Schools district may be granted extended leave without pay for up to one year, for medical and/or educational reasons, with no loss of career teacher status.

2. Career teachers with at least five years with the Guymon Public Schools district may be granted extended leave without pay for up to one year, for personal reasons, with no loss of career teacher status.

Such leave may be granted by the superintendent only after consultation with the teacher requesting such leave, and only after a Leave of Absence Contract is signed by both the teacher and the superintendent.

Upon return from a leave of absence, the teacher shall be placed in the same position or a similar position for which the teacher is certified and qualified. The teacher on leave shall not advance on the salary schedule and is subject to the current reduction-in-force policy.

A teacher on approved leave of absence will be reinstated at a salary level no lower than that attained at the time the leave was granted.

Sick leave that was accrued prior to the approved leave of absence will be reinstated. Additional sick leave or personal business leave will not be granted for the period of one year's leave of absence. An employee taking a leave of absence for one semester will receive five days of sick leave, one and one-half days of personal business leave, and one day of emergency leave. A leave of absence for a semester will not change the amount of days for bereavement leave.

BEREAVEMENT LEAVE

The Guymon Board of Education recognizes an employee may need time off following the death of an immediate family member which shall include a miscarriage. The board may grant up to three (3) paid days of leave per year to full time employees to plan for and attend funeral services of the employee's immediate family member. Bereavement leave must be approved by the employee's supervisor.

Bereavement leave is not cumulative, and employees shall not be compensated for such leave if not used. Proof of funeral service may be required upon employee's return to work.

Upon the request of the employee and approval of the Board or its designee, additional leave may be granted as sick, vacation, or personal leave, if accrued leave is available.

If no workdays exist between the date the death occurs and the end of the third day, no bereavement leave shall be granted.

NOTE: **The term "immediate family" has been defined as those close family members such as a spouse, children, stepchildren, parents, stepparents, mother-in-law, father-in-law, grandparent, and siblings.**

PROFESSIONAL LEAVE
CERTIFIED PERSONNEL
(REGULATIONS)

The board of education is committed to the principle of providing and approving opportunities for the professional improvement of its certified staff. In response to this principle, teachers may be released from classroom duties without loss of salary or benefits for attendance at meetings of a professional nature that contribute to the basic function of the teacher's assignment. Professional leaves will be granted only upon approval of the superintendent of schools.

Leaves of absence, without loss of pay, may be granted to employees to attend selected conferences from time to time. Such leave requests must be submitted to the principal and must be approved by the principal and the superintendent. The school district shall include in its annual budget, funds for a limited number of such professional meetings.

All requests for absence for professional reasons must be in writing and must be forwarded to the superintendent by the principal with the principal's recommendation for approval or disapproval and reason for the recommendation. Professional days in the school calendar are a part of the teacher's contract.

SABBATICAL LEAVE
(REGULATIONS)

The Guymon Board of Education will provide qualified personnel leaves of absence without pay for sabbatical leave in order to provide opportunities to engage in professional experiences having a major focus on self-improvement. Such leaves must have prior approval of the superintendent.

Qualifications

Applicant employees must have been employed in this school district for at least three consecutive years. Absence from service for a period of not more than one year under a sabbatical leave of absence without pay shall not be deemed a break in continuity of service. Applicants must not have been granted a sabbatical leave of absence from the district during the three consecutive years of service immediately preceding the current application.

Application and Acceptance

Application for leave shall be filed with the superintendent's office by June 1 for a leave beginning the following September. Applicants requesting sabbatical leave shall be notified within one month of application as to the status of their applications. Applicants for sabbatical leave shall include with their application forms an outline of a plan for the period requested. This plan shall be indicated on the application form or as an attached statement and shall include details of a project such as research, writing, and travel to be pursued independently by the applicant.

Employee Status

Teachers on sabbatical leave shall be considered to be in the employ of the district and shall have contracts. Full insurance benefits as set forth in the negotiated agreement and school policy shall be provided teachers on sabbatical leave. Such teachers shall be entitled to participate in any and all benefits that may be provided other employees.

Teachers returning from sabbatical leave shall be restored to their former teaching positions. Vacancies created by sabbatical leaves shall be filled on a temporary basis.

Benefits

Under this policy, employees on sabbatical leave are eligible to continue participation in the district's insurance program, provided the full premium is paid by the employee during the leave and approval of the insurance company has been obtained.

EXPENSE REIMBURSEMENT

It is the policy of the Guymon Board of Education to reimburse itemized and necessary expenses incurred by employees or members of the board on educational trips authorized by the board and itemized and necessary expenses incurred transacting school business. The superintendent is directed to prepare a regulation supporting this policy and establishing a rate schedule for board approval.

REFERENCE: 70 O.S. §5-117

THIS POLICY REQUIRED BY LAW.

TRAVEL AND EXPENSES

It is the policy of the board of education that official school travel for board members must be approved in advance by the board and travel for employees will be approved in advance by the building administrator or the superintendent. Requests and arrangements for employee travel will originate from the appropriate building administrator's office. Travel requests will be made as early as possible and placed on the building calendar as well as the master calendar. Emergency travel will be placed on the respective calendars as soon as possible following the travel or notification of the emergency. The district will not pay for any board member dependent or employee dependent-care expenses regardless of whether the funding source is federal, state, or local funding.

The school will reimburse reasonable costs, subject to the availability of funds, for approved and documented travel. Lodging expenses will be reimbursed at actual cost for a single occupancy room not to exceed the state rate of $100.00 per night/per person.

Documented meal costs will be reimbursed in an amount not to exceed $40.00 per day when appropriate receipts are provided. (The district will pay up to 0% of the cost of meals for a meal gratuity.) The costs of meals and incidental expenses for group meetings conducted for the general improvement of the school system may be approved as a separate item by the board. The board may approve payment of meal expenses on a per diem basis rather than requiring meal expenses to be itemized and documented. If overnight travel is not involved and/or a meal is not provided as part of a workshop or part of a legitimate business meeting relating to school business, reimbursement for meals will be reported as taxable compensation and run through payroll.

Expenses for registration, parking, toll charges, and similar expenses will be reimbursed when documented by receipts or notarized affidavits.

School vehicles, when available, may be used for official business only. Private vehicles may be used when school vehicles are not available. Mileage expense will be reimbursed at the current IRS approved rate per mile when a school gasoline credit card is not used.

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

REFERENCE: 70 O.S. §5-117
2 C.F.R. 200.432 and 200.474

TRAVEL REQUEST FORM
EDUCATIONAL MEETING/CONFERENCE

Complete the following information two weeks prior to the scheduled meeting/conference date. Submit this form to the building principal for recommendation. Upon the principal's recommendation, it will be forwarded to the superintendent for final approval. Copies will be provided for the employee's files.

Name _____ Date _____

Building _____ Business Phone _____

Name of Conference/Meeting _____

Location _____

Date(s) of Meeting/Conference _____ through _____

Estimated Expenses:

Lodging ..... _____ Nights = $ _____

Meals ..... _____ Days = $ _____

Travel .....@ IRS _____ Miles = $ _____

Airline Fare .....Round trip = $ _____

Toll Fees .....Round trip = $ _____

Registration for Meeting/Conference ..... = $ _____

Total Estimated Costs = $ _____

Applicable to Teachers:

A substitute will be necessary for grade(s) _____ subject _____

Date(s) _____ through _____

****

APPROVED / DISAPPROVED _____ _____
Date Building Principal

_____
Superintendent

STUDENT ACTIVITIES
EXPENSE REIMBURSEMENT

It is the policy of the Guymon Board of Education to reimburse pre-approved itemized and necessary meal and lodging expenses incurred by school district students and sponsors involved in authorized school-sponsored cocurricular activities.

Requests and arrangements for student travel will originate from the appropriate building administrator's office. Travel requests will be made as early as possible and placed on the building calendar as well as the master calendar.

The school will reimburse reasonable costs, subject to the availability of funds, for approved and documented lodging and meal expenses.

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

The board of education will determine if reimbursement will be made from the general funds of the school district or from the school activity funds.

REFERENCE: 70 O.S. §5117

THIS POLICY REQUIRED BY LAW.

LEAVE SHARING PLAN

The Guymon Board of Education has established a sick leave sharing plan for employee use of sick leave days donated from other employees of the district. The plan will permit the use of donated sick leave by a district employee who is pregnant or recovering from childbirth or who is suffering from or who has a relative or household member who is suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate employment.

The superintendent is directed to establish procedures to implement and support this policy.

REFERENCE: 70 O.S. §6-104.6

LEAVE SHARING PROGRAM (REGULATION)

This regulation implements and supports the Leave Sharing Program Policy established by the board of education.

For the purposes of this regulation, the following definitions shall apply:

"Relative of the employee" means a spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of the employee.

"Household members" means those persons who reside in the same home and who have duties to provide financial support to one another. The term includes foster children and legal wards even if they do not live in the household.

"Severe" or "extraordinary" means serious, extreme or life-threatening, including temporary disability resulting from pregnancy, miscarriage, childbirth, and recovery therefrom as determined by the board of education.

"District employee" means a teacher or any full-time employee of this school district.

In order for an employee to participate in the shared leave program, the employee must:

1. Meet the criteria described in this regulation; and

2. Have abided by district policies regarding the use of sick leave.

An employee may donate sick leave to another employee only pursuant to the following conditions:

1. The receiving employee or a relative or a household member of the employee must have a severe or extraordinary illness, injury, impairment, or physical or mental condition. Included within the definition of a severe or extraordinary condition is any temporary disability resulting from pregnancy, miscarriage, childbirth, and recovery therefrom.

2. The condition must have caused, or is likely to cause, the employee to take leave without pay or to terminate employment.

3. Donated sick leave will not be available until all sick leave that is available to the requesting employee is exhausted.

4. The amount of leave to be donated is within the limits set by the board, if any.

Employees may not donate excess sick leave that the donor would not be able to otherwise take and the board will determine the amount of donated leave an employee may receive, if any.

Prior to approving donated sick leave, the board may require the requesting employee to provide a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

LEAVE SHARING PROGRAM, REGULATION (Cont.)

When using donated sick leave, the receiving employee shall be paid the regular rate of pay normally paid to the receiving employee. Shared sick leave usage records will be maintained separately from regular sick leave records.

Shared or donated sick leave may be used only by the recipient for the purposes specified in this policy and may not be used if the employee has been notified of a pending reduction in force or employment termination affecting the employee.

Any shared sick leave not used by the recipient during each occurrence of shared sick leave use shall be returned to the donating employee. If more than one employee donated sick leave to the recipient and all the donated sick leave was not used, the remainder will be prorated to the credit of the donating employees and its original value (based on donor's pay rate) shall be restored.

An employee may donate no more than two sick leave days per year to this program and an employee may receive no more than ten sick leave days per year through this program.

Participation in this policy is strictly voluntary. No employee shall be coerced, threatened, intimidated, or financially induced into donating sick leave for the purpose of this policy.

LEAVE SHARING AGREEMENT

I, _____, agree to donate _____ days of sick leave to _____. I understand that this is strictly voluntary.

_____ _____
Date Signature

_____ My Commission Expires: _____
Notary

I, _____, have exhausted all earned sick leave due to illness and hereby accept _____ days from _____.

_____ _____
Date Signature

_____ My Commission Expires: _____
Notary

RETIREMENT PROGRAM

It shall be the policy of the Guymon Board of Education to adhere to the Oklahoma Statutes concerning the Teachers' Retirement System. Therefore, all teachers shall become members of the retirement system as a condition of their employment.

Certified and non-certified employees of Guymon Public Schools should consider retirement at the end of the year in which he or she reaches the age of 65. The Board of Education may require physical examinations for those who work beyond age 65. Suggestions for retirement of any employee may be made when it is believed that efficient performance is deteriorating.

The teachers of Guymon Public Schools are valued for their loyalty and dedication to service. Any member who has attained age fifty-five (55) or who has completed thirty years (30) of creditable service or who initially became a member prior to July 1, 1992, who age and number of creditable service total eighty (80) may be retired upon filing a written application for such retirement. Should a teacher choose to teach after the age of 65, the Guymon Board of Education may require a physical examination.

Contributions to the Teachers' Retirement System shall be deducted from the teacher's salary at the currently established rate, less any amount contributed by the school district.

The employee contributes five percent of his or her salary up to $25,000.00, while the state matches the amount. The employee may contribute ten percent of earning over $25,000.00 up to $40,000.00 toward retirement.

REFERENCE: 70 O.S. §17-108(13)(a)I; §17-116.2(B)

EMPLOYEE GRIEVANCES

The Guymon Board of Education believes that good communication between district employees, the administrative staff, and the board is essential for the effective operation of the schools. The superintendent is directed to prepare, subject to board approval, a grievance procedure for employees as the prescribed means of resolving issues that may arise with respect to terms and conditions of employment.

NOTE: **This grievance policy is for those employees not covered by the district's negotiated agreement, if one exists.**

EMPLOYEE GRIEVANCES (PROCEDURE)

In accordance with the policy of the board of education, this procedure sets forth the necessary steps to follow in registering and processing a grievance with the school district.

Definitions:

A grievance is a complaint by a district employee alleging a violation or misinterpretation of any district policy or regulation directly and specifically governing that employee's terms and conditions of employment.

A grievant is any employee of this district filing a grievance.

The grievance officer is the superintendent or designee.

Terms and conditions of employment means the hours of employment; the compensation, including fringe benefits; and the district's personnel policies which affect the employee.

A day means any day in which the schools are in operation.

Immediate supervisor is the lowest-level administrator having supervisory authority over the grievant.

The following steps will be used in presenting a grievance:

Step #1 The grievant must present the grievance in writing within fifteen (15) days of the alleged violation to the grievant's immediate supervisor. The supervisor will attempt to resolve any issue within his or her authority and area of responsibility.

Step #2 If the grievance cannot be resolved at this level by the immediate supervisor, the grievant must present in written form within ten days (two working weeks) the grievance to the grievance officer. The superintendent may designate another administrator as the grievance officer.

Step #3 The grievance officer shall investigate and respond within five days (one working week).

Step #4 If the grievance is not resolved at this level, the grievant may appeal within ten days (two working weeks) to the superintendent or his/her designated officer.

Step #5 The superintendent, or his/her designated officer, must respond to the appeal within five days (one working week).

STAFF MEMBERS AND ELECTRONIC OR DIGITAL COMMUNICATIONS

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

1. Improper fraternization with students using electronic or digital communication.

    a. Teachers may not list current students as "friends" on networking sites.
    b. All e-contacts with students should be through the district's school-approved platform.
    c. Improper contact via electronic or digital communication is prohibited.

2. Inappropriateness of posting items with sexual content

3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol

4. Monitoring and penalties for improper use of district computers and technology

    As per state law, employees are discouraged from sharing content or comments containing the following when directed at a citizen of the State of Oklahoma:

    1) Obscene sexual content or links to obscene sexual content;
    2) Abusive behavior and bullying language or tone;
    3) Conduct or encouragement of illegal activity; and
    4) Disclosure of any information required to be maintained as confidential by law, regulation, or internal policy.

"Electronic or digital communication" includes, but is not limited to, emails, text messages, instant messages, direct messages, social media messages, messages sent through software applications, and any other electronic or digital means of communication.

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will download the offensive material and promptly bring that misconduct to the attention of the school district's legal counsel for review.

The board of education shall designate school-approved platforms. The administration shall publish school-approved platforms on the district's website and in student or staff handbooks.

School personnel engaging in electronic or digital communication with an individual student shall include the student's parent or guardian in any electronic or digital communication, unless such communication is on a school-approved platform and related to school and academic communications. The only exception to this requirement may be made in case 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.

School employees who are the subject of a corroborated report of having engaged in electronic or digital communications that would violate this policy and state law shall be placed on administrative leave while the school district investigates the incident. 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 according 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.

Employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of penalties, including termination of employment. Incidents will be reported in compliance with district policy FFG and state law.

REFERENCE: **74 O.S. § 840-8.1**
70 O.S. § 6-401

***A copy of this policy shall be distributed to each affected employee by email.**

HYGIENE AND SANITATION (BLOODBORNE PATHOGENS)

The Guymon Board of Education recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacteria or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid.

The superintendent is directed to prepare regulations establishing proper procedures for handling body fluids during normal housekeeping. Such procedures shall include methods for the handling and disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids.

The superintendent will also direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infectious materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. Such vaccinations will be provided at a reasonable time and place, under the supervision of a licensed physician or health care professional and according to the latest recommendations of the U.S. Public Health Service.

School district employees who have had an exposure incident to body fluids will participate in a follow-up confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if the employee consents, post-exposure prophylaxis, counseling and evaluation of reported illnesses. Health care professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccination following exposure. Information such as the employee's ability to receive the Hepatitis B vaccine must be supplied to the employer. All diagnoses must remain confidential.

REFERENCE: 63 O.S. §1-502, et seq.
29 CFR Part 1910.1030, OSHA

HYGIENE AND SANITATION (BLOODBORNE PATHOGENS) (REGULATION)

In accordance with the policy of the board of education, the following regulation and attached procedures contains guidelines for cleaning and disposal of body fluids. For the purpose of this regulation, the term "body fluids" shall include reference to blood, semen, feces, urine, vomit, drainage from scrapes and cuts, and respiratory secretions.

1. Wear gloves. All personnel will wear disposable gloves during the cleanup and disposal of any of the body fluids listed above. When in doubt about material, assume it to be a body fluid. After each use, gloves should be destroyed or disposed of. Under no circumstances should gloves be recycled or used for more than one incident.

2. If gloves are not available and contact with body fluids or open wounds is necessary, hands should be carefully washed as follows:

   A. Use liquid soap and water with vigorous washing under running water for at least 10 seconds;

   B. Dry hands thoroughly with a paper towel. Use the paper towel to turn off the facet and discard the towel in a proper container.

   C. Use hand lotion if desired. CAUTION: Dry, cracked hands provide openings in the skin for bacteria to enter.

3. A 1 to 10 solution of household bleach and water may be stored in proper containers in areas where soap and water are not readily available. Such containers should be clearly marked as to the contents. The solution may be used in cleaning body fluid spillage and hands (if soap and water are not available) following cleanup.

4. Materials used in the cleanup of body fluids or suspected body fluids will be sealed in a plastic bag and dis carded in appropriate trash containers. Soiled clothing articles, including sanitary napkins will be sealed in plastic bags and discarded. Other non-disposable cleaning items such as mops, towels, buckets, and other items will be thoroughly rinsed in the bleach and water solution and carefully washed in hot, soapy water.

5. Personnel will use the same procedures for washing non-disposable cleaning equipment as for handling body fluids and soiled clothing or other personal apparel.

6. Sanitary absorbents may be used to clean spilled body fluids. The absorbent should be swept up or vacuumed. Carpets should also be shampooed with a germicidal rug shampoo. Sweepings or used vacuumed bags should be sealed in a plastic bag for disposal. Brooms, dustpans, and vacuum brushes should be washed in a solution of 1 part bleach to 10 parts water.

7. Any liquid disinfectant used in cleaning floors, equipment, or materials should be discarded in a suitable and appropriate sewage drain.

8. Clothing, towels, and similar cleaning equipment should be washed in hot soapy water with one-half to one cup of bleach added to the wash water.

HYGIENE AND SANITATION, BLOODBORNE PATHOGENS, REGULATION (Cont.)

9. Custodians and sanitation personnel should wear latex disposable gloves during any cleaning operation where the possibility of encountering body fluid exists whether or not the fluid is touched.

10. Careful handwashing is the single most effective method of preventing the spread of contagious diseases. Hands should be washed in hot soapy water before and after any cleanup operation.

11. A copy of the Routine Procedures for Sanitation and Hygiene When Handling Body Fluids will be provided to each employee and must be followed when appropriate and necessary. (See DIAF-P.)

ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS

Definitions

1. Bloodborne Pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

2. Contaminated means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

3. Contaminated Laundry means laundry that has been soiled with blood or other potentially infectious materials or may contain sharps.

4. Exposure Incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

5. Methods of Compliance - General-Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

6. Occupational Exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Equipment Needed

Water	Disposal Bags	Baggies
Hand Soap	Dust Pans/Brush/Broom	Paper Towels
Towelettes	Disposable Gloves	Utility Gloves
Trash Cans & Plastic Liners		Mops & Buckets
Sanitary Napkin Container		

Disinfectant - Should use one or more of these:

A. Sodium hypochlorite solution (household bleach)
One (1) part bleach to ten (10) parts water
Ex: 1½ cups bleach to 1 gallon of water
Needs to be prepared each time used on inanimate objects.

B. ViroGuard-Q - Distributed by Health Services
One (1) oz. of ViroGuard-Q to 128 oz. of water.
ViroGuard-Q is a germicidal product that is to be used on inanimate objects. ViroGuard-Q has bactericidal efficacy and fungicidal efficacy, mildew stat efficacy, virucidal efficacy, and sanitizing efficacy.

C. Hydrogen Peroxide 3% - to be used on skin surfaces.

ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS (Cont.)

D. Isopropyl Alcohol - to be used on some skin surfaces and for rinsing the hands.

E. Sanitary absorbing agent (e.g., chlora-sorb).

Procedure

1. General

   A. Wear disposable gloves before making contact with body fluids during care, treatment, and all cleaning procedures.

   B. Discard gloves after each use.

   C. Wash hands with germicidal soap after handling fluids and contaminated articles, whether or not gloves are worn.

   D. Discard disposable items including tampons, used bandages, and dressings in plastic lined trash containers; close bags and discard daily.

   E. Do not reuse plastic trash bags.

   F. Use disposable items to handle body fluids whenever possible.

   G. Use paper towels to pick up and discard any solid waste materials such as vomitus or feces.

   H. Use general-purpose utility gloves (e.g., rubber household gloves) for housekeeping chores involving potential blood contacts and for general cleaning. Utility gloves can be cleaned and reused but should be discarded if they are peeling, cracked or discolored, or if they have punctures, tears or other evidence of deterioration.

2. Handwashing

   A. Use germicidal soap and running water. Soap suspends easily removable soil and microorganisms, allowing them to be washed and rinsed away.

   B. Rub hands together for approximately ten (10) seconds to work up a lather.

   C. Scrub between fingers, knuckles, back of the hands and nails. Nails should be short and trimmed. Jewelry should not be worn.

   D. Rinse hands under running water. Running water is necessary to carry away debris and dirt.

ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS (Cont.)

E. Use paper towels to thoroughly dry hands.

F. Use paper towel to turn water off, discard paper towel.

3. Washable Surfaces (bottles, dishes, toys, tables, desks, etc.)

A. Use ViroGuard-Q solution or use household bleach solution, mixed fresh. Scrub as needed.

B. Rinse with water.

C. Allow to air dry.

D. When bleach solution is used, handle carefully.

1. Gloves should be worn since the solution is irritating to the skin.
2. Avoid applying to metal, since it will corrode most metals.

E. Toys that are placed in children's mouths should be cleaned with water and detergent, disinfected, and rinsed before handling by another child.

F. All frequently touched toys should be cleaned and disinfected daily.

G. The use of soft, non-washable toys in classrooms should be discouraged.

4. Floors

A. Use household bleach solution, mixed fresh, or multi-purpose disinfectant.

B. Use the two (2) bucket system: One bucket to wash the soiled surface and one bucket to rinse, as follows:

1. In bucket #1, dip, wring, mop up vomitus, blood, etc.
2. Dip, wring, and mop once more.
3. Dip and wring out mop in bucket #1.
4. Put mop into bucket #2 (rinse bucket) that has clean bleach solution.
5. Mop or rinse area.
6. Return mop to bucket #2 to wring out. This keeps the rinse bucket clean for second spill in the area.
7. After spills are cleaned, proceed with #3.

C. Soak mop in the bleach solution after use.

D. After cleanup is completed, discard contents of bucket #1. Bucket #2 is now bucket #1; mix fresh bleach solution for bucket #2.

ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS (Cont.)

E. Water and disposable cleaning equipment should be placed in a toilet or plastic bag, as indicated.

F. Rinse nondisposable cleaning equipment (dustpan, buckets) in disinfectant.

G. Dispose of disinfectant solution down the drainpipe.

H. Remove gloves, if worn, and discard in the appropriate receptacle.

I. Wash hands as described above.

5. Non-Washable Surfaces (rugs and upholstery, etc.)

A. Apply sanitary absorbing agent, let dry, vacuum.

B. If necessary, use broom and dustpan to remove soiled materials.

C. Apply rug or upholstery shampoo as directed. Re-vacuum according to directions on shampoo.

D. Spray soiled area with ViroGuard-Q solution, air dry.

E. Clean dustpan and broom, if used. Rinse in ViroGuard-Q solution or household bleach solution.

F. Wash hands as described above.

6. Soiled Washable Materials (clothing, towels, uniforms, etc.)

A. Rinse items under running water, using gloved hands, if appropriate.

B. Place items in plastic bag and seal until items are washed. Plastic bags containing soiled, washable material must be clearly identified.

C. Wash hands as described above.

D. Wipe sink with paper towels, discard towels.

E. Machine wash soiled items separately.

1. If material is bleachable, add ½ cup bleach to the wash cycle. If it is not bleachable, add ½ cup nonchlorine bleach (Clorox II/Borateem) to the wash cycle.
2. Wash in hot water: 160° F for 25 minutes, using detergent with disinfecting agent.
3. Discard plastic bag.
4. After handling soiled items, wash hands as described above.

ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS (Cont.)

7. To Clean Blood or Body Fluid Spills (blood from nose, mouth, and skin lesions)

   A. Put on gloves.

   B. Use disposable wipes, cotton balls, or gauze pads which have been immersed in 3% peroxide.

   C. Proceed to clean blood spills with the solution soaked materials.

   D. Place soiled materials in a plastic bag for disposal.

   E. Remove gloves, include with soiled materials and discard.

   F. Wash hands as described above.

8. Toileting and Diapering

   A. Toileting and toilet training equipment should be maintained in a sanitary condition.

   B. Diaper changing surfaces should be nonporous and sanitized between uses for different children.

   C. Soiled disposable diapers or soiled disposable wiping cloths should be disposed of in a secure plastic lined container.

   D. Diapers should be able to contain urine and stool and minimize fecal contamination of the children, providers, and environmental surfaces and objects.

   E. Diapers should have an absorbent inner lining attached to an outer covering made of waterproof material that prevents escape of feces and urine. Outer and inner lining must be changed as a unit and not reused.

   F. Fecal contents may be placed in toilet, but diapers must not be rinsed. Preferably, dispose of diaper and contents as a total unit.

   G. Diaper changing areas should never be located in food preparation areas and should never be used for temporary placement of foods.

9. Potty Chairs

   A. Potty chairs must be emptied into a toilet after each use, cleaned in a utility sink, and disinfected after each use.

   B. Gloves should be used if wiping a child. Leave gloves on until cleaning procedure is finished.

ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS (Cont.)

C. Staff should sanitize potty chairs, flush toilets, and diaper changing areas with the household bleach solution or ViroGuard-Q solution.

D. Wash hands as described above.

10. Sleeping Equipment

A. Each item should be used by only one child.

B. The sleeping equipment should be cleaned and sanitized prior to assignment to another child.

C. Crib mattresses should be cleaned and sanitized when soiled or wet.

D. Sleeping mats should be stored so that contact with the surface of another mat does not occur.

E. Bedding should be assigned to each child and cleaned when soiled or wet.

11. General Information

A. CPR - Use disposable mouth piece and/or face shield (will be kept in the clinic).

B. ViroGuard-Q will be requested from the school and kept in the clinic in a spray bottle, ready for use.

C. Prepare a "cleanup baggie" by placing in a baggie a towelette moistened with hydrogen peroxide. Keep cleanup baggie and gloves in your desk or pocket. Use for recess or duty, if not used pass it to the next person on the duty schedule.

D. P.E. teachers, coaches, and trainers need cleanup baggies ready for use in classes, at athletic events, and during team practice sessions.

E. Take cleanup baggies and gloves on field trips.

F. All cleaning supplies must be labeled regardless of container.

12. Personal Hygiene Measures

A. Wash hands in soap and water immediately after evacuating bowels or bladder and always before handling food or eating.

B. Keep hands and unclean articles or utensils that have been used for bodily purposes by others away from the mouth, eyes, nose, ears, and wounds.

ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS (Cont.)

C. Avoid using common or unclean eating utensils, drinking cups, towels, combs, handkerchiefs or disposable tissues.

D. Avoid exposure to other persons' spray from the nose or mouth as in coughing, sneezing, laughing, or talking.

E. Wash hands thoroughly after handling another person's belongings.

COMMUNICABLE DISEASE RISK EXPOSURE REPORT

The filing of this report and all information entered on it are to be held in strictest confidence in conformance with 63 O.S. Supp. 1988, Section 1-502.1, et seq.

EXPOSED WORKER SECTION (Please Print)

1. Employee Name:_____ 2. Birthdate: _____
(Last) (First) (Middle Initial) Mo/Day/Yr
3. Profession/Job Title:_____ 4. Employer/Company Name: _____
5. Work Site/Telephone:_____ Tel. Ext. #: _____
(Site) (Street Address)
6. Home Address/Telephone:_____ (_____) _____
(Street) (City) (Zip) AC Telephone #
7. Supervisor's Name/Telephone:_____ Tel. Ext. #: _____
(Last) (First)
8. Date of Exposure: (Mo/Day/Yr) _____/_____/_____ 9. Time of Exposure:_____ AM or PM (Circle One)
10. Detailed Description of Potential Exposure: _____
_____
_____
11. Exposed Worker _____ has _____ has not completed the full series of Hepatitis B vaccine.
12. Source Person's Name: _____
(Last) (First) (Middle Initial)
13. Disposition of Source Person (include address):
_____
_____

TO BE COMPLETED BY EMPLOYER'S DESIGNEE

The employer agrees to be responsible for all reasonable charges incurred in the disposition of this risk exposure incident.

Employer Designee Reviewing Form:
14. Name _____ 15. _____ 16. _____/_____/_____
(Please Print) Signature (Mo/Day/Yr)

TO BE COMPLETED BY THE EMPLOYER'S PHYSICIAN

_____ In my professional judgment, this was a parenteral, permucosal, or significantly cutaneous exposure to blood or other body fluids which has the potential for transmission of a communicable disease such as Hepatitis B, HIV, or meningococcus. Post exposure evaluation procedures and counseling should be provided. The employee has been told about any medical conditions resulting from exposure that requires further treatment.

_____ This incident does not constitute an exposure under the OSHA standard. NOTE: If this exposure does not warrant medical follow-up, please return the form to the Employer's Designee and indicate to that individual why it does not need follow-up.

_____ The employee has received or is beginning the Hepatitis B vaccination series.

17. _____ 18. _____ 19. _____/_____/_____
Physician's Name (Please Print) (Physician's Signature) (Mo/Day/Yr)

HEPATITIS B VACCINE CONSENT/REFUSAL FORM

Employee's Name _____ Date: _____

Social Security No. _____ Position: _____

I understand that Hepatitis B is a serious disease that can lead to a chronic form of hepatitis, which may eventually result in death. I understand that I may be at increased risk for contracting the disease by the very nature of my job. Should I contract the disease, I could be potentially infectious, thereby exposing individuals with whom I may have intimate contact (including dental, sexual, to my unborn child should pregnancy occur, etc.).

I understand that although there are risks associated with taking the Hepatitis B vaccine, it does reduce the risk of serious disease should exposure to the Hepatitis B virus occur.

I further understand my decision to take or decline Hepatitis B vaccine will not adversely affect my employment or any benefits available to me through my employment.

_____ I hereby elect to receive the Hepatitis B vaccine series provided to me free of charge by the Guymon School District and hereby agree to hold the Guymon School District harmless for any reaction or side effect I may experience from the vaccine.

_____ I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

_____ _____
Employee's Signature Supervisor's Signature

Vaccine _____ Manufacturer _____

	Date	Site	Lot #	Given By
1.				
2.				
3.				
4.				

Repeat Anti-HB's _____ Date _____
_____ Date _____
_____ Date _____
_____ Date _____
_____ Date _____
_____ Date _____

DRESS AND PERSONAL GROOMING

Recognizing the many different dress and grooming tastes among its professional staff, it is the policy of the Guymon Board of Education that principals will dress in the appropriate fashion to maintain the professional image and encourage all school personnel to dress appropriately to reflect pride and professionalism.

The board also feels that the faculty members are professional people and their dress should be a complement to the profession and a positive example for the students and the community.

All teachers and support employees shall dress appropriately considering the accepted custom and style of the community and the educational profession. Immodest or suggestive clothing styles or designs, graphic T-shirts, exposed midriff, low-cut or see-through blouses, etc., are not acceptable.

No cutoffs of any kind shall be worn inside the school building. The coaching staff, when coaching in the areas of their assignment, may wear athletic wear which could include athletic shorts.

Blue jeans should not be worn by staff during the school day. Exceptions may be made for spirit days, certain field trips and excursions, and the last working day of the week.

The administration shall be held responsible for interpreting and implementing these regulations.

ASSIGNMENT OF TEACHERS

It is the policy of the Guymon Board of Education that the superintendent and building principal shall cooperatively determine the assignment of teachers. Assignments shall be based upon the requirements of positions and the qualifications of teachers. Upon the receipt of a written request, current teachers may be considered for vacancies.

No new assignments will be made which places one member of a family in direct supervisory or evaluative relationship with another member of his/her immediate family.

Nothing in this policy shall be construed to prevent an existing staff member from being promoted to an administrative position, which would place him/her in a direct supervisory or evaluative relationship with another member of the immediate family. However, a transfer of the other family member will be made by the board of education as soon as possible.

All teachers shall be given notice of any change in their assignments for the forthcoming year. The superintendent may establish regulations governing the assignment of teachers and other professional personnel if he so chooses.

Throughout the school year, teachers shall be assigned to additional, temporary duties. Such duties may include but will not be limited to the following:

1. Hall duty
2. Playground duty
3. Gate duty
4. Cafeteria duty
5. Late bus duty
6. Other duties as directed by the principal

TEACHER TRANSFERS

When vacancies or new positions occur in the Guymon Public Schools, teachers within the system are entitled to apply for those positions through transfer request.

Transfer requests are classified in two categories: voluntary requests and involuntary administrative transfers.

Information regarding vacancies and impending vacancies is maintained in the office of the superintendent and is available upon request to teachers desiring reassignment.

Procedures for requesting a transfer are in accordance with administrative regulations.

Criteria determining voluntary transfer requests are as follows:

1. Teachers may request transfer after three years of continuous assignment.
2. Transfer requests must be in writing, directed to the superintendent.
3. Requests must be submitted by April 1.
4. Teachers must be certified in the positions requested.
5. Final assignment depends on a mutual agreement between both of the principals, the teacher, and the superintendent.

Involuntary administrative transfers may result because of the following:

1. Equalization of staff members due to increase or decrease in student population;
2. Specific needs of the school district;
3. Certification requirements;
4. Valuation of teaching records;
5. Balancing experience among the staff;
6. The best interests of the school environment.

All transfer requests are subject to position availability.

PROFESSIONAL GROWTH AND DEVELOPMENT

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

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

The professional development committee shall be composed of classroom teachers, administrators, school counselors or licensed mental health providers, and parents, guardians, or custodians of children in the district. A majority of the committee shall be composed of classroom teachers who will be selected by a designated administrator of the district from a list provided by the teachers in the school district. The members selected shall be subject to the approval of a majority vote of the teachers in the district.

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

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

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

PROFESSIONAL GROWTH AND DEVELOPMENT (REGULATION)

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

Professional Development of Certified and Licensed Personnel

1. Membership in Professional Organizations

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

2. Attendance at Required Meetings (all certified and licensed personnel)

   Certified and licensed persons are expected to attend all curriculum meetings planned by the professional development committee.

3. In-service Training

   A. A minimum of 75 professional development points shall be earned within a five-year period by each certified and licensed individual in order to maintain employment in this district. One point shall be equivalent to one clock hour.

   B. A minimum of 15 professional development points shall be earned annually by each certified and licensed individual in order to maintain employment in this district.

   C. Ten professional development points must be earned from the 3 professional days in August. Any exceptions must be submitted and approved by the professional development committee.

   D. At least once a year a program shall be offered on recognition and reporting of child abuse and neglect which all teachers will be required to complete. For those teachers who are unable to complete the program on the day offered, other arrangements will be made.

Approved Professional Development Opportunities

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

2. Credit may be earned through the following alternatives:

   A. Professional Meetings (Sanctioned by State Department of Education or professional organizations where professional development points are awarded.)

      1. State and Zone O.E.A. Workshops and C.C.O.S.A. Meetings
      2. Summer and Saturday Workshops
      3. Coaches Clinics (for Summer Coaching Clinic in the absence of signed vouchers - 10 professional development points allowed with local voucher to be signed by superintendent)
      4. Vocational Workshops

PROFESSIONAL GROWTH AND DEVELOPMENT, REGULATION (Cont.)

5. Teacher Visitation
6. Etc.

B. Professional Committees

1. Textbook Committee
2. Professional Development Committee
3. Local certified personnel conducting workshops
4. Local Teacher Association President (5 points/year)
5. Curriculum Review Planning Committee
6. Curriculum Review Chairpersons (1 point/year)

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

D. Additional kinds of experiences may be recommended as alternative activities to the professional development committee to be approved by the board of education.

E. For each clock hour of participation in alternate activities, one professional development point will be awarded.

F. It is the responsibility of employees to keep track of professional development points, certificates, etc.

Evaluation

1. Individual records of professional development points will be maintained as required by state statutes.

2. Cooperation of all certified and licensed personnel will be necessary to maintain an accurate professional development record for each person.

3. Failure to fulfill professional development training requirements result in action by the board of education according to state statutes.

Guidelines for Membership on Professional Development Committee

1. Classroom teacher and principal replacement members for the professional development committee will be elected for a two-year term. Terms for regular and alternate members will coincide.

2. The chairperson and co-chairperson will be chosen at the end of each school term to begin serving the following school year. The chairperson should be a professional development member with one year of experience on the committee.

TEACHER EVALUATION

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

All certified staff members shall be evaluated using an evaluation system that has been approved by the Oklahoma State Board of Education. The completed evaluation shall be retained in the personnel file of the person being evaluated. The evaluation instrument is a confidential document and shall be protected accordingly.

Probationary teachers shall receive formative feedback from the evaluation process at least twice each year. Formative feedback shall occur during the fall semester, and at least once during the spring semester, each year. Career teachers shall be evaluated at least once each year except for career teachers receiving a district evaluation rating of "superior" or "highly effective" rating under the TLE, who may be evaluated once every two (2) years. Evaluations of teachers shall be made by the appropriate certified principal, or other designated certified and qualified administrative person.

The evaluation rating of teachers and administrators shall be based on the qualitative component of the TLE.

For evaluations of teachers and administrators conducted during the 2017-2018 school year, and each school year thereafter, school districts shall incorporate and put into operation the qualitative component of the TLE and shall provide all teachers and administrators with a district evaluation rating based upon the components of the TLE.

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

The evaluation shall be reviewed by the staff member and the evaluator. Either or both may attach written and signed comments to the evaluation instrument within two weeks of the evaluation, provided that no additional statements or comments shall be attached without the teacher's knowledge. The teacher's signature on the evaluation instrument shall serve only to reflect the teacher's acknowledgment that an evaluation was conducted. A copy of the completed evaluation instrument will be provided to the teacher.

Except by order of a court of competent jurisdiction, evaluation documents and the responses thereto shall be made available only to the evaluated person, the board of education, the administrative staff making the evaluation, the board and administrative staff of any school to which the evaluated person applies for employment, and such other persons given consent by the teacher in writing.

If the evaluation discloses any area(s) in which improvement can be reasonably expected and desired, the principal shall discuss such area(s) with the teacher and offer suggestions and recommendations as to how improvement may be achieved. Such recommendations shall be recorded on the evaluation instrument.

When the evaluating administrator identifies poor performance or conduct that the administrator believes may lead to a recommendation for the career teacher's dismissal or nonreemployment, the administrator will admonish the teacher in writing and make reasonable effort to assist the teacher in correcting the poor performance or conduct; and establish a reasonable time for improvement, not to exceed two months.

TEACHER EVALUATION (Cont.)

If the career teacher does not correct the poor performance or conduct cited in the admonition within the time specified, the administrator shall make a recommendation to the superintendent for the dismissal or nonreemployment of the teacher. A probationary teacher will receive a plan of improvement if inadequate teaching performance exists.

The board shall review this evaluation policy on an annual basis following consultation or involvement by representatives selected by the teachers in this district.

REFERENCE: 70 O.S. §6-101.10, et seq.

THIS POLICY REQUIRED BY LAW.

EVALUATION OF ADMINISTRATIVE PERSONNEL

Except for the superintendent of schools, who shall be evaluated by the board of education, all certified and non-certified administrators shall be evaluated at least annually by the certified administrative personnel designated by the superintendent. All evaluations shall be made in writing utilizing a system for evaluation approved by the State Board of Education. An individualized program of professional development shall be created for all administrators.

Evaluation documents and responses thereto are to be maintained in a personnel file for each administrator. The same evaluation form shall be used for both certified and non-certified administrators. The evaluator may omit any criterion or indicator on the evaluation form that is not applicable to the administrative position being evaluated. The evaluation instrument is a confidential document and shall be protected accordingly.

This policy and the evaluation form utilized to effectuate this policy shall promptly be made available to all persons subject to this policy.

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

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

THIS POLICY REQUIRED BY LAW.

EVALUATION OF SUPPORT STAFF

Performance Rating Report

Employee _____ Department _____

Supervisor _____ Date of Rating _____

RATING SCALE: 1 = Unsatisfactory 3 = Satisfactory
2 = Improvement Needed 4 = Outstanding

RATING FACTORS		CIRCLE PROPER RATING			
1.	Quality of work: The ability to produce work that satisfies or surpasses job requirements. Consider accuracy, completeness, thoroughness, neatness of work.	1	2	3	4
2.	Quantity of work: Volume or amount of work done.	1	2	3	4
3.	Knowledge: Knowledge of methods, materials, objectives, and other fundamental skills.	1	2	3	4
4.	Adaptability: Ability to learn, perform under changes and in emergencies, grasp detail, comprehend differences between important and trivial.	1	2	3	4
5.	Work habits: Organization of work, care of equipment, safety, industry.	1	2	3	4
6.	Working relationship with students and other employees: Ability to get along with students and coworkers.	1	2	3	4
7.	Dependability: Degree to which employee can be relied upon to do the job without close supervision. Punctuality, attendance on the job.	1	2	3	4
8.	Loyalty: Interest in work, willingness to meet job requirements and accept suggestions, loyalty to the organization, ethical conduct.	1	2	3	4
9.	Judgment: Soundness of decisions, common sense.	1	2	3	4
	Overall rating: Should reflect the average of the rating.	1	2	3	4

EVALUATION OF SUPPORT STAFF (Cont.)

COMMENTS

1. What are employee's strengths? (MUST be completed for outstanding ratings.)

_____

_____

_____

2. What are employee's weaknesses? (MUST be completed for Unsatisfactory and Improvement Needed ratings.)

_____

_____

_____

3. Additional comments.

_____

_____

_____

I have discussed this performance rating with the evaluator.

I certify this evaluation has been discussed with me. I understand my signature does not necessarily indicate agreement.

_____ _____

Employee's signature Date

_____ _____

Evaluator's signature Date

PERSONNEL FILES
CERTIFIED STAFF

A file of personnel records shall be maintained in the superintendent's office for each certificated employee of the Guymon Public Schools. A file shall be kept for all resigned or retired employees, including such essential information as shall seem appropriate to the administration as specified by state and federal laws.

Confidentiality

Personnel information concerning district employees is generally confidential and may be reviewed only on a "need to know" basis under conditions which guarantee management's right of access to information necessary to make judgments and the protection of the employees of the district against unnecessary invasion of privacy. Some personnel information is "public record" and must be released to any person upon request.

Files containing medical information regarding an employee will be kept separate from other personnel files.

Types of Information

It shall be the responsibility of each certificated employee to see that there is filed with the district any record of prior teaching experience. In addition, if the teacher has rendered military service, the proof of discharge from the service must be furnished. It is the obligation of the certificated employee to see that information that will maintain the employee's personnel file on a complete and up-to-date basis is sent to the superintendent's office. The records shall contain the following information:

1. The correct name and the current address and telephone number of the employee;
2. An accurate record of the work experience of the employee;
3. Current data on education completed, including the transcripts of all academic work;
4. Proof of requirements fulfilled in order to be eligible for salary;
5. Current data on credentials;
6. Any current data requested concerning the health of the employee, or medical examinations that the employee may have undergone;
7. Records of assignment;
8. Evaluations of performance;
9. Letters of commendation, reprimand, or omission of duty;
10. Other materials mutually agreed upon between the principal and the teacher.

PERSONNEL FILES, CERTIFIED STAFF (Cont.)

Use of Personnel Records

All the contents of the personnel records file shall be available for inspection by the employee concerned. The district reserves the right to have a member of the superintendent's office staff present at the time the employee inspects his or her personnel file for the purpose of explaining and interpreting the information therein. Similarly, at the time the record is reviewed, the employee shall have the right to have present a representative of his or her own choosing, if desired.

The teacher shall have the right to respond to all materials contained in the personnel file and to any materials to be placed in the file in the future. Responses shall become part of the file.

Parental Notice

If the school district receives Title I funds, the district is required to provide parents with notice that they may request information about the professional qualifications of classroom teachers. The notice to parents must include the following:

1. Whether the teacher has met state qualifications for the grade levels and subject areas taught.
2. Whether the teacher is teaching under emergency or other provisional status.
3. The baccalaureate degree of the teacher and any other graduate certification or degree held by the teacher, and the subject area(s) of the certification or degree.
4. Whether the child is provided services by paraprofessionals, and, if so, their qualifications.

If a parent requests the above-listed information, the district is required to provide the information in a timely manner.

REFERENCE: 51 O.S. §24A.7.
70 O.S. §6-101.11
The Americans With Disabilities Act

THIS POLICY REQUIRED BY FEDERAL LAW.

TERMINATION OF EMPLOYMENT
TEACHERS

It is the policy of the Guymon Board of Education that professional employees, who for any reason intend to resign or who intend to retire, are encouraged to indicate their plans in writing to the board as early in the school year as plans may become firm and the decision to leave the district is made. Resignations become effective at the end of the school year in which they are submitted. Resignations to become effective earlier than at the end of the school year require a release by the board and must be considered on an individual basis. Resignations for the subsequent school year likewise require a release by the board and will be considered on an individual basis.

Career teachers will be subject to dismissal at any time - or will not be eligible for reemployment - for:

1. Willful neglect of duty,
2. Repeated negligence in the performance of duty,
3. Mental or physical abuse to a child,
4. Knowing and willful failure to report suspected child abuse or neglect,
5. Incompetency,
6. Instructional ineffectiveness,
7. Unsatisfactory teaching performance,
8. Commission of an act of moral turpitude,
9. Abandonment of contract,
10. Conviction of a felony,
11. After a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties, or
12. Failure to earn required staff development points.

Mental or physical abuse to a child would also include, but is not limited to a finding that a teacher has, either in the presence of a minor or in a manner that such person has participated in making available to a minor online, engaged in sexual acts, acts that appeal to the prurient interest in sex as found by the average person applying contemporary community standards, or acts that excessively promote sexuality in light of the educational value of the material and in light of the youngest age of any student with access to said material.

Probationary teachers may be terminated for cause or nonrenewed by the board at its discretion subject to any statutory due process requirements in effect at the time such teacher is recommended for dismissal or nonrenewal.

Procedures for dismissal of certified employees are governed by state law and all actions of the school district and the board are clearly identified in the statutes. However, nothing in this policy shall be construed to prevent layoffs due to

TERMINATION OF EMPLOYMENT, TEACHERS (Cont.)

lack of funds or work. No action regarding dismissal or nonrenewal of an employee shall be taken until the employee has received due process (see DO-R).

The board of education may vote to offer employment or to not offer employment for the subsequent school year in advance of the statutory deadline. Until a written contract is executed or until the statutory deadline passes, the board may vote to not reemploy a certified employee.

The superintendent is directed to prepare procedures for the termination of career and probationary teachers in support of this policy.

REFERENCE: 70 O.S. §6-101, §6-101.20, et seq.
70 O.S. §18-123

TEACHER TERMINATION PROCEDURES

In accordance with the policy of the board of education, the following procedures shall be followed in terminating the employment of career and probationary teachers.

Whenever the superintendent recommends to the board of education that a teacher employed within this school district be dismissed or not reemployed, the superintendent's written recommendation shall set forth the basis for the recommendation. The recommendation shall include the specific statutory grounds on which a career teacher should be dismissed or not reemployed, or the cause for which a probationary teacher should be dismissed or not reemployed, and shall include the underlying facts supporting the recommendation.

The school district shall provide a copy of the recommendation letter to the State Board of Education if the recommendation includes grounds that could form the basis of criminal charges sufficient to result in the denial or revocation of certification for the following reasons:

1. Abuse, Neglect, Exploitation, or Sexual Abuse of Child as defined by 21 O.S. Section 843.5;
2. Knowingly and willfully failing to report suspected child abuse or neglect of a child in violation of 10A O.S. Section 1-2-101.

Whenever the board of education receives a recommendation for the dismissal or nonreemployment of a teacher, the board or individual designated by the board shall mail, or cause to be mailed, a copy of the recommendation to the teacher, by personal delivery to the teacher with a signed acknowledgement of receipt, or serve the recommendation and notice of hearing by process server. If mailed, such mailing will be by certified mail, restricted delivery, return receipt requested. The notice must specify the statutory grounds - for career teachers - or the cause - for probationary teachers - upon which the recommendation is based and shall include the teacher's right to a hearing before the board and the date, time, and place set by the board for hearing. Such hearing shall be held within the school district no sooner than twenty days nor later than sixty days following the teacher's receipt of notice. The board delegates the superintendent, as its agent, to set a time, date, and place for the hearing after consultation with the board president.

Hearing procedures for teachers shall be as follows:

1. The parties to the hearing are the teacher and the superintendent or designee, and they shall be afforded the following rights at any hearing held pursuant to these regulations:

   A. The right to be represented.

   B. The right to present witnesses in person or to present their testimony by interrogatories, affidavits, or depositions if agreed to by the parties. A list of all witnesses and exhibits shall be furnished to the other party at least five (5) days before the hearing.

   C. The right to cross-examine witnesses.

   D. The right to testify in his/her own behalf and present evidence and argument on all issues involved.

   E. The right to have an orderly hearing.

   F. The right to have an impartial decision based upon the evidence presented.

TEACHER TERMINATION PROCEDURES (Cont.)

2. The board president or, in case of absence, a designee, shall be the presiding officer at the hearing.

3. The hearing shall be convened by the board president who shall state the purpose of the hearing, introduce the parties, and administer the oath to all persons who will testify.

4. Upon the request of either party, the presiding officer may exclude from the hearing room the witnesses not at the time under examination, except that a party to the proceeding and his/her representative shall not be excluded.

5. At the hearing, the burden of proof shall be on the superintendent and the standard of proof shall be by a preponderance of the evidence.

6. The local board of education shall maintain such a record (including a tape or other electronic or digital recording of the hearing and any documents or evidence presented to the board) for two (2) years from the date of the hearing.

7. Informal disposition of any recommendation for dismissal or nonrenewal may be made by written stipulation, agreed settlement, consent order, or default.

8. The order of the procedures shall be:

   A. Opening statement by the superintendent.

   B. Opening statement by the teacher.

   C. Presentation of the superintendent's evidence, followed by cross-examination of witnesses by the teacher.

   D. Questions by the board members.

   E. Presentation of the teacher's evidence, followed by cross-examination of witnesses by the superintendent.

   F. Questions by the board members.

   G. Presentation of rebuttal and surrebuttal evidence as necessary.

   H. Closing argument by the superintendent.

   I. Closing argument by the teacher.

   J. Deliberation by the board members.

   K. Vote by the board to accept or reject the superintendent's recommendation and recitation of findings of fact upon which the decision is based.

9. Presentation and consideration of evidence shall abide by the following:

TEACHER TERMINATION PROCEDURES (Cont.)

A. Only evidence that reasonably relates to the issues before the board, as reflected in the notice to the teacher, should be deemed relevant.

B. Strict rules of evidence as required by a court of law shall not apply in these hearings.

C. Rulings on admissibility of evidence will be made by the presiding officer.

D. Documentary evidence may be received in the form of copies or excerpts.

E. Documentary evidence presented to the board shall be marked with a distinguishing number or letter such as Teacher's Exhibit #1 or Superintendent's Exhibit #1.

F. While hearings are open to the public, no questions or statements will be allowed by members of the public attending the hearing except through the parties or their council.

The board of education may convene into executive session to deliberate findings of fact. After due consideration of the evidence and testimony presented at the hearing, the board of education shall vote in open meeting whether or not to dismiss or nonreemploy the teacher. The board's decision shall include a recitation of the basic or underlying facts relied upon by the board in reaching its decision. The teacher shall be notified in writing of the board's decision by certified mail, restricted delivery, return receipt requested, or substitute process as authorized by law within ten (10) business days of the hearing. The decision of the board regarding a teacher shall be final and nonappealable.

The board of education must forward hearing information concerning teachers to the State Board of Education on a prescribed form available from the administrative office.

SUPPORT PERSONNEL
SUSPENSION, DEMOTION, NONRENEWAL, OR TERMINATION

The Guymon Board of Education has adopted the following procedure for the suspension, demotion, or termination of support personnel in accordance with Title 70 of Oklahoma Statutes, Sections 6-101.40 through 6-101.47.

For the purpose of this policy, "support employee" means a full-time employee as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee who is employed a minimum of one hundred seventy-two days (172) and who provides those services which are not performed by certified teachers, principals, superintendents or administrators and which are necessary for the efficient and satisfactory functioning of a school district. Those support employees who work less than one hundred seventy-two days (172) are not entitled to due process and shall be employed on an at-will basis.

No support employee who has been employed in the school district for more than one year may be suspended, discharged, or nonrenewed except within the provisions of this policy. However, this policy shall not be construed to prevent layoffs or reductions-in-force for lack of funds or work.

When the immediate suspension of a support employee is in the best interest of the school, the superintendent may suspend the employee with or without pay without a hearing. If an employee is suspended for a period exceeding 10 days, the superintendent shall initiate termination proceedings immediately upon the beginning of suspension. However, in a case involving a criminal charge, the suspension may be delayed until the case is adjudicated at trial. Nothing herein shall prevent proceeding against the employee for termination of employment during or after the suspension.

If the district has received notice of felony investigation into a support employee by a law enforcement agency, the employee shall be placed on administrative leave. If the district does not place a non-certified employee on administrative leave during the time such employee is under investigation by law enforcement for a felony; and that employee is convicted of a felony, pleads guilty to a felony, or pleads nolo contendere to a felony at the conclusion of that investigation; the district shall be given a health and safety deficiency by the State Department of Education.

Prior to demotion, termination, or nonrenewal and after any suspension, the support employee shall receive notice of his or her right to a board hearing if so requested. Employees will be notified by certified mail of a superintendent's recommendation to demote or terminate employment, and the support employee must request a hearing by certified mail to the board clerk within 10 working days of said notice, or the employee shall be deemed to have waived his or her right to a hearing.

If a hearing is requested, the hearing shall be conducted at the next succeeding regular meeting of the board if the request is received by the board clerk at least 10 days prior to such meeting. However, a special meeting may be conducted if requested by the employee or at the discretion of the board of education. Such special meeting shall be conducted no sooner than 10 days, nor later than 30 days, after receipt of the hearing request. The decision of the board shall be final.

The procedures of this policy only protect employees who have been employed more than one year immediately preceding adverse employment action and are suspended or discharged during a contractual period of employment or are nonrenewed.

In accordance with Title 70 of the Oklahoma Statutes, Sections 6-101.40 through 6-101.47, the board hereby adopts the following causes for suspension, demotion, termination, or nonrenewal of support personnel:

SUPPORT PERSONNEL, SUSPENSION, DEMOTION, NONRENEWAL OR TERMINATION (Cont.)

1. Leaving workstation without authorization prior to lunch periods or end of workday.
2. Excessive unexcused absenteeism.
3. Chronic absenteeism for any reason.
4. Excessive tardiness.
5. Persistently wasting time or distracting others during working hours.
6. Leaving work area during working hours without proper notification and permission.
7. Falsification of personnel or other records (personal or another employee's records).
8. Possession of weapons on the premises at any time.
9. Removing district property, records, or confidential information from premises without proper authority.
10. Willful abuse, misuse, defacing, or destruction of district property, including tools, equipment, or other property of other employees.
11. Theft or misappropriation of property of employees, students, or of this district.
12. Sabotage.
13. Refusal to follow instructions of supervisor.
14. Refusal or failure to do work assignment.
15. Unauthorized operation of vehicles, machines, tools, or equipment.
16. Threatening, intimidating, coercing, abusing or interfering with employees, supervisors, or students at any time.
17. The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, students, or the district.
18. Creating or contributing to unsanitary conditions.
19. Practical jokes injurious to employee's or district property.
20. Possession, consumption, or reporting to work under the influence of alcohol, nonprescribed drugs, or controlled substances.
21. Creating disturbances on the premises at any time.

SUPPORT PERSONNEL, SUSPENSION, DEMOTION, NONRENEWAL OR TERMINATION (Cont.)

22. Disregard of known safety rules or common safety practices.

23. Unsafe operation of motor driven vehicles.

24. Operating machines or equipment without safety devices provided.

25. Participating in or witnessing gambling, lottery, or any other game of chance on district property.

26. Unauthorized distribution of literature, written, or printed matter of any description on district property.

27. Posting or removing notices, signs, or writing in any form on bulletin boards of district property at any time without specific authority of the administration.

28. Poor workmanship.

29. Immoral conduct or indecency including abusive and/or foul language.

30. Making or receiving personal telephone calls or texting, posting to Facebook, or use of other social media during working hours.

31. Walking off the job.

32. Continued poor or negative attitude while on the job, including poor relationship with other staff or students.

33. Smoking in unauthorized area or at unauthorized time.

34. Failure to dress appropriately for work assignment.

35. Refusal of job transfer within the district when transfer does not result in demotion.

36. Abuse of rest periods or meal period policies.

37. Inappropriate and/or unauthorized use of the school district's computer network or Internet connections.

38. Insubordination of any kind.

39. Racial discrimination, including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another employee, a student or a visitor. This includes antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews.

40. Violation of any district rule or policy.

41. Violation of any administrative rule or order.

42. Failure or inability to perform the essential functions or duties of the assigned position.

43. If it is in the best interest of the school district, any support person may be suspended, demoted, or terminated.

SUPPORT PERSONNEL, SUSPENSION, DEMOTION, NONRENEWAL OR TERMINATION (Cont.)

Violations of any of the above may lead to the suspension, demotion, or termination of the support employee.

The school district shall not take disciplinary action against support employees for:

1.Disclosing public information to correct what the support employee reasonably believes evidences a violation of the Oklahoma Constitution or law or a rule promulgated pursuant to law;

2. Reporting a violation of the Oklahoma Constitution or state or federal law; or

3. Taking any of the above action without giving prior notice to the support employee's supervisor or anyone else in the relevant chain of command.

REFERENCE: 70 O.S. §6-101.40, et seq.
Accreditation Standard 210:35-3-86

THIS POLICY REQUIRED BY LAW.

SUPPORT PERSONNEL
ACKNOWLEDGEMENT OF RECEIPT OF POLCY

I hereby acknowledge that I have been provided a copy of Policy DOAC. I understand that I should carefully review this policy as it outlines the reasons for which my employment with the school district could be suspended, demoted, terminated, or nonrenewed.

Dated this ____ day of _____, 20____.

_____

Signature

Por la presente reconozco que se ma ha proporcionado una copia de la Póliza DOAC. Entiendo que debo revisar cuidadosamente esta póliza ya que describe las razones por las cuales mi empleo con el distrito escolar podría ser suspendido, degradado, terminado o no renovado.

Con fecha de este día ____ de _____, 20____.

_____

Firma

SUSPENSION OF CERTIFIED PERSONNEL

It is the policy of the Guymon Board of Education that a teacher or administrator may be suspended from employment in accordance with state law and the accreditation standards. Such suspension will be with pay, pending additional due process procedures.

If a district that has received notice under Oklahoma Accreditation Standard 210:35-3-86, section (g) that an investigation or certification review of a certified employee has been commenced by the State Department of Education, the employee may be placed on administrative leave. If the district does not place such certified employee on administrative leave during the time that such employee is under investigation for certificate revocation, and that employee's certificate is revoked at the conclusion of that investigation, the district shall be given a health and safety deficiency.

Whenever the superintendent of a school district has reason to believe that cause exists for the dismissal of a teacher and is of the opinion that the immediate suspension of the teacher would be in the best interests of the children in the district, the superintendent or the local board of education upon receiving recommendation for suspension from the superintendent may suspend the teacher without notice or hearing. However, the suspension shall not deprive the teacher of any compensation or other benefits to which otherwise entitled. Within ten (10) days' time after the suspension becomes effective, the local board of education shall initiate a hearing for dismissal pursuant to law. However, in a case involving a criminal charge or indictment, the suspension may extend until the case for the teacher is finally adjudicated at trial. The extension shall not include any appeal process.

Whenever the local board of education or the administration of a school district has reason to believe that cause exists for the dismissal of an administrator, and when they are of the opinion that the immediate suspension of an administrator would be in the best interests of the children in the district, the local board of education or the superintendent of the school district may suspend the administrator without notice or hearing. However, the suspension of the administrator shall not deprive the administrator of any compensation or other benefits to which he or she would otherwise be entitled under his or her contract or pursuant to law. Within ten (10) days' time after such suspension becomes effective, the local board of education shall initiate proceedings pursuant to Section 6-102.4 of this title to have the administrator dismissed. However, in a case involving a criminal charge or indictment, such suspension may extend to such time as the administrator's case is finally adjudicated at a trial. Provided, however, such extension shall not include any appeal process.

LEGAL AUTHORITY: **70 O.S. Section 6-101.14**
70 O.S. Section 6-101.29
Accreditation Standard 210:35-3-86

REDUCTION-IN-FORCE
CERTIFIED PERSONNEL

It is the policy of the Guymon Board of Education that, in the event it becomes necessary to reduce the professional staff of this school district, reduction-in-force at any level may be based on any of the following conditions:

Decrease in revenue,
Decrease in student enrollment,
Changes in educational programs or curriculum,
Cancellation of programs, or
Any other circumstances determined by the board.

Definitions

Career teacher means a teacher who:

a. is employed by a school district prior to the 2017-2018 school year and has completed three (3) or more consecutive complete school years as a teacher in one school district under a written continuing or temporary teaching contract, or

b. for teachers employed for the first time by a school district under a written continuing or temporary teaching contract during the 2017-2018 school year and thereafter.

(1) has completed three (3) consecutive complete school years as a teacher in one school district under a written continuing or temporary teaching contract and has achieved a district evaluation rating of "superior" as measured pursuant to the TLE as set forth in 70 O.S. § 6-101.16 of this act for at least two (2) of the three (3) school years,

(2) has completed four (4) consecutive complete school years as a teacher in one school district under a written continuing or temporary teaching contract, has averaged a district evaluation rating of at least "effective" as measured pursuant to the TLE for the four-year period, and has received a rating of at least "effective" for the last two (2) years of the four-year period, or

(3) has completed four (4) or more consecutive complete school years in one school district under a written continuing or temporary teaching contract and has not met the requirements of subparagraph “a” or “b” of this paragraph, only if the principal of the school at which the teacher is employed submits a petition to the superintendent of the school district requesting that the teacher be granted career status, the superintendent agrees with the petition, and the school district board of education approves the petition. The principal shall specify in the petition the underlying facts supporting the granting of career status to the teacher.

Probationary teacher means a teacher who:

a. for teachers employed by a school district prior to the 2017-2018 school year and has completed fewer than three (3) consecutive complete school years as a teacher in one school district under a written teaching contract, or

b. for teachers employed for the first time by a school district under a written teaching contract during the 2017-2018 school year and thereafter.

REDUCTION-IN-FORCE, CERTIFIED PERSONNEL (Cont.)

In the event any of the above conditions occur, every effort will be made to accomplish the necessary reduction by attrition, voluntary resignation, or voluntary retirement. Reduction-in-force will be made according to the following procedures:

1. The position will be the determining factor in a reduction, not the teacher occupying the position.

2. The order of termination will be as follows:

   A. A probationary teacher in an eliminated position will be terminated first

   B A career teacher in an eliminated position will be placed in a retained position in which the teacher is, at the time of the presentation of the recommendation to reduce force, certified by standard certification, provided the position is occupied by a probationary teacher.

   C. If a career teacher is qualified for standard certification in a position held by a probationary or licensed teacher but does not have such a certificate, then such career teacher must have evidence of eligibility for such certification on file in a personnel file in the office of the superintendent at the time of the presentation of the recommendation to reduce force.

   D. If there is more than one career teacher assigned to the position that is subject to being eliminated, the following criteria, in this order, will be used to determine which of the career teachers will be retained:

      1. Certification in a retained teaching position that is open. A career teacher with standard certification for the retained position will be retained over a probationary teacher.

      2. Seniority in continuous, full-time, contracted, certified employment in the district. (Approved medical leave shall not result in a break in service.)

      3. If certification and seniority are the same according to the above criteria, the determining factors in order of importance are:

         a. Years of teaching experience in the retained position in the local school district.
         b. Academic degree status:

            A teacher with a doctor's degree will be retained over a teacher with a master's or a bachelor's degree; a teacher with a master's will be retained over a teacher with a bachelor's degree.

   E. If there is more than one probationary teacher in the position being reduced, the criteria listed in D, 1 through 3, will be used in determining which probationary teacher or licensed teacher will be retained.

Any person terminated under the provisions of this policy who wishes to be considered for future vacancies must make formal application for a teaching position and must notify the superintendent by certified mail, restricted delivery, within ten (10) days following final board action on the termination, of the teacher's desire to remain an active applicant for a teaching position.

EMPLOYMENT OF TEACHERS

It shall be the policy of the Guymon Board of Education that recommendations for renewal or nonrenewal of teachers' contracts shall be made by the principal to the superintendent. The superintendent shall make recommendations to the board prior to the first Monday in June each year. Principals may be requested to attend when such recommendations are to be considered by the board.

Professional staff positions are created only with the approval of the board of education. Before any new position is established, the superintendent shall present for board approval a job description specifying the required qualifications and performance responsibilities.

REFERENCE: 70 O.S. §6-101

QUALIFICATIONS
PRINCIPALS

It is the policy of the Guymon Board of Education that persons employed as principals in this school district shall have completed a Master's Degree and have the required certifications prior to employment, and that all such persons shall have not less than three years of teaching experience.

Principals of schools within this public school system are employed to act as administrators in the senior high schools, grades 7 through 12, and the elementary schools, grades K through 6.

The reemployment of principals shall be based on an annual evaluation by the superintendent or designee and will be considered by the board members prior to the regular March board of education meeting each year. The superintendent is directed to inform affected principals of any decisions made by the board.

Principals shall assume administrative responsibility and instructional leadership - under the supervision of the superintendent - for discipline and for the planning, operation, supervision, and evaluation of the educational program of the schools to which they are assigned. Principals shall prepare and submit such reports as the superintendent may require for the purpose of reporting to the board, the community, and the State Department of Education.

A description of the duties and responsibilities of school principals may be found in the appropriate job description located elsewhere in this manual. Nothing in this policy manual shall be construed as limiting or expanding the terms of the employment contract.

REFERENCE: 70 O.S. §6-101.10, et seq.
70 O.S. §6-108

NOTE: Beginning July 1, 1993, teaching principals shall be required to hold administrative certificates.

PRINCIPALS

The school principalship is a key position in educational leadership. The principal reports directly to the superintendent of schools, who delegates authority to the principal. The primary function of the principal is to provide leadership that will encourage the staff, the community, and the students to work together toward an excellent school program.

The responsibilities of the school principal can be subdivided into four general categories:

1. Improving the educational program by providing:

   A. A reasonable climate of efficiency, cooperation, service and stimulation so that the school program can operate effectively.

   B. Leadership and cooperation in evaluating the effectiveness of the total school program.

2. Selecting and developing personnel by:

   A. Actively participating in staff selection or dismissal where necessary.

   B. Working with the staff in the development and administration of sound personnel policies.

   C. Helping the staff with their professional and personal problems.

   D. Providing for the orientation of new staff members and for the maximum growth of both inexperienced and experienced staff members.

3. Working with the community by:

   A. Knowing the community.

   B. Taking an active part in the growth and improvement of the community and encouraging the staff to do likewise.

   C. Facilitating community participation in the life of the school.

   D. Providing for interpretation of the school to the community.

4. Managing the school by:

   A. Developing an internal staff organization with clear lines of authority and responsibility.

   B. Working with the staff to determine what supplies and facilities are needed and working with the superintendent and his/her staff to obtain these supplies and facilities.

   C. Planning with the staff for efficient use and maintenance of existing supplies and facilities.

PRINCIPALS (Cont.)

Major specified powers and duties include:

1. Carry out policies and directives of the board of education with immediate responsibility to the superintendent.
2. Supervise, direct, and evaluate the work of assigned professional personnel, the general instructional program and classroom management, and assume responsibility for the proper assignment of duties and the placement of teachers.
3. Exercise general supervision over the school grounds, buildings, and equipment in order that a good and safe environment may be maintained.
4. Direct the work of the building custodians.
5. Conduct fire drills to conform to requirements.
6. Administer within the schools the approved policies of the board of education.
7. Keep accurately all student records and transfer them within the system as necessary.
8. Direct all child accounting for the school.
9. Cooperate with directors, coordinators, and appointed superintendent staff members in improving instructions and meeting shared responsibilities.
10. Maintain desirable school--home and school--community relationships.
11. Prepare and transmit to the superintendent records and reports as may be required by the superintendent or the State Board of Education.
12. Suspend students for flagrant violation of school regulations.
13. Make recommendations for personnel dismissal which, when approved by the superintendent, shall be acted upon by the board.
14. Direct and supervise all extracurricular activities within the school.
15. Assume responsibility for the approval of all requisitions for the student activity funds. With regard to student activity funds, the principal shall bring to the attention of the board any requests for transfer of funds between and among the individual accounts within the Student Activity fund.

PRINCIPALS (Cont.)

16. Approve all social affairs given in the name of the school or under its auspices.

17. Coordinate the activities of the principal's school with other schools within the system.

18. Maintain office hours satisfactory to the superintendent.

19. Prepare a written report in the event of a serious accident or disaster, a case of vandalism, break-in, or unusual damage to buildings and equipment, giving a brief statement of the circumstances and listing equipment and supplies damaged or stolen. Copies of this report are to be sent to the superintendent's office and the business office.

20. Investigate all complaints affecting the principal's school, referring to the superintendent those cases which cannot be adjusted satisfactorily and redress, whenever possible, legitimate grievances.

21. Perform other duties as may be directed by the superintendent.

DIRECTOR OF FEDERAL PROGRAMS

When Guymon Public Schools does not employ a federal programs director, the superintendent shall assume the responsibility for these duties. The superintendent has the authority to delegate this responsibility to a qualified administrative assistant.

The superintendent or administrative assistant will report semi-annually to the school board on all federal programs and keep the administration advised of pending charges in the various programs.

Administrative Responsibility

1. Complete applications for existing programs.
2. Complete applications for programs not in existence.
3. Disseminate information to the public.
4. Complete final reports. This includes maintaining time distribution and management records for those employees who are paid with federal funds.
5. Order and mark supplies and materials with date of purchase for Title I, ESEA; Title IVB Library Equipment, Guidance, Counseling, and Testing; Johnson O'Malley; and Title IVC, Innovative and Support Programs.
6. Develop goals and guidelines for the school system to comply with HEW Title IX regulations.
7. Select parent committee to serve on individual federal programs.
8. Organize meetings and keep all interested parties informed and serve as chairperson for all groups.

Special Education - P.L. 89-313 ESEA Handicapped, VI-B Handicapped

1. Homebound program;
2. Title programs that apply to special education;
3. Special education - out of district transportation reporting;
4. Special education report on class membership;
5. Special education claims for other districts' students.

SUBSTITUTE TEACHERS

The Guymon Board of Education realizes that teachers may occasionally be absent from the classroom and recognizes the need for qualified substitute teachers. In recognizing that need, the board has decided that noncertified substitute teachers or substitute teachers with a lapsed or expired teaching certificate shall be paid at the rate of $100.00 per teaching day. Certified substitute teachers shall be paid $125.00 per day.

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

No noncertified, non-degreed substitute teacher shall be employed for a total period of time in excess of 135 days per school year and may not be employed for the same assignment for more than 135 days during a school year.

No substitute teacher with a lapsed or expired certificate or who has a bachelors level college degree shall be employed for a total period of time in excess of 145 days per school year and may not be employed for the same assignment for more than 145 days during a school year.

Substitute teachers who do not hold a valid certificate and who are employed to teach special education for students with physical disabilities or students with intellectual disabilities are not subject to these restrictions if no certified teachers are available to teach such students and the students would be denied instruction in special education if the substitute teacher were not employed. The district will provide in-service training for a substitute teacher employed to teach special education for more than 15 consecutive days or 30 total days in the same assignment.

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

REFERENCE: 70 O.S. §6-105
Atty. Gen. Op. No. 80-112 (June 16, 1980)

SCHOOL HOURS

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

Notification of this policy shall be provided to the State Board of Education prior to October 15 of the applicable school year.

REFERENCE: 70 O.S. §1-109

SCHOOL DISTRICT SCREENING PROTOCOL
SOCIAL DISTANCING AND GATHERINGS

In an effort to prevent the spread of communicable diseases, the district will be implementing the following protocol to control and restrict access to school property, activities and events:

The district encourages parents, legal guardians, and all school employees to self-screen at home. If a student or employee has a temperature of 100 degrees Fahrenheit or higher, the student or employee should remain at home until the individual has been free of fever for twenty-four (24) hours.

The district will adhere to guidelines set by the Centers for Disease Control with regard to social distancing and gatherings when feasible.

REFERENCE: 70 O.S. § 5-117
63 O.S. § 1-507

ORGANIZATION OF INSTRUCTION

It is the policy of the Guymon Board of Education that the curriculum of instruction for the Guymon Public Schools shall be in a continuous process of development to adapt the school program to the changing society. However, the board must approve significant changes to the curriculum.

All state laws and statutes relating to education shall be complied with.

The board shall establish and maintain special education opportunities in accordance with state and federal law for children whose education requires a modification of the normal classroom program.

The Guymon Board of Education is committed to the concept that all school district services and operations exist to complement the program of instruction. Instruction of young people is the heart of all school operations. Much can be done to provide adequate facilities and materials for instructional purposes, but the most important element in the process of instruction is the teaching personnel.

SCHOOL LIBRARY MEDIA CENTER

It is the policy of the Guymon Board of Education that efforts be made to staff and maintain a school library media center adequate for the needs of students and teachers.

The purpose of the Library Media Centers of Guymon Public Schools is to provide students and teachers access to all materials that enrich and support the curriculum of the school and to ensure that students become effective users of ideas and information. Emphasis is also placed on the appreciation and enjoyment of literature and the motivation of reading for pleasure as well as for information.

To accomplish this mission, library media specialists and teachers work cooperatively to plan and provide units of study that integrate information skills with classroom content.

Material in the library and within classrooms shall be reviewed for educational suitability and shall be age-appropriate for students. Procedures have been adopted to review material, receive, investigate, and respond to complaints regarding materials in libraries throughout the district.

The superintendent is directed to develop regulations governing the selection of materials for and the use of the library media center.

SCHOOL LIBRARY MEDIA CENTER SELECTION OF MATERIALS (REGULATION)

The responsibility for the selection of library media center materials rests with the Guymon Board of Education. Authority for the selection of proper materials shall be delegated to the library media center staff. Materials shall be selected in accordance with the principles established by the School Library Bill of Rights as approved by the American Association of School Librarians. Final selection will be made by the media specialist subject to approval by the board. Suggestions from the administration, the faculty, and from the students are encouraged.

The superintendent shall prepare regulations that support this policy.

The board of education and the media staff of the Guymon Public Schools subscribe in principle to the following statement of policy expressed by the American Association of School Librarians:

BILL OF RIGHTS FOR LIBRARY MEDIA CENTER PROGRAMS

The professional staff of school media centers is concerned with the development of informed and responsible citizens. To this end, the American Association of School Librarians reaffirms the Library Bill of Rights of the American Library Association and asserts that the responsibility of the school media center is:

To provide materials that will enrich the student as an individual and support the curriculum, taking into consideration individual needs, and the varied interests, abilities, socioeconomic backgrounds, and maturity levels of the student served.

To provide materials that will stimulate growth in knowledge and develop literary, cultural, and aesthetic appreciations and ethical standards.

To provide materials on all sides of issues, beliefs, and ideas so that young citizens may develop the habit of critical thinking, reading, listening, and viewing, thereby enabling them to develop an intellectual integrity in forming judgments.

To provide materials which accurately reflect all religious, social, political, and ethnic groups, and their contributions to our American heritage as well as knowledge and appreciation of world history and culture.

To provide a comprehensive collection of instructional materials which, when selected in compliance with basic selection principles, can be defended on the basis of their appropriateness for the users of the media center.

<u>Responsibility for Selection</u>

The board of education, the governing body of the school district, is legally responsible for the selection of library and instructional materials. This authority is delegated to the professional personnel of the district for the selection of these materials. Material selected shall be reflective of the community standards for the population the library media center serves when acquiring an age-appropriate collection of print materials, non-print materials, multimedia resources, equipment and supplies adequate in quality and quantity to meet the needs of students in all areas of the school library media program.

Materials for the library media center are selected primarily by the librarian with input from the Review Committee.

Review Committee

Library Media Specialist
Principal
Counselor
Classroom Teacher

This committee must be approved by the superintendent.

Annually, by October 1, the district shall transmit to the Oklahoma State Department of Education a complete listing of all books and other materials available in any school library in the district. A public online school library catalog shall be available to fulfill this requirement.

Types of Material for Purchase

1. Instructional materials are chosen because they are of interest and have learning value for the student in the community. Materials are not excluded because of race, nationality, religion, or political views of the writer.

2. Insofar as it is practical, materials are provided which present all points of view concerning the problems and issues of our time: international, national, and local. Books and materials of sound factual authority are not removed or banned from library media center shelves because of partisan or doctrinal disapproval.

3. Periodicals and newspapers that supplement the curriculum needs shall be chosen for accuracy, objectivity, accessibility, demand, and prices.

4. Multiple items of outstanding quality and much in demand media are purchased as needed.

5. Nonfiction subjects that are topics of criticism are carefully considered before selection. Among these are:

   A. Religion -- Factual unbiased material that represents all major religions may be included in the library media center collection. Bibles and other sacred writings are acceptable. Publications from religious bodies may be selected if they have general value or appear in magazine indexes.

   B. Ideologies -- The library media center should, without making any effort to sway the reader's judgment, make available basic factual information on the maturity level of its reading public of ideologies or philosophies that are of current or continuing interest.

   C. Science -- Medical and scientific knowledge suitable to the development stage of the student should be made available without any biased selection of facts.

Criteria for Selection

1. Selections are made for, and in accordance with, the different maturity levels of the students.

2. Materials are selected which fill a need related to the curriculum and/or contribute to the development and enrichment of the student.

SCHOOL LIBRARY MEDIA CENTER, SELECTION OF MATERIALS, REGULATION (Cont.)

3. Interests, needs, abilities of the students, and correlation of materials with the curriculum are dominating factors in the selection of materials.

Criteria for Evaluation

1. The author or producer should be qualified as a subject specialist.
2. Concepts, content, and vocabulary should be appropriate for the potential user.
3. Facts presented should be accurate and up-to-date.
4. Information should be logically arranged.
5. Subject matter should hold the attention of the student.
6. Format of the material should be attractive and durable.
7. Illustrations should be pertinent and well executed.
8. Each medium should meet a real or potential need.
9. Evaluation from standard selection aids should be given consideration.
10. Pornographic material and sexualized content will not be available to minor students in accordance with Oklahoma Accreditation Standard 210:35-3-126.

Selection Tools

In selecting materials for purchase, the media specialist evaluates the existing collection and consults reputable, unbiased, professionally prepared selection aids, such as:

Booklist
Bulletin of the Center for Children's Books
Children's Catalog
The Elementary School Library Collection
Hornbook
Oklahoma Department of Libraries Book
School Library Journal
Junior High & Senior High School Catalog
Fiction Catalog

When possible, audiovisual materials shall be previewed before purchase or ordered with return privilege guaranteed.

SCHOOL LIBRARY MEDIA CENTER, SELECTION OF MATERIALS, REGULATION (Cont.)

Gift Books and Materials

1. Gift books and materials are accepted with the understanding that they must meet the same selection criteria as materials purchased with board of education funds. The practice of a donor's purchasing new books or materials as library media center gifts is discouraged. It is preferable that donors make monetary gifts for the purchase of books and materials because the school receives a discount and can purchase more books for the same amount of money.

2. Gift books and other materials, once accepted by the Guymon Public Schools, become the property of the Guymon Public Schools.

Procedures for Reconsideration of Materials

It is recommended that a student or the student's parent should have this right to reject the use of library media center materials which seem incompatible with the student's values or beliefs. It is further recommended that classroom assignments involving library media center materials provide for alternative choices. This procedure is consistent with the National Council of Teachers of English Statement on Students' Right to Read, which is endorsed in its entirety. However, no parent has the right to determine the reading matter for students other than his/her own children. Books and other materials shall not be removed or banned solely because of partisan or doctrinal disapproval.

If an objection to a selection is made by the public, the procedures are as follows:

Be courteous and inform the patron of the process of media review. Make no commitments.

Invite the complainant to file his/her objections in writing on forms provided through the principal's office.

Completed forms are to be returned to the principal.

An informal conference with the principal will be held.

If unable to satisfy the complainant, refer the complaint to the Review Committee.

Material is not to be withdrawn without referring to the Review Committee, which determines whether the material should be withdrawn.

Material is reviewed and judged by this committee as to conformity with selection criteria and instructional goals.

The decision of the committee is submitted to the complainant and a file of the objection and decision is kept by the library media specialist and the principal.

SCHOOL LIBRARY MEDIA CENTER, SELECTION OF MATERIALS, REGULATION (Cont.)

In the event that the complainant does not accept the decision of the Review Committee, he/she may appeal to the board of education through the superintendent.

The final decision rests with the board of education.

Weeding and Discarding

Worn or missing standard items will be replaced periodically.

Out-of-date or no longer useful media are withdrawn from the collection.

USE OF SCHOOL LIBRARY MEDIA CENTER (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the use of the school library media center and materials.

1. Borrowed books are due two weeks from the date they are checked out.

2. Students may check out a maximum of two books from the library media center at one time. Permission may be obtained from the librarian to borrow additional books if needed for reference or a special project.

3. Books may be borrowed for two additional weeks unless someone is on a "request list" for the book.

4. Students with overdue books will not be allowed to check out additional materials. Notice of overdue books shall be posted and passed to classroom teachers.

5. Borrowers will be charged replacement costs for all books or materials that are lost or destroyed.

6. Encyclopedias and other reference books or materials may not be removed from school premises. A photocopy of a specific article may be obtained from the librarian.

7. Magazines, newspapers, and other periodicals may not be removed from the library media center and must be returned to the proper rack, shelf, or table.

8. Students will not be admitted to the library media center while classes are in session without a hall pass signed by their teacher.

9. Quiet and orderly conduct in the library media center will be enforced by the library media center staff.

10. Audiovisual equipment and materials may be checked out by teachers only. Teachers may request equipment for student use.

11. The use of library media center equipment and materials shall be pre-arranged with the librarian including any after school hour uses.

12. Students and their parents/guardians shall be informed that it is a misdemeanor under Oklahoma law to remove or attempt to remove any library media center material from the premises of a library media center facility without authority; or to mutilate, destroy, alter or otherwise damage, in whole or in part, any library media center materials, or to fail to return any library media center materials which have been lent to said person by the library media center facility, within seven days after demand has been made for the return of the library media center materials.

13. The librarian or any person on the library media center staff will not disclose or permit the revealing of any records or materials which disclose which of its documents or other materials have been loaned to or is being used by any student or group except such information may be disclosed to (a) persons acting within the scope of their duties within the school district, (b) persons authorized to inspect such records, in writing, by the student or group, or (c) by order of court.

REFERENCE: 21 O.S. §1739
65 O.S. §1-105

PUBLIC COMPLAINTS ABOUT LIBRARY CURRICULUM OR INSTRUCTIONAL MATERIALS (PROCEDURE)

Procedures to be followed concerning complaints or requests to review library or instructional material used by the Guymon Public Schools:

Level One

1. All complaints to be considered shall be submitted in writing to the principal and the complaint or request properly signed and identified.

2. The librarian, teacher, and administration shall be informed of the nature and facts concerning the complaint.

3. The complaint or request to review the material shall be submitted by the principal to a review committee composed of the library media specialist, the principal, counselor and at least one person teaching in the subject matter field of the materials challenged.

4. The materials are judged by the committee and a written recommendation shall be submitted to the principal and a copy of the complaint and recommendation shall be kept on file in the principal's office for future reference. The person who filed the complaint will receive a copy of the written recommendation and determination made by the review committee regarding the complaint.

Level Two:

1. In the event the complainant is not satisfied with the review committee's decision, the complainant may appeal the decision to the superintendent. The complaint may be made orally or in writing.

2. The superintendent must hear the complaint within three school days after receiving a request for a hearing.

3. At Level Two, the complainant will present the complaint on his own behalf but may be accompanied by a friend of his own choosing. The Superintendent will carefully review and consider the decision of the review committee to determine whether the committee's determination was based on pedagogical reasons.

4. Within three school days, the superintendent shall make a decision. The decision will be communicated in writing to the complainant.

5. If the decision is appealed to Level Three, the superintendent shall provide the board with a written record of the Level Two hearing including his/her decision in the matter with supporting reasons for his/her decision. A record of the Level One determination by the review committee shall also be made available to the board.

PUBLIC COMPLAINTS ABOUT LIBRARY CURRICULUM OR INSTRUCTIONAL MATERIALS, PROCEDURE (Cont.)

Level Three:

1. Within five days of receiving the decision of the superintendent, the complainant may appeal his decision to the board of education. The request for a hearing must be made through the superintendent or clerk of the board of education in writing.

2. The hearing will be held at the next regular school board meeting with all persons who participated at Levels One and Two.

3. The complainant may be represented at Level Three by anyone of his choosing, but the complainant must be present at the hearing.

4. Within ten days, the board shall issue a decision to all parties involved. Such decision by the board shall be final except that proper redress may be sought through the courts, should the complainant choose to do so.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Name _____

Address _____

Telephone _____

Type of material _____

Title _____

Author _____

State specific objections. (Please cite pages or portions)

_____

_____

State any merits noted in the material

_____

_____

What do you believe might result from using this material?

_____

_____

What do you believe is the theme or purpose of this material?

_____

_____

Have you reviewed the entire material? _____

Have you reviewed other material by this person? _____

If yes, please list the material _____

What material dealing with same subject would you recommend as replacement? _____

_____ _____

Date Signature

REPORT OF RECONSIDERATION

Author: _____ Type of Resource: _____

Title: _____

This decision was made on the _____ day of _____, _____

_____ Minority report is attached.

FINDINGS OF FACT: _____

_____

_____

_____

_____

_____

DECISION: _____

_____

_____

The following committee members are in agreement with the above decision:

_____ _____

_____ _____

_____ _____

_____ _____

The following committee members are not in agreement with the above decision:

_____ _____

_____ _____

_____ _____

REQUEST FOR CONSIDERATION OF LIBRARY MEDIA MATERIALS

Print Materials

Author: _____

Title: _____

Publisher: _____

Copyright: _____ Price: _____

Requested by: _____ Date: _____

Have you reviewed the material? _____

If yes, name source: _____

Copy is _____ New _____ Additional _____ Replacement

Non-print Materials

Title: _____

Media Format: _____

Producer: _____

Copyright: _____ Price: _____

Requested by: _____ Date: _____

Have you reviewed the material? _____

If yes, name source: _____

Copy is _____ New _____ Additional _____ Replacement

NOTICE OF REVIEW COMMITTEE MEETING

Date: _____

Memorandum to: _____

SUBJECT: Reconsideration of Library Media Materials

Your request for reconsideration of _____ in the library media center has been received in my office and is now under review. The Review Committee will meet on _____ to consider your request. You will be notified after the meeting regarding the Review Committee's decision.

Thank you for taking an interest in our library media center and its program.

_____
Administrator

_____
Librarian

PARENTAL MATERIAL RESTRICTION REQUEST

If you have a personal or religious reason for not wanting your child to read about any specific subject or subjects, please write your material objections in the space provided below. It is understandable that some parents may find objections to certain books, depending on religious and cultural backgrounds.

Feel free to contact the librarian at any school at any time. We want our librarians to serve the needs of all students of varying religions and diverse cultural backgrounds.

I request that my child/children be restricted from reading the following:

Student's Name and Grade _____

Parent's Signature _____

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY

The Guymon Public Schools district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

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

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

Personal Responsibility

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy and having the effect of harming another or his or her property.

Term of the Permitted Use

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

Acceptable Uses

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for educational purposes *only*. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)

2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

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

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

   C. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.

   D. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.

3. **Netiquette.** All users must abide by rules of network etiquette, which include the following:

   A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

   B. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

   C. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistrib ute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.

   D. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)

4. **Cyber Bullying** - Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

    - Sending mean or threatening messages via email, IM (instant messaging), or text messages.
    - Spreading rumors about others through email, IM, or text messages.
    - Creating a Web site or other social networking account that targets another student or other person(s).
    - Sharing fake or embarrassing photos or videos of someone with others via a cellphone or the Web.
    - Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Guymon Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.

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

3. **"Hacking" and Other Illegal Activities.** It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)

supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. We are using internet filtering software for our technology protection measure to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

   Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 18 and older.

   The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

   - taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

   - depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

   - taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

6. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Privacy

Network and Internet access is provided as a tool for the user's education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

Failure To Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)

Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

Updates

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

REFERENCE: 21 O.S. §1040.75, §1040.76
Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)
Communications Act of 1934, as amended (47 U.S.C. 254[h], [l])
Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

THIS POLICY REQUIRED BY LAW.

CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities. The district may monitor use of district technology at any time. All Internet and computer network users are hereby informed that there shall be no expectations of privacy in that school officials may monitor users at any time.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information that may be injurious to a person or a person's property.
8. Illegal activities are strictly prohibited: transferring offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school district's staff and student policies; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
10. No charges for services, products, or information are to be incurred without appropriate permission.
11. Do not use the network in such a way that you would disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.

CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS (Cont.)

13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks that may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.

14. Report security problems to the supervising teacher or system administrator.

15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

INTERNET FILTERING
(REGULATION)

The Internet changes rapidly, making it impossible to filter all objectionable sites. Therefore, the staff role in supervising and monitoring student access to the Internet is critical. Additionally, staff members have the responsibility to monitor their own navigation on the Internet to avoid undesirable sites.

Filtering should be viewed as only one of a number of techniques used to manage student access to the Internet and encourage acceptable usage. Filtering should not be viewed as a foolproof approach to preventing access to inappropriate material and should be used in conjunction with:

Educating students to be "net-smart;"

Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;

Using "Acceptable Use Agreements;"

Using behavior management practices for which Internet access privileges can be earned or lost; and

Appropriate supervision, either in person and/or electronically.

The placement of filters on district computers/computer systems is viewed as an exercise of the board's ability to determine educational suitability of all material used in the schools.

Filters may be utilized with district schools to (1) block pre-selected sites, (2) block by word, (3) block entire categories like chat and newsgroups, and (4) through a pre-selected list of approved sites.

Criteria for Filtering of Objectionable Sites

Anything that falls under at least one of the following categories shall be blocked. This list may be update/modified as required.

____ **Nudity/Pornography**

- ____ Prevailing U.S. standards for nudity (e.g., genitalia, female breasts)
- ____ Provocative semi-nudity (e.g., lingerie models)
- ____ Sites that contain pornography or links to pornographic sites
- ____ **Exceptions:** Classical nudity (e.g., Michelangelo), swimsuit models

____ **Sexuality**

- ____ Sites that contain material of a mature level (elementary/middle school levels)
- ____ Images or descriptions of sexual aids
- ____ Descriptions of sexual acts or techniques
- ____ Sites that contain inappropriate personal ads

INTERNET FILTERING, REGULATION (Cont.)

____ **Violence**

___ Sites that promote violence
___ Images or a description of graphically violent acts (rape, dismemberment, torture, etc.)
___ Graphic autopsy or crime-scene images

____ **Crime**

___ Information on performing criminal acts (e.g., drug or bomb making, computer "hacking")
___ Illegal file archives (e.g., software piracy)

____ **Drug Use**

___ Sites that promote the use of illegal drugs
___ Material advocating the use of illegal drugs (e.g., marijuana, LSD) or abuse of any drug (e.g., drinking-game rules)
___ **Exceptions:** Material with valid educational use (e.g., drug-use statistics)

____ **Tastelessness**

___ Images or descriptions of excretory acts (e.g., vomiting, urinating)
___ Graphic medical images outside of a medical context
___ **Exception:** Graphic medical images within a medical context

____ **Language/Profanity**

___ Passages/words too coarse to be softened by the word filter
___ Profanity within images/sounds/multimedia files
___ Sexually or racially tinged language

NOTE: The focus is on American English, but profanity in other languages or dialects will be blocked if brought to our attention.

____ **Discrimination/Intolerance**

___ Material advocating discrimination (e.g., racial or religious intolerance)
___ Sites that promote intolerance, hate, or discrimination

____ **Interactive Mail/Chat**

___ Sites that contain or allow inappropriate e-mail correspondence
___ Sites that contain or allow inappropriate chat areas

INTERNET FILTERING, REGULATION (Cont.)

____ **Inappropriate Banner Acts**

___ Advertisements containing inappropriate images

____ **Gambling**

___ Sites that allow or promote online gambling

____ **Weapons**

___ Sites that promote illegal weapons
___ Sites that promote the use of illegal weapons

____ **Other Inappropriate Material**

___ Body modification: tattooing, branding, cutting, etc.

____ **Judgment Calls**

___ Whether a page is likely to have more questionable material in the future (e.g., sites under construction whose names indicate questionable material)

Procedure for Suggesting Sites be Blocked

If district staff members observe a site that they believe to contain inappropriate material according to the above criteria, they may request that the site (URL) be blocked. Education Technology staff will review the site for inappropriateness. If the site meets the criteria for filtering, steps will be taken to block the site.

REFERENCE: Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended by section 513 of PL 93-568, codified at 20 U.S.C. 1232g.).
Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g), parent and student privacy and other rights with respect to education records, as amended 11/21/96.
Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et seq.

INTERNET ACCESS CONDUCT AGREEMENT

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me. I understand I have no expectation of privacy with regard to my use of the school district's technology.

User's Name (print clearly) _____ Home Phone: _____

User's Signature: _____ Date: _____

Address: _____

Status: Student _____ Staff _____ Patron _____ I am 18 or older _____ I am under 18 _____

If I am signing this policy when I am under 18, I understand that when I turn 18, I will have to sign another policy.

Parent or Guardian: (If applicant is under 18 years of age, a parent or guardian must also read and sign this agreement.) As the parent or legal guardian of the above student, I have read, understand, and agree that my child or ward shall comply with the terms of the school district's Acceptable Use and Internet Safety Policy for the student's access to the school district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this policy and agree to indemnify and hold harmless the school, the school district, and the Data Acquisition Site that provides the opportunity to the school district for computer network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's or ward's use of his or her access to such networks and/or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school district's computer network and the Internet.

Parent or Guardian (please print): _____ Home Phone: _____

Signature: _____ Date: _____

Address: _____

This agreement is valid for the _____ school year only.

ARTIFICIAL INTELLIGENCE SYSTEMS

The introduction of AI 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.

The parent or legal guardian of a student may provide written notice opting the student out of participating in student-facing AI tools at any time. Those students who have opted out shall not be academically penalized or denied access to core instructional content.

This Policy serves to responsibly harness the potential of these AI technologies while also safeguarding the interests and well-being of our students, teachers, and professional staff. Through this Policy, the District endeavors to (i) prepare our students, teachers, and professional staff for the future and (ii) equip them with the knowledge and skills to use these systems and tools wisely and ethically. The District will continue to support our teachers in incorporating AI into their teaching practices in ways that enrich the teaching and learning experience while upholding the District's educational standards and values.

1. AI systems and tools must comply with data privacy and security laws and policies.
2. AI systems and tools 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.

Student Use Guidelines:
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 or specified by the teacher. Use beyond the specified guidelines of the teacher or assignment should be understood as prohibited. It is each student's responsibility to assess the validity and applicability of any AI output that is submitted with an assignment.

1. Students are allowed to use AI for explanations of concepts, exploration of new topics of interest, and seeking guidance on research directions. However, 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 verify that any response from an AI tool that they intend to rely on, or use is appropriate, accurate, not a violation of any other individual or entity's property or privacy rights, and consistent with the District's academic policies.

2. Students should not upload or input any personal, confidential, proprietary, or sensitive information into any AI tool. Examples include passwords and other personal information such as names, likenesses, social security numbers, credit card or bank account numbers.

3. Offenses or violations of this Policy will be addressed by the teacher and professional staff. Procedures should be clearly established in the student discipline code or academic integrity policies.

ARTIFICIAL INTELLIGENCE (Cont.)

Staff Use Guidelines:

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 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, without limitation, those regarding student information. All tools are compliant if no protected information is entered into the tool.

3. 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, credit card or bank account numbers 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 the District if disclosed.

4. Teachers and district/site professional staff should guide students in using AI.

5. Teachers and professional staff should carefully evaluate the appropriateness of AI for educational purposes on a case by case basis, considering their appropriateness for each educational context, accuracy, reliability, and alignment with curriculum standards.

6. Teachers and professional staff must supervise student use of AI to ensure it is being used appropriately and constructively in the learning process.

7. 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 basis 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 Guidelines:

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. The superintendent shall designate the employees who will be responsible for approving and overseeing the use of artificial intelligence tools.

LEGAL REFERENCE: 70 O.S. § 11-120

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS

The board of education hereby directs that neither the district, any employee, nor an independent contractor of the district shall teach or include in a course for students or employees the following discriminatory principles:

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

A "course" shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons, training sessions, seminars, professional development, lectures, coaching, tutoring, or any other classes.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

(A) Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
(B) Identify the dates the alleged discriminatory act occurred;
(C) Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
(D) Include relevant information that would enable a public school to investigate the alleged violation; and
(E) Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates Melissa Watson as the employee responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest. Complaints may be provided via telephone at (580) 338-4340 and via email to melissa.watson@guymontigers.com. This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within forty-five (45) days of receipt of a claim.

PROHIBITION OF RACE AND SEX DISCRIMINATION, Con't

Within ten (10) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

No individual shall be retaliated against for (1) filing a complaint; (2) exercising any right or privilege conferred by or referenced within 210:10-1-23 of the Accreditation Standards; (3) exercising any right or privilege secured by a law referenced in 210:10-1-23 of the Accreditation Standards. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

LEGAL REFERENCE: **70 O.S. § 24-158**
State Accreditation Standard 210:10-1-23

A policy on this issue is required by the
Standards of Accreditation for Oklahoma Schools
Effective July of 2021

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS COMPLAINT FORM

TO: _____,
This must be submitted in writing either in person or via email.

On the ____ day of _____, 20____, _____(Name of Employee) violated 70 O.S. § 24-157(B) by requiring or making a part of a course taught by the school district the following discriminatory principle:

(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 circle the item above that was violated. An explanation of the alleged violation, how the above item was violated, and relevant information to enable the district to investigate the alleged discriminatory conduct includes, but is not limited to:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

PROHIBITION OF RACE AND SEX DISCRIMINATION, Con't

The district may interview the following individuals:

_____
_____
_____
_____
_____
_____
_____

I, _____, attest that the information that I have provided above is correct and accurate.

_____
Complainant

NOTE: This form is optional the district is certainly free to require a different document in its place.

BASIC INSTRUCTIONAL PROGRAM

The Guymon Board of Education will provide reasonable educational opportunities to enable all children to succeed, both personally and as citizens.

Instructional programs will be developed with the view toward maintaining balanced curriculum which will serve the general academic needs of all school-aged children and provide opportunities for individual children to develop specific talents and interests.

The board will encourage and support the professional staff in its efforts to investigate new curricular ideas, develop and improve programs, and evaluate results.

The board will appoint a committee composed of administrators, teachers, and parents to annually evaluate the curriculum to determine whether each child in the school system is receiving basic skill instructions.

The committee shall have access to all materials pertaining to the school curriculum, class schedules, and other information as long as the materials are not confidential or personal information. Members of the committee may visit with other staff members, students, former graduates, parents, and business people in the community for input into their evaluation.

The committee chairperson shall prepare a written report of the findings of the committee to the superintendent prior to the first day of February each year. This report should list the strengths and recommendations for each basic skill area.

The superintendent shall present the report to the board of education at a regular or special meeting. The board will consider each recommendation made by the committee. Any changes in methods of instruction, scheduling, or curriculum changes will be left entirely up to the superintendent and the board of education.

This committee shall be appointed to serve for a one-year term. However, individual members may be appointed to succeed themselves if the board so desires.

At all levels, provisions will be made for a wide range of individual differences through use of a variety of materials, adjustment in students, and modified courses.

In all instances, the curriculum will meet the educational requirments established by state law.

The goals of the evaluation committee will be to permit and assist every child to acquire the following:

1. An understanding of himself and of his worth as an individual and a member of society.

2. A mastery of the basic skills in the use of the language arts – listening, speaking, writing, reading, spelling, and grammar.

3. A mastery of mathematics for obtaining information, communicating effectively, thinking critically, reasoning logically, and solving problems.

4. Basic understanding of the principles of the natural, physical, biological, and social sciences and current events.

BASIC INSTRUCTIONAL PROGRAM (Cont.)

5. The desire and the ability to express himself creatively in one or more of the fine and creative arts and to appreciate the aesthetic expressions found in the art of others.

6. The attitudes associated with responsible citizenship for effective participation in the community, the state, the nation, and the world.

7. An understanding of career roles and how to relate learning experiences to real life.

LEGAL REFERENCE: **70 O.S. § 11-103**

AIDS PREVENTION EDUCATION FOR STUDENTS

The Guymon Board of Education recognizes that Acquired Immune Deficiency Syndrome (AIDS) prevention education should be integrated into the health and family life curriculum but may also be applied to other curriculum areas. Therefore, AIDS prevention education will be taught according to the following schedule.

Students shall receive aids prevention education:

1. At the option of the school district, a minimum of once during the period from grade five through grade six.
2. A minimum of once during the period from grade seven through grade nine.
3. A minimum of once during the period from grade ten through grade twelve.

The district's AIDS education program must address, at a minimum, the nature, transmission, prevention, and effects of the disease. The program shall be provided in a sequential manner in all grades, taking into consideration the age and maturity of the students and the subject matter of the course. Development of the program should take into account the instructional needs of all students in the district.

The superintendent shall ensure that the information presented as part of the AIDS program is articulated in such a way that transition from grade to grade in the elementary schools and from elementary to secondary approaches to the material will be appropriate for all students.

The superintendent shall ensure that all staff involved in teaching the AIDS education program are properly certified and adequately prepared to teach the material. As necessary, appropriate staff training shall be provided. All employees shall have training in universal precautions.

The district may develop its own AIDS prevention education curriculum and materials (with the approval of the State Department of Health for medical accuracy) or will use the curriculum developed by the Oklahoma State Department of Education.

AIDS prevention education shall specifically teach students that:

1. Engaging in homosexual activity, promiscuous sexual activity, intravenous drug use or contact with contaminated blood products is now known to be primarily responsible for contact with the AIDS virus;

2. Avoiding the activities specified above is the only method of preventing the spread of the virus;

3. Sexual intercourse, with or without condoms, with any person testing positive for human immunodeficiency virus (HIV) antibodies, or any other person infected with HIV, places that individual in a high-risk category for developing AIDS;

4. Abstinence from sexual activity is the only certain means for the prevention of the spread or contraction of the AIDS virus through sexual contact; and

5. That artificial means of birth control are not a certain means of preventing the spread of the AIDS virus and reliance on such methods puts a person at risk for exposure to the disease.

AIDS PREVENTION EDUCATION FOR STUDENTS (Cont.)

The district will make the curriculum and materials that will be used to teach AIDS prevention education available for inspection by the parents and guardians of the students who will be involved with the curriculum and materials. Furthermore, the curriculum must be limited in time frame to deal only with factual medical information for AIDS prevention. At least one month prior to teaching AIDS prevention education in any classroom, the district shall conduct for the parents and guardians of the students involved, during weekend and evening hours, at least one presentation concerning the curriculum and materials that will be used for such education. No student shall be required to participate in AIDS prevention education if a parent or guardian of the student objects in writing to such participation.

REFERENCE: 70 O.S. §11-103.3

PHYSICAL EDUCATION

Health and Fitness Curriculum

The superintendent shall adopt and implement a comprehensive health and fitness curriculum, which will provide opportunities for developmentally appropriate instruction for grades K-12. Evaluation procedures will utilize classroom-based assessments or other strategies and will be in place by the end of the school year.

The specific objectives and goals the district intends to accomplish through the physical education curriculum are to teach self-management and movement skills as well as cooperation, fair play, and responsible participation in physical activity. The goal of the school district is to promote student participation in physical activity for a healthier lifestyle.

All students in grades kindergarten through five are required to complete an average of sixty (60) instructional minutes per week of physical education and sixty (60) minutes of physical activity. The time students participate in recess shall not be counted toward the sixty minutes per week physical education requirement. The sixty (60) minutes of physical activity may include, but is not limited to, physical education, exercise programs, fitness breaks, recess, classroom activities, and wellness and nutrition education. All high school students are strongly encouraged to complete two units or sets of competencies of physical and health education as part of the core curriculum. District high schools are encouraged to offer a variety of health and fitness classes for each grade in the high school.

Suitable adapted physical education shall be included as part of individual education plans for students with chronic health problems, other disabling conditions, or other special needs that preclude such students' participation in regular physical education instruction or activities.

In addition to required physical education, students at the elementary level should have the opportunity to participate in daily recess and physical activity. The district shall provide daily recess period(s) for elementary school students, featuring time for unstructured but supervised active play. The district is encouraged to provide adequate co-curricular physical activity programs, including fully inclusive intramural programs and physical activity clubs; and to promote the use of school facilities for physical activity programs offered by the school and/or community-based organizations outside of school hours

The school district may exclude from the participation in physical education or exercise programs those students who have been placed into an in-house suspension or determination class or placement or those students who are under an in-school restriction or are subject to an administrative disciplinary action.

Cardiopulmonary Resuscitation Courses

Students in grades nine through twelve may be taught the techniques of cardiopulmonary resuscitation as part of their physical education program.

REFERENCE: 70 O.S. §1-107
70 O.S. §11-103, §11-103.9
70 O.S. §1210.199
7 CFR, Parts 210 and 220
7 CFR, Part 245.5

THIS POLICY REQUIRED BY PUBLIC LAW 108-265, SECTION 204.

SPECIAL SERVICES AND PROGRAMS

In addition to the regular classroom activities, the school district offers various services necessary to provide a sound and diversified educational program for the children of this district. These services include coordination of the instructional program, counseling of students, psychological services, health services, speech therapy, remedial instruction, and library and audiovisual services.

It is the policy of the Guymon Board of Education, whenever feasible, to provide or use available adequate programs in each of these special service areas:

Coordinating Services

Coordinating services include the following:

1. Working directly with students, teachers, administrators, and the community for the development and improvement of curriculum.

2. Orienting the instructional staff with regard to new curriculum developments and materials by way of demonstrations, exhibits, bulletins, and other leadership activities.

3. Familiarizing new staff members through workshops and in-service activities of existing instructional policies, materials, and procedures.

4. Developing, integrating, and coordinating the subject matter activities in one area of the school system with those of other areas. Every effort will be made to develop sequential programs in all areas of the curriculum.

Guidance and Counseling Services

The primary purposes of the guidance and counseling services are:

1. To assist individual students in realizing their greatest potential in scholastic pursuits, relationships with others, occupational choices, and in the students' role as citizens.

2. To help teachers discover the interests, needs, and abilities of each student so that, in teaching and daily contact with students, teachers may work towards the fullest development of each student. These services will be provided by trained personnel in cooperation with the teachers.

Health Services

The school will cooperate with all professional efforts to improve and maintain individual and community health and safety. Attention will be given to complying with state immunization requirements for all students. Attention will also be given to health screening tests, communicable disease prevention and control, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthy school environment.

Speech Therapy

Attention will be given to students in need of speech therapy services in order to provide an opportunity for the students to develop effective means of communication. Services are available to all students in the district through the school's speech pathologist.

SPECIAL SERVICES AND PROGRAMS (Cont.)

Special Education

Attention shall be given to children who lack specific skills or who have lost confidence and interest. Consideration is primarily given those whose need is most severe and who have given an indication of being able to benefit from special help.

Library Services

Library and audiovisual services are provided to supplement and complement classroom teaching and should be incorporated and used by the teacher as integral parts of the instructional program. Services will be provided to all students in the district.

Homebound Instruction

Whenever feasible, instruction will be provided by the district to students who must be taught in their own home or in a hospital. When given, such instruction will be initiated at the request of the parent and upon recommendation of the attending physician and the building principal.

SPECIAL EDUCATION

It is the policy of this school district to provide special education to all exceptional children who reside in the school district. This duty will be satisfied by the district directly providing special education for such children.

Prior to July 1, 1990, exceptional children shall mean educable mentally handicapped children, trainable mentally retarded children, speech-defective children, emotionally disturbed or perceptually handicapped children, children with special health problems, children requiring the services of a visiting counselor, children with special learning disabilities as a result of neurological impairment, multiple-handicapped children, and other handicapped children of four years of age as of the first day of September of the school year, and on and after July 1, 1990, of three years of age; provided up to July 1, 1991, that there shall be no set minimum age for blind children, partially blind children, deaf and hard-of-hearing children, and low incidence severely multiple-handicapped children, i.e., deaf-blind, retarded-cerebral palsied, autistic, and other children failing to thrive.

Provided, on and after July 1, 1991, children from age birth through two years (0-24 months) of age who meet the eligibility criteria specified in Section 3 of the Oklahoma Early Intervention Act, shall be served pursuant to the provisions of the Oklahoma Early Intervention Act; further provided that any children served shall be bona fide residents of this state, whose conditions are such that it is impractical or impossible for them to benefit from or participate in the regular classroom program of the public schools in the district in which they reside and whose education requires a modification of the classroom program. Provided, that the attendance of said children in special education classes shall be included in the average daily attendance computations for State Aid purposes.

If valid and reliable testing and full and individual evaluation materials appear to have led to the overrepresentation of students who are members of a particular race, national origin or cultural group in any special education category, then the school district shall conduct a thorough self-evaluation in order to determine:

1. Whether additional or substitute materials and procedures, which have at least equal predictive validity, but do not have such an adverse effect on members of a particular racial, national origin or cultural group, can be identified.

2. Whether any of the following resulted in racial or cultural bias:

    a. The use of tests with inherent content and/or language bias;

    b. The use of tests that lack validity for a group of persons with whom or the purposes for which they are used;

    c. The use of tests that lack reliability for a group of persons with whom they are used;

    d. The presence of culturally and linguistically incompetent test administration;

    e. Student unfamiliarity with test behaviors and assumptions;

    f. Student discomfort with the test administrator and/or testing environment;

    g. Lack of student motivation to perform well; and/or

    h. The failure to integrate full and individual evaluation information from multiple sources and/or to reconcile inconsistent or conflicting full and individual evaluation results.

SPECIAL EDUCATION (Cont.)

The school district will utilize the policies and procedures for Special Education Services set forth by the Oklahoma State Department of Education.

REFERENCE: 70 O.S. §1-107
70 O.S. §13-101 through §13-113
70 O.S. §18-109.5
Individuals With Disabilities Education Act, 20 USC §1400, et seq.

SPECIAL EDUCATION SERVICES FOR CHILDREN ENROLLED IN PRIVATE SCHOOL

The school district shall provide special education services for district resident children enrolled in private schools located within the school district in accordance with state and federal law requirements. To ensure timely and meaningful consultation, the superintendent or designee shall consult with private school officials to design and develop educational programs and services. Consultation shall include:

A. How the children's needs will be identified;
B. What services will be offered;
C. How, where and by whom the services will be provided;
D. How the services will be academically assessed and how the results of that assessment will be used to improve those services;
E. The size and scope of the equitable services to be provided to the eligible private school children, the proportion of funds that are allocated under federal law for the services;
F. The method and sources of data that are utilized to determine the number of children from low-income families in participating school attendance areas who attend private schools;
G. How and when the school will make decisions about the delivery of services to such children, including a thorough consideration and analysis of the views of the private school officials on the provision of services through a contract with potential third-party providers;
H. How, if the school and the private school officials disagree on the provision of services through a contract, the school will provide in writing to the private school officials an analysis of the reasons why a contractor was not utilized;
I. Whether the school will provide services directly or through a separate government agency, consortium, entity, or third-party contractor;
J. Whether to provide equitable services to eligible private school children:
    a. By creating a pool or pools of funds with all of the funds allocated by federal law based upon all the children from low-income families in a participating school attendance area who attend private schools; or
    b. By using a proportion of funds allocated under federal law based upon the number of children from low-income families in the school district's participating school attendance area who attend private schools.
K. When, including the approximate time of day, services will be provided; and
L. Whether to consolidate and use funds provided under federal law in coordination with eligible funds available for services to private school children under applicable programs defined in federal law to provide services to eligible private school children participating in programs.

If the school district disagrees with the private school regarding an issue addressed above, the school district shall provide in writing to private school officials the reasons why the school district disagrees. The school district will maintain written documentation which includes a written affirmation signed by private school officials that consultation has occurred. The written affirmation shall also include an option for private school officials to provide that the private school officials do not believe that timely and meaningful consultation has occurred and that the program design is not equitable with regard to private school students.

LEGAL REFERENCE: **ESSA Section 1117**

TITLE I PARENT INVOLVEMENT

The Guymon Board of Education endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's education.

Pursuant to federal law, the district will develop jointly with, agree on with, and distribute to parents of children participating in the Title I program a written parent involvement policy.

A meeting of the parents of participating Title I students will be held annually to explain the goals and purposes of the Title I program.

Parents will be given the opportunity to participate in the design, development, operation, and evaluation of the program for the next school year and to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs. Parents will be encouraged to attend the meeting and to become involved.

Notices will be sent to the parents and articles will appear in the local newspaper advising parents and interested persons of the meetings. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;

2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;

3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and

4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Parents will be advised of their children's progress on a regular basis. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their children's progress. Parents will also receive information and training that will assist them in helping their children at home and at school.

Each school in the district receiving Title I funds shall jointly develop with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff and students share the responsibility for improved student academic achievement in meeting state standards. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state's academic achievement standards;

TITLE I PARENT INVOLVEMENT (Cont.)

2. Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time; and

3. Address the importance of parent-teacher communication on an on-going basis, with at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

REFERENCE: **P. L. 103-382, Improving America's Schools Act**
20 U.S.C. § 6318

NOTE: **Districts with more than one school participating in a title I program may wish to consider the establishment of a district-wide parent advisory council.**

THIS POLICY REQUIRED BY THE EVERY STUDENT SUCCEEDS ACT OF 2016.

PARENT PARTICIPATION IN THE SCHOOL DISTRICT

The board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote and encourage the involvement of parents and guardians of children within the school district.

1. Parent participation in the schools is encouraged to improve parent and teacher cooperation in such areas as homework, attendance and discipline. At the beginning of each school year each teacher shall provide parents with contact information so that a parent has the opportunity to contact the teacher or administration to address concerns related to homework, attendance and discipline.

2. Parents may request additional information from the administration to learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.

3. Parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality or religion. Parents are hereby informed that the withdrawal of a child from any state mandated courses could prevent their child from being eligible to receive a high school diploma.

4. If the school district offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rules adopted by the State Board of Education, parents may opt their child out of sex education instruction if the child's parent provides written objection to the child's participation in the sex education curricula.

5. Parents are hereby notified and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes.

6. Parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, as well as extracurricular clubs and activities that have been approved by the school. A list of school clubs that have been approved by the board of education is available from the administration upon request.

7. Specific parent rights and responsibilities provided under the laws of this state, include the following:
    a. the right to opt out of a sex education curriculum if one is provided by the school district.

    b. open enrollment rights.

    c. the right to opt out of assignments.

    d. the right to be exempt from the immunization laws of the state pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes,

    e. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statues,

    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,

PARENT PARTICIPATION (Cont.)

h. the right to review test results,

i. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes,

j. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes,

k. the right to receive a school report card,

l. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes,

m. the right to public review of courses of study and textbooks,

n. the right to be excused from school attendance for religious purposes,

o. policies related to parental involvement pursuant to this section,

p. the right to participate in parent-teacher associations and organizations that are sanctioned by the board of education of a school district, and

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.

Parents may submit a written request for information during regular business hours to either the school principal at the school site or the superintendent at the office of the school district. Within ten (10) days of receiving the request for information, the school principal or superintendent, shall deliver the requested information to the parent or provide a written explanation of the reasons for the denial of the requested information. If the request is denied or the parent does not receive the requested information within fifteen (15) days after submitting the request, the parent may submit a written request for the information to the board of education. The board of education shall formally consider the request at the next scheduled public meeting if the request can be properly noticed on the agenda. If the request cannot be properly noticed on the agenda, the board of education shall formally consider the request at the next subsequent meeting of the board of education.

LEGAL REFERENCES: **70 O.S. § 10-106**
70 O.S. § 11-103.3
70 O.S. § 11-103.6
70 O.S. § 11-105.1
70 O.S. § 11-106
70 O.S. § 1210.192
70 O.S. § 1210.301 through § 1210.308
70 O.S. § 1210.508E

THIS POLICY REQUIRED BY LAW.

NOTIFICATION

No school district, and no employee of the district or its schools, shall encourage, coerce, or attempt to encourage or coerce a minor child to withhold information from the child's parent(s) or guardian(s).

The School District shall disclose to a student's parent(s) or guardian(s) any information known to the district or its employees regarding material changes reasonably expected to be important to parent(s) regarding their child's health, social or psychological development, including identity information. Such disclosures shall occur within thirty (30) days of learning the information and may include referrals to appropriate counseling services that the parent(s) or guardian(s) may use at their discretion.

"Identity information" means information, including but not limited to,

(1) Any names or pronouns used by a student at school;
(2) Any social transition or other transition to a gender that differs from the student's sex.

LEGAL REFERENCE: Oklahoma Accreditation Standard 210:10-2-3

LIMITED ENGLISH PROFICIENCY INSTRUCTION

It is the intent of the Board of Education that every student who has a primary home language other than English and who is identified as an English Learner (EL) be provided with the opportunity to participate in an English Language Development (ELD) program. (See Guymon English Language Development Handbook)

FEDERAL DEFINITION

English Learner – The term "English Learner," when used with respect to an individual, means an individual –

A. Who is aged 3 through 21;

B. Who is enrolled or preparing to enroll in an elementary school or secondary school;

C. (i) Who was not born in the United States or whose native language is a language other than English;

(ii)(I) Who is a Native American or Alaska Native, or a native resident of the outlying areas; and

(II) Who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or

(iii) Who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and

D. Whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual –

(i) the ability to meet the challenging State academic standards;

(ii) the ability to successfully achieve in classrooms where the language of instruction is English; or

(iii) the opportunity to participate fully in society.

(ESEA Section 8101(20))

IDENTIFICATION

Students who have indicators of an English Learner shall be screened in accordance with Oklahoma identification protocols. Parents will be notified of their student's placement in the language program and their options associated with that placement. Notification will include the child's language proficiency level, program services, and exit criteria.

Parents have the right to decline ELD services for their child. A waiver meeting will be held with parents to allow them to make an informed decision before declining services. Students who parents decline services will continue to take the federally mandated Language Proficiency exams until they reach proficiency and are still entitled to accommodations and modifications in the classroom, but no longer will be placed in sheltered classes or ELD classes.

ELD PROGRAMS

Guymon School District shall offer English Language Development programming to all EL children and youth that address their level of English language proficiency and give them an equal opportunity to meaningfully and equally participate in all of the district's curricular and extracurricular programming by focusing on both the Oklahoma Academic Standards and the World-Class Instructional Design and Assessment (WIDA) English Language Proficiency Standards. The ELD programming consists of ESL pull-out/push-in classes, specifically designed sheltered instruction classes, and ESL extended-day/school year opportunities.

Instruction will be provided by fully qualified teachers who meet the Oklahoma required certification standards to teach in EL programs. As stipulated by federal law, the District will ensure that these instructors have met the necessary training requirements to be adequately prepared to implement the district's ELD program instruction.

ELD EXIT

EL students will be designated for "Exit" from the ELD Program upon meeting the State determined performance exit criteria on the annual English Language Proficiency Assessments. In accordance with federal law, students who attain proficiency will be monitored for four academic school years to ensue academic success. Parents will be notified of proficiency status and monitoring status annually.

PARENT INVOLVEMENT

A school district receiving federal funds, including Title I and Title III, must implement an effective means of outreach to parents of EL children. Outreach to parents must include information on how parents can become involved in the education of their children and how they can actively participate in helping their children learn English, achieve high levels in the core academic courses and meet state academic standards.

All information must be provided to the parents of an EL child in an understandable and uniform format and, to the extent practicable, in a language that the parent can understand.

EVALUATION OF THE ELD PROGRAM

School district personnel, as designated by the superintendent, will monitor the English Language Development (ELD) program annually for compliance with the Castañeda Standards to ensure that the district's program is meeting its instructional goals that students attain within a reasonable period of time, both (1) English proficiency and (2) meaningful participation in the standard educational program comparable to their never-EL peers.

Evaluation is an ongoing process. The school system will utilize both formal and informal evaluations of the effectiveness of its ELD program. Results from evaluations will be kept on file for longitudinal analysis, notification of evaluation results will be sent to parents, and the District will modify their program if the evaluations indicate that goals are not being met.

REFERENCE: ESSA Sections 3111-3116

THIS POLICY REQUIRED BY ESSA

ALTERNATIVE EDUCATION

This school district shall provide an alternative education program that conforms to the requirements of state law and rules applicable to alternative education. The program shall:

1. Allow class sizes and student/teacher ratios conducive to effective learning for at-risk students;
2. Incorporate appropriate structure, curriculum, and interaction and reinforcement strategies designed to provide effective instruction;
3. Include an intake and screening process to determine eligibility of students;
4. Demonstrate that teaching faculty are appropriately licensed or certified teachers;
5. Demonstrate that teaching faculty have been selected on the basis of a record of successful work with at-risk students or personal and educational factors that qualify them for work with at-risk students;
6. Reflect appropriate collaborative efforts with state agencies and local agencies serving youth;
7. Provide courses that meet the academic curricula standards adopted by the State Board of Education and additional remedial courses;
8. Offer individualized instruction;
9. State clear and measurable program goals and objectives;
10. Include counseling and social services components with the provision that providers of services are not required to be certified as school counselors;
11. Require a plan leading to graduation be developed for each student in the program that will allow the student to participate in graduation exercises for the school district after meeting all of the graduation requirements of the school district.
12. Offer life skills instruction;
13. Provide opportunity for arts education to students, including Artists in Residence programs coordinated with the Oklahoma Arts Council;
14. Provide a proposed annual budget;
15. Include an evaluation component including an annual written self-evaluation;
16. Be appropriately designed to serve middle school, junior high school, and secondary school students in grades seven through twelve who are most at risk of not completing a high school education for a reason other than as identified in 70 O.S. §13-10, and;
17. Allow all students in the alternative education program, who otherwise meet all of the participation require ments, to participate in vocational programs and extracurricular activities, including but not limited to athletics, band, and clubs.

ALTERNATIVE EDUCATION (Cont.)

The alternative education program shall be operational and serving students on the first day of school each year.

Any equipment or material purchased by the school district with revenue received for students participating in an alternative education program shall be used only in or directly for the alternative education program offered by the district during the hours the alternative education program is in operation. The equipment or materials may be used for other purposes during hours when the alternative education program is not in operation.

If a program will serve fewer than ten (10) students, the alternative education program shall be offered by the district through an interlocal cooperative in which the district participates, unless the program has been granted a waiver from this requirement by the State Department of Education.

REFERENCE: 70 O.S. §1210.568
70 O.S. §1210.569

NOTE: Beginning with the first semester of the 2020-2021 school year, the State Board of Education shall implement a statewide system of alternative education. The statewide system shall include alternative education programs implemented pursuant to 70 O.S. § 1210.568. Additional changes will be made to the above prior to the beginning of the 2020-2021 school year.

CONCURRENT ENROLLMENT STUDENTS

The Guymon Board of Education believes that students should be encouraged to prepare themselves for study beyond high school when possible. Concurrent enrollment is authorized for students who are at least thirteen years of age but not twenty-one years of age or older.

Students who wish to participate in concurrent enrollment courses must meet requirements set by the State Regents for Higher Education, Oklahoma law and the Standards for Accreditation. In order for a high school student to enroll in a concurrent enrollment course, the minor student must have a signed statement from the high school principal or counselor stating that they are eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year. Minor students must also provide written permission from a parent or legal guardian prior to enrolling in concurrent enrollment courses.

A high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester credit hours. For purposes of calculating workload, one-half high school unit is equivalent to three semester credit hours of college work.

Concurrent students may not enroll in remedial (zero-level) course work offered by colleges and universities designed to remove high school deficiencies, including co-requisite support courses.

When a student earns college credit through concurrent enrollment, the school district will be required to provide academic credit for any concurrently enrolled higher education courses that are correlated with the academic credit awarded by the institution of higher education. The district cannot transcript the academic credit as "elective credit" unless there is no correlation between the concurrent enrollment higher education course and a course provided by the school district.

REFERENCE: 70 O.S. §628.13
Department of Education, Administrator's Handbook

ONLINE INSTRUCTION

Online instructional programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Guymon Board of Education. The proposed course(s) may be evaluated by the State Department of Education. The district may provide a virtual instruction or distance learning program on dates to be determined by the Superintendent. 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.

Definitions

Synchronous instruction occurs when the instructor and student's primary interactions are in real-time. Regular classroom instruction is synchronous instruction, as well as two-way interactive video. Web-based instruction that requires real-time interaction between student(s) and instructor as the primary format of instruction is also synchronous instruction.

Asynchronous instruction is not dependent on instructor and student interaction in real time. Asynchronous instruction allows the student to engage in learning activities anywhere at any time. For instruction to be considered asynchronous, the primary format of instruction does not depend on real-time interaction of the participants.

Supplemental online course is an online program that allows students who are enrolled in a public school to supplement their education by enrolling part time in online courses that are educationally appropriate for the student, which are equal to the equivalent of classroom instruction time required by student attendance and participation in the district.

Educationally appropriate means any instruction that is not substantially a repeat of a course or portion of a course that the student has successfully completed, regardless of the grade of the student, and regardless of whether a course is similar to or identical to the instruction that is currently offered in the school district. The determination of educationally appropriate will be made at the local school district level.

Distance learning plan means a plan implemented under a public school or charter school's distance learning policy, describing any means by which instruction will be delivered to students outside a traditional school setting. A distance learning plan must meet the requirements set forth in the state accreditation standards.

Two-way interactive video instruction provides for real-time (synchronous) interaction between student(s) and instructor by means of an electronic medium that provides for both audio (sound) and video (sight) signal. Students and instructors participating in two-way interactive video instruction may both see and hear each other in an approximation of real-time.

Virtual instruction means the use of the internet or other such digital information transmission systems as the primary medium of instruction. Virtual instruction may be synchronous or asynchronous or may become synchronous or nonsynchronous instruction.

ONLINE INSTRUCTION (Cont.)

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.

Prior to the implementation of virtual or distance learning plans the district will survey parents and guardians regarding educational services and technology capabilities. After surveying parents and guardians, the district shall make individualized determinations of which students would be able to access virtual instruction. Those students unable to access virtual instruction would be provided an equitable education through distance learning options.

Guidelines

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

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

2. The board of education will grant students credit for completion of courses offered by means of online instruction. School district policies governing grading scales and credits earned shall be applied to Oklahoma Supplemental Online Course Program courses under the same criteria as courses offered by the school district. A grade assigned for course credit that was completed through the supplemental online program shall be treated the same as any other course offered by the district.

3. Only students who are enrolled in this district, either as resident students or transfer students, will be granted access to supplemental online courses. Records of student enrollment and attendance shall be maintained through the school's authorized student information system consistent with state accreditation standard requirements.

4. Requests for enrollment in supplemental online courses shall be as follows:
   a. Interested students shall be required to fill out a request for enrollment in supplemental online course(s) form.
   b. The principal or designee shall evaluate the application and determine whether the supplemental online course is educationally appropriate for the student.
   c. If the supplemental online course is not deemed to be educationally appropriate, notification shall be provided to the student in writing as to the reasons in support of the principal's recommendation and the student shall be afforded the opportunity to appeal the principal's decision to the local school board. The decision of the local board with regard to whether a course is educationally appropriate is final and nonappealable. A copy of the notification shall be provided to the Director of Instructional Technology at the State Department of Education.

ONLINE INSTRUCTION (Cont.)

5. If enrollment in the supplemental online course is allowed, the principal shall appoint a certified staff member to serve as the building level contact person to assist students enrolling in on-line courses and to serve as a liaison to the on-line teachers and provider(s). Students shall have a grace period for withdrawal from a supplemental online course of fifteen (15) calendar days from the first day of a supplemental online course enrollment without academic penalty. A written request for withdrawal should be provided to the principal from the student prior to the expiration of the fifteen (15) day period.

6. Students earning credit by means of virtual instruction shall participate in required state-level academic assessments in the same manner as other regularly enrolled students within the district.

7. Courses offered for credit by means of virtual instruction shall be aligned with the Oklahoma Academic Standards (OAS).

8. Student progress shall be monitored on a weekly basis by the supplemental online course provider. Attendance/participation in a supplemental online course shall be monitored in accordance with local district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, posting/submission of lessons. The student may be counted "present" or "in attendance" when the supplemental online course provider provides evidence of student/teacher/ course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Supplemental online course providers shall make available to students, parents, and the school district reports that reflect daily attendance/participation, progress reports, and grades. Such attendance/participation reports, progress reports, and grades shall be provided on a regular weekly basis to parents and the school district via electronic format. The district will review progress reports and grades twice per month.

9. The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation in online instruction courses shall be used for any purposes other than those that support the instruction of the individual student. Under all circumstances the provision of the Family Educational Rights and Privacy Act (FERPA) apply to student data held or accessed by any public school or its contractors or agents, including any contracted provider of virtual instruction or other distance learning media.

10. District level aggregated data obtained through participation in online instruction courses shall be utilized for education purposes only and shall not be provided to commercial entities.

11. All federal and state statutes and regulations pertaining to student privacy, the transmission or posting of images or other content on the internet or World Wide Web, copyright of materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district.

12. Prior to the beginning of instruction, cooperating school districts sharing courses by means of two-way interactive video technology shall, by means of contractual agreement, address such issues as the instruction costs, bell schedules, school calendars, student behavior, teacher evaluation, textbooks, class periods, student grades and grading policies, teacher load, and instructor employment.

ONLINE INSTRUCTION (Cont.)

13. Contractual agreements shall be established between the school district and parent(s), or legal guardian, of students participating in alternative instructional delivery system courses prior to the beginning of instruction. These contracts may address such issues as grading criteria, time allotted for course completion, student attendance, and the responsibility for course costs and equipment.

14. Instructors of virtual courses shall be: (a) certified in Oklahoma or another state to teach in the content area of the course offered, or (b) a faculty member at an accredited institution of higher education, possessing the specific content expertise necessary to teach the course.

15. Participation in the distance learning plan must be accessible to every student regardless of household resources. If the school district delivers its home-based education program solely through virtual instruction, any participating student who does not already have access to the necessary connectivity and/or devices shall be provided the connectivity and devices necessary to access the instruction free of charge. If the district cannot provide connectivity and devices for all students due to limitations such as budget and/or geography, the distance learning plan must provide for alternative methods to deliver equitably equivalent instruction to all students.

16. Annually, the board of education shall establish fees or charges for the provision of alternative instructional delivery system courses. The district shall not be liable for payment of any fees or charges for any online course for a student who has not complied with district policies and procedures.

REFERENCE: 70 O.S. §1-111

A POLICY ON THIS SUBJECT IS REQUIRED BY LAW.

PROMOTION AND RETENTION

The Guymon Board of Education believes the primary goal of the educational process is to educate. The board also believes that since each child develops physically, mentally, emotionally, and socially at an individual rate, not all children will complete twelve grade levels of work at the same rate. Therefore, for some children, more than twelve years of public education are necessary to achieve the minimal standards of an appropriate education.

Students in special education are excluded from this policy and will be advanced or retained in accordance with their Individual Educational Program as created by their IEP team.

Grade level placement in the elementary and in the junior high school will be based upon the child's maturity (emotional, social, mental, and physical), chronological age, school attendance, effort, and marks achieved. Standardized test results can be used as one means of judging progress. The grade marks earned by the child throughout the year shall reflect the probable assignment for the coming year. Assignment of grade marks will not be used as a means of discipline or reward under any circumstances.

Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not receive a passing grade in a course; the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board.

A grade mark on a report card at the end of the grading period shall not fulfill the teacher's responsibility in reporting a child's progress to the child's parent(s) or guardian. Informal notes and personal conferences are necessary to help the teacher and the parent(s) or guardian understand the child's development and progress. The parent(s) or guardian shall be informed, and a conference scheduled if the parent(s) or guardian desire, when it becomes apparent that a child may need to remain at a grade level.

Upon request of the student, or the student's parent(s) or guardian, a student who has been recommended for retention, is failing a grade, or seeks advancement will be given the opportunity to demonstrate proficiency in the Oklahoma Academic Standard for the applicable grade level or course. Proficiency will be demonstrated by some means of assessment or evaluation appropriate to the curriculum area, for example: semester test, portfolio, criterion-referenced test, thesis, project, product, or performance. (See also policy EIAE.)

Students demonstrating proficiency in a set of competencies at the 90% level shall be advanced to the next level of study in the appropriate curriculum area(s). This decision will take into consideration such factors as social, emotional, physical, and mental growth. The school will confer with parents or guardians in making such promotion/acceleration decisions.

Elementary, middle level, or high school students may demonstrate proficiency in the Oklahoma Academic Standard Outcomes for grades 9-12 high school curriculum areas. Appropriate notation will be placed on the high school transcript. The unit(s) shall count toward meeting the requirements for the high school diploma.

The superintendent is directed to establish a regulation containing criteria to be used by the administration in considering students for promotion or retention.

REFERENCE: 70 O.S. §24-114.1
70 O.S. §11-103.6

STUDENT RETENTION
(REGULATION)

In accordance with the policy of the board of education, the following criteria for the selection of students to be retained in their current grade, or denied course credit, will be used in this school district.

Students shall be promoted or receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

Students in grades one through eight must achieve a grade average of 60% or higher in at least three major courses of study to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading, and social studies.

Beginning with the 2027-2028 school year, third-grade students shall demonstrate sufficient reading skills for promotion to fourth grade. Students shall be provided the following options to demonstrate sufficient reading skills for promotion to fourth grade:

a. scoring above the below basic level on the third-grade statewide English Language Arts assessment, or

b. earning an acceptable score on an alternative standardized reading assessment as recommended by the Commission for Educational Quality and Accountability and approved by the State Board of Education.

If a third-grade student cannot demonstrate sufficient reading skills on one of the two options described in paragraph 1 of this subsection and does not qualify for a good-cause exemption, the student shall be retained in the third grade for the next school year. Screening instruments described in this section shall not be used for promotion purposes.

The board of education may only exempt students from mandatory third-grade retention for good cause. A student who is promoted to fourth grade with a good-cause exemption, except for students who meet the definition of a student with the most significant cognitive disabilities, shall continue to receive reading intervention services that includes specific reading strategies prescribed in the student's individual reading intervention plan until the deficiency is remedied. Good-cause exemptions shall be limited to the following:

1. Students with disabilities whose individualized education program (IEP) indicates that participation in the statewide student assessment system is not appropriate, consistent with state law;

2. Students identified as English language learners who have had less than two (2) consecutive school years of instruction in an English-learner program;

3. Students with disabilities who participate in the statewide English Language Arts assessment and who have an IEP that reflects that the student has received reading intervention for more than two (2) school years but still demonstrates a reading deficiency, or who was previously retained for one (1) year in kindergarten, first, second, or third grade; and

4. Students who have received reading intervention services for two (2) or more years but still demonstrate a reading deficiency, and who were previously retained in kindergarten, first, second, or third grade for a total of two (2) years. No student shall be retained twice in third grade.

STUDENT RETENTION (Cont.)

Requests to exempt students from the mandatory third-grade retention requirement, using one of the good-cause exemptions shall be made consistent with the following:

1. Documentation shall be submitted from the student's teacher to the principal indicating that the promotion of the student is appropriate. Such documentation shall consist only of the good-cause exemption being requested and the existing reading intervention plan or IEP;

2. The principal shall review and discuss the recommendation for exemption with the student's teacher. If the principal determines that the student meets one of the good-cause exemptions based on the discussion and documentation provided, the principal shall make such recommendation in writing to the superintendent. The superintendent shall accept or reject the school principal's recommendation in writing; and

3. The parents or legal guardians of a third-grade student eligible for a good-cause exemption may choose that the student be retained for one (1) year even if the superintendent accepts a recommendation for a good-cause exemption pursuant to this subsection.

The school district shall provide written notification to the parent or legal guardian of any student who is retained. Such notification shall state that his or her child has not met the reading level required for promotion to the fourth grade, the reasons the child is not eligible for a good-cause exemption, and that his or her child will be retained in third grade. The notification shall include a description of the proposed reading intervention services and the intensity of instruction that will be provided to the child to remedy the identified areas of reading deficiency in the retained year.

Students that are withdrawn from public school to bypass third-grade retention requirements shall be subject to screening upon return to the public school system to determine appropriate grade level upon re-entry.

If a third-grade student subject to retention transfers to the district the requirements to retain the student in third grade shall remain in effect for the placement of the student.

Beginning with the 2027-2028 school year, students retained shall be provided Tier 2 or Tier 3 reading interventions to remedy the student's specific reading deficiency. The reading intervention services shall include effective instructional strategies to accelerate student progress. Each school district shall conduct a review of student reading intervention plans for all students retained in third grade. The review shall address additional supports and services needed to remedy the identified areas of reading deficiency and ensure the following are provided to retained students:

1. A teacher with appropriate training and demonstrated competency in evidence-based reading intervention. School districts with only one third-grade teacher are exempt from the requirements of this paragraph;

2. Tier 2 or Tier 3 reading intervention services and supports to correct the identified areas of reading deficiency;

3. One of the following intervention supports:

a. before-, during-, or after-school supplemental research-based reading intervention delivered by a teacher or tutor with specialized reading training, or

b. summer academy programs designed to ensure that participating students successfully complete grade-level competencies in reading to enhance next-grade readiness; and

STUDENT RETENTION (Cont.)

4. A "Read at Home" plan as created by the Office of Educational Quality and Accountability shall be outlined in a parental or legal guardian notification, including participation in parent or legal guardian training workshops or regular parent-guided or legal guardian-guided home reading activities which are aligned to scientifically based reading research.

Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board.

REFERENCE: 70 O.S. §24-114.1
70 O.S. §1210.508C

STUDENT RETENTION
PLACEMENT COMMITTEE FORMS

School _____ Date of Meeting _____

Student's Name _____

Grade _____

The Student Retention Placement Committee met and reviewed grades, standardized test scores, attendance, and the student's age. It is the recommendation of this committee that _____ (student) be retained or promoted to the _____ grade.

_____
Principal's Signature Date

_____
Classroom Teacher's Signature Date

_____
Counselor's Signature Date

_____
Specialized Designee Signature Date

This form is to be filed in the student's cumulative folder.

STUDENT RETENTION PLACEMENT COMMITTEE FORMS (Cont.)

ATTENDANCE

School _____ Date of Meeting _____

The Student Retention Placement Committee met and reviewed the attendance of _____

_____ (student) for the _____ school year.

****

The committee recommends Retention _____
or
Promotion _____

The _____ school year grade level recommendation is _____.

_____
Parent's Signature Date

_____
Classroom Teacher's Signature Date

_____
Counselor's Signature Date

_____
Specialized Designee Signature Date

This form is to be filed in the student's cumulative folder.

PROFICIENCY BASED PROMOTION

1. Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.

   A. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product or performance. Proficiency in all laboratory sciences will require students to perform relevant laboratory techniques.

   B. Students shall have the opportunity to demonstrate proficiency in the core areas twice each year: once before the beginning of the school term and at the end of the school term as identified in 70 O.S. §11-103.6:

      1. Social Studies
      2. Language Arts
      3. The Arts
      4. Languages
      5. Mathematics
      6. Science

   C. Students may obtain credit by examination in lieu of Carnegie Units for courses, but subject to compliance with the Oklahoma School Testing Program.

      1. Courses not tested under the Oklahoma School Testing Program.

      The school district will make available assessment tools to determine proficiency for credit by examination for courses without corresponding Oklahoma School Testing Program assessments. The assessment tools will be aligned to the school district's curriculum and will accurately measure the student's demonstration of sets of competencies in standards adopted by the State Board of Education.

      2. Courses tested under the Oklahoma School Testing Program.

      If a student seeks to "test out" of a course under the Oklahoma School Testing Program, a student must obtain a score of at least "Proficient" on the Oklahoma School Testing Program assessment corresponding to the course.

   D. Qualifying students are those who are legally enrolled in the local school district.

   E. The district will not require registration for the proficiency assessment more than one month in advance of the assessment date.

   F. Students will be allowed to take proficiency assessments in multiple subject areas.

PROFICIENCY BASED PROMOTION (Cont.)

G. Students not demonstrating proficiency will be allowed to try again during the next assessment period. Failure to demonstrate proficiency will NOT be noted on the student transcript.

H. Exceptions to standard assessment may be approved for those students with disabling conditions.

2. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.

   A. The school will confer with parents in making such promotion/acceleration decisions. Such factors as social, emotional, and intellectual needs of the student will be used in the consideration of the promotion/acceleration decision.

   B. If the parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement to that effect. The statement shall be included in the permanent record of the student.

   C. Failure to demonstrate proficiency will not be noted on the transcript.

   D. Students must progress through a curriculum area in a sequential manner. Elementary, middle level, or high school students may demonstrate proficiency and advance to the next level in a curriculum area.

   E. If proficiency is demonstrated in a 9-12 curriculum area, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirement for the high school diploma.

   F. Units earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma.

3. Proficiency assessment will measure mastery of the Oklahoma Academic Standards in the same way that curriculum and instruction are focused on the Oklahoma Academic Standards. In other words, assessment will be aligned with curriculum and instruction.

4. Options for accommodating student needs for advancement after demonstrating proficiency may include, but are not limited to, the following:

   A. Individualized instruction;

   B. Correspondence courses:

   C. Independent study;

   D. Concurrent enrollment;

   E. Cross-grade grouping:

   F. Cluster grouping;

PROFICIENCY BASED PROMOTION (Cont.)

G. Grade/course advancement;

H. Individualized education programs.

5. Each year the school district will disseminate materials explaining the opportunities of proficiency based promotion to students and parents in the district. Oklahoma Academic Standards and type of assessment or evaluation for each core curriculum area will be made available upon request.

Appropriate notation will be made for elementary, middle level or high school level students satisfactorily completing a 9-12 high school curriculum area. Completion will be noted with a "P" for passing. This unit will count toward meeting the requirements for the high school diploma.

SUMMER ACADEMY READING PROGRAMS

The Guymon Board of Education has established a summer academy reading programs for students. The summer academy reading program shall:

(1) provide at least four (4) weeks of tutoring a half (1/2) day each day for four days;

(2) incorporate the content of a reading program that meets the criteria set forth in the Reading Sufficiency Act.;

(3) are taught by teachers who have successfully completed a professional development institute or program in reading as prescribed by the statutory provisions of the Reading Sufficiency Act.; and

(4) include only eligible students not reading at grade level based on results from an assessment approved by the State Board of Education.

REFERENCE: 70 O.S. § 1210.508E

HOMEWORK

The Guymon Board of Education believes that homework is an important part of the educational process. Homework shall be related to the school's aims and philosophy of education but its primary objective shall be to aid in the development of the student. The superintendent is directed to establish procedures for the assignment of homework.

HOMEWORK
(REGULATION)

The need for homework, the kind of homework, and the amount of time spent on homework will vary with the student, the home, and the grade level of the student. There are three main purposes for the assignment of homework:

1. Homework may need to be given to ensure satisfactory progress at the student's grade level.

2. Homework may be given to the accelerated student to give enrichment to the student's program. This may include differentiated activities to reflect individual students' varying abilities.

3. Homework may need to be given to the student who has been absent in order to make up work missed so the student will be able to continue working successfully with the rest of the class.

Students should be reminded before they leave each day if they have work to complete at home. However, the students have the final responsibility to get the work done, even if not reminded each day. Parents have a responsibility to check with their child before they leave for school each day to see that their child gets the work to school.

Homework will directly reinforce specific educational objectives and will never be used as a punitive measure.

RELEASED TIME COURSES

The board of education will approve released time courses for elective credit. A released time course is defined by law as a period of time during which a student is excused from school to attend a course in religious or moral instruction taught by an independent entity off school property. Any independent entity that would like to offer a course to be considered for elective credit shall discuss the proposal with the superintendent or superintendent's designee. The proposal shall include a course syllabus, a calendar of when the course will be offered, the methods of assessment utilized in the course, the qualifications of the course instructor, and a template written consent form that will be provided by the independent entity to parents or legal guardians for student's enrollment in the released time program. The school superintendent, principal for the school site where the student is enrolled, or their designees shall have reasonable discretion over the scheduling and timing of released time courses.

The superintendent shall then present the item to the board of education to consider at a lawfully convened meeting under an appropriately worded agenda item.

At the board meeting, the board of education will evaluate the course in a neutral and secular manner that does not involve any test for religious content or denominational affiliation. The secular criteria utilized to evaluate the released time course is limited to:

1. The amount of classroom instructional time.
2. The course syllabus which reflects requirement and materials utilized in the course.
3. Methods of assessment that will be utilized in the course.
4. The qualifications of the course instructor.

If a course is approved for elective credit, students may be excused from school to attend the released time course for no more than three class periods per week or a maximum of 125 class periods per school year. In order for the student to be eligible to participate in the released time program and receive an excused absence, the following must occur:

1. The student's parent or legal guardian must provide written consent prior to the student's participation in the released time course.
2. No school funds may be expended, and no school district personnel, equipment or resources may be involved in providing the instruction.
3. The independent entity must maintain attendance records for students and make them available to the school district and board of education.
4. Transportation provided to and from the place of instruction is the sole responsibility of the independent entity, the student, or the student's parent or legal guardian.
5. The independent entity or the student's parent or legal guardian indemnifies the school district and holds it harmless with regard to any conduct that does not occur on school property under the control or supervision of the school district and the independent entity maintains adequate insurance for that purpose.

RELEASED TIME COURSES (CON'T)

6. The student assumes responsibility for any missed schoolwork as a result of the excused absence.

7. The student may not be excused to participate in a released time course during any class in which the subject matter being taught is subject to state assessments.

Students who participate in released time courses are considered in attendance in the school district and the time is calculated as a part of the school day. Upon successful completion of the course elective credit will be provided to students when the work completed is substantiated by a transcript from the independent entity providing the course.

The school district, board of education and school employees shall not be liable for any claim arising or occurring as a result of a student's participation in a released time program when the student is not under the control or supervision of the school district.

Legal Reference: 70 O.S. Section 11-101.3

GRADUATION REQUIREMENTS

The Guymon Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the board of education that a minimum of 23 units of credit be earned in the subject areas listed below to be eligible for graduation.

Students entering the eighth grade in the 2025- 2026 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, shall complete a minimum of the following 23 curriculum units or sets of competencies at the secondary level:

4 units of English to include Grammar, Composition, Literature, or any English course;

4 units of mathematics, two of which shall be Algebra I and either Algebra II or Geometry. The other two units may include Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Statistics, Math of Finance, Computer Science, college courses approved for dual credit, an approved full-time postsecondary career and technology program, or locally approved math-based application course, or any mathematics course with content and/or rigor above Algebra I;

3 units of laboratory science approved for college admission requirements including one unit of life science meeting the standards for Biology I, one unit of physical science meeting the standards for Physical Science, Chemistry or Physics; and one unit from the domains of physical science, life science, or earth and space science, or approved full-time postsecondary career and technology program or locally approved science-based application course, or any course with content and/or rigor above Biology I or Physical Science;

3 units of history and citizenship skills including one unit of American History, ½ unit of Oklahoma History, ½ unit of United States Government, and one unit from the subjects of History, Government, Geography, Economics, Civics or non-Western culture;

6 pathway units which align with the student's Individual Career and Academic Plan (ICAP) which may include, but are not limited to, any additional math, science, English, history, world or non-English language, computer technology, Junior Reserve Officers' Training Corp, internship or apprenticeship programs, career and technology education courses, concurrently enrolled courses, advanced placement courses, International Baccalaureate courses approved for college admission requirements, music, art, drama, speech, dance, media arts, or other approved courses; and

3 units of elective courses.

Beginning with the 2024-2025 school year, a student whose parent or legal guardian approves modification of the student's existing graduation track, subject to school approval, may complete a minimum of 23 curriculum units or sets of competencies at the secondary level as listed above. All other students graduating prior to 2030, in order to graduate from an Oklahoma public school, will be required to complete the "college preparatory/work ready curriculum units or sets of competencies" at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student. Current state graduation requirements will be deemed to be the "core curriculum" option. The "college preparatory/work ready curriculum" will include the following:

GRADUATION REQUIREMENTS (Cont.)

4 units of English to include Grammar, Composition, Literature, or any English course approved for college admission requirements;

3 units of mathematics, limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;

3 units of laboratory science, limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;

3 units of history and citizenship skills, including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements;

2 units of the same world or non-English language or two units of computer technology approved for college admission requirements, whether taught at a high school or technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

1 additional unit selected from the above categories or career and technology education courses, concurrently enrolled course, Advanced Placement courses or International Baccalaureate courses approved for college admission requirements; and

1 unit or set of competencies of fine arts, such as music, art, or drama, or 1 unit or set of competencies of speech.

In order to graduate from the district with a standard diploma, students shall complete the following core curriculum units at the secondary level:

Language Arts
4 units or sets of competencies
- 1 unit of Grammar and Composition
  and
- 3 units which may include
  - American Literature
  - English Literature
  - World Literature
  - Advanced English Courses
  - Other English courses with content and/or rigor equal to or above grammar and composition

Social Studies
3 units or sets of competencies
- 1 unit of United States History
- ½ to 1 unit of United States Government
- ½ unit of Oklahoma History
- ½ unit to 1 unit which may include:
  - World History
  - Geography
  - Economics
  - Anthropology
  - Other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma history

GRADUATION REQUIREMENTS (Cont.)

Mathematics
3 units or sets of competencies
- 1 unit of Algebra I [1]
  and
- 2 units which may include:
  - Algebra II
  - Geometry [1]
  - Trigonometry
  - Math Analysis or Precalculus
  - Statistics and/or Probability
  - Calculus
  - Computer Science I and II
  - Intermediate Algebra
  - Mathematics of Finance
  - Contextual mathematics courses that enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the tenth, eleventh, or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the district board of education
  - Mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the tenth, eleventh, or twelfth grade upon approval of the State Board of Education and the district board of education
  - Other mathematics courses with content and/or rigor equal to or above Algebra I
  - A science, technology, engineering and math (STEM) block course.

The Arts and Computer Education
1 unit or set of competencies which may include, but is not limited to, courses in Visual Arts and General Music and 1 unit or set of competencies of computer technology, whether taught at a high school or a technology center school, including computer programming, hardware and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing classes

Science
3 units or sets of competencies of laboratory science approved for college admission requirements:
- 1 unit or set of competencies of life science, meeting the standards for Biology I:
- 1 unit or set of competencies of physical science, meeting the standards for Physical Science, Chemistry or Physics; and
- 1 unit or set of competencies from the domains of physical science, life science or earth and space science such that content and rigor is above Biology I or Physical Science.

Electives
8 units or sets of competencies

In addition to the curriculum requirements, students shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act.

All students are strongly encouraged to complete two units or sets of competencies of world language classes and two units or sets of competencies of physical and health education as part of the core curriculum.

Credit may be given for the above-referenced classes for the college preparatory/work-ready and core curriculum diploma pathways when the courses are taken in the seventh or eighth grades if the teachers are certified or authorized by law to teach the subjects for high school credit and the required course rigor is maintained.

Courses offered by a supplemental education organization that is accredited by a national accrediting body and that are taught by a certified teacher, and which provide for the teaching and learning of the appropriate skills and

GRADUATION REQUIREMENTS (Cont.)

knowledge in the OAS may, upon approval of the State Board of Education and the school district board of education, be counted for academic credit and toward meeting state graduation requirements.

No student will be allowed to receive credit more than once for completion of the same unit or sets of competencies. All of the above-referenced classes may not be offered by the district. However, sufficient courses shall be offered to allow students to meet the graduation requirements during the secondary grade years of the student.

The remaining units need to consist of coursework designed to meet the individual needs and interests of the student. However, all students in grades nine through twelve are required to enroll in a minimum of six periods, or the equivalent in block scheduling, of rigorous academic and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes, and physical education classes.

Students who transfer into this school district from out of state after their junior year of high school shall not be denied, because of differing graduation requirements, the opportunity to be awarded a standard diploma. This applies to students who would be unable to meet the specific graduation requirements listed above without extending the date of graduation. Exception from the graduation requirements will be based on rules established by the State Department of Education. All exceptions and the reasons therefor shall be reported to the State Department of Education on or before July 1 of each year.

All course credit earned through examination by students in required curriculum areas shall be appropriately noted on the student's transcript and/or student record. Completion may be recorded with a letter grade or pass notation, credits earned by a student through examination in accordance with the provisions of 210:35-27-2 shall be transferrable to or from any other school district within the State of Oklahoma in which the student was enrolled, is currently enrolled, or may be enrolled. Credit for units of secondary coursework in curriculum areas required for graduation count toward meeting the requirements for the high school diploma.

Beginning with the 2015-2016 school year, all students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between ninth grade and high school graduation. A school administrator may waive this requirement for an eligible student who has a disability. A student may also be excused from this requirement if a parent or guardian of the student objects in writing.

Students are required to complete an assessment in order to graduate with a standard diploma. The assessment required will be one that is required or has been required by the Oklahoma School Testing Program or an alternate assessment as approved by the superintendent. The highest-achieved score on the assessment and any business and industry-recognized endorsements attained will be reflected on the student's transcript.

Beginning with ninth graders in the 2021-2022 school year, in order to graduate from a public high school accredited by the State Board of Education, students shall pass the United States naturalization test. The United States naturalization test shall be provided at least once per school year, beginning as early as eighth grade. Students may retake the exam upon request and as often as desired until earning a passing score. A passing score shall be 60 out of 100 questions. The district shall exempt students with disabilities whose individualized education program (IEP), consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternative Assessment Program (OAAP).

GRADUATION REQUIREMENTS (Cont.)

Students shall be allowed to earn released time elective credit in accordance with state law and the Oklahoma Accreditation Standards.

REFERENCE: **70 O.S. § 11-101.3**
70 O.S. § 11-103.2c
70 O.S. § 11-103.6
70 O.S. § 1210.199
70 O.S. § 1210.508

NON-ACCREDITED SCHOOL CREDIT TRANSFER POLICY

The student, parents, or guardians will provide contact information for the non-accredited U.S. institution for the submission of transcript directly to Guymon High School as an institution-to-institution exchange. Guymon High School will evaluate the transcript from the non-accredited entity and will determine potential credit using a combination of the transcript and at least one of the following:

- Portfolio of student work evaluated and scored by Oklahoma certified teacher in that field of study
- Criterion-referenced test
- Student performance or recital
- Competency based exam

The grade for Guymon High credit of each course will be determined by a principal, designated committee. Once the potential credit is determined through the multi-tool evaluation, the student may choose to accept the grade for credit. This is a one-time opportunity to determine credit; there is not an opportunity given to retake the evaluation and the evaluation must be completed within the first year of schooling at Guymon High.

No more than 7 courses per school year will be allowed to transfer for credit. These 7 credits will be filled first with the mandatory graduation requirements of English, Math, Science, History, Computers, Foreign Language, or Fine Arts and then by other electives.

Carnegie credits are considered for transfer - if and only if - the course is completed and credit has been issued on the institution's transcript.

INDIVIDUAL CAREER AND ACADEMIC PLAN

An "Individual Career and Academic Plan (ICAP)" means an individualized plan that 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. The plan shall be developed by the student and the student's parent or legal guardian, in collaboration with their school counselors, school administrators, teachers and other school personnel.

The district shall provide ICAP information to all students in grades 9 through 12. District employees, as designated by the superintendent, shall work with students and their parent or legal guardian in creating an ICAP that will meet the interests and needs of the student as determined by the student and their parent or legal guardian.

Beginning with students entering the ninth grade in the 2019-2020 school year, each student shall be required to complete the process of an ICAP in order to graduate from the school district with a standard diploma. Each year thereafter, students shall annually update their ICAP. The ICAP shall include, but not be limited to:

a. career- and college-interest surveys,

b. written postsecondary and workforce goals and information of progress toward these goals,

c. intentional sequence of courses that reflect progress toward the postsecondary goal,

d. 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

e. experience in-service learning and/or work environment activities.

ICAPs for students with disabilities, as defined in the Individuals with Disabilities Education Act (IDEA), P.L. No. 105-17, shall consider and work in cooperation with the student's individualized education program (IEP) or Section 504 Plan as defined by the Rehabilitation Act of 1973, P.L. No. 93-112.

LEGAL REFERENCE: 70 O.S. § 1210.508-4

SCHOOL COUNSELOR

The school counselor is a member of the teaching team. The counselor is concerned for the welfare of the child, instructional goals of the teachers, and communication between home, school, and the community.

Student referrals to the school counselor are made by the principal and teachers. Parents wishing a conference may contact the counselor anytime during the school day.

SUICIDE AWARENESS AND TRAINING

The Guymon Board of Education recognizes that self-destructive behavior and suicide occurs among children and adolescents in our country. Students identified as self-destructive are in need of appropriate help as quickly as possible. The primary obligations of school personnel working with a depressed or suicidal student are support, calling the 911 emergency telephone number, law enforcement, the Department of Human Services, parental contact, and referral. Notification must be made immediately upon determining that a risk of harm exists. To that end, student confidentiality may be waived in life-threatening situations.

The district shall provide district-wide training to all staff on a biennial basis addressing suicide awareness and prevention. The training provided shall utilize curriculum provided by the Department of Mental Health and Substance Abuse Services. The course outline for the curriculum shall be made available to the public online through the school district's website. Beginning with the 2021-2022 school year, the district shall:

1. Provide a suicide preventing training program which includes as a core element evidence-based approaches;
2. Provide the curriculum made available by the Department of Mental Health and Substance Abuse Services; or
3. Provide a suicide prevention training program that is selected by the school district from a list maintained by the Department of Mental Health and Substance Abuse Services to school district staff that addresses suicide awareness and prevention. The training may be combined with any other training program provided by the school district addressing bullying prevention.

With the intent of contributing to the prevention of suicide among students where possible, the board directs that an adolescent suicide awareness program be initiated, including:

1. In-service education--to increase the awareness of all building staff about the seriousness of the problem and possible suicide "warning signs",

2. Establishment of referral/response procedures in each school--to facilitate assisting students identified as possibly suicidal,

3. Infusion into the curriculum of appropriate understandings and information--to help students deal appropri ately with feelings, to recognize possible suicide "warning signs" in themselves and others, and to increase awareness of alternatives and resources available for assistance,

4. Parental awareness--to increase understandings of parents about the problem and the resources available, and

5. Procedures in each school for dealing appropriately with tragedies--to ease the impact on students, staff, and community in the event of a student suicide.

District personnel cannot be expected to treat the suicidal adolescent. Rather, they need to recognize that they are in a position to aid in the identification of young people who may be prone to suicide, and to intervene in order to link these young people and their families to treatment programs in the community. In addition, school personnel need to be prepared to relate to suicidal young people following a suicide attempt, and to deal with the intense emotions/reactions of the school community following an actual suicide.

TESTING PROGRAM

It is the policy of the Guymon Board of Education to take part in testing programs with the aim of providing information designed to help all students recognize their abilities and to help in planning their school work. A well-rounded testing program has been developed that can be very valuable to each student. The board recognizes that information relative to the personality, environment, home life, parental or family relationships, economic status, religious beliefs, patriotism, sexual behavior or attitudes, or sociological problems of a student is privileged and confidential. Such information shall not be tested for and if revealed shall be discarded.

The following guidelines exist for the participation of children with disabilities in district-wide assessments: Each student's IEP shall address guidelines for participation in district assessments, with appropriate modifications and accommodations. The IEP team may determine that the student is unable to participate in standard district assessments. Such a determination will be noted in the child's IEP.

Annually, on a date to be determined by the superintendent, the district will provide information to the district's students, parents of students, and the public at large about the proper meaning and use of tests administered pursuant to the Oklahoma School Testing Program Act. Additionally, each school site within this district shall notify each student's parents of the school's performance levels in the Oklahoma School Testing Program at the end of each school year.

The superintendent is directed to establish a regulation governing the use of testing programs. Such regulation, when approved by the board, shall be incorporated into this policy and shall be made a part thereof.

REFERENCE: 20 U.S.C. §1232h(a)
70 O.S. §11-107
70 O.S. §1210.507

TESTING PROGRAM
STUDENT SURVEYS
(REGULATION)

The board of education recognizes surveys can be a valuable resource for schools and communities in determining student needs for educational services. Such collection of input from students and parents may be used to assist school staff in decision-making related to curriculum and instruction and in program development and operations. To this end, the board supports the use of appropriate surveys in accordance with the guidelines contained in these regulations.

Administrators, teachers, other staff members, and the board of education may use surveys for many purposes, which may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or unit. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys used in any experimental program or research project will be subject to the requirements outlined in policy found elsewhere in this manual. Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

No student may, without prior parental consent, take part in a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged relationships, such as lawyers, physicians, or ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
8. Religious practices, affiliations, or beliefs of the student or the student's parent.

Prior consent to any such survey, analysis, or evaluation means the prior written consent of the student's parent or guardian or, if the student is emancipated, of the student.

Surveys conducted for other agencies, organizations, or individuals must have the recommendation of the superintendent of schools and the approval of the board of education as to content and purpose. The results of such approved surveys must be shared with the board of education.

TESTING PROGRAM, STUDENT SURVEYS, REGULATION (Cont.)

Parents/guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student. Such requests shall be made in writing with a response to be at least two weeks in advance of any survey to be given.

Overall survey results following decisions must be shared with all parties who request such information.

Parents/guardians shall be notified at least annually, at the beginning of the school year, of this policy and when enrolling students for the first time in district schools. This notification must explain that parent/guardians, or students 18 or older, have the right to "opt the student out of participation," in writing, in the following activities:

1. The collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students, such as:

   A. College or other postsecondary education recruitment, or military recruitment;

   B. Book clubs, magazines, and programs providing access to low-cost literary products;

   C. Curriculum and instructional materials used in schools;

   D. Tests and assessments;

   E. Student recognition programs; and

   F. The sale by students of products or services to raise funds for school-related activities.

2. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above; or

3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.

Parents/guardians of a student shall also have the right to inspect, upon request, any instructional material used as part of the educational curriculum.

Definitions

The term "survey" includes an evaluation.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

TESTING PROGRAM, STUDENT SURVEYS, REGULATION (Cont.)

The term "personal information" means individually identifiable information, include a student's or parent's name, address, telephone number, or social security number.

The term "instructional material" means instructional content that is provided to a student, regardless of format. It does not include tests or academic assessments.

These terms do not include ordinary classroom activities or teaching techniques.

These rights transfer from the parent to a student who is eighteen (18) years of age or an emancipated minor.

Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington D.C. 20202-8520.

THIS POLICY REQUIRED BY THE EVERY CHILD SUCCEEDS ACT OF 2016.

STRONG READERS ACT

To identify students who have a reading deficiency or characteristics of dyslexia, every student enrolled in kindergarten, first, second, and third grades shall be assessed at the beginning, middle, and end of each school year using a screening instrument approved by the State Board of Education for monitoring of progress and for measurement of reading skills. Any student who is assessed and found not to be meeting grade level targets shall be provided a program of reading instruction designed to enable the student to acquire the appropriate grade level reading skills. The program of reading instruction required shall be based on scientific reading research and shall align with the subject matter standards adopted by the State Board of Education. A program of reading instruction shall also include, but not be limited to:

1. Sufficient additional in-school instructional time for the acquisition of phonological awareness, decoding, fluency, vocabulary, and comprehension;

2. If necessary, and if funding is available, tutorial instruction after regular school hours, on Saturdays, and during the summer; however, such instruction may not be counted toward the 180 day or 1080 hour school year required by law;

3. Assessments identified for diagnostic purposes and periodic monitoring to measure the acquisition of reading skills including, but not limited to, phonological awareness, decoding, fluency, vocabulary, and comprehension, as identified in the student's program of reading instruction;

4. High-quality instructional materials grounded in scientifically based reading research, and

5. A means of providing every family of a student in prekindergarten, kindergarten, 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, first, second, or third grade who exhibits a deficiency in reading at any time based upon 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 services shall not occur during math instruction. The reading intervention plan shall be provided in addition to core reading instruction that is provided to all students. The reading intervention plan shall:

1. Describe the reading intervention services, and the needed intensity of instruction the student will receive to remedy the reading deficiency.

2. Provide explicit and systematic instruction in phonological awareness, decoding, fluency, vocabulary, and comprehension as applicable,

3. Monitor the reading progress of each student's reading skills throughout the school year and adjust instruction according to the student's needs; and

4. Continue until the student is determined to be meeting grade-level targets in reading based on the screening instruments or assessments.

The district strong readers plan shall be adopted and annually updated, with input from school administrators, teachers, and parents and legal guardians, and if possible, a reading specialist, and which shall be submitted to and approved by the State Board of Education. This plan shall include a plan for each site that includes an analysis of the data provided

READING SUFFICIENCY ACT, (Cont.)

by the Oklahoma School Testing Program and other reading assessments utilized which outlines how each school site shall comply with the provision of the Strong Readers Act.

Any student enrolled in first, second, or third grade who is assessed through the Strong Readers Act and is not meeting grade level targets in reading after the beginning of the year assessment shall be screened for dyslexia. Screening may also be requested for a student by his or her parent or guardian, teacher, counselor, speech-language pathologist or school psychologist.

REFERENCE: 70 O.S. §1210.508A, et seq.

NOTE: Referenced statute requires each school district to adopt and annually update a district plan that includes a plan for each site and which outlines how each school site will comply with the provisions of the Reading Sufficiency Act.

GRADUATION POLICY

The Guymon Board of Education recognizes that graduation ceremonies are important events for our students, patrons, guests, and community. Students who have not met state mandates or local school district graduation requirements may not be allowed to participate in the graduation ceremony. In order to participate in the graduation ceremony a student must be in good standing. Students who have not conformed with student discipline policies, those that have been charged, are under investigation, or have been convicted of a crime, and those that have unpaid fines or fees to the school district are not in good standing. To ensure that graduation ceremonies are enjoyable for all participants and spectators, the board enacts the following policies:

1. A student shall be a graduate of this school district and entitled to a High School Diploma whenever that student has successfully completed the minimum number of credits established by the district for graduation, demonstrates mastery of the state academic content standards as required by state law, and completes graduation exercises in accordance with this policy.

2. Students are considered as students of this district until graduation ceremonies have been completed. The graduation process is "completed" after the last graduation program and the student has exited the premises.

3. Students participating in graduation ceremonies will be required to abide by the school's discipline code as outlined in the Student Handbook. In addition, students shall not engage in the following conduct during graduation exercises:

   A. Engaging in any disruptive activity that substantially interferes with the graduation process or the rights of other individuals.

   B. Students shall be prohibited from decorating their graduation caps or gowns.

4. Students may wear tribal regalia during graduation ceremonies. Tribal regalia will include traditional garments, jewelry, other adornments such as an eagle feather, an eagle plume, a beaded cap, a stole or similar objects of culture and religious significance worn by members of a federally recognized Indian tribe or the tribe of another country. Tribal regalia does not include any firearm or other weapon. Tribal regalia does not include any object that is otherwise prohibited by federal law, except in compliance with an appropriate federal permit.

5. The administration may impose discipline on any student who commits any act referred to in (3) above. It is recommended the administration take necessary steps to impose discipline as soon as is convenient after completion of graduation exercises. If a student violates (3) above prior to the ceremony, the student may not be allowed to participate in the graduation ceremony and will be asked to leave the premises.

6. By May 1st of the current year, all students must be enrolled in all classes to meet graduation requirements in order to participate in the graduation ceremonies. The student may walk with his/her class with no more than a 1 credit deficiency as long as he/she is enrolled by May 1st of the current year to complete that deficiency.

7. Graduation ceremony is meant to be a time of honor for all graduates. No student shall dress in a manner that draws attention to his/her self or detract from the graduating class as a whole. Students shall wear no distinguishing jewelry, flowers or accessories or any modification to the cap or gown, excluding 4 above. Students should wear dress clothes, no jeans or flip flops.

FLAGS

It is the policy of the Guymon Board of Education that the American flag and the Oklahoma flag will be flown at the school during school hours except in bad weather. An assigned person will be responsible for raising and lowering the flags.

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. Failure to adhere to legal requirements regarding the display of the American flag could lead to disciplinary action.

The school day will begin with a flag salute which could include the recitation of the Pledge of Allegiance. However, students not wishing to participate in the pledge shall not be required to do so. A notice to this effect will be posted in a conspicuous place in each school building and/or classroom.

Flags representing United States Military branches may also be flown on school premises with the approval of the administration.

REFERENCE: 25 O.S. §91.2
25 O.S. §153
70 O.S. §24-106

VOLUNTARY PRIVATE PRAYER AND MOMENT OF SILENCE

It shall be the policy of the Guymon Board of Education that no sectarian or religious doctrine shall be taught or inculcated into the curriculum or activities of the school. However, those students who wish to do so may participate in voluntary prayer so long as it is during noninstructional time and does not interfere with the rights of other students.

School employees are free to engage in private religious prayer during school events, including sporting events and graduation ceremonies when employees are free to attend briefly to personal matters and students are engaged in other activities in accordance with the holding in *Kennedy v. Bremerton School District.,* 142 S.Ct. 2407 (2022).

Each school site within the district shall observe one minute of silence each day for the purpose of allowing each student to meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their choice. All school personnel are to afford these options to all students, who will individually make the selection as to which of these behaviors they will engage in during the moment of silence. These options will also be included in the student handbooks.

The minute of silence will be held at the start of the school day and will be announced over the intercom at the appointed time. The minute of silence shall be announced over the public address system as follows: "We now pause for a minute of silence in which students may reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices."

If the district or a school employee is sued for providing a moment of silence to students, the district must notify the Attorney General within five (5) days. The Attorney General will provide legal representation to the district or employee named as a defendant in an action related to this statutory requirement.

Individuals who wish to file a complaint regarding a violation of 70 O.S. §11-101.1 or §11-101.2 should notify the building principal in writing of the specific issue that has occurred. The building principal will notify the superintendent that a complaint has been received. The building principal shall investigate the issue and determine whether a violation of the law has occurred. If the law has been violated, a plan of corrective action should be taken to address the issue.

REFERENCE: **70 O.S. §11-101.1**
70 O.S. §11-101.2
Accreditation Standard 210:35-3-251
Accreditation Standard 210:35-3-252
Kennedy v. Bremerton School Dist., 142 S. Ct. 2407 (2022)

SEXUAL HARASSMENT OF STUDENTS

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Guymon Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy DA applies to sexual harassment of employees.

1. Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

    a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct. This is referred to as quid pro quo sexual harassment;

    b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student equal access to the school district's educational program or activity; or

    c. Sexual assault, dating violence, domestic violence or stalking as defined by federal law.

    For the purpose of this policy, examples of sexual harassment include, but are not limited to:

    Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding," "teasing," double meanings, and jokes.

    Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.

    Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The super-intendent is directed to cause any graffiti or unauthorized writings to be removed immediately. Use of e-mail, the internet, or technology may constitute sexual harassment as much as use of in-person, postal mail, handwritten or other communication.

    Any of the aforementioned conduct that effectively deprives a student of equal access to educational opportunities or benefits provided by the school.

2. Specific Prohibitions

    A. Administrators and Supervisors

        1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.

        2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

3. The "off-duty" conduct of school personnel that has or will have a negative impact on the educational process of the school or constitutes an illegal or inappropriate relationship with a student may subject the employee to disciplinary action which could include termination of employment. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 20 constitutes a crime under Oklahoma law and will most likely result in the suspension of certification by the State of Oklahoma.

3. Notice of this policy and grievance procedure, including how to file or report sexual harassment and how the district will respond shall be provided to applicants for admission and employment, students, parents or legal guardians, and unions or professional organizations holding agreements with the school district.

4. Reporting Allegations of Sexual Harassment

   A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims.

      1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person. The employee to whom the report was made will provide notice of the report to the Title IX coordinator. The Title IX coordinator should then provide the appropriate paperwork to the student or parent/guardian so that the student (complainant) may file a formal complaint with the Title IX coordinator by mail, e-mail or as directed by the Title IX coordinator.

      2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

   B. Upon notice from an employee that a student or parent/guardian has reported possible sexual harassment, the Title IX coordinator will promptly contact the student (alleged victim) to discuss the availability of supportive measures, consider the student's wishes with regard to supportive measures, and explain the process that will be involved with a formal complaint.

5. Grievance Procedure.

   A. Equitable Treatment. Both the alleged victim (complainant) and the alleged respondent (respondent) will be treated equitably by the school district.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

B. Objective Evaluation of Evidence. All evidence both inculpatory and exculpatory will be evaluated objectively. Credibility determinations will not be made based upon the party's status as complainant, respondent, or witness.

C. Conflict of Interest. Any person serving as the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate the process shall not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent.

D. Presumption. There will be a presumption that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of the grievance process.

E. Timeliness. The grievance process will proceed in a timely manner. Any delay in the process for good cause such as law enforcement involvement, absence of a party, witness or advisor, translation, or accommodation needs will be documented, and written notice provided to both parties explaining the reason for the delay.

F. Possible outcomes. A description or listing of possible disciplinary outcomes and remedies that may be implemented following a determination of responsibility must be provided to both parties.

G. Standard of Review. The school district will utilize a preponderance of the evidence standard to determine responsibility.

H. Privileged Information. The school district will not require, allow or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

6. Written Notice. Upon receipt of a formal complaint, the school district will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. The written notice must include:

A. Notice of the grievance process, including any informal resolution process;

B. Notice of the allegations, including sufficient details to allow the respondent to prepare a response;

C. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;

D. Notice of the parties' right to have an advisor and to inspect and review evidence. The advisor may but is not required to be an attorney.

E. Notice of any provision in the student discipline code that prohibits knowingly making false statements or providing false information in the grievance process.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

If in the course of an investigation, the school district obtains additional information about the respondent or complainant that was not included in the original written notice, notice of the additional allegations must be provided in writing to both parties.

7. Investigation of the Allegations. The school district will designate an investigator to conduct a thorough investigation of allegations. Contact information for the investigator will be provided to both the complainant and the respondent.

A. The burden of proof and of gathering evidence remains on the school district.

B. An equal opportunity will be provided to both parties to present witnesses and evidence during the investigation.

C. Neither the complainant or respondent will be prohibited from discussing the allegations or gathering and presenting evidence to the investigator.

D. Both parties will have the opportunity to have others present during interviews or related proceedings. This may include an advisor who may but is not required to be an attorney.

E. Written notice of the date, time, participants, purpose and location of any investigate interview, hearing, or other meeting shall be provided to the party who is invited or expected to attend.

F. Both parties and their advisors, if any, will be provided an opportunity to review all evidence that is directly related to the allegations in the formal complaint. This would include any evidence on which the school district does not intend to rely and any exculpatory or inculpatory evidence from any source. Such evidence must be provided prior to the completion of the final investigation report and in time to give the parties at least ten (10) days to prepare a written response, which the investigator must consider prior to completing the investigation report.

G. A written investigation report will be provided that summarizes the relevant evidence. This report will be provided to the parties and their advisors, if any, for their review and written response at least ten (10) days before a hearing or determination of responsibility.

8. Hearing. The Title IX coordinator will determine whether a live hearing is necessary on a case-by-case basis if both parties request or consent to such a hearing (the live hearing component is optional for K-12 schools). Regardless of whether a live hearing is held, or a written hearing is conducted, each party will have ten (10) days from the receipt of the investigation report to submit written, relevant questions that the party wants asked of another party or witness. Both parties will be provided with the answers and follow up questions. Federal law determines when questions regarding a complainant's prior sexual behavior or sexual predisposition are considered relevant in a hearing provided by a school district.

9. Determination of Responsibility. A decision maker, who is not the Title IX coordinator or the investigator, will apply a preponderance of the evidence standard to determine responsibility, and will issue a written determination of responsibility that:

SEXUAL HARASSMENT OF STUDENTS (Cont.)

A. Identifies the allegations that potentially constitute sexual harassment;

B. Describes the school district's procedural steps taken from the receipt of the complaint to the determination;

C. Includes findings of fact to support the determination;

D. Includes conclusions regarding applicants of the discipline code to the facts;

E. 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 school's educational programs or activities will be provided to the complainant; and

F. The procedures and permissible basis for appeals.

10. Appeals. Within ten (10) days of a determination of responsibility, dismissal of a complaint or any allegations therein either party may appeal for one of the following reasons:

A. A procedural error affected the outcome.

B. New evidence that was not reasonably available at the time of the determination and could affect the outcome;

C. Conflicts of interest on the part of the Title IX coordinator, investigator or decision maker that affected the outcome.

If an appeal is made, the school district will provide written notice to both parties of the appeal. 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 the written notice to both parties of the appeal being filed. The appeal will be heard by an appeal decision maker who is not the Title IX coordinator, the investigator or the original decisionmaker. The appeal decisionmaker cannot have a conflict of interest or bias against complainants and respondents generally or the particular complainant and respondent. The appeal decisionmaker will receive training as mandated by law. The decision of the appeal decisionmaker will be final and nonappealable. The written decision of the appeal decisionmaker 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.

10. Recordkeeping. The school district will keep records related to reports of alleged sexual harassment for a minimum of seven (7) years. Records maintained will include investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken including supportive measures. Records will document in each instance that the school district's response was not indifferent and that measures were taken to restore or preserve equal access to educational programs or activities. If the school does not offer supportive measures in response to a report, the records should document why the response was not clearly unreasonable under the known circumstance.

The district will also post the training materials used to train Title IX coordinators, investigators, and decisionmakers on the district website at: www.guymontigers.com. These materials will also be available to the public.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

11. Retaliation. The board of education prohibits retaliation by the school district or any employees of the school district against any person for the purpose of interfering with Title IX rights or because the person has participated or refused to participate in any manner in a proceeding under Title IX regulations. Complaints of retaliation will be addressed under the district's grievance process.

Charging a person with a discipline violation or code of conduct violation based on a person's knowingly making a materially false statement in bad faith in an investigation is not retaliation.

REFERENCE: Title VII of the Civil Rights Act of 1964
42 U.S.C. §2000e-2
29 C.F.R. §1604.1, et seq.
U.S. Department of Education of Education, OCR, Title IX Regulations Addressing Sexual Harassment.

SEXUAL HARASSMENT/TITLE IX INCIDENT REPORT FORM

Date of Incident: _____ Time of Incident: _____ Room/Location of Incident: _____

Person(s) Initiating Alleged Sexual Harassment:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Person(s) Affected:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Check all boxes below that apply. Adult stated or identified inappropriate behaviors as:

☐ Name Calling
☐ Stalking
☐ Inappropriate Gesturing
☐ Staring/Leering
☐ Writing/Graffiti
☐ Threatening
☐ Taunting/Ridiculing
☐ Inappropriate Touching
☐ Spitting
☐ Demeaning Comments
☐ Stealing
☐ Damaging Property
☐ Shoving/Pushing
☐ Hitting/Kicking
☐ Flashing a Weapon
☐ Intimidation/Extortion
☐ Other _____

Describe the incident:

_____

_____

_____

_____

_____

_____

Witnesses Present: _____

Physical evidence: ☐ Graffiti ☐ Notes ☐ E-mail ☐ Web sites ☐ Video/audio tape
☐ Other _____

Affected Student's signature _____

Person Filing Report signature _____

Staff signature _____

Parent(s) contacted: Date _____ Time _____

Administrative response taken: _____

☐ I request a formal Title IX investigation. Signature _____

WRITTEN NOTICE TO KNOWN PARTIES REGARDING ALLEGATIONS OF SEXUAL HARASSMENT

On the ___ day of _____, 20___, the district received formal notification of an allegation of sexual harassment. The respondent is presumed not responsible for the conduct. Responsibility will be determined at the conclusion of the grievance process. Both parties are entitled to have an advisor and to review and inspect evidence. The district's student discipline policies prohibit making false statements or providing false information in the grievance process. Both parties will be treated equally during the investigation and process to resolve the allegations. The district's grievance procedure is located at policy FB, a copy of which is attached to this correspondence, and includes the following steps:

1. Informal resolution. If the parties' consent, informal resolution procedures may be utilized to resolve the allegation.

2. Notice and Summary of Allegations. (Sufficient details must be included here to allow the respondent to prepare a response).

3. Investigation of Allegations. The school district has designated _____ to act in the role of the investigator. Contact information is as follows: (insert contact information).

4. Interviews. Interviews may be scheduled in accordance with school district policy.

5. Evidence. Both parties will have the right to review all evidence that is directly related to the allegations in the complaint.

6. Report. A written investigation report will be provided to both parties at least ten days prior to a hearing or determination of responsibility.

7. Hearing. The Title IX coordinator will determine on a case by case basis as to whether the hearing will be a live hearing or whether it will be a written hearing.

8. Determination of Responsibility. A decisionmaker, who is not the Title IX coordinator or the investigator, will apply (a preponderance of the evidence or a clear and convincing evidence standard) to determine responsibility and will issue a written determination.

9. Appeals. An appeal may be filed by either party in accordance with district policy.

Records of this allegation will be maintained for a minimum of seven (7) years.

At this time, the respondent may prepare a written response before an initial interview. The interview is tentatively scheduled for _____, and will be held at _____. If you have any questions, please contact me at _____.

Sincerely,

_____
Title IX Coordinator

WRITTEN REPORT

On the ___ day of ____, 20___ an allegation of sexual harassment was provided to the school district. The allegations were as follows (insert allegations in summary format). I conducted an investigation into the allegations as follows (summarize investigation and include evidence).

This document is formal notice to both parties of the evidence.

Sincerely,

_____

Investigator

STUDENT RESIDENCY

It is the policy of the Guymon Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody within the district as defined in 70 O.S. §1-113 (C). Provided that such parent, legal guardian, person, or institution having legal custody contributes in a major degree to the support of such child. Provided, further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions concerning legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with 70 O.S. §1-113.

The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend the public schools or programs without payment of nonresident tuition. Such evidence may include, but is not necessarily limited to, the following:

1. Proof of payment of local personal income tax or ad valorem taxes;

2. Title to residential property in the district, or a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides;

3. Proof of provisions of utilities;

4. Notarized affidavit verifying residency and that the affiant has assumed the permanent care and custody of the student. (The filing of a false affidavit shall be subject to punishment in accordance with 70 O.S. §1-113(A)(1).)

Homeless Students

In accordance with the Federal McKinney-Vento Homeless Assistance Act, homeless children shall have access to the same free and appropriate public education as provided to other children. The board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their education that may exist in district policies or practices. No child or youth shall be discriminated against in this school district because of homelessness.

Children are deemed to be homeless under the following conditions:

1. A child who is lacking a fixed regular and adequate nighttime residence and who has a primary nighttime residence that is a publicly or privately operated shelter designed to provide temporary living accommodations, a temporary residence prior to institutionalization, or a place not designed or ordinarily used as a regular sleeping accommodation for human beings.

2. A child who is placed in a transitional or emergency shelter before placement in a foster home or home for neglected children.

3. A child who is temporarily living in a trailer park or camping area due to lack of adequate living accommodations.

4. A child who is living in doubled-up accommodations due to loss of housing or other similar situation.

5. A migratory child who is staying in accommodations not fit for habitation.

STUDENT RESIDENCY (Cont.)

6. A child who has run away from home and lives in a runaway shelter, abandoned building, the street, or other inadequate accommodations.

7. A child who is placed in a state institution because s/he has no other place to live.

8. A child who has been abandoned by his/her family and who is staying in a hospital.

9. A child whose parents or guardian will not permit him/her to live at home and who lives on the street, in a shelter, or in other transitional or inadequate accommodation.

10. School-age unwed mothers or expectant mothers who are living in homes for unwed mothers because they have no other available living accommodations.

The district administration shall attempt to remove existing barriers to school attendance by children in foster care and homeless children:

1. Enrollment requirements that may constitute a barrier to the education of a child in foster care or the homeless child or youth shall be waived. If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

2. Fees and charges that may present a barrier to the enrollment or transfer of a child in foster care or a homeless child or youth shall be waived.

3. Customary transportation policies and regulations shall be waived.

4. Official school records policies and regulations shall be waived.

5. The district shall make a reasonable effort to locate immunization records from information available or shall arrange for students to receive immunizations through health agencies and at district expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of board policy on immunizations. (See policy FFAB.)

6. Other barriers to school attendance by a child in foster care or a homeless youth shall be waived.

7. Information about a homeless child's or youth's living situation shall be treated as a student education record and shall not be deemed to be directory information under state or federal law.

The district will provide to each homeless child such school services that are comparable to services offered to other students in the district and that are determined to be in the child's best interest. Such services will include:

1. Public preschool programs;

2. Special education, Title I, and limited English proficiency programs for which they are eligible;

STUDENT RESIDENCY (Cont.)

3. Vocational education programs;
4. Gifted and talented programs;
5. Before and after school programs;
6. School meal programs; and
7. Transportation services.

Residency Officer

The school district designates the superintendent's designee as residency officer. The residency officer may be contacted by calling the school district at 580-338-4340 or by writing to the residency officer at the following address, or by personally visiting the residency officer at 111 NW 11th St, Guymon, OK 73942.

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

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

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

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

The Superintendent will designate a Point of Contact (POC) to coordinate activities relating to the District's provision of services to children placed in foster care, including transportation services.

The District will collaborate with Child Welfare Agencies when transportation is required for children placed in foster care to attend the school of origin outside their usual attendance area or the district when in the best interest of the student. Under the supervision of the Superintendent/designee, the District POC will invite appropriate District officials, Child Welfare Agencies, and officials from other districts or agencies to consider how such transportation is to be promptly arranged and funded in a cost-effective manner.

DEFINITIONS

"Foster Care" means 24-hour care and supportive services provided to children placed away from their parents, guardians, or person exercising custodial control or supervision and for whom the foster parent has placement care and responsibility.

STUDENT RESIDENCY (Cont.)

"School of origin" means the school in which a child is enrolled at the time of placement in foster care.

"Best Interest" means a case -by-case determination of the appropriateness of the current educational setting and the proximity of placement as required by ESEA section 1111(g)(1)(E)(i). Factors be utilized in this determination include, but are certainly not limited to, the following:

1. Safety considerations;
2. Proximity of the resource family home to the child's present school;
3. Age and grade level of the child as it relates to the other best interests factors;
4. Needs of the child, including social adjustment and well-being;
5. Child's performance, continuity of education and engagement in the school the child presently attends;
6. Child's special education programming if the child is classified;
7. Point of time in the school year;
8. Child's permanency goal and likelihood of reunification;
9. Anticipated duration of the placement;
10. Preferences of the child;
11. Preferences of the child's parent(s) or education decision maker(s)
12. The child's attachment to the school, including meaningful relationships with staff and peers;
13. Placement of the child's sibling(s);
14. Influence of the school climate on the child, including safety;
15. Availability and quality of the services in the school to meet the child's educational and socio-emotional needs;
16. History of school transfers and how they have impacted the child;
17. How the length of the commute would impact the child, based on the child's developmental stage;
18. Whether the child is a student with a disability under the IDEA who is receiving special education and related services or a student with a disability under Section 504 who is receiving special education or related aids and services and, if so, the availability of those required services in a school other than the school of origin; and
19. Whether the child is an EL and is receiving language services, and, if so, the availability of those required services in a school other than the school of origin, consistent with Title VI and the EEOA.

REFERENCE: 70 O.S. §1-113, §1-114
70 O.S. §18-111

A POLICY ON THIS TOPIC IS REQUIRED BY LAW.

DISTRICT RESIDENCY

The Guymon Board of Education will use the following criteria for the determination of legal residency within the district:

1. Residence of child whose parents are living separate and apart from each other is the residence of the parent having actual legal custody of the child, if such parent contributes in a major degree to support the child.

2. Actual physical location of the residence within the boundaries of Guymon Public Schools of parents or parent of legal record if separate and apart, legal guardian, or foster parent.

3. An actual permanent move into a residence within the boundaries of Guymon Public Schools by legal parent or guardian of the child with the intent of establishing habitation:

    A. Habitation shall be defined as follows:
        1. Primary residence of family
        2. Receives mail at residence or has post office box within district.
        3. Is connected to and charged for utilities on services necessary to inhabit the residence.
        4. Appears that the family is inhabitants of the residence on a permanent basis.

4. The residency status of a married student shall be the same as his/her spouse so long as they live together as a family unit.

5. A student, who provides sole support for him/herself, resides within the district and meets the criteria for habitation shall be considered a resident so long as the same conditions prevail.

Parents moving from one district to another for the sole purpose of having their children attend school and who do not move into the district to reside permanently but only while the schools are in session, do not establish a legal residence.

STUDENT RESIDENCY DISPUTE PROCEDURES

The superintendent of schools shall serve as the district residency officer.

If a dispute arises regarding a student's residency, or residency status as "homeless" under the McKinney-Vento Homeless Assurance Act, the parent or guardian may request a review of the ruling by the superintendent. Any question or dispute as to the residence of a student shall be determined by the superintendent pursuant to the following procedures:

1. If the school district initially denies admittance of a student who claims to be a resident of the district, the parent, guardian, or person having care and custody (hereafter parent) of the student shall be informed that a request may be made for a review of the decision of the local residency officer.

2. If, during the course of the school year, a dispute arises as to the residence of a student who is enrolled and attending school, the student shall be allowed to continue attending Guymon schools until these dispute procedures have been exhausted.

3. The parent of the student may request a review by notifying the residency officer in writing within three (3) school days from denial of admittance. Upon receipt of a request for review, the residency officer shall allow the parent to provide additional pertinent information in accordance with the district's criteria and the statutory provisions regarding residency. The information must be submitted with the request for review.

4. Within three (3) school days of the receipt of the request for review, the residency officer must render a decision and notify the parent, in writing, of the decision and the reasoning therefor.

5. In the event the parent disagrees with the decision, the parent shall notify the residency officer within three (3) school days of receipt of the residency officer's decision. The residency officer will submit to the board of education his or her findings and all documents reviewed. The board of education will review the decision and the documents submitted on behalf of the district and the student and render a decision at the next board meeting. The board's decision shall be the final administrative decision.

6. In an effort to place students in school as quickly as possible, timelines shall be followed unless, due to emergency circumstances, both parties agree to an extension of timelines.

Any question as to the place of residence of any child for school purposes shall be decided pursuant to procedures utilized by the State Department of Education.

LEGAL REFERENCE: **42 U.S.C. 11432**

STUDENT RESIDENCY AFFIDAVITS

PERMISSION TO RELEASE EDUCATIONAL RECORDS

(to be submitted by the actual parent or guardian)

STATE OF OKLAHOMA §
§
COUNTY OF TEXAS §

I, _____, the undersigned person, being of lawful age, being first duly sworn, on oath, state that I am the lawful parent or guardian of _____. I further state that my rights as parent or guardian to access educational records have in no way been restricted, modified, terminated, or extinguished by any court order, decree, or custody arrangement.

I hereby grant Guymon Public Schools permission to release any and all educational records including grades as defined under the Family Educational and Privacy Rights Act to _____ who has assumed the permanent care and custody of _____. In the event that _____ is not a relative of _____ , I hereby state that he/she contributes the major degree of support to the child.

I hereby agree to hold Guymon Public Schools harmless in any, and all manner, which may arise out of the release of any, and all, educational records to _____.

I acknowledge that willful misstatement in this affidavit, known by me to be false, shall be a misdemeanor punishable by imprisonment not to exceed one (1) year or a fine not to exceed five hundred dollars ($500) or both such fine and imprisonment.

_____
Affiant

Subscribed and sworn to me this _____ day of _____, _____.

_____
Notary Public or officer administering oath

My commission expires:

_____

(Seal)

STUDENT RESIDENCY AFFIDAVITS (Cont.)

AFFIDAVIT
(to be submitted by person with permanent care and custody)

[Acceptance for enrollment is a district option]

STATE OF OKLAHOMA §
§
COUNTY OF TEXAS §

I, _____, the undersigned person, being of lawful age, being first duly sworn, on oath, state that I have assumed the permanent care and custody of _____ and that I contribute the major degree of support to _____ . I further state that I am a bona fide resident of Guymon Public School District. I desire that _____ _____ be enrolled in Guymon Public School on the basis of my affidavit.

I acknowledge that willful misstatement in this affidavit, known by me to be false, shall be a misdemeanor punishable by imprisonment not to exceed one (1) year or a fine not to exceed five hundred dollars ($500) or both such fine and imprisonment.

_____
Affiant

Subscribed and sworn to me this _____ day of _____, _____.

_____
Notary Public or officer administering oath

My commission expires:
_____

(Seal)

STUDENTS: ENROLLMENT REQUIREMENTS

It is the policy of the Guymon Board of Education that children who are at least four (4) years of age but not more than five (5) years of age on or before September 1 and have not attended a public school kindergarten may be enrolled in either a half-day or full-day non-compulsory, early childhood program free of charge. No child shall be enrolled in Kindergarten unless the child has reached five years of age on or before the first day of September of the year the child intends to enroll. No child shall be enrolled in the first grade unless the child will have reached the age of six (6) on or before September 1 of the school year. Age may be verified by a birth certificate, parent's statement, a physician's statement, or previous educational records.

The superintendent or designee will be responsible for the receipt of all applications for admission, the conduct of registration procedures, and for certification that all admission requirements and prerequisites have been properly met by the student. Placement in a specific class or grade level will be based on administrative determination.

All children between the ages of 5 and 21 on or before September 1 who reside within this school district are entitled to attend public school regardless of nationality or citizenship provided other age and residence requirements are met. Maximum age to which students may attend school tuition-free is twenty-one except that any person between the ages of 21 and 26 may attend school if it was impossible for the person to have finished the twelfth grade before the age of 21. Students over the age of 21 must be able to provide evidence satisfactory to the board of education that he or she was unable to attend school for a definite period or periods of time by reason whereof it was impossible for him or her to complete the 12th grade before reaching the age of 21.

Termination of attendance before graduation from high school or before reaching the age of eighteen may be permitted by mutual consent of the superintendent and the parent, legal custodian, or legal guardian of the student.

A student who has been suspended out-of-school from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in this school district until the terms of the suspension have been met or the time of suspension has expired.

This district shall not provide education services in the regular school setting to any student who has been removed from any public or private school in Oklahoma or any other state until the district determines that the student no longer poses a threat to himself or others.

The district may consider providing alternative educational services such as home-based instruction. If the student is on an individualized education plan (IEP), education services will be provided according to that plan.

REFERENCE: 70 O.S. §1-114
70 O.S. §5-132
70 O.S. §18-108, §18-111

PLACEMENT OF MULTIPLE SIBLINGS

Upon enrollment of multiple-birth siblings, the administration will meet and confer with the parents, the students, appropriate teachers and other personnel as indicated by the circumstances to determine proper placement. No later than fourteen (14) days after the first date of attendance or the first day of each school year, the parent or guardian of multiple-birth siblings may request that their children be enrolled in the same school and be placed in the same grade classroom or in separate classrooms if the children are in the same grade level, at the same school, and meet eligibility requirements.

At the end of the initial grading period, the school principal may request that the board of education determine the children's placement if the requested placement was disruptive to the classroom environment.

REFERENCE: 70 O.S. § 24-154

ENROLLMENT OF MILITARY CHILDREN

It is the policy of the Guymon Board of Education that the residence of any military child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody who holds legal residence within the district as defined in 70 O.S. §1-113 (C). Provided that such parent, legal guardian, person, or institution having legal custody contributes in a major degree to the support of such child. A special power of attorney, relative to the guardianship of a child of a military family and executed under applicable law shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent.

Upon enrollment, the school district shall request official records from the sending school district. Until such time as those records are received, the school district shall enroll and appropriately place the student based upon information provided by the parent or guardian pending validation by official records. The school district shall initially honor the placement of the student in educational courses based upon the student's enrollment in the sending school district and/or educational assessments conducted at the school in the sending state if the courses are offered. The school district reserves the right to perform subsequent evaluations to ensure appropriate placement.

Students shall be allowed to continue their enrollment at grade-level in the receiving district commensurate with their grade level from the sending school, regardless of age. This could result in underage military children being enrolled in kindergarten and/or first grade.

The school district shall waive specific course requirements for graduation if similar course work has been satisfactorily completed in another school district or the district will provide reasonable justification for denial. Special provisions exist in law with regard to options for graduation for military students transferring at the beginning of his/her senior year.

REFERENCE: 70 O.S. §510.1

EDUCATION OF MIGRATORY CHILDREN

The school district shall provide migratory students with appropriate educational services that address their unique needs in a coordinated and efficient manner. "Migratory child" shall mean a child who is, or whose parents or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding thirty-six (36) months, in order to obtain, or accompany such parent or spouse, in order to obtain temporary or seasonal employment in agricultural or fishing work has moved from one school district to another.

Priority for services shall be provided to those migratory children who:

1. Are failing or are at risk of failing to meet the Oklahoma Academic Standards; and
2. Whose education has been interrupted during the regular school year.

Continuation of services shall be provided by the school district to:

1. A child who ceases to be a migratory child during a school term for the remainder of the school year.
2. A child who is no longer a migratory child may continue to receive services for one (1) additional school year if comparable services are not available through other programs; and
3. Secondary school students who were eligible for services in secondary school may continue to be served through credit accrual programs until graduation.

The school district shall comply with all state and federal requirements in the implementation and expenditure of federal funds designated for the education of migratory children. Migratory children who qualify for special education services shall be provided a free, appropriate education in accordance with federal law.

LEGAL REFERENCE: **ESSA, Sections 1301-1309.**

STUDENT ATTENDANCE

The Guymon Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90% each semester to receive credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the board on an individual, case by case basis.

The superintendent is directed to establish an attendance regulation, subject to board approval, which supports this policy.

REFERENCE: 70 O.S. §10-105, §10-106
Department of Education, Administrator's Handbook

STUDENT ATTENDANCE
(REGULATION)

In accordance with the policy of the board of education, the following shall govern student attendance:

1. School Activity: These are extracurricular activities, whether sponsored by the school or outside agency, which removes the student from class more than half of a class period.

2. The total number of student activity absences allowed from any one class period, without permission from the Internal Review Committee and approved by the board, shall be 10.

3. Once a student has had 10 activity absences from any one class period, the student must be reported to the principal's office for consideration for further absences.

The Internal Review Committee shall be appointed by the site principal.

The criterion for continuing beyond the 10 day absence limit shall be as follows:

A. A student must have a letter grade of a "C" or better in the subject he/she wants to miss.

B. Before a student is given permission to be absent beyond the 10 day limit, even though having a "C" or better, the student's record must show that the grade was not adversely affected by the previous 10 days of absence and the student has turned in all required work missed on previous days out.

The policy of the board of education does not set a maximum number of absences to be allowed per student. However, unreasonable request upon the committee for exemptions will not be considered.

Teachers shall have the following responsibilities:

1. Keep a record of all absences but distinguish between student activity absences and regular absences.

2. When a student has obtained 10 activity absences, the student's name is to be submitted to the principal.

3. Each sponsor who anticipates requesting students to be taken out of the classroom for any extracurricular activity should file an activity calendar stating the probable dates.

Activities excluded from the 10 day rule are:

Class meetings, assemblies, field trips involving the class period only, and others such as State and National levels of school-sponsored contests.

The board of education shall review annually the activity calendar.

ATTENDANCE POLICY
(REGULATION)

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. The board recognizes, however, that the cocurricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in cocurricular activities.

ABSENCES

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury *
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by student's religious affiliation.
6. Documented participation in two (2) 4-H activities each school year.
7. Documented speech therapy, occupational therapy, or any other service related to the child's Individualized Education Program (IEP).

It is the responsibility of the parent to notify the school if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

Enumerated items 6-7 are statutorily excused absences which will require notification to the school district prior to the absence and documentation from the 4-H educator or service provider after the absence to identify the absence as excused.

Students will be given the opportunity to make up any schoolwork missed while they are participating in activities or programs sponsored by 4-H. Grades cannot be adversely affected for lack of attendance or participation due to their participation in activities or programs sponsored by 4-H so long as the district was notified prior to the absence and the appropriate documentation was provided by the 4-H educator after the absence which substantiates the student's attendance at the 4-H event or activity.

Students will not be provided an excused 4-H absence for any student who participates in an activity or program sponsored by 4-H if the 4-H activity occurs during the scheduled statewide student assessment window set by the State Board of Education or if the student has been disciplined or suspended by the school district and a condition of the punishment would preclude the student from participation in any school field trips or extracurricular activities.

The district will require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility

ATTENDANCE POLICY, REGULATION (Cont.)

is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:

    a. The student has completed instructional activities on no less than ninety (90%) of the time that services were provided in a virtual or distance learning format to include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,

    b. The student is on pace for on-time completion of the course as required by the school district,

    c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or

2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

3. They are participating in a released time program held by an independent entity off school premises for no more than three class periods per week or a maximum of 125 class periods per school year provided that:

    a. The student's parent or legal guardian provides written consent prior to the student's participation in the released time course;

    b. No school funds other than de minimis administrative costs are expended and no school district personnel, equipment or resources are involved in providing the instruction;

    c. The independent entity maintains attendance records and makes the records available to the school district and board of education;

    d. Transportation is provided to and from the place of instruction by the independent entity, the student or the student's parent or legal guardian;

    e. The independent entity or the student's parent or legal guardian indemnifies the school district and holds it harmless with regard to any liability arising from conduct that does not occur on school property under the control or supervision of the school district and the independent entity maintains adequate insurance for that purpose;

    f. The student assumes responsibility for any missed schoolwork; and

    g. The student may not be excused to participate in a released time course during any class in which the subject matter being taught is subject to the assessment requirements of Section 1210.508 of Title 70.

ATTENDANCE POLICY, REGULATION (Cont.)

School Activity

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.

2. The student will be allowed to make up any work missed while participating.

Unexcused Absence

This is any absence that does not fall within one of the above categories. Work may be made up. 100% of the grade will be counted.

Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school. The student may be subject to further disciplinary action.

Tardies

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.

2. A student who is more than 10 minutes late of the class period is counted absent for the period.

3. Every 3rd tardy will constitute an unexcused absence from that class.

Per Guymon Board of Education Policy FDC, a student must be in attendance a minimum of 90% each semester to receive credit for that course. Any student who meets or exceeds the 10 day limit for unexcused absences may appeal to the attendance committee for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

*** LEGAL REFERENCE:** **38 O.S. §37**
70 O.S. § 10-105
70 O.S. § 3-145.8

MEDICAL EXEMPTION REVIEW COMMITTEE PROCESS FOR ELIGIBLE EXEMPTIONS AND DOCUMENTATION FOR DECISION

Members of the committee shall adhere to the Family Educational Rights and Privacy Act (FERPA) with regard to the review of confidential student records. The committee will review student absences and make a determination as to which absences may qualify as an absence for a severe medical condition and as a result be exempt from inclusion in the calculation of the chronic absenteeism indicator of the applicable student's school sites. In deciding, the committee will utilize the following definition of severe medical condition:

"A severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma."

If it is determined that a student's absence meets the definition, that absence will be documented via a notation by the building principal in the student's attendance log as being for a severe medical condition.

The district will report all absences determined to be medically exempt to the Oklahoma State Department of Education Office of Accountability.

DOCUMENTATION

On the ___ day of _____, 20___, the Medical Exemption Review Committee met at ____ o'clock to review absences to determine which absences, if any, met the "severe medical condition" exemption for purposes of the school district's chronic absenteeism indicator. The following situations were found to meet the definition:

Student . _____.

Severe Medical Condition _____.

Date of Absences . _____.

The committee agreed on this decision with a vote of _____.

_____
Committee Chairperson

ATTENDANCE COMMITTEE REPORT

Student's Name _____ School _____

Class _____ Date _____

Teacher _____ Grade _____

	Date of Absence	Reasons for Absences	Notes
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

This request for an extension is

_____ Approved

_____ Denied for the following reason(s) _____

_____

_____

_____ _____ _____

Administrator Counselor Teacher

STUDENT TRANSFERS

Open Transfers previously granted by the school board will remain in effect unless the board of education designee or Superintendent designee takes action to deny a future year's attendance based upon discipline or attendance as addressed within this policy.

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability. The school district will begin accepting applications for the next school year starting the first business day of January. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district, transferring student discipline history is reviewed, and student attendance records have been reviewed.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to disciplinary action or attendance issues. The district will not require parents to resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;

2. The transferring student has not been disciplined for:

    a. violation of a school regulation,

    b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or

    c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.

3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

TRANSFER POLICY(Cont.)

By the first day of January, April, July and October, the board of education or designee shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

GUYMON HIGH SCHOOL	CAPACITY	ENROLLMENT	AVAILABILITY
9th Grade	215		
10th Grade	215		
11th Grade	215		
12th Grade	215		

GUYMON JUNIOR HIGH SCHOOL	CAPACITY		
7th Grade	215		
8th Grade	215		

NORTH PARK ELEMENTARY	CAPACITY		
5th Grade	200		
6th Grade	200		

ACADEMY ELEMENTARY	CAPACITY		
3rd Grade	200		
4th Grade	200		

PRAIRIE ELEMENTARY	CAPACITY		
1st Grade	220		
2nd Grade	220		

HOMER LONG ELEMENTARY	CAPACITY		
Kindergarten	220		

CARRIER ELEMENTARY	CAPACITY		
Pre-K	120		

A student may be allowed to transfer to a district in which the parent or legal guardian of the student is employed as a teacher as per 70 O.S. § 8-113.

The 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. The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application. Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card; and

2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than thirty (30) consecutive days.

If the transfer application is accepted, the district shall notify the parents of the acceptance. The parent shall provide the district with written notification that the student will be enrolling within ten (10) days of notification of acceptance. Failure to notify the school district within ten (10) days of acceptance shall result in the cancellation of the transfer. The district will provide a written notice of the cancellation to the parent of the student immediately upon cancellation. If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to disciplinary reasons or a history of absences. Written notice of the intention to deny continued transfer of the student shall be given to a parent of a student no later than July 15. The parent may appeal the denial of a continued 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 to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the district for determining the number of transfer students the school district has the capacity to accept;
3. A copy of 210:10-1-18.1 from the Administrative Code; and
4. The date upon which the appeal will be due.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. 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 ten (10) days after the parent of the student actually received notice.

The appeal to the board of education shall be submitted to the office of the superintendent. 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. The notification shall include:

1. An explanation, including the legal citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the board of education for determining the number of transfer students the district has capacity to accept;
3. A copy of the State Board of Education's prescribed form for an appeal; and
4. A copy of 210:10-1-18.1 which identifies the Accreditation standard for appealing the denial of a student transfer.

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education. 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.

REFERENCE: 70 O.S. §1-114
70 O.S. §1-113
70 O.S. §5-117.1
70 O.S. §8-101, et seq.
70 O.S. §24-101, et seq.; §24-102
Family Education Rights and Privacy Act
Atty. Gen. Op. No. 87-134, April 1, 1988
State Accreditation Standards 210:10-1-18 and 210:10-1-18.1

THIS POLICY REQUIRED BY LAW.

STUDENT TRANSFER APPEAL

Paperwork to be submitted to the Office of the Superintendent, 111 NW 11th St, Guymon, OK 73942.

Student Name: _____ Parent/Guardian: _____

Address: _____ Phone: _____

Date District Gave Notice: _____ District Site: _____

Reasoning for Denial: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Legal Representation ☐ Yes ☐ No Name/Law Firm: _____

*** * Attach written response from the parent or legal guardian which explains why the policy was not followed. * ***

STUDENT TRANSFERS FOR CHILDREN OF EMPLOYEES

Children or wards of individuals employed by the school district shall be allowed to transfer into the school district without regard to other transfer policies. A student who enrolls pursuant to this policy shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance unless the transfer is from a school district which does not offer the grade the student is entitled to pursue. Eligibility requirements are governed by the Oklahoma Secondary School Activities Association.

REFERENCE: 70 O.S. §8-113
70 O.S. §8-103.2

CHILDREN OF ACTIVE DUTY MILITARY MEMBERS

Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active duty status and students who are the dependent children of a member of the military reserve on active duty orders shall be eligible for admission to the school district of their choice if he or she is 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 a valid military order. Students shall be eligible if at least one parent of the student has a Department of Defense-issued identification card.

Students who currently reside outside of a district they select for admission shall be treated by the receiving district as residing within the receiving district for purposes of enrollment.

If the enrolling student is on an IEP, an individualized family service plan, or a Section 504 plan, the district shall take the necessary steps including, but not limited to, the transfer of records and any prior evaluations, the performance of reevaluations, if necessary, and meetings to ensure that comparable services are in placed prior to the student's first day of school in the state.

REFERENCE: 70 O.S. §8-103.1

POLICY REQUIRED BY LAW

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 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 in the average daily membership for state and for federal funding purposes and shall assume all responsibility for education of the student. 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 POLICY(Cont.)

The appeal to the board of education shall be submitted to the office of the superintendent. 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.

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. The notification shall include:

1. An explanation, including the legal citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the board of education for determining the number of transfer students the district has capacity to accept;
3. A copy of the State Board of Education's prescribed form for an appeal; and
4. A copy of the rule adopted by the State Board of Education which identifies the Accreditation standard for appealing the denial of a student transfer.

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.

REFERENCE: 70 O.S. §13-103

HEALTH:
STUDENTS

The Guymon Board of Education believes that the goals of educators should include training that helps our children to grow into productive and responsible adults.

While the general health and physical maintenance of a child is the responsibility of the parent, the board believes that teachers and administrators should encourage students to become aware of the value of a healthy mind and body.

If a teacher or an administrator becomes aware of a health problem involving a student, the parents or legal guardian of the student shall be notified and a conference with the parents be scheduled. If efforts to resolve the problem through consultation with the parents are not successful, the administrator shall consider referring the matter to the Department of Human Services.

Health education shall, whenever possible, be incorporated into the subject matter of all courses of instruction. There shall also be established definite time allocations for the teaching of health education.

Any child who is determined to be afflicted with a contagious disease, as currently defined by the Oklahoma Department of Health shall be prohibited from attending school until a health officer has determined that the child is free of the contagious disease or that the disease is no longer contagious.

The school district will allow a child with head lice to attend classes in accordance with guidelines set by the American Academy of Pediatrics and the National Association of School Nurses.

REFERENCE: 70 O.S. §5-117, §10-105, §11-103, §1210.194
63 O.S. §1-507

INSTRUCTIONS FOR PARENTS ON HEAD LICE TREATMENT

Shampoos to use in treatment of Head Lice:

Prescription	Non-Prescription
Kwell	A-200
Scabene	R & C
	RID
	Triple X
	Cuprex

These products are available from your local drug store or pharmacist. When used as directed on the package, the products will quickly kill the lice and their eggs (nits). Usually two treatments are needed.

By the time you learn that one member of your family has lice, they may already have spread to others in the family. Therefore, it is essential that you do the following at once.

Inspect each member of your family daily for at least two weeks. Head lice should be suspected when there is intense itching and scratching of the scalp and the back of the neck. If you look closely at the scalp, you will see small, whitish eggs firmly attached to the hair shaft, especially at the nape of the neck and above the ears. Although these eggs may look like dandruff, dandruff can easily be removed from the hair while the eggs are not removed easily even by pulling. A fine-toothed comb is often needed to remove the nits.

If other members of your family become infested, treat them also.

Wash all personal clothing (including underwear and pajamas) and bedding (sheets, blankets, pillowcases) of all family members in hot water (at least 130 deg. F) or by dry cleaning those that have been used in the last two weeks.

Thoroughly wash combs and brushes in hot soapy water to disinfect.

Use clean towels for each person.

Vacuum mattresses, rugs, sofa, etc. thoroughly, or spray house thoroughly with R & C Spray.

Rinsing hair with vinegar after shampoo makes nit removal easier.

Repeat shampoo and house cleaning procedures in 7-10 days.

CONTAGIOUS AND LIFE THREATENING DISEASES

The Guymon Board of Education is concerned for the health and well-being of students and staff of the public schools. While the general health and physical well-being of a student is the responsibility of the parent, the board believes that teachers and administrators should promote and encourage the maintenance of a healthy body and mind.

Oklahoma law (70 O.S. §1210.194 and 63 O.S. §1-507) prohibits any child afflicted with a contagious disease from attending a public, private, or parochial school until such time as the child is free from such contagious disease.

Oklahoma law (70 O.S. §10-105 [1]) also permits the exclusion of a child by reason of mental or physical disability as determined by the board of education upon a certificate of a duly-licensed and practicing physician.

The board of education recognizes the possibility of students and staff acquiring and/or transmitting a contagious disease. Children may be excluded from school when the board believes exclusion is necessary to promote the safety and well-being of students and staff.

CONTAGIOUS AND LIFE THREATENING DISEASES (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the admission and management of children with communicable diseases.

CONTAGIOUS DISEASES

Contagious diseases include the common diseases of childhood for which immunization is required before admission to school. Such diseases include but are not limited to the following:

Diphtheria,
Hepatitis A,
Hepatitis B,
Measles (Rubella and Rubeola),
Mumps
Pertussis,
Poliomyelitis, and
Tetanus

Any child afflicted with any of the above diseases may not attend school in this district until the child is declared to be free from infection, or that the disease has reached a non-communicable stage and poses no danger to students or staff. Such declaration will be by certificate from a licensed practitioner of health services.

A student who exhibits symptoms of an illness which in the opinion of the superintendent is interfering with the student's ability to perform normal school functions, or which in the opinion of the superintendent is interfering or disrupting the normal educational process may be excluded from school until the student is examined by a licensed practitioner of the health services and is declared to be free of contagious or communicable disease.

APPEAL PROCESS

A student who has been excluded from attending school under this policy, or the student's parent(s), may appeal to the board of education. The following procedures shall govern the appellate process:

A. The student, or the student's parent(s), shall notify the superintendent of their intent to appeal as soon as possible following determination to exclude the student from attending school.

B. Upon receiving notice of a student's or parent(s)' intent to appeal, the superintendent shall advise the president of the board of education. The appeal shall be heard by the board within ten days from the date the notice of intent is filed with the superintendent.

C. During the hearing of the appeal, the student may be represented by legal counsel or other adult representative; may examine witnesses on his own behalf; cross examine opposing witnesses and offer other evidence in his behalf including his own testimony.

D. The board of education shall uphold the exclusion, modify the terms of the exclusion, or overrule the exclusion. The board shall notify the student and the student's parent(s) within five school days of its decision.

SCHOOL HEALTH GUIDE

COMMUNICABLE DISEASE	INCUBATION PERIOD	PERIOD OF COMMUNICABILITY	MAY RETURN TO SCHOOL WHEN ....
CHICKEN POX	14 - 21 days	1 day before rash & until lesions have crusted	All scabs should be dry and hard but not necessarily off.
FIFTH DISEASE *Pregnant women should contact their doctor if exposed to this disease.*	4 - 21 days	Greatest before onset of rash and while fever is present.	Any student with a temperature of 100 degrees will be considered contagious and should be excluded from school until fever free for 24 hours or with a doctor's note to reenter school.
IMPETIGO	2 - 10 days	Until all lesions are healed. Should see doctor if lesions on face.	When student has been on treatment for 24 hours. Physician release necessary for return to school. Lesions must be covered.
INFECTIOUS MONO	30 - 50 days	Unknown	On advice of physician. Exclude while symptomatically ill (fever, sore throat, etc.)
INFLUENZA A or B or H1N1	1 - -4 days	3 - 4 days	Must be excluded while symptom-atically ill and until 24 hours fever free without the use of anti-fever medication.
MRSA/STAPH INFECTIONS	Variable Commonly 1 -10 days	Active non-treated drainage is infectious.	May stay in school as long as lesion is being treated and is kept covered, unless otherwise directed by a physician.
MEASLES (Rubeola)	8 – 14 days	4 days before rash appears to 4 days after onset of rash	On advice of physician with written permission.
MUMPS	14 - 21 days	6 days before to 9 days after symptoms or swelling appear.	10 days after onset of symptoms with written permission from doctor or public health agency.
PINK EYE (Bacterial Conjunctivitis)	24 - 72 hours	During course of active infection.	24 hours after treatment is begun.
RINGWORM	Variable	As long as lesions are present and untreated.	As long as lesion is being treated with antifungal ointment. Cover if possible.
RUBELLA	14 - 21 days	7 days before and 4 days after rash appears.	5 days after onset of rash with written permission from doctor or public health agency.
SCABIES	2 - 6 weeks - 1st time. 1 - 4 days subsequent times.	Until mites and eggs are destroyed.	When recommended treatment is complete.
STREP THROAT, SCARLET FEVER, SCARLETINA	1 - 3 days	Variable	48 hours after treatment begins or with written permission from doctor.
VOMITTING OR DIARRHEA	Variable	Variable	Exclusion from school is required for 24 hours after the last episode.

Any student running a temperature of 100 degrees or more may be excluded from school

BASIC COMPONENTS OF PANDEMIC PLANNING

Every District should have an Emergency Management Plan that:

- Addresses all four phases of emergency management planning (Mitigation and Prevention, Preparedness, Response and Recovery).
- Is flexible enough to address multiple hazards (be "all-hazard plans").
- Is practiced on a regular basis.
- Is developed in an interactive, cross-cutting manner, in collaboration with community partners and stakeholders.
- Is based upon sound data and information.
- Includes provisions for being continually reviewed and updated regularly.
- Is coordinated with community pandemic illness planning efforts, as well as state policy and planning efforts.

Pandemic Plan: This plan is built upon components in existing emergency management plans and would contain elements unique to a pandemic.

Communication Plan

- Identify audiences and key messages (students, parents, staff, etc.).
- Focus on clear, accurate, consistent, and timely communications.
- Identify trusted spokesperson (also, identify who will be lead for health matters).
- Identify trusted media partners.
- Establish redundant communications methods identified in advance (primary, secondary and tertiary methods identified and all parties are familiar with them).

Plan for continuity of learning or instruction

- Consider alternate learning strategies.
- Consider potential restructuring of school calendar.

Identify stakeholders and partners. Identify a contact within the local public health department and collaborate with that entity to create complementary plans, coordinate with other partners, and communicate consistently with the public.

Identify and coordinate with other key stakeholders, such as law enforcement, school security personnel, local emergency management office, businesses, community and faith-based organizations.

BASIC COMPONENTS OF PANDEMIC PLANNING (Cont.)

Review and refine policies and authorities: Review school district's or crisis management plan, which outline procedures for continued function during an extended emergency.

Consider:

- Essential functions, goods, and services that must be maintained under a variety of conditions;
- Essential tasks that can be performed from other locations such as home, as well as technology support necessary to implement such measures;
- Essential people and material support;
- Delegations of authority; and
- Personnel/Human Resources policies (leave, disability, payroll, potential high absenteeism).

Identify legal authorities for school closures, limitations on responsibilities and functions (such as school lunch provision), and school's potential responsibilities and liabilities.

Review and refine supply policies and contracts including potentially ordering and warehousing items such as tissues, soap, or hand sanitizer.

Initiate or expand prevention and education efforts

- Conduct preventive hand-washing and cough/sneezing etiquette campaigns.
- Encourage staff, faculty, and students to stay home when ill.
- Provide information to parents, staff and students about elements of pandemic plan.

Create and implement a surveillance system in partnership with state and/or local health departments to identify and track student absences due to illness, which would allow the rapid detection of unusual changes or trends in student health.

Develop an Incident Command System (ICS) specific to a pandemic that identifies roles and responsibilities of educators, law enforcement, and health officials in advance of an incident.

Consider and plan with community partners to address issues specific to your school environment, such as:

- Students with special needs, including those who are in special education, receiving supplemental services at school, English Language Learners, or have special health care needs;
- Working with Child Nutrition Directors to help families identify sources for feeding programs for students who receive meals at school in the event of long-term school closures;

BASIC COMPONENTS OF PANDEMIC PLANNING (Cont.)

- Potential social services needed during and after pandemic has ended;
- Possible alternative uses of school buildings during a pandemic (such as for mass immunizations or hospitals);
- Potential uses of school buses during pandemic and if/how this affects contracts;
- Current alternative uses for schools and determine necessary policies/procedures under school closures;
- Capacity to address requirements for cleaning the building if it was used for community
- health needs or if there were sick students; and
- Fiscal, academic, emotional and physical recovery issues, including;
    - Return to learning;
    - Ability of students, family, and staff to access available mental health supports, particularly during a crisis if schools are cancelled;
    - Bereavement needs; and
    - Availability of mental health service providers, including community and faith-based organizations.

Summary: Basic Components of Pandemic Planning

- Every district should have an Emergency Management Plan.
- The Plan should be flexible to encompass all hazards.
- Every district should develop a Pandemic Illness Plan.
- Plans should address four phases of emergency management planning: Mitigation and Prevention, Preparedness, Response, and Recovery.
- Plans should be practiced on a regular basis.
- Plans should be developed and communicated in an interactive manner with stakeholders, including parents, faculty, other community partners and first responders.
- Plans should be based on sound data and information; www.cdc.gov should be the main resource for pandemic planning and information.
- Plans should be continually reviewed and updated as new information is available. The complete planning checklist can be viewed at www.cdc.gov.

BASIC COMPONENTS OF PANDEMIC PLANNING (Cont.)

Instruction

Emergencies and Disaster Preparedness

Pandemic/Epidemic Emergencies

The Board recognizes that a pandemic/epidemic outbreak is a serious threat that stands to affect students, staff, and the community as a whole. With this consideration in mind, the Board establishes this policy in the event the town/municipality and/or school district is affected by a pandemic/epidemic outbreak. At all times the health, safety and welfare of the students shall be the first priority.

Planning and Coordination

The Superintendent shall designate one or more staff members to serve as a liaison between the school district and local and state health officials. This designee is responsible for connecting with health officials to identify local hazards, determine what crisis plans exist in the school district and community, and to establish procedures to account for student well-being and safety during such a crisis. The designee shall work with local health officials to coordinate their pandemic/epidemic plans with that of the school district

The Principal and/or school nurse or other designee shall develop a curriculum component to health classes that is designed to teach students about preventing or limiting the spread of communicable diseases.

With fiscal concerns in mind, the District shall purchase and store supplies necessary for an epidemic/pandemic outbreak, including but not limited to disinfectant products, face masks, water, examination gloves, and other supplies as recommended by the school nurse and/or State or county health department.

The Superintendent shall develop procedures and plans for the transportation of students in the event of an evacuation. Such procedures shall include provisions for students who cannot be transported to home at the time of the evacuation.

Response

In the event anyone within the school is discovered or suspected to have a communicable disease that may result in an epidemic/pandemic, that person shall be immediately quarantined pending further medical examination. Local and state health officials shall be notified immediately.

In conjunction with local and state health officials, the Superintendent shall ascertain whether an evacuation, lockdown, or shelter-in-place needs to be established. As soon as such a decision has been made, the school district shall attempt to notify the parents of all students.

BASIC COMPONENTS OF PANDEMIC PLANNING (Cont.)

Instruction

Emergencies and Disaster Preparedness

Pandemic/Epidemic Emergencies (continued)

In the event of an evacuation, the Superintendent is charged with determining when the school shall re-open. In the event of a lockdown or shelter-in-place, the Superintendent shall notify all proper authorities and relief agencies to seek their assistance for the duration of the lockdown or shelter-in-place.

Infection Control

Any student or staff member found to be infected with a communicable disease that bears risk of pandemic/epidemic will not be allowed to attend school until medical clearance is provided by that individual's primary care physician or other medical personnel indicating that that person does not bear the risk of transmitting the communicable disease.

Students with excessive absences due to a communicable disease shall be given a reprieve from other Board policies relative to excessive student absences. Efforts will be made by the staff to determine what, if any, school work the student can complete while absent.

Staff members who are forced to miss excessive days of work shall first use sick leave. If a staff member has still not received medical clearance to resume his/her work duties, absences in excess of a staff member's allotted leave will not affect the employees right to continued employment.

Continuance of Education

The Superintendent shall develop a plan of alternate means of educating students in the event of prolonged school closings and/or extended absences. Such a plan may include providing students with assignments via mail, local access cable television, or the school district's website.

The Superintendent is authorized to amend the traditional class schedule and schedule of days. Such a plan may include extending the school day, having school days held on Saturdays, the use of previously scheduled vacation days, and/or extend the school year beyond the previously established end of school year, within applicable statutory requirements.

TIPS FOR PARENTS ON COPING WITH PANDEMIC ILLNESS

Plan for an extended stay at home during a pandemic illness.

- Ask your employer about how business will continue during a pandemic.
- Ask your employer if you can work from home during a pandemic.
- Plan for a possible reduction or loss of income, if you are unable to work or your place of employment is closed.
- Check with your employer or union about leave policies.
- Plan home learning activities and exercises. Have materials, such as books, on hand.
- Plan recreational activities that your children can do at home.

Items to have on hand for an extended stay at home:

Examples: Non-perishable foods, health and emergency supplies

- Ready to eat canned vegetables, soups
- Protein or fruit bars
- Dry cereal or granola
- Peanut butter and jelly
- Dried fruit, nuts, trail mix
- Crackers
- Canned juices
- Bottled water
- Fluids with electrolytes, such as Pedialyte®
- Canned or jarred baby food
- Baby formula
- Medicines for fever, such as acetaminophen (Tylenol) or ibuprofen (Motrin)
- Thermometer
- Vitamins
- Prescribed medical supplies such as, glucose and blood pressure monitoring
- Flashlight with extra batteries
- Portable radio with extra batteries
- Manual can opener
- Pet food
- Garbage bags
- Tissues, toilet paper, disposable diapers

If someone in your home develops symptoms (fever, cough, muscle aches):

- Encourage plenty of fluids to drink.
- Keep the ill person as comfortable as possible. Rest is important.
- For adults with fever, sore throat and muscle aches, use ibuprofen (Motrin) or acetaminophen (Tylenol).
- Do not use aspirin in children or teenagers; it can cause Reye's syndrome, a life threatening illness.
- Sponging with tepid (wrist-temperature) water lowers fever only during the period of sponging. Do not sponge with alcohol.
- Keep tissues and a trash bag for their disposal within reach of the patient.
- All members of the household should wash their hands frequently.

TIPS FOR PARENTS ON COPING WITH PANDEMIC ILLNESS (Cont.)

- Keep other family members and visitors away from the person who is ill.
- Contact a healthcare provider for further advice. If the ill person is having difficulty breathing or is getting worse, contact the healthcare provider right away.

For more information, visit www.cdc.gov.

SAMPLE KEY MESSAGES FOR SCHOOL OFFICIALS - AN OUTBREAK

- We know this is an anxious time for our community and our hearts go out to those who are ill. We are working closely with local health officials to deal with the situation and will keep parents updated with any important information.
- At this time, under the guidance of the county health department, we believe students can safely attend classes and schools will remain open. Our thoughts are with all of our families and children who are affected.
- If pandemic illness continues to spread and more students become ill, health officials may need to close schools for an extended period of time (for example, up to 6 weeks).
- The purpose of closing schools will be to decrease contact among children in order to decrease their risk of getting sick and to limit the spread of infection. If schools are closed, children should stay at home.
- We urge parents to plan now for the possibility of schools closing. Arrange day care, and home schooling.
- Parents can help protect their children and prevent the spread of pandemic illness as they would colds and other flu by taking the following precautions:
    - Teach your children to wash hands frequently with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
    - Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow.
    - Teach your children to stay away from people who are sick and stay home from work or school if you are sick.
- Recommendations may change during the course of a pandemic illness. We will make public announcements through the media and parents can call the school district's hotline at (INSERT HOTLINE).
- For more information on pandemic illness and prevention, visit or call the Health Emergency Information Line: _____.

PUBLIC HEALTH INSTRUCTIONS DURING A PANDEMIC ILLNESS

Throughout a pandemic illness, people may be asked or required to do things to help hold back the spread of the disease in our community.

Here are some examples of what public health officials may ask people to do:

STAY HOME

People who are sick should stay home. Children should not go to school if they are sick. Staying home will be absolutely necessary during a pandemic illness to limit the spread of the disease.

AVOID LARGE GROUPS

People - even those who are well - should stay away from gatherings of people such as sporting events, movies and festivals. During a pandemic illness these kinds of events could be cancelled because large gatherings of people help spread of a pandemic illness.

Isolation and quarantine are public health actions used to contain the spread of a contagious disease. If asked, it will be important to follow isolation and/or quarantine instructions.

ISOLATION

Isolation is for people who are already ill. When someone is isolated, they are separated from people who are healthy. Having the sick person isolated (separated from others) can help to slow or stop the spread of disease. People who are isolated can be cared for in their homes, in hospitals, or other healthcare facilities. Isolation is usually voluntary, but local, state and federal government have the power to require the isolation of sick people to protect the public.

QUARANTINE

Quarantine is for people who have been exposed to the disease but are not sick. When someone is placed in quarantine, they are also separated from others. Even though the person is not sick at the moment, they were exposed to the disease and may still become infectious and then spread the disease to others. Quarantine can help to slow or stop this from happening. States generally have the power to enforce quarantines within their borders.

FACT SHEET: Stopping Germs at Home, Work and School

How Germs Spread: The main way that illnesses like colds and viruses are spread is from person to person in respiratory droplets of coughs and sneezes. This is called “droplet spread.” This can happen when droplets from a cough or sneeze of an infected person move through the air and are deposited on the mouth or nose of people nearby. Sometimes germs also can be spread when a person touches respiratory droplets from another person on a surface like a desk and then touches his or her own eyes, mouth or nose before washing their hands. We know that some viruses and bacteria can live 2 hours or longer on surfaces like cafeteria tables, doorknobs, and desks.

How to Stop the Spread of Germs: In a nutshell: take care to:

- Cover your mouth and nose.
- Clean your hands often.
- Remind your children to practice healthy habits, too.

PUBLIC HEALTH INSTRUCTIONS DURING A PANDEMIC ILLNESS (Cont.)

Cover your mouth and nose when coughing or sneezing: Cough or sneeze into a tissue and then throw it away. Cover your cough or sneeze if you do not have a tissue. Then, clean your hands, and do so every time you cough or sneeze.

The "Happy Birthday" song helps keep your hands clean? Not exactly. Yet it is recommend that when you wash your hands — with soap and warm water — that you wash for 15 to 20 seconds. That's about the same time it takes to sing the "Happy Birthday" song twice!

Alcohol-based hand wipes and gel sanitizers work too: When soap and water are not available, alcohol-based disposable hand wipes or gel sanitizers may be used. You can find them in most supermarkets and drugstores. If using gel, rub your hands until the gel is dry. The gel doesn't need water to work; the alcohol in it kills the germs on your hands.

Germs and Children: Remind children to practice healthy habits too, because germs spread, especially at school.

More Facts, Figures, and How-Tos: CDC and its partner agencies and organizations offer a great deal of information about hand washing and other things you can do to stop the germs that cause pandemic illnesses, the common cold, and other illnesses.

IMMUNIZATIONS
STUDENTS

The Guymon Board of Education shall provide an environment for students to study, interact, and learn. Such an environment shall be reasonably free of known hazards that may threaten or endanger the health of our children or educators.

The board of education shall require that no child be admitted to this school unless and until certification from a licensed physician or authorized representative of the State Department of Health is presented to the school administrators that such child has received or is in the process of receiving the immunization required by the State Department of Public Health unless an exemption has been granted from the immunizations on medical, religious, or personal grounds.

If a parent or guardian is unable to pay for the required immunizations, the school will refer the student to the State Department of Public Health for assistance.

The following immunizations are required by the State Department of Public Health prior to the enrollment of a child in public school:

5 DPT (Diphtheria - Pertussis - Tetanus) (unless the fourth dose was received after the fourth birthday)
4 Poliomyelitis (unless the third dose was received after the fourth birthday)
2 Measles, Mumps, and Rubella (MMR)
3 Hepatitis B
2 Hepatitis A
1 Varicella (Chickenpox)

REFERENCE: 70 O.S. §1210.191, et seq.
Oklahoma State Department of Health Regulations

EXEMPTIONS FROM IMMUNIZATION (REGULATION)

Exemptions from immunizations require the following:

1. Medical contraindications: A signed statement (ODH form 216A) from a licensed physician stating the physical condition of the child is such that immunizations would endanger the life or health of the child.

2. Religious objections: A signed statement (ODH form 216A) from the head of a religious organization stating immunizations are contrary to the teachings of the religion.

3. Parental objection: A signed statement (ODH form 216A) from a parent or guardian objecting to the required immunizations.

MEDICATION: ADMINISTERING TO STUDENTS

It is the policy of the Guymon Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a nonprescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:

   A. student's name,
   B. name and strength of medication,
   C. dosage and directions for administration,
   D. name of physician or dentist,
   E. date and name of pharmacy, and
   F. whether the child has asthma or other disability which may require immediate dispensation of medication.

   The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

   A. purpose of the medication,
   B. time to be administered,
   C. whether the medication must be retained by student for self-administration,
   D. termination date for administering the medication, and
   E. other appropriate information requested by the principal or the principal's designee.

2. Self-administration of inhaled asthma medication by a student for treatment of asthma, an anaphylaxis medication used to treat anaphylaxis, and the self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

   A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.

   B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

   C. Permission for the self-administration of asthma, anaphylaxis medication, or replacement cystic fibrosis enzymes is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.

   D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler, anaphylaxis medication, or replacement pancreatic enzyme medication at all times.

MEDICATION: ADMINISTERING TO STUDENTS (Cont.)

E. Definitions:

1. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.

2. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.

3. Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.

4. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

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.

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 school 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.

The administrator, or administrator's designee, will:

A. Inform appropriate school personnel of the medication being administered
B. Keep an accurate record of the administration of the medication
C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
D. Return unused prescription medication to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

MEDICATION: ADMINISTERING TO STUDENTS (Cont.)

REFERENCE: 10 O.S. §170.1
59 O.S. §353.1
70 O.S. §1-116, et seq.

MEDICATIONS GIVEN AT SCHOOL (REGULATION)

Giving medications to students at school requires the utmost care and caution on the part of school staff. The danger of a student receiving an incorrect medication puts the student's health at risk and places the school and employees in legal jeopardy. The board of education has established policies and procedures for the safe administration of medications at school, including the following:

1. The principal designates in writing which school employees may administer medications to students.

2. The school nurse:

   A. Is responsible for the design, implementation and monitoring of procedures for administering and storing of all medications;

   B. Communicates between the physician, parent, student, and school personnel concerning medications;

   C. Is responsible for acquainting school personnel with the purposes of medications, possible side effects, and observable reactions expected;

   D. Provides an annual in-service for principals, teachers, and those designated to administer medications, describing proper techniques and discussing safety issues. The nurse then provides ongoing monitoring for safe practices during the school year.

3. Designated school employees:

   A. Are responsible for knowing and following the policy and correct procedures outlined for administering medications at school. The superintendent shall designate the employee(s) responsible for obtaining the Epinephrine injectors at each school site. Prior to the administration of an Epinephrine injector by a school employee, verification shall be made by the school employee that an executed waiver of liability by a parent or guardian is on file with the school district. Whenever a student is believed to be having an anaphylactic reaction, a school employee shall call 911 as soon as possible; and

   B. Report to the principal and the school nurse any noted discrepancies in the medication orders for the student.

An appeal procedure review committee composed of two district administrators, a local physician, and a school nurse, will be established to address unusual circumstances which may arise but are not covered by the stated guidelines of the district's policy on administering medication at school. The committee will be chaired and convened by the director of health services as specific situations arise.

Information describing the rationale of the district's policy is available for parents to help them understand the need for the policy and these regulations.

MEDICAL MARIJUANA

The district will not regulate or take any adverse action against an employee for holding a medical marijuana license. The school district may take action against an employee who possesses a medical marijuana license if the employee uses or possesses marijuana while at school or during the hours of employment as per 63 O.S. § 425.

There will be no smoking on school premises of any substance 24/7 in accordance with the state's no smoking act. At no time will marijuana be grown or stored on school premises.

School employees will not under any circumstances:

a. Assist students in obtaining or using medical marijuana;

b. Store medical marijuana for students;

c. Take and/or use a student's medical marijuana;

d. Serve as a student's designated caregiver, unless the student is the child or in the legal custody of the employee.

The district reserves the right to discipline employees or students who fail to adhere to Oklahoma law and/or the requirements of this policy. Such disciplinary action will be addressed in accordance with the student discipline code and/or the standards of conduct for employees. Employees may be subject to termination or nonreemployment.

If a student has specific procedures regarding medical marijuana that are written into the student's Individualized Education Program (IEP) and such procedures are consistent with state and federal law, those provisions will take precedent over this policy.

CONCUSSIONS AND HEAD INJURIES

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

On an annual basis, a concussion and head injury information sheet shall be completed and returned to the school district by the youth athlete and the youth athlete's parent or guardian prior to the youth athlete's participation in practice or competition. The athletic director shall provide written instructions to all coaches to ensure that no youth athletes are allowed to participate in practice or competition prior to the receipt of a concussion and head injury information sheet. Any coach or staff allowing a youth athlete to participate in practice or competition prior to the receipt of a signed concussion and head injury information sheet shall be disciplined and may be terminated from employment in the extra duty assignment.

A youth athlete who is suspected of sustaining a concussion or head injury during a practice or game shall be removed from participation at that time. Any youth athlete removed from participation shall not be allowed to participate until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to participation from that health care provider. "Return to learn" guidelines shall be provided to teachers and relevant school personnel pertaining to athletes returning to the classroom after sustaining a concussion or head injury. "Graduated return to athletic participation" guidelines shall be provided to coaches and staff members pertaining to youth athletes returning to activity after sustaining a head injury or concussion.

The school district shall impose the following minimum penalties for failing to remove an athlete from an activity:

1st offense: The coach or staff member will be required to attend additional training.

2nd offense: The coach or staff member will be suspended from the sport or activity until an appearance in front of the board of education. The appearance before the board of education may involve a determination as to whether the coach or staff member will continue employment in the extra duty assignment.

Additional free online concussion training programs are available at The Center for Disease Control at http://www.cdc.gov/HeadsUp/index.html and at the National Federation of State High School Associations at http://nfhslearn.com/?courseID=38000.

Return to learn guidelines are located at:
http://www.cdc.gov/headsup/pdfs/schools/tbi_classroom_tips_for_teachers-a.pdf

Graduated return to participation guidelines are located at:
http://www.cdc.gov/headsup/pdfs/custom/headsupconcussion_fact_sheet_for_schools.pdf

REFERENCE: 70 O.S. §24-155

TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO

It is the goal of the Guymon Board of Education to develop a program of instruction concerning drugs, alcohol, and tobacco so that students may learn the adverse and dangerous effects of drugs on the human mind and body and the proper usage of prescription and nonprescription medicines.

The philosophy of this school district is that drug abuse is the use of a drug for any purpose other than its medically prescribed use if appropriate. The board believes that prevention requires education, and that the most important aspect of the policies and guidelines of the district should be the education of each individual student.

It is the intent of this school district to coordinate its efforts and activities with appropriate state and local health and law enforcement agencies and drug and alcohol abuse programs within the community which provide drug education, prevention, treatment, and rehabilitation.

For the purposes of this policy, the following definitions are adopted:

"Alcohol" means any nonintoxicating alcoholic beverage or alcoholic beverage as defined in Oklahoma Statutes, Title 37;

"Drug" means articles recognized in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to any of them; articles intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in man or other animals; articles, other than food, intended to affect the structure or any function of the body of man or other animals; and articles intended for use as a component of any article specified herein. "Illicit drugs" includes tobacco and tobacco products.

Objectives of the Drug Education Curriculum

1. To create an awareness of the drug problem including prevention, education, treatment, rehabilitation, and law enforcement on the local, state, national, and international levels.
2. To inform students of the effect of narcotics, sedatives, hallucinogens, and other drugs.
3. To relate the use of drugs and alcohol to physical, mental, social, and emotional consequences.
4. To encourage students to adopt appropriate attitudes toward pain, stress, and discomfort.
5. To understand the need for seeking professional advice in dealing with problems related to physical and mental health.
6. To understand the personal, social, and economic problems causing the misuse of drugs and alcohol.
7. To develop an interest in preventing illegal use of drugs in the community.

The superintendent is directed to develop a drug education curriculum implementing these objectives.

REFERENCE: 70 O.S. §1210.229-1, et seq.
Public Law 101-226

REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT

In accordance with Oklahoma law, any person is required to immediately report suspected cases of physical abuse or neglect involving students under the age of eighteen (18) to the statewide toll free hotline of the Department of Human Services and local law enforcement. The statewide DHS hotline number is 1-800-522-3511. Any person having reason to believe that a student age eighteen (18) or older is a victim of abuse or neglect shall immediately report the matter to local law enforcement. 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 hours to local law enforcement.

Local law enforcement means a law enforcement agency that is independent of the school district, campus police department and shall not include a school resource officer employed by the school district unless directed by the independent law enforcement agency. When a school resource officer is utilized, the office shall submit a written report describing the circumstances and any actions taken to the independent law enforcement agency. 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 has been notified and has had the opportunity to interview the involved parties, unless 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.

The board of education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall immediately report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services by telephone.

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

1. Child abuse as defined in Section 843.5 of Title 21 of the Oklahoma Statutes;
2. Sexual abuse or sexual exploitation as defined in Section 1-1-105 of Title 10A of the Oklahoma Statutes;
3. Contributing to the delinquency of a minor as defined in Section 856 of Title 21 of the Oklahoma Statutes;
4. Trafficking in children, as defined in Section 866 of Title 21 of the Oklahoma Statutes;
5. Incest as described in Section 885 of Title 21 of the Oklahoma Statutes;
6. Forcible sodomy, as described in Section 888 of Title 21 of the Oklahoma Statutes;
7. Maliciously, forcibly or fraudulently taking or enticing a child away, as described in Section 891 of Title 21 of the Oklahoma Statutes;

REPORTING SUSPECTED CHILD ABUSE (Cont.)

8. Soliciting or aiding a minor child to perform or showing, exhibiting, loaning or distributing obscene material or child pornography, as described in Section 1021 of Title 21 of the Oklahoma Statutes;

9. Procuring or causing the participation of any minor child in any child pornography or knowingly possessing, procuring or manufacturing child pornography, as described in Section 1021.2 of Title 21 of the Oklahoma Statutes;

10. Permitting or consenting the participation of a minor child in any child pornography, as described in Section 1021.3 of Title 21 of the Oklahoma Statutes;

11. Facilitating, encouraging, offering or soliciting sexual conduct with a minor, as described in Section 1040.13a of Title 21 of the Oklahoma Statutes;

12. Offering or offering to secure a minor child for the purposes of prostitution or any other lewd or indecent act, as described in Section 1087 of Title 21 of the Oklahoma Statutes;

13. Causing, inducing, persuading or encouraging a minor child to engage or continue to engage in prostitution, as described in Section 1088 of Title 21 of the Oklahoma Statutes;

14. Rape or rape by instrumentation, as described in Sections 1111.1 and 1114 of Title 21 of the Oklahoma Statutes; and

15. Making any oral, written or electronically or computer-generated lewd or indecent proposals to a minor child under the age of sixteen (16) as described in Section 1123 of Title 21 of the Oklahoma Statutes; and

16. Sexual battery, when committed upon a person who is at least sixteen (16) year of age and is less than twenty (20) years of age and is a student, or in the legal custody or supervision of any public or private elementary or secondary school, or technology center, by a person who is eighteen (18) years of age or older and is an employee of a private or 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

REPORTING SUSPECTED CHILD ABUSE (Cont.)

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 or the Department.

The school district shall post, in a clearly visible location in a public area of the school that is readily accessible to all students, a sign in English and Spanish that contains the toll-free number operated by the Department of Human Services.

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

REFERENCE: 10A O.S. § 1-2-101
10A O.S. § 1-2-104
63 O.S. §1-120 (G)
70 O.S. §1210.162
Atty. Gen. Op. No. 78-202 (Dec. 28, 1978)

FUND RAISING BY IN-SCHOOL ORGANIZATIONS

The Guymon Board of Education recognizes that from time to time an organization or class within the school system has a need to raise funds to finance certain projects.

Any organization wishing to raise funds should adhere to the following procedure:

1. Submit an estimate for the cost of the project to the superintendent.
2. Submit a list of sources for the fund raising to the superintendent.
3. Obtain approval for the project from the board of education.
4. All funds that are raised should go into the activity fund, except funds raised by a group or organization sanctioned by the board that should remain the property of that group or organization. Only the superintendent or the superintendent's designee can approve expenditures out of the activity fund.
5. Door-to-door solicitation will not be conducted during school hours.
6. All funds must be returned to the school sponsor and deposited in the appropriate activity account on a daily basis.

Raffles

Student groups or organizations and parent-teacher associations affiliated with this school district meeting the qualification requirements of state law are permitted to conduct raffles for the benefit of school-related initiatives within this district subject to the approval process, above. Raffles permit such qualified organizations to raise funds by issuing numbered tickets in conjunction with voluntary contributions to the organization. The board of education shall give approval of the items for raffle prior to approving a raffle as a fund-raiser.

NonSchool Fundraisers

Students, staff, and patrons are prohibited from conducting fundraisers for nonschool activities on school premises.

REFERENCE: 21 O.S. §1051
70 O.S. §5-122, §5-129, §5-135

ADMINISTRATIVE GUIDELINES FOR RAFFLES

With passage of the Oklahoma Education Lottery Act in November 2004, public schools accredited by the State Department of Education and parent-teacher organizations affiliated with a public school were granted the right to conduct raffles as a means to raise funds.

In order to conduct raffles in a legal and organized manner, these administrative guidelines shall be followed:

1. Participation in raffles is a voluntary act on behalf of the participant, and the contributions to participate in the raffle are considered voluntary.

2. A set of pre-numbered tickets must be issued. One ticket stub will be issued to the participant, and the school will retain the other ticket stub.

3. Schools and other related organizations may not hire or contract with any person or business to conduct the raffle, to sell raffle tickets, or to solicit contributions in connection with a raffle on behalf of the organization.

4. The board of education must approve all raffles conducted on behalf of the respective school.

5. School officials must be actively involved in supervising the drawing of the ticket stub or stubs.

6. All funds received in connection with the raffle shall be accounted for in accordance with district activity fund procedures.

7. The owner of the winning ticket stub need not be present to win.

8. Cash and non-cash prizes may be used as raffle winnings.

9. The fair market value of the winnings must be disclosed. The winning prize for raffles will be limited to a fair market value not to exceed $5,000.

10. Tax considerations must be followed. If the fair market value of the winning cash or non-cash prize is less than $600, then there are no tax considerations to be followed. For cash or non-cash prizes that have a fair market value of $600 or more and under $5,000, the winnings must be reported through the issuance of a 1099 to the IRS and the recipient. Information such as name, address, and social security number must be obtained from the recipient for winnings greater than $600.

11. Schools and affiliated organizations shall not conduct casino nights and other forms of gambling.

12. Students who wish to participate in the raffle may do so before and after school.

FUND-RAISER REQUEST

The sponsor is to complete the fund-raiser request form in duplicate and submit to the building principal.

TO: _____ Building: _____
(Principal)

_____ plans to raise funds.
(Club, Organization, Class, Activity)

Proposed Sales Project _____

_____

Company and Address _____

Representative _____

Quantity to be Ordered _____

Cost per Unit _____

Proposed Sale Price per Unit _____

1. The date of the fund raising is _____
2. What are you going to use the money for? _____

   _____
3. How much are you trying to raise (dollar figure)? _____

Requested by:

_____
Sponsor Signature

_____
Date

Recommended for:

Approval _____

Disapproval _____

Date _____

Board Action: Approved _____ Disapproved _____

Signature: _____

FUND-RAISER REQUEST (Cont.)

ACTIVITY FUNDRAISER PROFIT/LOSS REPORT

This form is to be completed by the Teacher/Sponsor/Coach upon completion of fundraiser and turned in to the Activity Funds Clerk.

Activity Account: _____ **Project #:** _____

Fundraiser: _____

Total Deposited: $_____

Expenses: $_____

$_____

$_____

$_____
(only items paid in order to make fundraiser possible)

Total Profit (Loss): $_____
(Deposits less expenses)

Explanations: _____

_____

_____

To the best of my knowledge, I swear the above is true and complete.

_____ _____
Teacher/Sponsor/Coach Date Site Administrator Date

STUDENT RECORDS

It is the policy of the Guymon Board of Education that the principal of each school will be the legal custodian of all student records for that school.

Students and parents will have access to their school records. The school will notify parents and adult students annually of the following:

1. The type of records kept;
2. The procedure for inspecting and copying these records;
3. The right for interpretation;
4. The right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement;
5. The right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented.

The educational records or school records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his or her own use, and which are not available to others are exempted from this definition.

The school will require a prior written consent before information other than directory information may be divulged to third parties. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools in which the student seeks to enroll. A school district in which a student is enrolled or is in the process of enrolling in may request the student's education records from any district in which the student was formerly enrolled to ascertain safety issues with incoming students and ensure full disclosure. The records, including the student's disciplinary records, will be forwarded to the requesting district within three (3) business days. Disciplinary records shall include but not be limited to all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potential dangerous threat to students or school personnel.

When schools transfer records to new educational institutions, the schools must notify parents of the transfer, and of their right to review and contest the material. An exemption exists for material under court order. Parents must be notified of such order prior to release.

The district will release individual student records from the current or previous school year to a school district where the student was previously enrolled if the release of such records is for the purposes of evaluating educational programs and school effectiveness.

The district may disclose personally identifiable information to third parties, without prior written consent, in order to conduct studies, audits, and evaluations of the educational programs of the school district. In such case, the district will take reasonable steps to ensure that all authorized representatives of the third party are FERPA compliant with the information provided for the purposes of the study, audit, or evaluation of the educational program.

The district may disclose, without the consent or knowledge of the eligible student or parent, personally identifiable information in the educational records of a student to the Attorney General of the United States or his or her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. The district is not required to record such disclosure of information and is protected from liability for disclosing such information in good faith.

STUDENT RECORDS (Cont.)

The superintendent is directed to establish procedures to ensure compliance with the Family Educational Rights and Privacy Act and other applicable acts and regulations.

REFERENCE: 34 CFR 99.1
18 USC §§2331 and 2332(g)(5)(B)
20 USC 1232
51 O.S. §24A.16
70 O.S. §6-115
70 O.S. §24.101.4
70 O.S. §24-114

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

DEFINITIONS

For the purpose of this regulation, the school district has used the following definitions of terms:

Student

Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

Eligible Student

A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

Parent

Either natural parent of a student unless his or her rights under the Family Educational Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Education Records

Any item of information or record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:

   A. It was made as a personal memory aid;

   B. It is in the sole possession of the individual who made it; or

   C. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;

2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or

3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

Personal Identifier

Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

ANNUAL NOTIFICATION

Within the first three weeks of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;

2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA;

3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);

4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and

5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

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

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

LOCATIONS OF EDUCATION RECORDS

TYPES	LOCATION	CUSTODIAN
Cumulative School Records	Individual School Sites	School Principal
Cumulative School Records (Former Students)	Administration Building	Enrollment Center
Health Records	Individual School Site	School Principal
School Transportation Records	Individual School Site	School Principal
Speech Therapy Records	Special Education Office	Special Education Director
Psychological Records	Individual School Site	School Principal

PROCEDURE TO INSPECT EDUCATION RECORDS

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes.

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

The parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record or records he or she wishes to inspect.

The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

FEES FOR COPIES OF RECORDS

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. However, the district reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes. The school district may deny copies of records to third parties (not parents or students) in the following situations:

1. The student has an unpaid financial obligation to the school.

2. There is an unresolved disciplinary action against the student that warrants the denial of copies.

The FERPA requires the school district to provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student;

2. At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student; or

3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. The fee will be from no cost to ten cents per page. (Actual copying cost, less hardship factor.)

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience, will be from ten cents to thirty-five cents per page (actual search, retrieval, and copying cost) plus postage, if incurred.

DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

1. The student's name;
2. The student's class designation (i.e., first grade, tenth grade, etc.);
3. The student's extracurricular participation;
4. The student's achievement awards or honors;
5. The student's weight and height if a member of an athletic team;
6. The student's photograph.

(NOTE: A district may designate all, some, or none of this information as directory information.)

Within the first three weeks of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

At the end of the two-week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

The school district has created a limited directory information policy and will not fulfill directory information requests for commercial purposes or for marketing purposes.

USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who are school officials. An official is:

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

1. A person duly elected to the school board;

2. A person certified by the state and appointed by the school board to an administrative or supervisory position;

3. A person certified by the state and under contract to the school board as an instructor;

4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or

5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;

2. Perform a supervisory or instructional task directly related to the student's education; or

3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

The school district will only release information from, or permit access to, a student's education record with a parent's or eligible student's prior written consent except that the school superintendent, or a person designated in writing by the superintendent, may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student prior to such a transfer of records; the parent or eligible student has a right to obtain copies of records transferred under this provision);

2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district;

3. The parties who provide or may provide financial aid to a student to:

   A. Establish the student's eligibility for the aid,

   B. Determine the amount of financial aid,

   C. Establish the conditions for the receipt of the financial aid, or

   D. Enforce the agreement between the provider and the receiver of financial aid;

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

4. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction;

5. To accrediting organizations to carry out their accrediting functions;

6. To comply with a judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision);

7. If the disclosure is an item of directory information, and the student's parent or eligible student has not refused to allow the district to designate that item as directory information for the student; or

8. In response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

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

1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;

2. The information is necessary and needed to meet the emergency;

3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; or

4. Time is an important and limiting factor in dealing with the emergency.

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

1. A specification of the records to be released;

2. The reasons for the disclosure;

3. The person, organization, or the class or organizations to whom the disclosure is to be made;

4. The parent's or eligible student's signature; and

5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

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

The school district will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be redisclosed without the parent's or eligible student's prior written consent.

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

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

The record will include at least:

1. The name of the person or agency that made the request;
2. The interest the person or agency had in the information;
3. The date the person or agency made the request; and
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The district will maintain this record as long as it maintains the student's education record.

The record will not include:

1. Requests for access or access granted to the parent of the student or to an eligible student;
2. Request for access granted to officials of the school district who have a legitimate educational interest in the student;
3. Requests for, or disclosures of, information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent;
4. Requests for, or disclosure of, directory information designated for that student; or for
5. Requests for, or disclosure of, information contained in the student's education record if the request is in response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under the FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.)

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

First Level Decision

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

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

1. Provide the requester a copy of the questioned record at no cost;
2. Ask the requester to initiate a written request for the change; and
3. Follow the procedure for a second level decision.

Second Level Decision

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

1. Is inaccurate and why;
2. Is misleading and why; and/or
3. Violates student rights and why.

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the district's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

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

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

Third Level Decision

The school superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney, or the school board (in executive session). The superintendent will then make a decision concerning the request and complete the steps at this decision level.

Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the superintendent will notify the requester, in writing, of the reasons for the delay and a date when the decision will be made.

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

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

1. The school district's decision that the record is correct and the basis for the decision;

2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing;

3. Instructions for the requester to contact the superintendent, or an official he or she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing (the district will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes); and

4. Advise that the request may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

Fourth Level Decision

After the requester has submitted (orally, or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the district will hold the hearing and who it has designated as the hearing officer.
At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record (second level).

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

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

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

1. If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.

2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester that will include:

   A. The school district's decision that the record is correct and will not be changed;

   B. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and

   C. Advice to the requester that he or she may place in the student's education record an explanatory statement which gives the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

PERMANENT STUDENT RECORDS

It is the policy of the Guymon Board of Education that the school district will compile and maintain temporary and permanent records of students enrolled in the school district. The Superintendent will regulate access and monitor disclosure or communication of any information contained in each student's records in accordance with state and federal law.

The school district will maintain all documents and information in student records in either electronic or paper format. Records will be stored, backed up, and secured in accordance with standards and protocol established by the Oklahoma State Board of Education.

The transcript of a student shall be maintained by the school district for not less than eighty (80) years following the graduation, transfer, or date the student is withdrawn from the school district. "Transcript" will include the following:

1. The permanent academic record of a student which shall include the name, address, telephone listing;
2. An inventory of courses taken;
3. All grades received;
4. Grade-point averages or class rank;
5. All degrees conferred;

All non-transcript information in a student's record shall be disposed of by the school district at a time selected by the administration that is between five (5) years and seven (7) years after the student has graduated, transferred, or withdrawn from the school district. The school district shall comply with the notification of destruction of records requirements set forth by the State Board of Education.

REFERENCE: 70 O.S. §24-114

TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION

It is the policy of the Guymon Board of Education to adhere strictly to Oklahoma and Federal law concerning the transfer and release of confidential information including student records.

For the purposes of this policy, "confidential information" means any information regarding a child receiving services supported in whole or in part by state or federal funds, a family member of such child, or other persons residing in the home of such child, and which is required by state or federal law or regulation to be maintained in a confidential manner.

The school district will transfer and release confidential information in accordance with this policy to:

(1) The Department of Human Services,

(2) The Department of Mental Health and Substance Abuse Services,

(3) The State Department of Health,

(4) The State Department of Education,

(5) The State Department of Career and Technology Education,

(6) The Oklahoma Commission on Children and Youth,

(7) The J.D. McCarty Center for Handicapped Children,

(8) The Department of Corrections,

(9) Private agencies receiving public funds pursuant to a grant or contract with one of the agencies listed in (1) through (8) and providing institutional, community residential or community-based services as defined by Title 10, Section 7001-1.3 of the Oklahoma Statutes, to children and family,

(10) Persons and agencies subject to the rules promulgated by the agencies listed in (1) through (8),

(11) Statutorily constituted juvenile bureaus, and

(12) Other school districts upon their request and in compliance with state law.

Unless otherwise permitted by state or federal law or regulation, confidential information will only be released to the above-described entities pursuant to (1) a court order or (2) an informed consent that has been executed by (a) the parent or guardian of the child or other person authorized by state or federal law to execute such consent, if the subject of the confidential information is a child or (b) the individual who was the subject of the confidential information or other person authorized by law to execute such consent on his or her behalf, if the subject of the confidential information is an adult.

TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION (Cont.)

The school district will follow the rules promulgated by the State Department of Education for authorizing access to and the transfer or release of confidential information for the purpose of gathering statistical information or conducting studies or research otherwise authorized by law.

The school district shall charge $.10 per page for all copies made pursuant to this policy plus the actual cost of mailing the copies.

REFERENCE: 10 O.S. §620.1, et seq.
10 O.S. §7001-1.3
70 O.S. §24-101.4

THIS POLICY REQUIRED BY LAW.

INFORMATION COORDINATOR

The school district has designated a representative to coordinate requests for information from the Oklahoma State Bureau of Investigations when the release of such information has been authorized by a parent, legal guardian of the student, or by court order. Information regarding past and present students in the district may be released to law enforcement officers subject to court order or by parental consent.

Such information includes but is not limited to:

1. Student's name, address, telephone listing, and date and place of birth;
2. Parent or lawful custodian's name, address, and telephone listing;
3. Major field of study and grade level classification (example: elementary, 7th grade, sophomore);
4. Student's participation in officially recognized activities and sports;
5. Weight and height of members of athletic teams;
6. Dates of attendance, dates of enrollment, withdrawal, re-entry;
7. Diplomas, certificates, awards, and honors received;
8. Most recent previous educational agency or institution attended by the student;

REFERENCE: 70 O.S. §10-103.2
34 CFR 99.1
20 USC 1232

THIS POLICY REQUIRED BY LAW.

EXTRACURRICULAR ACTIVITIES

The Guymon Board of Education believes that extracurricular activities are those activities that primarily involve students in other than classroom situations.

The board believes that participation in such activities should be available only to those students who are performing acceptable work in all other school-related areas.

Therefore, the superintendent is directed to establish a regulation, subject to approval of the board, governing participation in extracurricular activities.

The Board of Education recognizes the importance of learning experiences available throughout the total school instructional program. Therefore, in addition to classroom instruction, the Board of Education also supports and encourages worthwhile programs of extracurricular activities. Under proper supervision and guidance, these programs are an integral part of the total educational endeavor of the school district.

Participation in Interscholastic Competition:

This shall grow a broad program of participation for all students and shall be regarded in its proper perspective as one of several worthwhile types of educational experiences. The loss of class time for preparation and competition shall be kept to a minimum. Long and expensive out-of-state trips during the school year are discouraged.

EXTRACURRICULAR ACTIVITIES (REGULATION)

In accordance with the policy of the board of education, these regulations (FMA-R1, FMA-R2, and FMA-R3) shall govern extracurricular activities in the public schools:

Anyone owing fines or fees shall not be allowed to participate in the true extracurricular component of the activity until such time as payments are made. An extracurricular activity is defined as any activity sponsored by the school and at the convenience of the school that causes students to be absent from curricular class periods.

The following are considered extracurricular activities:

1. Student government and its related activities and organization.
2. Musical festivals or contests, speech contests, debates, dramatics contests.
3. Organized activities that are part of interscholastic athletics.
4. Organized activities that are part of intramural athletics.
5. All types of interscholastic competition.
6. Special interest clubs.

In an effort to provide a reasonably safe and educationally sound extracurricular activities program, the following guidelines shall be observed:

1. Only drivers currently licensed to operate a school bus shall operate a school bus on any school sponsored activity.
2. There must be an adult sponsor, in addition to the bus driver for each extracurricular activity that requires school furnished transportation.
3. All activities must be scheduled through the principal's office and placed on the calendar in the school office. The calendar will reflect the time, place, and time of departure.
4. Students may not ride in private vehicles to or from any extracurricular activity without prior written consent of the requesting student's parent or guardian and consent of the activity's sponsor.
5. Evidence of insurance shall be required for each student who participates in an extracurricular activity.
6. All extracurricular activities shall operate within the rules and guidelines of the Oklahoma State Department of Education and the Oklahoma Secondary School Activities Association.

EXTRACURRICULAR ACTIVITIES, REGULATION (Cont.)

While all students are encouraged to participate in extracurricular activities, the following requirements must be met:

1. The student must be passing all subjects in which enrolled.
2. The student must meet the school's attendance policy.
3. The student must be in good standing within the rules of the activity.

EXTRACURRICULAR ACTIVITIES PARTICIPATION REQUIREMENTS (REGULATION)

Absences

1. All students who are members of school activity groups, including 4-H are limited to ten absences per year per class period. Any deviation from the ten days absence rule shall not exceed five days.

2. It is the responsibility of the student to plan and be responsible for these absences. The student should check with sponsors at the beginning of the school year to aid in selection of events that the student may wish to attend.

3. The principal will keep or cause to be kept a record of those days or class periods missed due to school activi ties. These records will be open for inspection by the student, parent or guardian of the student, sponsors, and other teachers daily to aid the student in planning absences throughout the year.

4. Any absence over the maximum of ten without the written permission of the Internal Activities Review Committee shall be counted as an unexcused absence in accordance with local board policy.

Sponsor/Teacher Responsibilities

1. It is the responsibility of the sponsor/teacher to prepare a list of activities that the student may attend during the school year and advise students of this list. These activities should be prepared and given to the principal at the beginning (or as soon as possible) of the school year.

2. The sponsor/teacher should help the student select only those activities that will be of benefit to the student and/or the school.

3. Sponsor/teacher should check activity absentee list regularly in order to help students plan for future absences.

4. Sponsor/teacher should strive not to be absent from any class period more than ten times due to attendance at activities.

Criteria for Earning the Right to Represent the School in Activities or Contests Beyond Ten Days

1. Athletics - Guidelines as set forth by Oklahoma Secondary School Activities Association for participation beyond district competition.

2. Fine Arts (Vocal, Instrumental, Speech, Drama & Debate) Guidelines as set forth by Oklahoma Secondary School Activities Association for participation beyond district competition.

3. Vocational and 4-H:

   A. Stock Shows - In qualifying to attend state and national shows, the student must meet the following criteria:

      1. Own animal to be shown no less than 60 days prior to competition.

EXTRACURRICULAR ACTIVITIES, PARTICIPATION REQUIREMENTS, REGULATION (Cont.)

2. Must show in local or county show to qualify for district.

3. Must rank in top seven in a class at district to qualify for state show (Oklahoma City/Tulsa).

4. Student and/or animal must rank in top ten in class at state to qualify for a national show.

Absences due to attendance at state or national stock shows that do not meet the above criteria are chargeable to the ten activity absences.

B. Speech Contests:

1. Contestant must have participated in a chapter contest and placed in the top two in the specific speech area.

2. Participant must place in the top two in the professional improvement speech contest before being eligible to go to district contest and top two in order to qualify for state.

3. To qualify for state speech contests during state fairs, a student must have placed in the top two in a speech contest of a county level or better the previous year. If a first year student wishes to participate in a state fair contest, the student must challenge other members of local chapters and it will be the responsibility of the local chapter advisor to set up a chapter run-off with qualified judges determining who shall represent the local chapter in state fair contests.

C. Judging Contests:

1. Students must participate in at least five chapter judging workouts before contest and be selected as member of team.

2. Student must have participated in a minimum of two contests that did not require school time before participation in a contest that requires school time (summer field-days, Saturday contest, etc.).

3. Team winning state contest will represent Oklahoma in national contest.

D. State and National Conventions and Conferences:

Students eligible to attend shall be officers or elected delegates as specified by chapter regulations.

EXTRACURRICULAR ACTIVITIES
EMERGENCY MEDICAL SERVICES

The Guymon Board of Education and the Guymon Fire Department/EMS have developed and prepared a plan for the provision of emergency medical services at athletic events or activities held at school district facilities. The plan shall be reviewed and updated annually as appropriate. The plan is on file with the school district and with the emergency medical provider.

STUDENT CLUBS AND ORGANIZATIONS SPONSORS

The Guymon Board of Education believes that certain extracurricular and social activities can enhance the learning environment of our schools. The board of education shall annually notify parents or guardians of students about clubs and organizations sponsored by or under the direct control and supervision of the school district. The annual notification shall be placed in the student handbook and by posting information on the school district's Internet website. The annual notification shall include, but is not limited to, the following information about each club or organization:

1. Name;
2. Mission or purpose; and
3. Name of the faculty advisor, if known.

Parents or guardians of students will notify the school administration that they are withholding permission for their child(ren) to join or participate in one or more clubs or organizations. Parents or guardians shall be responsible for preventing their child from participating in a club or organization in which permission is withheld. Parents or guardians are also responsible for retrieving their child(ren) from attendance at a club or organization in which participation is withheld.

If clubs or organizations are created or formed after the annual notification is distributed, the school district shall send additional notification to the parents or guardians containing the above-listed information regarding the additional clubs or organizations by way of a message added to the school district's website.

LEGAL REFERENCE: 70 O.S. § 24-105

A POLICY ON THIS ISSUE IS REQUIRED BY LAW

ESTABLISHING CURRICULAR CLUBS AND CURRICULAR ORGANIZATIONS (REGULATIONS)

The rules for establishing any curricular club or curricular organization within the school district are as follows:

1. A certified teacher must agree to serve as the sponsor of the organization.
2. The objectives of the organization must be consistent with the objectives and philosophy of the school district.
3. By-laws and objectives of the organization must be submitted to the board of education for approval.
4. The organization must receive the approval of the student council.
5. Assurance must be given that no discrimination exists in regard to national origin, sex, or religious creed.
6. The building principal must give permission for use of the school facilities.

GANG ACTIVITY

It is the policy of this school district that membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations is prohibited.

Gangs that initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community and are forbidden.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and expulsion.

The superintendent may provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and activities as an alternative.

GANG ACTIVITY (REGULATIONS)

Gang Activities

The board recognizes that the harm done by the presence and activities of gangs in the public schools exceed the immediate consequences of activities including violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of educational processes and school activities. Therefore, gangs and gang activities are prohibited in this school district.

1. Definition: For the purposes of these regulations, a "gang" is any group of two or more persons whose pur poses include the encouragement, support, or commission of illegal acts or acts in violation of disciplinary rules of this school district.

2. Prohibitions: No student on or about school property or at any school-related activity shall:

   A. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other item that evidences or reflects membership in or affiliation with any gang;

   B. Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in any gang;

   C. Engage in any act, in furtherance of the interests of any gang or gang activity, including, but not limited to:

      1. Soliciting membership in or affiliation with any gang;

      2. Soliciting any person to pay for "protection," or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;

      3. Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property;

      4. Engaging in violence, extortion, or any other illegal act or other violation of school policy;

      5. Soliciting any person to engage in physical violence against any other person.

3. Application and Enforcement:

   A. In determining, as part of the application and enforcement of these regulations, whether acts, conduct, or activities are gang-related, school officials are encouraged to exercise judgment based upon current circumstances in their schools, neighborhoods, and community.

   B. The removal of gang-related graffiti shall be a priority in maintenance of school property. All such graffiti on school property shall be removed or covered within 24 hours of its first appearance to school officials, or as soon thereafter as possible, unless additional time is needed to obtain replacements for damaged items.

GANG ACTIVITY, REGULATIONS (Cont.)

C. School officials should also encourage private property owners to promptly remove or cover gang-related graffiti on private property in school neighborhoods.

D. School officials are to work closely with local law enforcement officials in controlling gang-related activities. Local law enforcement can provide school officials with information regarding gang activities in the area, including names and characteristics of local gangs.

E. The superintendent, in consultation with the appropriate building principals, should report instances of gang-related criminal acts or acts of serious disruption to local law enforcement authorities for further action.

4. Violations of Policy:

   Students who violate school policy and these regulations shall be subject to the full range of school disciplinary measures, in addition to applicable criminal and civil penalties.

5. Disciplinary Procedures:

   A. When a staff member or contract person has reasonable, individualized suspicion that a student is in violation of school policy and these regulations, the student will be sent to the principal or the principal's designee.

   B. Upon determination of violation, the principal or designee will make a reasonable effort to notify the student's parent or guardian as soon thereafter as possible. The student will be suspended until the parents attend a conference with the principal or designee to apply disciplinary procedures.

6. Parents must be contacted and come for a conference with the principal or designee.

Secret Societies

The board of education has the power to regulate and control all secret letter organizations, social orders, societies, and fraternities within the schools under its jurisdiction. No function of any such organization may be carried on in any school, on any school grounds, or at any school-related function, and all students who are members of such organizations will be bound by the policies of the Oklahoma Secondary School Activities Association.

REFERENCE: 70 O.S. §24-105
70 O.S. §24-131

ATHLETICS

The Guymon Board of Education believes that student participation in athletics is an important part of the educational process. Therefore, participation will be encouraged.

However, the board also believes that athletic education is an adjunct to the regular curriculum and that certain criteria must be met by each participant to ensure that no undue emphasis is placed in any one area. The superintendent is directed to establish minimum standards and criteria. No student shall be permitted to participate in football, basketball, track, band, baseball, cheerleading, or other similar sport or activity unless the required criteria are met.

Junior High School competitive athletics are for those students enrolled full time in grades 7 and 8. High School competitive athletics are for those students enrolled full time in grades 9 through 12. Junior High students may be permitted to participate in the high school athletic program on an individual basis.

ATHLETICS
(REGULATIONS)

As directed by the board of education, the following regulations shall govern all sports and athletic events in which the public schools may be involved.

Sportsmanship on the part of all coaches, players, and spectators is emphasized and expected.

Each athletic coach is under the direct supervision of the principal and/or athletic director of his school. All games and attending officials shall be arranged by the athletic directors. Coaches are expected to cooperate with the principal in all matters pertaining to the athletic programs. Head coaches are to instruct and supervise assistant coaches in their particular areas of responsibility. All coaches shall stress the importance of student scholastic eligibility and attendance.

The high school is a member of the Oklahoma Secondary Schools Activities Association. The rules of that association will be strictly adhered to in all phases of school sports in which the school is represented by students.

Students will be held responsible for the care and maintenance of all school-owned athletic equipment in their possession. Coaches will ensure that this responsibility is understood and accepted.

Purchases of athletic equipment will be made through the principal's office. Coaches shall provide a written list of articles needed to the principal.

The principal will approve the order. Coaches will order it, check it when it comes in, and distribute it.

Any order not approved by the principal will not be accepted.

All coaches must confer with the principal before any commitments are made with respect to game or event scheduling. The principal must ensure that athletic scheduling does not interfere unduly with other instructional programming.

During away games, those who depart the school on a school bus must return on the same bus unless prior arrangements have been approved.

Athletes are financially responsible for any physical examinations when required. If an athlete is under a doctor's care, the athlete must have a signed doctor's release before participation in any practice or contest. This release must be presented to the athletic trainer or coach prior to any participation.

No sporting event will be scheduled on Sunday or Wednesday after 6:30.

The coaching staff are expected to exercise close supervision over their group or team members.

The athletic director shall obtain assistance in the operation of score boards, clocks, books, chains, and other similar operations.

The coaches shall arrange transportation and the athletic director shall secure officials for all athletic events.

Students must meet the secondary activities association requirements to participate.

STUDENT CONDUCT

The Guymon Board of Education believes that an important responsibility of any school system is to teach acceptable social conduct. We believe that such conduct may be taught by example and by providing appropriate incentives. The board also believes that reasonable standards of conduct are to be established and that adherence to those standards insisted upon. The board, therefore, directs the superintendent to establish a regulation, subject to board approval, of student conduct.

The great majority of students and patrons require no guidelines in the area of appearance and behavior since they regularly present themselves in good taste. Extreme views in both liberal and conservative directions cannot be fully satisfied so it is deemed necessary to illustrate a few guidelines that may prove useful in preparation for and administering the junior and senior high school program.

Students are under the jurisdiction and supervision of teachers at all school functions scheduled at home or away. Any teacher or principal has full authority to exercise this control at all school events.

Physical, emotional, or mental abuse of, or threat of har to, any person on school owned or controlled property or at any school attended, sponsored, or supervised event or function is not allowed. This includes antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews.

STUDENT CONDUCT
(REGULATION)

In accordance with the policy of the board of education, the following standards of conduct are established for the public school system.

For the purpose of this regulation, a student is defined as any person regularly enrolled in an educational program provided by, or approved by, the board of education and carried on in premises owned or controlled by the school district. Students in school buildings, on school grounds, using district property, or attending a district-sanctioned event shall not engage in any of the following:

1. Any conduct, the purpose of which is to obstruct, disrupt, or interfere with teaching, research, service, ad ministrative or disciplinary functions, or any other activity sponsored or approved by the board of education.

2. Physical, emotional, or mental abuse of, or threat of harm to, any person on school owned or controlled property or at any school attended, sponsored, or supervised event or function.

3. Damage, or threat of damage, to property of the school, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on school owned, controlled, attended, or supervised premises.

4. Forceful or unauthorized entry into or upon, or occupation of, school district facilities including buildings and grounds.

5. Unlawful use, possession, distribution, sale, or trade of drugs, alcohol, or controlled substances, or any substance or material believed to be drugs, alcohol or controlled substances, or any substance which is capable of causing or producing mood alteration or behavioral changes.

6. Conduct or speech that violates commonly accepted standards of society within the community.

7. Failure to comply with the reasonable and lawful directions of school district officials or law enforcement officers, acting in the performance of their duties, or failure to identify themselves to such officials or officers when directed to do so.

8. Any conduct constituting a breach of any federal, state, or city law or ordinance or duly adopted policy of the board of education.

Any student knowingly violating any of these policies and regulations will be subject to warning, reprimand, probation, suspension, or expulsion in addition to any civil or criminal proceedings or prosecution.

STUDENT CONDUCT
DRESS CODE

The Guymon Board of Education believes that the majority of the students in the public schools recognize their own individuality and have no need to express themselves in extreme dress or grooming styles. Generally, dress and grooming standards as determined by the students and their parents will not be questioned. The only requirements the board of education insists upon are that students' dress and grooming shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, or detract from school activities, or create a health or other hazard to the student's safety or to the safety of others. Additionally, any clothing that interferes with the education function entrusted to the board of education is prohibited.

Students shall be expected to present a clean and groomed appearance in school. Clothing should reflect a concern for modesty and appropriate attire. Students will be fully dressed. Clothing will be worn as the manufacturer designed it to be worn. Jewelry or clothing which is considered profane, vulgar, or lewd will not be permitted.

The superintendent is directed to establish a regulation supporting this policy. The dress code can be found in the Student Handbook.

REFERENCE: 70 O.S. §6-114 (C)

HAZING

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education.

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

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include suspension for students and employment termination for employees.

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

REFERENCE: 21 O.S. §1190

THIS POLICY REQUIRED BY LAW.

BULLYING

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Isolated action does not meet the state's definition of bullying. However, the administration will investigate isolated incidents or actions and apply appropriate discipline under the student discipline code. This policy addresses bullying which is specifically prohibited.

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

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

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administrated by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district

BULLYING (Cont.)

15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

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

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

The superintendent shall develop procedures providing for:

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

All school employees at each school site shall be required to complete professional development training in school bullying prevention, identification, response and reporting that meets the requirements of Oklahoma law and shall include recommendations from each school site's Safe Schools Committee.

Students will receive annual training regarding identifying, preventing, addressing, and reporting incidents of bullying via educational programs. These programs may include, but are not limited to, classroom discussions, assemblies, multimedia and presentations. The purpose of the educational programs are to assist students in the identification of bullying behaviors, reporting procedures and the consequences for violation of school policy.

The district will implement a research-based educational program as designed and developed by the Oklahoma State Department of Education for students and parents to prevent, identify, respond to and report bullying.

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

REFERENCE: 21 O.S. §850.0
70 O.S. §24-100.2

THIS POLICY REQUIRED BY LAW.

PROHIBITING BULLYING
(REGULATION)

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

Statement of Board Purpose in Adopting Policy

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.

2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.

3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.

4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.

5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.

6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.

7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

PROHIBITING BULLYING, REGULATION (Cont.)

Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:

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

   A. Harm another student;

   B. Damage another student's property;

   C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or

   D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

2. The "Reasonable Person" Standard

   In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

3. General Display of Bullying Acts

   Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

PROHIBITING BULLYING, REGULATION (Cont.)

A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Guymon Public Schools.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

1. Student and Staff Education and Training

   All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Guymon Public Schools is committed to providing appropriate and relevant training to staff

PROHIBITING BULLYING, REGULATION (Cont.)

regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

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

B. Guymon Public Schools' Safe School Committee

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with and adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

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

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the superintendent or his/her designee.

PROHIBITING BULLYING, REGULATION (Cont.)

Parental Responsibilities

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

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

Discipline of Students

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

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

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal

PROHIBITING BULLYING, REGULATION (Cont.)

from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

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

Publication of Policy

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

Review of Policy

The safe schools committee at each site will annually review this policy and provide recommendations to the building principal. The building principal will provide those recommendations to the superintendent. The superintendent shall make a formal recommendation to the board of education to modify the policy at a lawfully convened meeting under an appropriately worded agenda item. After the policy is modified, the policy shall be disseminated to all parents, students, staff and the community.

PROHIBITING BULLYING
(INVESTIGATION PROCEDURES)

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

Definitions

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

   "Electronic communication" means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.

   "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.

Procedures

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

1. The matter should immediately be reported to the building principal who will serve as the site district bullying incident coordinator. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.

2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.

3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.

4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The building principal shall make a determination as to whether the conduct is actually occurring.

5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of

PROHIBITING BULLYING INVESTIGATION PROCEDURES (Cont.)

students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within 10 days of the conclusion of the investigation.

7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within 10 days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The Superintendent shall be responsible for enforcing this policy. The building principal should notify the superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal should notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

Students who report bullying or other inappropriate behavior in good faith, or who participate as witnesses in an investigation, are protected from retaliation. Retaliation of any kind—including threats, intimidation, exclusion, harassment, cyberbullying, spreading rumors, or any other adverse treatment intended to discourage or punish a student for reporting a concern—is strictly prohibited. Any student found to have engaged in retaliatory behavior will be subject to appropriate disciplinary action in accordance with school policy. Students who believe they have experienced retaliation should report it immediately to a teacher, school counselor, administrator, or other trusted school employee so that the matter can be promptly investigated and addressed. If an employee of the district is found to have engaged in retaliatory action against a student who has reported bullying, appropriate disciplinary action will be taken which could include termination of employment.

Any person who knowingly makes a false report shall receive disciplinary consequences and any accusations found to be false will be removed from the falsely accused student's records.

HARASSMENT/BULLYING INCIDENT REPORT FORM

Date of Incident: _____ Time: _____ Room/Location: _____

Student(s) Initiating Bullying/Harassment:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Student(s) Affected:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Type of Harassment Alleged:

Verbal _____ Physical _____ Virtual _____ Other _____

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

_____ Name Calling
_____ Stalking
_____ Inappropriate Gesturing
_____ Staring/Leering
_____ Writing/Graffiti
_____ Threatening
_____ Taunting/Ridiculing
_____ Inappropriate Touching
_____ Other _____

_____ Spitting
_____ Demeaning Comments
_____ Stealing
_____ Damaging Property
_____ Shoving/Pushing
_____ Hitting/Kicking
_____ Flashing a Weapon
_____ Intimidation/Extortion

Describe the incident:

_____

_____

Witnesses Present: _____

Physical evidence: Graffiti _____ Notes _____ E-mail _____ Web sites _____ Video/audio tape _____
Other _____

Staff signature: _____ Today's date: _____

Parent(s) contacted: Date _____ Time _____

Administrative response taken: _____

REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING ALCOHOLIC BEVERAGES OR CONTROLLED DANGEROUS SUBSTANCES

It is the policy of the Guymon Board of Education that any administrator, teacher, or counselor who has reasonable suspicion that a student may be under the influence of, or has in his or her possession, alcoholic beverages - including the legally nonintoxicating beverage commonly referred to as 3.2 beer (low-point beer) - or a controlled dangerous substance as defined by law shall immediately notify the principal of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student's possession of a controlled or counterfeit substance or suspected abuse thereof.

Any search, seizure, or subsequent disciplinary action shall be subject to applicable school policies, regulations, state laws, or student handbook rules.

Every administrator, teacher, or counselor employed by the board of education who has reason to believe that a student is under the influence of, or has possession of, alcoholic beverages (including 3.2 beer) or a controlled dangerous substance and who reports such information to appropriate school officials shall not be subject to civil liability unless such referral was made in bad faith or with malicious purpose.

This policy shall be distributed to each classroom teacher. Receipt shall be acknowledged in a form to be determined by the superintendent.

REFERENCE: **70 O.S. §24-138**
63 O.S. §2-101, et seq.
70 O.S. §24-102
37 O.S. §163.2

NOTE: **A copy of this policy must be filed with the State Superintendent of Public Instruction in accordance with 70 O.S. §24-138. While the cited statute requires only that school districts develop a written policy requiring only *teachers* to report students under the influence of certain substances, the State Department of Education has interpreted the civil liability exemption statute (70 O.S. §24-132) as requiring school administrators, teachers, or counselors to make such reports. Therefore, a school district's policy may be written to require reporting by administrators, teachers, and counselors.**

THIS POLICY REQUIRED BY LAW.

DANGEROUS WEAPONS, NONINTOXICATING BEVERAGES, INTOXICATING BEVERAGES, CONTROLLED DANGEROUS SUBSTANCES, COUNTERFEIT DRUGS, OR OTHER ABUSABLE CHEMICAL SUBSTANCES

Any student found to be in possession of or distributing or offering to distribute dangerous weapons; nonintoxicating beverages or intoxicating beverages; or controlled dangerous substances, counterfeit drugs, or any other abusable chemical substance, including prescription medication, may be suspended up to the rest of the current semester and all of the succeeding semester. A report and/or notification shall be provided to the proper legal authorities.

This regulation shall also apply to students who possess or distribute or offer to distribute substances, of whatever composition, that are represented by the seller or distributor to be narcotics or behavioral or mood changing substances. Students will not distribute medications to other students, since students may have allergic or other adverse reactions to even nonprescription medications.

Therefore, students may be disciplined for distributing nonprescription or prescription medications or look-alike, fake, counterfeit, or "turkey" drugs or any other chemical substance to other students, even though such medications or fake drugs are not illegal drugs. Such distribution is prohibited in school buildings, on school property, or at any school-sponsored event. Discipline may include suspension up to the rest of the current semester and all of the succeeding semester.

REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING ALCOHOLIC BEVERAGES OR CONTROLLED DANGEROUS SUBSTANCES (PROCEDURE)

The procedure for reporting and dealing with students suspected of being under the influence of intoxicating beverages, alcoholic beverages, or a controlled dangerous substance, is as follows:

1. Immediately report to the building principal.
2. Remove the student to the principal's office as quickly and quietly as possible.
3. The principal will call in the counselor or other witness(es).
4. No diagnosis will be made, but it will be determined if other action is needed at the time.
5. A parent/guardian will be called, if it appears there is justification.
6. The family doctor or County Health Nurse may be called in.
7. A search may be instituted, if reasonable suspicion exists that the student may have intoxicating or alcoholic beverages or controlled dangerous substances in their possession.
8. If it is determined that the student is under the influence of a drug or alcohol, or a dangerous drug or alcohol is found on the student's person, appropriate action will be taken by the school administration.
9. Law enforcement officials may be notified. Any student found to be in possession of intoxicating or alcoholic beverages or a controlled dangerous substance while on school premises or while in transit to or from school, or involved in any school-related activity, will be dealt with in an appropriate manner.

DRUG-FREE SCHOOLS

It is the policy of the Guymon Board of Education that in recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety, and well being of students, employees, and the community, the board has implemented a developmentally based drug and alcohol education and prevention program for grades Kindergarten through twelve (K-12).

Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful. Therefore, standards of conduct that are applicable to all schools in this district, prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state, and federal laws, up to and including probation and suspension, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office.

The standards of conduct and the disciplinary sanctions imposed by this policy will be part of the required notification to parents and students that will include the following:

"The Drug Free Schools and Communities Act Amendments, P.L. 101-226 requires that State, as well as local educational agencies, must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees." (Federal Regulations can be examined through the school office.)

Parent/Guardian signature certifies receipt of a Student Handbook of Guidelines and Policies for Students and Parents that includes district policy relating to adoption and implementation of a drug prevention program for students.

REFERENCE: Public Law 101-226
70 O.S. §1210.221, et seq.

DRUGS
MOOD OR PHYSICAL ALTERING SUBSTANCES

The Guymon Board of Education will enforce policies and procedures for students, teachers, administrators, and staff that clearly forbid the sale, distribution, possession, or use of all illicit drugs and alcohol on school property or at school-sponsored functions. Parents, students, and staff have and will participate in developing and supporting these policies.

The following policies and procedures are:

1. Prohibiting the promotion, use or sale of any illegal substance (including alcohol, which is illegal for persons under the age of 21) at school, on school property or at school-sponsored functions. (See policy DCC and policy FNCF.)

2. Establishing and enforcing of tobacco rules in compliance with state law which prohibits possession of any tobacco product or vaping from occurring on school premises for all individuals. (See policy CKDA.)

3. Developing a clear, strong, and consistent response for any violation. (See policy FNCE and policy FO.)

4. Reporting use or suspected use of illegal drugs by students to parents and to law enforcement officials as considered appropriate. (See policy FNCE.)

5. Helping law enforcement officials get involved in identifying and resolving the problem when applicable and appropriate. (See policy FNCE and policy CKAE.)

6. Using school or other facilities for student support groups such as Alcoholic Anonymous and Narcotics Anonymous for education of the same. (See policy FFB and policy GK.)

7. Enlisting the participation of students who are respected by their peers in school programs to prevent illegal drug use when appropriate.

8. Ensuring that teachers, administrators, and other staff are neither abusers of alcohol nor users of illegal drugs. (See policy DCC.)

DRUG-FREE SCHOOLS
STUDENT DRUG ABUSE
(REGULATION)

Students are prohibited from being under the influence of or having in their possession or using or selling any of the following mood-altering chemicals in school or at school-sponsored activities:

1. Alcoholic beverages
2. Marijuana, hashish, or any cannabis derivative. While students are not allowed to possess, use or sell marijuana at school, students with a medical marijuana card cannot be disciplined for legal use of marijuana off school premises.
3. Amphetamines (speed, white cross, cocaine, etc.)
4. Phencyclidines (PCP, angel dust, etc.)
5. All hallucinatory chemicals (LSD, mescaline, and others)
6. Barbiturates
7. Opiates
8. Other mood-altering chemicals that can hinder the student's ability to learn or participate and could cause damage to the student's health.
9. Any other controlled dangerous substance prohibited by the laws of the State of Oklahoma.

Students who have been prescribed medication cannot be disciplined for use of legally prescribed medication even if that medication includes any of the items enumerated in this policy.

Each school will provide services for students experiencing problems related to chemical use or chemical dependency. These services will include:

1. Interviews and assessment by qualified staff trained in the identification process.
2. Confidential referral of students and/or family members to appropriate agencies.
3. Group-structured services within the school day.
4. Assistance and support for individual students when needed.

Students who use, possess, are under the influence of, or distribute tobacco, alcohol, unlawful drugs, controlled substances, hallucinogens/inhalants, or possess drug paraphernalia during school time, on school premises, or during school-sponsored activities will be subject to immediate disciplinary actions. These procedures will be followed in instances of drug use and abuse while on school property:

1. If drug use and abuse are suspected:

DRUG-FREE SCHOOLS, STUDENT DRUG ABUSE, REGULATION (Cont.)

A. The teacher or other staff member will inform the principal immediately.

B. The principal will consult with the teacher or other staff member and conduct an investigation.

C. The principal will confer with the student and parents.

D. Further consultation will be arranged as necessary with administrative, special services personnel, and parents.

E. The appropriate law enforcement agency will be contacted.

2. If a student voluntarily admits drug abuse:

A. The first aim of the school will be to help the student. The principal and/or teacher and/or counselor should inform the student of the procedure including the discussion with parents and referral to an agency that can give him/her help.

B. The principal and/or counselor will meet with the parents and recommend a proper plan of action.

3. If a student appears to be under the influence of drugs:

A. The same procedure will be used as when a student shows signs of a serious illness.

B. The principal will be notified immediately.

C. The principal and/or counselor shall take charge.

D. Parents will be called.

E. Medical help will be summoned, if necessary, and arrangements made to transfer the student home or to a hospital.

F. The principal will arrange for a parent-administration conference as soon as possible.

G. The appropriate law enforcement agency will be contacted.

4. If a student is apprehended dealing with, selling, sharing, or giving drugs:

A. The incident will be reported to the principal immediately.

B. The principal will notify the student's parents and the appropriate law enforcement agency.

C. Appropriate punishment will be determined on a case by case basis.

5. If a student is apprehended having drug paraphernalia is his/her possession:

DRUG-FREE SCHOOLS, STUDENT DRUG ABUSE, REGULATION (Cont.)

A. The principal will be notified immediately.

B. The appropriate law enforcement agency will be contacted.

C. The paraphernalia will be turned over to the parents or local law enforcement agency.

D. Appropriate punishment will be determined on a case by case basis.

6. If a student is apprehended flaunting the drug culture, including wearing apparel or jewelry:

A. The principal will be notified immediately.

B. There will be a principal-student conference.

C. There will be a principal-parent-student conference.

D. Flaunting is defined as: To make a gaudy display, as in dress; be glaring, gaudy, or ostentatious. Flaunting will include wearing apparel or jewelry.

WEAPONS

It is the policy of the Guymon Board of Education that possession of dangerous instruments or weapons on school property, at school-sponsored functions, or while in any school bus or vehicle used by the school for transportation of students or teachers is forbidden. Dangerous instruments or weapons include, but are not limited to, firearms (guns), fireworks, explosives, knives, razors, clubs, chains, or other instruments used for assault or injury. No one may use any article as a weapon to threaten or injure another person. Students found to be in violation of this policy will be suspended and the police will be notified.

Adults in possession of a valid concealed handgun license issued pursuant to the provisions of the Oklahoma Self-Defense Act shall be authorized to carry the handgun into or upon technology center school property so long as the weapon is carried or stored as required by law and is NOT removed from the vehicle while on technology center school property without the prior written consent of the technology center school administrator.

A handgun may be carried in a motor vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act onto property set aside by a public or private elementary or secondary school for the use or parking of any vehicle; provided, however, said handgun shall be stored and hidden from view in a locked motor vehicle when the motor vehicle is left unattended on school property.

REFERENCE: 21 O.S. § 1277 and §1280.1

NOTE: **"School property" means any publicly or privately owned property held for purposes of elementary, secondary, or vocational-technical education, and shall not include property owned by public school districts or private educational entities where such property is leased or rented to an individual or corporation and used for purposes other than educational.**

For the purposes of participating in any Oklahoma Department of Wildlife certified hunter training education course, the superintendent may authorize firearms or other weapons to be brought onto school property and used in such training course.

A gun, knife, bayonet or other weapon in the possession of a member of a veterans group, the national guard, active military, the Reserve Officers' Training Corp (ROTC) or Junior ROTC, in order to participate in a ceremony, assembly or educational program approved by the principal or chief administrator of a school district where the ceremony, assembly or educational program is being held; provided, however, that the gun or other weapon that uses projectiles is not loaded and is inoperable at all times while on school property.

21 O.S. §1280.1 provides that any person violating this statute, upon conviction, will be guilty of a misdemeanor punishable by a fine not to exceed two hundred fifty ($250) dollars.

WEAPONS-FREE SCHOOLS

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

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer.

   The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

   Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

   Such firearm or weapon will be confiscated and released only to a law enforcement authority.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below:

   > "...any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed."

The school district also prohibits the possession of any knife that is brought to school that could be utilized in a manner to harm another. Whether or not a student will be disciplined for the possession of a knife will be determined on a case by case basis. Students with disabilities are subject to this policy and will be disciplined in accordance with district policy and the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. In addition, exceptions will be made for a gun, knife, bayonet or other weapon in the possession of a member of a veterans group, the national guard, active military, the Reserve Officers' Training Corp (ROTC) or Junior ROTC, in order to participate in a ceremony, assembly or educational program approved by the principal or chief administrator of a school district where the ceremony, assembly or educational program is being held; provided, however, that the gun or other weapon that uses projectiles is not loaded and is inoperable at all times while on school property.

A handgun may be carried in a motor vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act onto property set aside by a public or private elementary or secondary school for the use or parking of any vehicle; provided, however, said handgun shall be stored and hidden from view in a locked motor vehicle when the motor vehicle is left unattended on school property.

WEAPONS-FREE SCHOOLS (Cont.)

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Disciplinary action will be determined on a case-by-case basis.

Students found to be in violation of this policy shall be referred to the appropriate criminal or juvenile justice system. Any firearms found on the premises shall be reported to law enforcement and will immediately be turned over to local law enforcement as per state law requirements.

REFERENCE: 18 U.S.C. § 921
21 O.S. § 1271.1, § 1280.1, and § 1289.24
70 O.S. § 24-132.1

NOTE : The district is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965, a description of the circumstances surrounding any expulsions imposed under this policy, including the name of the school; the number of students expelled from the school, and the type of weapons concerned.

THIS POLICY REQUIRED BY LAW.

SEARCH OF STUDENTS

The Guymon Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. The superintendent is instructed to establish a regulation for board approval that supports this policy.

REFERENCE: 70 O.S. §24-102

SEARCH OF STUDENTS
(REGULATION)

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcoholic beverages as defined in the Oklahoma Alcoholic Beverages Act, dangerous weapons, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.

2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.

3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.

4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.

5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched, if possible.

6. Strip searches are forbidden. No clothing except cold weather outer garments, shoes, hand coverings, and head coverings, except religious head coverings, will be removed before or during a search.

7. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.

SEARCH OF STUDENTS, REGULATION (Cont.)

8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlaw ful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

9. The superintendent may designate personnel to transport items that are removed from a student to a centralized location within the school district or to local law enforcement offices for lawful disposal. While in transport, the designated school personnel shall carry their school identification and a letter from the superintendent confirming their authority to transport the items for disposal. All items transported for disposal shall be transported in a located container.

REFERENCE: 70 O.S. §24-102
70 O.S. §24-101.3

STUDENT SEARCHES
AUTHORITY TO TRANSPORT

To Whom It May Concern:

This letter serves as confirmation that the Police Chief of Guymon Public Schools has been provided the authority to transport for disposal contraband collected from students in the Guymon School District. The named employee has their school identification and this letter in their possession at all times during the transportation process. All items being transported for disposal are transported in a locked container. The employee has permission to transport the contraband from individual school sites to a centralized location within the school district or to local law enforcement.

Sincerely,

_____

Superintendent

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 upon consent of both the student's parent or guardian, and the superintendent or the superintendent's designee. 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. 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 or urgent personal matters. 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).; or

    b. Natural Disasters or Lockdowns – Communicating with law enforcement or family during events like tornados, fires, lockdowns, or other emergencies affecting the school; or

2. Use of cell phones or personal electronic devices by students who use them to monitor health issues. 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 class time or during the school day if their IEP, Medical Plan, or 504 Plan explicitly requires it as assistive technology for medically or educationally necessary purposes. To qualify for this exception, the use must be listed as a documented accommodation necessary for instruction or communication within the student's IEP, Medical Plan, or 504 Plan.

“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 smart phone, 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, 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 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 at the end of the school day. Students violating this rule may be disallowed from carrying any wireless telecommunication device following the incident unless the device is utilized to monitor a health condition.

Students found to be in possession of or using a personal electronic device in violation of the rules shall be subject to disciplinary action under the student discipline policy. Punishment for violation will be determined by the administration on a case-by-case basis.

REFERENCE: 70 O.S. §1-126
70 O.S. §24-101.1, et seq.
70 O.S. §24-102

THIS POLICY REQUIRED BY LAW.

DIGITAL DEVICE POLICY

Introduction

Guymon Public Schools will provide your student with a digital device for consistent technology access. We are committed to offering an appropriate balance of teaching and learning tools and techniques for all of our students. Digital device use is a privilege, not a right, and device access should be respected accordingly.

RECEIVING YOUR DIGITAL DEVICE & DIGITAL DEVICE CHECK-IN

Receiving Your Digital Device

Digital devices are distributed at the beginning of each school year. Guardians and students must sign and return the Digital Device Agreement before a digital device can be issued to their child. In addition, outstanding fines and fees must be paid prior to a device being issued.

Digital Device Check-In

The assigned digital devices and power cords will be returned in full working condition at the end of each school year. Students who graduate early, withdraw, or terminate enrollment for any other reason must return their digital device immediately.

If a student fails to return the digital device, that student and/or guardian will be subject to criminal prosecution or civil liability. Failure to return the digital device will result in a theft report being filed with law enforcement. The student and/or guardian will pay the full replacement cost of a new digital device based upon current pricing.

The student and/or guardian will be responsible for any damage to the digital device and/or accessories. A fee will be charged for any repairs, not to exceed the replacement cost of the digital device. Final damages are assessed at the discretion of the Library Media Specialist or Technology Department.

TAKING CARE OF YOUR DIGITAL DEVICE

Students are responsible for the care and charging of the digital device they have been issued by the school. Digital devices that are broken or fail to work properly must be returned immediately for inspection and repair.

Precautions

The digital device is school property. All users will follow this policy and the Internet Usage Agreement.

Digital devices will remain free of any writing, drawing, stickers, or labels that are not the property of the Guymon Public School District. A cleaning fee may be charged, if necessary.

DIGITAL DEVICE POLICY (Cont.)

PROTECTING & STORING YOUR DIGITAL DEVICE

Digital Device Identification

Student digital devices will be labeled in the manner specified by the school. If identification is removed, a fee may be charged.

Digital Device Repair, Replacement, and Cost

The following guidelines are in place:

1. **Accidental Damage.** Students will be responsible for care of their device and will be expected to return their device at the end of the school year in full working condition.

2. **Personal Home or Homeowners Coverage.** Students or guardians may wish to carry their own personal insurance to protect the digital device in case of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the digital device computer.

3. **Intentional Damage.** Students or guardians are responsible for 100% of the repair costs resulting from intentional damage to digital devices. Should the cost to repair the device exceed the cost of purchasing a new device, the student/guardian will pay for full replacement cost. Lost items such as chargers will be charged the full replacement cost.

4. **Warranty Repairs.** Warranty repairs will be completed at no cost to the student.

5. **Vandalism and Theft.** In cases of theft, vandalism and other criminal acts, a police report MUST be filed by the student or guardian. If a copy of the police report is not provided, the student/guardian will be held responsible for the full repair or replacement costs.

Current repair and replacement costs are listed on the Guymon Public Schools' website. Fees must be paid within 2 weeks. Fee arrangements can be made through the Library Media Specialist. Device privileges will be revoked if fees are not paid or a fee arrangement is not made.

SCHOOL RIGHTS

Guymon Public Schools network, facilities, and/or digital device are to be used in a responsible, efficient, and ethical manner. Students must abide by this policy. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's digital device and/or network privileges.

The administration and/or their designee(s) have the right to inspect any digital device, application, account, or peripheral device associated with any or all of Guymon Public Schools' technology.

Guymon Public Schools reserves the right to define inappropriate use of technology and deny the use of external devices.

DIGITAL DEVICE POLICY (Cont.)

Technology Support

Technology support for digital devices will be available during the school day at Guymon Public Schools between normal school hours. After hours support will not be available.

USING YOUR DIGITAL DEVICE AT SCHOOL

Digital devices are required for use at school each day.

Digital Device Left at Home

If students leave their digital device at home, they may call their guardian to bring it, but they are responsible for getting the course work completed as if they had their digital device present. If a student repeatedly leaves their digital device at home, they will be subject to disciplinary action.

Charging Your Digital Device Battery

Digital devices are required to be charged to full capacity each day before they are brought to school. Repeat violations will result in disciplinary action up to loss of privileges.

Digital Device Connection

Digital device is not permitted to be connected to an external network during school hours.

DIGITAL DEVICE AGREEMENT

SIGN & RETURN THIS FORM

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Home Address: _____

Home Phone: _____ Parent/Guardian Email: _____

The digital device and/or accessories (the "Equipment") are being loaned to the above named student and to the student's legal guardians (collectively the "Borrower") and are new or in good working order. It is Borrower's responsibility to care for the Equipment and ensure that it is kept in a safe environment. This Equipment is, and at all times remains, the property of Independent School District No. 8 of Texas County, Oklahoma, Guymon Public Schools (the "District") and is loaned to the student for educational purposes for the academic school year. Student may not deface or destroy the Equipment in any way. Inappropriate use of the digital device or use in violation of the District's Digital Device Agreement may result in the revocation of device privileges. The Equipment will be returned to the District as stated in this policy. The Equipment may be used by Borrower only for non-commercial purposes, in accordance with Policy FNGB. The District's Digital Device Agreement, the Guymon Public Schools Student Handbook, and all applicable local, state and federal laws, rules or regulations will apply.

Borrower agrees to indemnify the District for any claims arising from Borrower's misuse of the Equipment including claims alleging infringement of copyright or other intellectual property rights.

Borrower agrees to use Borrower's best efforts to ensure that the Equipment and subsequent accounts are not compromised or rendered inoperable by any malicious program while in Borrower's possession.

The Borrower shall be responsible for any damage to the Equipment and for loss or failure to return the Equipment. Borrower acknowledges and agrees that Borrower's use of Equipment is a privilege and that by entering into this Agreement, Borrower acknowledges Borrower's responsibility to care for the Equipment and to return it in full working condition.

Guardian Signature: _____ Date: _____

DIGITAL DEVICE LOAN AGREEMENT (Cont.)

Guardian Responsibilities: Your student has been issued a digital device to modernize and personalize their education. It is essential that the following policies and rules be followed to ensure that the digital device is used in a safe, efficient and ethical manner.

- I will supervise my student's use of the digital device at home.
- I will discuss our family's values and expectations regarding appropriate use of the Internet.
- I will not tamper with the device.
- I will promptly report any problem(s) with the digital device to the school.
- I will make sure my student recharges the digital device's battery nightly.
- I understand that if my student comes to school without their digital device, I may be called to bring it to the school.
- If I am unable to bring the digital device to school, my student may be required to complete an alternate assignment in addition to any missed digital device assignment(s).
- I agree to make sure the digital device is returned to the school when requested or immediately upon my student's withdrawal from Guymon Public Schools.
- I understand that if my student allows damage to the digital device, I will be liable for fines relating to replacement and/or repair of the digital device. My student could also face additional consequences up to and including loss of digital device use privileges or suspension.

Student Responsibilities: When using the digital device at home, at school and anywhere else I may take it, I will follow these policies and rules and abide by all local, state and federal laws.

- I will treat the digital device with care. Failure to report damage will be subject to a fee and/or discipline.
- I will not loan the digital device or charger to anyone. Violation will result in loss of privileges.
- I will not give personal information when using the digital device.
- I will not use the digital device with malicious intent.
- I will bring the digital device to school fully charged every day.
- If I forget my digital device, I will be allowed to call someone to bring it to school.
- If I do not have my digital device in class, I may be required to complete an alternate assignment in addition to any missed digital device assignment(s).
- I will keep all accounts and passwords assigned to me secure, and will not share these with anyone.
- I will not attempt to clean or repair the digital device.
- I will immediately return the digital device in full working condition when requested or upon my withdrawal from Guymon Public Schools.
- I understand that if I violate any of these rules, I may lose the privilege to use the digital device.

	ACCIDENTAL DAMAGE	INTENTIONAL/CHRONIC DAMAGE
1st Offense	Warning and/or fee	Detention or Saturday school and replacement fee
2nd Offense	Detention, Saturday school, ISD and/or fee	ISD and replacement fee
3rd Offense	Loss of device and/or fee	Loss of device and replacement fee

DIGITAL DEVICE LOAN AGREEMENT (Cont.)

DIGITAL DEVICE USAGE PROCESS AND PROCEDURES SUMMARY

These process and procedures outline the conditions for digital device usage.

Fee Structure

Current assessed fees for digital device damage can be found on the Guymon Public Schools' website. Damage and fees are assessed at the discretion of the Library Media Specialist or Technology Department.

Charges are nonrefundable.

Returned chargers must be school issued or a charger replacement fee will be assessed.

Fee Communication

If a student accrues a fee, the guardian will receive one or more of the following communications: phone call, email, notice through district app, and/or letter. If a response is not received within two weeks, the student's digital device privileges will be revoked until arrangements are made.

Parent Initials _____ Student Initials _____

STUDENT DISCIPLINE

The Guymon Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

The seriousness of the offense;
The effect of the offense on other students;
Whether the offense is physically or mentally injurious to other people;
Whether the incident is isolated or habitual behavior;
The manifestation of a disability;
Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Skipping class
4. Leaving school without permission
5. Refusing detention/late room
6. Smoking/vaping
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property
16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
17. Sexual Harassment
18. Gang related activity or action

STUDENT DISCIPLINE (Cont.)

19. Cheating
20. Lewd behavior
21. Bullying
22. Failure to follow school rules and practices

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

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

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

Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.

Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

STUDENT DISCIPLINE (Cont.)

REFERENCE: 10 O.S. §7115
70 O.S. §6-114
70 O.S. §24-101.3

THIS POLICY REQUIRED BY LAW.

RESTRAINT AND SECLUSION

It is the policy of the board of education that physical restraint and seclusion will not be utilized as an acceptable punishment for students. Students will be physically restrained only in the event that the child is an immediate threat to self or others. In such circumstance, they physical restraint will not include any action that could potentially restrict breathing or subject the child to physical injury.

Children that are on an Individualized Education Program (IEP) may be disciplined in accordance with a Behavioral Intervention Plan (BIP) that is included within the IEP. Each incident involving restraint or seclusion of a child on an IEP shall be reported immediately to a school site administrator and documented using the statewide online IEP reporting system. A copy of the documentation shall be placed in the student's file and provided to the student's parent or guardian. For each incident of seclusion or restraint, the student's parent or guardian shall be notified as soon as possible, and must be notified no later than the school day following the incident or within twenty-four (24) hours of the incident, whichever is first. An IEP meeting may be needed to review or implement a BIP for the student.

REFERENCE: Oklahoma Accreditation Standard 210:15-13-9

CORPORAL PUNISHMENT

It is the policy of the Guymon Board of Education that corporal punishment will not be used as a corrective measure.

REFERENCE: **10 O.S. §7115**
70 O.S. §6-113.1
70 O.S. §6-114
70 O.S. §13-116
Accreditation Standard 210:15-13-9

SUSPENSION OF STUDENTS

It is the policy of the Board of Education that the superintendent or designee may suspend a student for:

- Violations of policy or regulations
- Possession of an intoxicating beverage, low-point beer (See policy FNCE)
- Possession of 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
- Possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
- Possession of a firearm shall result in out-of-school suspension of not less than one year (See policy FNCGA)
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
- Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

Before a student is suspended out-of-school, the principal 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. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

No school board member, administrator, or teacher may be held civilly liable for any action taken in good faith, which is authorized by law under the provisions of this policy.

The superintendent is directed to establish regulations, subject to board approval, which support this policy. Such regulations shall include provisions for appeal of suspension to a suspension appeals committee and/or the board of education. The superintendent may delegate authority for suspensions of students to building principals.

REFERENCE: 10 O.S. §7005-1.2
10 O.S. §7303-5.3
10 O.S. §7307-1.2
37 O.S. §163.2
70 O.S. §24-101.3, §24-102, §24-103, et seq.

THIS POLICY REQUIRED BY LAW.

SUSPENSION OF STUDENTS (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school.

The authority to suspend a student from a school in the school district is delegated to the respective building principals.

1. Any student may be suspended for:

   - Violations of policy or regulations
   - Possession of an intoxicating beverage, low-point beer (37 O.S. §163.2) (See policy FNCE)
   - Possession of 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
   - Possession of a dangerous weapon or a controlled dangerous substance while or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
   - Possession of a firearm may result in out-of-school suspension of not less than one year (See policy FNCGA)
   - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property
   - Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer. (See policy FNCGA.)

3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.

4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular classroom setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.

5. Students suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.

6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

SUSPENSION OF STUDENTS, REGULATION (Cont.)

Procedural Steps to Suspension

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

1. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefor.

2. In-school placement. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal, and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention.

3. Out-of-school suspension.

    A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefor, and the right to appeal the suspension to the board of education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.

    B. If a student is suspended out-of-school for five (5) days or less, the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

Appellate Procedures

Suspension Appeals Committee

A suspension appeals committee is hereby established which will consist of 3 administrators or teachers or a combination thereof. The members of the committee shall be appointed by the superintendent and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

SUSPENSION OF STUDENTS, REGULATION (Cont.)

Appellate Procedures

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:

   A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

   B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

   C. During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

   D. The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.

   E. Decisions of the suspension appeals committee may be appealed to the board of education. The decision of the board of education shall be final.

2. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:

   A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

   B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

SUSPENSION OF STUDENTS, REGULATION (Cont.)

C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final.

NOTE: **70 O.S. §24-101.3 (E) states that 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 students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.**

THIS POLICY REQUIRED BY LAW.

STUDENTS:
FEES, FINES, AND CHARGES

It is the goal of the Guymon Board of Education to provide a free, appropriate, public education to all the children of this district. However, there are certain areas in which the payment of fees, fines, or charges may be required. The superintendent is directed to establish a regulation designating such areas and setting forth methods of payment.

STUDENTS:
FEES, FINES, AND CHARGES
(REGULATION)

In accordance with the policy of the board of education, the following areas will require payment of a fee, fine, or charge by the student:

1. Membership dues in student organizations or clubs and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.

2. Security deposits for the return of material, supplies, or equipment.

3. Items of personal use such as student publications, class rings, annuals, and graduation announcements.

4. Any authorized student health or accident benefit plan.

5. A reasonable fee, not to exceed the actual annual maintenance cost for the use of musical instruments and uniforms owned or rented by the district.

6. Items of personal apparel that become the property of the student and which are used in extracurricular activities.

7. Parking fees and fees for identification cards if applicable.

8. Fines assessed for lost, damaged, or overdue library books.

9. Other fees, fines, or charges specifically permitted or required by law.

Payments to schools for lost or damaged instructional materials will be deposited in the appropriate fund as a line item account and will be used to purchase replacement materials as necessary.

All lost or damaged materials must be paid for before the end of the school year in which the loss or damage occurs or before a student officially withdraws from the school district.

Students in the 12th grade who have not fulfilled these obligations also will be denied a cap and gown and the privilege of participating in the graduation ceremonies of the class.

OPEN RECORDS ACT

It is the policy of the Guymon Board of Education to recognize and facilitate the public's right of access to and review of public records. The district is not required to release information contained in its education records except in conformity with the provisions of the Open Records Act, Title 51, Oklahoma Statutes, Section 24 A.l.

The superintendent shall be the district's custodian of public records and shall be responsible for the preservation and care of those public records. At least one person shall be available at all times to release records during the regular business hours of the school district. Additionally, the superintendent may establish reasonable rules of procedure by which public records may be inspected.

The superintendent shall charge a fee to recover the reasonable direct costs of copying district records. The superintendent shall also charge a fee for the direct costs of searching for district records sought for solely commercial purposes or for searches that cause excessive disruption to the district's essential functions. In no case shall a search fee be charged for records sought in the public interest including, but not limited to, releases to the news media, scholars, authors, and taxpayers seeking to determine whether officials of the district are honestly, faithfully, and competently performing their duties as public servants. Fees for copies shall be paid in advance before the copies are made. A deposit may be required for search fees. The school district may require advance payment of estimated fees when the estimated cost exceeds Seventy-five Dollars ($75.00) or if the requestor has outstanding fees from previous requests. The fee schedule for searching for and copying of district records shall be as follows:

Copies:		Research:
8 1/2" X 11" or		$25.00 per hour
8 1/2" x 14"	$.25 per copy	
11" x 17" ledger	$.50 per copy	
Certified copy	$1.00 per page	

The written schedule of fees is posted at the central office and is on file with the county clerk. All confidential student records as defined by state and federal law shall remain confidential and accessible only to authorized personnel. The district may make requested records available on the internet to comply with the obligation of providing prompt, reasonable access to records.

A requestor must complete a records request form which describes the records that are being requested with reasonable specificity. If the request is not specific, clarification must be provided. To have reasonable specificity, a request must:

a. specify a general time frame within which the requested records would have been created or transmitted,

b. seek identifiable records, rather than general information without any qualifiers or other specifications, and

c. include search terms that are sufficiently specific to assist the public body in identifying the requested records.

OPEN RECORDS REQUESTS (CON'T)

School personnel may seek additional information from the requestor to fulfill the request and to identify the records sought by the requestor. The request may be denied if it is still not reasonably specific in accordance with state law or if the information that is requested is protected by state or federal law. Any request denied on the basis that a record is not a public record shall include the statutory reference of the law which provides that the information is confidential.

REFERENCE: 51 O.S. §24 A.l, et seq.

NOTE: If regular business hours are not maintained, the school district is required by law to post and maintain a written notice at the main office of the school district and with the county clerk, which notice shall include the following: (1) the hours records are available for inspecting, copying, and reproduction; (2) the name, address, and telephone number of the individual in charge of the records; and (3) detailed procedures for obtaining access to the records at least two days of the week, excluding Sunday.

PUBLIC RECORD ACCESS REQUEST
OKLAHOMA OPEN RECORDS ACT

To: Guymon Public School District

1. Pursuant to the Oklahoma Open Records Act, the undersigned hereby requests access to the following school district records:

_____
_____
_____
_____

Describe records as specifically as possible using the guidelines below:
(attach additional sheets if necessary)

a. specify a general time frame within which the requested records would have been created or transmitted,

b. seek identifiable records, rather than general information without any qualifiers or other specifications, and

c. include search terms that are sufficiently specific to assist the public body in identifying the requested records.

2. If copies of the documents are requested, the undersigned agrees to pay between $.25 to $1.00 per page for copies. If a search is necessary to furnish the documents and if this request is solely for commercial purposes or causes excessive disruption of essential school functions, the undersigned agrees to pay a search fee of $25.00 per hour.

_____
(Name)

_____
(Telephone number or email address)

_____
(Date)

Received by _____ School District
on _____, _____

Record Request No. _____.

The Oklahoma Open Records Act requires that public records be provided in a reasonable amount of time. The district's use of this form is to create a checklist for the material requested with notification of fee requirements. This form is not intended to deter requests for open records. A records request must identify the records that are being sought with reasonable specificity as defined in the Oklahoma Open Records Act. See policy GBA for the definition.

MEDIA COVERAGE AND AUDIO/VIDEOTAPING

Television Rights

The Guymon Board of Education recognizes that certain school events and programs when telecast on commercial channels, including cable, offer informational, educational, cultural, and recreational opportunities for the community. The board also has both legal and implied obligations inherent in its "in loco parentis" relationship with students and employees that require their protection from any form of exploitation, including their appearance on TV programs which might not meet with parental approval because of the theme, format, or sponsor, or may be an invasion of employee privacy; therefore, the following requirements will be observed in the videotaping or photographing special events, including sports, and public student performances:

1. Application by commercial stations for rights to televise a school-sponsored event, whether "live" or "delayed," must be approved by the superintendent.

2. A telecast, whether "live" or "delayed," that exceeds five minutes of viewing time must be approved by the board. Each event will be considered individually and in accordance with the authority and responsibility of the board.

3. An application for a telecast that is commercially sponsored must list the sponsor(s) at the time that the application is submitted. The district will retain the right of approval or rejection of the program ideas, formats, plans, and sponsors of the telecast.

4. A reasonable rights fee, the amount to be decided in each instance, may be charged for televising an event originating in school facilities.

5. The request for rights to televise will include a certificate of liability insurance and properly executed "hold harmless" agreement on the TV station's letterhead, signed by the general manager of the station. The "hold harmless" agreement will read:

   > The station expressly promises and agrees to indemnify and hold the Guymon Board of Education, its members, its officers, and employees free and harmless from any and all loss, cost or expense, including attorney's fees on account of any claim for injury or damage, and an obligation to protect the privacy of school district employees, either to person or property on account of or in any way connected with the operation, performance or activities of the station under this agreement."

6. A staff member or patron requesting the videotaping or photographing of a school-sponsored event will submit a request for approval through the building principal. The building principal, if he or she approves, will submit the request to the superintendent.

7. Any school production (play, musical, etc.) approved for videotaping or filming must be cleared for copyright use. If a televised school production is not copyrighted, it will remain the property of the board.

8. Except for the specific rights granted under the signed rights agreement, the district will retain all rights to the televised program. All TV programs, educational and otherwise, that are produced "in house" will remain the property of the board.

MEDIA COVERAGE AND AUDIO/VIDEOTAPING (Cont.)

Videotaping

Videotaping and filming of school district employees shall have the prior written consent of the building principal and the participating employees. Anyone (employees or patrons) desiring to videotape student(s) must have prior approval from the building principal. If any student is to be filmed or videotaped, prior written consent/release/waiver shall be obtained from the student's lawful custodian. Additionally, if a student is handicapped or exceptional and if such student will be identifiable on the film or videotape, prior written consent/release/waiver shall be obtained from the student's lawful custodian. If film or videotape is to be used for any purpose other than the purpose set forth on the employee consent form, then release/waiver forms shall be obtained from each participating employee and his/her principal.

Audio Taping

The use of audio tape recorders in classrooms is not permitted except under special and unusual circumstances. If a student desires to tape a class lecture, the student must obtain permission from both the principal and the teacher whose class is to be taped.

Tape recorders may be used during any open school board meeting if the taping is done quietly and without interrupting the meeting.

Tape recorders may be used during any due process hearing by representatives of the school district and the person who is the subject of the hearing or that person's designated representative unless, in the opinion of the superintendent, a breach of confidentiality would result.

Tape recorders may be used by representatives of the school and parent, guardian, or student over eighteen during any IEP team meeting unless a breach of confidentiality would result.

Tape recording of any other school activity may be done only with the permission of the superintendent.

REFERENCE: 25 O.S. §312

MEDIA COVERAGE AND AUDIO/VIDEOTAPING PARENTAL RELEASE FORM

I understand my child may be audiotaped and/or videotaped for school activities, news, activity programs, and performances during the _____ school year. I give my permission for my child to be audiotaped and/or videotaped, and hereby assign and authorize the producer all rights in and to such audiotape and/or videotape. I also authorize the producer, without limitation, the right to reproduce, copy, exhibit, publish, broadcast, or distribute any such audiotape and/or videotape, and expressly waive any rights or claim I may have against all broadcasting entities, including the broadcast company or any of its affiliates, subsidiaries, or assignees, or the board of education and all of its employees except at outlined in this release. I further understand that by granting permission for my child to be audiotaped and/or videotaped, I relinquish all control over reproduction, exhibition, publication, and distribution of the audiotaped and/or videotaped material.

_____

Name of Child – Grade

_____

Signature of Parent/Guardian

_____

Date

USE OF STUDENTS IN THE PUBLIC INFORMATION PROGRAM

The participation of students in interpreting the educational program of the schools to the community shall be encouraged, with the understanding that:

1. Students shall not be exploited for the benefit of any individual or group.

2. Students shall participate only in appropriate situations.

3. The use of students shall always be evaluated in terms of effect on the child.

4. Students shall not solicit or promote school district issues without approval of the superintendent's office.

5. The best possible community relations grow from superior teaching in the classroom. Enthusiastic students with serious intentions, well directed by sympathetic and capable teachers, are certain to communicate with the parents and the community. Guymon school district believes this is the cornerstone of good community relations.

FILMING SCHOOL ACTIVITIES FOR PROFIT

It will be the policy of the Guymon Board of Education that the Board, or its appointed designee, shall have exclusive authority to determine whether it is permissible or not to photograph, video tape, or otherwise film a given and specific school activity for profit. If it is determined that a school activity may be photographed, videotaped, or otherwise filmed for profit, the board, or its appointed designee, has the authority to limit the number of professional participants through either direct appointment, or a reasonable bid process. The board will have the authority to set a fee or charge for commercially filming, taping, or photographing any specified school activity, and reserves the right to exclusively contract with an individual, group, or company for authorized filming, taping and/or photographic services. This board shall furthermore determine which school accounts any payment for profit derived from photography, taping, or filming may be deposited.

Notwithstanding any of the guidelines and directions recited above, is specifically recognized and understood that the Guymon Board of Education will continue to have, and exercise, exclusive authority and discretion regarding whether any school activity or function is to be photographed, taped, or otherwise filmed. The setting up of this particular procedure, or any other, is not in any way to be construed as a waiver of relinquishment of the general rule that no school activity is to be filmed or taped for profit purposes; and any requests under these procedural guidelines will not be individually and separately considered, and either permitted, or rejected, on an individual basis.

It the event permission is granted to film, tape, or photograph under the guidelines set out above, if it is determined by the Guymon Board of Education, or its appointed designee, that an individual, group, or company participant is not complying with any guideline, direction, restriction, or request previously stated either orally or in writing as part of the agreement and understanding entered into; then and in that event, said agreement may be cancelled instantly, and without notice, and participant will be notified, in writing, to discontinue its activity immediately. Any future participant will be made aware of this absolute right, by the school, to cancel in the event of any breach, omission, or default by said participant in regard to said agreement, and the provisions and covenants there in recited.

Any school activity which is to be photographed, videotaped, or otherwise filmed for profit must be approved, in writing, by the board, or its appointed designee, at least ten (10) working days prior to the scheduled date of the activity.

It shall be the responsibility of the superintendent of schools to draft such other regulations as may be necessary and required in order to put this policy into effect.

Anyone (employees or patrons) desiring to videotape student(s) must have prior approval from the building principal. If any student is to be filmed or videotaped and will be identified, or a primary subject of the filming or videotaping, prior written consent/release/waiver shall be obtained from the student's lawful custodian. Additionally, if a student is handicapped or exceptional and if such student will be identifiable on the film or videotape, prior written consent/release/waiver shall be obtained from the student's lawful custodian. If a film or videotape is to be used for any purpose other than the purpose set forth on the employee consent form, then release/waiver forms shall be obtained from each participating employee and his/her principal.

SCHOOL-CONNECTED ORGANIZATIONS

It is the policy of the Guymon Board of Education to encourage the work of a general, voluntary, school-connected organization of parents/guardians, school staff and friends of the school in each school. Such organizations may not establish educational policy, participate in the administration of the school, or authorize management and direction of school affairs.

Such organizations shall have as their objectives the promotion of student welfare, the development of close relationships between the home and the school, and the development between educators and the public of such united efforts as will assist in securing the kind of educational program that the community wants.

Organizations shall not use the district's name in their titles without the board's express consent. Such permission to use the district's name does not constitute permission to act as the district's representative.

The board will not normally interfere with the activities of such groups as long as no board policy or procedure is violated.

Permission to hold regular meetings of such associations in school facilities will be extended by the board for a particular school in accordance with the school policy concerning the use of school facilities.

The school principal of a particular building, or another professional staff member designated by the principal, may serve as adviser to the general parent/teacher organization. All members of the professional staff shall be encouraged to join the organization and to participate in its activities.

Secret Societies, Fraternities, or Sororities:

The Guymon Board of Education deems that it is in the best interest of the school program to prohibit fraternities, sororities, or secret societies within Guymon Schools. This is interpreted that such organizations shall in no way be sponsored by the school, nor shall they directly or indirectly influential upon the school program.

SCHOOL VISITORS

It is the policy of the Guymon Board of Education that all visitors to any school facility obtain a visitor's pass at the building principal's office. Parents are requested not to send or allow siblings to visit students in the classroom.

Staff members are not normally expected to have personal visitors during the school day.

Agents or other persons shall not visit teachers during school hours for the purpose of selling books or other articles without written consent from the superintendent.

The superintendent or principal of any school shall have the authority to order any person[1] out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes. This authority shall extend to the removal of any individual attending an official school activity or field trip where students are present, including an activity or field trip not on school property, when the superintendent or principal determines that a threat to the peaceful conduct of students exists. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than $500.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment.

Any person who is requested to leave the premises shall be unable to return to the premises without the written permission of the administration for a period of six months. A grievance or an appeal may be filed by the individual as per district policy GJ-P.

REFERENCE: 70 O.S. §24-131
21 O.S. §§ 1375, 1376

THIS POLICY REQUIRED BY LAW.

[1] Does not include students, officers, or employees of the district.

SCHOOL VISITORS
(GRIEVANCE/APPEALS PROCESS)

Any person who has been removed from this institution or from a school activity or event whether held on or off the premises shall be given written notice of the procedures for requesting a hearing and filing a grievance or appeal with the board of education by their receipt of a copy of this policy.

Filing a Grievance or Appeal

Within five (5) working days of being directed to leave premises, the individual ("complainant") may request a hearing before the board of education regarding their removal from school premises. The request shall be submitted in writing to the superintendent. Such request shall be mailed certified mail, return receipt requested. If the complainant fails to request a hearing within five (5) working days of being directed to leave the premises, the right to a hearing shall be deemed to be waived.

Upon receipt of the complainant's request for a hearing, the administration shall prepare a written summary of the reason(s) why the individual was directed to leave school premises. The written summary may include the date, time, place, witness statements, and reasoning behind the administrator's decision to direct the individual to leave school premises. The written summary prepared by the administration shall be mailed to the complainant no later than ten (10) days prior to the date set for hearing before the board of education.

Hearing

The hearing shall be conducted by the board of education as follows:

1. The administration shall present each of the board members with a copy of the written summary provided to the complainant;

2. The complainant shall present each of the board members with a copy of a written response to the administration's paperwork;

3. Members of the board of education shall be afforded the opportunity to ask questions related to the summary and response;

4. The board of education shall vote to accept, amend, or reject the recommendation of the administration with regard to the directive to complainant[1].

The decision of the board of education shall be final and unappealable.

THIS POLICY REQUIRED BY LAW.

[1] Agenda language will need to reflect the individual's name.

STUDENT RECRUITMENT
ACCESS TO STUDENTS AND DIRECTORY INFORMATION

The Guymon Public School District restricts recruiting access to students and directory information. Directory information or class lists of student names, addresses, and/or telephone numbers shall not be distributed without the consent of the parent or legal guardian of the student or by the student age 18 or over. Military services representatives shall have access to student directory information unless such access is specifically denied in writing by the parent, legal guardian, or student age 18 or over.

Military services representatives shall have the same access to secondary school students as is generally provided to postsecondary institutions or prospective employers. However, such access may be specifically denied in writing by the parent, legal guardian, or student age 18 or over.

This district will notify parents of the types of student directory information released. The notice will include:

1. An explanation of the parent's right to request that information not be disclosed without prior written consent;

2. Notice that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent; and

3. Notification on how the parent may opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

The notice will be provided to parents on an annual basis.

REFERENCE: 10 U.S.C. §503 as amended by The National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107)
20 U.S.C. §7908

NOTE: Cited provisions of federal law apply to all LEAs receiving ESEA funds. A district's failure to comply with ESEA regulations may result in loss of funds.

A POLICY ON THIS TOPIC IS REQUIRED BY FEDERAL LAW

USE OF SCHOOL PROPERTY

The Guymon Board of Education believes that the first priority in the use of its school property is the education of children in the district. However, local citizens are encouraged to use the property for other reasonable general public use including religious, political, literary, community, cultural, scientific, mechanical, agricultural, or parental involvement purposes. The school district shall allow use of school buildings and facilities to youth groups listed in Title 36 of the United States Code as a patriotic society in accordance with the rules and requirements set forth in the school district's regulation on use of school facilities.

The school district will make school property available for public recreation before or after normal school hours, on weekends, or during school vacations. Specific property that will be open includes: (list property that will be open). The school district will not provide supervision during these hours and any use should be carefully monitored by parents or legal guardians.

The school district will provide emergency shelter for patrons during weather emergencies. Animals will not be permitted in the school district's tornado shelter.

If the school renders emergency care, aid, shelter, or other assistance during a national disaster or catastrophic event, the school district shall not be liable for damages resulting from the rendering of the emergency are, aid, shelter or other assistance unless the damage was caused by the gross negligence or willful or wanton misconduct of the individual or entity rendering the emergency care, aid, shelter or assistance.

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

The superintendent is directed to establish rules and regulations in support of this policy. The rules and regulations will require evidence of appropriate liability insurance coverage. The school district will not permit the use of school property or equipment by any person or organization that does not furnish evidence of sufficient insurance coverage.

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

REFERENCE: 20 USC §7905
70 O.S. §§5-129.3 and 5-130
11 O.S. §33-103

NOTE: Senate Concurrent Resolution 60 of 1994 recommends that school districts make school transportation equipment available to community-based organizations in transporting elderly persons.

USE OF SCHOOL PROPERTY (REGULATIONS)

Obtain from the district office the necessary application forms.

Application must be submitted at least one week in advance.

Return the forms to the district office.

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

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

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

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

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

Smoking in school buildings is prohibited. Violations of this rule by any organization during occupancy shall be sufficient cause for denying further use of school premises to the organization. The school district's policy regarding tobacco use will be provided, which policy discloses the school's rules regarding tobacco products on school premises.

Juvenile organizations must have adequate adult sponsorship and supervision.

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

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

A school employee must be on the school grounds at all times when facilities are being used by outside groups. When custodians are normally not on duty, any group using school facilities must reimburse the school for all employment costs incurred by the district for such employment of school personnel, in addition to any rental fee as prescribed. The custodian is paid at his/her time and one-half rate.

All functions must close by midnight unless special arrangements have been made with the school principal.

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

It is the responsibility of the organization to provide proof of liability insurance before using any facility or transportation equipment. A copy of the organization's liability insurance shall be maintained on file in the district administration office.

USE OF SCHOOL PROPERTY, REGULATIONS (Cont.)

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

During School Hours

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

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

During Non-School Hours

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

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

Schedule of Fees, Rates, and Charges for Non-Student-Led Groups

Gyms - $10.00 for practice (minimum rental of 3 hours).

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

Cafeterias - $10.00 per hour (minimum rental of 3 hours). If the kitchen is used, at least one cafeteria employee regularly assigned to that kitchen must be used for an additional rate of the actual cost incurred by the school district for the employee's services. Custodial service will be available the actual cost incurred by the school district for the employee's services.

Classrooms - $10.00 per hour per room (minimum rental of 3 hours).

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

CONTROL, USE, AND OPERATION OF THE SCHOOL AUDITORIUM (REGULATION)

General Control

General control of the building is delegated to the high school principal, assisted by such individuals or committee as deemed necessary.

Request for permission to use the auditorium shall be made in writing to the principal's office at least three weeks prior to the requested date of use. The principal will answer the request in writing within three days.

Use Schedule

A calendar of scheduled uses is to be maintained in the high school principal's office.

General Building Use

The auditorium is dedicated to use in the instructional and activity programs of the school district, and school-sponsored activities will have first priority for its use. There will be no charge for the use of the auditorium by the school, school organizations, or activities.

Use by Nonschool Organizations

The building will be available for other appropriate nonschool use subject to the building schedule and the following conditions:

1. Building Use
   Limited to groups within this school district requiring accommodations for more than 200 people. Anticipated use by community, civic, service, church groups, and convention gatherings. Not for use by outside fund-raising organizations which have no connection with the school or the community.

2. Charges
   In payment of general costs of utilities, sound services, custodial--maintenance services, and building supervision, the following fee schedule is to be followed:

When no admission is charged	$100.00
Rehearsals	$50.00
Recitals	$50.00
Political gatherings	$200.00
When admission is charged	$100.00 plus 10% of gross proceeds

3. Method of Payment
   Within one week following the performance, a representative of the group shall make a written report to the high school principal relative to the gross proceeds taken in. The principal and the representative will then figure the amount due the school district using the schedule. A check is to be made for the proper amount, payable to the Guymon Board of Education. When the check is delivered to the business office, it shall be accompanied by a report on ticket sales signed by the principal and by the representative of the sponsoring organization.

CONTROL, USE, AND OPERATION OF THE SCHOOL AUDITORIUM, REGULATION (Cont.)

4. Liability Insurance
   Sponsors of the group using the auditorium shall, at least three days prior to the event, provide the board of education a certificate of liability insurance, covering performers and all persons in attendance, in the following amounts:

Damage to Property	$25,000.00
Physical injury of any one claimant	$50,000.00
Liability for any number of aggregate claims	$300,000.00

Concessions

Food and drinks are not permitted in the auditorium.

Special Arrangements

In those situations where established policy is not clear, special application through the superintendent to the board of education may be necessary.

USE OF ATHLETIC FACILITIES (REGULATION)

The following regulations shall apply to the use of all athletic facilities of the school district:

1. School facilities may be used only if not being used by any school group. Student activities will take priority over all other activities. Priority for use of the buildings is as follows:

   A. School-scheduled events.

   B. School children sponsored by in-district groups.

   C. Civic and fraternal organizations.

   D. In-district groups not involving students that do not fall in the above categories.

   E. No group outside the school district will be permitted use of the building.

   A student activity must be an organized, scheduled, sponsored activity. Students who do not have a sponsor will not be permitted to enter the gym while in use by another group. A fee may be charged by the school to cover the cost of utilities.

2. Groups using the school facilities must be responsible for damages incurred as a result of the use of the facilities. Only groups composed of graduates, patrons, or students living in the district may be eligible to use school facilities.

3. Floors must be swept after every practice and/or game. The wearing of street shoes on the gym floor will not be permitted.

4. An adult sponsor must be in constant supervision.

5. Groups must furnish their own basketballs. Groups are not permitted to borrow equipment from any student locker.

6. Children permitted to come with parents must be kept under strict supervision. Under no circumstances should the children be allowed in the dressing rooms or on the playing courts.

7. Officials must be registered, responsible people who are sanctioned by the Oklahoma Secondary School Activities Association.

8. Arrangements will be made to open and close the athletic facilities. Keys will not be given out.

USE OF ATHLETIC FACILITIES, REGULATION (Cont.)

9. No intoxicants of any kind shall be brought into or near the facilities being used. No soft drinks shall be brought inside the gym. No smoking is allowed inside the gym.

10. Sponsors of a group using the facilities must ensure that all doors or gates are locked, and all lights are turned off when they leave the school facilities.

11. Community groups must furnish their own concession facilities. This includes supplies, machines, and concession area. The regular concession stand is stocked with school group supplies that would have to be moved if the concession stand was to be used by community groups. Machines are property of a school group or a school group is responsible for rented machines; therefore, parts and repairs are charged to the school group.

12. Advertising and commercial announcements are not to be made in the schools. Advertisements may not be posted on the school premises.

13. The group must appoint one person to be responsible for ensuring that these rules are not violated. That person should sign these regulations and return them to the principal of the school involved.

14. If these regulations are not followed, the group forfeits its privilege to use the facilities. The principal is to determine if the group is abiding by the regulations. The principal can immediately terminate the use of the gym.

15. These rules shall be read by the sponsor to each member of the group. The rules are as follows:

<u>Use of Football Field/Track by Community Groups</u>

1. Games/events are to be scheduled around the high school "A" and "B" teams and the junior high games. Most of these games will be played on Mondays, Thursday, and Fridays.

2. The field is not to be used by any organization when the field is in such condition that traffic on the field would damage the turf.

3. If a usage fee has been agreed upon, the payment is due prior to being used.

4. All items used by community groups are to be returned in the same condition as issued except for normal wear.

5. The coach of each group is to have a set of all the rules.

USE OF ATHLETIC FACILITIES, REGULATION (Cont.)

Use of Baseball/Softball Diamonds by Community Groups

1. The community groups are to schedule their games around school games for the use of the high school diamonds.
2. The boys/girls who are eligible to participate must be from the Guymon School District.
3. Base paths, base stakes, home plate, pitchers' mound, foul lines, and grass are not to be altered.
4. If a usage fee has been agreed upon, the payment is due prior to being used.
5. The groups are to maintain the diamond and the dugouts.
6. The groups are to furnish their own marking materials.
7. All items used by community groups are to be returned in the same condition as issued except for normal wear.
8. The coach of each group is to have a set of all the rules.

The board of education respectfully requests that each group strive to keep our buildings in a neat and orderly condition in which we can have justifiable pride.

I AGREE TO THE PRECEDING REGULATIONS.

NAME OF COMMUNITY GROUP RESPONSIBLE PERSON DATE

REQUEST FOR USE OF SCHOOL PROPERTY

COMPLETE THIS FORM AND RETURN TO:
Tyler Chapman, Director of Operations
Guymon Public Schools
801 N. Beaver
Guymon, OK 73942

Request for use of _____
(School Property)

Date of use _____

Starting time _____ Ending time _____

Request made by _____
(Sponsoring Group or Organization)

Purpose of use _____

Admission charge: Yes _____ No _____

The following stipulations apply to non-school-related individuals, groups, and organizations.

The undersigned user of school property hereby agrees to:

1. Observe the rules and regulations for the use of school property as established in Section GK of the adopted board policy.
2. Assume full responsibility for loss or damage to school district property resulting from such use.
3. Assume full responsibility for personal injury sustained by any person as a result of such use and waive all school district liability.
4. Pay the usual and customary fee for such use.
5. Sign a hold-harmless agreement with the District.
6. Signing this statement acknowledges that the person below has provided the school district with proof of insurance coverage.

_____
Signature

Request approved _____ Fee _____

LENDING AGREEMENT

Items to be borrowed _____

_____

Date needed _____ Date to be returned _____

From _____
(School or School Personnel)

Borrower _____
(Company or Organization)

Person responsible for above borrowed items _____

AGREEMENT: I, _____, agree to return all borrowed items in the same condition as when borrowed and to reimburse Guymon Public Schools for any damages which might occur through usage during the period of lending.

_____
Signature

RELEASING STUDENTS TO POLICE

It is the policy of the Guymon Board of Education that students must be released to police officers who have proper arrest authority and a valid arrest warrant. Identification of the arresting officers shall be recorded. The parents or legal guardian shall be notified as soon as possible of the arrest.

School employees may permit law enforcement to interview students who are witnesses and not accused of a crime. School employees do not have the legal authority to require a student who is being investigated for a crime to submit to questioning by police officers. Questioning of students at school by police officers shall be permitted in accordance with the requirements set forth in Oklahoma law. No such law enforcement custodial interrogation shall commence until the youthful offender or child and the parents, guardian, attorney, adult relative, adult caretaker, or legal custodian of the youthful offender or child have been fully advised of the constitutional and legal rights of the youthful offender or child, including the right to be represented by counsel at every stage of the proceedings, and the right to have counsel appointed by the court if the parties are without sufficient financial means; provided, however, that no legal aid or other public or charitable legal service shall make claim for compensation as contemplated herein.

A custodial interrogation of a youthful offender over sixteen (16) years of age shall conform with all the requirements for the interrogation of an adult.

If a student is taken into custody, the arresting officer will be requested to complete a "Form for Signature of Arresting Officer."

LEGAL REFERENCE: 10A O.S. §2-2-301

FORM FOR SIGNATURE OF ARRESTING OFFICER

I, _____, a duly sworn peace officer and member of the _____Department, have demanded that the minor _____ a student in the _____ school be surrendered to me, and pursuant to lawful authority, I have taken said student into my custody and am assuming full responsibility of said student.

_____ _____
Signature of Police Officer Date

_____ _____
Badge or Credential Number Time

(TO BE COMPLETED BY SCHOOL PERSONNEL)

Parents notified: _____

Reason for arrest: _____

Signature of administrator _____

1 copy for School Records
1 copy for Parent
1 copy for Police officer

LAW ENFORCEMENT AND BODY CAMERAS ON SCHOOL PREMISES

A law enforcement agency that operates a body-worn camera program shall adopt a policy for the use of body-worn cameras that must ensure that a body-worn camera is activated only for a law enforcement purpose.

A peace officer may not keep a body-worn camera activated for the entire period of the officer's shift on school premises. The body camera should be activated when peace officer is involved in a criminal investigation on school premises.

Before a law enforcement agency may operate a body-worn camera program, the agency must provide training to peace officers who will wear the body-worn cameras and any other personnel who will come into contact with video and audio data obtained from the use of body-worn cameras.

DISCIPLINARY ACTION FOR MISUSE OF SCHOOL BATHROOMS AND CHANGING FACILITIES

The board of education has adopted this policy to provide disciplinary action for individuals who refuse to:

A. Use the multiple occupancy restroom or changing area designed for their Sex;

B. Designate multiple occupancy restrooms or changing areas for the exclusive use of one Sex; or

C. Provide access to a single-occupancy restroom or changing area to an individual who does not wish to utilize the multiple occupancy restroom or changing area designed for their Sex; provided that such individual is authorized to be on the school premises.

All individuals are expected to comply with Oklahoma law. Individuals who fail to comply with Oklahoma law regarding the use of school bathrooms or changing facilities may be disciplined as follows:

1. Students. Students may be subject to the disciplinary methods listed in the student discipline code.

2. Staff. Staff members may be subject to disciplinary action. Due process procedures will be followed as required by law or negotiated agreement.

3. Patrons. Patrons may be removed from the premises for interfering with peaceful orderly conduct in accordance with 21 O.S. §§ 1375 and 1376.

If a complaint is filed with the State Department of Education that the district or an employee is not complying with Oklahoma law on this topic, the board of education will have fifteen (15) days to request an opportunity to appear before the State Board of Education and/or submit a written response to address the allegations.

If a suitable meeting room or area is not available, a coach may enter a locker room before, during, or after a school-sponsored athletic activity provided:

1. All students present are fully clothed;

2. The coach is accompanied by at least one additional adult at all times; and

3. If the coach is the opposite sex of the students present, the coach shall be accompanied by at least one adult of the same sex as the students present.

The adult addressed in enumerated items 2 and 3 shall not be a current high school student.

LEGAL REFERENCE: 70 O.S. Section 1-125.