SECTION III

ADMINISTRATION

TABLE OF CONTENTS

SECTION III

ADMINISTRATION

3.1 MINIMUM CRITERIA FOR EFFECTIVE ADMINISTRATIVE PERFORMANCE 3-1

3.2 CIVIL RIGHTS, FIRST AMENDMENT RIGHTS, AND AMERICANS WITH DISABILITIES ACT COMPLIANCE 3-3

3.2 - 1.0 FEDERAL CIVIL RIGHTS ACT OF 1964 AND OTHER FEDERAL AND STATE EMPLOYMENT DISCRIMINATION STATUTES 3-3

3.2 – 1.1 FIRST AMENDMENT PROTECTION 3-4

3.2 – 1.2 WHISTLEBLOWER PROTECTION FOR TEACHERS AND SUPPORT EMPLOYEES 3-4

3.2 – 2.0 TITLE IX – SEX DISCRIMINATION AND SEXUAL HARASSMENT 3-5

3.2 - 2.5 DISCRIMINATION, HARASSMENT AND RETALIATION 3-17

3.2 - 3.0 GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND RESOLVING COMPLAINTS ALLEGING DISCRIMINATION 3-20

3.2 - 4.0 PROCEDURE FOR PROVIDING REASONABLE ACCOMMODATIONS 3-26

3.2 – 5.0 SERVICE ANIMALS 3-26

3.3 SMOKING, VAPING AND THE USE OF TOBACCO PRODUCTS 3-32

3.4 GUN-FREE SCHOOLS POLICY 3-35

3.4 – 1.0 POLICY PROHIBITING STUDENT AND EMPLOYEE POSSESSION OF DANGEROUS WEAPONS 3-36

3.5 ADMINISTRATIVE OFFICE HOURS 3-39

3.6 TELEPHONE USE 3-39

3.7 PRINTED MATERIALS AND PRESS RELEASES 3-39

3.8 EQUIPMENT CONTROL POLICIES AND INVENTORIES 3-40

3.8 - 1.0 INVENTORY 3-40

3.8 - 2.0 STOLEN OR DAMAGED EQUIPMENT 3-40

3.8 - 3.0 LOAN OF EQUIPMENT 3-40

3.8 - 4.0 DISPOSAL OF SURPLUS SCHOOL PROPERTY 3-40

3.8 - 5.0 EQUIPMENT SECURITY PROCEDURE 3-41

3.9 EMERGENCY SITUATIONS 3-43

3.9 – 1.0 SAFETY DRILLS 3-43

3.9 – 2.0 REPORTING THREATENING BEHAVIOR 3-44

3.9 - 3.0 EMERGENCY PREPAREDNESS AND MANAGEMENT 3-45

3.10 INSTRUCTIONAL MATERIALS AND SUPPLIES 3-53

3.11 SOLICITATION OF FUNDS FROM STUDENTS AND TEACHERS 3-53

3.12 SALESMEN, SOLICITORS, PROPAGANDA 3-53

3.13 PETITIONS 3-53

3.14 SCHOOL PROPERTY - NO EXPECTATION OF PRIVACY 3-53

3.15 RETURN OF PROPERTY 3-54

3.16 USE OF EQUIPMENT AND VEHICLES 3-54

3.17 CONSERVE HEAT AND LIGHT 3-55

3.18 CLEANING PROGRAM 3-55

3.19 LONG-RANGE MAINTENANCE PROGRAM 3-56

3.19 – 1.0 ANNUAL FACILITY REVIEW 3-56

3.20 USE OF SCHOOL FACILITIES FOR COPYING OR DEVELOPING MATERIALS, INFORMATION 3-57

3.21 USE OF COMPUTERS AND ELECTRONIC COMMUNICATION EQUIPMENT AND SERVICES 3-59

3.21 – 1.0 INTERNET AND TECHNOLOGY SYSTEMS SAFETY AND APPROPRIATE USE 3-64

3.21 – 2.0 PERSONAL ELECTRONIC DEVICES AND ACCOUNTS ... 3-66

3.21 – 2.1 SCHOOL PERSONNEL DIGITAL AND ELECTRONIC COMMUNICATIONS WITH STUDENTS 3-69
Att. A – District-Approved Communications Platform List..... 3-71

3.21 – 3.0 ACCEPTABLE USE OF FILE SHARING TECHNOLOGY 3-72

3.21 – 4.0 SOCIAL MEDIA 3-72

3.21 - 5.0 CYBERSECURITY 3-78

3.21 - 6.0 ARTIFICIAL INTELLIGENCE SYSTEMS AND TOOLS USE IN THE SCHOOL DISTRICT 3-79

3.22 USE OF MULTIPLE OCCUPANCY RESTROOMS AND CHANGING AREAS 3-83

3.23 CONSTITUTION DAY AND CITIZENSHIP DAY 3-85

3.24 RESIDENT TEACHERS AND RELATED COMMITTEES 3-85

3.25 SAFE SCHOOL COMMITTEE AND HEALTHY AND FIT ADVISORY COMMITTEES 3-87

3.26 MEDICAL MARIJUANA, HEMP & CANNABIDIOL (CBD) AND DECLARATION FORM 3-89

3.27 OBSERVATION OF MINUTE OF SILENCE 3-94

3.28 FLAGS 3-95

SECTION III- ADMINISTRATION

3.1 MINIMUM CRITERIA FOR EFFECTIVE ADMINISTRATIVE PERFORMANCE

I. Practice

A. Administrator Management Indicators

1. Preparation: The administrator and staff develop goal statements which are the result of a needs assessment, a written analysis of student test scores and other data as well as community input.
2. Routine: The administrator uses a minimum of instructional time for non-instructional routines thus maximizing time-on-task.
3. Discipline: The administrator works with staff to develop and communicate defined standards of conduct which encourage positive and productive behavior.
4. Learning Environment: The administrator establishes and maintains rapport with staff and students, providing a pleasant, safe, and orderly climate for learning.

B. Instructional Leadership Indicators

1. The administrator works with staff in collegial and non-threatening ways to promote and improve instruction.
2. The administrator sets high expectations for staff.
3. The administrator provides needed resources for staff.
4. The administrator works with staff to establish curriculum objectives, sequence, and lesson objectives.
5. The administrator works with staff to assure that all learners are involved in the learning process.
6. The administrator assists the staff in monitoring student progress.
7. The administrator works with the staff to develop a program to recognize academic achievement.
8. The administrator educates the staff to recognize and display the teaching criteria upon which the evaluation is conducted.
9. The administrator observes in the classroom the performance criteria as defined by the District.
10. The administrator summarily evaluates staff only after classroom observations are made, performance feedback is given, growth goals are set, and alternative methods are offered.

II. Administrator Product Indicators

1. The administrator provides written discipline policies to which students are expected to perform.
2. The administrator provides a written school building improvement plan that is data driven by effective schools research.

3. The administrator provides a written analysis of student test scores and other data to assure that the various student populations are benefiting from the instructional program.
4. The administrator provides for the evaluation of those he or she supervises so as to promote continued professional growth.

APPROVED: October 10, 1977
REVISED: July 20, 1987, July 25, 1988, October 21, 1993

3.2 CIVIL RIGHTS, FIRST AMENDMENT RIGHTS, AND AMERICANS WITH DISABILITIES ACT COMPLIANCE

3.2-1.0 FEDERAL CIVIL RIGHTS ACT OF 1964 AND OTHER FEDERAL AND STATE EMPLOYMENT DISCRIMINATION STATUTES

It is the policy of the Board of Education that no person in Ponca City School District No. 71 shall, on the grounds of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity in violation of any federal or state statute prohibiting such discrimination. The district also provides equal access to the Boy Scouts of America and other designated youth groups.

The following people have been designated to handle inquiries regarding the School District's non-discrimination policies:

Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability)
Amy Swartz, Executive Director of Special Services
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin)
Jennifer Dye, Executive Director of Human Resources
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

Title IX Coordinator (for questions or complaints based on sex, pregnancy, gender, gender expression or identity)
Larin Davis, Executive Director of Operations
District Title IX Investigators – Principals/Supervisors
District Title IX Decision Makers – PCPS District Administrators/Superintendent
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

Age Act Coordinator (for questions or complaints based on age)
Jennifer Dye, Executive Director of Human Resources
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact:

Jennifer Dye, Executive Director of Human Resources
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

Outside Assistance may be obtained from:

U.S. Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
(816) 268-0550
(816) 268-0599 (Fax)
(877) 521-2172 (TTY)
E-mail: OCR.KansasCity@ed.gov

REVISED: August 12, 1985, July 17, 1989, October 21, 1993; August 10, 2009; December 10, 2012; September 14, 2015; September 11, 2017; October 11, 2021, July 17, 2023, April 15, 2024

3.2–1.1 FIRST AMENDMENT PROTECTION

It is the policy of the Board of Education that no person in Ponca City School District No. 71 shall be discriminated against as a result of such person's exercise of protected speech under the First Amendment to the United States Constitution.

ADOPTED: October 21, 1993 *(Formerly Policy 3.2-2.0)*
REVISED: October 13, 2025

3.2–1.2 WHISTLEBLOWER PROTECTION FOR TEACHERS AND SUPPORT EMPLOYEES

Under 70 O.S. § 6-101.6b, school districts cannot prohibit or discipline a teacher or support employee for (1) disclosing public information to correct what the teacher or support employee reasonably believes evidences a violation of the Oklahoma Constitution or a law or a rule promulgated pursuant to law or (2) reporting a violation of the Oklahoma Constitution or state or federal law. Teachers and support employees are not required to give prior notice of any disclosures they intend to make.

This law does not permit a teacher or support employee to violate students' or parents' rights to confidentiality and protections under the Family and Educational Rights and Privacy Act of 1974 (FERPA).

70 O.S. §6-101.6b reads as follows:

A. For purposes of this section, "teacher" means the term as defined in paragraph 1 of Section 1-1 16 of Title 70 of the Oklahoma Statutes.
B. For purposes of this section, "support employee" means the term as defined in paragraph 9 of Section 1-116 of Title 70 of the Oklahoma Statutes.

C. No school district shall prohibit or take disciplinary action against teachers or support employees for:

1. Disclosing public information to correct what the teacher or 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 actions without giving prior notice to the teacher's or support employee's supervisor or anyone else in the relevant chain of command.

D. For the purposes of this section, "reporting" means providing a spoken or written account to a supervising teacher, administrator, school board member, representative from the State Department of Education, law enforcement official, district attorney and/or parent or legal guardian of a student directly impacted by the actions.

E. Each school district shall prominently post or publish a copy of this section of law in locations where it can reasonably be expected to come to the attention of all teachers and support employees.

F. Nothing in this section shall be construed to allow a teacher or support employee to violate students' or parents' rights to confidentiality and protection under the Family Educational Rights and Privacy Act of 1974 (FERPA).

This notice is posted in compliance with 70 O.S. § 6-101.6b.

ADOPTED: October 13, 2025

3.2–2.0 TITLE IX – SEX DISCRIMINATION AND SEXUAL HARASSMENT

Introduction and Policy

Title IX prohibits discrimination on the basis of sex in education programs and activities that receive federal financial assistance. Title IX applies to employees and students. The policy establishes procedures for reporting sex discrimination, sexual harassment, and related retaliation, provides the grievance process procedure for a Title IX formal complaint for sexual harassment, sets forth supportive measures for a complainant and, as appropriate, a respondent, and a range of possible sanctions should a respondent be found responsible for sexual harassment.

The district condemns discrimination in its education programs and activities based on sex. Any

district employee with actual knowledge of conduct that constitutes sex-based discrimination and/or sexual harassment is directed to notify the Title IX Coordinator as soon as possible.

Scope of the Policy

This policy applies to individuals working or participating in the district's education programs and activities in locations where the district exercises substantial control over both the respondent and the context in which discrimination or harassment occurred. Title IX may apply to any of the district's education programs or activities in the United States, whether such programs or activities occur on or off, including online instruction, academic programs, student services, counseling and guidance, discipline, class assignment, grading, recreation, athletics, or employment.

Reports of violations of this policy may be made in person, by mail, by telephone, or by email, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or email address, or by mail to the office address listed for the Title IX Coordinator.

Individuals are responsible for immediately reporting any knowledge or information concerning sexual harassment to the district's Title IX Coordinator.

Definitions**:**

A. Actual Knowledge**:** Notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or to any district employee. This standard is not met when the only official of the district with actual knowledge is the respondent.

B. Advisor**:** A person who has agreed to assist a complainant or respondent during the Title IX process. The advisor may be a person of the student's choosing, including but not limited to a district faculty or staff member, a friend, or an attorney.

C. Complainant**:** An individual who is alleged to be the victim of conduct that could constitute sexual harassment.

D. Title IX Coordinator(s)**:** Employee(s) of the district who has/have primary responsibility for overseeing the process of coordinating the district's compliance efforts, receiving complaints, conducting investigations, imposing sanctions, facilitating appeals, and providing education and training associated with this policy. The Title IX Coordinator(s) will further monitor the district's education programs and activities for barriers to reporting information about conduct that constitutes sex discrimination and take steps reasonably calculated to address such barriers. The Coordinator should not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent that may affect the outcome of the grievance process.

E. Deputy Coordinator**:** If desired by the district, this is a district employee designated by the Title IX Coordinator or the district to serve as the Coordinator where appropriate and to assist

with the duties of the Title IX Coordinator. The Deputy Coordinator should not have a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that may affect the outcome of the grievance process.

F. Formal Complaint**:** A written document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation(s) of sexual harassment and stating the date, time, place, name(s) of person(s) involved (e.g., the accused, witnesses) and sufficient detail to satisfy the basic elements of a Title IX claim under this policy. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district.

G. Respondent**:** An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

H. Sex Discrimination**:** Sex discrimination includes sexual harassment and is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their education, employment, or school-related benefits, on account of sex or gender (including on the basis of a student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom). This may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, even if those acts do not involve conduct of a sexual nature.

I. Sexual Harassment**:** Conduct on the basis of sex that satisfies one or more of the following:

A. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct ("quid pro quo");
B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity ("hostile environment"):
C. Sexual assault, dating violence, domestic violence, or stalking as defined by federal law.

Whether conduct creates a hostile environment is a fact-based inquiry that includes, but is not limited to, the following:

- The degree to which the conduct affected the complainant's ability to access the district's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred, and
- other instances of sexual harassment in the district's education program or activity.

J. Supportive Measures**:** Individualized services reasonably available that are nonpunitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment.

Examples of Supportive Measures:

- Counseling
- Extension of deadlines and other course-related adjustments
- Campus escort services
- Restrictions on contact applied to one or more parties
- Leaves of absence
- Increased security measures and monitoring of district premises
- Training and education programs related to sexual harassment

K. Title IX Hearing Officer (decision maker)**:** The individual may be a district administrator, legal counsel, or a specially trained officer, but cannot be the Coordinator or Investigator. The primary responsibility of the Hearing Officer is to ensure both parties receive due process in the event allegations of a Title IX policy violation are directed to a hearing by the Title IX Coordinator. The Hearing Officer should not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent that may affect the outcome of the grievance process.

L. Title IX Investigators**:** An individual charged with collecting statements and any evidence directly related to any allegations, as directed by the Title IX Coordinator. Investigators may include, but not be limited to, district administration. The Investigator should not have a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that may affect the outcome of the grievance process.

M. Working Days**:** Days on which the district administration's office is open.

O. Retaliation**:** Any negative conduct that is taken in response to an individual's complaint of harassment or discrimination, or participation in any investigation of a harassment or discrimination complaint.

Coordinator

Title IX Coordinator (for questions or complaints based on sex)
Larin Davis, Executive Director of Operations
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000
District Title IX Coordinator – Executive Director of Operations
District Title IX Investigators – Principals/Supervisors
District Title IX Decision Makers – PCPS District Administrators

Reporting

All forms of sex discrimination, including sexual harassment, may be reported to the Title IX Coordinator, any Deputy Title IX Coordinator, any district employee, or to law enforcement, no matter the severity. A report of sex discrimination and/or sexual harassment should be made as soon as possible, but may be made at any time, regardless of the length of time between the

alleged sex discrimination and/or sexual harassment and the decision to report it. However, a delay in reporting may compromise subsequent investigation. The district will take reasonable steps to protect the privacy of the parties and witnesses during the pendency of the grievance process, provided that the steps do not restrict the ability of the parties to obtain and present evidence, consult with family members or other advisors, or otherwise prepare for or participate in the grievance procedures:

Although anyone may report sexual harassment, only alleged victims of sexual harassment or their parents or guardians may file a formal complaint.

No employee or student may discourage an individual from reporting alleged sex discrimination, including sexual harassment.

All district employees are mandatory reporters and are required to immediately report to the Title IX Coordinator any allegations of sexual harassment. Failure to do so may result in disciplinary action up to and including termination of employment.

Pre-Investigation/ Initial Response

Unless the Title IX Coordinator reasonably determines the conduct alleged could not constitute sex discrimination and/or sexual harassment, after receiving notice of allegations involving purported sex discrimination and/or sexual harassment, the Title IX Coordinator will promptly contact the complainant, if known or identifiable, to notify them of receipt of the allegations of sex discrimination and/or sexual harassment.

The district will treat the complainant and respondent equitably and offer supportive measures as appropriate. For complainants, this means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge before or after the filing of a formal complaint or where no formal complaint has been filed. For a respondent, this means, at a minimum, following the grievance procedure for sexual harassment before the imposition of disciplinary sanctions or other actions that are not supportive measures.

The district will promptly take necessary steps to protect the complainant and ensure safety as necessary, including taking interim steps before the final outcome of any investigation, once a report or knowledge of sexual harassment has been reported.

Emergency Removal

In some instances, the district may implement an emergency removal of a student when an individualized safety and risk analysis indicates that an immediate threat exists to the physical health or safety of an individual arising from the allegations of sexual harassment. A party subject to an emergency removal shall have an opportunity to challenge the decision immediately following the removal. By no means does this provision modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Administrative Leave

A non-student employee may be placed on administrative leave during the pendency of the grievance process. By no means does this provision modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

Periodic updates on the status of the investigation will be provided to both the complainant and respondent.

Sex Discrimination without Harassment

If the allegations involve conduct that could constitute sex discrimination but not sexual harassment, the Title IX Coordinator will initiate an investigation in compliance with district policy.

Sexual Harassment

If the allegations involve conduct that could constitute sexual harassment, the Coordinator will contact the complainant to discuss the availability of supportive measures confidentially, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. A complainant's wishes regarding whether the district investigates will be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.

Written Notice of Complaint

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice to all known parties in sufficient time and with sufficient detail to give the respondent time to prepare a response before an initial interview. Written notice includes:

a. Notice of the grievance process, including any informal resolution process;

b. Notice of the allegations of sexual harassment, including sufficient details (i.e., names of known parties, the conduct alleged to be sexual harassment, and the date and location of the conduct, if known):

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 (who may be, but is not required to be, an attorney) and to inspect and review evidence;

e. A statement that retaliation by the parties or district is prohibited;

f. A statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of the evidence; and
g. Notice that knowingly making false statements or providing false information in the grievance

process is a violation of the code of conduct of students or a violation of performance and conduct standards for employees.

Dismissal of a Formal Complaint

The district must investigate the allegations in a formal complaint.

Mandatory Dismissal**.** A formal complaint must be dismissed when it is determined that the conduct alleged in the formal complaint: 1) would not constitute sexual harassment as defined herein even if proved; 2) did not occur in the district's program or activity; or 3) did not occur against a person within the United States.

Permissive Dismissal**.** A formal complaint may be dismissed if, during the investigation or hearing. 1) a complainant notifies the Coordinator in writing that they would like to withdraw the formal complaint or any allegations therein; 2) the respondent is no longer enrolled or employed by the district; or 3) specific circumstances prevent the district from gathering sufficient evidence to reach a determination as to the formal complaint or the allegations therein.

Upon either a mandatory or permissive dismissal, the district will promptly notify the complainant of the basis for the dismissal and provide the procedures to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the district will also promptly notify the respondent of the dismissal, the basis for the dismissal, and the complainant's opportunity to appeal. Notification of dismissal should be in writing and delivered simultaneously to the parties. Dismissal of a formal complaint does not prevent the district from addressing allegations or taking action under another district policy, including but not limited to a different provision of the district code(s) of conduct.

Investigation

An investigator will be designated to investigate the allegations contained in the formal complaint or that are developed in the course of the investigation. In the event the district decides to investigate allegations about the complainant or respondent that are not included in the written notice, the district must provide notice of additional allegations to the parties and give them a reasonable opportunity to respond in writing to the new information or evidence.

The burden of gathering evidence and the burden of proof must remain on the district, not on the parties. The following evidence will not be considered by the district and will be excluded as impermissible:

- Evidence that is protected under a privilege as recognized by federal or state law, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality:
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the district obtains that party's or witness's voluntary, written consent for use in the district's grievance procedures: and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless the evidence about the complainant's prior sexual conduct is offered to prove that

someone other than the respondent committed the alleged conduct, or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sexual harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sexual harassment or preclude a determination that sexual harassment occurred.

The Investigator will endeavor to complete the investigation within 60 days. This timeline can be affected by one or both parties' right to have at least 10 days to review and respond to evidence and the draft investigative report or other good cause, such as the unavailability of parties, party advisors, witnesses, and evidence, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities.

In the investigation process, the Investigator will:

- Provide a party who is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with sufficient time for the party to prepare to participate.
- Meet personally with the complainant (unless extraordinary circumstances prevent a personal meeting)
- Meet personally with the respondent (unless extraordinary circumstances prevent a personal meeting)
- Presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made.
- Provide an equal opportunity for the parties to present fact witnesses and other relevant evidence that is not otherwise impermissible.
- Not restrict either party's ability to discuss the allegations or to gather and present evidence. Provide the parties with the same opportunities to have others present during interviews or related proceedings, including an advisor.
- Collect any physical evidence,
- Meet personally with any witnesses (unless extraordinary circumstances prevent a personal meeting with one or more witnesses)
- Review any documentary evidence; and
- Prepare a written report of the investigation that fairly summarizes the relevant evidence.

Party Review of Evidence and Report

Parties and advisors will have an equal opportunity to review all evidence directly related to the allegations in the formal complaint (both exculpatory and inculpatory), including evidence upon which the district does not intend to rely in reaching a determination, and will be given at least 10 calendar days prior to the completion of the final investigation to meaningfully respond.

Parties and advisors will have the opportunity to review the investigative report and to issue a written response at least 10 calendar days before a hearing or determination of responsibility.

Hearing

Absent extraordinary circumstances, a non-live hearing will be held. After the district has sent the investigative report to the parties and before reaching a determination regarding responsibility, the Hearing Officer must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant unless such questions and evidence about the complainants prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concerns specific incidents of the complainants prior sexual behavior with respect to the respondent and are offered to prove consent. The Hearing Officer must explain to the party proposing questions any decision to exclude a question as not relevant.

Determination

Within five working days of the conclusion of the hearing, the Hearing Officer will issue a written determination regarding responsibility, applying the preponderance of evidence standard (whether it is more likely than not a violation occurred), to the parties simultaneously by mailing the determination by certified mail or other agreed form of notice. Preponderance of evidence requires significantly less proof than beyond a reasonable doubt, which is required for a criminal prosecution.

The written determination will include:

- Identification of the allegations potentially constituting sexual harassment;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held:
- Findings of fact supporting the determination for each individual allegation;
- Conclusions regarding the application of the district's code of conduct to the facts:
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided to the complainant;
- The district's procedures and permissible basis or bases for the complainant and respondent to appeal.

The determination becomes final either on the date that the district provides the parties with the written determination of the result of the appeal if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Appeal Procedures

A complainant or respondent may appeal the determination for any of the following reasons:

- Procedural irregularity that affected the outcome.

- New evidence that was not reasonably available at the time the determination or dismissal was made that could affect the outcome of the matter.
- The Coordinator, Investigator, or Hearing Officer had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Appeals must be submitted in writing to the Superintendent within five (5) working days of receiving the decision and reference the reason(s) for the appeal as identified above with supporting argument(s). Failure to file an appeal within the prescribed time constitutes a waiver of any right to an appeal.

When an appeal is filed, the district will notify the non-appealing party in writing.

The Superintendent, or designee if the Superintendent was Hearing Officer, Investigator, or Coordinator, will review the record of the original hearing, including documentary evidence, and give each party a reasonable, equal opportunity to submit a written statement in support of or challenging the outcome.

It is the Superintendent's (or designee's) discretion to affirm, overturn, or modify the determination. The Superintendent/designee may convert any sanction imposed to a lesser sanction, rescind any previous sanction, or return a recommended sanction to the original Hearing Officer for review/or reconsideration. If there is new evidence (unavailable at the time of the hearing through no fault of the parties) which is believed to substantially affect the outcome, or evidence presented at the previous hearing was "insufficient" to justify a decision, or a finding that a substantial procedural error resulting in prejudice occurred, the matter may be remanded for either a rehearing of the entire matter or reconsideration of specific issues. If remanded to the original Hearing Officer, either or both parties may appeal the Hearing Officer's decision to the Superintendent/designees, and the procedures set out above shall control the appeal.

Appeal Decision

The final decision will be communicated in writing by the Superintendent to both parties, describing the result of the appeal and the rationale for the result. The decision will be communicated to both parties simultaneously within ten (10) working days of receiving the appeal request.

The decision of the Superintendent or designee on appeal shall be final.

Informal Resolution

An informal resolution to a complaint is available in some circumstances. Informal resolutions are unavailable unless a formal complaint of sexual harassment is filed. Informal resolutions may be entered into at any time prior to determining whether sexual harassment occurred. Informal resolution may include conflict resolution or a restorative agreement between the parties, with a trained Title IX Officer presiding over the informal resolution conference. Participation in informal resolution is never mandatory and will only take place with the full written consent of

both parties involved. The district may, in its sole discretion, decline to offer an informal resolution in certain circumstances.

Before informal resolution may be commenced, written notice to the parties must be provided. disclosing the allegations and the requirements of the informal resolution process, including when an informal complaint would preclude the parties from resuming a formal complaint arising from the same allegations.

No appeal is available from an informal resolution, but at any time prior to agreeing to a resolution, any party has a right to withdraw from the formal resolution process and resume the grievance process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared. Further, if the parties are unable to agree on a voluntary resolution, the matter will be referred by the Title IX Coordinator to a Title IX Hearing. No offers to resolve the conflict that were made or discussed during the informal voluntary resolution process may be introduced during the Title IX Hearing.

Outcomes

If it is determined under the preponderance of evidence standard (more likely than not to have occurred) that the respondent is not responsible for a violation of this policy, the complaint will be dismissed.

If it is determined under the preponderance of evidence standard that a respondent is responsible for sexual harassment under the jurisdiction of this policy, the Title IX Coordinator will 1) coordinate remedies to complainant and other persons identified having had equal access limited by the discrimination; 2) coordinate disciplinary sanctions on the respondent including notification to complainant; and 3) take other appropriate, prompt and effective steps to ensure sexual harassment does not continue or reoccur.

The following sanctions may be considered where a respondent is found responsible for sexual harassment. The sanctions below are not intended to be exclusive; actions may be imposed singularly or in combination when a violation of this policy is found.

Student Respondent

- Restriction - A limitation on privileges for a period of time and may include, but not be limited to, the denial of the use of facilities or access to parts of campus, denial of the right to represent the district, or denial of participation in extracurricular activities.
- Service Project - Community service or an education class or project beneficial to the individual and campus or community.
- Probation - A specified period of time during which the student is placed on formal notice that he/she is not in good social standing with the district and that further violations of district policies will subject the student to suspension from school.
- Suspension - If warranted by the severity of the incident, removal from classes and other privileges or activities for a definite period of time not to exceed the remainder of the semester in which the incident occurred and the following semester and until the conditions which are set forth in the hearing outcome letter are met. Students who are

suspended from the district are not permitted on campus or in campus buildings, facilities or activities at any time for any reason during the period of suspension, unless otherwise directed by the Superintendent or designee. Conditions to conclude a suspension and reinstatement process will be stated in the written notification. Notation on the student's transcript will not be made; however, a permanent record of the action will be maintained in the student's record.

- Long-term Suspension - Suspension of a student for an indefinite period not to exceed the maximum period permitted by law, typically reserved for a sexual violence/assault finding. The conditions for readmission, if any, shall be stated in the hearing outcome letter. In addition, a student, though readmitted to the school by operation of law, may be denied the opportunity to participate in extracurricular activities for as long as the student is enrolled in the district. Notation on the student's transcript will not be made; however, a permanent record of the action will be maintained in the student's record. Removal should be reserved and used only in cases involving the most severe instances of misconduct.

Employee Respondent

Employees found to have violated this policy will be subject to sanctions up to and including dismissal from employment.

Retaliation

Retaliation against an individual for reporting or participating in the Title IX grievance procedures is strictly prohibited.

Retaliation in this context means intimidation, threats, coercion or discrimination for the purpose of interfering with any right or privilege secured by Title IX. Retaliatory conduct includes filing a charge against an individual for code of conduct violations that arise out of the same facts or circumstances or a report or formal complaint of sexual harassment if done so in bad faith. Complaints alleging retaliation may be filed pursuant to the grievance process included herein, and sanctions may be imposed against an individual determined responsible for retaliation in accordance with this policy.

Nothing in this definition or this policy precludes the district from requiring an employee to participate as a witness in, or otherwise assist with, an investigation, proceeding, or hearing under this policy.

Designees

The designation of a district official responsible for prescribed actions under this policy shall automatically include the official's designee in instances where an official is unable, unavailable or it appears that the official may have a conflict of interest that causes the official to recuse from involvement in the matter. The official's designee shall have the same authority as the official in matters involving this policy.

Availability of Other Complaint Procedures

In addition to seeking criminal charges through local law enforcement, members of the district community may also file complaints with the following entities, regardless of whether they choose to file a complaint under this procedure:

Office for Civil Rights
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline: (800) 421-3481
Email: OCR@ed.gov

Office for Civil Rights:
Kansas City Field Office: OCR.KansasCity@ed.gov, (816) 268-0550;
Washington D.C.: OCR@ed.gov 1-800-421-3481

Equal Employment Opportunity Commission:
Oklahoma City Field Office: 1-800-669-4000;
Washington D.C.: 1-800-669-4000, Eeoc.gov/contact

Distribution

The district shall: prominently display on its website the required contact information for the Title IX Coordinator; post training materials used to train Title IX Coordinators and related Title IX Officials, Investigators, and Hearing Officers on its website; and notify applicants for employment, parents or legal guardians of elementary and secondary school students, and employee organizations-of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator.

ADOPTED: October 13, 2025 *(Portions formerly included in Policy 3.2-2.5 Discrimination, Harassment, and Retaliation and Policy 3.2-3.0 Grievance Procedure for Filing, Processing and Resolving Complaints Alleging Discrimination and Retaliation)*

3.2–2.5 DISCRIMINATION, HARASSMENT, AND RETALIATION

(This policy is referenced in and applies to Section VI – Personnel, I. General Policies, 6.7 – 2.0 and Section VII – Students, 7.25)

The school district is committed to providing all students and employees with a safe and respectful school environment. Both state and federal law specifically prohibit harassment of or by employees and students in connection with the district.

The district prohibits discrimination, harassment, or retaliation based on real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. In accordance with OKLA. STAT. tit. 70 § 24-163, the district uses the International Holocaust Remembrance Alliance's Working Definition of Antisemitism, as adopted May 26, 2016, to evaluate harassment and discrimination against Jews. This definition recognizes antisemitism as a certain perception of Jews that may be expressed as hatred toward Jews. This prohibition applies to students, employees, and board members in any aspect of the district's programs, including during school hours, extracurricular

activities, school-sponsored events, or outside of school hours if the conduct affects the education or working environment.

For all allegations of sex discrimination, sexual harassment, or related retaliation, the District's Title IX Policy (3.2-2.0 *Title IX – Sex Discrimination and Sexual Harassment*) shall apply. That policy sets forth specific definitions, reporting procedures, grievance processes, supportive measures, and potential remedies under federal Title IX regulations. This discrimination policy should be read in conjunction with the Title IX policy.

Definitions

"Employee" for purposes of this policy, includes all district employees, board members and volunteers.

"Student" refers to any person who is enrolled in any district school or program.

"Harassment" means repetitive, unwelcome conduct which is based on a person's real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

Examples of harassment include, but are not limited to: slurs, epithets, insults, jokes or derogatory comments; verbal or physical abuse; intimidation (physical, verbal or psychological); impeding or blocking a person's movement; unwelcome touching, and crude jokes or pictures. Demeaning comments about a student's ability to excel in a class historically considered a "boy's" or a "girl's" subject may also constitute harassment.

"Retaliation" is any negative conduct that is taken in response to an individual's complaint of harassment or discrimination, or participation in any investigation of a harassment or discrimination complaint.

Reporting

Students who have been harassed or discriminated against, or who witness such conduct, are encouraged to report the offensive conduct to any teacher, counselor, administrator, or board member.

Employees who witness, suspect, or receive a report of harassment or discrimination must immediately report the incident to the superintendent or a board member – even if that report must be made after hours to the superintendent's or board member's home or cell phone.

Any employee who receives a harassment, discrimination, or retaliation report will immediately refer the matter to the superintendent or the corresponding Coordinator, unless the superintendent or Coordinator is the alleged malfeasant. In such circumstances, the complaint will be referred to the board president or the district's legal counsel. To ensure impartiality, no person who is the subject of a complaint shall conduct any investigation into the improper conduct.

If possible, reports should be made in person and/or in writing and be signed by the reporting party. However, in order to encourage full, complete, and immediate reporting, any person may report such incidents anonymously in writing by mailing the report to the personal attention of either the superintendent or a board member. All reports should state:

- the name of the alleged harasser;
- the person(s) being harassed;
- the nature, context, and extent of the prohibited activity;
- the dates of the prohibited activity, and;
- any other information necessary for a full report and investigation of the matter.

Any employee who is subjected to job-related harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act. Individuals may simultaneously report an allegation of this type of misconduct to school officials and to the United States Equal Employment Opportunity Commission, the Oklahoma Human Rights Commission, or local law enforcement.

In compliance with OKLA. STAT. tit. 70 § 24-163(D)(1), the district shall electronically report all incidents and complaints of antisemitic discrimination and harassment to the Oklahoma Department of Education's Title VI Coordinator.

Administrative Response

The district will promptly, thoroughly and impartially investigate all reports of harassment and discrimination. This process will include:

- A statement from the individual who was allegedly harassed;

- Appropriate and reasonable steps to separate and protect both the alleged victim and alleged harasser pending conclusion of the investigation and necessary remedial action;

- Reasonable updates to the alleged victim of the investigation's progress, subject to federal and state laws and regulations;

- Interviews with the alleged harasser, alleged victim and witnesses; and

- Review of relevant documents, including district files and records.

The district will review all relevant facts and take into account the totality of the circumstances - including the nature, extent, context, and gravity of the activities. At the conclusion of this process, the superintendent, in conjunction with the corresponding Coordinator, will issue findings based on the preponderance of the evidence and take appropriate measures, including but not limited to: education, information on available outside resources, training and counseling, transfer, suspension, and any other appropriate remedy under the circumstances. Employees may also be terminated for engaging in harassment, discrimination or retaliation.

Confidentiality shall be maintained during and after the investigation to the extent reasonably possible. However, public disclosure of personal or confidential employee information may be made during the course of any suspension, dismissal, non-renewal hearing, or resulting litigation.

Penalties

Penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances, such as the nature, extent, context, and gravity of such activities or incidents. Any disciplinary decision will be made as a proportional response to the violation.

Any employee or student engaging in harassment, discrimination, or retaliation will be subject to any and all disciplinary action allowed by school policy and Oklahoma law.

REFERENCE: OKLA. STAT. tit. 70, § 24-162 (2025); OKLA. STAT. tit. 70, § 24-163 (2025)

ADOPTED: September 19, 2005
REVISED: October 10, 2011; December 10, 2012; September 14, 2015;
September 11, 2017; October 8, 2018, September 8, 2025, October 13, 2025
(Portions moved to Policy 3.2-2.0)

3.2-3.0 GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND RESOLVING COMPLAINTS ALLEGING DISCRIMINATION, HARASSMENT AND RETALIATION

Definitions

Complaint: A written or verbal complaint alleging any action, policy, procedure or practice that discriminates on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information (including harassment and retaliation).

Grievant: Any person enrolled in or employed by the District or a parent, guardian, or member of the public who submits a complaint alleging discrimination based on race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information (including harassment or retaliation). For purposes of this policy, a parent or guardian's complaint or grievance shall be handled in the same manner as a student's complaint would be.

Coordinator(s): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title VI, Section 504/Title II, and the Age Act is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons, but each coordinator will receive relevant training in order to perform his/her duties.

Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability)

Amy Swartz, Executive Director of Special Services
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin)

Jennifer Dye, Executive Director of Human Resources
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

Age Act Coordinator (for questions or complaints based on age)

Jennifer Dye, Executive Director of Human Resources
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact:

Jennifer Dye, Executive Director of Human Resources
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

Respondent: The person alleged to be responsible for the alleged discrimination contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

Day: Day means a working day when the District's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

Pre-Investigation/Initial Response

Prior to the filing of a written complaint, the student or employee is encouraged to visit with the building principal or the District's ADA, Title VI and VII or 504 Coordinator, as applicable, and reasonable effort should be made at this level to resolve the problem or complaint.

Informal Resolutions

If the District Coordinator believes informal resolution is appropriate for a disclosed problem or a filed complaint, he or she will notify the complaining party of the availability of informal resolution. Participation in informal resolution is not required by the District and informal resolution will not require that the allegation be resolved directly with an alleged harasser without

the District Coordinator. Informal resolution will not be permitted in instances where there is an alleged instanced of sexual assault. If both the complaining party and the alleged harasser voluntarily agree to informal resolution after allegations are fully disclosed and both parties are informed of their right to proceed with a grievance, the district may initiate informal proceedings to resolve the problem or compliant. Either party may terminate informal proceedings at any time in favor of proceeding with a grievance. All timeframes under the grievance procedure will toll while the problem or complaint is pending informal resolution.

Filing, Investigation, Hearing and Review Procedures

The Grievant submits a written or verbal complaint to one of the Coordinators, as applicable, stating the basis, nature and date of the alleged discrimination, harassment or retaliation, the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the Superintendent for assignment. Complaint forms are available from the offices of the District's Coordinators.

The Coordinator conducts a complete and impartial investigation within 10 days of receiving the complaint, to the extent reasonably possible, which shall include but not be limited to, interviewing the Grievant and any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to confirm or deny facts; ○ indicate acceptance or rejection of the Grievant's requested action; and outline alternatives.

The Coordinator will not delay the investigation of the discrimination complaint, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations, and the Coordinator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by the district's grievance policy.
As to complaints of discrimination by students, parents or guardians and school employees, the Coordinator will disclose the complaint, the identity of the Grievant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the complaint and only when the disclosure is required or permitted by law. If a Grievant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the District's ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with the investigation.

To minimize risks to the integrity of the investigation, the District prohibits individuals—including witnesses and/or parents or guardians—from posting, sharing or publicizing information regarding the investigation or the underlying events. This prohibition expressly includes releasing information via social media. Provided, however, neither the district nor the Coordinator will restrict the ability of either the Grievant or Respondent to discuss the investigation with legal representation, law enforcement, and/or, if Grievant or Respondent is a student, his or her parents or guardians.

Within 5 days after completing the investigation, the applicable coordinator will issue a written decision to the Grievant and Respondent. The report will include (a) a summary of facts, (b) an analysis of the appropriate legal standards applied to the facts, and (c) findings regarding whether the alleged discrimination occurred. If a finding is made that discrimination occurred, the

Coordinator's report shall also contain (a) recommended interim and permanent steps, including examples of the range of possible disciplinary sanctions and remedies available to address the discriminatory effects on the grievant and other, necessary to eliminate the discrimination, prevent its reoccurrence, and remedy its effects, as well as (b) the resources, including medical and counseling resources, that are available to students and witnesses. The decision will be based on a preponderance of evidence standard (i.e., it is more likely than not that the alleged discrimination occurred).

If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator, in writing, within 5 days and request an appeal to the Superintendent. The written appeal shall contain a specific statement explaining the basis for the appeal.

Within 5 days after receiving the appeal request, the applicable Coordinator will refer the matter to the Superintendent for a hearing. The Grievant and Respondent will be afforded similar rights (i.e., timely access to information that will be used at the hearing, opportunity to present his or her side of the story, presentation of character witnesses, review of party statements). If the Superintendent is the person alleged to have committed the discriminatory act(s), then a different decisionmaker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent, and the Superintendent. Advanced written notice of the hearing will be provided to both the Grievant and Respondent so as to provide each reasonable time to prepare for such hearing. The hearing will be conducted within 10 days after the Coordinator refers the matter to the Superintendent for hearing.

The Superintendent will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual harassment, the Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.

Within 5 days after completing the investigation, the Superintendent will issue a written decision to the Grievant and Respondent.

If the Grievant or Respondent is not happy with the decision, he or she must notify the Superintendent, in writing, within 5 days, and request an appeal to the Board of Education. The written appeal shall contain a specific statement explaining the basis of the appeal.

The Superintendent will notify the Board of Education, in writing, within 5 days after receiving the appeal. The clerk will place the appeal on a board agenda within 30 days from the date of notification to the Board of Education.

The board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the board meeting, the board may ask for oral or written evidence from the parties and any other individual it deems relevant. The clerk will make arrangements to audiotape any oral evidence presented. Within 5 days of the meeting, the board will issue a final decision in writing to all parties involved.

General Provisions

Duty of District Employees to Report Alleged Discrimination: District employees, supervisors and administrators are required to immediately report any complaints, reports, observations, or other alleged information of alleged discrimination, including harassment and retaliation, to the designated coordinator, even if that district employee is investigating the alleged discrimination as part of the district's student or employee disciplinary process, and provide the Complainant with information for filing a complaint form if requested, and contact information for the district's designated coordinator. If the district is using its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the district's standards for a prompt and equitable grievance procedure.

Extension of Time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the Board of Education issues a final decision shall be no more than 120 days.

Access to Regulations: Upon request, the Coordinator shall provide copies of any regulations prohibiting discrimination on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the District. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.

Representation: The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.

Corrective Action: After all facts and circumstances are reviewed, the district shall take any and all disciplinary actions to prevent further harassment or discrimination. Possible disciplinary or remedial actions include, but are not limited to: education, training and counseling, transfer, and/or suspension of a student, and education, training, counseling, transfer, suspension and/or termination of an employee.

Retaliation: The district prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The district will take steps to prevent the alleged perpetrator or anyone else at the district from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems, and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the district will take strong responsive action.

Basis of Decision: At each step in the grievance procedure, the decisionmaker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context, and gravity of the activities or incidents. Any disciplinary decision will be made as a proportional response to the violation.

Section 504 Due Process Procedures: For information concerning the impartial hearing and review procedures under Section 504, the Grievant should contact:

Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability)

Amy Swartz, Executive Director of Special Services
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

Notice: The district will notify all students, parents or guardians, members of the public, and employees of the name, office and telephone number of each Coordinator and this Grievance Procedure in writing via school publications and/or postings at each school site to which employees or students are assigned.

Outside Assistance: Individuals may also file complaints alleging discrimination, harassment, or retaliation with the Office of Civil Rights. The OCR may be contacted at:

U.S. Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
(816) 268-0550
(816) 268-0599 (Fax)
(877) 521-2172 (TTY)
E-mail: OCR.KansasCity@ed.gov

READOPTED: September 19, 2005
REVISED: August 10, 2009; December 10, 2012; September 14, 2015; September 12, 2016; September 11, 2017; October 8, 2018; October 11, 2021, July 17, 2023, April 15, 2024, October 13, 2025 *(Portions moved to Policy 3.2-2.0)*

3.2-4.0 PROCEDURE FOR PROVIDING REASONABLE ACCOMMODATIONS

This policy is intended to implement the Americans with Disabilities Act.

Should an employee or patron have a disability for which he or she seeks to acquire a reasonable accommodation under federal or state law, he or she shall notify the ADA Compliance Officer in

writing, describing the nature of the disability and why an accommodation is needed and suggesting possible accommodations.

The Compliance Officer will investigate to determine, among other things, whether the disability is legally protected under federal or state law, whether it affects an essential job function and what reasonable accommodations are available.

The school district is not required to provide an accommodation if it will impose an undue hardship on the operation of its business. Undue hardship is defined by the ADA as an action that is "excessively costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of the business."

The Compliance Officer will evaluate and determine whether a particular accommodation will impose an undue hardship on a case-by-case basis. The factors he or she will consider are as follows:

1. The nature and cost of the accommodation needed.
2. The financial resources of the facility making the accommodation, the number of employees, at the facility, and the effect on expenses and resources of the facility.
3. The overall financial resources, size, number of employees, and type of location of facilities of the entity covered by the ADA.
4. The operation of the district including the structure and functions of the workforce, the geographic separateness, and the administrative or fiscal relationship of the facility involved in making the accommodation to the larger entity.
5. The impact of the accommodation on the operation of the facility that is making the accommodation.

Each of the related factors will be considered in determining whether an accommodation will pose an undue hardship.

The Compliance Officer will confer with the employee or patron, investigate the accommodations under consideration and issue a report.

READOPTED: September 19, 2005

3.2 – 5.0 SERVICE ANIMALS

Purpose

The purpose of this policy is to establish procedures for the use of service animals in the Ponca City School District, including school buildings, school vehicles and other school property.

Policy

The district acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a "service animal" in its facilities and programs and intends to comply with all state and federal laws, rules and regulations regarding the use of service animals by district employees, students, and visitors with disabilities.

Definitions

"Service animal" is defined by the Americans with Disabilities Act (ADA) as any service dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Service animals are limited to the animals defined under the ADA and do not include any other species of animal, wild or domestic, trained or untrained. Service animals do not include an animal used or relied upon for crime deterrence, emotional support, well-being, comfort, or companionship.

"Employee" is defined as a person who is employed by the district on a part-time or full-time basis, with or without compensation, and elected or appointed members of the district's board of education.

"Student" means a child who is currently enrolled at the district, and includes the parents and guardians of a child who is (a) under the age of 18, or (b) otherwise unable to manage their own affairs.

"Visitor" means an individual other than an employee or student who is present in areas of district property that have been made available by the district to the general public and/or specified members of the public, including, but not limited to, family members of students/employees and individuals attending a public event held on school district property.

"Service animal trainer" means an individual who is affiliated with a recognized service animal training organization and who is engaged in the training of a dog to do work or perform tasks as a service animal at the time such individual is present on district property.

"Service animal in training" means a dog that is in the process of being trained by a service animal trainer to perform work or tasks that would qualify the dog as a service animal under this policy at the time the dog is present on district property.

Procedures/Requirements for Employees and Students

The use of service animals by employees and students with disabilities is subject to the following procedures and requirements:

A. The employee or student will submit a request for the use of a service animal to the District's Director of Special Services. The notification will identify whether the service animal is required because of the person's disability, and, if so, identify and describe the manner in which the service animal will meet the individual's particular need(s).

B. Notifications for the use of service animals on district property by an employee or student will, whenever possible, be made at least one (1) week prior to the proposed use of the service animal.

C. As part of the district's consideration of the use of a service animal, the district may require certification of proper vaccinations verified by a veterinarian.

D. The district's review of a service animal may include consideration of a student's IEP or Section 504 records. The district may also request a meeting with the employee or student.

E. The use of a service animal on district property may be subject to a plan that introduces the service animal to the school environment, any appropriate training for staff and students regarding interaction with the service animal, and other activities or conditions deemed necessary by the district. The district's approval of the use of a service animal on district property is subject to periodic review, revision, or revocation by district administration.

F. It is the responsibility of the employee or student who uses a service animal pursuant to this policy to serve as the handler or arrange for a third-party handler to provide proper handling of the service animal. Any cost incurred to handle the service animal will be the responsibility of the employee or student who uses the service animal.

G. Service animals will be allowed in district vehicles when:

1. The inclusion of the service animal is documented as required on district transportation forms; and
2. The service animal is under the control of the handler at all times, including entering and exiting the vehicle.

Procedures/Requirements for Visitors

The use of service animals by visitors with disabilities is subject to the following procedures and requirements:

A. When a visitor seeks to bring a service animal onto school property, staff may ask the visitor to provide the following information in order to confirm that the animal qualifies as a service animal under this policy:

1. Whether the visitor's animal is a service animal required because of a disability.
2. The work or task the visitor's animal has been trained to perform.

Staff shall not question visitors regarding their use of a service animal except as set forth above. Staff shall not inquire as to the nature of the visitor's disability, request documentation regarding a visitor's service animal, or request that the service animal demonstrate the work/task it has been trained to perform.

B. Except as provided in this policy, visitors with disabilities shall be permitted to be accompanied by their service animals in all areas of school facilities where similarly situated non-disabled visitors are permitted to be present.

C. Visitors shall not be allowed to bring a service animal into an area of school property where the presence of the service animal would pose a risk to the health or safety of others.

D. When a visitor requires accommodations to be made to district policies, practices or procedures to allow a service animal to accompany the visitor on school property, the visitor must, whenever possible, provide prior written notice to the Director of Special Services no later than one (1) week before the service animal will be present on district property.

Procedures/Requirements for Service Animal Trainers

The use of district facilities for service animal training activities is governed by the following procedures and requirements:

A. A service animal trainer shall be permitted to bring a service animal in training onto district property for the purpose of training the dog to perform such work or tasks at such times when other similarly situated members of the general public are permitted to be present on district property.

B. When present on school property, a service animal trainer shall be permitted to bring a service animal in training to those areas of school facilities where similarly situated members of the public are permitted to be present.

C. Service animal trainers shall not be allowed to bring a service animal in training into an area of district property where the presence of the animal would pose a risk to the health or safety of others.

D. Service animal trainers may be required to provide appropriate documentation showing that the service animal trainer is affiliated with a recognized service animal training organization prior to engaging in training activities on district property.

E. If a service animal trainer seeks to bring a service animal in training onto district property during an event which members of the public are charged a fee to attend, the service animal trainer may be required to pay the same fee as other similarly situated members of the public, but shall not be required to pay any additional fees or charges due to the presence of the service animal in training.

Except as provided in this policy or pursuant to a written agreement between the district and a service animal training organization which has been approved by the Board of Education, no individual shall be permitted to bring animals which are being trained as service animals onto district property.

Control and Supervision of Service Animals and Service Animals in Training

A. The owner/handler of a service animal or service animal in training must be in full control of the animal at all times.

B. Service animals or service animals in training must always be on a leash or other form of restraint mechanism, unless impracticable or unfeasible due to the disability of the employee, student, or visitor.

C. The responsibility for the care and supervision of the service animal/service animal in training rests solely on the employee, student, visitor, or service animal trainer. The district is not responsible for providing any staff member to walk the service animal or provide any other care or assistance to the animal. Issues related to the care and supervision of service animals and/or service animals in training will be addressed on a case-by-case basis at the discretion of the building administrator.

D. Pursuant to the federal law, The district retains discretion to exclude or remove a service animal or service animal in training from district property and/or transportation if:

1. The service animal or service animal in training is out of control and/or the service animal's handler does not effectively control its behavior;
2. The service animal or service animal in training is not housebroken;
3. The service animal or service animal in training poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications; or,
4. Permitting the service animal or service animal in training would fundamentally alter the nature of the service, program, or activity.

Miniature Horses

A. The district will make reasonable modifications in policies, practices, or procedures to accommodate a miniature horse that qualifies as a service animal under this policy and the ADA, but doing so may not be possible in all circumstances.

B. In determining whether it is feasible to allow a student, employee, or visitor to be accompanied by a miniature horse that qualifies as a service animal in a specific district facility, the district will consider:

1. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
2. Whether the handler has sufficient control of the miniature horse;
3. Whether the miniature horse is housebroken; and
4. Whether the miniature horse's presence in the specific facility compromises legitimate safety requirements that are necessary for safe operation.

Liability

An employee, student, visitor, or service animal trainer accompanied by a service animal or service animal in training will be responsible for any damage to district or personal property and any injuries to individuals caused by the animal. Individuals who use a service animal or service animal in training on district property will hold the district harmless and indemnify the district from any such damages.

Appeals and Grievances

Any person dissatisfied with a decision concerning a service animal or service animal in training can file a grievance, using the district's Grievance Procedures.

Requirements for Service Animals or Service Animal in Training

Vaccination: Service animals or service animals in training must be immunized against diseases common to that type of animal. [Okla. Admin. Code 310:599-3-9.1] All vaccinations must be current. Dogs must wear a rabies vaccination tag.

Licensing: All service animals or service animals in training must be licensed as may be required by state and/or local law.

Identification: It is recommended, but not required, that service animals and/or service animal in training have proper identification.

Owner ID and Other Tags: Dogs may be required to wear a current dog license and rabies-vaccination tag, unless the dog is permanently and uniquely identified with a microchip implant or tattoo.

Collar: A service dog used by a person who is deaf or hard-of-hearing must wear an orange identifying collar. [Okla. Stat. tit. 7, § 19.1(C)]

Cleanup Rule: The handler of a service animal/service animal in training, whether it be the employee, student, or a third party, must clean up after the animal defecates or urinates, as well as follow any municipal ordinance applicable thereto.

Grooming: All service animals or service animals in training must be treated for, and kept free of, fleas and ticks. All service animals or service animals in training must be kept clean and groomed to avoid shedding and dander.

Reference: 28 C.F.R. Part 36; OKLA. STAT. tit. 4, § 801; OKLA' STAT. tit. 7, § 19.1

ADOPTED: October 10, 2011
REVISED: September 12, 2016; October 8, 2018; October 14, 2019; November 9, 2020

3.3 SMOKING, VAPING, AND THE USE OF TOBACCO PRODUCTS

The board is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The board believes that education has a central role in establishing patterns of behavior related to good health and that measures are necessary to help its students to resist tobacco use. The board is concerned about the health of its employees and also recognizes the importance of adult role-modeling for students during formative years. Therefore, the board shall discourage the use of tobacco products by its staff and students. The district will refer employees, parents/guardians, family members, and students (13 and older) interested in quitting tobacco use to the Oklahoma Tobacco Helpline and other available cessation resources.

Tobacco on Campus

Smoking, vaping, and the use of tobacco products or vapor products in any form is prohibited on district property by all persons, including and not limited to students, staff, visitors, parents, independent contractors, and vendors, 24 hours/7 days a week. This prohibition includes school buildings, grounds, school-owned vehicles, and personal vehicles while on school property. Possession of tobacco products or vapor products by students on school property is prohibited. This policy also applies to students and staff at any off-site, school-sponsored meeting or event, including, but not limited to, field trips and athletic events. The district will not accept donations, gifts, money, or materials from the tobacco industry. The district will not participate in any type of services, events, or programs that are funded by the tobacco industry.

Ash receptacles, such as ashtrays or ash cans, are not permitted on district property.

Marijuana on Campus

Smoking, vaping, or possessing marijuana (as defined in Board of Education Policy, *Medical Marijuana, Hemp & Cannabidiol (CBD)*) on district property is strictly prohibited. Refer to the district's policy on *Medical Marijuana, Hemp & Cannabidiol (CBD)* for further information.

Posting Signs Pursuant to this Policy

At or near each entrance of every district building, the following sign shall be conspicuously posted: Tobacco or Marijuana Smoking or Marijuana Vaping is Prohibited.

Definitions

"School property" means any property that is owned, leased, managed, or otherwise controlled by the district, including vehicles and any outdoor property, such as sporting facilities and parking lots.

"Tobacco products" include, but are not limited to: cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, and lighters.

"Vapor product" includes 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 product" does not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.

"Smoking" means the carrying by a person or having access to a lighted cigar, cigarette, pipe, or other lighted smoking article, expressly including lighted marijuana and active vaporizing devices. Smoking also includes using products which mimic or simulate smoking behavior, regardless of whether such products actually contain tobacco. This prohibition includes, but is not limited to, vapor products as defined in this policy. The district will provide tobacco cessation information, resources, and/or support.

"24/7 Tobacco-free campus" is defined as a campus where tobacco use is prohibited anywhere, at any time, and by any person. This extends to school vehicles and school-sponsored or school-sanctioned events, including those held off-campus.

Enforcement

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property may report it in accordance with the procedures listed below.

Students

All students will receive instruction on avoiding tobacco use.

Any student using, possessing, or distributing tobacco products or vapor products in violation of this policy will be subject to appropriate disciplinary measures, including out-of-school suspension, pursuant to the board's policies regarding student discipline.

Students found in violation of the policy will have their parents contacted for a first violation. A second offense could include disciplinary action. The school administrator will confiscate the prohibited Tobacco Product or Vapor Product. Information about the Oklahoma Tobacco Helpline will be provided to the student in violation of this policy in order to provide a resource for tobacco cessation.

Staff

Any violation of this policy by staff will be referred to the appropriate supervisor. One written warning will be issued to the staff member with a copy placed in his or her district personnel file. Further violations will be considered willful neglect of duty and will be dealt with accordingly based on established policies and procedures for suspension, demotion, dismissal, and non-renewal of staff. The district will communicate and promote the available tobacco cessation benefits and insurance coverage for all prospective employees, new employees at the time of hire, and all existing employees on an annual basis.

Employees who violate the policy shall be subject to disciplinary action in accordance with the

employee bargaining agreements and/or the district's faculty handbook. Information about the Oklahoma Tobacco Helpline will be provided to staff members in violation of this policy in order to provide a resource for tobacco cessation.

Citizens

Citizens who are observed smoking or using tobacco products or vapor products on district property in violation of this policy will be asked to refrain from using these products on school property. If the individual fails to comply with the request, his or her violation of policy may be referred to the building principal or other district supervisory personnel responsible for the area or program during which the violation occurred. The supervisor shall make a decision on further action, which may include a directive to leave school property. Repeated violations may result in a recommendation to the superintendent or board of education to prohibit the individual from entering district property for a specified period of time. If deemed necessary by the school administration or the board of education, local law enforcement officials may be called upon to assist with enforcement of this policy.

Reference: OKLA. STAT. tit. 70, §§ 1210.212, 1210.213

APPROVED: August 1, 1994
REVISED: October 16, 2000; October 11, 2010; October 14, 2013; October 13, 2014; October 14, 2019; November 9, 2020

3.4 GUN-FREE SCHOOLS POLICY

Any student who is determined to have:

- brought a weapon to a school under the jurisdiction of the district; or
- possessed a weapon within two thousand (2,000) feet of public school property; or
- possessed a weapon at a school event

shall be suspended out of school for a period of not less than one calendar year. This policy does not apply to students who are members of the JROTC and who possess or bring an inoperable weapon to school for participation in a school program, provided the student obtained prior permission from the principal, the weapon remains inoperable while at school and the weapon is used consistent with the permission granted.

Any out-of-school suspension imposed under this policy may be modified for any student on a case-by-case basis by the chief administrative officer of the district.

For the purposes of this policy, the following definitions shall control:

- The term "weapon" means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.
- The term "chief administrative officer" means the superintendent or the board of education.
- The term "determined to have brought a weapon to a school under the jurisdiction of the district" means any student being in possession or control of a weapon on property owned, leased or rented by the district, including, but not limited to, school buildings, parking lots and motor vehicles and any student who is in possession or control of a weapon at any district sponsored function regardless of whether such function is conducted on district property.

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

Students who violate this policy will be referred to the appropriate criminal justice or juvenile delinquency system. Any firearm seized from a student by any school employee shall immediately be delivered to a law enforcement authority for disposition pursuant to applicable law.

Any out-of-school suspension initiated pursuant to this policy shall be subject to the procedural safeguards set forth in the district's policy for the out-of-school suspension of students.

Consistent with Oklahoma law, for an out-of-school suspension under this policy, no education plan shall be implemented during the term of the suspension. This policy does not apply to student suspensions for non-weapon violations.

ADOPTED: September 12, 1994
REVISED: September 19, 2005; October 13, 2014

3.4-1.0 POLICY PROHIBITING STUDENT AND EMPLOYEE POSSESSION OF DANGEROUS WEAPONS

1. In order to provide a safe environment for the students and staff of the Ponca City School District, the Board of Education adopts this policy prohibiting the possession and/or use of dangerous weapons, replicas or facsimiles of dangerous weapons, and items or instrumentalities which are used to threaten harm or are used to harm any person.

2. Dangerous weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the school district. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the school district.

3. For the foregoing reasons and except as specifically provided in paragraph 12 below, possession by any student or employee of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited. Further, use of any item or instrumentality by a student or employee to threaten harm to any person or which is used to harm any person, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited.

4. For purposes of this policy, "possession of a dangerous weapon" includes, **BUT IS NOT LIMITED TO,** any person having a dangerous weapon: (1) on his person; (2) in his locker; (3) in his vehicle; (4) held by another person for his benefit; or (5) at any place on school property, a school bus or vehicle, or at a school activity.

5. A dangerous weapon includes, **BUT IS NOT LIMITED TO,** a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, stun gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife, regardless of the length or sharpness of the blade, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife, regardless of the length or sharpness of the blade, any pen knife, "credit card" knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, garrotes, choking devices, mace, pepper spray, and any item whose principal purpose is for use as a weapon, whether offensive or defensive, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person or any chemical,

material or substance which can cause an irritation to or reacts with human tissue, or any chemical, material or substance used, given, applied to or administered to another person without that person's consent. **THE FOREGOING LIST OF "DANGEROUS WEAPONS" IS DESCRIPTIVE AND BY WAY OF EXAMPLE ONLY AND IS NOT TO BE CONSIDERED AN EXCLUSIVE OR LIMITING LIST OF DANGEROUS WEAPONS. IT WILL NOT BE A DEFENSE TO ANY DISCIPLINARY ACTION UNDER THIS POLICY THAT THE STUDENT OR EMPLOYEE POSSESSING THE DANGEROUS WEAPON DID NOT KNOW THAT IT IS A DANGEROUS WEAPON, BUT SUCH CLAIM OF A LACK OF KNOWLEDGE MAY BE CONSIDERED IN MITIGATION OF ANY DISCIPLINARY PENALTY.**

6. Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy, or who uses any item or instrumentality to threaten harm to any person or is used to harm any person, may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school and barred from school property and all school activities for any period of time up to the maximum period authorized by law. Additionally, appropriate school staff members may seek to file criminal charges against the student.

7. Any employee in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy may, pursuant to applicable board policy, be placed under immediate suspension from duties pending an investigation of the incident by the appropriate school or legal authorities and may be dismissed or subjected to or other disciplinary action as deemed appropriate by the superintendent of schools or Board of Education. In addition, school district employees who willfully or negligently fail to enforce this policy are subject to disciplinary action, which may include dismissal. Any disciplinary action for any employee, including dismissal, will be in accordance with any board policy and any negotiated agreement which is applicable to the employee. Nothing contained in this policy will prevent an employee of the school district from carrying a pocketknife whose blade does not exceed three inches in length.

8. If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any students or staff in jeopardy, and shall immediately notify the principal or the principal's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the principal or the principal's designee of the situation.

9. If a teacher or other school employee has a reasonable suspicion to believe that any employee or other person is in possession of a dangerous weapon, or a replica or

facsimile of a dangerous weapon, in violation of this policy, he shall immediately report the matter to his immediate supervisor or the superintendent of schools or his designee.

10. If the principal or his designee learns that a student or employee is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the principal or designee shall observe the following procedure:

    a. Immediately investigate the matter and contact the police or campus security, if appropriate.

    b. If not already confiscated by an employee of the school district and if it can be accomplished without risk of injury, the principal or designee should take possession of the dangerous weapon or replica or facsimile.

    c. Notify the superintendent of schools or designee.

    d. In the case of a student, notify the parents.

    e. Cooperate fully with the police.

    f. Transfer confiscated weapon to the police department, if feasible.

11. A student who has been suspended from another school district because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student into the school district.

12. An exception to this policy may be granted for students or employees participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, prior written approval by the principal, in consultation with the superintendent of schools, is required.

13. A student or employee's inadvertent or unintentional possession of a dangerous weapon or replica or facsimile thereof on school property, a school bus or vehicle, or at a school activity is no defense or excuse to comply to this policy, but may be considered in determining the length or severity of any punishment for violation of this policy.

14. Notwithstanding any of the foregoing provisions, rights of due process for all students and rights of disabled students must be observed in accordance with applicable law and school board policies.

ADOPTED: September 19, 2005

3.5 ADMINISTRATIVE OFFICE HOURS

Administrative office hours shall be set by the Superintendent.

ADOPTED: October 21, 1993

3.6 TELEPHONE USE

Security and use of telephone to ensure against abuse and personal use is the responsibility of the principals and administrators. Use of school telephones for personal business should be limited to emergencies. If an employee makes a long distance personal business phone call at the District's expense, this employee is responsible for notifying the site principal, building administrator or his or her designee of such expenditure. The employee shall then reimburse the District for charges incurred within a reasonable time. Personal telephone calls may also be made by the following methods:

(1) 3rd party billing
(2) Collect
(3) Telephone card

APPROVED: July 23, 1990; October 21, 1993

3.7 PRINTED MATERIALS AND PRESS RELEASES

Any material of a school public relations nature which is to be printed or otherwise produced for general distribution in the community, shall first be approved by the Superintendent or his or her designee. This limitation does not apply to the individual school bulletins. Press releases relating to Board of Education activities or the activities of the schools at large shall be cleared through the Superintendent's office before release.

ADOPTED: October 21, 1993

3.8 EQUIPMENT CONTROL POLICIES AND INVENTORIES

3.8 - 1.0 INVENTORY

An inventory of all equipment and other contents of each school or department shall be listed on a regular inventory form giving adequate description of all articles and condition of same.

An inventory check shall be made once each year and at other times as needed or appropriate.

A copy of each inventory is to be filed with the Principal of the school and the Director of Building Operations. One copy of the classroom inventory is to remain with the classroom teacher.

3.8 - 2.0 STOLEN OR DAMAGED EQUIPMENT

A report should be made to the building principal and Director of Building Operations immediately upon discovery of damages or theft of any equipment or supplies. Also, equipment worn to the point of disuse should be reported at the end of each school year.

REVISED: April 8, 1996

3.8 - 3.0 LOAN OF EQUIPMENT

No equipment or tools shall be rented or loaned to individuals or corporations without the written approval of the Superintendent or his or her designee. Requests in buildings should be made through the principal.

3.8 - 4.0 DISPOSAL OF SURPLUS SCHOOL PROPERTY

District-owned personal property encompasses all assets owned by the district that are not classified as real estate, such as equipment and furniture. When the district determines that certain personal property is no longer necessary, the Ponca City Board of Education has the authority to declare that property as surplus to the district's needs.

Following such a declaration, surplus personal property may be disposed of using the following procedure:

1. The Ponca City Board of Education must declare the property surplus during a regular or special board meeting.
2. The meeting agenda (or an attachment to the agenda) must contain a description of all property to be declared surplus.
3. Once the board has declared a property surplus, the superintendent or their designee is authorized to use the most economical and beneficial methods for its disposal. These methods may include public auction, written bids, online auction services, trade, recycling, scrapping, or any other means deemed appropriate based on the property's

condition and the totality of the circumstances. The district must receive reasonable compensation if the property is sold or traded.

4. The superintendent or their designee will keep records of the disposition of surplus property for five years after it has been disposed of.

5. Surplus computers, copiers, and other electronics that store data must either be electronically wiped clean or have the storage media destroyed so that any sensitive or confidential information (social security numbers, health information, personal identifying information, student/staff records, school financial information, licensed software, etc.) cannot be recovered from the equipment.

6. Partner public school districts may be given an opportunity to take any needed surplus personal property.

7. Members of the Ponca City Board of Education (and their second-degree relatives) are prohibited by state law from obtaining the surplus property either directly or indirectly.

8. District employees and their immediate family members who suggested that the property be declared surplus cannot acquire the surplus property, either directly or indirectly.

If the decision is made to dispose of real or personal property that is leased at the time the decision is made, the lessee shall have the right of first refusal to purchase the property on the following terms and conditions:

1. If the board of education receives a bid or offer during a public sale, private bid, or private sale for any real or personal property it intends to accept, notice must be provided to the lessee. This notice should include the identity of the prospective purchaser, the terms and conditions of the proposed sale, and the purchase price that the prospective purchaser is willing to pay.

2 The lessee has thirty (30) days from the receipt of the notice to inform the Ponca City Board of Education in writing of their decision to purchase the property under the same terms and conditions outlined in the notice. The Ponca City Board of Education will transfer the property to the lessee on those same terms and conditions. If any part of the consideration specified in the purchase price is not in cash, the lessee has the right to pay the fair market value of that non-cash consideration in cash.

APPROVED: November 12, 1990
REVISED: December 9, 1991, October 21, 1993, September 8, 2025

3.8 - 5.0 EQUIPMENT SECURITY PROCEDURE

Rental or lease of District property shall be accomplished only under written contract approved by the Board of Education or in accordance with written regulations approved by the Board of Education.

All floater policy equipment should be inventoried on an ongoing basis and losses reported immediately. Projectors, tape recorders, record players, television sets and other valuable equipment should be placed in charge of one person and in a specific area and checked out when needed. The area where this equipment is kept should be adequately secured with a non-master lock. This equipment then could be checked daily and items missed could be reported immediately. When an item is missed, a report should be made immediately to the Director of Building Operations. If it is found or returned, the Director of Building Operations should be notified in writing. Sometimes equipment is borrowed. A loan ticket should always be made on this equipment so that its location will be known.

Current inventory of keys should be maintained by each principal and the Director of Building Operations. Care must be exercised to see that keys are recovered after seasonal use or upon termination of employment.

APPROVED: July 23, 1990
REVISED: December 9, 1991; October 21, 1993; April 8, 1996

3.9 EMERGENCY SITUATIONS

In the event of a bomb threat, inclement weather, and other emergency situations, please refer to the Emergency Procedure Manual issued to each administrator.

ADOPTED: April 8, 1996

3.9 – 1.0 SAFETY DRILLS

The Board of Education has appointed a committee composed of the Superintendent and other designated personnel for the purpose of developing and maintaining the district's emergency plans. A crisis plan will be developed by local officials and the Safe School Committee to provide guidance for those responsible for the safety of students and property.

The Ponca City Public Schools will conduct at least ten (10) safety drills as follows during every school year:

- TWO (2) FIRE DRILLS; One (1) within the first 15 days of each semester; must include the sounding of a distinctive audible signal designated as the fire alarm signal.

- FOUR (4) SECURITY DRILLS; the first drill of each semester must be conducted within the first fifteen (15) days, and subsequent drills must be conducted at a different time of day than the first, with no more than two (2) security drills in one semester. The purpose is to secure school buildings to prevent or mitigate injuries or deaths that may result from a threat on or near the school. *This method is used to keep danger out of the building.*

- TWO (2) TORNADO DRILLS; at least one (1) each in the months of September and March.

- TWO (2) OTHER DRILLS as determined by the school principal and Superintendent. They can be any of the drills listed above or drills developed by the district and consistent with the risks assessed for the facility, or any recommendations submitted by the Safe School Committee or any assisting fire or law enforcement department. *Two examples are earthquake or shelter-in-place drills.*

1. The school district will adopt policies and procedures for each type of required safety drill, and all safety drills implemented by each school site and principal must conform to those plans and procedures. These plans and procedures are intended to protect students, faculty, administrators, and visitors from natural and man-made disasters and emergencies. The Plans will be:

    - Reviewed and updated annually as appropriate by each school;

- The Superintendent or designee will make an annual report to the Board of Education, detailing the status of emergency preparedness and identified safety needs for each school;
- Kept on file at the district and each local emergency response organization within the district. These organizations may include police, fire, emergency medical services, sheriff, and emergency management; and
- Submitted in a format acceptable to the emergency agency not later than November 1 of each year.

2. All students and teachers in the Ponca City Public Schools will participate in safety drills.

3. The district will document safety drills as follows:

   - Fire drills must be documented in writing at the school site, with the documentation preserved for at least three (3) years and made available to the State Fire Marshal or the marshal's agent on request. In addition, the district must keep one (1) copy of the compliance report at the school site and file one (1) copy with the district administration office.
   - All other safety drills must be documented in writing, by school site, keeping one (1) copy of the report at the school, filing one copy at the district administrative office and one (1) with the Oklahoma Office of Homeland Security, Oklahoma School Security Institute, per its established forms, policies, and procedures.

4. The Superintendent will maintain communication with other community agencies in order to share information on preparedness and planned procedures. It is the responsibility of the Superintendent to ensure that the schools work in cooperation with other agencies during such emergencies.

   Emergency preparedness will be discussed with teachers and students at least once per semester or as deemed necessary by the building administration. Each classroom shall post a copy of rules, evacuation signals, evacuation routes, and emergency procedures. Teachers will discuss these procedures with each class using the room during the first day(s) of the school year.

   All teachers and staff members shall make themselves familiar with safety procedures. During an actual emergency or a safety drill, teachers are responsible for following all procedures, including ensuring that doors and windows are closed appropriately, electrical circuits and gas jets are turned off, order is maintained, and all students are either accounted for or promptly reported missing to the building principal.

ADOPTED: September 9, 2013
REVISED: October 13, 2014; September 12, 2016

3.9 – 2.0 REPORTING THREATENING BEHAVIOR

Reports to Law Enforcement

All district officers, employees, and school board members have a legal obligation under Oklahoma law to report to law enforcement verbal threats or acts of threatening behavior which reasonably have the potential to endanger students, school personnel, or school property. Under this policy, "Threatening Behavior" means any verbal threat or threatening behavior, whether or not it is directed at another person, which indicates potential for future harm to students, school personnel, or school property. If a district official, employee, or school board member reasonably believes that a person has made a verbal threat or exhibited threatening behavior which has the potential to endanger students, school personnel, or school property, and, given the immediacy of the behavior, it is reasonable to do so, the individual should first report the matter to school administration.

Reports to Principal or Other School Officials

Instances of verbal threats or acts of threatening behavior which reasonably have the potential to endanger students, school personnel or school property should also be reported to the principal or other school official. This reporting obligation exists in all instances, including conduct at school or connected with school activities and conduct that happens off of school property. Accordingly, all employees have an obligation to notify the principal or other school official, if for any reason the employee believes that verbal threats or acts of threatening behavior have been made which reasonably have the potential to endanger students, school personnel, or school property.

Immunity for Good Faith Reports

Oklahoma law provides that any district employee who, in good faith, makes a report to an appropriate law enforcement office has immunity from civil liability and employment discipline that might otherwise be incurred or imposed if the employee reasonably believes a person is making verbal threats or exhibiting threatening behavior.

Reference: Okla. Stat. tit. 70, § 24-100.8

ADOPTED: October 8, 2018

3.9-3.0 EMERGENCY PREPAREDNESS AND MANAGEMENT

The Board of Education is committed to ensuring that the district is prepared to address potential emergencies and to ensure that it can address emergencies in the most appropriate and efficient manner to provide a safe and healthy school environment.

The purpose of this policy is to address emergency preparedness and management. In the event of an emergency situation (including but not limited to fire, natural disasters, severe weather, acts of terror, health emergencies, and any other emergency situation), the Superintendent is responsible for developing specific plans and procedures in accordance with this policy.

This policy is not intended to replace any current safety plans as related to evacuation procedures for fires, or severe weather sheltering

Definitions

"Prevention" means the capabilities necessary to avoid, deter, or stop an imminent crime or threatened or actual mass casualty incident. It refers to the actions the district and schools will take

to prevent a threatened or actual incident from occurring.

"Protection" means the capabilities to secure the district and its schools against acts of violence and man-made or natural disasters. It focuses on ongoing actions that protect students, teachers, staff, visitors, networks, and property from a threat or hazard.

"Mitigation" means the capabilities necessary to eliminate or reduce the loss of life and property damage by lessening the impact of an event or emergency. It also means reducing the likelihood that threats and hazards will happen.

"Response" means the capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way, to establish a safe and secure environment, to save lives and property, and to facilitate the transition to recovery.

"Recovery" means the capabilities necessary to assist the district and schools affected by an event or emergency in restoring the learning environment.

General Emergency Preparedness

In the event an emergency arises that is not otherwise specifically covered in this policy, the District will follow the general procedures outlined below, leaving discretion to the superintendent or the superintendent's designee(s) to address specific situations against the backdrop of this and other applicable board policies.

Decision-Making Authority

The Board of Education grants the Superintendent the authority to decide when an emergency exists and to communicate that emergency to employees, students, and appropriate stakeholders by the means appropriate to the nature of the emergency. Depending upon the type and severity of the emergency, the Superintendent and district administrators may implement the following responses: Shelter in Place, Lockdown, Evacuation, School Closure, and any other response the Superintendent and/or administrators deem appropriate under the circumstances. The Superintendent may appoint or meet with a committee to discuss the needs of the district and to implement appropriate steps recommended by the committee to plan for and respond to emergencies. The Board of Education grants the Superintendent the authority to delegate appropriate tasks to members of a committee and administrators in planning for and responding to emergencies.

After an emergency arises, the Board of Education may convene, pursuant to procedures provided in the Open Meeting Act, to discuss any necessary topic relevant to the district's handling of the situation as soon as practicable, including calling either a special or emergency meeting if necessary. The Board of Education shall convene under this provision in any situation that the Superintendent believes a school closure is required with the exclusion of issues related to COVID-19. In that meeting, the Superintendent shall report on the emergency, including any steps taken. The board grants the Superintendent the authority to take any necessary actions, delegate authority, and implement any necessary responses, including temporary school closures, prior to meeting with the board. Thereafter, the board will take further appropriate action.

Actions to be Taken
Any action taken under this policy by the Board of Education or the Superintendent will be made in accordance with applicable state and federal laws, regulations, and guidance; and recommendations from emergency management officials, law enforcement, health authorities, and other appropriate agencies and resources. Actions will be based upon sound information and data, and any plans and procedures that are developed will be evaluated and updated as new information becomes available.

Communication
Throughout every phase of emergency preparedness and management, clear, accurate, and timely communication with employees, students, and (as appropriate) with stakeholders will be accomplished by designated personnel.

School Closure/Evacuation
When responding to an emergency, if the Superintendent and Board of Education determines that it is in the best interest of the district that schools should be closed and/or evacuated, appropriate measures shall be designed and implemented to ensure the safety and transportation of students; essential functions of the district shall continue to the extent practicable. In the event of a long-term closure of schools for more than five (5) days the measures shall address the following topics: continuity of instruction, school lunch programs, access to student records, purchasing services, payroll/benefits administration, maintenance, and health services. Furthermore, the Superintendent shall ensure that all stakeholders are adequately informed through appropriate communications.

Nondiscrimination
In addressing emergency preparedness and management, the district will be mindful of its obligation to protect the rights of its students and employees, particularly in regard to Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and Title VI of the Civil Rights Act of 1964. The district will respond appropriately to allegations of discrimination regarding emergency preparedness and management.

HEALTH EMERGENCIES
The board of education seeks to provide an environment which is safe for all students and employees, while maintaining the dignity and privacy of individuals infected with contagious health conditions which constitute a health emergency.

This policy outlines the procedures the district will utilize to address health emergencies. The Superintendent, after consultation with state and federal authorities, the State Board of Education, as well as appropriate guidance from the Centers for Disease Control (CDC), the Oklahoma Department of Health, and the Kay Health Department, is authorized to take any other action the Superintendent deems necessary to address a health emergency. Ongoing research regarding contagious health conditions may require modification of this policy and procedures to meet a health emergency.

For purposes of this policy, “contagious health conditions” are serious illnesses that are capable of being transmitted to others via the air or casual physical contact between persons or contaminated surfaces.

Prevention

The district will be proactive in preventing the spread of contagious health conditions and educate students, employees, and appropriate stakeholders on their responsibility to prevent the transmission of these conditions. The board of education encourages all its employees and students to protect their personal health.

In consultation with appropriate health guidance and authorities, the following preventative measures will be implemented and communicated to students, employees, and stakeholders:

1. Handwashing – The CDC recommends that every person wash their hands with clean, running water and soap; lather their hands by rubbing them together with soap (including the backs of the hands, under fingernails, and between fingers) for at least 20 seconds; rinse their hands well under clean, running water; and dry their hands using a clean towel or air drying them. If no soap and water is available, hand sanitizers may be used, but these do not remove of all types of contaminants. If hand sanitizer is used, it should be rubbed all over the surface of ones' hands until dry. Students and employees shall be encouraged to wash their hands in compliance with CDC guidelines.

2. Cough and Sneeze Hygiene – Students and employees should use a tissue to cover their mouths and noses when they sneeze or cough. Used tissues should be promptly discarded in a wastebasket, and hands should be washed with soap and water or hand sanitizer. Where tissues are unavailable, persons should sneeze or cough into their elbow and should not use their hands. If hands become contaminated due to sneezing or coughing, appropriate handwashing should promptly follow. Additionally, the touching of eyes, noses, or mouths should be avoided.

3. Masks – Employees, students, and stakeholders shall wear a face mask at all times as directed by the Superintendent. In determining whether cloth face masks or other masks are permissive or required, the Superintendent shall consider state and local COVID-19 conditions and requirements, guidance of the local health department, school instruction cohorts, and the ability to utilize social distancing, as well as other relevant considerations.

4. Vaccines – Vaccinations are a primary way to prevent disease and the spread of contagious health conditions. School officials shall comply with all state and federal requirements concerning vaccinations and shall communicate the importance of vaccinations to parents and guardians.

5. Cleaning and Disinfecting – District employees shall clean and disinfect surfaces and objects that are frequently touched in school buildings and buses using appropriate materials and techniques. The district shall ensure that it has adequate supplies to support its cleaning and disinfection practices. School employees are required to follow the district's Bloodborne Pathogen Exposure Control Plan at all times when there is potential for exposure to any bodily fluid.

6. Community Education – The district shall educate students, employees, and appropriate stakeholders to help them understand their role in preventing the spread of contagious

health conditions, which may include language-appropriate signage, posters, emails, meetings, training, literature, and health curriculum components.

Protection/Mitigation

In addition to the above prevention measures, to protect and mitigate against the spread of contagious health conditions, the following measures may be implemented: updating all contact information for students and employees; encouraging or requiring students and employees to remain home if they are sick; encouraging students and employees to practice social distancing; sending students home if they are sick; and educating stakeholders in preventing and identifying a contagious health condition.

Response

In the event of a health emergency, the following procedures may be utilized:

1. Students and employees may be required to stay home if they are ill with a contagious health condition, and may be sent home if school officials determine that they are exhibiting symptoms consistent with a contagious health condition. Students and employees will not be allowed to return to school until a health officer or official health department (the CDC, Kay County Health Board, licensed physician, licensed physician's assistant, health department official, school nurse, etc.) has determined that the individual is free of the condition or that there is no danger of the condition spreading to others.

2. At the sole discretion of the administration, individuals who have been exposed to a contagious health condition may be separated from healthy persons or sent home to avoid spreading the condition to others. These determinations will be done on a case-by-case basis and will be made after the consideration of guidance issued by health officials. Any action taken in accordance with this paragraph will be done, to the extent possible, in a manner that avoids embarrassment or disclosure of protected information.

3. The district shall communicate information necessary to keep stakeholders informed about any health emergency, provide stigma-mitigating information, and educate them on their roles in preventing further transmission of the contagious health condition.

4. The district shall coordinate with appropriate health agencies to appropriately report absences and seek guidance in responding to a health emergency.

5. The district shall increase its cleaning and disinfection efforts.

6. The Superintendent or Board of Education may cancel or reschedule extracurricular activities, close schools, and/or evacuate students and employees from school sites. Should this become necessary, the Superintendent shall implement the School Closure/Evacuation procedures found under General Emergency Preparedness.

7. Students may receive exemptions from other board policies due to excessive absences caused by a contagious health condition.

Recovery
In recovering from a health emergency, the following procedures may be utilized as determined necessary by the Superintendent: rigorous cleaning and disinfection of school facilities and buses; the provision of crisis management resources to address mental health needs; and other procedures deemed necessary. The Superintendent shall communicate with appropriate stakeholders, debriefing and informing them of the district's recovery efforts. The district shall continue appropriate prevention, protection, mitigation, and response procedures listed above in preparation for potential resurgence of the health emergency. The Superintendent shall also evaluate the effectiveness of the district's response to the emergency and recommend appropriate changes to this policy or the procedures used, and report the results of this evaluation to the Board of Education.

PANDEMIC HEALTH EMERGENCIES

A "pandemic" is a serious disease that spreads over a wide geographic area where a significant portion of the population becomes infected. The district recognizes its responsibility in working together with all stakeholders to slow the spread of pandemics.

In the event of a pandemic, the district shall comply with any and all relevant directives from federal and state officials, particularly the State Board of Education concerning the pandemic. At all times, the Superintendent shall keep the Board of Education and all appropriate stakeholders informed concerning the district's response to a pandemic. Efforts shall be made to keep the community calm and reduce panic or stigma.

Prevention

The Superintendent shall, at least annually, coordinate with state and local health departments when reviewing and updating this policy and associated procedures.

1. The Superintendent shall monitor appropriate health resources such as those of the CDC and State Department of Health for reports of pandemics, as well as coordinate with local health departments to identify and prepare strategies for addressing likely pandemics.

2. The district shall circulate materials that educate students, employees, and appropriate stakeholders concerning the signs and symptoms of a likely pandemic. It shall also teach and reinforce to students and employees the importance of following the prevention procedures listed in the Health Emergencies section above.

3. The district shall obtain materials necessary to address a pandemic outbreak and shall intensify its cleaning and disinfecting process.

District administrators shall train employees regarding identifying the symptoms of a likely pandemic and reinforce prior training on employees' responsibilities concerning isolation of students or employees in the event of a pandemic. Should a pandemic be reported in the community, in addition to the above procedures addressing health emergencies, the Superintendent shall coordinate with state and local health departments to make informed decisions, monitor and report absenteeism to those departments, communicate with stakeholders, and prepare for possible extracurricular activity cancellations, school closures, and school evacuations.

1. The Superintendent shall monitor reports of illness from within the district.

2. The district shall communicate to students, employees, and appropriate stakeholders to keep them informed about developments concerning the pandemic, providing stigma-mitigating information, and informing them of their roles in preventing further transmission of the pandemic disease.

3. Students and employees shall stay home if they exhibit symptoms consistent with the pandemic illness and shall be sent home if they exhibit symptoms consistent with the pandemic illness while at school. Parents and guardians of ill students shall be immediately informed and required to pick up their student(s). Students and employees will not be allowed to return until a health officer or official health department (e.g., the CDC, Kay County Health Board, licensed physician, licensed physician's assistant, health department official, school nurse, etc.) has determined that the individual is free of the condition or that there is no danger of the condition spreading to others in the school environment. Depending upon the guidance issued by health authorities, students and employees may be prohibited from entering school facilities or participating in school events until a period of self-quarantine has expired.

4. Individuals who have been exposed to a pandemic disease shall be separated/isolated from healthy persons in a manner that addresses symptoms and avoids embarrassment or disclosure of protected health information. Parents and guardians of students who have been exposed to a pandemic disease shall be immediately informed and required to pick up their student(s). Depending upon the guidance issued by health authorities, students and employees may be prohibited from entering school facilities or participating in school events until a period of self-quarantine has expired.

5. If the district believes that school employees or students have been exposed to a person who has been confirmed to be infected with the pandemic disease or to a person subject to self-quarantine procedures by health officials, the district will, to the extent possible, communicate that exposure to affected individuals in a way intended to protect the privacy of the affected individual.

6. If any school employee, student, or school patron is confirmed to have been infected with the pandemic disease and has attended school within the previous two-week period, they should notify school officials as soon as possible.

7. The district shall communicate and coordinate with appropriate federal and state authorities, as well as local health agencies, to report absences and seek guidance in responding to the pandemic.

8. The district shall further intensify its cleaning and disinfection efforts.

9. The Superintendent or Board of Education shall cancel or reschedule extracurricular activities as necessary.

10. If appropriate, the Superintendent or Board of Education may close schools and/or evacuate students and employees from school sites. Should this become necessary, the Superintendent shall implement the School Closure/Evacuation Procedures found in the General Emergency Preparedness section above.

11. In the event of a school closure due to a pandemic disease, the Superintendent shall cause all affected areas of the district to be closed off and be thoroughly cleaned and disinfected, focusing on frequently-touched surfaces and using products approved by the EPA to kill the disease associated with the pandemic. Guidance on cleaning and disinfection from the CDC shall be consulted and adhered to.

12. The Superintendent shall seek the guidance of local health agencies and follow all directives from the State Department of Education regarding when district school sites shall be reopened.

References**:** The Readiness and Emergency Management for Schools Technical Assistance Center (REMS): *The Role of Districts in Developing High-Quality School Emergency Operations Plans*; REMS: *The Guide for Developing High-Quality School Emergency Operations Plans*; The Centers for Disease Control and Prevention (CDC): *Coronavirus Disease 2019 (COVID-19) Guidance for School Settings*; CDC: *Handwashing: Clean Hands Save Lives*; CDC: *Environmental Cleaning and Disinfection Recommendations*; OKLA. STAT. tit. 63, §§ 638.1–683.24.

ADOPTED: November 9, 2020

3.10 INSTRUCTIONAL MATERIALS AND SUPPLIES

Instructional supplies are purchased on the basis of estimates and priority of needs made before June 30 each year. The budgetary allowance for instructional supplies will be set each year.

ADOPTED: October 21, 1993

3.11 SOLICITATION OF FUNDS FROM STUDENTS AND TEACHERS

No solicitation of funds from students or teachers for any purpose shall be made without the approval of the Superintendent or building principal.

ADOPTED: October 21, 1993

3.12 SALESMEN, SOLICITORS, PROPAGANDA

No salesmen, solicitors, or peddlers are permitted to interview teachers or students during school hours without permission of the Superintendent or his/her designee. Also, no advertisement, circulars, posters, or other propaganda will be passed out in the classroom or on the school premises to teachers or students without compliance with Board policy.

ADOPTED: October 21, 1993
REVISED: April 8, 1996

3.13 PETITIONS

Petitions for any cause which are to be circulated in a school building or on the school grounds are to have prior approval by the Superintendent or building principal, who shall have the right to dictate the time, manner and place that such petitions may be presented.

ADOPTED: October 21, 1993

3.14 SCHOOL PROPERTY - NO EXPECTATION OF PRIVACY

The Ponca City School District owns all school property and has access at any and all times to school property, which includes school lockers, desks, file cabinets, school equipment and tools and toolboxes, school vehicles, including school buses, school buildings, grounds and premises, including parking lots and any and all other school property as well as contents, objects or things located or placed in school property. In order to attempt to properly supervise the welfare of the students, school personnel, and school property, in the best interest of the district, school property, including, but not limited to items of school property above listed, may be opened and examined by school officials or administrators at any time. As such, school personnel and students should

have no reasonable expectation of privacy towards school officials or administrators in school property, or the contents thereof.

In addition, school property, and the contents thereof, and personal items or property of school employees in or on school property, will be searched whenever in the opinion of school officials or administrators a reasonable suspicion for said search exists.

The school reserves the right to use inspection animals or devices to inspect all areas of the district's buildings for the purpose of locating any illegal drugs, contraband, dangerous substances, and other prohibited substances.

ADOPTED: October 21, 1993

3.15 RETURN OF PROPERTY

Employees are responsible for items issued to them or in their possession or control. Such items may include:

Equipment
Meal Cards
Keys
Manuals
Protective equipment
Tools
Uniforms
Vehicles
Written materials

All school-owned property must be returned by employees on or before their last day of work.

ADOPTED: October 21, 1993

3.16 USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using school-provided property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify your immediate supervisor if any equipment, machine, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, including termination of employment.

ADOPTED: October 21, 1993
REVISED: April 8, 1996

3.17 CONSERVE HEAT AND LIGHT

Every effort should be made to provide a comfortable learning environment for students. Conservation of electricity and other utilities is encouraged. Any problems with heating or air conditioning should be reported to the Principal.

ADOPTED: October 21, 1993

3.18 CLEANING PROGRAM

Sanitation: The Superintendent or designated representative will develop such cleaning schedules as are necessary to see that all attendance centers and grounds are free from litter and refuse.

Repairs: The Superintendent or designated representative shall have any items repaired at the earliest possible time after a defect has been discovered.

Any cleaning program initiated by the district shall include, but not be limited to the following: at least once each fiscal year, all attendance centers will be thoroughly cleaned; all floors will have the wax removed and re-waxed or refinished as the case may be; all gym floors will be refinished as necessary; all student and faculty desks will be sanded and/or cleaned as necessary; all windows and sills will be cleaned and/or re-caulked as necessary; all door locks will be repaired and cleaned as necessary; all gym shower rooms will be cleaned and disinfected once daily; and all restrooms will be cleaned daily.

ADOPTED: October 21, 1993
REVISED: April 8, 1996

3.19 LONG-RANGE MAINTENANCE PROGRAM

The Superintendent or designated representative will develop an annual priority list outlining long-range maintenance of the school property buildings and grounds.

ADOPTED: October 21, 1993

3.19 – 1.0 ANNUAL FACILITY REVIEW

The Ponca City Public Schools continues to conduct an annual facility review as part of its Four-Year Capital Improvement Master Plan. It is the intent of the Board of Education of the Ponca City Public Schools that all students occupy facilities that are structurally safe, well-maintained, and contain adequate space to meet the instructional needs of each student.

This annual facility review is an important component of the District's Four-Year Capital Improvement Master Plan, and this review will be updated annually. This review will be developed to incorporate the required four components: Maintenance and Operations program, Maintenance and Operations Staff Training program, Maintenance and Operations Budget, and the Update of the Facility Inventory.

Maintenance and Operations Program
The district will develop a consistent and scheduled maintenance and operations program.

The district will implement procedures to ensure that the facilities and grounds are maintained in a cost-effective manner.

The district-developed Maintenance and Operations program will meet all local requirements and all state and federal statutes.

The District Maintenance and Operations program will be oriented toward preventative and scheduled maintenance.

The District Maintenance and Operations program will incorporate procedures to identify correct safety needs of staff and students and to identify and manage workplace hazards.

The administration is authorized to adopt and implement guidelines that are otherwise in compliance with Oklahoma law.

ADOPTED: May 21, 2001
REVISED: August 10, 2009

3.20 USE OF SCHOOL FACILITIES FOR COPYING OR DEVELOPING MATERIALS, INFORMATION

The Ponca City School District owns the rights to all written materials, tools, training aids and other instructional or instructional-related matter or products or computer programs developed by the faculty or staff if developed on school time or through use of school facilities, equipment or materials. Any employee desiring a license to use such materials for personal use or gain must make application for approval for such use from the Board of Education by notifying the office of Superintendent in writing in such manner as the Superintendent may direct.

All employees utilizing copiers or other equipment to reproduce books, writings, tapes, videotapes, computer programs, or any materials of any kind must at all times comply with applicable copyright laws. Employees may not utilize district equipment for uses that violate applicable copyright laws.

The district does not condone, and will not allow, violations of the United States copyright laws. Subject to certain specific exceptions, the owner of a copyright has the exclusive right to reproduce, distribute, perform, or display the copyrighted work or to authorize such reproduction, distribution, performance, or display. An exception to the exclusive rights is the Doctrine of Fair Use. The fair use of a copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright. The following factors shall be considered in determining fair use for all works other than broadcast programming:

1. Purpose and nature of the use; whether the use is of a commercial nature or for non-profit educational purposes.

2. The nature of the copyrighted work.

3. The amount and importance of the portion used in relation to the copyrighted works as a whole.

4. The effect of the use upon the potential market for, or the value of, the copyrighted work.

<u>Broadcast Programs</u>
A "broadcast program" is any television program transmitted by a television station without charge to the general public.

Teachers may not record a broadcast program for classroom use, but may request that the district record a broadcast program for the teacher's one-time instructional use. The broadcast program must be used within ten (10) school days of the recording and must be destroyed within forty-five (45) calendar days of recording. Teachers may also view the program to determine whether to purchase the program and add it to the curriculum.

The district will not record multiple copies of the same broadcast program for an individual teacher, and will not record broadcast programs without first receiving a request to record.

No broadcast program will be altered (but teachers are permitted to play only an excerpt), displayed without its copyright notice, or combined with other media to make an anthology.

Exceptions

A further exception to the copyright law includes the performance or display of a work by instructors or students in the course of face-to-face teaching activities in a classroom or other place devoted to instruction.

Reference: 17 U.S.C. § 107

APPROVED: May 9, 1994
REVISED: September 9, 2013

3.21 USE OF COMPUTERS AND ELECTRONIC COMMUNICATION EQUIPMENT AND SERVICES

The forms of electronic and digital communications change rapidly. This policy addresses common existing forms of electronic and digital communication (email, texting, blogging, posting, etc.) but is intended to cover any new form of electronic or digital communication which utilizes a computer, phone, or other digital or electronic device.

As a part of the resources available to students and employees, the district provides internet access at each school site and at its administrative offices. The district intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. This policy outlines the district's expectations regarding internet access. The ability to access the internet while on school property is a privilege and not a right. Access cannot be granted until an individual has completed an "Internet Access Agreement" and access may be revoked at any time.

In addition to internet access, the district also provides each student and teacher with a laptop computer. This equipment is loaned to the student for the remainder of the school year for the express purpose of increasing educational opportunities. The student/teacher is required to return the laptop at the conclusion of the school year in the same condition the laptop was issued to the student, minus normal wear and tear. In the event the laptop is damaged, lost, or stolen, the student's parent/teacher agrees to reimburse the district in accordance with the fee schedule attached to the Laptop Use Agreement.

Any individual using district resources to engage in electronic or digital communications has no expectation of privacy. Further, employees and students must be cognizant of the fact that electronic or digital communications which occur on private equipment are often permanently available and may be available to school administrators.

Employees and students are expected to use good judgment in all their electronic or digital communications - whether such activities occur on or off campus, or whether the activity uses personal or district technology. Any electronic or digital communication which can be considered inappropriate, harassing, intimidating, threatening, or bullying to an employee or student of the district - regardless of whether the activity uses district equipment or occurs during school/work hours - is strictly forbidden. Employees and students face the possibility of penalties, including student suspension and employee termination, for failing to abide by district policies when accessing and using electronic or digital communications.

The internet provides users the ability to quickly access information on any topic - even topics which are considered harmful to minors. The district's IT department has attempted to filter this access in order to protect students from harmful content. In the event inappropriate material is inadvertently accessed, students should promptly report the site to their teacher so that other students can be protected. No individual is permitted to circumvent the district's privacy settings by accessing blocked content through alternate methods. In the event an employee needs access to blocked content, he/she should make arrangements through the building principal or IT director.

Although the district's IT department has taken appropriate steps to block offensive material, users may unwittingly encounter offensive material. All users of the district's electronic resources are required to exercise personal responsibility for the material they access, send, or display, and must not engage in electronic conduct which is prohibited by law or policy. If a student inadvertently accesses or receives offensive material, he/she should report the communication to the assigned teacher. If an employee accesses or receives offensive material, he/she should report the communication to the building principal or IT director. No individual is permitted to access, view or distribute materials which are inappropriate or create a hostile environment.

Internet Access - Terms and Conditions

Acceptable Use - Students. Students agree to access material in furtherance of educational goals or for personal leisure and recreational use which does not otherwise violate this policy. No student may make an electronic or digital communication which disrupts the education environment - even if that communication is made outside of school or on personal equipment. Types of electronic or digital communications which can disrupt the education environment include, but are not limited to:

- Sexting
- Harassing, intimidating, threatening, or bullying posts, tweets, blogs, images, texts, etc.
- Distributing pictures, recordings, or information which is harmful or embarrassing

Students who engage in electronic or digital communications which disrupt the education environment are subject to disciplinary action, including suspension from school. Depending on the nature of the electronic or digital communication, students may also be subject to civil and criminal penalties.

Acceptable Use - Employees. Employees agree to access material in furtherance of educational goals, including research and professional development. Employees are also permitted to judiciously use the district's electronic resources for limited personal use, provided that the use is of no cost to the district, does not preempt business activity, impede productivity, or otherwise interfere with work responsibilities. Electronic or digital communications made using district-owned equipment must be professional in nature and cannot be used for the exercise of the employee's free speech rights.

Any electronic or digital communication in which the employee can be identified as an employee of the district – regardless of whether the communication is made with district-owned equipment or during work hours - must be a professional communication. Accordingly, if the individual is identifiable as a district employee, electronic or digital communications must not contain sexual, harassing, discriminatory or immoral content. Further, the communication cannot promote the use of tobacco, drugs, alcohol or be otherwise inconsistent with the district's objectives.

Orientation and Reminders. 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 online, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process

Staff-Student Digital Boundaries. The orientation and annual reminders will give special emphasis to prohibiting improper fraternization with students using electronic or digital communications. Teachers and staff members may not list current district students as "friends" on social networking sites. All electronic or digital contacts with students should be executed exclusively through the district's school-approved platforms. Improper private contact via electronic or digital communication, email, or personal phone numbers is strictly prohibited. The school administration shall formally designate and publish these school-approved platforms on the district's website and within the student and staff handbooks.

Mandatory Parental Inclusion. School personnel shall include a student's parent or guardian in any electronic or digital communication. The only exception to this parental inclusion requirement is when communications are conducted strictly on a school-approved platform and are entirely related to school and academic matters. A temporary 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.

Prohibited Use. Users specifically agree that they will not use the internet to access material which is: threatening, indecent, lewd, obscene, or protected by trade secret. Users further agree that they will not use the district's electronic resources for commercial activity, charitable endeavors (without prior administrative approval), product advertisement, or political lobbying.

Parental Consent. Parents must review this policy with their student and sign the consent form prior to a student being granted internet access.

Privilege of Use. The district's electronic resources, including internet access, is a privilege which can be revoked at any time for misuse. Prior to receiving internet access, all users will be required to successfully complete an internet training program administered by the district.

Internet Etiquette. All users are required to comply with generally accepted standards for electronic or digital communications, including:

a. Appropriate Language. Users must refrain from the use of abusive, discriminatory, vulgar, lewd, or profane language in their electronic or digital communications.

b. Content. Users must refrain from the use of hostile, threatening, discriminatory, intimidating, or bullying content in their electronic or digital communications.

c. Safety. Students must not include personal contact information (name, address, phone number, banking numbers, etc.) in their electronic or digital communications. Students must never agree to meet with someone they met online and must report any electronic or digital communication which makes them uncomfortable to their teacher or principal.

d. Privacy. Users understand that the district has access to and can read all electronic or digital communications created and received with district resources. Users agree that they will not use district resources to create or receive any electronic or digital communications which they want to be private.

e. System Resources. Users agree to use the district's electronic resources carefully so as not to damage them or impede others' use of the district's resources. Users will not:

- install any hardware, software, program or app without approval from the IT department
- download large files during peak use hours
- disable security features
- create or run a program known or intended to be malicious
- stream music or video for personal entertainment

f. Intellectual Property and Copyrights. Users will respect others' works by giving proper credit and not plagiarizing, even if using websites designed for educational and classroom purposes (*See* www.copyright.gov/fls/fl102.html) Users agree to ask the media center director for assistance in citing sources as needed.

Limitation of Liability. The district makes no warranties of any kind, whether express or implied, for the services provided and is not responsible for any damages arising from use of the district's technology resources. The district is not responsible for the information obtained from the use of its electronic resources and is not responsible for any charges a user may incur while using its electronic resources.

Security. If a user notices a potential security problem, he/she should notify the IT director immediately, but should not demonstrate the problem to others or attempt to identify potential security problems. Users are responsible for their individual account and should not allow others to use their account. Users should not share their access code or password with others. If a user believes his/her account has been compromised, he/she must notify the IT director immediately. Any attempt to log on to the district's electronic resources as another user or administrator, or to access restricted material, may result in the loss of access for the remainder of the school year or other disciplinary measures.

Vandalism. No user may harm or attempt to harm any of the district's electronic resources. This includes, but is not limited to, uploading or creating a virus or taking any action to disrupt, crash, disable, damage, or destroy any part of the district's electronic resources. Further, no user may use the district's electronic resources to hack or vandalize another computer or system.
Inappropriate Material. Access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material. Access will be denied for material which is:

a. Obscene to minors, meaning (i) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (ii) when an average

person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.

b. Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.

c. Vulgar, lewd or indecent, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.

d. Display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.

e. Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information or advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, "slurs", insults and abuse.

f. Disruptive school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

Application and Enforceability. The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Access Agreement executed by each user. By executing the Internet Access Agreement, the user agrees to abide by the terms and conditions contained in this policy. The user acknowledges that any violation of this policy may result in access privileges being revoked and disciplinary action being taken. For students, this means any action permitted by the district's policy on student behavior. For employees, this means any action permitted by law, including termination of employment.

Administrative Monitoring Protocols. The Superintendent or their administrative designees will periodically conduct proactive internet searches to monitor for inappropriate digital materials or behaviors posted online by teachers and district employees. If improper electronic communications or misconduct are uncovered, school building principals and the superintendent shall secure and download the offensive digital material and promptly deliver it to the school district's legal counsel for evaluation.

Investigation and Mandatory Administrative Leave. School employees who are reported and become the subject of a corroborated report of having engaged in electronic or digital communications that violate this policy or state law shall be immediately placed on administrative leave while the school district investigates the incident. If the district's formal

investigation finds that no misconduct occurred, the school employee shall be immediately reinstated, and the incident shall not be noted negatively in the employee's permanent personnel file. However, if the employee was placed on administrative leave during the investigation but was ultimately cleared of wrongdoing, the personnel file shall explicitly include an administrative note detailing the finding of no misconduct. Employees who violate established electronic communication protocols remain subject to a full range of penalties up to and including termination of employment for failure to exercise good judgment. All suspected policy infractions linked to child safety will be cross-reported in strict compliance with district policy and state law.

Education of Students Regarding Appropriate Online Behavior. In compliance with the Protecting Children in the 21st Century Act, Section 254(h)(5), the district provides education to minors about the appropriate use of the district's electronic resources, including interacting with others on social networking and chat sites, and cyberbullying. As a part of that education, guidelines on cyberbullying and internet safety for students are attached to this policy.

Reference: 70 O.S. § 6-401;74 O.S. § 840-8.1
ADOPTED: September 19, 2005
REVISED: September 9, 2013; September 14, 2015, June 26, 2024, July 13, 2026

3.21-1.0 INTERNET AND TECHNOLOGY SYSTEMS SAFETY

It is the policy of the district to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via internet, electronic mail, or other forms of direct electronic or digital communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 U.S.C. §254(h)] and Oklahoma law (OKLA.STAT. tit. 70, § 11-202].

Definitions
The determination of what is "inappropriate" for minors shall be determined by the district. It is acknowledged that the determination of such "inappropriate" material may vary depending upon the circumstances of the situation and the age of the students involved in online research and activity.

The terms "minor," "child pornography," "harmful to minors," "obscene," "technology protection measures," "sexual act" and "sexual contact" shall be defined in accordance with the Children's Internet Protection Act. Oklahoma law, and any other applicable laws/regulations as appropriate and implemented by the district.

Access to Inappropriate Material
To the extent practical, technology protection measures (or "Internet Filters") shall be used to block or filter internet (or other forms of electronic or digital communications) access to inappropriate information. Specifically, blocking shall be applied to visual depictions of material deemed obscene or child pornography or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors,

minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage
Any individual who uses the district's resources to access the internet or engage in any electronic or digital communication is required to participate in the district's education efforts (undertaken pursuant to the Children's Internet Protection Act) and comply with the district's acceptable use policy.

Supervision and Monitoring
All employees are responsible for supervising and monitoring student use of the internet in accordance with the district's technology policies, the Children's Internet Protection Act, and Oklahoma law. The district's IT director shall establish and implement procedures regarding technology protection measures. No individual will be permitted to use the district's technology resources in a manner inconsistent with the district's policies.

Personal Safety
Employees and students shall not use the district's technology resources in any manner that jeopardizes personal safety. Students and employees must follow the district's technology policies, including the acceptable use policy which details the district's safe use standards.

Certification and Verification
The district shall provide certification, pursuant to the requirements of the Children's Internet Protection Act, to document the district's adoption and enforcement of its Internet and Technology Safety Policy, including the operation and enforcement of technology protection measures for all district computers with Internet access.

The district shall also obtain verification from any provider of digital or online library database resources that all the resources they provide to the district are in compliance with Oklahoma law and the district's Internet and Technology Safety Policy. If any provider of digital or online library resources fails to comply, the district shall withhold payment, pending verification of compliance. If any provider of digital or online library resources fails to timely verify compliance, the district shall consider the provider's act of noncompliance a breach of contract.

Reporting
No later than December 1 of each year, Oklahoma law provides that libraries shall submit to the Speaker of the Oklahoma House of Representatives and President Pro Tempore of the Oklahoma State Senate an aggregate written report of any issues related to provider compliance with Internet technology measures as required under Oklahoma law.

Employee Liability
Employees of the district shall not be exempt from prosecution for willful violations of state laws prohibiting indecent exposure to obscene material or child pornography as provided under Oklahoma law [OKLA. STAT. tit. 21, § 1021].

Reference: 47 U.S.C. § 254 (h); OKLA. STAT. tit. 70, §11-202; OKLA. STAT tit. 21, § 1021.

APPROVED: August 10, 2009
REVISED: September 9, 2013, October 10, 2022, September 11, 2023

3.21 – 2.0 PERSONAL ELECTRONIC DEVICES AND ACCOUNTS

The district requires that all individuals devote their full attention to education while at school or during educational activities. Accordingly, the district expects both employees and students to limit their use of personal electronic devices and personal electronic accounts at school or when engaged in district-related activities. "Personal electronic device" means a personal device capable of connecting to a smartphone, the internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, 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. Electronic accounts include, but are not limited to, accounts that allow digital communication, such as email and social media accounts. Google Glass and similar technology is prohibited on campus by all individuals at all times Regardless of the type of technology used, no individual may make any type of surreptitious recording of others on district property Additionally, no person may use any type of technology to remotely monitor, listen to, or view actions occurring at school or school activities. Other personal electronic devices shall be turned off and out of sight in locations such as restrooms, locker rooms, changing rooms, etc. ("private areas"). The use of any audio/visual recording and camera features is strictly prohibited in private areas. Students who observe a violation of this provision shall immediately report this conduct to a teacher, coach, or the building principal. Employees who observe a violation of this provision shall immediately report this conduct to a supervisor, the building principal, or other administrator.

Students

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 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.

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 electronic wireless communication device that is confiscated will be returned to the student at the end of the school day. Students violating this rule may be disallowed from carrying any electronic 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. Where appropriate, law enforcement may be contacted.

- 1st Offense – Student will take the phone to the office, sign the cell phone policy, and can pick up the phone at the end of the day.
- 2nd Offense – Student will take the phone to the office, contact their parent of the 2nd offense, and send a copy of their signed cell phone policy to their parent. The parent will be required to pick up their child's phone between 7:30 a.m. and 4:00 p.m.
- 3rd Offense – Student will be required to check their phone into the office as soon as they arrive at school for two weeks. The student will be allowed to pick up their phone at the end of the day.
- 4th Offense – Student will be required to check their phone into the office as soon as they arrive at school for the remainder of the semester. The student will be allowed to pick up their phone at the end of the day.

Employees

Personal electronic devices may only be used during work time if the use of the device furthers the employee's performance of his/her professional responsibilities. No employee may use work time to engage in any personal electronic or digital communication, internet activity, gaming, etc.

Employees will make reasonable efforts to use district resources rather than personal electronic devices or personal electronic accounts for electronic or digital communications with other employees, parents, and students, and for tasks related to their employment. By using personal electronic devices or personal electronic accounts to communicate with other employees, parents, and students or to perform tasks related to their employment, employees acknowledge that they are creating records that may be subject to Oklahoma's laws related to Open Records (Okla. Stat. tit. 51, § 24A.1 *et seq.*). Employees are advised to retain and provide access to such communications or records to school district administration upon request. This consent survives any changes in the employment relationship.

Individuals may use any personal electronic device while operating a district vehicle or while conducting school business in a personal vehicle, provided:

- the employee is using "hands-free" technology to make the calls; or
- the employee has safely pulled the vehicle to the side of the road or is otherwise stopped and not impeding the flow of traffic.

Employees are not permitted to text while operating a district vehicle or while conducting school business in a personal vehicle.

Transportation employees are not permitted to text or otherwise use a personal electronic device while operating a district vehicle except as necessary to communicate with law enforcement officials, emergency services, or to and from the district's central dispatch transportation department.

Personal electronic devices may not be used to photograph or record conversations or events outside private areas without first obtaining consent to record from all parties. In the case of students, permission from the building principal must be obtained. Administrative approval for recordings of students will take into consideration whether prior approval has been granted from parents/guardians and whether the recording would identify a specific category of students such as special education students.

Personal electronic devices may only be shared with students for emergency use.

The district fully acknowledges that personal electronic communications devices are the personal property of the employee. Unless an administrator has reasonable suspicion that an employee's personal equipment contains prohibited content, an administrator may not inspect an employee's personal equipment without the employee's express consent.

Warning: Possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images, photographs, or communications, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic or digital communication) may constitute a CRIME under state and/or federal law. Any person possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images, photographs, or communications will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

References: 70 O.S. §1-126
70 O.S. §24-101.1, et seq
70 O.S. §24-102
ADOPTED: July 16, 2001
REVISED: September 15, 2005; October 10, 2011; September 9, 2013; September 14, 2015; September 12, 2016; October 8, 2018; October 14, 2019, June 26, 2024, July 14, 2025, July 13, 2026

3.21 – 2.1 SCHOOL PERSONNEL DIGITAL AND ELECTRONIC COMMUNICATIONS WITH STUDENTS

Purpose
This policy addresses all forms of group or one-on-one electronic and digital communication (including, but not limited to, email, texting, instant messages, direct messages, social media messages, messages sent through software applications, etc.) between any district employee and students. This policy outlines the district's expectations regarding school personnel's direct digital and electronic communication with students by requiring any such direct communication with students to include the student's parent or guardian.

School Personnel
School personnel includes teachers, coaches, administrators, school bus drivers, support personnel, or any other persons employed full-time or part-time by the district.

Policy
Pursuant to Oklahoma law, school personnel engaging in electronic or digital communication with a student must include the student's parent or guardian in the communication, unless the communication is on a school-approved platform (see Attachment A) and is related to school and academic matters. In the case of an emergency where other parties cannot be immediately included on digital or electronic communications, the student's parent or guardian shall be subsequently notified of the communication as soon as possible.

Prior to the start of the school year, the district shall compile a list of approved digital platforms for communications between district personnel and students. Such platforms will automatically include in the messaging parents or guardians who opt in. The list will be posted on the district website and distributed to district employees. These sanctioned platforms are the only appropriate method for district personnel to communicate directly with students. Outside these platforms, school personnel must affirmatively include a parent or guardian in the text message, email, or other electronic communication. Failure to do so is a

violation of the law and this policy.

Violations

School personnel reported to be engaging in unauthorized communications with students through digital or electronic platforms shall be placed on administrative leave while the district investigates the incident and notifies the Board of Education. If the investigation results in a finding that no misconduct occurred, the school personnel shall be reinstated, and the incident shall be noted in the employee's personnel file. If the investigation finds misconduct occurred, the employee shall be disciplined according to the district's policy, up to and including termination of employment. Additionally, the incident shall be reported to law enforcement.

Reporting

Students who receive communication from school personnel in violation of this policy are encouraged to report it to a teacher, site principal, or other district official. School personnel who suspect, recognize, or encounter digital or electronic communications between a student or staff member that does not include a parent or guardian, or otherwise violates this policy, must report it immediately to their supervisor, the Superintendent, or other district official.

Reference: 70 O.S. § 6-401
ADOPTED: June 26, 2024

Attachment A
Policy 3.21 – 2.1
School Personnel Digital and Electronic Communications with Student

Ponca City Public Schools
District Approved Communications Platform List

These services provide parental 'opt-in.' Employees should instruct students and parents to join at the same time.

Brightwheel
Class Dojo
Class Tag
Discord
Google Classroom
GroupMe
Remind
SportsYou

Teachers may send email **relating to academics and education** from their pcps.us email address to student.pcps.us accounts.

These are district-wide services used for specific purposes.

Apptegy	School website server – has announcement capabilities
ClassWize	District internet security/monitoring system (includes email/GoogleSuite/websites on district internet and devices)
Edgenuity	Online virtual curriculum
EdPlan	Special Education reporting
IXL	Math and ELA software used by West Middle School, East Middle School, and PoHi
PowerSchool	Student information system and state reporting (includes emails and demographics of each student and parent and has announcement capabilities
Reading Plus	Literacy program providing online reading instruction, used at EMS, WMS, and PoHi
RTI Scheduler	Used at East Middle School to organize student remediation/intervention assignments

3.21 – 3.0 ACCEPTABLE USE OF FILE SHARING TECHNOLOGY

Employees and students may choose to use file sharing/storing technology (Google Docs, Evernote, etc.) in connection with school learning or business. Individuals who choose to use such technology are required to follow all other district technology and acceptable use protocols, as well as adhere to the specific guidelines in this policy.

Individuals using file sharing/storing technology in connection with their association with the district are expressly prohibited from using the technology in a malicious manner or in any way which violates this or other district policies.

The district does not have agreements with any file sharing/storing technology providers. Individual users who utilize such technology in connection with the district specifically agree not to share or store files which contain:

- malware, viruses, worms, etc.
- information which is protected by FERPA or HIPAA
- confidential information such as home addresses, phone numbers, social security numbers, license numbers, dates of birth, and banking account numbers
- disciplinary or grievance information
- information about criminal investigations, including SRO records and notes
- safety-sensitive information, including building layouts, evacuation routes, crisis response plans, etc.
- confidential or attorney-client privileged information

Questions regarding whether information is acceptable for file sharing/storing technology should be directed to the district IT director. Any individual who discovers that information has been improperly shared or stored is required to promptly notify the district's IT director of the violation. Individuals who violate this policy are subject to disciplinary action as outlined in district policies.

ADOPTED: September 11, 2017

3.21 – 4.0 SOCIAL MEDIA AND SOCIAL NETWORKING

Ponca City School District recognizes the appropriate use of social media as a method for communicating ideas and information. The forms of electronic and digital communications change rapidly. Social media includes all means of communicating or posting information or content of any nature on the internet, including but not limited to one's own or another's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat-room, whether or not associated or affiliated with the district, as well as any other

form of electronic communication. This policy addresses common existing forms of electronic and digital communication (email, texting, blogging, tweeting, posting, etc.) but is intended to cover any new form of electronic or digital communication which utilizes a computer, phone, or other digital or electronic device.

Definitions

"Blog" means an online journal that contains entries or posts that consist of text, links, images, video, or other media and is usually between 300-500 words.

"Comment" means a response to an article or social media content submitted by a commenter**.**

"Copyrights" protect the right of an author to control the reproduction and use of any creative expression that has been fixed in tangible form, such as literary works, graphic works, photographic works, audiovisual works, electronic works, and musical works. It is illegal to reproduce and use copyrighted content publicly on the internet without first obtaining the permission of the copyright owner.

"Hosted content" means text, pictures, audio, video, or other information in digital form that is uploaded and resides in the social media account of the author of a social media disclosure. If an employee downloads content off of the internet, and then uploads it to their own social media account, they are hosting that content. This distinction is important because it is generally illegal to host copyrighted content publicly on the Internet without first obtaining the permission of the copyright owner.

"Professional social media" is a work-related social media activity that is either school-based or non-school based.

"Cyberbullying" means the use of electronic information and communication devices, including, but not limited to email, instant messaging, text messaging, cellular telephone communications, Internet blogs, Internet chat rooms, Internet postings and defamatory websites.

"Social media account" means a personalized presence inside a social networking channel, initiated at will by an individual. YouTube, Twitter, Facebook, Instagram, SnapChat, TikTok, and other social networking channels allow users to sign up for their own social media account, which they can use to collaborate, interact, and share content and status. When a user communicates through a social media account, their disclosures are attributed to their User Profile.

"Social media channels" means blogs, micro-blogs, wikis, social networks, social bookmarking services, user rating services, and any other online collaboration, sharing or publishing platform, whether accessed through the web, a mobile device, text messaging, email or other existing or emerging communications platforms.

"Social media disclosures" are blog posts, blog comments, status updates, text messages, posts via email, images, audio or video recordings, or any other information made available through a social media channel. Social media disclosures are the actual communications a user distributes through a social media channel, usually by means of their social media account.

"Social networking" or "social media" means interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or photo sharing, and social bookmarking.

Official Use of Social Media

The district is responsible for creating and maintaining its "official" online presence. Unless specifically authorized by the Superintendent, no district employee may create an "official" Ponca City School District presence on any form of social media, now in existence, or created in the future, or represent themselves as a spokesperson or authorized representative of Ponca City School District.

The purpose of the district's social media pages is primarily informational rather than for entertainment or to serve as an official communication channel with the district. As such, comments, replies, and direct messaging from the public will be restricted to the greatest extent allowed by the platform. Any replies or comments unable to be restricted by the platform will not be monitored or acknowledged by the district and, thus, do not constitute notice of any kind to the district.

The foregoing will be posted in the bio section, or other conspicuous, static place of each social media page operated by the district.

Professional Conduct

The district is committed to creating an environment in which all persons can interact together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Therefore, when communicating via social networks, employees are expected to act with honesty, integrity, and respect for the rights, privileges, privacy, and property of others. By doing so, employees will be abiding by applicable laws, school district policy, and the core values of Ponca City School District. The district prohibits abusive or offensive online behavior of employees at work or when engaged in work-related activities; likewise, District resources are not to be used in abusive or offensive ways. Also, the district discourages out-of-school online abusive or offensive behavior because of its potential to interfere with and disrupt working and student relationships.

Employees are responsible for the material they publish online as well as the messages sent via computers and wireless telecommunication devices. Any conduct that negatively reflects upon the district, consists of inappropriate behavior, or creates disruption on the part of an employee may expose that employee to disciplinary action up to and including termination. Inappropriate behavior is defined as any activity that harms students, compromises an employee's objectivity, undermines an employee's authority or ability to maintain control of students or work with or around students, is disruptive to the educational environment, or is illegal. Moreover, employees should not engage in personal social media during working hours.

Expectations of Staff

District employees are role models and must exemplify ethical behavior in their relationships with students, clients, and other staff members. Online activity, including personal online activity, is public and is therefore a reflection on the district as an organization. Employees should exercise

good judgment and common sense, maintain professionalism, and address inappropriate behavior or activity discovered on these networks. Inappropriate behavior or activity should be immediately communicated to a direct supervisor. The following should inform and guide employee judgment and actions:

1. The line between professional and personal relationships can become blurred; therefore, district employees should always exercise discretion and maintain professionalism when communicating with students via computers or wireless telecommunication devices. Employees should limit this type of communication with students to matters concerning a student's education or extra-curricular activities for which the staff member has assigned responsibility. Excessive school-related messaging or other social media communication to an individual student should be avoided, and an employee should only engage in social media communication with a student for a school-related purpose and with the consent of the employee's supervisor and the student's parent/guardian.

2. District employees are prohibited from engaging in private exchanges with students and should only communicate with groups or in such a manner that the communication can be publicly viewed.

3. Photos of and videos featuring students should not be posted on social media without the informed consent of a parent/guardian. For personal protection, never take a photo of an individual student.

4. Photos and videos of fellow employees should not be posted without their express permission.

5. Group student photos may be submitted to the principal or Superintendent for inclusion on official district accounts.

6. Students should not be cited, obviously referenced, or depicted in images without proper written approval of the student's parent/guardian, and the confidential details of these individuals should never be disclosed.

7. Externally communicating any confidential information or information related to Ponca City School District not intended for public dissemination is always forbidden and may be grounds for termination and legal action. Public information will be released through the Superintendent or designee.

8. Copyright and fair use laws must be respected at all times. Trademarks such as logos, slogans, and digital content such as art, music, or photographs may require permission from the copyright owner. It is the responsibility of the employee to seek permission for any such trademarked content.
9. District employees are discouraged from sharing content or comments containing the following when it is directed at a colleague, parent, student, or citizen of the State of Oklahoma:

a. Obscene sexual content or links to obscene sexual content;
b. Abusive and bullying language or tone;
c. Conduct or encouragement of illegal activity; and
d. Disclosure of information which an agency and its employees are required to keep confidential by law, regulation or internal policy.

Content or comments of the type listed above are especially concerning when directed at or exchanged with a student and, as a result, may result in disciplinary action up to and including termination of employment and, in some instances, referral to law enforcement or licensing bodies.

10. The district is not interested in limiting an employee's ability to participate in personal social networks with a personal email address outside of the workplace. However, what is published on these sites should never be attributed to the district. Employees should make it clear that they are speaking for themselves. Furthermore, even if you do not mention the district, that information is readily ascertainable and could reflect poorly upon the employee and the district. Employees are encouraged to use common sense when making online comments, even if they intend for those to be purely personal in nature.

11. Employees are cautioned to be aware of their association with the district online social networks. If an employee identifies themselves as a district employee, the employee should ensure their profile, photographs, and related content are consistent with how the employee wishes to present themselves with colleagues, students, parents/guardians, and others.

Personal Use of Social Networking Sites (e.g., Facebook, TikTok, Twitter and Instagram, etc.)

1. Employees are personally responsible for all comments/information and hosted content published online. Employees should always be mindful that social media posts like tweets and status updates will be visible and public for an extended time.

2. By posting comments, having online conversations, etc., on social media sites, employees should remember that they are broadcasting to the world; accordingly, they should be aware that even with the strictest privacy settings, what one "says" online should be within the bounds of professional discretion. Comments expressed via social networking pages under the guise of a "private conversation" may still be shared by others in a more public domain.

3. Comments related to the district, its employees, and district events should always meet the highest standards of professional discretion. Employees should always assume that every one of their postings is in the public domain.

4. Before posting personal photographs, employees should first consider how the posted images reflect on an employee's professionalism.

5. District employees are not permitted to solicit or accept "friend" requests from enrolled district students on any personal social media account. This includes student accounts and district employee personal accounts.

6. District employees are not permitted to encourage students enrolled in the district to create social media accounts of any kind.

7. All district employees who choose to utilize Facebook, TikTok, Twitter, Instagram, or any other social media platform to provide classroom or extracurricular activity information to students and parents must create a "teacher" page, and posts must be exclusively about classroom or school activities.

Accountability

All staff are expected to serve as positive ambassadors for the district and appropriate role models for students. Failure to do so could put an employee in violation of district policy. Violation of district policies and procedures may result in disciplinary action up to and including termination of employment. All employees who have reason to believe that their online conduct has generated public or media attention are expected to immediately report their activity and attention generated to their supervisor.

Staff-Student Relationships

Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. Examples of unprofessional relationships include, but are not limited to: employees fraternizing or communicating with students as if employees and students were peers, e.g. writing personal letters or emails; "texting" students; calling students on a cell phone or allowing students to make personal calls to them unrelated to homework or class work; sending personal or inappropriate pictures to students; discussing or revealing to students personal matters about their private lives or inviting students to do the same (other than professional counseling by an assigned school counselor); and engaging in sexualized dialogue, whether in person, by phone, via the Internet or in writing.

Employees who post information on Facebook, Twitter or other similar platforms that include inappropriate personal information such as, but not limited to, provocative photographs, sexually explicit messages, use of alcohol, drugs or anything students are prohibited from doing must understand that if students, parents or other employees obtain access to such information, the employee's actions will be investigated by district officials; if warranted, an employee will be disciplined up to and including termination, depending on the severity of the offense, and may have their case forwarded to the Oklahoma State Department of Education for review and possible sanctions.

Distribution of Policy

This policy shall be distributed to all employees via the district's e-mail system at the beginning of each school year and at the time of hiring to all new employees hired after the start of the school year.

Reference: Okla. Stat. tit. 74, § 840-8.1

ADOPTED: October 8, 2018
REVISED: October 14, 2019, October 16, 2024

3.21 - 5.0 CYBERSECURITY

The district takes seriously the safety and security of its students and staff, which includes electronic security. Therefore, it is the policy of the district to have in place measures to prevent unauthorized access to its computer networks and to prevent the online theft, disclosure, use, or dissemination of personally-identifiable information stored on its computer networks (a "security incident").

Cybersecurity Protection Measures Generally

The Director of Technology shall be responsible for the design and monitoring of measures to prevent and respond to unauthorized or unlawful access to or use of data on the district's computer networks ("preventative measures"). These measures shall include identifying network vulnerabilities, developing disaster recovery and business continuity plans, establishing clear procedures that comply with this policy, and educating all stakeholders and users on the importance of computer network security. Additionally, the storage of personally-identifiable information stored on district computer networks should be designed so that in the event of a data breach incident, the following data elements associated with the first name or first initial and last name of an individual are either encrypted or redacted: (a) social security number, (b) driver license number or state identification card issued in lieu of a driver license, or (c) financial account number, or credit card number, in combination with any required security code, access code, or password that would permit access to the financial account of the individual.

Security and Monitoring

The district will take reasonable efforts to maintain computer network security, whether threatened by a security breach, human error, hardware malfunction, or otherwise. The Director of Technology shall be responsible for securing and actively monitoring the district's computer network ("network") to identify, contain, mitigate, and report any security incident, which may include contracting with a third party for such services. However, any staff member who suspects or becomes aware of a security incident shall immediately notify the Director of Technology.

The Director of Technology shall also be responsible for designing, or having in place, adequate preventative measures, including perimeter and access controls, to regulate digital traffic between the district's computers and external entities. To the extent practicable, the electronic transmission of personally-identifiable information should be encrypted or redacted. Additionally, the Director of Technology shall ensure the district's network and all district computer equipment are protected from malicious software attacks such as viruses, ransomware, spyware, and malware by commercial-grade cybersecurity software and appropriate and regularly updated software, including timely installation of necessary software patches.

The Director of Technology shall annually report to the Board of Education regarding the adequacy of the district's preventative measures, including any security incidents that have occurred, the district's responses to those incidents, and subsequent improvements to network security. The Director of Technology shall also conduct vulnerability assessments to monitor the efficacy of the

district's preventative measures and make ongoing improvements or updates to security protocols, systems, hardware, and software as necessary.

The Director of Technology shall also develop a disaster recovery or business continuity plan to be implemented in the case of a disaster or serious security incident which compromises the district's network and/or the data stored thereon. This plan shall include procedures for routinely backing up district data to a secure, off-site location or onto appropriate backup media at a secure, off-site location. The district may contract with a third party for such services. At least semi-annually, the Director of Technology shall conduct contingency testing to ensure the speedy restoration of district systems and information in the event of a security incident or a disaster.

Response and Reporting

In the event of a security incident, the Director of Technology shall immediately notify the Superintendent of Schools, and they, in consultation with the district's legal counsel, shall take such reasonable and appropriate steps as may be required, which may include notification to law enforcement and affected parties.. The Superintendent shall also notify the Board of Education of any security incidents as soon as practicable.

Education

The Director of Technology is responsible for providing annual information technology training to district personnel who have access to sensitive and personally-identifiable information. This training will emphasize such employees' personal responsibility for protecting the district's network and personally-identifiable information. Additionally, and on an ongoing basis, the Director of Technology will provide guidance to all district employees on best practices to mitigate against the threats of a cyber-attack.

Reference: OKLA. STAT. tit. 74, § 3113.1; OKLA. STAT. tit. 24, §§ 161–166 ("Security Breach Notification Act"); 20 U.S.C. § 1232g, 34 C.F.R. Part 99 ("FERPA"); 47 U.S.C. § 254; 47 C.F.R. § 54.520 ("Children's Internet Protection Act"); 20 U.S.C. § 7131 ("Elementary and Secondary Education Act"); 15 U.S.C. § 7001

ADOPTED: November 9, 2020

3.21 - 6.0 ARTIFICIAL INTELLIGENCE SYSTEMS AND TOOLS USE IN THE SCHOOL DISTRICT

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.

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 its 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 PCPS 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.

REFERENCE: 70 O.S. § 11-120
ADOPTED: July 13, 2026

3.22 USE OF MULTIPLE OCCUPANCY RESTROOMS AND CHANGING AREAS

Pursuant to SB615 (2022), each multioccupancy restroom and changing area located in public schools serving students in pre-kindergarten through twelfth grades shall be designated as either for the exclusive use of the male sex or for the exclusive use of the female sex. The district has, therefore, designated its restrooms for use as follows: "males," "men," or "boys"; "females," "women," or "girls"; and "single-occupancy."

"Sex," for the purposes of this policy, is defined as the physical condition of being male or female based on genetics and physiology, as identified on the individual's original birth certificate.

"Multiple occupancy restroom or changing area" is defined as an area in a public school or public charter school building designed or designated to be used by more than one individual at a time, where individuals may be in various stages of undress in the presence of other individuals. The term may include, but is not limited to, a school restroom, locker room, changing room, or shower room.

"School" means any public school and public charter school that serves students in prekindergarten through twelfth grades in this state.

"Individual," for the purposes of this policy, is defined as any student, teacher, staff member, or other person on the premises of a school.

"Coach," for the purposes of this policy, is defined as a person employed by the district who is involved in the teaching or training of students participating in a school-sponsored athletic activity.

"School-sponsored athletic activity," for the purposes of this policy, is defined as a sporting event that is supported and affiliated with the district, such as games, matches, and tournaments.

If an individual does not wish to comply by using the appropriate restroom or changing room based on sex as defined herein, the district shall provide a reasonable accommodation by providing access to a single-occupancy restroom or changing room.

An individual shall be disciplined by the district for refusing to (a) use the appropriate multiple occupancy restroom or changing area designated for their sex as defined herein, (b) designate multiple occupancy restrooms or changing areas for the exclusive use of one sex as defined herein, or (c) provide access to a single-occupancy restroom or changing room to an individual who does not wish to utilize the multiple occupancy restroom or changing area designated for their sex, provided that such individual is authorized to be on district premises. Students shall be disciplined pursuant to the district's student behavior policy. Employees shall be disciplined pursuant to the appropriate district policy and Oklahoma law based on the employee's position within the district. Other persons on the premises of the District shall be disciplined pursuant to the appropriate district policy and Oklahoma law.

This policy does not apply to individuals entering the multioccupancy restroom or changing facility designated for the opposite sex under the following circumstances:

1. For custodial, maintenance, or inspection purposes;
2. To render emergency medical assistance; or
3. 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:

    - All students present are fully clothed;
    - The coach shall be accompanied by at least one additional adult at all times; and
    - 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 accompanying the coach shall not be a current high school student.

Reference: OKLA. STAT. tit. 70 § 1-125
OKLA. ADMIN. CODE § 210: 35-3-186

APPROVED: OCT. 2022
REVISED: September 11, 2023

3.23 CONSTITUTION DAY AND CITIZENSHIP DAY

Constitution Day and Citizenship Day shall, in accordance with federal law, be held each year on September 17. The purpose of Constitution Day and Citizenship Day is to commemorate the formation and signing on September 17, 1787, of the United States Constitution and recognize all who, by coming of age or by naturalization, have become citizens.

The District shall hold an educational program on the United States Constitution on September 17 of each year for the students served by the district in observation of Constitution Day and Citizenship Day. The manner in which the day shall be commemorated shall be within the Superintendent's discretion.

Reference: 36 U.S.C. § 106; Public Law 108-447 (Dec. 8, 2004).

ADOPTED: September 19, 2005

3.24 RESIDENT TEACHERS AND RELATED COMMITTEES

The Oklahoma Teacher Preparation Act provides for the certification of teachers by the State Board of Education. Pursuant to the Oklahoma Teacher Preparation Act, the district shall appoint a residency committee for each resident teacher.

A resident teacher is a licensed teacher who is employed by the district to serve as a teacher under the guidance and assistance of a mentor teacher and residency committee. A resident teacher must have a degree in education from an accredited institution of higher education and must have successfully completed the competency examinations in the areas in which he or she seeks certification.

The residency committee shall consist of a mentor teacher, the principal or assistant principal or an administrator designated by the Board of Education, and a teacher educator from an institute of higher education. One or both of the mentor teacher and teacher educator must have expertise and experience in the teaching field of the resident teacher.

Mentor Teacher Qualifications and Selection

A. A mentor teacher is a teacher holding a standard certificate who is employed by the district to serve as a teacher and who has been appointed to provide guidance and assistance to a resident teacher.

B. A mentor teacher must have a minimum of two years classroom experience as a certified teacher.

C. A mentor teacher is selected by the principal from a list of qualified teacher volunteers. The principal shall, after compiling the list, provide an opportunity for input from the bargaining unit (where one exists in accordance with the School

Employees Negotiations Act). Membership in a professional teacher organization shall not be considered as a factor in selecting a mentor teacher.

D. No teacher shall serve as a mentor teacher for more than one resident teacher at a time.

E. When possible, a mentor teacher shall have successfully completed a mentor teacher professional development institute and be assigned to the same school site and have similar certification as a resident teacher.

Residency Committee Duties

A. The residency committee shall meet with the resident teacher, work with the resident teacher to assist in classroom management and professional development, provide for parental input as a criteria for evaluating the resident teacher, and make a recommendation to the State Board of Education. The recommendation, after one year, shall be that the resident teacher either be certified or complete another year as a resident teacher, and (after two years) that the resident teacher either be certified or not.

B. If the residence committee recommends a second year in the residency program, the committee shall, at the resident teacher's request, provide the resident teacher with a list of reasons for the recommendation. The resident teacher is not required to be under the supervision of the same residency committee during the second year in the residency program.

C. If the residency committee recommends certification the committee shall also recommend a professional development program for the resident teacher. The program shall be designed to strengthen the resident teacher's teaching skills in any area identified by the committee.

All resident years shall count toward salary, fringe benefit adjustments, career status, and retirement.

Reference: 70 O.S. §§ 6-182, 6-195.

ADOPTED: September 19, 2005

3.25 SAFE SCHOOL COMMITTEE AND HEALTHY AND FIT ADVISORY COMMITTEES

Safe School Committees

This policy will govern the operation of the district's safe school committees.

1. Each site principal will annually establish a Safe School Committee of at least seven (7) members. Members may be employees, parents, students, volunteers, community members and/or local law enforcement officials. All members of each Safe School Committee shall serve until the following June 30 unless earlier removed from the Committee by the principal for any reason. The principal who appoints the Safe School Committee members shall advise the superintendent, in writing, of the names, addresses and phone numbers of the committee members. In case of a resignation, death or removal of any Committee member, the principal shall immediately appoint a successor Committee member so as to maintain the composition of the Committee as set forth above. Committee members are eligible to serve consecutive terms.

2. The Committee will assist the board in promoting a positive school environment through planning, implementing and evaluating effective prevention, readiness and response strategies.

3. Each Safe School Committee shall study and make recommendations, in writing, to the school principal regarding:

   - Unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence and other issues that prohibit the maintenance of a safe school, and student bullying;
   - Professional development needs of faculty and staff to recognize and avoid bullying and implement methods to decrease student bullying;
   - Methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, use of problem-solving teams that include counselors and/or school psychologists, and ways to utilize behavioral health resources, including suicide prevention resources.

   As part of the process, each Committee shall review the district's policies, traditional and accepted bullying prevention programs utilized by other states, state agencies or school districts, and the bullying resources provided on the Oklahoma State Department of Education's website.

4. Each Safe School Committee shall meet at least twice each semester. Each Committee shall appoint a committee chairperson who shall maintain written minutes of each meeting. The Committee chairperson will be responsible for notifying all Committee members of meetings, preparing agendas for each meeting and posting the agendas in the principal's office for a reasonable period prior to the

date and time of each meeting. The principal of each school site will retain all agendas, minutes and other documents related to the Safe School Committee.

5. Prior to the last day of school of each school year, each Safe School Committee shall make a written report to the school principal. The school principal shall transmit a copy of the report to the Superintendent or the Superintendent's designee. The Superintendent or his/her designee shall maintain the reports in the records of the district and may transmit a copy of each Safe School Committee report to each district board member.

6. Committees may also, if they deem it appropriate, make recommendations to the board regarding the development of a rape/sexual assault program for implementation at the school site. The board will consider any such recommendations to determine whether implementation of the recommended or an alternative program is warranted.

Healthy and Fit School Advisory Committees

The district also establishes Healthy and Fit School Advisory Committees, which shall be combined with the district's Safe Schools Committees. The Healthy and Fit School Advisory Committees are established pursuant to OKLA. STAT. tit. 70, § 24-100a, which created the *Healthy and Fit Kids Act of 2004*.

The Committees shall be composed of no fewer than six (6) individuals who may be the same individuals appointed to the district's Safe School Committees. The composition of the Advisory Committees may include teachers, administrators, parents of students, health care professionals and business community representatives.

The Advisory Committee at each school site shall study and make recommendations to the school principal regarding:

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

School principals shall give consideration to the recommendations of their respective advisory committees. The Advisory Committee, for purposes of timelines, shall follow the same schedule as established for the district's Safe School Committees.

Reference: OKLA. STAT. tit. 70, §§ 24-100.5, 24-100a

ADOPTED: September 19, 2005
REVISED: October 13, 2008; September 9, 2013; September 14, 2015; October 10, 2016; October 14, 2019

3.26 MEDICAL MARIJUANA, HEMP & CANNABIDIOL (CBD)

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

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

A. Definitions

The following definitions shall apply:

1. Marijuana: all parts of the plant Cannabis Sativa L., whether growing or not; the seeds thereof; the resin extracted from any part of such plant; and every compound, manufacture, salt, derivative, mixture or preparation of such plant, its seeds or resin (except cannabidiol made from hemp which meets the definition of "Hemp Cannabidiol" as defined below). The term "marijuana" shall not include any federal Food and Drug Administration-approved cannabidiol medication.
2. Hemp Cannabidiol ("Hemp CBD"): a non-psychoactive cannabinoid made from hemp that has a tetrahydrocannabinol concentration of not more than three-tenths of one percent (0.3%).
3. Hemp: the plant Cannabis Sativa L. and any part of that plant, including the seeds thereof and all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers, whether growing or not, with a delta-9 tetrahydrocannabinol concentration of not more than 0.3% on a dry weight basis.
4. THC: tetrahydrocannabinol.

The terms "marijuana" and "possession of marijuana" will be interpreted by the district in accordance with state and federal law. Any conflict between state and federal law as to the definition or treatment of "marijuana," "possession of marijuana," "hemp" or "cannabidiol" will be interpreted in accordance with the circumstances and proper legal authority.

B. Nondiscrimination

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

C. Hemp and Hemp Cannabidiol (Hemp CBD)

1. Regulation: Hemp CBD is regulated differently than marijuana under both state and federal law. Possession and administration of Hemp CBD shall be treated differently based on the concentration of THC in the Hemp CBD. In no instance will this section be construed to apply to a substance that (1) is not made from hemp or (2) contains more than 0.3% THC.

a. Hemp CBD Containing 0.0% THC

(1) Employees and other Non-Student Individuals: Employees and individuals who are not students of the district may possess and self-administer Hemp CBD containing 0.0% THC on the premises of the district. However, employees or non-student individuals must be able to certify, upon request, that the Hemp CBD contains 0.0% THC at the time of possession and/or self-administration via a reliable product label. Employees and non-student individuals are not permitted to self-administer Hemp CBD in the presence of students.

(2) Students: A parent or legal guardian of a student may administer Hemp CBD containing 0.0% THC to the student in accordance with this policy. Hemp CBD containing 0.0% THC may only be administered to a student in an area designated by the district's personnel. The parent, legal guardian must certify that the Hemp CBD contains 0.0% THC via a declaration given under penalty of perjury prior to administering such Hemp CBD to the student in the district's designated administration area. Such declaration shall be effective for the semester in which it is given. A new declaration must be provided by a parent or legal guardian each semester. After the parent or legal guardian of the student has administered the Hemp CBD containing 0.0% THC to the student, the parent or legal guardian must remove the Hemp CBD from the district's premises.

b. Hemp CBD Containing 0.3% THC

(1) Employees and other Non-Student Individuals: Employees and individuals who are not students of the district may possess and self-administer Hemp CBD containing up to a maximum of three-tenths of one percent (0.3%) THC on the premises of the district provided they meet one of the following:

(a) The employee or individual who is not a student is a medical marijuana license holder; or

(b) The employee or individual who is not a student has a written certification from a physician licensed in Oklahoma that the employee or individual that is not a student has been diagnosed by a licensed physician as having one of the following:

i. Lennox-Gastaut Syndrome;
ii. Dravet Syndrome, also known as Sever Myoclonic Epilepsy of Infancy;
iii. Any other severe form of epilepsy that is not adequately treated by traditional medical therapies;
iv. Spasticity due to multiple sclerosis or due to paraplegia;
v. Intractable nausea and vomiting; or
vi. Appetite stimulation with chronic wasting diseases.

Employees or non-student individuals must be able to verify, upon request, (1) that they meet an exception listed above, and (2) that the Hemp CBD contains no more than 0.3% THC at the time of possession and/or self-administration, via a reliable product label or a physician's certification. Employees and non-student individuals are not permitted to self-administer Hemp CBD in the presence of students.

(2) Students: Students of the district may not possess and/or self-administer Hemp CBD containing THC in an amount no greater than 0.3%. However, the parent, legal guardian or caregiver (as defined in 63 O.S. § 420A) of the student may administer Hemp CBD containing THC in an amount no greater than 0.3% on district premises in accordance with this policy if the student meets one of the following exceptions:

(a) The student is a medical marijuana license holder; or
(b) The parent, legal guardian, or caregiver of the student has a written certification from a physician licensed in Oklahoma that the student has been diagnosed by a licensed physician as having one of the following:

i. Lennox-Gastaut Syndrome;
ii. Dravet Syndrome, also known as Sever Myoclonic Epilepsy of Infancy;
iii. Any other severe form of epilepsy that is not adequately treated by traditional medical therapies;
iv. Spasticity due to multiple sclerosis or due to paraplegia;
v. Intractable nausea and vomiting; or
vi. Appetite stimulation with chronic wasting diseases.

The physician's written certification must also provide that the Hemp CBD being administered to the student has a THC level of not more than 0.3% and the Hemp CBD was delivered to the student, parent, or legal guardian in a liquid form.

The parent, legal guardian, or caregiver may administer Hemp CBD containing THC in an amount no greater than 0.3% to the student in an area designated by the district's personnel. The parent, legal guardian, or caregiver must certify that the Hemp CBD contains THC in an amount no greater than 0.3% via a declaration given under penalty of perjury prior to administering such Hemp CBD to the student in the district's designated administration area. Such declaration shall be effective for the semester in which it is given. A new declaration must be provided by the parent, legal guardian, or caregiver each semester. After the parent, legal guardian or caregiver of the student has administered the Hemp CBD

to the student, the parent, legal guardian or caregiver must remove the Hemp CBD from the district's premises.

2. Administration by School Personnel and Storage: In no instance will a district employee administer Hemp CBD to a student, unless they are the parent, legal guardian, or caretaker for that student. The district will not maintain or store a student's Hemp CBD for any length of time.

3. Violations: In the event that a student, employee, parent or any individual is found to have violated the district's policy regarding Hemp CBD possession and/or self-administration, the district will proceed with all actions and consequences that are afforded to the district under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by the district.

D. Overlap with Other District Policies

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

E. Employees

Employees of the district are expected to comply with state and federal law at all times as a term of their continued employment with the district. In that regard, employees are hereby notified that any person who uses or is addicted to marijuana, regardless of whether his or her state has passed legislation authorizing marijuana use for medicinal or recreational purposes, is an unlawful user of or addicted to a controlled substance and is prohibited by federal law from possessing firearms or ammunition. *See* 18 U.S.C. § 922(g)(3); *see also* Bureau of Alcohol, Tobacco, Firearms and Explosives ("ATF") open letter to all federal firearms licensees (https://www.atf.gov/file/60211/download). Employees are expected to adhere to any and all open letters, formal opinions, directives, or any other instruction provided by federal or state agencies regarding state and/or federal law.

F. Prescription Medications

This policy does not apply to any federal Food and Drug Administration-approved cannabidiol medication. Such medication may not be possessed or self-administered by students. These medications must be stored in district offices and may be administered by the school nurse or other designated district personnel in accordance with the district's policy on Administration of Medicine.

ADOPTED: October 14, 2019

Ponca City Public Schools
Declaration

1. I am the _____ parent, _____ legal guardian, or _____ caretaker of the following named student: _____ (hereinafter the "Student").
2. I am requesting that the District permit me access to the Student to administer cannabidiol, a nonpsychoactive cannabinoid substance derived from the *Cannabis sativa L.* plant (hereinafter "Cannabidiol").
3. In making this request, I affirm one of the following:

(Check Only One)

☐ The cannabidiol substance I seek to administer to the Student has 0.0% tetrahydrocannabinol (THC).

☐ The cannabidiol substance I seek to administer to the Student has a tetrahydrocannabinol (THC) level not exceeding 0.3% **AND** I have received a written certification from a physician licensed in this state that the Student has been diagnosed by a physician as having Lennox-Gastaut Syndrome, Dravet Syndrome, also known as Severe Myoclonic Epilepsy of Infancy, or any other severe form of epilepsy that is not adequately treated by traditional medical therapies, spasticity due to multiple sclerosis or due to paraplegia, intractable nausea and vomiting, or appetite stimulation with chronic wasting diseases.

☐ The cannabidiol substance I seek to administer to the Student has a tetrahydrocannabinol (THC) level not exceeding 0.3% **AND** the Student has a current Oklahoma Medical Marijuana License.

I state under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct.

_____ _____
(Date and Place) (Signature)

_____
Printed Name of Parent / Legal Guardian / Caretaker

3.27 OBSERVATION OF MINUTE OF SILENCE

The Oklahoma Legislature has directed that the board of education of each school district shall ensure that the public schools within the district shall observe approximately one minute of silence each day. This policy is adopted to comply with that directive.

The principal of each school building within the school district is hereby directed to designate approximately one minute of each day for the observation of a minute of silence. At the beginning of each semester, the principal or his or her designee will give teachers direction as to how the minute of silence is to be observed. The minute of silence shall be for the purpose of allowing each student and teacher, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students and teachers in the exercise of their individual choices. Teachers shall neither encourage students to use nor discourage students from using the minute of silence for any particular purpose, such as reflection, meditation, prayer, or other silent activity. All teachers shall be made aware that it is the student's decision as to how to utilize the minute of silence, provided that the student's choice does not interfere with, distract, or impede other students in the exercise of their individual choices.

The daily minute of silence will begin with an announcement over the public address system that there will be a pause for a minute of silence in which students and teachers 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.

Reports of violations must be submitted by the complaining party to the principal of the school building where the violation occurred. The district will investigate all reports that a student or teacher has not been permitted to observe approximately one minute of silence each school day pursuant to this policy.

Reference: 70 OKLA. STAT. §11-101.2
O.A.C. 210: 35-3-252

ADOPTED: October 16, 2024

3.28 FLAGS

It is the policy of the Ponca City Board of Education that the American flag will be flown at the school during school hours except in bad weather. An assigned custodian will be responsible for raising and lowering the flags.

The school day will begin with a flag salute. 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. No other flags shall be flown on school property at any time. In the event other flags are flown on school premises, individuals involved will be directed to remove them from the premises.

Reference: 25 O.S. § 91.2
25 O.S. § 153
70 O.S. § 24-106

ADOPTED: October 16, 2024