

# Weatherford Public Schools

## BOARD POLICY BOOK

# WEATHERFORD PUBLIC SCHOOLS
# WEATHERFORD SCHOOL DISTRICT NO. 026

# SCHOOL POLICY MANUAL

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WEATHERFORD BOARD OF EDUCATION

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C BUSINESS AND SUPPORT SERVICES

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CBB POLICY FORBIDDING THE SUPPLANTING OF FEDERAL FUNDS AND GRANT MONIES FOR LOCAL REVENUE
CBBA GRANT POLICIES AND PROCEDURES
CBBB INTERNAL CONTROLS

CCA BOND CAMPAIGNS

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CKAD SCHOOL SECURITY DRILLS
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CLAC KEY CONTROL
CLB EQUIPMENT ACCOUNTABILITY
CLBA BUILDING AND GROUNDS MAINTENANCE
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CVFA FAIR LABOR STANDARDS ACT
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DNA TEACHER EVALUATION
DNAA EVALUATION OF ADMINISTRATIVE PERSONNEL
DNB PERSONNEL FILES, CERTIFIED STAFF
DNC PERSONNEL FILES, SUPPORT EMPLOYEES

DO TERMINATION OF EMPLOYMENT, TEACHERS
DO-R TEACHER TERMINATION PROCEDURES
DOAC SUPPORT PERSONNEL SUSPENSION, DEMOTION, NONRENWAL, OR TERMINATION
DOBD SUSPENSION OF CERTIFIED PERSONNEL

DPA QUALIFICATIONS, TEACHERS
DPAB SCHOOL BUS DRIVERS
DPAO DIRECTOR OF FEDERAL PROGRAMS
DPB SUBSTITUTE TEACHERS

E INSTRUCTION

EA INSTRUCTIONAL GOALS

EBA SCHOOL HOURS

EC SCHOOL DAY

EDA GROUPING FOR INSTRUCTION

EEB CLASS SIZE
EEC CLASS SCHEDULES, STUDENTS
EEI SCHOOL VOLUNTEERS
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EFBC COMPUTER USE

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| EFBCA-R1 | CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS |
| EFBCA-R2 | INTERNET FILTERING, REGULATION |
| EFBCA-E | INTERNET ACCESS CONDUCT AGREEMENT |
| EFBCB | ELECTRONIC MAIL |
| EFC | RESOURCE PERSONS |
| EFD | FIELD TRIPS AND EXCURSIONS |
| EFEA | USING COPYRIGHTED MATERIAL |
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| EGE | CURRICULUM EVALUATION |
| EGG | PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS |
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| EHAG-R | CAREER PROGRAMS, REGULATION |
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| EHAK | PHYSICAL EDUCATION |
| EHBA | EQUAL EDUCATION OPPORTUNITIES |
| EHBB | GIFTED CHILD EDUCATIONAL PROGRAM |
| EHBC | SPECIAL EDUCATION |
| EHBC-R | SPECIAL EDUCATION, SPRECIAL EDUCATION SERVICES FOR CHILDREN ENROLLED IN PRIVATE SCHOOL |
| EHBCA | EXTENDED SCHOOL YEAR SERVICES |
| EHBCA-R | EXTENDED SCHOOL YEAR PROGRAM, ELIGIBILITY STANDARDS, REGULATIONS |
| EHBDB | TITLE I PARENT INVOLVEMENT |
| EHBDBA | PARENT PARTICIPATION IN THE SCHOOL DISTRICT |
| EHBDBA-E | NOTIFICATION |
| EHBE | LIMITED ENGLISH PROFICIENCY INSTRUCTION |
| EHBF | HOMEBOUND INSTRUCTION |
| EHBG | EARLY CHILDHOOD EDUCATION PROGRAM |
| EHBH | ALTERNATIVE EDUCATION |
| EHBJ | CHARTER SCHOOL APPLICATION PROCESS |
| EHDD | CONCURRENT ENROLLMENT, STUDENT |
| EHDF | ONLINE INSTRUCTION |
| EIA | PROMOTION AND RETENTION |
| EIA-R5 | MIDYEAR PROMOTION, FOURTH-GRADE |
| EIAB | REPORT CARDS |
| EIAD | PARENT-TEACHER CONFERENCES |
| EIAE | PROFICIENCY BASED PROMOTION |
| EIC | HONORS PROGRAM, VALEDICTORIAN, SALUTATORIAN, HONOR STUDENTS |
| EIC-R1 | HONORS PROGRAM, REGULATION |
| EIDA | HONORS PROGRAM, MEDALS AND CERTIFICATES |
| EIED | GRADUATION REQUIREMENTS |
| EJ | SCHOOL COUNSELOR |
| EJA | GUIDANCE AND PSYCHOLOGICAL SERVICES |
| EJB | SUICIDE AWARENESS AND TRAINING |

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EK-R1 TESTING PROGRAM, STUDENT SURVEYS, REGULATION
EKBA READING SUFFICIENCY TESTING
EKBB CRITERION-REFERENCED TESTING, READING PROFICIENCY
EKD GED TESTING

EMC GRADUATION POLICY
EMDB FLAGS
EMG ANIMALS IN SCHOOL
EMH CLASS INTERRUPTIONS
EMI MOMENT OF SILENCE
EMIA RELIGIOUS OBSERVANCES AND DISPLAYS

F STUDENTS

FB SEXUAL HARASSMENT OF STUDENTS

FD STUDENT RESIDENCY
FDA STUDENTS: ENROLLMENT REQUIREMENTS
FDAHA EDUCATION OF MIGRATORY CHILDREN
FDCA ATTENDANCE OFFICER
FDF LEAVING SCHOOL GROUNDS, CLOSED CAMPUS

FE STUDENT TRANSFERS
FEG STUDENT TRANSFERS FOR CHILDREN OF ACTIVE DUTY MILITARY MEMBERS
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FFAB IMMUNIZATIONS, STUDENTS
FFAC FIRST AID, STUDENTS
FFACA MEDICATION: ADMINISTERING TO STUDENTS
FFACC DIABETES MEDICAL MANAGEMENT PLAN
FFACCA HYPOGLYCEMIC EMERGENCY PROCEDURES
FFACCA-E HYPOGLYCEMIC EMERGENCY PROCEDURES, WAIVER
FFACDA ADMINISTRATION OF OPIATE ANTAGONISTS
FFAEA CONCUSSIONS AND HEAD INJURIES
FFAEA-E CONCUSSION AND HEAD INJURY ACKNOWLEDGEMENT & INFORMATION SHEET
FFB TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO
FFBA ALCOHOL AND DRUGS
FFD ACCIDENT INSURANCE, STUDENTS
FFFC BICYCLES
FFFD VEHICLE USE AND PARKING, STUDENTS
FFFF SCHOOL BUS PROGRAM
FFFF-R1 SCHOOL BUS PROGRAM, REGULATIONS
FFFFG SCHOOL BUS SAFETY PROGRAM
FFG REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT
FFGB GUIDELINES FOR OUTSIDE AGENCY REPRESENTATIVES INTERVIEWING CHILDREN AT THE SCHOOL

FJ FUND RAISING BY IN-SCHOOL ORGANIZATIONS

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| FL | STUDENT RECORDS |
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| FLB | PERMANENT STUDENT RECORDS |
| FLE | TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION |
| FLF | INFORMATION COORDINATOR |
| FM | STUDENTS ACTIVITIES, SCHOLASTIC ELIGIBILITY |
| FM-R | STUDENTS ACTIVITIES, ELIGIBILITY, REGULATION |
| FMA | EXTRACURRICULAR ACTIVITIES |
| FMA-R1 | EXTRACURRICULAR ACTIVITIES, REGULATION |
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| FMA-E1 | ACTIVITY PARTICIPATION APPROVAL |
| FMAC | CHEERLEADERS AND SPIRIT GROUPS |
| FMB | PUBLIC PERFORMANCES BY STUDENTS |
| FMC | STUDENT CLUBS AND ORGANIZATIONS SPONSORS |
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| FMCB | STUDENT COUNCIL |
| FME | STUDENT PUBLICATIONS |
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| FME-R2 | STUDENT PUBLICATIONS, NEWSPAPER, REGULATIONS |
| FME-R3 | STUDENT PUBLICATIONS, YEARBOOK, REGULATIONS |
| FMF | ATHLETICS |
| FMF-R1 | ATHLETICS, REGULATIONS |
| FMFD | INTERSCHOLASTIC ATHLETICS |
| FMFE | SPECTATOR CODE OF CONDUCT, ATHLETICS PROGRAM |
| FMFP | ATHLETICS, GATE PASSES |
| FN | STUDENT RIGHTS AND RESPONSIBILITIES |
| FNB | DECISION-MAKING, STUDENT INVOLVEMENT |
| FNBA | STUDENT ADVISORY BOARD MEMBER |
| FNC | STUDENT CONDUCT |
| FNCA | STUDENT CONDUCT, DRESS CODE |
| FNCA-R | STUDENT CONDUCT, DRESS CODE, REGULATION |
| FNCC | HAZING |
| FNCD | BULLYING |
| FNCD-R | PROHIBITING BULLYING, REGULATION |
| FNCD-P | PROHIBITING BULLYING, INVESTIGATION PROCEDURES |
| FNCD-E | HARASSMENT/BULLYING INCIDENT REPORT FORM |
| FNCE | REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING ALCOHOLIC BEVERAGES OR CONTROLLED DANGEROUS SUBSTANCES |
| FNCF | DRUG-FREE SCHOOLS |
| FNCFB | STUDENT ATHLETE DRUG TESTING |
| FNCFB-E1 | CONSENT TO PERFORM DRUG/ALCOHOL TESTING |
| FNCFD | STUDENT DRUG TESTING PROGRAM, EXTRACURRICULAR ACTIVITIES |
| FNCG | WEAPONS |
| FNCGA | WEAPONS-FREE SCHOOLS |
| FNF | SEARCH OF STUDENTS |
| FNF-R | SEARCH OF STUDENTS, REGULATION |
| FNF-E1 | STUDENT SEARCHES, CHECKLIST |
| FNF-E2 | STUDENT SEARCHES AUTHORITY TO TRANSPORT |
| FNFA | RESPONSIBILITY FOR SCHOOL PROPERTY: LOCKERS |

FNG WIRELESS TELECOMMUNICATION DEVICES
FNH DISTRACTING DEVICES
FNI SELF-DEFENSE CHEMICALS

FO STUDENT DISCIPLINE
FO-R1 CONTROL AND DISCIPLINE POLICY
FO-R4 STUDENT DISCIPLINE, THREATENING BEHAVIOR, REGULATION
FO-R5 STUDENT DISCIPLINE, RESTRAINTS AND SECLUSION, REGULATION
FOB CORPORAL PUNISHMENT
FOB-E1 CORPORAL PUNISHMENT CONSENT FORM
FOB-E2 CORPORAL PUNISHMENT REPORT FORM
FOC DETENTION
FOD SUSPENSION OF STUDENTS
FOD-R SUSPENSION OF STUDENTS, REGULATION
FOE TRUANCY AND ATTENDANCE

FP STUDENT FEES, FINES, AND CHARGES
FP-R STUDENT FEES, FINES, AND CHARGES, REGULATION

G COMMUNITY RELATIONS

GAE COMMUNITY SPONSORED ACTIVITIES, CONTESTS FOR STUDENTS

GB PUBLIC INFORMATION PROGRAM
GBA OPEN RECORDS ACT
GBA-R OPEN RECORDS ACT, REGULATIONS
GBC NEWS MEDIA RELATIONS
GBCE SPORTS AND SPECIAL EVENTS COVERAGE
GBE MEDIA COVERAGE AND AUDIO/VIDEOTAPING

GF PUBLIC COMPLAINTS
GFB GRIEVANCE PROCEDURE, PARENT-TEACHER

GI ADVERTISING ON SCHOOL PROPERTY
GIA DISTRIBUTION OF INFORMATION AND MATERIALS ON SCHOOL PREMISES

GJ SCHOOL VISITORS
GJ-R SCHOOL VISITORS, REGULATIONS
GJ-P SCHOOL VISITORS, GRIEVANCE/APPEALS PROCESS
GJBA STUDENT RECRUITMENT, ACCESS TO STUDENTS AND DIRECTORY INFORMATION

GK USE OF SCHOOL PROPERTY
GK-R1 USE OF SCHOOL PROPERTY, REGULATION
GK-R2 USE OF SCHOOL PROPERTY, USE OF PERFORMANING ARTS BUILDING/CONFERENCE CENTER, REGULATION
GK-E1 REQUEST FOR USE OF SCHOOL PROPERTY
GK-E6 AGREEMENT TO USE THE PUBLIC SCHOOL FACILITY/BANQUET SERVICES
GKB CROWD CONTROL, ATHLETIC EVENTS
GKF DISCIPLINARY ACTION FOR MISUSE OF SCHOOL BATHROOMS AND CHANGING FACILITIES

GLC LEGISLATIVE REPRESENTATIVES RELATIONS

GPAA STUDENT TEACHERS

GPAA-R STUDENT TEACHERS, REGULATION

GVA-P RESEARCH PROPOSALS, PROCEDURES AND GUIDELINES

# SCHOOL DISTRICT LEGAL STATUS

The Oklahoma Constitution and Oklahoma law provides this school district with the usual powers of a corporation for public purposes by the legally designated name and style of Independent School District Number 026 of Custer County, Weatherford, Oklahoma. The district may sue and be sued, and is capable of contracting and being contracted with, and holding such real and personal property which may come into its possession as authorized by law.

The official name shall be Weatherford Independent School District Number 026.

**REFERENCE: 70 O.S. §5-105**
**Laws, 1949, Article 4, Section 5; Laws, 1959, p. 321, Section 4; Oklahoma Constitution, Article 17, Section 2**
**Oklahoma Constitution, Article 13, Section 1**

# THE PEOPLE AND THEIR SCHOOL DISTRICT

The public schools in Oklahoma belong to the people of Oklahoma. The people govern the schools under rights guaranteed to them under the Constitution and statutes of our state. The people exercise their proprietorship through the elective process. They elect state and federal representatives who establish—through the state legislature and the Congress—the framework of law within which the schools operate. The people also elect a school board to represent them and to determine local educational goals and objectives. The Weatherford Board of Education functions as an agency of the public within this framework.

The board is aware that the people are the ultimate governors of public education and that the board is directly accountable to the people through the elective process. However, the board also believes that accountability is a shared responsibility involving students, teachers, and other employees, the superintendent of schools, and the people themselves, as well as the board of education. The board therefore asserts these beliefs and expectations:

Students should be trained at home and by the schools in order that they will learn to hold themselves accountable for their own lives, actions, and decisions as maturing members of a democratic society.

Teachers should hold students accountable for achieving (within the limits of each student's abilities) the objectives of each learning experience.

The superintendent should hold teachers and other employees accountable for working with diligent effort and with intelligence and imagination in achieving the objectives directly related to their stated job responsibilities.

The board should employ the most capable person available to hold the position of superintendent of schools and should hold the superintendent accountable for providing creative professional leadership and counsel in all aspects of the school district program.

The board should also hold itself accountable for carrying out its mandate to plan, to make policy, and to lead in the identification of goals and objectives and the resources necessary for their achievement.

The public should hold itself accountable for maintaining a vigorous interest in, concern for, and constructive criticism of the schools; for electing the most able men and women available to represent them on the board of education, the State Legislature and the U.S. Congress; and for providing the resources necessary for the board and staff to accomplish the publicly-endorsed goals and objectives of the school district.

# PHILOSOPHY

The Weatherford Board of Education of the Weatherford Public Schools believes that the American system of education is to train youth and teach them responsible citizenship to preserve the American way of life, and the democratic form of government.

The board believes that all students should have the opportunity to acquire basic skills in reading, writing, speaking, listening, logical reasoning, computation, and evaluation to enable them to develop their abilities. The board believes the schools' curriculum should provide a sequence of experience through which the students can obtain maximum growth.

The board believes that by participating in school activities, the students should develop personality, emotional maturity, physical and mental health, and social living.

The board believes that all students should have basic general education courses regardless of intended vocation, and education should then be extended into areas of individual student interests and abilities.

The board believes that it is important that students learn to adapt to the complex changes in the world. The board hopes to create an atmosphere of intellectual freedom and self-discipline at Weatherford Public Schools which will continue to influence our students throughout their lives.

# NONDISCRIMINATION IN CURRICULUM

The Weatherford Public School system is committed to a policy of educating children for living by helping them to develop an awareness and appreciation for the achievements, problems, and aspirations of all people in our culturally diverse society.

The school system shall establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective cooperative living, including:

1. Respect for the individual regardless of economic status, intellectual ability, race, creed, color, religion, sex, or age;

2. Respect for cultural differences;

3. Respect for economic, political and social rights of others; and

4. Respect for the right of others to seek and maintain their own identities.

The school system shall continue to thoroughly reexamine all parts of the curriculum to make sure that it emphasizes positive human relationships. The instructional materials used in the schools must accurately portray the history, contributions, and culture of the various ethnic groups in our society. Children from minority groups must be helped to establish their identity with their own groups as well as with the total society.

It is essential that district staff, students, parents, and citizens become more aware of human relations concerns in the school and community. The school system shall train all staff members to help them become more responsive to the needs of children and adults. It shall also develop programs that will increase the awareness of students, parents, and citizens of the cultural diversity of others.

The school system shall continue to reexamine its policies and procedures to determine their effect on individual and group behavior and to make whatever changes are necessary to improve human relations.

The school system shall use every opportunity to work with other institutions and agencies to develop improved human relations in the community. The district will provide methods through which citizens can communicate their human relations concerns and contribute their intellectual and moral resources for the solution of these concerns.

The Weatherford Public Schools must contribute to national efforts to improve international understanding and cooperation by helping to reconcile group differences and by building understanding of the various cultures of the world.

# EDUCATIONAL GOALS

The Weatherford Board of Education recognizes that children have diverse capabilities and interests and individual patterns of growth and learning, but that all children can learn and experience success. Therefore through tests and observations of students' intelligence, achievement, work habits, skills, health, and home environment.

The Weatherford Board of Education establishes the following educational goals for the public schools in this district:

- To teach students to think logically and creatively, read understandingly, listen attentively, and express ideas clearl and correctly to the full extent of their abilities.
- To assist students to become proficient in communication.
- To teach students to think critically and act responsibly.
- To encourage students to the best of their abilities to acquire knowledge and skill necessary to function in today's society.
- To teach an appreciation of the duties, responsibilities, and privileges of citizenship.
- To encourage participation in youth organizations and activities.
- To recognize individual differences in students and provide opportunities in vocational areas as well as academic fields.
- To develop an understanding of ethical and moral values as a foundation upon which to build one's life to be consistent with the ideals of a true democratic society.
- To encourage a desire for learning and to stress that education is never complete.

# SUPPORT SERVICES GOALS

The Walters Board of Education recognizes that support services are essential to the successful functioning of a school system and that management of the support services is an important responsibility of the district's administration. However, it should be remembered that education is the district's central function, and all support services shall be provided, guided, and evaluated by this requirement.

In order to provide services that are truly supportive of the educational program, the board establishes the following general goals:

1. To provide a physical environment for teaching and learning that is safe and pleasant for students, staff, and public. (See Policy CK).

2. To provide safe transportation for students to and from school. (See Policy CNAB)

3. To provide nutritious meals for students.

# BOARD OF EDUCATION
# LEGAL STATUS

The Weatherford Board of Education is a legislative body of five (5) members elected by a vote of the district. The board of education derives its authority from the state legislature. The board's power is judicial and legislative, and the superintendent elected by the board serves as its executive officer. **When not in legal session, a board member has no legal authority whatsoever.**

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

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

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

# BOARD OF EDUCATION
# POWERS AND DUTIES

The Weatherford Board of Education shall have the power to:

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

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

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

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

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

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

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

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

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

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

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

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

## BOARD OF EDUCATION, POWERS AND DUTIES (Cont.)

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

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

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

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

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

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

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

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

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

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

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

**BOARD OF EDUCATION, POWERS AND DUTIES (Cont.)**

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

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

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

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

28. Rent the gymnasium, auditorium, or cafeteria.

29. Cause all school funds to be audited annually.

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

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

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

# NEPOTISM

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

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

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

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

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

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

**REFERENCE: 70 O.S. §5-113, 5-113.1**

# STATUS OF SCHOOL BOARD MEMBERS AS INDIVIDUALS

The Weatherford Board of Education is a governing body composed of five (5) members. Board members as individuals or in concert outside a legal meeting are not the board. It is an usurpation of authority for any one member, such as the board president, to assume authority for acting in the name of the board without specifically delegated authority to do so from the board. An officer of the board has no more authority than any other member.

Individuals or groups often confront a single board member with issues that should usually be handled by the superintendent of schools. In those cases of apparent exception, it is suggested that the board member withhold commitment and/or opinion until the matter has been presented to the whole board. It is often wise for a board member to postpone the formulation of an opinion until having had the benefit of hearing the issue discussed by the board where all aspects of the problem are aired. A board member should not obligate other members of the board by predicting how they will vote.

Any board member who, before serving or while serving on the board of education, initiated litigation against the school district, the school board, or an individual board member; or who is a governing member of a group or organization who authorized and initiated such litigation may be excluded upon a majority vote of the board members from any executive session where the litigation is discussed or from any other form of participation in the board's defense of the litigation, including any vote on issues that relate to that legal action.

**REFERENCE: 70 O.S. §5-106, §5-107A, §5-113.2**

# BOARD OPERATIONAL GOALS

The primary responsibilities of the Weatherford Board of Education include the establishment of purposes, programs, and procedures that will best produce the educational achievement of district students. The board is further charged with the responsibility for wise management of resources available to the district. The board will fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer/superintendent to implement policy, and by evaluating the results. Further, it will carry out its functions openly, while seeking involvement and contributions of the public, students, and staff in its decision-making processes.

In accordance with these principles, the board, through its operating mode, will seek to achieve the following goals:

1. To work in a spirit of harmony and cooperation for the betterment of the public education system in the community.
2. To concentrate the board's collective effort on its policy-making and planning responsibilities.
3. To formulate board policies that best serve the educational interests of each student.
4. To formulate a sound fiscal policy in the interest of fiscal economy.
5. To provide the superintendent with sufficient and adequate guidelines for implementing board policies.
6. To maintain open and effective communication with community, staff, and students in order to maintain awareness of attitudes, opinions, desires, and ideas.
7. To conduct board business openly, soliciting and encouraging broad-based involvement in the board's decision-making processes by public, students, and staff.
8. To continually evaluate district education goals and their implementation in the district.

# BOARD MEMBERSHIP QUALIFICATIONS

A school district elector, qualified to vote in any school district election, is any person who is registered with the county election board within the school district. A candidate for a board of education vacancy must have been a resident of, and a registered voter of, the school district and the election district (or ward) for at least six months immediately preceding the filing period. No person can file for school board election unless the person has been awarded a high school diploma or a certificate of high school equivalency. A person who has been convicted of a misdemeanor involving embezzlement or of a felony or who has entered a plea of guilty or nolo contendere to such crime shall not be eligible to be a candidate for or to be elected to a school board position for a period of 15 years following completion of the sentence or during the pendency of an appeal.

No person can be a candidate for or serve as a board member if the person is currently employed by this school district or is related within the second degree by affinity or consanguinity to any other member of the board or to an employee of this school district.

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

**REFERENCE: 26 O.S. §5-105a**
**26 O.S. §13A-101, et seq.**
**70 O.S. §5-107A, et seq.**
**70 O.S. §5-113; §5-113.1**

# BOARD OF EDUCATION
# OATHS OF OFFICE

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

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

**REFERENCE: 70 O.S. §5-116**

# FILLING BOARD VACANCIES (PROCEDURE)

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

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

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

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

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

**REFERENCE: 26 O.S. §13A-110**

# BOARD OF EDUCATION
# NEW MEMBERS

It is the policy of the Weatherford Board of Education that when new members are chosen to the board of education, a special effort shall be made on the part of the other members and of the superintendent to familiarize the new member with the responsibilities of the office. Each new member will be advised of the required training for new board members.

A new member, or any person designated for appointment as a new member of the board, is to be afforded the board's and staff's fullest measures of courtesy and cooperation. Board members and staff shall make every feasible effort to assist the new member to become fully informed about the board's functions, policies, and procedures.

1. The new member is to be provided with copies of all appropriate publications and aids, including the board policy manual and publications of the state and national school boards associations.

2. The board president and members of the administrative staff will also confer with the new member as necessary on special problems or concerns.

3. The vice-president of the board will act as a mentor to the new board member(s). He or she will sit next to the new member at board meetings to address immediate questions which arise during the meetings and will be considered "on call" to the new member for explanations and advice at any time during that member's first year on the board. The member should also, on his or her own initiative, inform the new member of important terms, procedures, issues, and other relevant matters which the new member may encounter in that first year. The mentor role of the vice-president does not prohibit any other board member from helping to orient the new member to board matters.

4. The new member should become familiar with the policy manual and, if available, the state school law book, as soon as possible after election, and schedule at least one meeting with the mentor to discuss questions and problems that arise from the review.

**REFERENCE: 70 O.S. §5-110**

# CODE OF ETHICS FOR BOARD MEMBERS

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

As a member of the board of education I will:

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

# DEVELOPMENT OPPORTUNITIES: BOARD MEMBERS

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

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

Funds may be budgeted annually to support the program. Individual board members shall be reimbursed for out-of-pocket expenses incurred through participation in approved activities. The board, as a whole, shall retain the authority to approve or disapprove the participation of members in planned activities.

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

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

2. District-sponsored training sessions for board members.

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

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

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

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

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

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

## DEVELOPMENT OPPORTUNITIES: BOARD MEMBERS (Cont.)

School board members are encouraged to attend virtual and in-person workshops The Superintendent shall provide information to the full school board as to the status of school board member training credits under an appropriately worded agenda item. The report shall include the number of new or incumbent credits, as well as the number of continuing education credits each board member has earned. This report shall be provided to the members of the board of education at the August, November, February, and May regular meetings of the board of education.

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

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

# NEW BOARD MEMBER WORKSHOP

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

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

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

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

**REFERENCE: 70 O.S. §5-110**

# SCHOOL BOARD MEMBER CONTINUING EDUCATION

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

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

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

5-year term of office ------ 15 continuing education hours required

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

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

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

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

# SCHOOL BOARD
# INTERNAL ORGANIZATION

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

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

Board President

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

Board Vice-president

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

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

# BOARD OF EDUCATION
# CLERK
# (REGULATION)

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

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

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

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

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

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

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

**REFERENCE: 70 O.S. §5-119, §5-122**

# BOARD OF EDUCATION
# MINUTES CLERK
# (REGULATION)

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

1. Attend all meetings of the board and keep an accurate journal of the proceedings thereof;
2. List the approved encumbrances in the minutes of the board meetings;
3. Furnish requesting newspapers in the county with copies of tentative minutes;
4. Perform such other duties as required by the board of education.

The minutes clerk will post a surety bond in the amount of $1,000.00 before discharging any duties as minutes clerk.

**REFERENCE: 70 O.S. §5-119**

**NOTE: Board of education members cannot serve as minutes clerk. Superintendents, principals, instructors, or teachers employed by the board may not serve as minutes clerk.**

# BOARD OF EDUCATION
# ENCUMBRANCE CLERK
# (REGULATION)

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

1. Keep all books and documents of this school district;

2. Enter the authorized amounts of appropriations in the various appropriations accounts;

3. Charge the appropriate appropriation accounts and credit the affected encumbrances outstanding accounts with approved encumbrances after determining that the encumbrances do not exceed the balance of the appropriation charged;

4. Receive certification from the proper district employee that services or merchandise billed to the district have been received, file bills and invoices in official records, debit encumbrances outstanding account and credit the accounts payable account for the amounts of the approved bills.

5. Pay approved bills by issuing warrants against the designated funds, charging the warrants against the appropriate accounts payable account and crediting to the appropriate warrants issued account, or, by notifying the board treasurer that the bills are approved for payment in lieu of issuing warrants so that the treasurer can record payments by check, wire transfer, direct payroll deposit or other disbursement through the Federal Reserve System.

6. Receive all warrants, certificates of indebtedness, or bonds from the treasurer after the treasurer has registered the warrants in numerical order.

7. Perform such other duties as directed by the board of education.

The encumbrance clerk will post a surety bond in the amount of $1,000.00 before discharging any duties as encumbrance clerk.

Within nine (9) months of employment, the district encumbrance clerk shall complete at least twelve (12) hours of instruction on school finance laws of this state, accounting, ethics, and the duties and responsibilities of a school district encumbrance clerk. In addition to these requirements, the district encumbrance clerk is required to complete a minimum of twelve (12) hours of continuing education every three (3) years. Any instruction completed by the encumbrance clerk within three (3) years prior to employment in the position shall count towards satisfying the requirements of this section.

**REFERENCE: 70 O.S. §5-119, §5-190**

**NOTE: The encumbrance clerk cannot be a member of the board of education. Superintendents, principals, treasurer, assistant treasurer, instructors, and teachers employed by the board may not serve as the encumbrance clerk.**

# BOARD OF EDUCATION
# MINUTES/ENCUMBRANCE CLERK
# (REGULATION)

The board of education has combined the positions of minutes clerk and encumbrance clerk and has established the following duties for the minutes/encumbrance clerk:

1. Attend all meetings of the board and keep an accurate journal of the proceedings thereof;
2. List the approved encumbrances in the minutes of the board meetings;
3. Furnish requesting newspapers in the county with copies of tentative minutes;
4. Keep all books and documents of this school district;
5. Enter the authorized amounts of appropriations in the various appropriations accounts;
6. Charge the appropriate appropriation accounts and credit the affected encumbrances outstanding accounts with approved encumbrances after determining that the encumbrances do not exceed the balance of the appropriation charged;
7. Receive certification from the proper district employee that services or merchandise billed to the district have been received, file bills and invoices in official records, debit encumbrances outstanding account and credit the accounts payable account for the amounts of the approved bills.
8. Pay approved bills by issuing warrants against the designated funds, charging the warrants against the appropriate accounts payable account and crediting to the appropriate warrants issued account, or, by notifying the board treasurer that the bills are approved for payment in lieu of issuing warrants so that the treasurer can record payments by check, wire transfer, direct payroll deposit or other disbursement through the Federal Reserve System.
9. Receive all warrants, certificates of indebtedness, or bonds from the treasurer after the treasurer has registered the warrants in numerical order.
10. Perform such other duties as directed by the board of education.

The minutes/encumbrance clerk will post a surety bond in the amount of $1,000.00 before discharging any duties as minutes/encumbrance clerk.

**REFERENCE: 70 O.S. §5-119**

**NOTE: The minutes and encumbrance clerk cannot be a member of the board of education. Superintendents, principals, treasurer, assistant treasurer, instructors, and teachers employed by the board may not serve as the encumbrance clerk, except that a treasurer or assistant treasurer may serve as a minutes clerk.**

**NOTE: School boards may elect to employ one person to act as both encumbrance and minutes clerk. In that case, this policy may be adopted in lieu of BD-R2 and BD-R3.**

# BOARD OF EDUCATION OFFICERS
# TREASURER

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

The treasurer shall maintain the following records:

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

The treasurer shall maintain adjunct files of:

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

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

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

## BOARD OF EDUCATION OFFICERS, TREASURER (Cont.)

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

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

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

# BOARD COMMITTEES

It is the policy of the Weatherford Board of Education that all committee work will normally be accomplished through members of the board sitting as a committee of the whole. There will be no standing or permanent committees. If a temporary committee is appointed, it will serve only for the time needed to accomplish its purpose. Committee recommendations will be advisory only.

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**OSSBA POLICY SERVICES LEGAL NOTES:**

**If all committee work is accomplished via the board, agendas must be posted whenever the board meets as a committee.**

# BOARD OF EDUCATION
# ATTORNEY

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

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

**REFERENCE: 70 O.S. §5-117 (A)(14)**

# HEALTHY AND FIT SCHOOL ADVISORY COMMITTEE

In accordance with state law, the Weatherford Board of Education has established a Healthy and Fit School Advisory Committee to be composed of at least six members. The committee may include teachers, administrators, parents of students, health care professionals, and business community representatives.

The purpose of the Healthy and Fit School Advisory Committee is to study and make recommendations to the school principal regarding:

- Implementation of the Health Education Act of 2021 as set forth in 70 O.S. §§ 11-103.12, 11-103.13, and 11-103.14.
- Physical education and physical activity
- Nutrition and health services

The committee shall make its recommendations as needed. The principal shall give consideration to recommendations of the committee.

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

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

**NOTE 1: Career-Technology Centers adopting this policy should designate the district administrator with whom reports are to be filed.**

**NOTE 2: District boards of education should establish the appropriate reporting procedures following the presentation of recommendations to the principal or other school administrator. These procedures may include preparation of a report to be presented to the board of education.**

**NOTE 3: District boards of education may combine the Healthy and Fit School Advisory Committee with the Safe School Committee.**

# SAFE SCHOOL COMMITTEE

Not later than October 1 of each school year, each school district site shall select a Safe School Committee composed of at least seven members. The committee will include an equal number of teachers, parents of the children affected, and students. In addition, the committee shall include a school official who participates in the investigation of reports of harassment, intimidation, bullying, and threatening behavior. The committee will study and make recommendations to the principal concerning:

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

2. Student bullying at school;

3. Professional development needs of faculty and staff to implement methods to decrease student harassment, intimidation, and bullying;

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

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

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

The committee shall meet annually.

Responsibilities of the Safe Schools Committee include, but are not limited to, the following:

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

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

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

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

The principal shall give consideration to recommendations of the committee.

**REFERENCE: 70 O.S. §24-100.5**

# HEALTHY AND FIT SCHOOL ADVISORY COMMITTEE/SAFE SCHOOL COMMITTEE

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

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

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

1. Health Issues

   A. Implementation of the Health Education Act located at 70 O.S. §§ 11-103.12, 11-103.13, and 11-103.14.

   B. Physical education and physical activity

   C. Nutrition and health services

2. Safety Issues

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

   B. Student bullying at school;

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

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

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

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

The committee shall meet annually.

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

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

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

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

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

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

5. (Optional language) Study and make recommendations to the school district board of education regarding the development of a rape or sexual assault response program that may be implemented at the school site.

The principal shall give consideration to recommendations of the committee.

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

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

# BOARD OF EDUCATION MEETINGS AND NOTIFICATION PROCEDURES

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

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

The regular meeting of the Weatherford Board of Education shall be the second Monday of each month at 6pm in the Performing Arts Center(1500 N. Broadway, Weatherford Oklahoma).

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

Special meetings of the board may be called by Superintendent or Designee at any time.

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

Notification of Meetings

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

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

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

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

## BOARD OF EDUCATION MEETINGS AND NOTIFICATION PROCEDURES (Cont.)

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

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

6. Any person, newspaper, wire service, radio station, and/or television station may file a written request with the board clerk to receive written notice of meetings of the board of education. Such requests must be renewed annually. Persons or entities requesting written notification will not be charged a notification fee.

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

# SCHOOL BOARD MEETINGS
# AGENDA PREPARATION AND DISSEMINATION

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

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

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

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

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

# QUORUM
# BOARD MEETING PROCEDURE

At all meetings of the Board, a majority of the current members shall constitute a quorum to do business. A majority vote of these present shall suffice to pass any motion.

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

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

# BOARD VOTING

Votes on all motions and resolutions shall be by "ayes" and "nays". No secret ballot shall be used.

Members shall vote individually, either by raising their hands or making a voice vote, and the votes of the members shall be individually recorded.

Each member and officer shall have one vote. All motions shall be carried by a majority of the members present and voting, provided a quorum is present. A majority shall mean "more than half" of the votes cast.

**REFERENCE: 25 O.S. §305**

# EXECUTIVE SESSIONS

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

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

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

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

3. To discuss the purchase or appraisal of real property. 25 O.S. §307 (B) (3)

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

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

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

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

Items 8, 9 and 10 do not apply to public school districts and are not included within this template policy.

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

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

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

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

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

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

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

**EXECUTIVE SESSIONS (Cont.)**

2. system configuration information;
3. security monitoring and response equipment placement and configuration;
4. specific location or placement of systems, components, or devices;
5. system identification numbers, names, or connecting circuits;
6. business continuity and disaster planning, or response plans; or
7. investigation information directly related to security penetrations or denial of services; or

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

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

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

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

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

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

# BOARD OF EDUCATION MEETING
# PUBLIC PARTICIPATION

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

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

**REFERENCE: 70 O.S. §5-118**

# REQUEST TO ADDRESS BOARD OF EDUCATION

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

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____ _____
(Date) (Name)

_____
(Street Address)

_____
(City) (State) (Zip)

_____
(Representing)

# BOARD OF EDUCATION MEETINGS
# PUBLIC PARTICIPATION
# (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern visitors attending board meetings.

1. Any individual wishing to address the board of education shall communicate such wish to the superintendent by letter. The letter must state the nature of the matter to be discussed, the full name of the person making the request, and what is expected from the board. The letter must be received by the superintendent at least 48 hours prior to the next regularly scheduled meeting in order to be placed on the agenda. (The agenda must be posted twenty-four business hours prior to the meeting.) The superintendent must inform the board president of any individual or organization denied the opportunity to address the board of education. The superintendent shall notify any individual denied the opportunity to speak. The notification shall include the rationale behind the superintendent's decision and any legal authority supporting the decision.

2. The board clerk shall ask all visitors to list their names in the visitor's register.

3. Board members and administrative staff will not respond to questions from the public at the board meeting. Proper questions from members of the public may be referred to the superintendent for later report to the board. The board will not, in most instances, be able to vote on matters brought forward by the public during public participation time if such matters are not specific agenda items. Such items may be placed on the agenda for the next meeting.

4. The president of the board shall recognize speakers, maintain proper order, and adhere to time limits, if any established by the board. Specifically, the president may require all proponents of one side of an issue to elect one spokesperson. Repetitive comments by consecutive individuals will not be allowed.

5. Members of the public shall not be recognized while the board is conducting its official business.

# BOARD OF EDUCATION
# MINUTES

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

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

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

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

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

3. The fact that no action was taken.

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

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

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

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

# BOARD OF EDUCATION
# MINUTES
# (PROCEDURE)

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

Types of Meetings

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

Method of Taking Notes and Recording Minutes

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

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

Minutes should reflect:

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

Suggested Rules in Typing Minutes

1. Capitalize and center the heading designating the meeting.
2. Indent paragraphs ten spaces.
3. Indent names of those present or absent fifteen spaces.
4. Double space between each paragraph and triple space between each item in the order of business.
5. Indent resolutions fifteen spaces and single space them.
6. Capitalization of specific boards and officers should be consistent.

**BOARD OF EDUCATION, MINUTES, PROCEDURE (Cont.)**

7. Leave an inch and a half outside margin, particularly on the left side of the binding.
8. Capitalize all letters in the words WHEREAS and RESOLVED in resolutions.
9. Number each page at the bottom in the center of the page.

Executive Sessions Minutes

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

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

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

3. The fact that no action was taken.

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

Correcting Minutes and Inserting Corrections

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

Signing of Approved Minutes

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

Where Filed and How Long

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

**REFERENCE: 25 O.S. §312**

# ADMINISTRATION IN ABSENCE OF POLICY

It is the policy of the Weatherford Board of Education that, upon the recommendation of the administrator, the board will adopt general and personnel policies to serve as a basis for the administration of the school and as a guide to the administrator and other employees in conducting their respective duties. The policies will be in published form and available to employees, patrons, and the Department of Education. School board policies will be updated annually.

In cases where action must be taken involving the operation of the school district and where no guidelines have been established by board of education policy, the superintendent will have the authority to act. In such cases, the superintendent shall use his/her own best judgment based on what he/she believes the policy would be if it existed. Such emergency policy decisions will be reported to the president as soon as practical and to the board of education at its next meeting. The board will then determine whether a permanent policy should be established.

**REFERENCE: Department of Education, Administrator's Handbook**

# BOARD POLICIES

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

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

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

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

**REFERENCE: 70 O.S. §5-105, et seq.**

# ADMINISTRATION GOALS AND OBJECTIVES

The administration of this school district is responsible, within the guidelines established by board policy, for the direction and coordination of students and staff in their efforts to reach educational goals established by the board.

The board expects the administration to specialize in:

The processes of decision-making and communication.

Planning, organizing, implementing, and evaluating educational programs.

The demonstration of leadership.

The development and maintenance of close working relationships and channels of communications within the school district and community.

The prevention of misunderstandings and development of cooperation toward attaining the educational goals adopted by the board.

# BOARD OF EDUCATION
# EXECUTIVE OFFICER - SUPERINTENDENT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# BOARD-SUPERINTENDENT RELATIONSHIP

The Weatherford Board of Education believes that the legislation of policies is the most important function of a school board and that the execution of the policies should be the function of the superintendent.

Delegation by the board of its executive powers to the superintendent provides freedom for the superintendent to manage the schools within the board's policies and frees the board to devote its time to policy making and other governance functions.

The board holds the superintendent responsible for the administration of its policies, the execution of board decisions, the operation of the internal machinery designed to serve the school program, and for keeping the board informed about school operations and problems.

The board as a whole, as individual members, shall:

1. Give the superintendent full administrative authority for properly discharging his or her professional duties, holding him or her responsible for acceptable results.

2. Act only, except under extraordinary circumstances, upon the recommendation of the superintendent in matters of school personnel.

3. Hold all meetings of the board in the presence of the superintendent except when the superintendent's contract and salary are under consideration.

4. Refer all complaints to the superintendent and discuss them only at a regular meeting after failure of administrative solution.

5. Strive to provide adequate safeguards around the superintendent and other staff members.

6. Present personal criticisms of any employee directly to the superintendent.

# SUPERINTENDENT DEVELOPMENT OPPORTUNITIES

The Weatherford Board of Education shall offer the superintendent encouragement and assistance for his or her own professional development. So that the superintendent may keep the board and professional staff informed of new and promising educational developments, the board will encourage the superintendent to attend educational conferences, seminars, workshops, and other professional meetings; visit other school systems; and use other means to keep abreast of modern educational thought and practices. The superintendent shall notify the board president of any professional meetings that will cause him or her to be absent from the district for more than two days.

# SUPERINTENDENT'S CONSULTING ACTIVITIES

The Weatherford Board of Education expects the superintendent to devote his or her undiminished attention and energy to the concerns of the school district. The superintendent may not be engaged in any other employment or in long-term consulting assignments without board permission. However, the board recognizes the superintendent's obligation to contribute to the profession of school administration and to the cause of public education generally. This policy, therefore, does not prohibit the superintendent from undertaking occasional consultative work that does not conflict with obligations to the district. Any such task that requires the superintendent's absence for three or more days must have prior approval of the board.

# LINE IN STAFF RELATIONS

Lines of authority shall be clearly outlined by the superintendent by means of organizational charts, job descriptions, and administrative regulations and procedures.

In accordance with the policy of the board of education, the following regulations shall govern line in staff relations:

Line Relationships

1. General

   A. Each employee in the district shall be responsible to the board of education through the superintendent of schools and the employee's immediate supervisor.

   B. Whenever possible, each member of the staff shall be made responsible to only one immediate supervisor for any one function.

   C. In the absence of the superintendent, the assistant superintendent shall be the person in charge. In the absence of the superintendent and the assistant superintendent, the superintendent shall have established clear lines of authority.

2. Instructional Program

   The principal shall have line authority over the following positions assigned to the principal's building and the employees shall report directly to the principal:

   Assistant principal
   Counselors
   All teachers, including specialized teachers

3. Operational (Support Services)

   A. Persons serving in the following positions will report directly to the superintendent of schools:

   Director of Technology and/or Instructional Media
   Director of Transportation
   Director of Federal Programs
   Director of Building and Grounds
   Food Services Director

   B. The principal shall have direct line authority over all support personnel assigned to the building, including but not limited to:

   Secretaries
   Clerical aides
   Teachers' aides
   Cafeteria workers
   Custodians

## LINE IN STAFF RELATIONS (Cont.)

Staff Relationships

1. Instructional

   A. The superintendent shall clarify the working relationships between the board of education and the superintendent, between the superintendent and the assistant superintendent, building principals, and other administrative-supervisory personnel and between the principals and their respective staffs in regulations issued by the principals which shall be of such nature that they foster cooperative, effective administration. The quality of personal relationships existing between members of the staff is more important that the organizational structure.

   B. A cooperative advisory relationship shall be maintained between the following:

      Assistant superintendent
      Building principals
      The principal and instructional and curriculum specialists

   C. All auxiliary supervisory personnel and coordinators of instruction, whether members of the building staff, the central office staff, or the State Department of Education, shall work through the principal in the performance of their duties within the school.

2. Operational Staff (Support Services)

   A. Where the activities of operational and other non-instructional personnel are related to the authority of the principals and conflicts arise, the schedule and details of their activities shall be determined by conference among the persons involved. If agreements cannot be reached, the final determination shall be the responsibility of the superintendent.

   B. A cooperative, working relationship shall be maintained between the following:

      Assistant superintendent and all administrative and supervisory personnel
      Director of Buildings and Grounds and the principal
      Director of Transportation and building principals

   C. All operational personnel, whether members of the building staff or operational staff shall work through the principal in the performance of their duties within the school.

# BOARD-STAFF COMMUNICATIONS

Communications from any employee or group of employees shall be brought before the board of education only through the superintendent. Any employee, or group of employees, desiring to address the board must direct their communication to the board through the superintendent, and not to individual board members. All such communication must be in writing. No anonymous correspondence will be considered by the board.

# ADMINISTRATIVE REGULATIONS

The superintendent is responsible for the development and implementation of administrative regulations and procedures. The board reserves the right to review all administrative regulations and procedures, and shall require revision of them when, in the board's judgment, they are inconsistent with policy set by the board. The superintendent shall provide a copy of each district regulation to each board member upon publication.

At the board's discretion, such regulations, procedures, etc., may or may not be adopted as policy. If adopted, regulations shall be properly titled and coded in conformance with the policy classification system selected by the board and will be properly filed in the board's policy manual.

Rules, regulations, procedures, etc., which are not adopted as board policy will not be maintained in the policy manual, but will be maintained in a separate loose-leaf notebook which is clearly titled as administrative rules and regulations. Such administrative rules and regulations must always be in support of a particular board policy and must reference that policy.

# HANDBOOKS - ADMINISTRATIVE

Statements contained in the board policy manual may fall short of those necessary for adequate orientation of staff and students for day-to-day activities. Building principals will provide such additional planning and orientation of staff and student activities as might prove necessary in each building. Each building principal will develop appropriate staff and student handbooks. All handbooks and other directives will be presented to the superintendent or designee for approval prior to publication.

The superintendent shall insure that all handbooks and other directives are consistent with board policies and administrative regulations. Those handbook rules and regulations that do not conflict with board policy will take precedence. However, those handbook rules and regulations that are in conflict with established board policy will be superseded by board policy.

Copies of all handbooks shall be provided to the board.

# TEMPORARY ADMINISTRATIVE ARRANGEMENTS

In the event the superintendent is to be absent, prior to the absence, the superintendent will designate an assistant superintendent, or, if no assistant superintendent is available, another administrator, to serve in a leadership role during the absence.

In the event that the superintendent is disabled or otherwise unavailable to serve, the board will assign the superintendent's duties as it deems appropriate on a temporary basis.

When so appointed, the acting superintendent will assume all duties that are the responsibility of the superintendent of schools, with particular emphasis on emergency and day-to-day decision-making. The acting superintendent will not be expected to deal with matters requiring long-term planning or preparation unless specifically assigned by the superintendent.

In the event of a vacancy in the office of superintendent of schools, or in the event of incapacitation of the superintendent, the responsibility for the appointment of an acting superintendent rests with the board.

**Review Note: We amended language in paragraph one. If an employee does not have a valid Oklahoma Superintendent Certificate they cannot legally be "acting superintendent". The board, not the superintendent, dictates whp serves as superintendent. When the superintendent is absent someone assume a leadership role but they are not the superintendent.**

# ADMINISTRATIVE REPORTS

It is the policy of this school district that the superintendent, assistant superintendents, principals, directors, supervisors, and other administrators will give careful consideration to all procedures relating to reports.

Efforts will be made to insure that those reports required for the efficient operation of the school district are timely and accurate. Periodic review of all reports will be made. After five years, those reports that are no longer needed or which have questionable value will be considered for elimination.

**REFERENCE: 70 O.S. §5-122**

# EXPENDITURE OF DISTRICT FUNDS

The Weatherford Board of Education recognizes its responsibility for safeguarding the expenditure of district funds and for determining that all funds expended are by proper authority, in proper amounts, and for proper purposes as provided by law and by the direction of the board.

All expenditures shall be approved by the board of education or the superintendent when authorized. No expenditures shall be made except on a board or superintendent approved purchase order or contract. No expenditure may be authorized or made which exceeds the appropriation for any fund of the budget as adopted or amended. Employees of this district will not create or authorize creation of a deficit in any fund. Expenditures or encumbrances will not be authorized, made, or incurred in excess of any fund balance.

Employees of this district who authorize or contract for any obligation in violation of this policy shall assume personal responsibility for the payment of the obligation, shall be subject to dismissal from employment, and shall be subject to applicable civil and criminal proceedings. Any obligation, authorization for expenditure, or expenditure made in violation of the law and this policy shall be illegal and void.

**REFERENCE: 70 O.S. §5-157**

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

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

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

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

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

# GRANT POLICIES AND PROCEDURES

**GRANT SUBMISSIONS**

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

Applicants must obtain approval from the Superintendent prior to submitting a grant proposal or application to **any** funding source. To ensure that each proposal from the school district represents the highest quality possible, the final draft of each grant application will be reviewed by the Superintendent or designee. Proposals requiring approval or signature of the Board of Education must be submitted a minimum of **48 hours** prior to a board meeting.

**NOTICE OF GRANT AWARD OR REJECTION**

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

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

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

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

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

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

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

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

# INTERNAL CONTROLS

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

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

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

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

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

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

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

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

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

## INTERNAL CONTROLS (Cont.)

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

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

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

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

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

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

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

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

## INTERNAL CONTROLS (Cont.)

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

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

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

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

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

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

## INTERNAL CONTROLS (Cont.)

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

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

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

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

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

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

**Managing an Audit**

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

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

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

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

## INTERNAL CONTROLS (Cont.)

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

**"Must Do" Management Actions**

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

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

**INTERNAL CONTROLS (Cont.)**

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

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

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

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

**LEGAL REFERENCE: 2 C.F.R. § 200.303**

# BOND CAMPAIGNS

The Weatherford Board of Education shall provide information to the public concerning school building needs. However, the school board shall not use district funds to advocate or to solicit votes on bond issues.

It shall be the policy of the board to coordinate with citizens advisory committees in examining the educational and facilities needs of the district.

**REFERENCE: 26 O.S. §16-119**

**Legal Note: Oklahoma law prohibits the board from promoting a bond issus. The last paragraph violates this provision in 70 OS Section 5-117. The policy cannot direct a communicate to promote passage of a bond issuse**

# MANAGEMENT AND INVESTMENT OF FUNDS

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

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

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

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

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

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

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

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

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

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

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

**MANAGEMENT AND INVESTMENT OF FUNDS (Cont.)**

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

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

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

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

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

*THIS POLICY REQUIRED BY LAW.*

# ANNUAL BUDGET

The Weatherford Board of Education shall prepare a budget that shall represent a complete plan for the school district and shall present information necessary and proper to disclose the financial position and condition of the school district. It shall contain a budget summary in tabular form for each fund:

1. Actual revenues and expenditures for the immediate prior fiscal year;

2. Revenues and expenditures for the current fiscal year as shown by the budget for the current year as adopted or amended;

3. Estimates of revenues and expenditures for the budget year.

On or before October 1, each year, the board of education shall prepare a statement of actual income and expenditures of the district for the fiscal year that ended on the preceding June 30 after the financial activity has been recorded, the annual Foundation and Salary Incentive Aid Allocations have been released, and the property tax valuation has been certified. The amended budget shall contain all of the following information, if applicable:

1. Valuation of the school district by county and classification, excluding homestead exemptions;

2. Bonded debt and judgments outstanding, including interest rates by maturity;

3. Matured debt and judgments;

4. Sinking fund balance, including cash and investments;

5. Sinking fund levy calculations, including surplus/deficit, principal accrual, annual interest, judgment installment and interest, total net levy and delinquency;

6. Levies in millage for general fund, building fund and sinking fund;

7. Millage adjustment factor, if applicable;

8. Previous year sinking fund collections, including total proceeds as certified, additions or deductions, reserve for delinquent tax, reserve for protest pending, tax apportioned, net balance in process of collection, and excess collections; and

9. Surplus analysis, including itemized sources of excess and deductions.

The board will post a copy of the statement in the administrative office of the board in an area accessible to the public and in at least one public library within the district within five (5) days after the statement is prepared.

## ANNUAL BUDGET (Cont.)

No later than September 1, each year, the district shall transmit a copy of the required income and expenditures data to the State Department of Education for posting on the Department's Internet web site in a form that is accessible to the public.

Prior to October 1, each year, the board shall submit the statement of income and expenditures to the county excise board and shall file the itemized expenditure budget and request for state appropriated funds for the ensuing fiscal year, and an estimate of revenues to be received by the district with the State Board of Education.

Not later than 45 days after the estimate of needs is approved by the county excise board, the board of education shall adopt a final budget for the current fiscal year.

The final budget may be revised by the board in open meeting.

**REFERENCE: 68 O.S. §3002**
**70 O.S. §5-114, §5-129, §5-133, §5-134.1, §5-135, §5-154, §5-155**
**70 O.S. §5-128, §5-128.1**

# SCHOOL FINANCE

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

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

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

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

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

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

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

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

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

# ACTIVITY FUNDS

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

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

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

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

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

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

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

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

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

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

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

## ACTIVITY FUNDS (Cont.)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**ACTIVITY FUNDS (Cont.)**

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

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

# ACTIVITY FUND SUB-ACCOUNTS

Each sub-fund of the school activity funds must be approved by the board along with all fund raising activities and all purposes for which the funds may be spent. The following accounts shall be established in the school activity fund. Each account shall have as its primary purpose the benefit of the student body and student organizations. Fund raising activities shall include those approved by the board of education. Requests for fund raising activities must be made in accordance with district policy FJ. Funds will not be transferred or spent on other activities without prior notification of the parents.

1. The Athletics Account shall be maintained for the benefit of the different athletic activities and organizations, including football, basketball, baseball, wrestling, softball, volleyball, track, etc. Funds may be raised from sales of tickets to athletic contests. Expenditures must be related to athletics and/or physical education and may include expenses incurred for competitive athletic events, equipment, trips, etc. Money collected from students for the purchase of equipment may be deposited in the account and then withdrawn by check to the appropriate supplier in the exact amount as the aggregate collection.

2. The Band Account shall be used to handle the funds raised by the school bands. Fund raising activities may include the sale of the band calendar, etc. Expenditures must be related to the band program and may include expenses incurred for participation in contests, trips, materials, equipment, etc.

3. The Carpentry Account shall be used to handle the funds earned by the vocational carpentry class and collection of dues from V.I.C.A. members. Expenditures must be related to the carpentry class and/or V.I.C.A. and may include equipment, expenses incurred on field trips, etc. Money collected from students for dues may be deposited in the account and then withdrawn by check payable to the state organization in the exact amount as the aggregate collection.

4. The Cheerleading Account shall be used to handle the funds raised by the junior and senior high cheerleaders. Fund raising activities may include the sale of spirit ribbons, other school spirit paraphernalia, etc. Expenditures must be related to the cheerleading squads and may include purchase of uniforms, and materials, expenses incurred on trips, cheerleading camps, etc.

5. The Coke Machine Account shall be maintained to allow purchase of refreshments to be sold to staff and students. Profits obtained from the sale of such refreshments shall be used to maintain the inventory.

6. The Elementary P.E. Account is maintained for the purpose of handling funds raised by and expenses incurred by the elementary physical education program and the yearly Elementary Field Day held in the spring.

7. The F.F.A. Account shall be maintained for the benefit of the students involved in the Future Farmers of America organization. Funds may be raised by the annual sausage sales, etc. Expenditures may include the purchase of equipment and materials, expenses incurred by members while participating in organizational activities, etc. Money collected from students for dues shall be withdrawn by check to the state and/or national organization in the exact amount as was collected in aggregate.

8. The F.H.A. Account shall be maintained for the benefit of students involved in the Future Homemakers of America organization. Expenditures must be directly related to students involved in F.H.A. and their organizational activities. Money collected from students for dues shall be withdrawn by check payable to the state and/or national organization in the exact amount as was collected in aggregate.

## ACTIVITY FUND SUB-ACCOUNTS (Cont.)

9. The Girls Basketball Account shall be maintained for girls involved in the basketball program. Expenditures may be made to defray student expenses incurred from participation in basketball camps, trips, etc.

10. The Home Economics Account shall be maintained for the benefit of students enrolled in Vocational Home Economics. Funds collected or raised shall be for the purchase of materials, cost of field trips, etc., for students. Expenditures must be directly associated to the purpose for which the funds were raised or collected. Money collected from students for the purchase of materials must be withdrawn by check in the exact amount as was collected in aggregate.

11. The Junior Class Account shall be maintained for the benefit of the junior class. Fund raising activities shall include concession receipts from football games. Expenditures shall include expenses incurred in association with the Junior/Senior Banquet and Prom held in the spring of each year. Money collected for the purchase of class rings, etc. shall be deposited in the account until payment is made by check to the appropriate supplier in the exact amount as was collected in aggregate.

12. The Miscellaneous Account is maintained as a general account within the school activity fund. Deposits made to this account shall include the interest made on the school activity fund, funds raised by school groups for which there is no separate subaccount, etc. Expenditures may be to support any student organization in need of financial assistance or to defray expenses of students or student groups involved in school activities for which no separate subaccount exists. When possible, such organizations shall repay the funds expended. Expenditures may also be to provide refreshments or meals at board of education meetings or staff development meetings.

13. The Petty Cash Account is established in order to make small cash expenditures such as postage, freight or express charges, purchase of materials, etc. The activity fund custodian shall file a claim against the general fund of the school district for the authorized amount of $200.00. No single expenditure shall exceed $75.00 nor shall total expenditures exceed $2,500.00 for any one fiscal year per school building. The activity fund custodian shall file claims against the general fund as the need arises, provided the balance of the account does not exceed $200.00. Such claims shall be itemized in the same manner as other claims filed against the general fund and have attached thereto the receipts covering each of the expenditures claimed for reimbursement.

14. The Senior Class Account shall be maintained for the benefit of the senior class. Excess funds raised during the preceding year in the junior class account shall be transferred to the senior class account during July of the current fiscal year. Fund raising activities shall include basketball concession receipts. Money collected from students for the purchase of announcements, caps and gowns, senior portraits, etc., shall be deposited in the account and withdrawn by check payable to the appropriate supplier in the exact amount as was collected in aggregate. Expenditures may include graduation exercise expenses, senior trip expenses, and other expenses incurred by the senior class.

15. The Student Council Account shall be maintained for the benefit of the entire student body. Expenditures shall include expenses arising from the annual homecoming activities.

**ACTIVITY FUND SUB-ACCOUNTS (Cont.)**

16. The Yearbook Account shall be maintained to facilitate the production of the school yearbook. Funds may be raised from the sale of advertisements placed in the yearbook, sale of yearbooks, sale of yearbook paraphernalia, and school day picture commissions. Expenditures may include expenses incurred by students attending yearbook workshops, etc.

# ACTIVITY FUNDS
# (REGULATIONS)

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

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

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

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

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

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

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

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

6. **Bank Deposits:** The _____ Bank will be used as the school depository for all activity funds. Deposits of less than $100 will be made by the secretary in a timely manner. Deposits of more than $100 will be made by the end of the next business day. (70 O.S. §5-129) In no case will deposits be made less than one time each week. At the end of the month, the sponsor of each organization will receive a copy

## ACTIVITY FUNDS, REGULATIONS (Cont.)

of the monthly report. If the sponsor's ledger does not agree with the balance on the report, the sponsor will immediately reconcile the discrepancy with the treasurer.

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

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

9. **School Activity Funds:**

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

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

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

### SPONSORS

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

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

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

# SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS

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

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

   A. Officers and their duties;

   B. Election of officers and term limits;

   C. Purpose and goals;

   D. Dues structure, if any;

   E. Intended use of funds generated by the organization.

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

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

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

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

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

**SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS (Cont.)**

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

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

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

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

*THIS POLICY REQUIRED BY LAW.*

# AUDITOR

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

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

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

**REFERENCE: 70 O.S. §22-103, et seq.**

# DISTRICT ACCOUNTING

In accordance with Section 50 of Senate Bill 770, enacted in May, 1990, the Weatherford Board of Education, or its designee, shall see that the "Oklahoma Cost Accounting System" (OCAS), is implemented for initiating, recording, and paying for all purchases, salaries, wages, or contractual obligations due from funds under its inherent managerial control. The accounting system shall provide for greater accountability in determining, tracking, and reporting district expenditures and revenue.

**REFERENCE: 70 O.S. §5-135, §5-135.2**

# SALARY DEDUCTIONS

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

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

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

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

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

# PURCHASING AND DISTRIBUTION

It is the policy of the Weatherford Board of Education that purchasing and distribution shall be under the supervision of the superintendent but may be delegated in writing by the superintendent to a principal or teacher. Written delegations of authority should contain specific limitations imposed by the board or superintendent upon the designee or may provide a complete delegation of purchasing and distribution duties. No person except the superintendent or the superintendent's designee shall make purchases without written authorization. Such purchases shall be limited to those in the amount of $50,000 or less.

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

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

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

# ADMINISTRATIVE LEEWAY IN PURCHASING (PROCEDURES)

The business office shall submit a list of encumbrances for approval by the board of education before purchase orders may be issued, except when administrative leeway is authorized.

When an expenditure which, under normal conditions, would require prior board approval has to be made in an emergency situation, an exception is permitted with the following stipulations:

1. Definition: An emergency condition shall be defined as one in which failure to act immediately shall cause appreciable damage to physical facilities or the educational program, or endanger the life or health of members of the community, or impede the educational mission of the school system.

2. Purchase Order Limitations: In emergency situations, the superintendent may issue a purchase order without the approval of the board.

When an exception is permitted, the following procedures are to be used in the purchasing process:

1. The request for merchandise or services is initiated on the official school requisition form and given to the building principal for the principal's approval.

2. If the building principal approves the purchase, the principal retains the triplicate copy and sends the signed original and duplicate copies to the superintendent.

3. If the superintendent approves the transaction, the superintendent signs and transmits both copies to the business office for preparation of the encumbrance.

4. At the next regular board meeting, the encumbrance is submitted to the board for approval.

5. If the board approves, a copy of the encumbrance or purchase order is used to place the order with the vendor.

6. The duplicate copy of the requisition is returned to the building principal to show the encumbrance was approved and that the purchase order has been placed.

7. When the merchandise arrives, the receiving employee certifies proper delivery by signing the packing slip or invoice and delivering it to the building principal.

8. The building principal or division head provides the information asked for on the official certificate of delivery. The principal clips the original invoice and certificate of delivery to the duplicate copy of the requisition and returns all three to the business office.

9. The encumbrance can now be liquidated.

# EXPENDITURES AND FINANCIAL RECORDS

General expenditures shall be authorized on approved purchase or work order forms. Copies of these forms will be filed by the administration pending delivery and payment. Complete records shall be kept on all appropriations and expenditures on forms approved by the board. Such forms shall be mandatory for payment of $2,000.00 or more to an architect, contractor, engineer, or supplier of materials, unless work, services, or materials are needed on a continual basis. If contractual basis is ongoing, a signed and notarized affidavit may be applied to all work, services, or materials completed or supplied under the terms of the contract. (See CHA-E.)

Claims shall be only for services rendered for materials, supplies, equipment, and such already delivered and shall be so acknowledged by the superintendent. All claims must be approved for payment by the board of education. All salary claims or payrolls of regular employees shall be considered approved if in accordance with contracts as made by the board with employees when employed and the clerk shall be authorized to draw warrants for same at proper intervals. Provided, emergency employees may be hired temporarily until the next board meeting. Payroll records shall be maintained in accordance with state statutes.

Items purchased from activity funds will be approved by the activity fund custodians and comply with state statutes.

All school funds, general or activity, shall be administered in compliance with state regulations. Transfer of funds, etc., should be documented and brought to the board's attention.

Tickets should be signed and labeled for proper payment by the respective staff member. The superintendent shall administer this with the help of the building administrator and office staff.

**REFERENCE: 62 O.S. §310.9**
**70 O.S. §5-129**
**74 O.S. §3109**

# EMERGENCY OR NECESSITY EXPENDITURES

The Weatherford Board of Education authorizes its superintendent to obligate the school on an emergency or necessity basis during the time between school board meetings only by written contract or written purchase order on behalf of the board of education.

The superintendent may not obligate the school board for payment of more than $5,000 owing or payable or for temporary employment beyond the next board meeting for the purchase of any product, performance of any service, or temporary employment of any individual.

Any such emergency or necessity resulting in action taken shall be presented to the board of education at its next board meeting on its agenda for subsequent ratification. All contracts or purchase orders by the superintendent shall contain the following language:

> "The superintendent is only authorized to obligate the school board until its next scheduled board meeting. The school is only required to pay for services rendered, wages owed, or materials supplied until that time up to a maximum of $5,000. For this contract or purchase order to extend beyond that date, or beyond $5,000 requires the authorization of the school board."

In the event an emergency occurs which will exceed the predesignated amount of $5,000, the superintendent shall call for an emergency or special meeting of the board, as the case may be.

An emergency shall be anything in which failure to act immediately may cause immediate physical damage to school property or injury to persons.

A necessity shall be anything in which failure to act may result in the educational mission of the school being compromised or failure to comply with law concerning the education of students which must be addressed prior to the next board meeting.

**REFERENCE: 70 O.S. §5-135**

**NOTE: The board is required to establish reasonable spending practices and therefore should establish a spending limit on purchases made without board approval.**

# BIDS AND QUOTATIONS

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

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

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

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

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

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

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

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

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

**BIDS AND QUOTATIONS (Cont.)**

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

# CREDIT CARDS

It is the policy of the Weatherford Board of Education that only the following credit card(s) will be used by designated personnel of this school district:

1. Walmart
2. Visa
3. Sam's

The superintendent is the only district employee authorized to use or designate the use of the credit card(s).

The use of the credit card(s) by the superintendent will be carefully controlled. All usage of the credit card(s) will require the acquisition of an original invoice from the vendor in addition to the credit card invoice customer copy. Purchases made with the credit card will not be reimbursed without both the original invoice and the customer copy of the credit card invoice.

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

All bills received from oil companies or other credit card companies will be paid in full upon receipt and within the time period provided by the credit card company. The district shall not be responsible for any service charges for late payments.

# WORKSHOPS
# PROVISION OF SUSTENANCE

By resolution of the members of the Weatherford Board of Education, authorization is given for reasonable expenditures of activity funds derived from non-taxpayer funds for the provision of food and nonalcoholic beverages to school district employees in accordance with the fringe benefits provisions of the most recent version of the Internal Revenue Code, when employees are in attendance at an in-service workshop or board sponsored meeting for school employees held within the district, and when such meetings are of such duration to consider sustenance appropriate. Such meetings also include meetings of the board of education. The board authorizes the superintendent of schools to make the decisions as to both the appropriateness of providing sustenance and the encumbrance of the monies from the appropriate activity fund of the school district. Which has already been board approved for the expenditure of staff meals.

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**OSSBA POLICY SERVICES REVIEW NOTES:**

**In reference to the Putnam City Schools audit, the provision of meals to board members with general fund revenues appears to be a gift in conflict with Article 10, §15(A) of the Oklahoma Constitution. If the board wants to make such provisions, an activity account should be created for this purpose. Such provisions should not be made from the general funds.**

# DISPOSAL OF SURPLUS SCHOOL PROPERTY

Certain school-owned equipment, furniture, and other personal property may be declared surplus by the Weatherford Board of Education and disposed of by public sale or discarded if determined to be of no value.

Computers declared as surplus property may contain such information as social security numbers, staff/student identification numbers, credit card numbers, bank account numbers, passwords, medical records, photographs, addresses, telephone numbers, student records, and other information that should not be released to the public. The district has an obligation to ensure that all school information has been deleted from surplus computers' files **and** hardware. Specialized software will be used to ensure the complete deletion of information from surplus computers prior to their sale or disposal.

Surplus personal property that has a saleable value shall be sold by Weatherford Schools. As the Oklahoma Constitution clearly prohibits gifts with public funds, the school district must receive reasonable compensation in exchange for any surplus personal property. School board members and relatives of school board members within the second degree are prohibited from purchasing property from the school.

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 a 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 in a public sale, private bid, or private sale for any real or personal property that it desires to accept, notice shall be provided to the lessee. The notice shall include the identity of the prospective purchaser, the terms and conditions of the proposed sale, and the purchase price to be paid by the prospective purchaser.

2. The lessee shall have thirty (30) days after receipt of the notice to inform the board of education that it elects to purchase the property on the same terms and conditions set forth in the notice. The board of education will then convey the property to the lessee on all the same terms and conditions. If any portion of the consideration included in the purchase price set forth in the notice is not in cash, then the lessee shall be entitled to pay the fair market value in cash of such noncash consideration.

**REFERENCE: 70 O.S. §5-117(A)(11)**
**Oklahoma Constitution, Article 10, Section 15**

# SAFETY PROGRAM

It is the policy of the Weatherford Board of Education to develop rules and procedures which will promote safety in the workplace and which will establish and maintain conditions of work that are reasonably safe and healthful for district employees. Therefore, the superintendent is directed to develop such rules and procedures in accordance with Oklahoma law and the rules of the Oklahoma Department of Labor. The superintendent will designate himself/herself or other person as a district safety coordinator. The rules and procedures developed by the superintendent and approved by this board shall be incorporated into this policy and become a part hereof.

The superintendent will establish procedures in an effort to offer reasonable protection for the safety of students, employees, visitors, and others present on school property or at school-sponsored events. Written plans and procedures will be prepared for the protection of students, faculty, administrators, and visitors from both natural and man-made disasters and emergencies. The written plans and procedures will be reviewed and revised as needed at the September meeting of the board of education. A copy of the district's disaster/emergency plan will be provided to appropriate local emergency management officials.

The practice of safety shall be taught in educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, disaster preparedness, etc., appropriately geared to students in different grade levels. Areas of emphasis shall include, but not be limited to, in-service training, accident record keeping, plant inspection, driver and vehicle safety programs, fire prevention, and emergency procedures in traffic safety problems relevant to students, employees, and the community.

Not later than October 1 of each school year, each school district site shall select a Safe School Committee composed of at least seven members. The committee will include an equal number of teachers, parents of the children affected, and students. In addition, the committee shall include a school official who participates in the investigation of reports of harassment, intimidation, bullying, and threatening behavior. The committee will study and make recommendations to the principal concerning:

1. Unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which prohibit the maintenance of a safe school;

2. Student harassment, intimidation, and bullying at school;

3. Professional development needs of faculty and staff to implement methods to decrease student harassment, intimidation, and bullying; and

4. Methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and use of problem-solving teams that include counselors and/or school psychologists.

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

The committee shall meet annually. The principal shall give consideration to recommendations of the committee.

**SAFETY PROGRAM (Cont.)**

**REFERENCE: 63 O.S. §681**
**70 O.S. §1-107**
**70 O.S. §24-100**

**NOTE: Burning candles on school property may lead to a potentially dangerous situation. As a result, the State Fire Marshal and the State Department of Education are encouraging school districts to prohibit the burning of candles on school property.**

# EMERGENCY PLANS

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

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

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

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

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

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

# SCHOOL SECURITY DRILLS

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

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

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

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

4. Teachers' immediate responsibilities shall be:

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

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

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

**LEGAL REFERENCE: 70 O.S. § 5-148**

# DRUGS, ALCOHOL AND CONTRABAND SEARCHES

The Weatherford Board of Education believes that in order to respond to the drug and alcohol abuse problems in our schools and to maintain a reasonably safe school environment, the district will occasionally use trained dogs to search for drugs, alcohol, or contraband on school property.

Such searches will be arranged by the superintendent at his/her discretion and will target only school property including lockers and vehicle parking areas. Students, staff members, and other persons on school property will not be the subject of animal searches and will be searched by the superintendent, a principal, a teacher, or school security personnel in accordance with state law and school policy only if reasonable suspicion for a specific student arises during a search of school property.

The superintendent is directed to prepare a regulation implementing and supporting this policy.

# USE OF METAL DETECTORS

The deterrence of the possession of weapons or other dangerous objects as defined in this policy is necessary to promote health and safety within the school setting and to provide a school environment conducive to education. The administration is authorized to utilize stationary or mobile metal detectors when:

The administration has reasonable cause to believe weapons or dangerous objects are in the possession of students or other persons on school property;

There has been a pattern of weapons or dangerous objects found at school, on school property, at school functions, or in the vicinity of a school;

Violence involving weapons or dangerous objects has occurred at the school, on school property, at school functions or in the vicinity of the school.

School personnel operating the metal detectors must comply with the rules and regulations for the use of such devices as adopted by the board of education. Any search of a student's person as a result of the activation of the detector shall be conducted in accordance with board policy on student searches.

Upon enrollment and at the beginning of each school year, students and parents/guardians shall receive notice that the district uses metal detector checks as part of its program to promote safety and deter the presence of weapons. Signs shall be posted at all schools to explain that anyone may be scanned by metal detectors for guns, knives, or other illegal weapons or dangerous objects when on campus or attending athletic or extracurricular events.

**REVIEW NOTE: A hand-held device may require the district to be able to articulate reasonable suspicion prior to the search being conducted.**

# SCHOOL SECURITY SURVEILLANCE CAMERAS

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

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

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

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

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

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

Implementation, Installation of Surveillance Cameras

To further school safety objectives, the School District's Safe Schools Committee shall meet as necessary to develop, implement and review both school district and building level safety practices. The Safe Schools Committee will also make recommendations to the building principal regarding the implementation, installation, and use of surveillance

## SCHOOL SECURITY SURVELLIANCE CAMERAS (Cont.)

cameras. The Superintendent of Schools or designee shall retain final decision-making authority regarding the recommendations. In determining the most appropriate use and implementation of surveillance cameras in the schools, school facilities, school buses and/or on school grounds, the Safe School Committee's recommendation will be guided by, at a minimum, the following considerations: a) Demonstrated need for the device at designated location(s); b) Appropriateness and effectiveness of proposed protocol(s); c) The use of additional, less intrusive means to further address the issue of school safety (e.g., restricted access to buildings, use of pass cards or identification badges, increased lighting, alarms); d) Right to reasonable expectation of privacy and other legal considerations; and e) Expense involved to install and to maintain the use of surveillance cameras at designated location(s), including without limitation, schools, school facilities, school buses and/or on school grounds. Additionally, on an annual basis an audit on the location, use and effectiveness of all authorized surveillance cameras and the results shall be provided to the Superintendent of Schools or designee. The Superintendent of Schools or designee shall maintain a current up-to-date record of locations of installed surveillance cameras.

Monitoring employees involved in video monitoring of public areas will perform their duties in accordance with the practices outlined in this policy. Video surveillance monitors shall be located in areas to which access is controlled and shall not be viewable by unauthorized persons. Video recording may only be monitored by staff as authorized by the Superintendent of Schools. No unapproved employees may monitor or view video or camera images for any reason except as necessary in the course of an investigation or adjudication. Any employee violating this policy may be disciplined, up to and including termination. All staff approved to monitor video or camera images shall receive a copy of this policy and provide written acknowledgment that they have read and understand this policy. A log will be maintained by the School District's safety office that will record the name and date anytime a staff member other than a safety officer views a recording.

Storage

Any video recording used for surveillance purposes in schools, school facilities, school buses and/or on school grounds shall be the sole property of the School District and stored for no more than one month after which such recordings will be promptly erased unless retained as part of a criminal investigation, court proceeding (criminal or civil), or other bona fide use, as approved by the Superintendent of Schools or designee; and the Superintendent of Schools or designee will be the custodian of such recordings and all such recordings shall be properly protected from unauthorized viewing. A record log will be kept of all instances of access to and use of recorded material.

Release of Information

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

Signage and Notification Regarding Use of Surveillance Cameras

Appropriate and conspicuous signage will be posted at entrances to schools, school facilities, and school grounds and/or at major entrances into schools and school facilities, school buses and school grounds notifying students, staff, and members of the general public of the School District's use of surveillance cameras. For exterior cameras, signage will be posted in a conspicuous place in close proximity to the surveillance camera; and for interior cameras, signage

**SCHOOL SECURITY SURVELLIANCE CAMERAS (Cont.)**

will be posted in a conspicuous place at or near the entrance to each place being monitored. Students and staff will receive additional notification, as appropriate, regarding the use of surveillance cameras in the schools, school facilities, school buses and/or on school grounds. Such notification does not preclude, as deemed appropriate by school administration, the discussion of the use of surveillance cameras with staff and students to heighten awareness and help foster a sense of security.

Destruction and/or Tampering with Surveillance Cameras

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

# WARNING SYSTEMS
# INCLEMENT WEATHER

It is policy of the Weatherford Board of Education to dismiss school if weather conditions deteriorate to the extent that the safety of students may be jeopardized.

During the tornado season, the school administration will be concerned with tornado watches and tornado alerts. A tornado watch is issued by the weather bureau when conditions are favorable for the development of tornadoes. School will not be dismissed because of a tornado watch. However, if a parent is concerned about the safety of a child, the child will be released to the parent's custody at the school. A tornado warning is issued by the weather bureau when a tornado has been sighted. School will be dismissed if the administration feels that it is safe to do so. Otherwise, children shall remain at school and appropriate safety measures shall be taken.

Should the superintendent or, in the superintendent's absence, the principal decide to dismiss school because of weather conditions, the following media sources should be requested to make appropriate announcements: Via the school app Absent such announcements, students should assume that school will be in session.

Should it become necessary to dismiss school during a school day, an announcement will be made via the school app and all bus drivers will be notified by the administration. Students will be dismissed in an orderly fashion once buses have arrived.

# SAFETY DRILLS

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

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

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

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

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

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

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

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

# FIRE DRILLS
# RULES AND PROCEDURES

In accordance with the policy of the board of education and Oklahoma law, fire drills will be scheduled by the principal at least twice each ~~s~~school year. The fire drills shall be conducted within the first fifteen days of each semester. The purpose of a fire drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside.

The following rules and procedures will be complied with in all schools:

1. Rules for fire evacuation will be posted in each room. These rules will indicate the primary and alternate exits and the evacuation area to which the student should proceed upon leaving the building. The posted rules will be discussed with each class using the room during the first day(s) of the school year.

2. A district fire alarm signal will be used for fire drills only; another signal will be established by the principal for return to class.

3. No person is to remain in the building during fire drills.

4. Evacuation areas will be at least 50 feet (100 feet if possible) away from buildings and driveways at the north and south ends of the school.

5. It is each student's responsibility to move quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area.

6. Provided safety considerations allow, the teacher or other fire evacuation leader will be responsible for:

   A. Seeing that windows are closed.

   B. Assuring that electrical circuits and gas jets are turned off.

   C. Maintaining order during the evacuation.

   D. Assigning students to hold doors open, if their group is the first to evacuate from such doors, and instructing students holding doors to rejoin the class after the last person has passed through the doors.

   E. Taking the roll book and checking roll when the class is in the assigned evacuation area. The name of any student not accounted for will be reported immediately to the principal or the principal's designee.

7. The exercise will be observed by the vice-principals and a report made to the principal as to the time required to complete the evacuation.

8. The principal will provide the superintendent, or the superintendent's designee, with a report on all fire drills, including the time required for evacuation. The superintendent shall preserve such reports for at least three years and make them available to the State Fire Marshal, or his agent, upon request.

**REFERENCE: 70 O.S. §5-149**

# BOMB THREATS

In the event of a call or notice to the effect that a bomb has been placed in a school or any other building or establishment, the following procedures are recommended:

1. Immediate evacuation of the school or buildings.*
2. If the call was not received originally by the fire and police departments, immediate notification is required.
3. A search of the building or premises should be conducted by the police and/or fire department.
4. If a thorough search has been conducted and nothing found, the principal of the building should be notified by the police and/or fire department that reentry will be permitted.
5. A request for investigation of the incident should be made to the local police department.

Any decision concerning the dismissal of school students and subsequent action after the above procedures have been followed is the prerogative of the superintendent.

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

# TOBACCO USE PROHIBITED

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

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

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

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

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

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

6. "Vapor product" is defined as noncombustible products, that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. Vapor product shall also include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor products do not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetics Act.

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

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

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

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

# HAZARDOUS MATERIALS

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

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

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

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

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

# HAZARD COMMUNICATION

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

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

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

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

# MAIL HANDLING SAFETY PROCEDURES

Chemical and biological weapons are sometimes referred to as the "poor man's nuclear weapons" and pose a significant threat in the current political environment. The relative low cost and simplicity of design and technology make them the weapons of mass destruction choice for a variety of rogue states and terrorist and non-state organizations. Although acts of chemical and biological agent terrorism have not been prevalent in the United States until recently, these acts or threats of acts are disruptive forces.

Threats and hoaxes which include anthrax, hoof and mouth disease, and the Klingerman virus hoax or the use of other terrorist-related biological agents have been received in the mail at courthouses, reproductive health service providers, churches, schools, and post offices. The U.S. Postal Services provides emergency response procedures and management guidelines for incidents in which letters or parcels are received that allegedly contain anthrax. The remote, but real, possibility anthrax will be introduced into the mail stream requires specific procedures be followed.

Some typical characteristics of suspicious parcels, which ought to trigger suspicion, include parcels that:

- are unexpected or from someone unfamiliar.
- are addressed to someone no longer with the school district or are otherwise outdated.
- have no return address, or have one that can't be verified as legitimate.
- are of unusual weight, given their size, or are lopsided or oddly shaped.
- are marked with restrictive endorsements, such as "Personal" or "Confidential."
- have protruding wires, strange odors, or stains.
- show a city or state in the postmark that doesn't match the return address.

If a district employee encounters a suspicious looking mail piece(s) or receives an anthrax threat by mail, these procedures should be followed immediately:

1. *Do not handle the mail piece or package suspected of contamination.*

2. Notify the supervisor and/or the superintendent, who will immediately contact the Postal Inspection Services, local police, safety office, and other designated persons. Designated personnel will notify the local, county, and state health departments and the state emergency manager. When notifying the Postal Inspection Services, report that a mail piece or parcel received in the mail may be a bomb or may contain biological or chemical substances.

3. The supervisor will direct all persons away from the suspected mail piece(s) immediately and will make a list of all persons who have touched the letter/and or envelope or package. The list should include contact information and is to be provided to the Postal Inspection Service.

4. Make sure that damaged or suspected mail is isolated and the immediate area is cordoned off. (Appropriate safety personnel may assist in this effort.)

5. Instruct employees (and others) thought to have handled the suspect mail to wash exposed skin with soap and water for three minutes and then rinse with water for one minute. These employees should remain in a safe place on the premises until the HAZMAT team arrives and the employees are processed through the decontamination line.

## MAIL HANDLING SAFETY PROCEDURES (Cont.)

6. After being decontaminated, employees may be interviewed by federal authorities (FBI) to determine the extent of the situation.

7. Invoke the local emergency action plan, including mechanical shutdowns (air handling equipment) and evacuation, as appropriate.

8. Notify the Centers for Disease Control Emergency Response at 770-488-7100 for answers to any questions.

# BUILDINGS, EQUIPMENT, AND GROUNDS

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

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

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

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

The superintendent shall have authority to let contracts for minor repair work not exceeding $50,000. Contracts beyond minor repair shall require board approval.

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

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

**REFERENCE: 23 O.S. §10**

# KEY CONTROL

The Weatherford Board of Education delegates the control of all the school district's keys to the superintendent. The superintendent may grant use of the keys to district personnel only.

The number of keys for the various school buildings shall be limited. Keys to school buildings are not to be duplicated without the approval of the superintendent or designee.

Should a key become lost, the building principal must be notified immediately so that the necessary security arrangements can be made.

Upon approval of the building principal, all keys checked out by retained teachers may be kept for use during the summer months.

All staff members who utilize the auditorium should not expect to have individual keys assigned to them. When the use of the auditorium is scheduled, arrangements can also be made to check out a key at the time the key is needed.

# EQUIPMENT ACCOUNTABILITY

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

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

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

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

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

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

# BUILDING AND GROUNDS MAINTENANCE

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

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

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

A regular program of repair and conditioning,

Critical spare parts inventory,

An equipment replacement program, and

A long-range program of building modernization and conditioning.

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

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

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

# ARMED SCHOOL EMPLOYEES

The board of education authorizes the carrying of a handgun onto school property by school personnel specifically designated by the board of education to do so at a lawfully convened board meeting under an appropriately worded agenda item. The names of school district personnel who have been designated to carry a firearm may be kept confidential. Individuals who are authorized by the school board to carry handguns on school premises must:

1. Possess a valid armed security guard license as provided for in Section 1750.1 et seq. of Title 59 of Oklahoma Statutes; or

2. Hold a valid reserve peace officer certification as provided for in Section 3311 of Title 70 of Oklahoma Statutes.

The board of education shall have the final authority to determine and designate school employees who will be authorized to obtain and use an armed security guard license or reserved peace officer certification in connection with their employment as school personnel. Participation in either armed security guard training programs or the reserve peace officer program shall be voluntary and shall not in any way be considered a requirement for continued employment with the school district as per 70 O.S. § 5-149.2. The school district will pay all necessary training, meal, and lodging expenses associated with the training required above.

Authorized employees shall only use a handgun and ammunition that have been approved by or issued by the school district board of education. The handgun will be carried in an approved holster and appropriately secured on the person of the authorized employee or the firearm shall be stored in a locked and secure location at all times while the employee is on school property. Authorized employees shall be responsible for ensuring that his/her issued handgun is properly maintained and in good working order at all times. If at any time, the handgun is pointed at someone or discharged on school premises, a written report documenting the incident shall be prepared within twenty-four (24) hours of the incident or discharge by the employee who pointed the weapon or discharged the weapon to the superintendent. Law enforcement shall be immediately notified that a weapon has been pointed at someone or discharged by the employee who has discharged the weapon or the superintendent.

The Board of Education hereby delegates to the superintendent the ability to temporarily suspend the ability of an employee designated by the board of education to carry a handgun pending a formal decision at a lawfully convened meeting as to whether the employee will continue to be authorized by the board of education to carry a handgun on school premises. If the superintendent temporarily suspends the ability of an employee to carry a handgun, the employee shall immediately turn over the handgun and ammunition to the superintendent who shall immediately secure the weapon in a locked and secure location. The decision of the school board is non-appealable. Due process does not apply to the carrying of a handgun.

**LEGAL REFERENCE:** **70 O.S. § 5-149.2.**
**51 O.S. § 24A.28**

# EQUIPMENT ACCOUNTABILITY
# LENDING

It is the policy of the Weatherford Board of Education that the following shall apply to the lending of school equipment:

Instructional and Related Items

Instructional equipment or related items are not to be loaned by the teacher to any person, group, or organization without written consent of the building principal.

Maintenance and Custodial Items

Maintenance and custodial items will not be loaned without written consent of the building and grounds supervisor and the assistant superintendent.

# TEXTBOOKS: DISTRIBUTION AND CARE OF

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

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

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

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

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

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

**REFERENCE: 70 O.S. §16-121**

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**OSSBA POLICY SERVICES REVIEW NOTES:**

**The district may withhold transcripts/records only from third parties. Under the FERPA, they may not be withheld from the student or the student's parents. The district is required to provide other schools with student records within three (3) business days regardless of whether or not fees or fines have been paid. 70 O.S. §24-101.4**

# SCHOOL TRANSPORTATION

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

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

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

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

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

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

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

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

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

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

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

The school district will install and operate a video-monitoring system in or on the school buses or the bus stop-arms operated by the school district or may contract with a private vendor to do so for the purpose of recording violations of state law related to drivers overtaking school buses that are stopped to take on or discharge school children and the red loading signals are in operation.

**REFERENCE: 70 O.S. §9-104**
**47 O.S. § 11-705**

# SCHOOL TRANSPORTATION (REGULATIONS)

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

School Bus Maintenance

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

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

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

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

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

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

School Bus Drivers

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

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

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

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

## SCHOOL TRANSPORTATION, REGULATIONS (Cont.)

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

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

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

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

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

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

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

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

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

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

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

## SCHOOL TRANSPORTATION, REGULATIONS (Cont.)

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

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

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

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

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

10. All school bus drivers shall dress appropriate to the operation of a school bus. Prohibited articles of clothing shall include:

A. Thong-type sandals;

B. Halter tops or see-through blouses;

C. Dresses shorter than three inches above the knee;

D. Any article of clothing with logos promoting alcohol or tobacco products, phrases that are sexually implicit or suggestive, and phrases containing profanity;

E. Any gang-related paraphernalia.

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

School Bus Safety

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

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

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

## SCHOOL TRANSPORTATION, REGULATIONS (Cont.)

School Bus Route

1. Transportation shall be restricted to use for the students of this school district ~~who reside within the boundaries of the school district. All Oklahoma State Board of Education Regulations regarding school bus routes shall be strictly adhered to~~.Bus routes shall be determined as needed by the superintendent or superintendent's designee.

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

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

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

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

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

Auxiliary or Activity Transportation

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

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

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

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

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

## SCHOOL TRANSPORTATION, REGULATIONS (Cont.)

Student Discipline

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

2. During a school assembly or upon enrollment, all students will be presented with a copy of the school bus rider rules. These rules must be discussed with each child by their parent or legal guardian and each parent or legal guardian must sign a written statement supporting the school district in the enforcement of these rules (see CN-A2).

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

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

   B. Two-day in-house suspension;

   C. Suspension of bus riding privileges.

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

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

School Bus Accidents and Emergencies

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

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

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

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

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

## SCHOOL TRANSPORTATION, REGULATIONS (Cont.)

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

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

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

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

Parental Grievance Procedures

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

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

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

4. All complaints regarding any unsafe driving practices involving a school bus driver shall be directed to the school administration or superintendent for formal action. Documentation forms will be available in the office of the supervisor of transportation (see CN-A3).

**REFERENCE: 47 O.S. §11-705**

# SCHOOL BUS:
# EXTRACURRICULAR USE OF

It is the policy of the Weatherford Board of Education to allow the use of school buses or other district-owned vehicles for the transportation of students participating in school-sponsored activities under the following conditions:

Bus or district-owned vehicle use for educational field trips and by student organizations is accepted as an extension of classroom activities.

When district-owned transportation is used, the student organization using the vehicles may be required to reimburse the district for all or part of the cost of the transportation.

Students participating in such activities must return in the same vehicle in which they departed unless permission is granted from the activity sponsors to return with parents.

Lights will be activated at all times that the bus is in operation.

**REFERENCE: 47 O.S. §12-228**
**70 O.S. §9-108**

# TRANSPORTATION MANAGEMENT

The Weatherford Board of Education recognizes that transportation is a necessary element of educational opportunity and, therefore, the board shall grant appropriations for transportation. Transportation is a privilege extended to students in the district only when necessary for the accomplishment of one of the following purposes:

1. To provide transportation for any child who is participating in prekindergarten, kindergarten, or early childhood program operated by the school district or any Head Start program offered by the school district.

2. To transport children whose homes are more than a reasonable walking distance, as defined by regulations of the State Board of Education, from the school attended by such child. Transportation may be provided to children whose residence is within one and one-half miles of the school attended only within the limits of time, space, and funds. Such transportation privileges shall be withdrawn if the board believes it to be in the best interest of the school district.

3. To allow, when practicable, the use of school buses for the transportation of students to school activities and on field trips that have been approved by the superintendent. Expenses for such transportation shall be paid by the students transported or by the school activity or school organization requiring the transportation. Such costs may also be paid from other private sources. Any money so collected will not be chargeable to or become a part of the school district's finances.

4. To provide adequate education facilities and opportunities which otherwise would not be available;

5. To contract for the use of school buses and other school transportation for general public use including religious, political, literary, community, cultural, scientific, mechanical, agricultural, or parental involvement purposes, and to make a reasonable charge to cover the cost of the use of school buses and other school transportation.

6. For group movements for participants to and from contests, athletic games, or other school functions under the direct auspices of the board of education:

   A. Activity trips for children participating in regularly scheduled school activities within the state.

   B. Activity trips for children participating in educational contests and activities with neighboring out-of-state schools for normally scheduled inter-school functions.

   C. FFA and FHA trips in the state for children participating in regularly scheduled activities.

   D. 4-H trips in the state, for children in regularly scheduled activities, if under the supervision of a member of the local school faculty.

   E. Transportation for school children participating in educational contests and activities outside the State of Oklahoma or outside the districts in which they reside upon request from the State Director of Cooperative Extension Work in Agriculture and Home Economics (Service), or the State Director of ~~Vocational~~ Career and Technology Education, or the State Supervisor of Vocational Agriculture.

   F. Trips for purposes connected with summer youth activities, upon approval of the school board.

   G. Transportation for adults enrolled in adult and community education class.

**TRANSPORTATION MANAGEMENT (Cont.)**

District-owned vehicles will not be used for the following:

1. Transportation for students to and from night programs, contests, athletic games, or other school functions at the local schools.

2. Transportation for adults to and from programs, contests, athletic games, or other non-supervised school functions.

3. Transportation for non-participating students to and from contests, athletic games, or other school functions.

In accordance with state law, bus lights will be activated at all times any school bus is in operation.

**REFERENCE: 47 O.S. §12-228**
**70 O.S. §5-130**
**70 O.S. §9-101**
**70 O.S. §9-108**

# SCHOOL BUS ROUTES

The following procedures will be used in determining bus routes:

1. Safety will be considered above all other considerations.
2. State law will apply to all situations.
3. Lights will be activated at all times that the bus is in operation.
4. School buses will not enter private property except as a safety factor or turn-around.
5. Providing and maintaining adequate turn-arounds will be the responsibility of the parents.
6. A student must live at least one and one-half (1½) miles from the school in order to qualify for transportation.
7. Insofar as possible, buses will be approved to go within one-half (½) mile of a student's home, except for kindergarten through grade five as provided below. This statement is interpreted to mean within one-half (½) mile of where the privately owned road and/or driveway intersects with the county or state maintained road. A public road will be considered to be any road established along a section line or one that has been in use by the general public for several years. Any road to which the county or state holds title will be considered public. An easement road will not be considered a public road.

   The pick up and delivery of students in kindergarten through grade five for the distance of one-fourth (¼) mile upon the request of parents and subject to the approval of the administrative staff, provided the pick up/delivery is located on a road considered to be that of the county/state and is regularly maintained by the county commissioner/state, with adequate turn-around space provided if necessary. If the road and/or turn-around proves to be hazardous in any aspect, the requesting family will be notified and if, upon notification, the repairs are not made within seven days, the district will be relieved of any responsibility for the pick up/delivery within the one-fourth (¼) mile limit. Buses are not to enter private property.
8. Bus routes will be determined by the superintendent or transportation supervisor.
9. The school administration retains the right to change bus routes where efficiency is concerned or state law is involved.
10. The transportation supervisor will assign students to buses when there is more than one bus that the student could ride.

**REFERENCE: 47 O.S. §12-228**
**70 O.S. §9-105**

# USE OF PRIVATE VEHICLES FOR SCHOOL BUSINESS

It is the policy of the Weatherford Board of Education that written permission must be obtained from the superintendent or the superintendent's designee before using a private vehicle for school purposes.

Permission may be granted in the form of a standing permit for any employee who regularly uses a private vehicle for school purposes.

The permit will state the particular purpose and whether it includes transportation of students.

For special trips involving students, including field trips, a special permit must be obtained in advance for each specific trip.

Employees authorized to use their cars for school business purposes will be provided liability coverage by the district. The district will assume no responsibility for liability in event of an accident unless the employee has the authorization described above.

The board specifically forbids any employee to transport students for school purposes without prior authorization from the superintendent or the superintendent's designee.

Students will not be sent on school errands in private vehicles, an employee's vehicle, or in district-owned vehicles.

# SCHOOL-OWNED VEHICLES
# USE OF SEAT BELTS

The use of seat belts in school-owned vehicles is mandatory for all personnel using vehicles that are equipped with seat belts.

Drivers of school vehicles, except school buses, are responsible for ensuring that all passengers use safety belts. Drivers will not move their vehicles until they and all passengers have fastened their seat belts.

On school buses equipped with passenger seat belts, each passenger is responsible for fastening the seat belt while seated. The driver is responsible for instructing all riders of mandatory seat belt use when a new bus so equipped is placed into service. The driver will monitor seat belt usage in the same manner as rider conduct is monitored and will take appropriate corrective or disciplinary action. The driver cannot be responsible, however, for ensuring that all riders have fastened their seat belts and keep their seat belts fastened at all times.

**REFERENCE: 47 O. S. §11-1112**

# CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM

The Weatherford Board of Education recognizes that childhood obesity has reached epidemic levels throughout the country. Overweight children are at a higher risk for developing severe long-term health problems, and overweight children are affected by discrimination, psychological stress, and low self-esteem. However, research indicates that obesity and subsequent diseases are largely preventable through diet and regular physical activity. Research also indicates that becoming physically active and maintaining a regular physical activity program significantly reduces the risk of some obesity and some cancers, diabetes, and other chronic diseases.

Children who eat well-balanced meals and are healthy are more likely to learn in the classroom. The board supports increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well-being of our district's youth. Therefore, it is the policy of the board to:

1. Provide students access to nutritious food;

2. Provide opportunities for physical activity and developmentally appropriate exercise; and

3. Provide accurate information related to these topics.

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

A significant amount of research exists showing the important roles nutrition and physical health play in student learning. To increase the likelihood for students to achieve their full academic potential, the district is committed to promoting health and wellness in all its school sites. This policy outlines the district's goals and procedures to ensure:

- Students have access to healthy foods at school in accordance with federal and state nutrition standards
- Students receive quality nutrition education to help them develop lifelong healthy eating behaviors
- Students have opportunities to be physically active before, during, and after school
- Individual school sites promote nutrition, physical activity and other behaviors that encourage wellness
- The community's input is welcome in the district's wellness program
- The smooth operation of the district's wellness program

The board encourages staff to engage in healthy eating and appropriate physical activity since staff members serve as role models for district students.

## CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM (Cont.)

District Safe and Healthy Schools

The district's wellness program will be coordinated by each site's Safe and Healthy Schools committee The name of the site liaison for each building will be publicized on the district's website, in school newsletters and by other means as is determined to be appropriate. Individual sites will publicize the name and contact information for their site liaison in school newsletters, as a part of routine parent updates, and through other appropriate methods.

The program will be based on the work of the site Safe and Healthy Schools committees. Committees will meet once each year during the school year for the purpose of reviewing existing wellness activities, brainstorming new activities, reviewing and assessing the district's wellness policies and procedures, and related actions.

Membership on the site Safe and Healthy Schools committees will be open to interested parents, students, health care providers, social service workers, child nutrition employees and school representatives. The committees will include, minimally, the site liaison and a school administrator.

Each site safe and healthy schools committee will also focus on providing wellness resources and strategies to teachers. This will be accomplished by making recommendations to the site principal regarding health, wellness, integrating kinesthetic learning and the overall connection between wellness and learning.

Assessment, Planning and Reporting

The Safe and Healthy Schools Committees are responsible for conducting a district assessment using tools available through the Centers for Disease Control. Once the assessment is completed, the committee will develop and maintain a plan to implement and manage the district's wellness program. The district's plan will be specific for each site (although the site plans may be substantially similar) and delineate the roles, responsibilities, actions and timelines for wellness activities. It will also include specific goals and objectives for nutrition standards for all foods and beverages available on campus, outside food/beverage marketing, nutrition promotion and education, physical activity and education and other wellness activities. The plan will be regularly assessed, reviewed and updated in light of district needs, emerging research and to ensure compliance with the latest local, state and federal standards.

The Safe and Healthy Schools Committee will also prepare a triennial progress assessment for the board. This assessment will include information such as the extent to which individual schools are in compliance with the policy, how the district's program compares with federal standards and a description of the overall progress in attaining the district's goals.

A copy of all assessments, plans and progress reports will be available through the Safe and Healthy Schools committee. The Safe and Healthy Schools Committee will also maintain documentation demonstrating efforts to involve non-employees in the committee, minutes from the committee meetings, notes regarding wellness activities conducted, and information regarding how this information was made available to families and community members.

## CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM (Cont.)

Open Communication

The Safe and Healthy Schools Committees with input and assistance from site liaisons, is expected to make an effort to involve all district families, staff, and interested community members in the district's wellness initiatives. This includes providing information to these parties regarding health and wellness, the district's policy and plan, activities, involvement opportunities, school meal standards and available child nutrition programs. This information will be communicated through a variety of methods, including publication in newsletters and on the website, at enrollment, back to school nights and similar activities.

School Meals

The district participates in the following USDA child nutrition programs:

National School Lunch Program (NSLP)
School Breakfast Program (SBP)
After School Snack Program (ASSP)
Seamless Summer (SSO) or Summer Food Service Program (SFSP)

Participation in these programs is designed to ensure students receive plenty of fruits, vegetables, whole grains, and fat-free/low-fat milk to meet their nutrition needs. School meals are also calorically appropriate, moderate in sodium, low in saturated fat and have zero grams of trans fat.

Goals of the district's meal program include:

- Improving overall health
- Mitigating childhood obesity
- Modeling healthy eating in support of lifelong eating patterns
- Accommodating cultural food preference and special dietary needs

School meals:

- Are accessible to all students
- Are appealing and attractive to children
- Are served in clean and pleasant settings
- Meet or exceed current nutrition requirements established by local, state, and federal statutes and regulations
- Promote healthy food and beverage choices by:
    - Displaying whole fruit options in attractive bowls or baskets
    - Making sliced or cut fruit available daily
    - Displaying daily fruit options in students' line of sight/reach
    - Creatively naming vegetable options

## CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM (Cont.)

- Bundling daily vegetable options into all grab and go meals
- Training servers to politely prompt students to select and consume the daily vegetable options with their meal
- Placing white milk in front of other beverages in all coolers
- Highlighting alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) on signs within all service / dining areas
- Creating a reimbursable meal in all service areas (e.g., salad bars, snack rooms, etc.)
- Using student surveys and taste testing opportunities to inform menu development, dining space decor, and promotional ideas
- Displaying student artwork in the service and/or dining areas
- Marketing menu options through daily announcements

The district has taken the following steps in commitment to increasing student access to nutritious, appealing meals:

- Menus, with nutrition information, will be posted on the school website
- A certified nutrition professional will review/create menus
- Child nutrition professionals administer the district's program
- Special dietary needs will be accommodated
- Students will have at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch (from the time they are seated with their meal)
- Students are served lunch at a reasonable time of day
- Families will be informed about available child nutrition programs

Qualifications and Training

All school nutrition employees will meet or exceed USDA hiring and annual continuing education/training requirements.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day, including during mealtimes. Students may also bring and carry approved water bottles - filled only with water - throughout the day.

Competitive Foods and Beverages

Foods and beverages sold during the school day apart from the school meal programs (competitive items) will, at a minimum, meet the USDA Smart Snacks in School standards.

Competitive items at celebrations and parties are not required to meet USDA Smart Snacks in School standards, although the District Wellness Officer is responsible for annually disseminating healthy and non-food party ideas to teachers, who will provide this information to parents who are bringing classroom snacks.

The district will provide healthy food options for a variety of dietary needs at all meetings when food is provided.

## CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM (Cont.)

Fundraising

Competitive items may be sold during the school day as a fundraiser as long as those items meet USDA Smart Snacks in School standards.

The district encourages schools to utilize fundraisers that promote physical activity (e.g. walk-a-thons, jump rope for heart, fun runs).

Health and Nutrition Education

Good nutrition will be encouraged throughout the school day using evidence-based techniques, including creative marketing for nutritious food choices. This will create a food environment which encourages healthy eating and participation in school meal programs.

All health education teachers will provide opportunities for students to practice or rehearse skills taught in their curricula.

Physical Activity

The district's physical activities include PE classes, recess, and afterschool activities. The district will maintain safe and appropriate grounds and facilities to promote active students.

Physical Education Classes

All district elementary students will participate in 90-149 minutes of physical education per week throughout the school year.

During PE class, students must be moderately to vigorously active for at least half of the class time during most or all PE class sessions.

A health unit will be taught in PE classes at each site. The curriculum for this unit will include nutrition, physical activity and general health information.

Recess (Elementary School Students)

All elementary sites will offer at least twenty (20) minutes of recess every school day, except when early dismissal or similar scheduling requirements make this impractical. Recess is separate from PE classes.

Curriculum

The Weatherford Board of Education recognizes that healthy eating patterns are essential for students to achieve their academic potential, full physical and mental growth, and lifelong health and well being. To ensure students possess the knowledge and skills necessary to make nutritious food choices for a lifetime, the superintendent shall prepare and implement a comprehensive district nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program and/or the School Breakfast Program. To implement the program, the Superintendent shall adopt and implement a comprehensive curriculum on health, fitness, and nutrition that will provide opportunities for developmentally appropriate instruction for grades K-12. The input of staff, students, parents, and public health professionals in the development of the curriculum will be encouraged.

## CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM (Cont.)

Nutrition, health, and fitness topics shall be integrated within the sequential comprehensive health education curriculum taught at every grade level, K-12, and coordinated with the district's nutrition and food services operation.

The district shall take a proactive effort to encourage students to make nutritious food choices. The superintendent shall ensure that:

1. A variety of healthy food choices are available whenever food is sold or served on district property or at district-sponsored events;

2. Schools shall regulate the sale or serving of foods or snacks high in fat, sodium, or added sugars; and

3. Nutritious meals served by the school nutrition and food services operation complies with state and federal law.

Child Nutrition Program

The Weatherford Public Schools will operate a school lunch program that will include lunch, and may include breakfast, through participation in the Child Nutrition Programs. The superintendent, in conjunction with the food service supervisor and with the approval of the board of education, will establish and post meal prices.

As required for participation in the Child Nutrition Programs, the board prescribes that:

School lunch is to be made available to all students.

Free and reduced price lunches are to be made available for students who meet the federal income guidelines.

In the operation of the Child Nutrition Programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability. Discrimination complaints under these programs should be filed with the State Department of Education Child Nutrition Programs, 2500 North Lincoln Blvd., Oklahoma City, Oklahoma 73105-4599.

The district shall inform parents of the eligibility standards for free or reduced price meals. Reasonable efforts shall be made to protect the identity of students receiving such meals. A parent has the right to appeal to the superintendent any decision with respect to his/her application for free or reduced price food services.

The district's child nutrition program shall reflect the board's commitment to providing adequate time for instruction to promote healthy eating through nutrition education, serving healthy and appealing foods at district schools, developing food-use guidelines for staff, and establishing liaisons with nutrition service providers, as appropriate. Nutrition education topics shall be integrated within the sequential, comprehensive health education program taught at every grade level, pre-kindergarten through grade 12, and coordinated with the district's nutrition and food services operation.

It is the intent of the board of education that district schools take a proactive effort to encourage students to make nutritious food choices. Meals served in school before the end of the last lunch period shall conform to the U. S. Dietary Guidelines for Americans. Food and beverages sold or served on district grounds or at district-sponsored events shall meet requirements for nutritional standards and/or other guidelines as may be recommended by the district and school health and nutrition committees. The superintendent shall ensure that nutritious foods are available as an affordable option whenever food is sold or served on district property or at district-sponsored events.

**CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM (Cont.)**

The superintendent is directed to prepare rules and regulations to implement and support this policy, including such provisions as may be necessary to address all food and beverages sold and/or served to students at school (i.e., competitive foods, snacks, and beverages sold from vending machines, school stores, and fund raising activities and refreshments that are made available at school parties, celebrations, and meetings), including provisions for staff development, family and community involvement, and program evaluation. The board of education designates the Superintendent as the school official who shall be responsible for oversight of this policy to ensure compliance for the school district.

The content of this policy and any updates are to be provided to the public on an annual basis. The district may do this electronically or through the media.

**REFERENCE: 70 O.S. §1-107**
**7 CFR, Parts 210 and 220**
**7 CFR, Part 245.5**

*THIS POLICY REQUIRED BY PUBLIC LAW 108-265, SECTION 204 AND PUBLIC LAW 111-296.*

# PROCUREMENT

It is the policy of the Weatherford Board of Education to follow acceptable practices in the procurement of food, products, supplies, or equipment with state and federal funds for this school district. Acceptable practices are those set forth in federal law, Oklahoma statutes, and Department of Education regulations.

No employee, officer, or agent of this school district shall participate in the selection of or in the award or administration of a contract for procurement if a conflict of interest, real or apparent, would be involved.

Conflicts of interest arise when any of the following has a financial or other interest in the firm selected for the award:

The employee, officer, or agent;
Any member of his/her immediate family;
His/her partner;
An organization which employs or is about to employ any of the above.

Officers, employees, and agents of this school district shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements. Prohibited favors include purchasing items for personal use at cost or at retail value from a vendor.

Officers, employees, contractors, and agents are expected to be aware of the penalties established by the Anti-Kickback Act of 1974 as codified by Oklahoma Statutes, Title 74, Section 3401, et seq.

Small, minority and women's businesses enterprises and labor surplus firms are used when possible.

The superintendent is directed to establish a regulation setting forth acceptable procurement procedures for this district.

**REFERENCE** **Oklahoma Department of Education Directive, dated June 6, 1988**
**74 O.S. §3401, et seq.**
**7 CFR § 3016**
**2 CFR § 200.318**

# PROCUREMENT
# PROTEST PROCEDURES

Any actual or prospective bidder, offeror, or contractor who considers himself to have been aggrieved in connection with the solicitation, evaluation, or award of a contract by Weatherford (School District) may formally protest to the superintendent of Weatherford (School District). Such protests must be made in writing and received by the superintendent) of Weatherford (School District) at 1409 Cypress Drive Weatherford, OK 73096 within 15 days of the awarding of the bid. The protesting party must mail or deliver copies of the protest to the Weatherford (School District), the State Agency, and other interested parties.

In the event of a timely protest, the Weatherford (School District) shall not proceed further with the solicitation or award of the contract.

A. A formal protest must be sworn and contain:

1. A specific identification of the statutory or regulatory provision that the protesting party alleges has been violated.
2. A specific description of each action by Weatherford (School District) that the protesting party alleges to be a violation of the statutory or regulatory provision that the protesting party has identified.
3. A precise statement of the relevant facts.
4. A statement of any issues of law or fact that the protesting party contends must be resolved.
5. A statement of the argument and authorities that the protesting party offers in support of the protest.
6. A statement that copies of the protest have been mailed or delivered to the State Agency and all other identifiable interest parties.

The Weatherford (School District) may settle and resolve the dispute over the solicitation or award of a contract at any time before the matter is submitted on appeal. The Weatherford (School District) may solicit written responses to the protest from other interested parties.

If the protest is not resolved by mutual agreement, the Weatherford (School District) shall issue a written determination that resolves the protest.

If the Weatherford (School District) determines that no violation of statutory or regulatory provisions has occurred, then the Weatherford (School District) shall inform the protesting party, the State Agency, and other interested parties by letter that sets forth the reasons for the determination.

If the Weatherford (School District) determines that a violation of any statutory or regulatory provisions has occurred in a situation in which a contract has not been awarded, then the Weatherford (School District) shall inform the protesting party, the State Agency, and other interested parties of that determination by letter that details the reasons for the determination and the appropriate remedy.

If the Weatherford (School District) determines that a violation of any statutory or regulatory provisions has occurred in a situation in which a contract has been awarded, then the Weatherford (School District) shall inform the protesting party, the State Agency, and other interested parties of that determination by letter that details the reasons for the determination. This letter may include an order that declares the contract void.

The Weatherford (School District) shall maintain all documentation on the purchasing process that is the subject of a protest or appeal in accordance with the retention schedule of Weatherford (School District).

# PROCUREMENT
# (REGULATION)

## SECTION I - PROCUREMENT PLAN GENERAL REQUIREMENTS

The Weatherford Public Schools plan for procuring items for use in the Child Nutrition Program is as follows:

1. The procurement plan provides for free and open competition, transparency in transactions, comparability, and documentation of all procurement activities.

2. The following **Code of Conduct** will be expected of all persons who are engaged in the awarding and administration of contracts supported by Child Nutrition reimbursement funds. These written standards of conduct include:
    a. No employee, officer, or agent shall purchase or establish a contract if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
        1) The employee, officer, or agent;
        2) Any member of the immediate family;
        3) His or her partner;
        4) An organization which employs or is about to employ one of the above.
    b. Employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.
    c. The purchase during the school day of any food or service from a contractor for individual use is prohibited.
    d. No item, food, or beverage purchased with nonprofit school food service funds will be removed from the school premises by school personnel.
    e. Penalties for violation of the standards of code of conduct of the SFA School Child Nutrition Program (CNP) should be:
        1) Reprimand by Board of Education
        2) Dismissal by Board of Education
        3) Any legal action necessary

3. Regardless of procurement method, the following factors will be determined regarding the allowability of costs:
    a. Be necessary and reasonable for proper and efficient administration of the program(s)
    b. Be allocable to federal awards applicable to the administration of the programs(s)
    c. Be authorized and not prohibited under state and local laws

4. Purchasing will be conducted at the most restrictive procurement threshold:

| | Federal Procurement Thresholds | SFA/Sponsor Procurement Thresholds (input) |
|---|---|---|
| Micro-purchasing | Less than $10,000 | Less than $10,000 |
| Equipment | Over $5,000 | Over $5,000 |
| Small/Informal | Less than $250,000 | Less than $250,000 |
| Formal | Greater than $250,000 or any total Food Service Management Contract | $250,000 or greater |

## PROCUREMENT, REGULATION (Cont.)

5. All staff conducting purchasing will be trained on the procurement procedures.

6. All purchasing records will be maintained no less than the current year plus 3 additional years.

7. **Buy American** Provision
   Section 104(d) amended Section 12(n) of the National School Lunch Act (NSLA) (42 U.S. 1760) to require SFAs participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in the United States ***to purchase for those programs, to the maximum extent practicable, domestic United States Department of Agriculture (USDA) Foods or products***. For purposes of this provision, the term domestic food commodity or product means agricultural USDA Foods produced in the United States, including Guam, American Samoa, the Virgin Islands, Puerto Rico, and the Northern Mariana Islands, and food products processed in the United States **SUBSTANTIALLY** using agricultural USDA Foods that are produced in the United States. The Conference Report accompanying Public Law 105-336 makes it clear that the term **SUBSTANTIALLY** means that over 51 percent of the processed food comes from American produced products. (SD-24-2016)

8. **Geographical Preference**
   The use of statutorily or administratively imposed in-state or local geographic preferences for procurements under USDA entitlement programs is prohibited, except for unprocessed locally grown or locally raised agricultural products. The Food, Conservation, and Energy Act of 2008 (Public Law 110-246, Section 4302), amended Section 9(j) of the National School Lunch Act (NSLA) to allow institutions receiving funds through CNP to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products.

   When geographic preference is used, an SFA must still get quotes from several farmers when procuring unprocessed locally grown or locally raised agricultural products so that competitors have an opportunity to compete for the bid.

9. **Protest procedures** are required. SFAs will have protest procedures to handle and resolve disputes relating to their procurements and shall in all instances disclose information regarding the protest to the awarding agency. A protestor must exhaust all administrative remedies with the SFA before pursuing a protest with a federal agency. Reviews of protests by the federal agency will be limited to: (Reference USDA Policy Memo2006-SNP-06)
   a. Violations of federal law or regulations and the standard of 7 CFR §3016 (violations of state or local law will be under the jurisdiction of state or local authorities).
      AND
   b. Violations of the SFA's protest procedures for failure to review a complaint or protest. Protests received by the federal agency other than those specified above will be referred to the SFA.

10. **Beverage and Snack Agreements** (Reference USDA Policy Memo 99-SP-09)
    In some cases, the exclusive contracts do not involve nonprofit school food service account (SFSA) funds, in which case there are no federal FNS procurement issues involved. However, if any nonprofit school food service products are purchased via the exclusive contract, then all federal procurement requirements must be met. If small purchase procedures are used for a procurement of $250,000 or less, price or rate quotations must be obtained from an adequate number of qualified sources. Additionally, if nonprofit school food service products are included in the contract, any rebates, commissions, scholarship fund

**PROCUREMENT, REGULATION (Cont.)**

contributions, or any other payments back to the SFA or SFA-related organizations must be reimbursed to the nonprofit SFA on a prorated basis.

a. No federal prohibition on multiyear contracts other than for FSMCs. It is suggested, however, that school procurement officials consider the impact of multiyear contracts, as opposed to one-year contracts, on beverages and snacks. Long-term contracts would appear to be more appropriate for nonperishable products and services such as warehousing and equipment rental. As noted above, however, there is no federal prohibition on these longer-term contracts.
b. Public Law 108-265, Section 102, requires a school participating in the NSLP shall not directly or indirectly restrict the sale or marketing of fluid milk products by the school (or by a person approved by the school) at any time or any place on the school premises or at any school-sponsored event.
c. Schools participating in the NSLP must check all beverage contracts for language that may limit the sale of milk on school grounds. The sale of milk cannot be limited at any time during the school day or at any place on the school premises. Contracts may have language that is hard to understand. Look for the term ***Exclusive Pouring Rights***. Every school district must have amended their beverage contracts that limit the sale of milk should such language exist. The primary effect of this provision is to prevent contract limitations on the sale of fluid milk in competition with other beverages.

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

**Certifications**

1. **Nonkickback Affidavit** - Please note that Oklahoma statute 62 0.S. §310.9 requires a signed and notarized nonkickback affidavit on every purchase order of $25,000 or more. The affidavit is to be signed by the person or persons authorized to accept payment on behalf of the architect, contractor, engineer, or supplier.

2. Lobbying Certification (Reference 200.326[1])
    a. Lobbying certification must be obtained for procurement contracts of more than $100,000. Any vendor whose contract award is for more than $250,000 must complete a Certification Regarding Lobbying form. The SFA must keep this signed certification statement on file with a copy of the vendor's contract.

## PROCUREMENT, REGULATION (Cont.)

b. Any SFA or its vendors who participate in lobbying activities must complete a Disclosure of Lobbying Activities form. SFAs must submit this completed form to the State Agency. A vendor would submit its completed form to the SFA.

3. **Debarment or Suspension**. An SFA is prohibited from contracting with an individual or company that has been debarred or suspended in accordance with 2 CFR §180, as adopted and modified by USDA regulations at 2CFR §417. This prohibition does not extend to contracts in existence at the time of the debarment or suspension or to most contracts under $25,000. Rather, it applies to new contracts and extensions or renewals of existing contracts of $25,000 or more and to contracts for audit services, regardless of amount. **(FORMAL CONTRACTS)**

4. **Contract Work Hours and Safety Standards Act** (40 U.S.C. 3701-3708). Where applicable, ***all contracts*** awarded by the nonfederal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 70 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a halftimes the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market or contracts for transportation or transmission of intelligence.

5. **Equal Opportunity and Discrimination**. The vendor certifies it is an Equal Opportunity Employer, a provider of services and/or assistance, and is in compliance with the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, and Executive Orders 11246 and 11375. The vendor assures compliance with the Americans With Disabilities Act of 1990 (Public Law 101-336), all amendments to, and all requirements imposed by the regulations issued pursuant. **(FORMAL CONTRACTS OF $10,000 OR MORE)**

6. Contracts in excess of $150,000 shall contain provisions that require compliance with all applicable standards, orders, or requirements issued under Section 306 of the **Clean Air Act** (42 U.S.C. 1857[h]), Section 508 of the **Clean Water Act** (33 U.S.C. 1368), Executive Order 11738, and **Environmental Protection Agency (EPA)** Regulation (40 CFR §15), which prohibit the use of nonexempt federal contracts, grants, or loans of facilities included on the EPA list of violating facilities. The provision shall require reporting of violations to the grantor agency and to the EPA Assistant Administrator for Enforcement. The contract must recognize mandatory standards and policies relating to energy efficiency that are contained in the State Agency conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

### SECTION II - MICRO PURCHASING

If the amount of purchases for items is less than $10,000 and less than the SFA/Sponsors' small purchase threshold, the following procedure will be used.

**PROCUREMENT, REGULATION (Cont.)**

1. Purchases will not be separated into 2 or more purchases to meet or be below the $10,000 threshold.
2. The price quotes will not be required. Competition is not required.
3. When practicable, micro-purchases will be distributed equitably among qualified suppliers.
4. Documentation of purchases will be kept and maintained for 3 years plus the current year.
5. The Superintendent or Designee will be responsible for documentation of purchase.

*Note: Federal threshold of $2,000 is applicable in the case of acquisitions for construction subject to the Davis Bacon Act*

**SECTION III - PURCHASING EQUIPMENT**

If the amount of purchases for equipment is greater than $5,000, the following procedure will be used.

1. Written specifications will be prepared and provided to vendors.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of two vendors shall be contacted.
3. The price quotes will receive appropriate confidentiality before award.
4. If using USDA funding for the purchase, the SFA/Sponsor will seek prior approval from Oklahoma Child Nutrition Programs unless the equipment is placed on the Equipment Pre-Approval list located in the Child Nutrition Manual.
5. Quotes will be awarded by the Superintendent or Designee. Quotes awarded will be to the lowest and best quote based upon quality, service availability, and price.
6. The SFA will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and ***written specifications***.
7. The SFA will be responsible for documentation that the actual product specified is received.

***Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. See also §200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.***

## PROCUREMENT, REGULATION (Cont.)

### SECTION IV - SMALL PROCUREMENT

If the amount of purchases for items is greater than $10,000 and less than $250,000 *(or the SFA/Sponsor 's small purchase threshold)*, Small Purchase Procedures must be followed. There are two methods of Small Purchasing allowed, either Quotes and/or a Market Basket Study. Quotes documented from an adequate number of qualified sources will be required.

Select one

☒ Purchases over $10,000 but below $250,000

☐ Purchases over $10,000 but below _____ *(Sponsor input if threshold is below federal limit of $250,000, must use most restrictive)*

**Method 1: Quotes**

1. Written specifications will be prepared and provided to the vendor.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of two vendors shall be contacted.
3. The SFA will be responsible for contacting potential vendors when price quotes are needed.
4. The price quotes will receive appropriate confidentiality before award.
5. Quotes will be awarded by the Superintendent. Quotes awarded will be to the lowest and best quote based upon quality, service availability, and price.
6. The SFA will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.
7. The SFA will be responsible for documentation that the actual product specified is received.
8. Any time an accepted item is not available, the SFA will select the acceptable altemate. Full documentation will be made available as to the selection of the acceptable item. Substituted items will not be made at the vendor's discretion.
9. Purchasing will be based on the following criteria:
    a) Quality
    b) Service Availability
    c) Price

## PROCUREMENT, REGULATION (Cont.)

### SECTION V - FORMAL PROCUREMENT (N/A)

Select one or more as applicable

X Purchases over $250,000 *(Sponsor input if threshold is below federal limit of $250, 000, must use most restrictive)*

X Food Service Management Contracts at any total cost *(does not include vended meal agreements)* n/a, no purchases over $250,000 or Food Service Management Contracts

1. If the amount of purchases is $250,000 (or SFW Sponsor approved threshold if less), or for a Food Service Management Contract, formal procurement procedures will be used as required by 2 CFR Part 200.318-326, formerly 7 CFR §3016.36.

2. Formal bid procedures will be applied on the basis of:

| Category | Procurement Method | Evaluation Used | Contract Award Type | Contract Duration/Frequency |
|---|---|---|---|---|
| Frozen Foods *(Meats, Fruits, Vegetable)*; Canned Foods *(same as above)* | Formal | Bottom line | Fixed price | Bi-annual (August 1-January 31; February 1-June 15) |
| Fresh Fruits and Vegetables | Formal | Bottom line | Cost reimbursable plus fixed-fee | Bi-annual, same as above. |
| Dish Machine Chemicals | Formal | Bottom line | Fixed price with price adjustment | August 1-June 15 |
| Fresh Bread | Formal | Bottom line | Fixed price with price adjustment | Annual by SY |
| Milk and Dairy Products | Formal | Bottom line | Fixed price with price adjustment | Annual by SY |
| Office Supplies | District contract | Bottom line | Cost reimbursable plus fixed-fee | Annual July 1-June 30 |

3. Formal bid procedures will be applied on **the basis of a:**
   _____ Centralized System
   _____ Individual Site
   _____ Multi-Sponsor Systems
   _____ State Contract
   _____ Combination of above (specify): _____

4. Because of the potential for purchasing more than $250,000, it will be the responsibility of the SFA to document the amounts to be purchased so the correct method of procurement will be followed.

## PROCUREMENT, REGULATION (Cont.)

When a formal procurement method is required, the following ***COMPETITIVE SEALED BID or an Invitation for Bid (IFB) or COMPETITIVE PROPOSAL in the form of a Request for Proposal (RFP)*** procedures will apply:

- An announcement of an Invitation for Bid (IFB) or a Request for Proposal (RFP) will be placed in the (Newspaper/media, IPS Website, other internet source) to publicize the intent to purchase needed items. The advertisement for bids/proposals or legal notice will be run for (2 weeks).

- An advertisement is required for all purchases over the districts shall purchase threshold of $150,000 or greater. The announcement will contain a:

    - general description of items to be purchased
    - deadline for submission of questions and the date written responses will be provided including addenda to bid specifications, terms and conditions as needed
    - date of pre-bid meeting, if provided, and if attendance is a requirement for bid award
    - deadline for submission of sealed bids or proposals, and
    - address of location where complete specifications and bid forms may be obtained.

- In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.

- The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.

- The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:

    - Contract period
    - SFA/Sponsor is responsible for all contracts awarded (statement)
    - Date, time, and location of bid opening
    - How vendor is to be informed of bid acceptance or rejection
    - Delivery schedule
    - Set forth requirements (terms and conditions) which bidder must fulfill in order for bid to be evaluated
    - Benefits to be entitled if the contractor cannot or will not perform as required
    - Statement assuring positive efforts will be made to involve minority and small business
    - Statement regarding the return of purchase incentives, discounts, rebates, and credits to the nonprofit Child Nutrition account
    - Contract provisions as required in Appendix II for 2 CFR Part 200, formerly 7 CFR Part 3016.36(i)
    - Contract provisions as required in 7 CFR Part 210.21 (f) for all cost reimbursable contracts
    - Contract provisions as required in 7 CFR Part 210.16(a)(l-10) for Food Service Management Company contracts
    - Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding
    - Price adjustment clause (escalation/de-escalation) based on appropriate standard or cost index (Consumer price index, or other as stated in terms and conditions for pricing and price adjustments)
    - Method of evaluation and type of contract to be awarded
    - Method of award announcement and effective date (if intent to award is required by State or local procurement requirements)

**PROCUREMENT, REGULATION (Cont.)**

- Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received
- Provision requiring access by duly authorized representatives of the SFA/Sponsor, State Agency, United State Department of Agriculture, or Comptroller General to any books, documents, papers and records of the contractor which are directly pertinent to all negotiated contracts
- Method of shipment or delivery upon contract award
- Provision requiring contractor to maintain all required records for ***three*** years after final payment and all other pending matters (audits) are closed for all negotiated contracts
- Description of process for enabling vendors to receive or pick up orders upon contract award
- Provision requiring the contractor to recognize mandatory standards/polices related to energy efficiency contained in the State Energy Plan issued in compliance with the Energy Policy and Conservation Act (PL 94-165)
- Signed statement of non-collusion
- Signed Debarment/Suspension Certificate or statement included in contract or copy of Excluded Parties List System (EPLS).
- Specifications and estimated quantities of products and services prepared by SFA/Sponsor and provided to potential contractors desiring to submit bids/proposals for the products or services requested.
- If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, interpretation will be provided in writing to all potential bidders by the Superintendent or Designee and date specified.
- The Superintendent or Designee will be responsible for securing all bids or proposals.
- The Superintendent or Designee will be responsible to ensure all SFA/Sponsor procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.
- The following criteria will be used in awarding contracts as a result of bids/proposals.
    - Quality
    - Service Availability
    - Price

In awarding a competitive negotiation (RFP), a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration when awarding a contract. Following evaluation and negotiations a firm fixed price or cost reimbursable contract is awarded.

- The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the SFA/Sponsor, price, and other factors considered. Any and all bids or proposals may be rejected in accordance with law.
- The Superintendent is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
- The Superintendent reviewing the procurement system to ensure compliance with applicable laws.
- The Superintendent or Designee will be responsible for documentation the actual product specified is received.
- Any time an accepted item is not available, the Superintendent or Designee will select the acceptable alternate. The contractor must inform Superintendent within 10 days a product is not available. In the event a non-domestic agricultural product is to be provided to the SFA/Sponsor, the contractor must obtain, in advance, the written approval of the product. The SFA must comply with the Buy American Provision.

**PROCUREMENT, REGULATION (Cont.)**

- Full documentation as to the reason an accepted item was unavailable, and to the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is Superintendent or Designee.
- The Superintendent is responsible for maintaining all procurement documentation.

**SECTION VI - NON-COMPETITIVE NEGOTIATION**

If items are available **only** from a single source ***when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation*****, NON-COMPETITIVE NEGOTIATION** procedures will be used:

1. Written Specifications will be prepared and provided to the vendor.

2. The SFA will be responsible for the documentation of records to fully explain the decision to use the non-competitive negotiation. The records will be available for audit and review.

3. The SFA will be responsible for documentation that the actual product or service specified was received.

4. The Superintendent or Designee will be responsible for reviewing the procedures to be certain all requirements for using single source or non-competitive negotiation are met.

5. Non-competitive negotiations shall be used for one-time purchases of a new food item in order to determine food acceptance by students and for samples for testing purposes. A record of non-competitive negotiation purchase shall be maintained by the Superintendent or Designee. The record of non-competitive purchases shall include, at a minimum, the following:

    - item name
    - dollar amount
    - vendor, and
    - reason for non-competitive procurement

**** Due to the rural location of the district, it is feasible the school will only receive one responsible response.**

**SECTION VII - EMERGENCY PURCHASING**

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, the purchase shall be made, and a log of all such purchases shall be maintained by the SFA. The following emergency procedures shall be followed. All emergency procurements shall be approved by the SFA/ Superintendent. At a minimum, the following emergency procurement procedures shall be documented:
    - item name
    - dollar amount
    - vendor, and
    - reason for emergency

2. If the emergency purchasing need requires a contract, all books, records and other documents relative to the award of the contract must be retained for three (3) years after final payment. Specifically the SFA/Sponsor shall maintain, at a minimum, the following documents:
    - Written rationale for the method of procurement;
    - A copy of the original solicitation;
    - The selection of contract type;
    - The bidding and negotiation history and working papers;
    - The basis for contractor selection;
    - Approval from the State agency to support a tack of competition when competitive bids or offers are not obtained;
    - The basis for award cost or price;
    - The terms and conditions of the contract;
    - Any changes to the contract and negotiation history;
    - Billing and payment records;
    - A history of any contractor claims; and
    - A history of any contractor breaches.

**INFORMAL PROCUREMENT LOG**

TO BE USED FOR PURCHASES OF $250,000 OR LESS

Check the box next to the supplier that you choose. If chosen supplier does not provide the lowest overall price, explain decision on attached sheet. Document contact with 2 or more vendors.

Items to be purchased and specifications:

| | Date & Method of Contact | Bid Price | Negotiated Price | Notes |
|---|---|---|---|---|
| Supplier #1 | | | | |
| Supplier #2 | | | | |
| Supplier #3 | | | | |

**PROCUREMENT, REGULATION (Cont.)**

## CHART OF PROCEDURES

The SFA will purchase the following products or group of products and services as per the stated purchase period using the identified procurement method. Price quote time frame period is defined as the time frame for which bids or quotes are obtained and awarded.

| PRODUCT | HOW OFTEN ARE PRICE QUOTES OBTAINED | PROCUREMENT METHOD USED |
|---|---|---|
| Groceries | Annually | Small/Micro Purchase |
| Paper products | Annually | Small/Micro Purchase |
| Chemicals | As needed | Small/Micro Purchase |
| Small equipment | As needed | Small/Micro Purchase |
| Large equipment | As needed | Small/Micro Purchase |
| Service/Repairs | Quick need basis | Micro Purchase |
| _____ | Quick need basis | Micro Purchase |
| FSMC | 5 years | RFP |

# VENDING MACHINES

The Weatherford Board of Education has determined that there shall be no installations of vending machines except as approved by the superintendent. The superintendent will have the authority to determine whether such machines may be installed, where they will be placed, what items will be dispensed, and during which hours they might be used. Vending machines are operated as a convenience for students, staff, and patrons. All revenue produced from this source shall be deposited in the designated activity fund as approved by the board of education. Revenues may be spent only on those purposes for which general revenue may be expended.

All snack foods sold in school must be "whole grain rich," meaning they contain 50% whole grains or have whole grains as the first ingredient, or have as the first ingredient a fruit, a vegetable, a dairy product or a protein-rich food. Combination foods that contain at least ¼ cup fruit and/or vegetable or naturally contain 10% of the daily value (DV) of calcium, potassium, vitamin D or dietary fiber will also be accepted.

**REFERENCE: 70 O.S. §5-129**
**A. G. Opin. No. 03-21**
**7 CFR 210**

# MAIL AND DELIVERY SERVICE

A mail service system shall be maintained within the district so that communications may be delivered in the most practical manner.

The use of district mail facilities and personnel shall be restricted to materials and communications that further school business and the educational purpose of the district. The superintendent may authorize certain exceptions within the intent of this policy.

~~The district is not liable for items lost or opened or for any damage or injury incurred as a result of the use of the mail service.~~

**We recommend the deletion of the third paragraphy. It is not legal to open mail that belongs to someone else. A policy cannot change that or elimmate liabity.**

# CELLULAR TELEPHONES AND OTHER WIRELESS TELECOMMUNICATIONS DEVICES

It is the policy of the Weatherford Board of Education that a cellular telephone will be provided for use by designated personnel of this school district. The district may elect to issue certain communications devices to employees in order increase the efficiency of district operations. Issuance and use of district wireless telecommunications devices and other communication equipment shall be subject to the rules established by the superintendent and approved by the board.

School employees are prohibited from text messaging and/or using cell phones while driving a school bus or school owned vehicle. If an emergency situation arises, the employee shall remove the bus or vehicle from the roadway and place an emergency call to the appropriate legal authorities. Any employee found to have engaged in text messaging or the nonschool emergency use of a cell phone while driving a school vehicle shall be subject to disciplinary measures which could include termination of employment,

Employees are also prohibited from text messaging and/or using cell phones during hours of instruction and/or hours of employment. Employees who are found to have engaged in text messaging and/or using cell phones during hours of instruction or hours of employment shall be subject to disciplinary measures which could include termination of employment.

Therefore, the superintendent is directed to establish a regulation to provide reasonable access to a cellular telephone or other communication devices by designated personnel.

# WORKERS' COMPENSATION INSURANCE

It is the policy of the Weatherford Board of Education that when an employee is absent from work due to a job-related illness and/or injury, compensation will be made to the claimant by the workers' compensation carrier.

It is further understood that neither earned vacation nor sick leave time will be used in lieu of workers' compensation benefits except as described below.

The school district will provide additional benefits to the employee, in addition to the workers' compensation benefits, by permitting employees to use a portion of accrued sick leave. When sick leave is used along with worker's compensation benefits, only that amount of sick leave may be used which when combined with worker's compensation benefits will provide a combined daily benefit equal to the employee's regular daily rate of pay. Any benefits above the worker's compensation benefits will be taxed at the particular employee's normal tax rate.

In no case will the combined payments to the claimant be in excess of 100 percent of the regular contractual salary for that employee.

Sick leave may be used for time lost to job-related injuries that do not qualify for workers' compensation insurance.

# DISABILITY ACCOMMODATIONS

It is the policy of the Weatherford Board of Education to take reasonable steps to accommodate our patrons and students with disabilities.

Each facility or part of a facility constructed by, on behalf of, or for the use of the district will be designed and constructed in such manner that the facility or part of the facility is readily accessible to and usable by persons with disabilities. Alterations of facilities that affect or could affect their usability will, to the maximum extent feasible, be altered in such a manner that the altered portion is readily accessible to and usable by persons with disabilities.

This school district prohibits discrimination in any form against any person, persons, organizations, or other entity. Employment opportunities will not be withheld from any qualified person solely because of a known disability. The school district will make reasonable accommodations to the known physical or mental limitations of a qualified person, unless it can be shown that the accommodation would impose an undue hardship on the operation of this school district. This school district does not require pre-employment medical examinations except for bus drivers.

For the purposes of this policy, the term "reasonable accommodation" shall mean making existing facilities used by employees readily accessible to and usable by individuals with disabilities; and job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment, modifications of examinations and training, the provision of qualified readers, and other similar and reasonable accommodation.

In order to disseminate the content of this policy to all school district employees, the superintendent is directed to post appropriate notices in those common areas where employees may expect to find such notices.

**REFERENCE: Public Law 101-336, The Americans With Disabilities Act (ADA)**
**70 O.S. §13-101, et seq.**

# FAIR LABOR STANDARDS ACT

The Weatherford Board of Education will comply fully with the Fair Labor Standards Act, its regulations, and relevant court decisions. This district will inform employees of the Act through proper posting of information as disseminated by the U.S. Department of Labor. The district will cooperate with all state agencies and maintain compliance.

The superintendent is directed to prepare a regulation supporting this policy and implementing the provisions of the Fair Labor Standards Act subject to approval of this board.

**REFERENCE: Fair Labor Standards Act**
**State Department of Education, Outline for FLSA Policies**

# INSPECTION AND ACCEPTANCE OF NEW FACILITIES

When the Weatherford Board of Education contracts for construction or major renovation of a school building, final acceptance of the new or remodeled facility will be enacted only after the board members have inspected and have received the recommendation of the superintendent to accept it.

# SEXUAL HARASSMENT

The policy of this school district forbids discrimination against any employee or applicant for employment on the basis of sex. The Weatherford Board of Education will not tolerate sexual harassment by any of its employees. This policy applies to non-employee volunteers whose work is subject to the control of school personnel.

General Prohibitions

1. Unwelcome Conduct of a Sexual Nature

   A. Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.

   B. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.

2. Sexual Harassment

   For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

   A. Submission to the conduct is made either an explicit or implicit condition of employment;

   B. Submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or

   C. The conduct substantially interferes with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

Specific Prohibitions

1. Administrators and Supervisors

   A. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.

   B. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.

## SEXUAL HARASSMENT (Cont.)

2. Non-administrative and Non-supervisory Employees

   It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions as described below.

Report, Investigation, and Sanctions

1. It is the express policy of the board of education to encourage victims of sexual harassment to come forward with such claims. This may be done through the Employee Grievance policy.

   A. Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the alleged offending person, the report will be made to the next higher level of administration or supervision, unless it is the superintendent who is the alleged offender. In which case, the complaint shall be referred to the board president.

   B. Employees are also urged to report any unwelcome conduct of a sexual nature by supervisors or fellow employees if such conduct interferes with the individual's work performance or creates a hostile or offensive working environment.

   C. Confidentiality will be maintained; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.

3. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.

**REFERENCE: Title VII of the Civil Rights Act of 1964**
**29 CFR §1604.1, et seq.**
**34 CFR Part 106**
**20 USC §§1681-1688**
**29 USC §794**
**42 USC §§2000d-2000d-7**
**42 USC §§2000e-2000e-17**
**42 USC §2000e-2**

# NONDISCRIMINATION

The Weatherford Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student or a visitor.

The board directs the superintendent of schools to prepare necessary rules, regulations, and procedures to ensure that all local, state, and federal laws, regulations, and guidelines are followed.

The following statement will be included in all course announcements, bulletins disseminated to all students, materials used for recruiting or describing programs and training, application or enrollment forms, brochures, and catalogs:

> "The Weatherford Board of Education does not discriminate on the basis of disability, race, color, religion, national origin, sex, age, ~~or~~ veteran status, or gender."

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

Inquiries concerning application of this policy may be referred to _____ who is the Title IX/504/ADA Compliance Coordinator.

| | |
|---|---|
| _____ | _____ |
| District | Street Address |
| _____ | _____ |
| Telephone | City, State, Zip |

**REFERENCE: Oklahoma Constitution, Article 1, Section 6**
**Title 6, Title 7, Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972**
**Executive Order 11246, as amended by Executive Order 11375**
**Equal Pay Act, as amended by the Education Amendments of 1972**
**Rehabilitation Act of 1973, §504**
**Education for All Handicapped Children Act of 1975**
**Immigration Reform and Control Act of 1986**
**Americans With Disabilities Act of 1990, 42 U.S.C. §12101**
**Individuals With Disabilities Education Act, 20 USC §1400, et seq.**

# FEDERAL PROGRAMS
# COMPLAINT RESOLUTION

Any parent, individual, or organization with a complaint that the district is violating a federal statute or regulation with regard to federal program at Weatherford Public Schools may make the complaint known to the superintendent of schools in written form by filling out part I of the form, "Investigation Report on the Administration of Federal Program Activities." Within 30 days of receipt of the complaint, Weatherford Public Schools will conduct an investigation of the allegations. The investigation shall include opportunities for the complainant or the complainant's representative to present evidence and question witnesses. Subsequent to the investigation, a report of findings will be filed with the State Department of Education and the complainant.

If the complaint has not been resolved to the satisfaction of the complainant, a hearing shall be conducted by the Board of Education within 30 days of receipt of written request for such a hearing. The hearing shall include opportunities for the complainant or complainant's representative to present evidence and question witnesses.

The complainant has the right to appeal the decision of the Weatherford Public Schools to the State Department of Education, Compensatory Education Section, Oklahoma City, Oklahoma 73105.

A complaint made directly to the State Department of Education (SDE) without previously being filed with this school district will be reviewed by the SDE to determine if an investigation is warranted by the SDE because of the seriousness of the complaint or if the complaint shall be returned to the complainant to be filed with this school district. Complaints forwarded to this district shall be investigated within 30 days of receipt of the complaint by this district.

**LEGAL REFERENCE:** **34 C.F.R. § 299.10**

# INVESTIGATION REPORT ON THE ADMINISTRATION OF FEDERAL PROGRAM ACTIVITIES

| 1. **Complainant** | | C. Date complaint filed |
|---|---|---|
| A. Name and Title | B. Address (*include ZIP code*) | |

D. Description of alleged violation(s)

E. From the list below, identify (check) the areas in which the complainant indicates violations of Title I regulations

§ A. Selection of attendance areas
§ B. Needs assessment
§ C. Selection of Title I participants
§ D. General aid
§ E. Supplanting state and local funds
§ F. Involvement of parents
§ G. Services provided private school children
§ H. Evaluation of Title I projects
§ I. Services to children living in institutions for neglected or delinquent children
§ J. Effect of Title I program on cultural or racial isolation
§ K. Coordination of resources with other programs
§ L. Dissemination of public information on Title I programs
§ M. Reporting requirements
§ N. Comparability
§ O. Other (specify)

FOR EACH AREA CHECKED, PROVIDE A DETAILED STATEMENT OF THE ESSENTIAL FACTS CONCERNING THE NATURE AND EXTENT OF THE VIOLATIONS. (If necessary, continue on attachments.)

_____
Signature of Complainant

| 2. **School District** | | C. Total LEA Title I allocation | D. Fiscal Year |
|---|---|---|---|
| A. Name | | | |
| B. Address (*include ZIP code*) | | E. Name of Title I project coordinator at school district | |
| F. Superintendent of school district | G. Population of school district | | |

| 3. **Review Team** | B. Date of Investigation (*beginning and ending*) | | |
|---|---|---|---|
| A. Name and address of local officials conducting this investigation | BEGINNING | | |
| | Mo. | Day | Year |
| | ENDING | | |
| | Mo. | Day | Year |

C. Identify all Title I documents reviewed (*i.e., application proposal, evaluation reports, parental council records, fiscal control and accounting records, financial and audit reports, etc.*)

D. Indicate action taken to insure proper resolution of the complaint and of any deficiencies noted during the investigation (*if necessary, continue on attachments*)

E. Describe corrective action, if any (*if necessary, continue on attachments*)

| Type or print name of superintendent | Signature of superintendent | | | Date Signed |
|---|---|---|---|---|
| Name of person who prepared this report | Area Code | Telephone Number | Extension | Date Prepared |

# RECORDS INVESTIGATION

The Weatherford Board of Education believes that it has a responsibility to employ only those persons who are qualified in every respect. The board further believes that it should avail itself of means and methods provided by the legislature to assist in the selection of employees. Therefore, it is the policy of this board of education that a national criminal history record check shall be conducted of all prospective employees. The board of education is not required to obtain a new criminal history record check for an individual who has obtained certification from the Oklahoma State Department of Education within the previous twelve (12) months. A national criminal history record check is defined at 74 O.S. § 150.9 and requires a check of criminal history records entailing the fingerprinting of the individual and submission of the fingerprints to the United States Federal Bureau of Investigation (FBI) for the purpose of obtaining the national criminal history record of the person from the FBI.

Any teacher employed prior to May 19, 2020 who does not have an Oklahoma criminal history record check from the Oklahoma State Bureau of Investigation as well as a national criminal history record check as defined above on file with the school district shall complete the criminal history background checks upon the next renewal of his or her Standard Teaching Certificate. Any other employee employed by the district prior to May 19, 2020 who does not have an Oklahoma criminal history record check from the Oklahoma State Bureau of Investigation as well as a national criminal history record check as defined above on file with the school district shall have until July 1, 2022 to complete the criminal history background checks.

A written consent will be required from the prospective employee consenting to a felony records check to be conducted as authorized by Oklahoma law. The records check shall be initiated by the school district's written request, through the superintendent, to the State Department of Education. Effective November 1, 2012, the school district may contract with a third-party vendor who is a member in good standing with the National Association of Professional Background Screeners to perform any and all employment screenings, background checks, and credit checks.

Any person applying for employment as a substitute teacher shall only be required to have one such national criminal history record~~s~~ check for the school year. Upon request of the substitute teacher, that felony records search results may be sent to any other school district in which the substitute teacher is applying to teach. The board of education may choose whether to require a national criminal history record check from a prospective substitute teacher who has been employed by the school district in the last year.

Any person employed as a full-time teacher by a school district in Oklahoma in the five (5) years immediately preceding an application for employment as a substitute teacher may not be required to have a national criminal history record check, if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was last employed stating the teacher left in good standing.

Any person who has been employed as a full-time teacher by a school district who applies for employment as a full-time teacher in another school district may not be required to have a national criminal history background check completed if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was employed stating the teacher left in good standing.

Any person who has been employed as a substitute teacher by a school for a minimum of five (5) years preceding an application to be employed as a full-time teacher may not be required to have a national criminal history record check completed if the teacher can produce a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was employed as a substitute teacher stating that the teacher left in good standing.

**RECORDS INVESTIGATION (Cont.)**

Any person employed as a full-time teacher by a school district in Oklahoma for ten (10) or more consecutive years immediately preceding an application for employment as a substitute teacher in the same school district is not required to have a national criminal history record check for as long as that person remains employed for consecutive years by that school. If the substitute teacher wishes to work in another Oklahoma school district, a national criminal history background check will be required.

If the applicant for employment meets all other criteria for employment in this school district, the applicant may be employed on a temporary basis for a maximum of sixty (60) days pending receipt of the national criminal history record check results. The temporary employment of the prospective employee shall terminate after sixty (60) days unless the school district receives the results of the national criminal history records check. The sixty (60) day temporary employment period shall begin on the first day the prospective employee reports for duty at the employing school district. If the applicant is offered permanent employment following the review of the records search, the search fee will/will not be reimbursed in full.

**REFERENCE: 70 O.S. §5-142**

# TEMPORARY CONTRACT
# NOTICE OF LIMITED EMPLOYMENT

It is agreed by the employee and the Weatherford School District that employment will begin as of the date below even though the results of the requested criminal history records search have not yet been received. It is specifically agreed by the district and the employee that the attached contract provides employment only up to the time the pending requested criminal history records search report is received by the district and that the **employee has no contractual or property rights of whatever nature in continued employment with the district past the receipt and review of the criminal history records search report or 60 days from the first day of district employment if no such report is received, whichever occurs earlier**. If the felony records search shows that the employee has a criminal history records, then the district, through its superintendent, will void this contract and will immediately terminate employment without further notice or hearing. Employment will automatically end if the criminal history records search report is not received within 60 days of the first day of service of employment duties. It is agreed that this temporary contract shall supersede any and all statements made otherwise in the attached regular employment contract.

If the criminal history records search report is received and shows no criminal history records, the employee and district shall enter into an employment contract. If a felony conviction is shown on the report, then employment will end when the report is received, unless the district, through its superintendent, decides to offer continued employment to the employee.

I acknowledge that I have read the above statement, that I understand my employment may cease prior to 60 days if the criminal history records search report shows a felony conviction, and that my employment will terminate at the end of 60 days if no criminal history records search is received during that time period.

Signed this _____ day of _____, _____.

_____
Temporary Employee

***DO NOT SIGN A REGULAR CONTRACT WITH THE EMPLOYEE UNTIL THIS 60-DAY AGREEMENT EXPIRES.***

# TEACHERS
# DUTIES AND RESPONSIBILITIES

The Weatherford Board of Education recognizes that teachers are professional persons who work within a code of ethics and professional responsibility. Nevertheless, in the interest of consistency and uniformity, the superintendent is directed to establish rules and regulations governing the activities of teachers within the Weatherford Public School system.

# PARAPROFESSIONALS

It is the policy of the Weatherford Board of Education that paraprofessionals are support employees entitled to due process prior to nonrenewal or termination of employment. Applicants must possess the required level of requisite skills as prescribed in the appropriate State Department of Education regulation except that a paraprofessional a volunteer will be used for each class of kindergarten through second grade which has more than 20 students and in which twenty percent of the students are eligible to participate in the National Child Nutrition Act.

Teacher assistants are paraprofessionals within the school district. All paraprofessionals must have earned a high school diploma or its equivalent. Individuals hired to be paraprofessionals must meet requirements established by state and federal laws to be authorized to serve as paraprofessionals in Title I schools and in special education settings.

Individuals seeking a paraprofessional credential from the State Department of Education shall submit an application and all required supporting documentation to the State Department of Education Office of Certification.

1. Tier 1. In order to qualify for a Tier 1 Oklahoma paraprofessional credential which is required for general education paraprofessionals in Title 1 schools and available to general education paraprofessionals in other settings, an applicant must meet the following eligibility criteria:
   A. Has a high school diploma or a General Educational Educational Development (GED) Diploma or other certificate of high school equivalency recognized by the State of Oklahoma.
   B. Has on file with the State Board of Education a current Oklahoma criminal history record from the Oklahoma State Bureau of Investigation (OSBI).
   C. Meets at least one of the following criteria:
      a. Has completed at least two (2) years of study at an institution of higher education, defined as completion of at least forty-eight (48) credit hours of college coursework; or
      b. Has obtained an associate's degree or higher; or
      c. Has either passed the Oklahoma General Education Test (OGET), obtained a National Career Readiness Certificate through successful completion of the ACT WorkKeys assessment, or passed the ParaPro Assessment offered through the Educational Testing Service.

2. Tier 2. In order to qualify for a Tier 2 Oklahoma paraprofessional credential issued by the State Department of Education, which is valid for special education paraprofessionals, an applicant shall meet the criteria for a Tier 1 paraprofessional credential and all of the following qualifications:
   A. Has completed the Oklahoma Special Education Paraprofessional Training available at Career Technology centers, equivalent training provided by the State Department of Education through an in-person or online program, or other state-approved training provided by a school district.
   B. Has completed training in cardiovascular pulmonary resuscitation (CPR) and First Aid.
   C. Has completed training in Universal Precautions/Bloodborne Pathogens.

In the event the district requires a special education paraprofessional in order to provide necessary services to one or more students with disabilities, but is unable to secure the services of an individual who holds a Tier 2 paraprofessional credential at the time the services must be delivered, the district may employ an individual on a provisional basis if the district determines the individual is able to provide the appropriate paraprofessional services. An individual who is employed as a paraprofessional to provide special education services on a provisional basis must meet the criteria for a Tier 1 credential, and obtain all training required to qualify for a Tier 2 credential within one hundred twenty (120) calendar days of providing special education paraprofessional services in order to continue to provide special education paraprofessional services, provided a criminal history record check is obtained within sixty (60) calendar days of initial employment. If it is necessary for a school district to provisionally employ a paraprofessional to provide special education services, the district shall report the provisional placement of the

## PARAPROFESSIONALS (Cont.)

paraprofessional and the paraprofessional's starting date of employment to the State Department of Education Office of Special Education.

The superintendent and/or staff development committee shall develop an appropriate in-service training program for paraprofessionals

Paraprofessionals employed so that the professional teachers may direct their energies to the students' education. The basic objectives for the use of paraprofessionals:

1. To make it possible for teachers to use more variety in structuring classroom activities which will result in more meaningful education for students.

2. To enable the teacher to do more creative teaching, and to use a greater variety of instructional media.

3. To enable the teacher to develop effective programs focusing upon the individual needs of each student.

4. To provide increased time for individualizing instruction, evaluating learning situations, student counseling and guidance for other instructional activities that will improve educational opportunities for students.

5. To relieve teachers of the numerous semi- and non-professional tasks which have become cumulative and which have come to consume a disproportionate amount of the teacher's time and energies.

The principal and supervising teacher are jointly responsible for making final decisions related to the duties and responsibilities to be assigned to a paraprofessional. Paraprofessionals are not to discipline children. Classroom discipline shall be left to the certified teacher or building principal.

Paraprofessionals will only be used to perform, or assist a classroom teacher to perform, the following duties:

* Hallroom duty

* Bus duty

* Playground duty

* Lunchroom duty

* Extracurricular activities involving school functions

* Other noninstructional duties as the superintendent may prescribe

The duties of paraprofessionals may be further restricted or regulated by program requirements of the funding plan under which they are employed:

1. Title I funds provide paraprofessionals for the Remedial Reading Program.

2. Title VI funds provide paraprofessionals for Indian students.

3. Early Childhood Intervention (ECI) funds provide paraprofessionals for mainstreamed students with certain specific handicaps that require frequent or constant attention.

**PARAPROFESSIONALS (Cont.)**

**REFERENCE: 70 O.S. §6-127, §18-113.1, et seq.**
**P. L. 107-110, ESSA**

*THIS POLICY REQUIRED BY FEDERAL LAW.*

# TITLE I AND SPECIAL EDUCATION PARAPROFESSIONALS

It is the policy of the Weatherford Board of Education that Title I and Special Education paraprofessionals will be employed in accordance with all applicable state and federal laws. Employment will be offered if the educational need exists and if the applicant possesses the required level of requisite skills as prescribed in the appropriate State Department of Education regulations.

Tier 1. In order to qualify for a Tier 1 Oklahoma paraprofessional credential, which is required for general educational paraprofessionals in Title I schools and available to general education paraprofessionals in other settings, an applicant must:

A. Have a high school diploma or a General Educational Development (GED) Diploma or other certificate of high school equivalency recognized by the State of Oklahoma.

B. Have on file with the State Board of Education a current Oklahoma criminal history record from the OSBI as well as a national fingerprint-based criminal history record provided by the FBI.

C. Meet at least one of the following:

1. Has completed at least two years of study at an institution of higher education;
2. Has obtained an associate's degree or higher; or
3. Has either passed the Oklahoma General Education Test obtained a national Career Readiness Certificate through successful completion of the ACTG WorkKeys assessment, or passed the ParaPro Assessment offered through the Educational Testing Service.

Tier 2. In order to qualify for a Tier 2 Oklahoma paraprofessional credential which is required for special education paraprofessionals, an applicant shall meet the qualifications of Tier 1 and all of the following:

A. Have completed the Oklahoma Special Education Paraprofessional Training available at Career Technology Center, equivalent training provided by the State Department of Education through an in-person or online program, or other state-approved training provided by a school district.

B. Have completed training in cardiovascular pulmonary resuscitation (CPR) and First Aid.

C. Have completed training in Universal Precautions/Bloodborne Pathogens.

In the event a school requires a special education paraprofessional, but is unable to secure the services of an individual who holds a Tier 2 paraprofessional at the time the services must be delivered, the district may employee an individual on a provision basis if the district determines the individual is able to provide the appropriate paraprofessional services. The individual will have one hundred twenty (120) calendar days of employment to provide special education paraprofessional services without certification. Any provisional placement must be reported to the State Department of Education Office of Special Education.

**TITLE I AND SPECIAL EDUCATION PARAPROFESSIONALS (Cont.)**

The superintendent and/or staff development committee shall develop an appropriate in-service training program for paraprofessionals.

Paraprofessionals are employed so that the professional teachers may direct their energies to the students' education. The principal and supervising teacher are jointly responsible for making final decisions related to the duties and responsibilities to be assigned to a paraprofessional. Paraprofessionals are not to discipline children. Classroom discipline shall be left to the certified teacher or building principal.

**REFERENCE: P.L. 107**

*THIS POLICY REQUIRED BY FEDERAL LAW.*

# STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

Teachers are charged with the education of the youth of this state. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles.

In recognition of the magnitude of the responsibility inherent in the teaching process and by virtue of the desire for the respect and confidence of their colleagues, students, parents, and the community; teachers are to be guided in their conduct by commitment to students and the profession.

## PRINCIPLE I
## COMMITMENT TO THE STUDENTS

The teacher must strive to help each student realize his or her potential as a worthy and effective member of society. The teacher must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the teacher:

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

## PRINCIPLE II
## COMMITMENT TO THE PROFESSION

The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

## STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)

In order to assure that the quality of the services of the teaching profession meets the expectations of the state and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate that encourages the exercise of professional judgment, achieve conditions which attract persons worthy of the trust to careers in education, and assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.

2. Shall not misrepresent his/her professional qualifications.

3. Shall not assist entry into the teaching profession of any person known to be unqualified in respect to character, education, or other relevant attribute.

4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.

5. Shall not assist an unqualified person in the unauthorized practice of the teaching profession.

6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

7. Shall not knowingly make false or malicious statements about a colleague.

8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decision or actions.

PRINCIPLE III

1. Pursuant to the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemployed for:

   A. Willful neglect of duty.

   B. Repeated negligence in performance of duty.

   C. Mental or physical abuse to a child.

   D. Incompetency.

   E. Instructional ineffectiveness.

   F. Unsatisfactory teaching performance.

## STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)

G. Commission of an act of moral turpitude.

H. Abandonment of contract,

I. Conviction of a felony,

J. After a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties, or

K. Failure to earn required staff development points.

2. A career teacher shall not be subject to dismissal or non-reemployment for items A, B, D, E, and F, above unless and until a written admonishment has been issued in accordance with relevant law.

3. A probationary teacher shall not be subject to dismissal or non-reemployment for inadequate teaching performance unless or until a written admonishment has been issued in accordance with relevant law.

4. Temporary teachers, substitute teachers, adult education teachers, and teachers employed in positions fully funded by private or federal grants shall not be protected by the provisions of the Teacher Due Process Act.

5. A teacher convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.

6. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties:

   A. "Criminal sexual activity" means the commission of an act defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and

   B. "Sexual misconduct" means the soliciting or imposing of criminal sexual activity (70 O.S. §6-101.22).

7. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person has, either in the presence of a minor or in a manner that such person has participated in making available to a minor online, engaged in sexual acts, acts that appeal to the prurient interest in sex as found by the average person applying contemporary community standards, or acts that excessively promote sexuality in light of the educational value of the material and in light of the youngest age of any student with access to said material.

**REFERENCE: 70 O.S. §6-101.21, et seq.**

**NOTE: In accordance with the referenced statutes, a copy of these standards of performance and conduct will be provided to each teacher.**

*THIS POLICY REQUIRED BY LAW.*

# CONFLICTS OF INTEREST

In order to protect the public trust and maintain confidence in the fairness of public education, conflicts of interest or even the appearance of conflict must be avoided. Therefore, it is the policy of the Weatherford Board of Education that school board members and school district personnel shall not engage in any activity that would create a conflict of interest.

Personal property acquired by the district is intended for use by employees of the district within the scope of their employment. Use of school property, including, but not limited to, teaching materials, computer software and hardware, electronic equipment, and other equipment, outside of the scope of the employee's employment is prohibited Employees that utilize school district owned property for personal use or gain may be subject to disciplinary action which could include possible action to nonrenew or terminate employment.

With regard to any Federal funding, the district will disclose in writing any potential conflicts of interest to the Federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policies and procedures.

No employee, officer, or agent must participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediately family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Violation of these standards will result in disciplinary action which may include termination of employment.

Contracts and Business Arrangements

1. Contracts with Board Members

   Oklahoma law prohibits a school board from entering into a contract in which a board member is directly or indirectly interested. 70 O.S. § 5-124.

2. Disclosure of Other Contracts and Business Arrangements

   The board of education believes that certain business and contractual arrangements by employees, although not in violation of state law, create such a potential for conflict of interest that such contracts or relationships should be disclosed to the superintendent. The following contracts or business relationships shall be disclosed in writing to the superintendent:

   A. Any two or more district employees who together enter into any business relationship, including, but not limited to, a partnership, corporation, or lessor/lessee relationship.

   B. Any employee who has a substantial interest, directly or indirectly, in any person or entity that is providing services or sales of equipment or other goods or commodities to the district where such relationship would result in a direct or indirect monetary benefit to the employee.

   Any violation of the foregoing reporting requirements will subject the employee or employees involved to possible disciplinary action which could include possible termination or nonrenewal of employment.

## CONFLICTS OF INTEREST (Cont.)

3. Contracts or Employment Relationships between Employees

   District employees are not permitted to have other employees do personal errands or work for them during normal employment hours for personal gain.

   District employees who hire or use the services of other district employees for personal benefit during times other than normal employment hours should do so in such a manner as to avoid the appearance that the work or employment is being done as a condition of employment or is being done during normal employment hours.

4. Other Prohibited Activities

   In addition to the foregoing, the board of education prohibits any employee from receiving a monetary benefit as the result of any contract between a non-employee and the district.

Outside Activities of Full-time Employees

This portion of the policy applies to full-time employees. A full-time employee shall be construed as any teacher, administrator, support employee, or other employee contracted as a full-time employee with the district and shall include all teachers and other employees who are engaged as full-time employees for only a portion of the year because of summer vacation or any other reason. All full-time employees shall report any outside business activities or employment in writing to the superintendent. The intent of this provision is not to prohibit such activities, but to allow the superintendent to be fully aware of activities that may give rise to violations of other provisions of this policy.

It is the express policy of the board of education that full-time employees devote their full efforts to their assigned activities during their normal business hours.

**LEGAL REFERENCE:** **70 O.S. § 5-124**
**2 C.F.R. § 200.112**
**2 C.F.R. § 200.318**

# EMPLOYMENT PRACTICES

It is the policy of the Weatherford Board of Education to take action and provide statutory notification concerning the renewal or nonrenewal of all teachers' contracts prior to the first Monday in June each year.

The district will provide reasonable assurance in writing to support employees that the district intends to employ for the subsequent school year no later than ten days after the effective date of the education appropriation bill or by June 1, whichever is later.

The superintendent shall recommend candidates for administrative, support, and certified positions to the board. The principal(s) shall be consulted on the employment and retention of teachers.

Among other requirements for employment, the superintendent shall insure that prospective employees produce legally sufficient documents showing citizenship status. The superintendent may develop rules and regulations governing employment practices. Such rules and regulations, if developed, must be approved by the board of education and shall become a part of this policy.

In the event the board decides not to employ a candidate who is recommended by the superintendent, further recommendations should be made to the board by the superintendent until a selection is made.

The employment of any person with this school district shall not be made or excluded on the basis of age, sex, race, religion, national origin, handicap, pregnancy, parenthood, marriage, or for any other reason not related to individual capability to perform in the position for which employed. In accordance with Oklahoma Statutes Title 70, Section 5 113.1, the board of education shall not consider for employment in any capacity a relative within the second degree of consanguinity or affinity of a board member.

**NOTE:** **70 O.S. §5-138 prohibits a school board from requiring any employee, other than the superintendent, to reside within the boundaries of that school district.**

# DRUG-FREE WORKPLACE

In recognition of the clear danger resulting from drug abuse, and in good faith effort to promote the health, safety, and welfare to employees, students and the community, it is the policy of this school district to provide a drug-free workplace in compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (P.L. 101-226).

The superintendent is directed to develop regulations that shall be incorporated into this policy.

**NOTE:** **A copy of this policy and the accompanying regulations must be distributed to each affected employee 30 days prior to implementation of the policy. This notice is also required prior to the implementation of any changes to this policy or to the regulations.**

*THIS POLICY REQUIRED BY LAW.*

# WORKPLACE DRUG AND ALCOHOL TESTING (REGULATIONS)

The board of education may require drug and alcohol testing of all new applicants upon a conditional offer of employment. Substances tested shall be for drugs and alcohol. The refusal of a job applicant who has been offered conditional employment to take the test will be considered as a basis for not employing the applicant. Each case will be reviewed to assure compliance with current regulations of the Americans with Disabilities Act.

The school district may request or require an employee to undergo drug and/or alcohol testing as set forth below and when the superintendent at any time reasonably believes that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following:

a. drugs or alcohol on or about the employee's person or in the employee's vicinity,
b. conduct on the employee's part that suggests impairment or influence of drugs or alcohol,
c. a report of drug or alcohol use while at work or on duty,
d. information that an employee has tampered with drug or alcohol testing at any time,
e. negative performance patterns, or
f. excessive or unexplained absenteeism or tardiness;

Substances tested shall be for drugs and alcohol.

This school district will require school bus drivers, mechanics, maintenance employees, and any employee who is required to obtain a commercial driver's license (CDL) to undergo drug or alcohol testing prior to employment and on a random selection basis. The superintendent shall ensure that employees who are selected for random testing are selected on a basis that is entirely random and on a basis which results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected and does not give the district discretion to waive the selection of any employee selected. (See also policy DCCB and DCCB-R.)

This school district will require bus drivers, mechanics, maintenance personnel, and any district employee who is required to obtain a commercial driver's license (CDL) to undergo drug or alcohol testing during routine employee fitness-for-duty medical examinations. (See also policy DCCB and DCCB-R.)

This school district will require periodic drug and alcohol testing without prior notice of any employee who has tested positively under this policy, who has participated in a drug or alcohol dependency treatment program as a result of this policy, or an employee who is required to obtain a commercial driver's license (CDL).

Any employee who refuses to submit to drug or alcohol testing may be subject to disciplinary action including, but not limited to, termination of employment subject to all applicable due process procedures. Employees who refuse to undergo a drug or alcohol test shall be considered to have been discharged for misconduct for purposes of unemployment compensation benefits. In order to prove misconduct, the employer need only provide proof of a testing policy and either a refusal to take a drug or alcohol test or a positive test result with chain of custody and opportunity to retest.

Drug Testing Procedures

Drug and alcohol testing standards and procedures of this school district shall conform fully to the provisions of the State Board of Health. Testing facilities used by this district shall provide evidence of having met all licensing and/or certification requirements of the State Board of Health including the following:

## WORKPLACE DRUG AND ALCOHOL TESTING, REGULATIONS (Cont.)

1. Samples shall be collected and tested only by individuals deemed qualified by the State Board of Health. Such samples may be collected on the premises of the school district or at a testing facility.

2. Only samples deemed appropriate by the State Board of Health for drug and alcohol testing shall be collected.

3. The collection of samples shall be performed under reasonable and sanitary conditions.

4. Samples shall be collected in sufficient quantity for splitting into two separate specimens, pursuant to rules of the State Board of Health, to provide for any subsequent independent analysis in the event of challenge of the test results of the main specimen.

5. Samples shall be collected and tested with due regard to the privacy of the individual being tested. In the instances of urinalysis, no representative, agent, or designee of the school district shall directly observe an applicant or employee in the process of producing a urine sample; provided, however, collection shall be in a manner reasonably calculated to prevent substitutions or interference with the collection or testing of reliable samples.

6. The testing facility will provide the necessary documentation of testing procedure and test results to the employer requesting testing services as may be required by a court or administrative proceeding.

7. A written record of the chain of custody of the sample shall be maintained from the time of the collection of the sample until the sample is no longer required.

Testing Results

The following steps will be taken when an employee's medical exam is positive for the presence of drugs or alcohol:

1. The employee will be notified of the results of the test. The applicant or employee has a right to obtain all information and records relating to that individual's testing.

2. The employee will be advised of the outcome of the drug screening and will be immediately removed from the current job assignment.

3. The employee will be given a reasonable opportunity for confidential rebuttal of the results.

4. To continue employment with the district, the employee must develop a written plan for improvement with the employee's supervisor. As an element of every plan for improvement, the employee will be encouraged to voluntarily seek professional assistance and/or participate in an appropriate rehabilitation program. Drug and alcohol dependency evaluation and referral services for substance abuse counseling, treatment, or rehabilitation shall be provided to the employee.

5. The employee will be suspended until the employee has tested negative on a follow-up drug screening. The follow-up drug screening will be administered no earlier than seven nor more than forty-five (45) calendar days following the initial positive drug screening. The physician who administered and interpreted the initial drug screening will make a recommendation to the district as to the amount of time that is appropriate before administering the follow-up drug screening, depending on the type and amount of chemical substance initially

## WORKPLACE DRUG AND ALCOHOL TESTING, REGULATIONS (Cont.)

detected in the employee's system. The employee may use existing accrued leave during this suspension. If the employee does not have sufficient accrued leave to cover the absence, the leave will be without pay unless prohibited by applicable law. All employees hereby affected by this policy and regulation will be provided appropriate due process procedures.

6. If the follow-up drug screening is negative, the employee may be returned to regular assignment. If the drug screening is positive, procedures for the employee's termination will be implemented in accordance with this policy and the district's employment termination policies.

7. Any employee whose drug screening is positive a second time, regardless of the length of time which has passed since the first positive test, will be recommended to the board for dismissal. Any employee who has once tested positive may be subject to random drug screening sampling for a period of two years, commencing with the employee's return to work, and/or may be recommended for dismissal.

Confidentiality

The school district shall maintain the results of any drug/alcohol test in confidentiality to the extent possible. The employee who participates in a drug/alcohol test will be provided an opportunity to review and to obtain copies of any information and records pertaining to the drug/alcohol test.

1. The school district will maintain all drug and alcohol test results and related information, including, but not limited to, interviews, reports, statements, and memoranda, as confidential records, separate from other personnel records. Such records, including the records of the testing facility, shall not be used in any criminal proceeding, or any civil or administrative proceeding, except in those actions taken by the district or in any action involving the individual tests and the district or unless such records are ordered released pursuant to a valid subpoena or other court order.

2. The records described above and maintained by the district shall be the property of this school district and, upon the request of the applicant or employee tested, shall be made available for inspection and copying to the applicant or employee. The district will not release such records to any person other than the applicant, employee, or the district's review officer, unless the applicant or employee has expressly granted permission in writing, following receipt of the test results, for the district to release such records or pursuant to a valid court order.

3. A testing facility, or any agent, representative or designee of the facility, or any review officer, shall not disclose to the district, based on the analysis of a sample collected from an applicant or employee for the purpose of testing for the presence of drugs or alcohol, any information relating to~~: A. T~~the general health, pregnancy or other physical or mental condition of the applicant or employee~~; or.~~

   A testing facility shall release the results of the drug or alcohol test, and any analysis and information related thereto, to the individual tested upon his/her request.

## WORKPLACE DRUG AND ALCOHOL TESTING, REGULATIONS (Cont.)

Other Provisions

Drug/alcohol tests required pursuant to this policy will be conducted during, prior to, or immediately after the regular work period for current employees and shall be deemed work time for purposes of compensation and benefits for current employees.

The school district shall pay all costs of testing for drugs or alcohol including any school requested confirmation tests and the costs of transportation to the drug/alcohol test site. Any individual who requests a retest of a sample in order to challenge the results of a positive test shall pay all costs of the retest, unless the retest reverses the findings of the challenged positive test in which case the school district shall reimburse the individual for the costs of the retest.

A copy of this policy shall be posted in a prominent employee access area and shall be provided to each job applicant upon the applicant's receipt of a conditional offer of employment.

Any employee or applicant for employment who refuses to undergo drug or alcohol testing conducted in accordance with board policy and these regulations may be disciplined up to and including termination of employment. An employee discharged on the basis of a refusal to undergo drug or alcohol testing or a confirmed positive drug or alcohol test conducted in accordance with the provisions of the Standards for Workplace Drug and Alcohol Testing Act shall be considered to have been discharged for misconduct and shall be disqualified for unemployment compensation.

**REFERENCE: 40 O.S. §2-406A**
**40 O.S. §551, et seq.**

# DRUG AND ALCOHOL TESTING PROGRAM
# BUS DRIVERS

Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate a school vehicle which transports 16 or more persons, including the driver, or which weighs 26,001 pounds or more. For the purposes of this testing program, the term "employees" includes applicants who have been offered a position to operate a school vehicle.

Employees operating a school vehicle as described above are subject to preemployment drug testing and random, reasonable suspicion, post-accident, return-to-duty, and follow-up drug and alcohol testing. Employees operating school vehicles shall not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy shall be subject to drug and alcohol testing beginning the first day they operate or are offered a position to operate school vehicles and will continue to be subject to drug and alcohol testing as long as they may be required to perform a safety-sensitive function as it is defined in administrative regulations. (See DCCB-R.) Employees with questions about the drug and alcohol testing program may contact the superintendent.

Employees who violate the terms of this policy will be subject to discipline up to and including termination. Employees who violate this policy may be required to successfully participate in a substance abuse evaluation and, if recommended, a substance abuse treatment program. Employees required to participate in and who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program will be subject to discipline up to and including termination.

It is the responsibility of the superintendent to develop administrative regulations to implement this policy. The superintendent shall also inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment, in the application form, and personally at the first interview with the applicant.

The superintendent shall also be responsible for publication and dissemination of this policy and its supporting administrative regulations to employees operating school vehicles. The superintendent shall also oversee a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment resources and programs.

# DRUG AND ALCOHOL TESTING PROGRAM
# BUS DRIVERS
# (REGULATION)

The following administrative regulations support the drug and alcohol testing program policy of the board of education. It also establishes and explains the requirements of the district's drug and alcohol testing program required for employees operating school vehicles.

Questions regarding the drug and alcohol testing program policy, these supporting regulations, or the drug and alcohol testing program may be directed to the superintendent, or designee, who will be the school district contact person. The contact person will answer questions from employees and others about the program, receive the test results, receive identification numbers of the drivers and will notify those drivers selected for random testing.

Definitions

**Air Blank**: A reading by an evidentiary breath testing device (EBT) of ambient air containing no alcohol.

**Alcohol**: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohols.

**Alcohol Concentration (or content)**: The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicted by an evidentiary breath test under the law.

**Alcohol Use**: The consumption of any beverage, mixture or preparation, including any medication, containing alcohol.

**Breath Alcohol Technician**: An individual who instructs and assists drivers in the alcohol testing process and operates an evidentiary breath testing device.

**Canceled or Invalid Test**: In drug testing, it is a drug test that has been declared invalid by a Medical Review Officer or a specimen that has been rejected for testing by a laboratory. In alcohol testing, it is a test that is deemed to be invalid under the law. A canceled drug test or alcohol test is neither a positive nor a negative test.

**Chain of Custody**: Procedures to account for the integrity of each urine or blood specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen. With respect to drug testing, these procedures require that an appropriate drug testing custody form be used from time of collection to receipt by the laboratory and that upon receipt by the laboratory an appropriate laboratory chain of custody form(s) account(s) for the sample or sample aliquots within the laboratory.

**Collection Site**: A place where drivers present themselves for the purpose of providing body fluid or a tissue sample to be analyzed for specific drugs or breath alcohol concentration.

**Commercial Motor Vehicle:** A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle 1) has a gross combination weight rating of 26,001 or more points inclusive of a towed unit with a gross vehicle weight of 10,000 or more pounds; or 2) has a gross vehicle weight rating of 26,001 or more pounds; or 3) is designed to transport 16 or more passengers, including the driver; or 4) is of any size used in the transportation of materials found to be hazardous for the purposes of the Hazardous Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials regulations.

## DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)

**Confirmation Test**: For alcohol testing, it is a second test following a screening test with a result of 0.02 or greater breath alcohol concentration that provides quantitative data of alcohol concentration. For drug testing, it is a second analytical procedure (GC/MS) to identify the presence of a specific drug or metabolite which is independent of the initial test and which uses a different technique and chemical principle from that of the initial test in order to ensure reliability and accuracy.

**Controlled Substances/Drugs**: Marijuana, cocaine, opiates, amphetamines, phencyclidine.

**Driver**: Any person who operates a school vehicle. This includes, but is not limited to, full-time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to the school district or who operate a school vehicle at the direction of or with the consent of the school district. For the purposes of preemployment/pre-duty testing only, the term "driver" includes applicants for drivers of school vehicles positions.

**Initial Test (or Screening Test)**: In drug testing, it is an immunoassay screen to eliminate "negative" urine specimens from further consideration. In alcohol testing, it is an analytic procedure to determine whether a driver may have a prohibited concentration of alcohol in a breath specimen.

**Medical Review Officer (MRO)**: A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate a driver's confirmed positive test result together with the driver's medical history and any other relevant bio-medical information.

**Non-suspicion-based Post-accident Testing**: Testing of a driver after an accident without regard to whether there is any reasonable suspicion of drug usage, reasonable cause to believe the driver has been operating the school vehicle while under the influence of drugs, or reasonable cause to believe the driver was at fault in the accident and drug usage may have been a factor.

**Performing a Safety-sensitive Function**: A driver is considered to be performing a safety-sensitive function during any period in which the driver is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.

**Random Selection Process**: When drug tests are unannounced and every driver has an equal chance of being selected for testing.

**Reasonable Suspicion**: When the school district believes the appearance, behavior, speech or body odors of the driver are indicative of the use of drugs or alcohol.

**Refusal to Test**: When a driver (1) fails to provide adequate breath for alcohol testing without a valid medical explanation after he or she has received notice of the requirement for breath testing in accordance with the provisions of the law, (2) fails to provide adequate urine for drug testing without a valid medical explanation after he or she has received notice of the requirement for urine testing in accordance with the provisions of the law, or (3) engages in conduct that clearly obstructs the testing process. A refusal to test is treated as a positive drug test result or an alcohol test result of 0.04 or greater breath alcohol concentration.

## DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)

**Safety-sensitive Function**: All time from the time when a driver begins to work or is required to be in readiness to work until the time the driver is relieved from work and all responsibility for performing work. Safety sensitive functions shall include, but are not limited to:

1. All time at the district waiting to be dispatched.
2. All time inspecting equipment or otherwise servicing any commercial motor vehicle at any time.
3. All time spent at the driving controls of a commercial vehicle in operation.
4. All time in or on a commercial vehicle.
5. All time repairing, obtaining assistance, or remaining in attendance on a disabled vehicle.

**School vehicle**: A vehicle owned, leased, and/or operated at the direction or with the consent of the school district which transports 16 or more persons, including the driver, or weighs over 26,001 pounds and requires the driver to have/possess a commercial driver's license in order to operate the vehicle.

**Split Specimen/Split Sample**: The division of the urine specimen into thirty milliliters in a specimen bottle (the primary sample) and into at least fifteen milliliters in a second specimen bottle (the split sample).

**Stand-down:** Is prohibited by federal regulations and consists of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed verification of the test result.

**Substance Abuse Professional**: A licensed physician (medical doctor or doctor of osteopathy) or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of, and clinical experience in, the diagnosis and treatment of alcohol and controlled substances-related disorders.

**Verified Test:** A drug test or validity testing result from a federally certified laboratory that has undergone review and final determination by the MRO.

Covered Drivers

1. The following requirements apply for a driver to be covered by the drug and alcohol testing program:
   A. Drive a vehicle transporting 16 or more persons, including the driver, or drive a vehicle weighing over 26,001 pounds; and
   B. Require a commercial driver's license to hold the driver position.
2. Covered drivers include:

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)**

A. Applicants seeking a position as a driver;

B. Full-time, regularly employed drivers;

C. Casual, intermittent, occasional or substitute drivers (including coaches, teachers, administrators, mechanics, etc.);

D. Leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to a school district or who operate a school vehicle at the direction of or with the consent of a school district.

3. Drivers are subject to the drug and alcohol testing program and its requirements throughout the year, including the times when school is not in session or when the driver is on leave.

Prohibited Driver Conduct

1. Drivers shall not report to duty or remain on duty with a 0.04 or greater breath alcohol concentration.

2. Drivers shall not report for duty or remain on duty when using any drug except when a physician has advised the driver that the drug does not adversely affect the driver's ability to safely operate a school vehicle and the school district is informed in writing of the medication and doctor's opinion.

3. Drivers shall not use alcohol at least four hours prior to, or during the performance of, a safety-sensitive function.

4. Drivers shall not possess alcohol while on duty. This includes possessing prescriptions and over-the-counter medicines containing alcohol unless the packaging seal is unbroken.

5. Drivers required to take a post-accident alcohol test shall not use alcohol within eight hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first.

6. Drivers shall not refuse to submit to a drug or alcohol test. A refusal to test is considered a positive test result requiring the driver to undergo a substance abuse evaluation and subjecting the driver to discipline up to and including termination.

7. Drivers shall not report for duty or remain on duty performing a safety-sensitive function if the driver has a positive drug test result.

Alcohol Breath Testing Procedures

1. Driver's breath is tested for alcohol.

2. Evidentiary breath testing devices are used to conduct the screening test and, if necessary, the confirmation alcohol test.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)**

A. The screening alcohol breath test determines whether the driver's breath alcohol concentration is less than 0.02.

1. A screening alcohol test result of less than 0.02 breath alcohol concentration allows the driver to continue to perform a safety-sensitive function.

2. An initial alcohol test result of 0.02 breath alcohol concentration or greater requires a confirmation test.

B. The confirmation alcohol breath test determines whether the driver may continue to perform a safety-sensitive function.

1. A confirmation alcohol test result of less than 0.02 breath alcohol concentration allows the driver to continue to perform a safety-sensitive function.

2. A confirmation alcohol test result of greater than 0.02 breath alcohol concentration but less than 0.04 breath alcohol concentration requires the driver to cease performing a safety-sensitive function for 24 hours.

3. A confirmation alcohol test result of 0.04 or greater breath alcohol concentration requires the driver to cease performing a safety-sensitive function and undergo a substance abuse evaluation.

3. Alcohol testing is conducted at collection sites that provide privacy to the driver and contain the necessary equipment, personnel, and materials.

A. Alcohol testing is conducted at a designated nonschool district facility unless the situation requires another location.

B. In the event privacy cannot be assured, privacy will be provided to the extent practical.

4. Screening alcohol testing steps

A. Once the driver is notified to submit to an alcohol test, the driver must complete the alcohol/drug test notification form and proceed immediately to the collection site. Collection site person will contact the superintendent or designated contact person immediately when a driver does not arrive at the specified

time. Failure to arrive at the collection site in a timely manner is considered a refusal to test, absent an acceptable excuse.

B. Upon arrival, the driver must provide a photo identification. Failure of the driver to produce a photo identification is considered insubordination as well as a refusal to test.

C. The testing procedure is explained to the driver by the collection site person.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)**

D. The collection site person, the breath alcohol technician, and the driver complete and sign the appropriate sections of the alcohol testing form.

1. Refusal of the driver to sign the form prior to the screening alcohol test is considered a refusal to test.

2. The school district is notified immediately of the driver's refusal to sign.

E. The driver forcefully blows into the evidentiary breath testing device mouthpiece for at least six seconds or until an adequate amount of breath has been obtained.

F. The initial test results are shared with the driver.

G. The driver and breath alcohol technician must sign the alcohol testing form following completion of the alcohol test. Failure to sign the form after the alcohol test is not considered a refusal to test. However, in the remarks section of the form, the breath alcohol technician notes the driver's refusal to sign.

H. Screening alcohol test results

1. An alcohol test result of less than 0.02 breath alcohol concentration is reported to the school district in a confidential manner and the driver may continue to perform a safety-sensitive function.

2. An alcohol test result of 0.02 or more breath alcohol concentration requires a confirmation alcohol test between 15 and 20 minutes after the screening test.

3. The breath alcohol technician provides the superintendent, or designated contact person, with a copy of the breath alcohol testing form if written communication was not used to report the test results.

I. Potentially incomplete or invalid breath alcohol tests are repeated with corrected procedures.

J. The breath alcohol test is stopped when the driver fails twice to provide an adequate amount of breath. In that case:

1. A physician analyzes the driver's inability to provide adequate breath.

2. Failure to provide adequate breath is considered a refusal to test unless the physician determines a medical condition caused the failure to provide adequate breath.

3. A refusal of the driver to try a second time to provide adequate breath is considered a refusal to test, unless a physician determines the driver is not physically capable of providing adequate breath.

5. Confirmation alcohol testing steps

A. The confirmation alcohol test is done between 15 and 20 minutes after the screening alcohol test whether or not the driver followed the requirements to not eat, drink, put any object or substance in his or her mouth, and, to the extent possible, not belch during the 15-minute waiting period to avoid accumulation of mouth alcohol leading to an artificially high reading.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)**

B. If a different collection site is used, the driver must be under the observation of the collection site personnel or school district personnel while in transit to the confirmation alcohol testing site or while waiting for the confirmation alcohol test.

C. If a different collection site person is used for the confirmation alcohol test, the driver must again provide photo identification.

D. The testing procedure is explained to the driver by the collection site person.

E. The collection site person, a breath alcohol technician, and the driver complete and sign the appropriate sections of the alcohol testing form.

1. Refusal of the driver to sign the form prior to the confirmation alcohol test is considered a refusal to test.

2. The school district is notified immediately of the refusal to sign.

F. The driver forcefully blows into the evidentiary breath testing device mouthpiece for at least six seconds or until an adequate amount of breath has been obtained.

G. The confirmation alcohol test results, which are the final and official test results, are shared with the driver.

H. The driver and breath alcohol technician must sign the alcohol testing form following completion of the alcohol test. Failure to sign the form after the alcohol test is not considered a refusal to test. However, in the remarks section of the form, the breath alcohol technician notes the driver's refusal to sign.

I. The breath alcohol technician informs the superintendent, or designated contact person, of the results of the test in a confidential manner.

1. An alcohol test result of less than 0.02 breath alcohol concentration is reported to the school district in a confidential manner and the driver may continue to perform a safety-sensitive function.

2. The breath alcohol technician notifies the superintendent, or designated contact person, immediately of confirmation of alcohol test results of 0.02 or more breath alcohol concentration.

3. The collection site person provides the superintendent, or designated contact person, with a copy of the breath alcohol testing form if written communication was not used to report the test results.

J. Potentially incomplete or invalid breath alcohol tests are repeated with corrected procedures.

K. The breath alcohol test is stopped when the driver fails twice to provide an adequate amount of breath. In that case:

1. A physician analyzes the driver's inability to provide adequate breath.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)**

2. Failure to provide adequate breath is considered a refusal to test unless the physician determines a medical condition caused the failure to provide adequate breath.

3. A refusal of the driver to try a second time to provide adequate breath is considered a refusal to test, unless a physician determines the driver is not physically capable of providing adequate breath.

Drug Testing Procedures

1. Driver's urine is tested for marijuana, cocaine, opiates, amphetamines, phencyclidine, etc.

2. A split specimen urine drug test, often called "split sample test," is used to conduct the drug test.

   A. A negative drug test result allows the driver to continue to perform a safety-sensitive function.

   B. A positive drug test result on the primary sample requires the driver to be removed from performing a safety-sensitive function.

   C. A positive drug test result on the primary sample allows the driver an opportunity to request the split sample be tested by another certified laboratory for the specific drug found in the primary sample. A negative drug test result on the split sample results in a negative drug test result.

   D. A positive drug test result requires the driver to undergo a substance abuse evaluation.

3. Drivers taking medication at a doctor's direction may perform a safety-sensitive function if the doctor determines there is not an adverse affect on performing a safety-sensitive function and the school district is informed in writing of the medication and doctor's opinion.

4. Drug testing is conducted at collection sites that provide privacy to the driver and where the necessary equipment, personnel, and materials are located.

   A. Drug testing is conducted at a designated nonschool district facility unless the situation requires another location. Public restrooms can be used as collection sites in exceptional circumstances.

   B. In the event privacy cannot be assured, privacy is provided to the extent practical. However, direct observation is allowed if:

      1. Reasons exist to believe the driver may alter or substitute the specimen.

      2. The driver presents a specimen with a temperature outside the allowed range and does not provide an oral body temperature or the oral body temperature varies from the specimen provided.

      3. The last specimen provided by the driver was determined by the laboratory to not meet specific gravity and urine creatinine concentration criteria.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)**

4. The collection site person observes conduct of the driver to substitute or adulterate the specimen.

5. The driver has previously been determined to have used a drug without medical authorization and the particular test is for follow-up testing upon or after return to duty.

C. Direct observation is approved by the supervisor of the collection site person or the designated school district representative. Non-medical personnel performing direct observation must be of the same gender as the driver.

5. Drug testing steps

A. Once the driver is notified to submit to a drug test, the driver must complete the alcohol/drug test notification form and proceed immediately to the collection site. The collection site person contacts the superintendent, or designated contact person, immediately when a driver does not arrive at the specified time. Failure to arrive at the collection site in a timely manner is considered a refusal to test, absent an acceptable excuse.

B. Upon arrival, the driver must provide a photo identification. Failure of the driver to produce a photo identification is considered insubordination as well as a refusal to test. The driver may require the collection site person to provide proof of identification.

C. The driver may keep his or her wallet but must remove any unnecessary outer garments, purses, briefcases, and similar items at the request of the collection site person.

D. Immediately prior to providing a urine sample, the driver must wash his or her hands.

E. The driver must then provide 45 milliliters of urine and deliver it immediately to the collection site person.

1. A driver who cannot provide an adequate amount of urine will receive instructions for drinking water and trying again.

2. The drug test is stopped when the driver fails twice to provide an adequate amount of urine.

3. Failure to provide adequate urine is considered a refusal to test unless the physician determines a medical condition caused the failure to provide adequate urine.

F. The specimen is kept in view of the driver and the collection site person.

G. Upon receipt of the specimen, the collection site person immediately, and in no event later than four minutes from the time of urination, measures the temperature of the specimen.

H. The driver may volunteer to have his or her oral temperature taken to provide evidence against alteration or substitution if there is some question about the temperature of the specimen.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)**

I. The collection site person inspects the specimen for color and other signs of contaminants and notes any unusual findings.

J. Another specimen is required as soon as possible under direct observation if adulteration or substitution is suspected by the collection site person.

K. The specimen is divided into the primary and the split specimen, sealed, and labeled. The label is initialed by the driver.

L. The driver is required to read and sign the statement on the chain of custody form certifying the specimens are the driver's.

M. The collection site person is required to note on the chain of custody form any unusual behavior or appearance of the driver and any failure to cooperate.

N. The collection site person completes the chain of custody form and the driver signs the form indicating the collection is complete.

O. The specimens are packaged for shipping to the laboratory and are shipped immediately or placed in secure storage until they can be shipped.

6. Laboratory

A. The laboratory used by the school district's drug and alcohol testing program is certified by the U.S. Department of Health and Human Services. Certified laboratories meet the testing procedures, personnel, and record keeping requirements of the law.

B. Upon arrival of the specimen at the laboratory, the split specimen is stored and the primary specimen is tested.

1. A positive drug test result on the initial test of the primary specimen requires a confirmation drug test of the primary specimen.

2. The split specimen is discarded if the primary specimen has a negative drug test result.

7. Medical Review Officer (MRO) reviews drug test results

A. The MRO may release drug testing records of a driver to unauthorized individuals only with the written consent of the driver.

B. The MRO keeps a record of negative drug test results and reports negative drug test results to the school district, usually within two working days.

C. The primary role of the MRO is to review and interpret positive drug test results to determine whether a legitimate explanation exists for the positive drug test result.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)**

1. After reviewing the chain of custody form and the laboratory drug test results, the MRO contacts the driver to discuss the positive drug test result prior to notifying the school district and to ask whether the driver requests a drug test of the split sample. The driver's request for a drug test of the split sample must be made within 72 hours of talking with the MRO.

2. Upon request by the driver, the split specimen is sent to a second certified laboratory for drug testing.

3. The MRO contacts the superintendent, or designated contact person, for assistance if the driver cannot be reached.

4. The superintendent, or designated contact person, must confidentially inform the driver to contact the MRO.

5. Upon contacting the driver, the superintendent, or designated contact person, must inform the MRO that the driver was contacted.

6. Drivers who cannot be contacted are placed on temporary medically unqualified status, sick leave, other available leave, or unpaid leave of absence.

D. The MRO may verify a positive drug test without talking to the driver if:

1. The driver declines the opportunity to discuss the positive drug test.

2. The driver fails to contact the MRO within five days after the superintendent, or designated contact person, has contacted the driver.

3. MRO verification of positive drug test results under these circumstances can be challenged by the driver if the driver presents the MRO with information documenting a serious illness, injury or other circumstances unavoidably preventing the driver from timely contacting the MRO. The MRO, based on this additional information, may find a legitimate explanation for the positive drug test result and declare the drug test negative.

E. The driver is notified of the drugs found in a positive drug test result by the MRO, the superintendent, or designated contact person, or by certified mail to the driver's last known address.

F. The school district receives a written report of the negative and positive drug test results from the MRO.

Substance Abuse Professional

1. A substance abuse evaluation by a substance abuse professional is required when a driver has:

A. A positive drug test;

B. A positive alcohol test of 0.04 or greater breath alcohol concentration; or

## DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)

C. Violated the drug and alcohol testing program policy, these supporting regulations, or the law.

2. The substance abuse evaluation determines what assistance, if any, the driver needs in resolving problems with alcohol misuse and/or drug use.

3. A list of available substance abuse professionals to provide assistance to bus drivers is available through the superintendent, or designated contact person.

Pre-employment Testing

1. Drivers shall submit to a drug test if a job offer is made. The job offer is contingent upon:

   A. A negative drug test result; and

   B. A signed written statement authorizing former employers to release all information on the driver related to drugs and alcohol.

   A pre-employment drug test may not need to be administered by the school district if the driver has participated in a drug testing program that meets the requirements of these regulations within the previous 30 days and while participating in that program, either was tested for drugs within the past six months from the date of application with the school district or participated in a random drug testing program for the previous 12 months from the date of application with the school district and the school district ensures that, to the school district's knowledge, no prior employer has records of a violation of the regulations within the previous six months.

   If the school district chooses not to administer a pre-employment alcohol and/or drug test, the school district must contact the alcohol and drug testing program in which the driver participates or participated and obtain the following information:

   name and address(es) of the program(s);
   verification that the driver participates or participated in the program(s);
   verification that the program(s) conform(s) to these regulations;
   verification that the driver is qualified under these regulations, including that the driver has not refused to be tested for alcohol or drugs;
   the date the driver was last tested for alcohol or drugs;
   the results of any tests taken within the previous six months and any other violation of the regulations.

   For applicants that have had a positive drug or alcohol test, based on information from a prior employer, the pre-employment test can serve as a return-to-duty test.

2. Prior to allowing a driver to perform a safety-sensitive function, and not later than 14 days after performing a safety-sensitive function, the following information must be obtained about the driver during the preceding two years from the date of the application:

   A. Any alcohol test results of 0.04 or greater breath alcohol concentration;

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)**

B. Positive drug test results; and

C. Refusals to be tested.

The school district may obtain any information related to the driver from previous employers as long as the driver consents and the written consent regarding the requested information is presented to the previous employers. If this information is not obtained prior to the performance of a safety-sensitive function, the school district will document why the information was not obtained prior to the performance of the safety-sensitive function. The information may be obtained by the school district by personal interviews, telephone interviews, letter, or other method that ensures confidentiality. The school district will document the information received and will note that the information addresses only whether the driver can perform a safety-sensitive function and does not address the Americans with Disabilities Act considerations of alcohol or drug addiction.

Random Testing

1. Annually, 25% of the average number of drivers is selected for random alcohol tests and 50% of the average number of drivers is selected for random drug tests.

2. The drivers' identification numbers are selected by a scientific method giving each driver an equal chance to be selected.

3. Random tests are unannounced and spread throughout the year.

4. Drivers selected for random alcohol testing are notified just before, during, or just after performing a safety-sensitive function. The school district will document why some, if any, drivers were selected but not notified (i.e., illness, vacation, etc.).

5. Drivers selected for random drug testing are notified at any time. The school district will document why some, if any, drivers were selected but not notified (i.e., illness, vacation, etc.).

6. Once a driver is notified of being selected for a random test, the driver must proceed immediately to the collection site. However, drivers performing a safety-sensitive function must safely stop and proceed to the collection site as soon as possible.

Reasonable Suspicion Testing

1. A driver may be required to submit to a reasonable suspicion drug test at any time.

2. A driver may be required to submit to a reasonable suspicion alcohol test just before, during, or just after the driver performs a safety-sensitive function or just before, during, or just after the time the driver is required to be in compliance with the drug and alcohol testing program policy, these supporting administrative regulations, or the law.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)**

A. A reasonable suspicion alcohol test is performed within two hours and not later than eight hours of determining reasonable suspicion.

B. If the alcohol test is not given within two hours, the reasons for the delay must be documented.

C. If the alcohol test is not given within eight hours, attempts to test are stopped and the reason for not testing must be documented.

3. A reasonable suspicion test request is made by an employee who received training to determine reasonable suspicion. The reasons for the reasonable suspicion must be documented within 24 hours or prior to the release of the test results. If more than one employee trained to determine reasonable suspicion observed the driver, those employees must also document their reasons.

Post-accident Testing

1. Drivers are subject to both post-accident drug and alcohol testing as soon as possible after an accident in which:

   A. The driver received a citation and

      1. Bodily injury occurred to a person who, as a result of the injury, required immediate medical treatment away from the scene of the accident; or

      2. One or more motor vehicles incurred disabling damage as a result of the accident, requiring the vehicle(s) to be transported away from the scene by a tow truck or other vehicle; or

   B. A fatality occurred.

   If a citation is not issued against the driver within eight hours of the accident, no alcohol testing can be done. If the citation is issued prior to 32 hours, a drug test must be given. If the citation is issued too late for either the alcohol or drug test, the circumstances must be documented.

2. Drivers must remain readily available for post-accident testing.

   A. Drivers who leave the scene or who do not remain readily available are deemed to have refused to test.

   B. Necessary medical treatment cannot and should not be denied to a driver waiting to complete post-accident drug and alcohol tests.

3. Alcohol testing requirements

   A. The alcohol test is administered within two hours and not later than eight hours after the accident.

   B. The reasons for administering the test later than two hours after the accident must be documented.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)**

C. The reasons for not administering the test within eight hours of the accident must be documented.

D. Drivers are prohibited from consuming alcohol for eight hours after the accident or until the alcohol test is completed.

4. Drug testing requirements

A. The drug test is administered as soon as possible and not later than 32 hours after the accident.

B. The reasons for not administering the test must be documented.

5. Results of drug or alcohol testing conducted by law enforcement officers or other officials on the scene with independent authority to conduct such tests are presumed valid if the testing conforms with the law. The school district must receive a copy of the results to use them.

Return-to-duty/Follow-up Testing

1. Prior to returning to duty after a positive drug test, a positive alcohol test of 0.04 or greater breath alcohol concentration, or other violation of the drug and alcohol testing program policy, these regulations or the law:

A. The driver must be reevaluated by a substance abuse professional to determine that the driver has properly followed any treatment program prescribed.

B. The driver must submit to the tests required by the substance abuse professional. The substance abuse professional may require a return-to-duty test for drugs, alcohol, or both.

C. The return-to-duty test must have a negative drug test result and/or an alcohol test result of less than 0.02 breath alcohol concentration before the driver can return to duty and perform a safety-sensitive function.

2. After returning to duty, the driver is subject to a minimum of six unannounced follow-up tests within 12 months for alcohol, drugs, or both, as determined by the substance abuse professional.

A. The substance abuse professional can terminate the follow-up testing requirement after the first six tests have been completed or continue the follow-up testing for up to 60 months from the date of the driver's return to duty.

B. Alcohol follow-up testing is done just before, during, or just after performing a safety-sensitive function.

School District Responsibilities

1. Drivers will be provided with information on the drug and alcohol testing requirements of the drug and alcohol testing program policy, these administrative regulations, and the law, including the driver's obligations. This information may be included in an employee handbook.

## DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)

2. Supervisors of drivers or employees designated to determine reasonable suspicion must receive 60 minutes of training on alcohol misuse and 60 minutes of training on drug use. The training must address the physical, behavioral, speech and performance indicators of probable alcohol misuse and drug use.

3. Drivers will be provided with instructions prior to the driver operating a school vehicle to enable the driver to comply with the drug and alcohol testing requirements.

4. Drivers will not be allowed to report to work or perform a safety-sensitive function when the school district has actual knowledge of a driver's drug use, whether or not a drug test was conducted.

5. Drivers will not be allowed to report to work or perform a safety-sensitive function when the school district has actual knowledge of a driver with 0.02 or greater breath alcohol concentration, whether or not an alcohol test was conducted.

6. Through the school district's drug and alcohol testing program service provider, the school district will ensure that the quality assurance plan, developed by the manufacturer and approved by the National Highway Traffic Safety Administration for the evidentiary breath testing device used for alcohol testing of its drivers, describes the inspection, maintenance, and calibration requirements and intervals for the device.

7. Through the school district's drug and alcohol testing program service provider, the district will ensure that the collection site person using an evidentiary breath testing device is a certified breath alcohol technician.

<u>Consequences of Violating the Drug and Alcohol Testing Program Policy, These Administrative Regulations, or the Law</u>

1. Each violation is dealt with based on the circumstances surrounding the violation. The following consequences may result from a violation:

   A. Drivers may be disciplined up to and including termination.

   B. Drivers may not be permitted to perform safety-sensitive functions.

   C. Drivers may be advised of the resources available to them in evaluating and resolving problems associated with the misuse of alcohol or use of drugs.

   D. Drivers may be required to undergo a substance abuse evaluation to determine what assistance, if any, the driver needs in resolving problems associated with the misuse of alcohol or use of drugs and be required to follow any recommended substance abuse treatment program.

   E. Prior to returning to duty, the driver is required to have a negative drug and/or alcohol test result and be subject to the follow-up drug and/or alcohol testing determined necessary based on the circumstances surrounding the incident.

   F. Drivers refusing to submit to drug and/or alcohol testing are considered insubordinate and are subject to discipline up to and including termination.

## DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)

G. Driver-applicants who refuse to submit to or cooperate with the drug and/or alcohol testing process and requirements shall be disqualified from further consideration.

2. Nothing in the drug and alcohol testing program policy, these administrative regulations, or the law relating to drug and alcohol testing limits, restricts the right of the board or superintendent to discipline, up to and including termination, a driver for conduct which violates the school district's policies, regulations, and procedures.

Drug and Alcohol Testing Records

1. Drug and alcohol testing records are stored in locked files at limited access locations separate and apart from the driver's general personnel records.

2. The records are released only with the written consent of the driver. Only those records specifically authorized for release may be released. However:

   A. Records may be released to appropriate government agencies without a written consent.

   B. Records may be released to appropriate school district employees without written consent.

   C. The school district may, without written consent, make a driver's drug and alcohol test records available to a decision-maker in a lawsuit, grievance or other proceeding initiated by or on behalf of the driver and arising from the result of an alcohol or drug test under the drug and alcohol testing program policy, these regulations, or the law, or from the school district's determination that the driver violated the drug and alcohol testing program, these regulations, or the law. Such proceedings may include, but are not limited to, workers' compensation, unemployment compensation, or other proceeding related to a benefit being sought by the driver and in wrongful discharge or other termination matters.

3. With a written request, drivers may access and copy their drug and alcohol test records in accordance with the board policy related to employee records. A driver is not denied access to these records for failure to pay fees associated with other records. Drug and alcohol testing and related records shall include at least the following:

   drug and alcohol related information obtained from prior employers if the driver was hired after January 1, 1995, for school districts with 50 or more drivers and January 1, 1996, for school districts with less than 50 drivers;
   a "sign off" sheet signed by the driver indicating receipt of the drug and alcohol testing program policy and related information and agreeing to participate in the drug and alcohol testing program;
   the chain of custody form for each of the driver's drug tests;
   the alcohol test form and results for each of the driver's alcohol tests;
   any accident information related to the driver;
   MRO report of drug test results;
   any reasonable suspicion information related to the driver;
   any substance abuse professional evaluation and treatment information related to the driver; and
   any other information related to drug and alcohol testing particular to the driver.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)**

4. The following records of the school district's drug and alcohol testing programs are maintained for the time period indicated:

   A. One year:

      1. Records of negative and canceled drug test results and alcohol test results of less than 0.02 breath alcohol concentration.
      2. Records related to the drug and alcohol testing process.
      3. Records related to a driver's test results.
      4. Records related to other violations of the law.
      5. Records related to substance abuse evaluations.
      6. Records related to education and training.

   B. Two years:

      Records related to the alcohol and drug collection process, except calibration of evidentiary breath testing devices, and training.

   C. Five years:

      1. Alcohol test results of 0.02 and greater breath alcohol concentration.
      2. Verified positive drug test results.
      3. Documentation of refusals to take required alcohol and/or drug tests.
      4. Evidentiary breath testing device calibration documentation.
      5. Driver substance abuse evaluations and referrals.
      6. Annual calendar year summary.

# ACCEPTANCE OF LETTERS OF RESIGNATION

Weatherford Board of Education empowers the superintendent, as agent of the board, to accept on its behalf letters of resignation from any school district employee. Receipt of a letter of resignation by the superintendent constitutes acceptance of such resignation by the board of education and releases the employee and the district from any and all further contractual obligations beyond the effective date of the resignation. Any resignation received by the superintendent is irrevocable.

Upon receipt of a letter of resignation, the superintendent will give the resigning employee, either in person or by certified mail, the following statement:

> I, the Superintendent of Schools, acting as the Chief Executive Officer of the Weatherford Board of Education, acknowledge receipt this date of a resignation from employment signed by _____, effective the _____ day of _____, _____. My signature constitutes acceptance of this resignation by the Board of Education and releases the resigning employee and the district, upon the effective date of the resignation, from all further contractual obligations. By accepting this resignation from the employee, the employee's offer to be released from his or her contract with the board of education is accepted, and thus the resignation is irrevocable.

_____
Superintendent

_____
Employee

_____
Date

# SALARIES AND EXPENSES

It is the policy of the Weatherford Board of Education that no teacher shall be paid less than the state schedule. Extra duties shall be compensated for as scheduled. A schedule of salaries and fringe benefits paid to administrators will be filed with the State Department of Education by October 1, each year. Hourly wages for support employees will be established by the board of education.

All teachers shall be paid not later than the 20th day of each month. If the 20th falls on a weekend or a holiday, teachers shall be paid on the last preceding school day.

All full-time employees who are exempt from the hourly wage requirements of the Fair Labor Standards Act will be paid on a twelve-month basis.

For the purpose of state salary increments and retirement, no teacher shall be granted credit for more than five (5) years of active duty in the military service or out-of-state or out-of-country teaching experience as a certified teacher or its equivalent. Nothing in this section shall prohibit boards of education from crediting more years of experience on district salary schedules than those allowed for state purposes.

The board shall also provide for a staff leave program and reimbursement of approved expenses.

**REFERENCE:** **70 O.S. § 1-110**
**70 O.S. § 5-141**
**70 O.S. § 6-106**
**70 O.S. § 18-114.14**
**Atty. Gen. Op. No. 84-87 (July 24, 1984)**

# SALARY SCHEDULES

Teachers

When employed, teachers will be placed on the appropriate salary step on the teachers' salary schedule that corresponds to the number of years of experience credited by the State Department of Education.

Retired teachers that are employed by the school district shall not be placed on the minimum salary schedule, but shall be compensated at the following rates: Retired teachers that are employed by the school district shall be placed on the minimum salary schedule.

Administrators

All administrators, when employed, will be placed on the appropriate step of the administrators' salary schedule. Upon recommendation of the superintendent and approval by the board, newly hired administrators may be placed on a salary schedule based upon individual building criteria such as enrollment, supervision of extracurricular activities, number of teachers, and length of school year contract.

Documentation

Certified employees who begin their employment prior to providing all official documentation required of their position shall be compensated at a daily rate of pay equal to that of a substitute teacher. Official documentation provided within the first 35 teaching days of employment establishing retroactive qualification for the position shall result in a salary adjustment retroactive to the first of the semester. Official documentation provided after the above dates will result in salary adjustment on the date of receipt of such documentation.

Advancement

School district employees shall advance on the salary schedule at the rate of one year for each year of creditable service after initial employment. For salary advancement purposes only, a year of creditable service must be at least 120 days.

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**OSSBA POLICY SERVICES LEGAL NOTES:**

**If the board has not adopted a separate administrators' salary schedule, administrators will be paid in accordance with their employment contracts.**

# SALARY SCHEDULES

Teachers
When employed, teachers will be placed on the appropriate salary step on the teachers' salary schedule that corresponds to the number of years of experience credited by the State Department of Education.

Optional language:
Retired teachers that are employed by the school district shall not be placed on the minimum salary schedule, but shall be compensated at the following rates: (add in retired teacher schedule)

Or

Retired teachers that are employed by the school district shall be placed on the minimum salary schedule.

Or

Retired teachers that are employed by the school district shall be compensated at the rate of $____ per hour of instruction provided to students.

Administrators
All administrators, when employed, will be placed on the appropriate step of the administrators' salary schedule. Upon recommendation of the superintendent and approval by the board, newly hired administrators may be placed on a salary schedule based upon individual building criteria such as enrollment, supervision of extracurricular activities, number of teachers, and length of school year contract.

Documentation
Certified employees who begin their employment prior to providing all official documentation required of their position shall be compensated at a daily rate of pay equal to that of a substitute teacher. Official documentation provided within the first 35 teaching days of employment establishing retroactive qualification for the position shall result in a salary adjustment retroactive to the first of the semester. Official documentation provided after the above dates will result in salary adjustment on the date of receipt of such documentation.

Advancement
School district employees shall advance on the salary schedule at the rate of one year for each year of creditable service after initial employment. For salary advancement purposes only, a year of creditable service must be at least 120 days.

Out-of-State Experience
Individuals who are employed by the school district after ____ years shall be provided with credit for ___ years of out-of-state experience.

All employee compensation shall be addressed in the employment and/or extra duty contract. Employee compensation shall be reasonable for the services rendered.

**Legal Reference: 2 C.F.R. §430(a)(1).**

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**OSSBA POLICY SERVICES LEGAL NOTES:**
**If the board has not adopted a separate administrators' salary schedule, administrators will be paid in accordance with their employment contracts.**

## Sample FY2020 Salary Schedule

| Years of Experience | Bachelor's Degree | National Board Certification | Master's Degree | Master's + National Board Certification | Doctoral Degree |
|---|---|---|---|---|---|
| 0 | $37,821 | $38,979 | $39,211 | $40,369 | $40,601 |
| 1 | $38,255 | $39,413 | $39,645 | $40,803 | $41,035 |
| 2 | $38,689 | $39,848 | $40,079 | $41,238 | $41,469 |
| 3 | $39,124 | $40,282 | $40,514 | $41,672 | $41,904 |
| 4 | $39,558 | $40,716 | $40,948 | $42,106 | $42,338 |
| 5 | $40,030 | $41,188 | $41,420 | $42,578 | $42,810 |
| 6 | $40,493 | $41,652 | $41,883 | $43,042 | $43,274 |
| 7 | $40,957 | $42,115 | $42,347 | $43,505 | $43,737 |
| 8 | $41,420 | $42,578 | $42,810 | $43,969 | $44,200 |
| 9 | $41,883 | $43,042 | $43,274 | $44,432 | $44,664 |
| 10 | $42,904 | $44,064 | $44,788 | $45,948 | $47,165 |
| 11 | $43,397 | $44,556 | $45,281 | $46,441 | $47,658 |
| 12 | $43,890 | $45,049 | $45,774 | $46,933 | $48,151 |
| 13 | $44,382 | $45,542 | $46,267 | $47,426 | $48,644 |
| 14 | $44,875 | $46,035 | $46,759 | $47,919 | $49,136 |
| 15 | $45,387 | $46,547 | $47,272 | $48,432 | $49,650 |
| 16 | $45,880 | $47,040 | $47,765 | $48,925 | $50,143 |
| 17 | $46,373 | $47,533 | $48,258 | $49,418 | $50,636 |
| 18 | $46,866 | $48,026 | $48,751 | $49,911 | $51,129 |
| 19 | $47,359 | $48,519 | $49,244 | $50,404 | $51,622 |
| 20 | $47,872 | $49,033 | $49,758 | $50,918 | $52,137 |
| 21 | $48,365 | $49,526 | $50,251 | $51,412 | $52,630 |
| 22 | $48,859 | $50,019 | $50,744 | $51,905 | $53,123 |
| 23 | $49,352 | $50,512 | $51,238 | $52,398 | $53,617 |
| 24 | $49,845 | $51,005 | $51,731 | $52,891 | $54,110 |
| 25 | $51,269 | $52,452 | $53,191 | $54,373 | $55,615 |

# DIRECT DEPOSIT

It shall be the policy of the Weatherford Board of Education that any employee beginning employment with the school district after July 1, 2008 *may or shall be required to* have his/her payroll check deposited directly into the bank, savings and loan, or credit union of their choice. The employee shall upon employment with the district, identify a financial institution that will serve as a personal depository agent for the employee.

It shall further be the policy of the Weatherford Board of Education that all existing employees working prior to July 1, 2008 shall have one year to begin participation in the direct deposit system, and identify a financial institution that will serve as a personal depository agent for the employee.

The district will not impose any service charge of any type to be paid by the employee at any time which decreases the net salary of the employee that is deposited in the financial institution selected by the employee.

**LEGAL AUTHORITY:** **70 O.S. Section 6-106.2.**

# CAFETERIA PLAN

It is the policy of the Weatherford Board of Education to provide a fringe benefit schedule which reflects adequate compensation for professional training and experience and will participate in a Section 125 "Cafeteria" plan. The following limitations are placed upon the plan:

1. All employees are eligible to participate at the time they are employed.
2. An eligible dollar amount of benefits shall be established by the board to assure that all employees may benefit to the maximum of their eligibility.
3. Employees may elect benefits or cash to a maximum amount to be established annually.
4. Teacher Retirement shall be paid on the salary and fringe benefits claimed under the plan.
5. Social Security shall be paid on the salary and fringe benefits claimed under the plan.
6. The board will allow only those items it believes eligible to be covered in the plan for fringe benefits.
7. The decision of the board concerning eligible items to be covered in the plan will be final.
8. After an employee executes a contract at the first of the school year, no changes may be made in the fringe benefits plan until the next school year. Exceptions may be granted for circumstances arising beyond the control of the employee and only upon written board approval of contract modification.

**REFERENCE: 70 O.S. §5-140**
**70 O.S. §17-101 through §17-116.2**

# TAXABLE FRINGE BENEFIT ON EMPLOYER-PROVIDED VEHICLES

In accordance with IRS Reg. Sec.1.274-6T(a)(3), the Weatherford Board of Education has approved a taxable fringe benefit for the use of school owned vehicles for commuting to and from work. Hereinafter, the term "employer" refers to the Weatherford School District, and the term "employee" refers to _____ _____.

Weatherford Public School District stipulates the following:

1. The vehicle(s) are owned by the employer.
2. The vehicle(s) are provided to the employee(s) for business use.
3. The employer prohibits personal use of the vehicle(s) other than commuting.
4. The employee(s) do not use the vehicle(s) for personal use.

The employer hereby establishes a taxable fringe benefit of (_____ *cents*) (*the current IRS approved rate*) cents per mile figured on the mileage from the employee's home to the school for 240 school days (200 days for transportation director). This taxable fringe benefit will be in addition to the employee's annual salary contract; taxes will be withheld based on the individual employee's W-4 elections.

Unauthorized personal use of the vehicles may be subject to disciplinary action up to and including termination of employment.

This policy and taxable fringe benefit will be reviewed annually to verify that the policy is in compliance with IRS regulations.

***Note: A copy of this policy shall be provided to the affected employees and attached to their annual salary contracts.***

# PERSONNEL HOLIDAYS

It is the policy of the Weatherford Board of Education that the following paid holidays may be observed by all support personnel except bus drivers.

Christmas
Independence Day
Labor Day
Memorial Day
New Years Day
Thanksgiving

# PERSONNEL LEAVE PROGRAM

The Weatherford Board of Education recognizes that district employees must occasionally be absent from work. Therefore, leave time in different categories as required by law will be provided for employees to be absent when necessary. Leave categories will include sick leave, personal business leave, emergency leave, jury duty leave, and military leave.

It is also important for district employees to understand that the continuity of education services is best served when the regularly assigned employee is at work. Therefore, employees should use the leaves provided in a prudent and judicious manner. The abuse of leave by employees will not be tolerated and any employee abusing leave policies will be subject to disciplinary action up to and including termination of employment.

Deductions for Unpaid Authorized Absences

If a district employee believes there is a need to be absent from work for any reason not covered in the approved leave policies, the employee may request, in writing, unpaid leave for that purpose from the immediate supervisor.

If unpaid leave is granted by the immediate supervisor, an amount equal to one day's pay will be deducted from the employee's salary for each day of such approved absence.

If an employee is absent without securing approval for an unpaid absence, the employee shall be denied the salary for such absence and will be considered to be engaging in willful neglect of duty and, therefore, subject to disciplinary action up to and including termination of employment.

Notification of Leave Accumulation

During the first two weeks of the school year, the board will advise each employee, in writing, as to the number of leave days accumulated as of July 1 of that year. After July 1, an employee may get updated information on leave accumulation from the superintendent's office at a time mutually agreed upon by the employee and the superintendent or the superintendent's designee.

# JURY DUTY SERVICE AND WITNESS LEAVE (REGULATIONS)

The board of education shall grant leave to employees who have been selected for jury duty or who have been subpoenaed as a witness in a criminal, civil, or juvenile proceeding. Employees shall be paid the full, current contract salary during such service. Monies necessary to pay substitute teachers shall not be deducted from the salary of a teacher performing jury duty. However, the amount received by the teacher for jury duty service shall be applied toward the expense of the substitute teacher.

It is the policy of the board that the school district will not provide teachers with paid leave for non-subpoenaed testimony as a witness in a child custody case involving a student in this district. If a teacher testifies as a witness as a result of being subpoenaed, any compensation received from the court by the teacher shall be applied toward the expense of a substitute teacher.

If a school district employee is subpoenaed to appear as a witness in a civil court proceeding, except in a proceeding in which the school district or the state is a party, the school district shall be entitled to a witness fee equal to the amount of the substitute teacher cost, not to exceed One Hundred Dollars ($100.00) per day.

**REFERENCE: 70 O.S. §6-104**
**28 O.S. §84.1**

# MILITARY LEAVE
# (REGULATIONS)

The board shall provide leave to qualified employees who are members of any component of the Armed Forces of the United States (Army, Navy, Marine Corps, Air Force, Coast Guard), including members of the Army and Air National Guard and the Reserve Forces and the commissioned corps of the Public Health Service, when the employee meets the requirements set forth below and the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA). A leave of absence for the period of active service shall be without loss of status or efficiency rating and without loss of pay during the first 30 days of such leave.

Reemployment Rights

In order to qualify for reemployment rights, the employee must be or must have been employed on a regular basis. Employees who are employed as temporary employees for a definite, nonrecurring period of time are not eligible. In order to qualify for reemployment rights, employees must be qualified as set forth in these regulations and in The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

Employees must provide advance notice of military service unless military necessity prevents such notice or unless notice is otherwise impossible or unreasonable. Such oral or written notice must be provided by the employee or by an appropriate officer of the service branch. In order to qualify for reemployment, the employee cannot be absent for a period greater than five years unless the employee qualifies for an exception as set forth below. The employee must be or have been separated from the service under honorable conditions.

If the service is less than 31 days or is for the purpose of taking a fitness-for-duty examination, the employee must report for reemployment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service plus additional time for safe travel back to the employee's residence plus eight hours.

If the service is for a period greater than 31 days but less than 181 days, the employee must submit an application for reemployment no later than 14 days following completion of service.

If the service is for a period greater than 181 days, the employee must submit an application for reemployment no later than 90 days following completion of service.

These time limits may be extended up to two years if the employee is hospitalized or is convalescing from an injury or illness caused by the military service. The two-year extension may be further extended if reporting is impossible or unreasonable due to circumstances beyond the employee's control.

An employee with less than 91 days of service will be immediately re-employed in the position the employee would have attained had the employee not been absent if all qualifications for the position are met. If the employee is not or cannot reasonably become qualified for the advanced position, reemployment will be offered in the same position held prior to military service if qualified. If the employee is not and cannot become reasonably qualified for the same position, a position of lesser status and pay will be offered.

An employee who is absent for more than 91 days will be offered reemployment under the same conditions as above except that a different position with equivalent pay, status, and seniority may be offered.

Refresher training or "update" training will be provided if appropriate and necessary.

## MILITARY LEAVE, REGULATIONS (Cont.)

If a qualified employee applies for reemployment and has a service-related disability, reasonable accommodations will be made if possible. If reasonable accommodations cannot be made, a position providing equivalent seniority, pay and status will be offered. If neither of these options is possible because of the disability, a position as nearly equivalent as possible in seniority, pay and status will be offered.

Employees who are reemployed under these regulations are entitled to participate in any benefits available to employees on nonmilitary leaves of absence but must pay any employee participation costs that other employees pay.

An employee who is reemployed under these regulations will not be considered as having a break in service for purposes of any applicable pension plan and the military service time will be considered for benefit vesting and accrual consistent with any state regulations or law.

Health Insurance Coverage

If requested, the school district will maintain health insurance coverage on the employee (and the employee's family) for the first 30 days of military service regardless of whether the employee is called to active duty for more or less than 30 days. However, the employee must pay any employee participation costs that other employees pay. If the employee is called to active duty for more than 30 days, the military medical benefit will provide coverage. If the employee wishes to maintain private insurance after the first 30 days (for up to 18 months), the employee must pay the full cost of the premium.

The employee (and the employee's family) may choose to go back on the district health plan immediately upon return to district employment. There will be no waiting period and no exclusion of pre-existing conditions, other than for VA-determined service-connected conditions.

**REFERENCE: 40 O.S. §209**
**70 O.S. §6-105**
**USERRA, 1994 as amended**

# MATERNITY LEAVE
# (REGULATIONS)

Career Technology Centers:
The board of education shall provide maternity leave to full-time classroom instructional employees of the technology center who have been employed by the technology center school district for at least one year and have worked for the technology center for at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period. Eligible employees shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of maternity leave shall be used immediately following the birth of the employee's child.

Common Education Schools:
The board of education shall provide maternity leave to all full-time employees of the school district who have been employed by the school district for at least one year and have worked for the school district for at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period. Eligible employees shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of maternity leave shall be immediately following the birth of the school district employee's child.

**REFERENCE: 70 O.S. §6-104.8**

# MATERNITY LEAVE
# (REGULATIONS)

The board of education shall provide maternity leave to all full-time employees of the school district who have been employed by the school district for at least one year and have worked for the school district for at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period. Eligible employees shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of maternity leave shall be immediately following the birth of the school district employee's child.

**REFERENCE: 70 O.S. §6-104.8**

# SICK LEAVE
# CERTIFIED PERSONNEL
# (REGULATIONS)

The board of education shall provide sick leave benefits to all certificated personnel in order to promote a sense of security and permit an ease of mind that is essential to the satisfactory performance of professional services. The board sets forth the following provisions for administering this policy:

1. The superintendent or designee shall administer this plan.

2. Teachers may be absent from duty because of personal accidental injury, illness or pregnancy, or injury, illness or death in the immediate family without loss of salary not to exceed ten days during each school year. The right to such sick leave shall be vested at the beginning of the school year. Certificated employees who have an eleven-month contract shall receive eleven sick leave days per year and those who have a twelve-month contract shall receive twelve days. If an employee is injured as a result of an assault or battery upon the person of the employee while the employee is in the performance of any duties as an education employee, the employee shall be entitled to a leave of absence from employment with the school without a loss of leave benefits.

3. If sick leave is taken for bereavement purposes, the leave for that period may extend to the date of the funeral and a reasonable time thereafter to allow for travel as long as the employee has leave available to use.

4. Unused sick leave shall be cumulative to a total of sixty days and is transferable to any other school district in Oklahoma. Up to a maximum of sixty days of sick leave earned in another Oklahoma district may be transferred to this district. Sick leave so transferred must be certified by the sending district.

5. Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action as provided by contract and/or state law. Any employee may be required to submit appropriate evidence concerning the cause of his absence in order to qualify for sick leave benefits. Appropriate evidence may include the following:

   A. Physician's statement endorsed by the employee
   B. Employee statement endorsed by the principal or immediate supervisor
   C. Copies of claim submitted for insurance benefits
   D. Other information as may be indicated by the circumstances

6. Appropriate evidence will be submitted when requested by the principal, immediate supervisor, or the superintendent in the following situations:

   A. Sick leave claim on days of unusual or inclement weather
   B. Sick leave claim during the last four weeks of employment
   C. Sick leave claim on days immediately preceding or immediately following holidays or non-work days other than weekends
   D. Reasonable cause exists to believe that sick leave benefits are being abused

7. When a teacher's accrued sick leave and maternity leave are exhausted and the teacher is absent due to personal accidental injury, illness, or pregnancy, the teacher shall receive full salary less the amount that would be paid a substitute teacher for a maximum of 20 days.

## SICK LEAVE, CERTIFIED PERSONNEL, REGULATIONS (Cont.)

8. After an employee has exhausted all accumulated sick leave, personal leave, and vacation time, the employee may be eligible for whatever time may be remaining of the up to 12 work weeks of unpaid leave for employees who meet the federal definitions for leave in accordance with the Family Medical Leave Act. The 12 work weeks of leave afforded under the Family Medical Leave Act may include paid and unpaid leave in accordance with federal law.

9. Sick leave benefits may be paid in addition to workers' compensation benefits; however, the sum of the payments will not exceed 100% of the employee's net pay as it existed prior to injury.

**NOTE:** **The term "immediate family" has been defined as those close family members such as a spouse or children residing within the same household as the employee. Sick leave may also be taken for the life-threatening illness of non-dependent children, mother, father, sister, brother, grandparents, mother-in-law, or father-in-law.**

**REFERENCE:** **70 O.S. §6-104**
**70 O.S. §6-147**
**Atty. Gen. Op. No. 84-12**
**Atty. Gen. Op. No. 91-632**

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**OSSBA POLICY SERVICES REVIEW NOTES:**

**Payment for unused sick leave days may be made only upon termination of employment. Please see referenced AG Opinions. In reference to the Putnam City Schools audit, the provision of an incentive bonus appears to be a gift in conflict with Article 10, §15(A) of the Oklahoma Constitution.**

# FAMILY MEDICAL LEAVE

If the district employs 50 individuals, the district is required to provide eligible employees with leave under the auspices of the Family Medical Leave Act (FMLA). The district designates the 12-month period of July 1 to June 30.

In order for school district employees to qualify for FMLA leave, three conditions must be met:

1. The school district must have 50 or more employees on the payroll for 20 workweeks during the current or preceding calendar year.

2. At least 50 employees must work within 75 miles of the district's worksite for the district to be covered; and

3. The employee must have worked for the school district for at least 12 months and for at least 1,250 hours during the last year.

Eligible employees are those district employees who meet the above requirements and who request leave for one of the following reasons:

1. Birth, adoption, or foster placement of a child by an employee;

2. To care for a spouse, son, daughter, or parent who suffers from a severe health condition; ~~or~~

3. For a serious health condition the employee is experiencing~~.~~;

4. To care for a covered family servicemember with a serious illness or injury incurred in the line of duty on active duty; or

5. To use for any qualifying exigency arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation.

Before an employee will be placed on unpaid family leave, the employee must first exhaust any accumulated sick leave, personal leave, and vacation time. Such sick leave, personal leave, and vacation time will be deducted from the 12 workweeks of eligibility. If both spouses are employees of this district, their total leave in any 12-month period will be limited to 12 weeks if the leave is taken (1) for the birth or adoption of a child or (2) to care for a sick parent. The right to take leave for the birth or placement of a son or daughter expires 12 months after the birth or placement with the employee. Eligible employees who are family members of covered servicemembers with a serious illness or injury incurred in the line of duty on active duty will be able to take up to 26 workweeks of leave in a single 12-month period. Sick leave, personal leave, and vacation leave will be deducted from the 26 workweeks of eligibility.

If the superintendent deems it necessary or desirable, an employee may be required to provide certification from a physician of the necessity of any leave requested. The superintendent may require certification as to the date the medical condition began, the anticipated duration and prognosis, and medical facts about the medical condition and treatment.

If the superintendent deems it necessary or desirable, the superintendent may require a second opinion by a physician selected and paid for by the district. If the original opinion and the second opinion conflict, the district may require a third opinion at the district's expense. The conclusion of the third opinion will be final and binding upon the employee and the district.

**FAMILY MEDICAL LEAVE (Cont.)**

If family leave is granted for a continuing health condition, subsequent recertification may be required at the discretion of the superintendent.

Intermittent leave may be taken in lieu of continuous leave for the birth or adoption of a child only with the concurrence of the district. The employee must provide 30 days of advance notice or as many days of advance notice as are practical. Leave taken for serious health conditions of the employee or an eligible member of the employee's family may be taken intermittently without district concurrence. However, the employee may be transferred to another position that can better accommodate the employee's recurring absences. Such transfer will not reduce the employee's pay and benefits.

Upon completion of family leave, the employee will be entitled to return to the former position of employment with equivalent benefits and pay without loss of seniority or tenure. The employee will be deemed to be at work for the purposes of tenure accrual and retirement vesting and participation. The district will maintain the employee's medical insurance coverage. If the employee contributes toward the premiums, the employee will continue to pay the same rate while on leave.

**NOTE:** **During FMLA leave, a board has no obligation to continue to give an employee any benefits other than health insurance, and those benefits thus may be discontinued during the leave. A board may decide whether to extend continuation of coverage to life, dental, and vision insurance, but should know extensions are not required by the FMLA and there can be a substantial cost to the district in doing so. One option that is cost effective and still protects employees while they are on unpaid leave is to permit employees to retain ancillary insurances by reimbursing the district for the full cost of the premiums during the leave period. No benefits or seniority accrues during leave. The district may require documentation from the employee's physician that the employee is able to return to work. FMLA will run concurrently.**

**REFERENCE:** **29 CFR pt. 825**
**PL 103-3**

*THIS POLICY REQUIRED BY LAW.*

# ALTERNATIVE LEAVE PROGRAM

The Weatherford Board of Education recognizes that district employees may occasionally need to be absent from work for various reasons not covered by the Personnel Leave Program. Therefore, the board will provide for additional leave in an alternative leave program. The board has approved the following leave categories to be included in this program *(list as needed from the following categories)*:

*Leave of Absence*
*Bereavement Leave*
*Parental Leave*
*Adoption Leave*
*Professional Leave*
*Association Leave*
*Public Service Leave*
*Religious Leaves and Absences*
*Workday Leave*

It is important for district employees to understand that the continuity of education services is best served when the regularly assigned employee is at work. Therefore, employees should use the leaves provided in a prudent and judicious manner. The abuse of leave by employees will not be tolerated and any employee abusing leave policies will be subject to disciplinary action up to and including termination of employment.

If a district employee believes there is a need to be absent from work for any reason not covered in the approved leave policies, the employee may request, in writing, unpaid leave for that purpose from the immediate supervisor.

If unpaid leave is granted by the immediate supervisor, an amount equal to one day's pay will be deducted from the employee's salary for each day of such approved absence.

If an employee is absent without securing approval for an unpaid absence, the employee shall be denied the salary for such absence and will be considered to be engaging in willful neglect of duty and, therefore, subject to disciplinary action up to and including termination of employment.

# LEAVE OF ABSENCE CONTRACT

Having successfully completed three consecutive years in the Weatherford Public Schools, a teacher may be granted an unpaid leave of absence by the board of education for medical or for educational reasons. Having successfully completed five consecutive years in the Weatherford Public Schools, a teacher may be granted an unpaid leave of absence by the board of education for personal reasons.

If a leave of absence is granted, the teacher is to return to work at the beginning of the designated semester. It will be the obligation of the teacher to notify the superintendent, in writing, confirming the teacher's intent to accept a teaching assignment upon the teacher's return by April 25 if returning in August; by December 1 if returning at mid-semester. The leave of absence will be without pay and all benefit payments will be the responsibility of the teacher.

A leave of absence will not be granted for more than one school year.

Date of Departure _____

Date of Return _____

Time of Leave _____

WEATHERFORD SCHOOL DISTRICT I-026

CUSTER COUNTY, OKLAHOMA

Approved this _____ day of _____, _____.

_____
Teacher

_____
Notary

_____
Superintendent

My Commission Expires _____

# LEAVE OF ABSENCE
# (REGULATIONS)

It is the policy of the Weatherford Board of Education to grant extended leave without pay to certified, career teachers who meet certain conditions. The decision to grant or not to grant such leave shall be at the discretion of the board of education. Requests must be presented to the board of education for action by April 25 for leave during the following year.

Leave may be granted to qualified persons as follows:

1. Career teachers with at least three years with the Weatherford Public Schools district may be granted extended leave without pay for up to one year, for medical and/or educational reasons, with no loss of career teacher status.

2. Career teachers with at least five years with the Weatherford Public Schools district may be granted extended leave without pay for up to one year, for personal reasons, with no loss of career teacher status.

Such leave may be granted by the superintendent only after consultation with the teacher requesting such leave, and only after a Leave of Absence Contract is signed by both the teacher and the superintendent.

Upon return from a leave of absence, the teacher shall be placed in the same position or a similar position for which the teacher is certified and qualified. The teacher on leave shall not advance on the salary schedule and is subject to the current reduction-in-force policy.

A teacher on approved leave of absence will be reinstated at a salary level no lower than that attained at the time the leave was granted.

Sick leave that was accrued prior to the approved leave of absence will be reinstated. Additional sick leave or personal business leave will not be granted for the period of one year's leave of absence. An employee taking a leave of absence for one semester will receive five days of sick leave, one and one-half days of personal business leave, and one day of emergency leave. A leave of absence for a semester will not change the amount of days for bereavement leave.

# BEREAVEMENT LEAVE
# (REGULATIONS)

The board of education will provide up to 5 days leave with pay for each bereavement in the immediate family of an employee. Such leave must be approved by the principal and the superintendent.

If the employee has to be absent for a funeral other than immediate family, the absence will be charged to emergency leave. If additional time is needed because of travel or other special considerations, a request may be submitted; and, if approved by the principal and superintendent, the time will be charged to sick leave.

Immediate family is defined as the employee's spouse, parent or guardian, child, brother, sister, grandparent, grandchild, or each similar relationship as established by marriage; or a person residing in the same household as the employee.

# EXPENSE REIMBURSEMENT

It is the policy of the Weatherford Board of Education to reimburse itemized and necessary expenses incurred by employees or members of the board on educational trips authorized by the board and itemized and necessary expenses incurred transacting school business. The superintendent is directed to prepare a regulation supporting this policy and establishing a rate schedule for board approval.

**REFERENCE: 70 O.S. §5-117**

*THIS POLICY REQUIRED BY LAW.*

# REIMBURSEMENT PROCEDURES

All requests for reimbursement of approved expenses shall be made in accordance with the following procedures:

Obtaining Permission to Travel

For all in-state and out-of-state travel, a purchase request form must be completely filled out and submitted for approval. Employees must submit this form prior to the requested travel.

Attending Professional Meetings or Conferences

Employees are not eligible to receive reimbursement for expenses incurred while attending professional meetings, conferences, seminars, and workshops unless approved in advance by the superintendent or designee. (See policy DED-R5.)

Obtaining Reimbursement for Travel Expenses

Each employee/board member must submit his/her own claim for reimbursement.

All reimbursements will be made based on a travel claim form to be submitted monthly. All claims for the current fiscal year must be submitted on or before July 5th of the succeeding fiscal year.

All requests for reimbursement for in-state and out-of-state travel shall be submitted on a travel claim form.

Travel Reimbursement for Prospective Employees

A prospective employee may be reimbursed for travel expenses incurred when traveling to and from the school district to be interviewed for employment. Guidelines for reimbursement will be the same as for district employees.

Prepaid Expenses

In most cases, prepayment of airline tickets and registration fees by purchase order will be done by the superintendent's office. However, copies of the airline ticket and other evidence of prepayment shall be attached to the reimbursement request and noted in the space provided on the travel claim form.

Reimbursable Expenses

1. Airfare: The cost of coach class airfare. A copy of the ticket showing payment by the district or the individual is required.

2. Rail/Bus Fare: Actual cost, not to exceed coach class airfare. A copy of the ticket showing payment by the individual is required.

3. Personal Automobile (In-state): Mileage rate approved by the board, measured from normal place of duty to the meeting place and return to normal place of duty.

**REIMBURSEMENT PROCEDURES (Cont.)**

4. Personal Automobile (Out-of-state): The lesser amount of travel expense based on the approved mileage rate or the lowest airfare available.

5. Lodging: Actual cost. An itemized hotel bill/receipt is required. (Honor bar, personal telephone calls, movies, etc. are not allowable items.) The rate approved is based on single room occupancy unless approved otherwise by the superintendent or designee.

6. Registration Fees: Actual cost. A receipt is required.

7. In-city Transportation (Taxi/Limousine): Actual cost. A receipt is preferred, if available. If a receipt is not available, a written statement, including the trip destination and amount paid, will be required for reimbursement.

8. Toll Fees: Actual cost. A receipt is required and must show the date of travel, fee paid, and signature of claimant.

9. Parking Fees: Actual cost. A receipt is required and must show the date of travel, fee paid, and signature of claimant.

10. Miscellaneous: Actual cost. A receipt is required.

11. Rental Car: Actual cost. A receipt is required. Advance approval of the superintendent or designee is required.

12. Food: Actual cost. A receipt is required. The board may approve per diem rates not to exceed the amounts allowable by state law.

13. Planned Meal Functions that Exceed Maximum Approved Rates: If conference arrangements require attendance at a planned function that exceeds the maximum rate allowed, the rate may be increased for that day when proper documentation or a receipt is provided and if approved by the superintendent or designee.

# TRAVEL AND EXPENSES

It is the policy of the board of education that official school travel for board members must be approved in advance by the board and travel for employees will be approved in advance by the building administrator or the superintendent. Requests and arrangements for employee travel will originate from the appropriate building administrator's office. Travel requests will be made as early as possible and placed on the building calendar as well as the master calendar. Emergency travel will be placed on the respective calendars as soon as possible following the travel or notification of the emergency. The district will not pay for any board member or employee dependent-care expenses regardless of whether the funding source is federal, state, or local funding.

The school will reimburse reasonable costs, subject to the availability of funds, for approved and documented travel. Lodging expenses will be reimbursed at actual cost for a single occupancy room not to exceed $300 per night/per person.

Documented meal costs will be reimbursed in an amount not to exceed $70 per day when appropriate receipts are provided. *(The district will pay up to 20% of the cost of meals for a meal gratuity.)* The costs of meals and incidental expenses for group meetings conducted for the general improvement of the school system may be approved as a separate item by the board. The board may approve payment of meal expenses on a per diem basis. However, all meal expenses must include itemization and documentation or be reported as taxable compensation as per IRS rules. If overnight travel is not involved and/or a meal is not provided as part of a workshop or part of a legitimate business meeting relating to school business, reimbursement for meals will be reported as taxable compensation and run through payroll.

Expenses for registration, parking, toll charges, and similar expenses will be reimbursed when documented by receipts or notarized affidavits.

School vehicles, when available, may be used for official business only. Private vehicles may be used when school vehicles are not available. Mileage expense will be reimbursed at (*at the current IRS approved rate*) per mile when a school gasoline credit card is not used.

Claim forms for travel expenses are available in the building administrator's office. The forms will be completed and approved in the respective building and hand-delivered to the business office for payment.

**REFERENCE: 70 O.S. §5-117**
**2 C.F.R. 200.432 and 200.474**

# STUDENT ACTIVITIES
# EXPENSE REIMBURSEMENT

It is the policy of the Weatherford Board of Education to reimburse pre-approved itemized and necessary meal and lodging expenses incurred by school district students and sponsors involved in authorized school-sponsored cocurricular activities.

Requests and arrangements for student travel will originate from the appropriate building administrator's office. Travel requests will be made as early as possible and placed on the building calendar as well as the master calendar.

The school will reimburse reasonable costs, subject to the availability of funds, for approved and documented lodging and meal expenses.

Claim forms for travel expenses are available in the building administrator's office. The forms will be completed and approved in the respective building and hand-delivered to the business office for payment.

The board of education will determine if reimbursement will be made from the general funds of the school district or from the school activity funds.

**REFERENCE: 70 O.S. §5117**

*THIS POLICY REQUIRED BY LAW.*

# LEAVE SHARING PLAN

The Weatherford Board of Education has established a sick leave sharing plan for employee use of sick leave days donated from other employees of the district. The plan will permit the use of donated sick leave by a district employee who is pregnant or recovering from childbirth or who is suffering from or who has a relative or household member who is suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate employment.

The superintendent is directed to establish procedures to implement and support this policy.

**REFERENCE: 70 O.S. §6-104.6**

**OSSBA REVIEW NOTE: The administration and board of education should review and determine whether a leave sharing plan would be beneficial. If so, which option would best serve the district: a leave sharing plan like DEFA-R1 or a leave bank like DEFA-R2.**

# LEAVE SHARING PROGRAM
# (REGULATION)

This regulation implements and supports the Leave Sharing Program Policy established by the board of education.

For the purposes of this regulation, the following definitions shall apply:

"Relative of the employee" means a spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of the employee.

"Household members" means those persons who reside in the same home and who have duties to provide financial support to one another. The term includes foster children and legal wards even if they do not live in the household.

"Severe" or "extraordinary" means serious, extreme or life-threatening, including temporary disability resulting from pregnancy, miscarriage, childbirth, and recovery therefrom as determined by the board of education.

"District employee" means a teacher or any full-time employee of this school district.

In order for an employee to participate in the shared leave program, the employee must:

1. Meet the criteria described in this regulation; and

2. Have abided by district policies regarding the use of sick leave.

An employee may donate sick leave to another employee only pursuant to the following conditions:

1. The receiving employee or a relative or a household member of the employee must have a severe or extraordinary illness, injury, impairment, or physical or mental condition. Included within the definition of a severe or extraordinary condition is any temporary disability resulting from pregnancy, miscarriage, childbirth, and recovery therefrom.

2. The condition must have caused, or is likely to cause, the employee to take leave without pay or to terminate employment.

3. Donated sick leave will not be available until all maternity leave or sick leave that is available to the requesting employee is exhausted.

4. The amount of leave to be donated is within the limits set by the board, if any.

Employees may not donate excess sick leave that the donor would not be able to otherwise take and the board will determine the amount of donated leave an employee may receive, if any.

Prior to approving donated sick leave, the board shall require the requesting employee to provide a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

## LEAVE SHARING PROGRAM, REGULATION (Cont.)

When using donated sick leave, the receiving employee shall be paid the regular rate of pay normally paid to the receiving employee. Shared sick leave usage records will be maintained separately from regular sick leave records.

Shared or donated sick leave may be used only by the recipient for the purposes specified in this policy and may not be used if the employee has been notified of a pending reduction in force or employment termination affecting the employee.

Any shared sick leave not used by the recipient during each occurrence of shared sick leave use shall be returned to the donating employee. If more than one employee donated sick leave to the recipient and all the donated sick leave was not used, the remainder will be prorated to the credit of the donating employees and its original value (based on donor's pay rate) shall be restored.

Participation in this policy is strictly voluntary. No employee shall be coerced, threatened, intimidated, or financially induced into donating sick leave for the purpose of this policy.

# LEAVE SHARING BANK
# (REGULATION)

Upon application to and approval of the Superintendent of schools, the president of the Association may be granted leave for use by the president and/or his/her designee(s), to conduct the business of the Association. Such leave shall be limited to no more than five (5) days per year and shall be
non-accumulative. Five (5) days will not be taken by a single individual. The Association shall pay the cost of a substitute teacher for each dcJy granted.

A. Professional Educators may donate sick leave to another Professional Educator who is pregnant or recovering from childbirth or who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment or physical or mental condition which has caused or is likely to cause the Professional Educator to take leave without pay or to terminate employment.

B. The Professional Educator may donate fifteen (15) days per year provided the Professional Educator's sick leave balance does not fall below twenty (20) days.

C. A Professional Educator may receive up to twenty (20) donated days. If that leave is exhausted, the Professional Educator may apply for an additional twenty (20) days. No Professional Educator may receive more than one hundred (100) donated days during the course of the Professional Educator's employment.

D. A Professional Educator requesting donated days must first provide the Board with a medical certificate from a licensed physician or health care provider verifying the severe or extraordinary nature and expected duration of the condition.

E. An Professional Educator receiving donated days will be compensated his or her normal rate of pay for days on which donated leave is used. All sick leave available for use by the recipient must be used prior to the use of shared leave.

F. Any shared leave not used by the recipient shall be returned to the donors on a prorated basis based on the original donations.

G. For the purpose of this program, "relative of the Professional Educator" means a spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of the Professional Educator, and "household member" means one who resides in the same home as the Professional Educator and who shares a duty to provide financial support with the Professional Educator.
An employee may request sick leave from the leave sharing bank only pursuant to the following conditions:

1. The receiving employee or a relative or a household member of the employee must have a severe or extraordinary illness, injury, impairment, or physical or mental condition. Included within the definition of a severe or extraordinary condition is any temporary disability resulting from pregnancy, miscarriage, childbirth, and recovery therefrom.

2. The condition must have caused, or is likely to cause, the employee to take leave without pay or to terminate employment.

3. Donated sick leave will not be available until maternity leave and all sick leave that is available to the requesting employee is exhausted.

4. The amount of donated leave to be received is within the limits set by the board, if any.

## LEAVE SHARING BANK, REGULATIONS (CONT.)

Prior to approving the use of days from the leave sharing bank, the board shall require the requesting employee to provide a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

When using days from the leave sharing bank, the receiving employee shall be paid the regular rate of pay normally paid to the receiving employee. Leave sharing bank usage records will be maintained separately from regular sick leave records.

Leave sharing bank days may be used only by the recipient for the purposes specified in this policy and may not be used if the employee has been notified of a pending reduction in force or employment termination affecting the employee.

Participation in the leave sharing bank is strictly voluntary. No employee shall be coerced, threatened, intimidated, or financially induced into donating sick leave for the purpose of this policy.

**NOTE:** **This policy is recommended only for school districts that have entered into negotiated agreements with their employees and have established a leave sharing bank as part of the negotiated contract. Any bank created in absence of a negotiated agreement shall be in accordance with 70 O.S. §6-104.6. School districts adopting this policy should review negotiated language to ensure all statutory requirements are complied with.**

# STAFF-STUDENT RELATIONSHIPS
# ANNUAL REQUIRED
# Professional Development

It is the intent of the Weatherford Board of Education to encourage appropriate relationships between staff members and students.

Therefore it is the policy of the Weatherford Board of Education that each year every employee of the school district shall attend a professional development session about appropriate boundaries between students and staff. This session will outline the school district's policies regarding appropriate relationships and communications between staff members and students.

# STAFF-STUDENT COMMUNICATIONS

It is the intent of the Weatherford Board of Education to make students, parents, and guardians aware of allowable communications between students and staff.

School personnel shall refrain from communicating with students outside the school setting. An exception will apply if the school administration receives written consent from a student's parents or guardian, which will outline the school related items that may be discussed and the preferred method of Staff-Student Communications.

If school personnel engage in communications with students outside the school setting and the communication conflicts with the written permission granted by the parent/guardian of the student, the employee shall be subject to disciplinary action by the school district. Such disciplinary action could include termination of employment with the school district.

# STAFF MEMBERS AND ELECTRONIC OR DIGITAL COMMUMNICATIONS

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to the following prohibited behaviors:

1. Improper fraternization with students using electronic or digital communication.

    a. Teachers may not list current students as "friends" on networking sites.
    b. All e-contacts with students should be through the district's school-approved platform
    c. Improper contact via electronic or digital communication is prohibited.

2. Inappropriateness of posting items with sexual content

3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol

4. Monitoring and penalties for improper use of district computers and technology

    As per state law, employees are discouraged from sharing content or comments containing the following when directed at a citizen of the State of Oklahoma:

    1) Obscene sexual content or links to obscene sexual content;
    2) Abusive behavior and bullying language or tone;
    3) Conduct or encouragement of illegal activity; and
    4) Disclosure of any information required to be maintained as confidential by law, regulation, or internal policy.

"Electronic or digital communication" includes, but is not limited to, emails, text messages, instant messages, direct messages, social media messages, messages sent through software applications, and any other electronic or digital means of communication.

"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 phone sharing and social bookmarking; and

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

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will download the offensive material and promptly bring that misconduct to the attention of the school district's legal counsel for review.

The board of education shall designate school-approved platforms. The administration shall publish school-approved platforms on the district's website and in student or staff handbooks.

## STAFF MEMBERS AND ELECTRONIC OR DIGITAL COMMUNICATIONS (CON'T)

School personnel engaging in electronic or digital communication with an individual student shall include the student's parent or guardian in any electronic or digital communication, unless such communication is on a school-approved platform and related to school and academic communications. The only exception to this requirement may be made in case of an emergency, 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. Weatherford Public Schools has adopted Apptegy/Rooms, Schoology, PowerSchool and school issued emails as approved communication platforms.

School employees reported to have engaged in electronic or digital communications that would violate this policy and state law shall be placed on administrative leave while the school district investigates the incident. If the investigation finds that no misconduct occurred, the school employee shall be reinstated, and the incident noted in the personnel file.

Employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of penalties, including termination of employment, for failure to exercise good judgment ~~in on-line conduct.~~ Incidents will be reported in compliance with district policy FFG and state law.

**REFERENCE:** **74 O.S. § 840-8.1**
**70 O.S. § 6-401.**

***A copy of this policy shall be distributed to each affected employee by email.**

# HEALTH
# PERSONNEL

The Weatherford Board of Education recognizes the existence of a close working relationship between school employees and students. The board, therefore, shall require school employees to provide evidence of freedom from communicable diseases.

The attached regulations shall govern the identification, prevention, and control of Tuberculosis.

**REFERENCE: 63 O.S. §1-502, et seq.**

# HYGIENE AND SANITATION (BLOODBORNE PATHOGENS)

The Weatherford Board of Education recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacteria or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid.

The superintendent is directed to prepare regulations establishing proper procedures for handling body fluids during normal housekeeping. Such procedures shall include methods for the handling and disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids.

The superintendent will also direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infectious materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. Such vaccinations will be provided at a reasonable time and place, under the supervision of a licensed physician or health care professional and according to the latest recommendations of the U.S. Public Health Service.

School district employees who have had an exposure incident to body fluids will participate in a follow-up confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if the employee consents, post-exposure prophylaxis, counseling and evaluation of reported illnesses. Health care professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccination following exposure. Information such as the employee's ability to receive the Hepatitis B vaccine must be supplied to the employer. All diagnoses must remain confidential.

**REFERENCE: 63 O.S. §1-502, et seq.**
**29 CFR Part 1910.1030, OSHA**

# HEPATITIS B VACCINE CONSENT/REFUSAL FORM

Employee's Name _____ Date: _____

Social Security No. _____ Position: _____

I understand that Hepatitis B is a serious disease that can lead to a chronic form of hepatitis, which may eventually result in death. I understand that I may be at increased risk for contracting the disease by the very nature of my job. Should I contract the disease, I could be potentially infectious, thereby exposing individuals with whom I may have intimate contact (including dental, sexual, to my unborn child should pregnancy occur, etc.).

I understand that although there are risks associated with taking the Hepatitis B vaccine, it does reduce the risk of serious disease should exposure to the Hepatitis B virus occur.

I further understand my decision to take or decline Hepatitis B vaccine will not adversely affect my employment or any benefits available to me through my employment.

_____ I hereby elect to receive the Hepatitis B vaccine series provided to me free of charge by the Weatherford School District and hereby agree to hold the Weatherford School District harmless for any reaction or side effect I may experience from the vaccine.

_____ I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

_____ _____

Employee's Signature Supervisor's Signature

Vaccine _____ Manufacturer _____

| | Date | Site | Lot # | Given By |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

Repeat Anti-HB's _____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

# ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS

Definitions

1. Bloodborne Pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

2. Contaminated means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

3. Contaminated Laundry means laundry that has been soiled with blood or other potentially infectious materials or may contain sharps.

4. Exposure Incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

5. Methods of Compliance - General-Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

6. Occupational Exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Equipment Needed

| | | |
|---|---|---|
| Water | Disposal Bags | Baggies |
| Hand Soap | Dust Pans/Brush/Broom | Paper Towels |
| Towelettes | Disposable Gloves | Utility Gloves |
| Trash Cans & Plastic Liners | | Mops & Buckets |
| Sanitary Napkin Container | | |

Disinfectant - Should use one or more of these:

A. Sodium hypochlorite solution (household bleach)
One (1) part bleach to ten (10) parts water
Ex: 1½ cups bleach to 1 gallon of water
Needs to be prepared each time used on inanimate objects.

B. ViroGuard-Q - Distributed by Health Services
One (1) oz. of ViroGuard-Q to 128 oz. of water.
ViroGuard-Q is a germicidal product that is to be used on inanimate objects. ViroGuard-Q has bactericidal efficacy and fungicidal efficacy, mildew stat efficacy, virucidal efficacy, and sanitizing efficacy.

C. Hydrogen Peroxide 3% - to be used on skin surfaces.

## ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS (Cont.)

D. Isopropyl Alcohol - to be used on some skin surfaces and for rinsing the hands.

E. Sanitary absorbing agent (e.g., chlora-sorb).

Procedure

1. General

   A. Wear disposable gloves before making contact with body fluids during care, treatment, and all cleaning procedures.

   B. Discard gloves after each use.

   C. Wash hands with germicidal soap after handling fluids and contaminated articles, whether or not gloves are worn.

   D. Discard disposable items including tampons, used bandages, and dressings in plastic lined trash containers; close bags and discard daily.

   E. Do not reuse plastic trash bags.

   F. Use disposable items to handle body fluids whenever possible.

   G. Use paper towels to pick up and discard any solid waste materials such as vomitus or feces.

   H. Use general-purpose utility gloves (e.g., rubber household gloves) for housekeeping chores involving potential blood contacts and for general cleaning. Utility gloves can be cleaned and reused but should be discarded if they are peeling, cracked or discolored, or if they have punctures, tears or other evidence of deterioration.

2. Handwashing

   A. Use germicidal soap and running water. Soap suspends easily removable soil and microorganisms, allowing them to be washed and rinsed away.

   B. Rub hands together for approximately ten (10) seconds to work up a lather.

   C. Scrub between fingers, knuckles, back of the hands and nails. Nails should be short and trimmed. Jewelry should not be worn.

   D. Rinse hands under running water. Running water is necessary to carry away debris and dirt.

## ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS (Cont.)

E. Use paper towels to thoroughly dry hands.

F. Use paper towel to turn water off, discard paper towel.

3. Washable Surfaces (bottles, dishes, toys, tables, desks, etc.)

A. Use ViroGuard-Q solution or use household bleach solution, mixed fresh. Scrub as needed.

B. Rinse with water.

C. Allow to air dry.

D. When bleach solution is used, handle carefully.

1. Gloves should be worn since the solution is irritating to the skin.
2. Avoid applying to metal, since it will corrode most metals.

E. Toys that are placed in children's mouths should be cleaned with water and detergent, disinfected, and rinsed before handling by another child.

F. All frequently touched toys should be cleaned and disinfected daily.

G. The use of soft, non-washable toys in classrooms should be discouraged.

4. Floors

A. Use household bleach solution, mixed fresh, or multi-purpose disinfectant.

B. Use the two (2) bucket system: One bucket to wash the soiled surface and one bucket to rinse, as follows:

1. In bucket #1, dip, wring, mop up vomitus, blood, etc.
2. Dip, wring, and mop once more.
3. Dip and wring out mop in bucket #1.
4. Put mop into bucket #2 (rinse bucket) that has clean bleach solution.
5. Mop or rinse area.
6. Return mop to bucket #2 to wring out. This keeps the rinse bucket clean for second spill in the area.
7. After spills are cleaned, proceed with #3.

C. Soak mop in the bleach solution after use.

D. After cleanup is completed, discard contents of bucket #1. Bucket #2 is now bucket #1; mix fresh bleach solution for bucket #2.

**ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS (Cont.)**

E. Water and disposable cleaning equipment should be placed in a toilet or plastic bag, as indicated.

F. Rinse nondisposable cleaning equipment (dustpan, buckets) in disinfectant.

G. Dispose of disinfectant solution down the drainpipe.

H. Remove gloves, if worn, and discard in the appropriate receptacle.

I. Wash hands as described above.

5. Non-Washable Surfaces (rugs and upholstery, etc.)

A. Apply sanitary absorbing agent, let dry, vacuum.

B. If necessary, use broom and dustpan to remove soiled materials.

C. Apply rug or upholstery shampoo as directed. Re-vacuum according to directions on shampoo.

D. Spray soiled area with ViroGuard-Q solution, air dry.

E. Clean dustpan and broom, if used. Rinse in ViroGuard-Q solution or household bleach solution.

F. Wash hands as described above.

6. Soiled Washable Materials (clothing, towels, uniforms, etc.)

A. Rinse items under running water, using gloved hands, if appropriate.

B. Place items in plastic bag and seal until items are washed. Plastic bags containing soiled, washable material must be clearly identified.

C. Wash hands as described above.

D. Wipe sink with paper towels, discard towels.

E. Machine wash soiled items separately.

1. If material is bleachable, add ½ cup bleach to the wash cycle. If it is not bleachable, add ½ cup nonchlorine bleach (Clorox II/Borateem) to the wash cycle.
2. Wash in hot water: 160° F for 25 minutes, using detergent with disinfecting agent.
3. Discard plastic bag.
4. After handling soiled items, wash hands as described above.

## ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS (Cont.)

7. To Clean Blood or Body Fluid Spills (blood from nose, mouth, and skin lesions)

   A. Put on gloves.

   B. Use disposable wipes, cotton balls, or gauze pads which have been immersed in 3% peroxide.

   C. Proceed to clean blood spills with the solution soaked materials.

   D. Place soiled materials in a plastic bag for disposal.

   E. Remove gloves, include with soiled materials and discard.

   F. Wash hands as described above.

8. Toileting and Diapering

   A. Toileting and toilet training equipment should be maintained in a sanitary condition.

   B. Diaper changing surfaces should be nonporous and sanitized between uses for different children.

   C. Soiled disposable diapers or soiled disposable wiping cloths should be disposed of in a secure plastic lined container.

   D. Diapers should be able to contain urine and stool and minimize fecal contamination of the children, providers, and environmental surfaces and objects.

   E. Diapers should have an absorbent inner lining attached to an outer covering made of waterproof material that prevents escape of feces and urine. Outer and inner lining must be changed as a unit and not reused.

   F. Fecal contents may be placed in toilet, but diapers must not be rinsed. Preferably, dispose of diaper and contents as a total unit.

   G. Diaper changing areas should never be located in food preparation areas and should never be used for temporary placement of foods.

9. Potty Chairs

   A. Potty chairs must be emptied into a toilet after each use, cleaned in a utility sink, and disinfected after each use.

   B. Gloves should be used if wiping a child. Leave gloves on until cleaning procedure is finished.

## ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS (Cont.)

C. Staff should sanitize potty chairs, flush toilets, and diaper changing areas with the household bleach solution or ViroGuard-Q solution.

D. Wash hands as described above.

10. Sleeping Equipment

A. Each item should be used by only one child.

B. The sleeping equipment should be cleaned and sanitized prior to assignment to another child.

C. Crib mattresses should be cleaned and sanitized when soiled or wet.

D. Sleeping mats should be stored so that contact with the surface of another mat does not occur.

E. Bedding should be assigned to each child and cleaned when soiled or wet.

11. General Information

A. CPR - Use disposable mouth piece and/or face shield (will be kept in the clinic).

B. ViroGuard-Q will be requested from the school and kept in the clinic in a spray bottle, ready for use.

C. Prepare a "cleanup baggie" by placing in a baggie a towelette moistened with hydrogen peroxide. Keep cleanup baggie and gloves in your desk or pocket. Use for recess or duty, if not used pass it to the next person on the duty schedule.

D. P.E. teachers, coaches, and trainers need cleanup baggies ready for use in classes, at athletic events, and during team practice sessions.

E. Take cleanup baggies and gloves on field trips.

F. All cleaning supplies must be labeled regardless of container.

12. Personal Hygiene Measures

A. Wash hands in soap and water immediately after evacuating bowels or bladder and always before handling food or eating.

B. Keep hands and unclean articles or utensils that have been used for bodily purposes by others away from the mouth, eyes, nose, ears, and wounds.

**ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS (Cont.)**

C. Avoid using common or unclean eating utensils, drinking cups, towels, combs, handkerchiefs or disposable tissues.

D. Avoid exposure to other persons' spray from the nose or mouth as in coughing, sneezing, laughing, or talking.

E. Wash hands thoroughly after handling another person's belongings.

# HYGIENE AND SANITATION (BLOODBORNE PATHOGENS) (REGULATION)

In accordance with the policy of the board of education, the following regulation and attached procedures contains guidelines for cleaning and disposal of body fluids. For the purpose of this regulation, the term "body fluids" shall include reference to blood, semen, feces, urine, vomit, drainage from scrapes and cuts, and respiratory secretions.

1. Wear gloves. All personnel will wear disposable gloves during the cleanup and disposal of any of the body fluids listed above. When in doubt about material, assume it to be a body fluid. After each use, gloves should be destroyed or disposed of. Under no circumstances should gloves be recycled or used for more than one incident.

2. If gloves are not available and contact with body fluids or open wounds is necessary, hands should be carefully washed as follows:

   A. Use liquid soap and water with vigorous washing under running water for at least 10 seconds;

   B. Dry hands thoroughly with a paper towel. Use the paper towel to turn off the facet and discard the towel in a proper container.

   C. Use hand lotion if desired. CAUTION: Dry, cracked hands provide openings in the skin for bacteria to enter.

3. A 1 to 10 solution of household bleach and water may be stored in proper containers in areas where soap and water are not readily available. Such containers should be clearly marked as to the contents. The solution may be used in cleaning body fluid spillage and hands (if soap and water are not available) following cleanup.

4. Materials used in the cleanup of body fluids or suspected body fluids will be sealed in a plastic bag and discarded in appropriate trash containers. Soiled clothing articles, including sanitary napkins will be sealed in plastic bags and discarded. Other non-disposable cleaning items such as mops, towels, buckets, and other items will be thoroughly rinsed in the bleach and water solution and carefully washed in hot, soapy water.

5. Personnel will use the same procedures for washing non-disposable cleaning equipment as for handling body fluids and soiled clothing or other personal apparel.

6. Sanitary absorbents may be used to clean spilled body fluids. The absorbent should be swept up or vacuumed. Carpets should also be shampooed with a germicidal rug shampoo. Sweepings or used vacuumed bags should be sealed in a plastic bag for disposal. Brooms, dustpans, and vacuum brushes should be washed in a solution of 1 part bleach to 10 parts water.

7. Any liquid disinfectant used in cleaning floors, equipment, or materials should be discarded in a suitable and appropriate sewage drain.

8. Clothing, towels, and similar cleaning equipment should be washed in hot soapy water with one-half to one cup of bleach added to the wash water.

**HYGIENE AND SANITATION, BLOODBORNE PATHOGENS, REGULATION (Cont.)**

9. Custodians and sanitation personnel should wear latex disposable gloves during any cleaning operation where the possibility of encountering body fluid exists whether or not the fluid is touched.

10. Careful handwashing is the single most effective method of preventing the spread of contagious diseases. Hands should be washed in hot soapy water before and after any cleanup operation.

11. A copy of the Routine Procedures for Sanitation and Hygiene When Handling Body Fluids will be provided to each employee and must be followed when appropriate and necessary. (See DIAF-P.)

# INSTRUCTIONAL GOALS

The Weatherford Board of Education recognizes that all parts of the curriculum are interrelated and important to the development of the student. The physical, emotional, social, aesthetic, and cognitive development of the student are all elements of importance within the school program.

This school district will provide basic communication and arithmetic skills, an experience-based curriculum, and exploration of various disciplines and decision-making techniques to enable the student to choose between alternatives.

Specifically, the instructional program will be designed and implemented to provide for:

* Achieving skills in reading, writing, listening, and composition
* Achieving skills in computation
* Developing skills and appreciation of the workplace and marketplace
* Developing pride of workmanship and skills for economic survival
* Developing research and problem-solving skills
* Developing an appreciation of physical fitness
* Developing the ability to think analytically, critically, and independently
* Developing an awareness of citizen responsibility
* Developing an understanding and respect for our cultural heritage
* Developing an appreciation of the intrinsic value of education
* Developing an appreciation of the fine arts

# SCHOOL HOURS

The school year shall consist of not less than one thousand eighty (1,080) hours of classroom instruction. Not more than thirty (30) of these hours shall be used for professional meetings. In addition, parent-teacher conferences may be held during the school day and counted as classroom instruction for no more than six (6) hours per semester, for a total of twelve (12) hours per school year.

Notification of this policy shall be provided to the State Board of Education prior to October 15 of the applicable school year.

**REFERENCE: 70 O.S. §1-109**

# SCHOOL DAY

The normal school day for the instruction of students in the Weatherford Public Schools shall be in accordance with the Oklahoma Statutes and the regulations of the Oklahoma State Department of Education.

The district shall document the impact of the extended day program on student achievement. An annual report shall be provided to the State Board of Education. If improvement in student achievement is not documented in the annual report, the extended day program shall be revoked by the board of education.

The regular school session may be temporarily altered by the board upon recommendation by the superintendent when the best interests of the district and the students would be served.

The superintendent may close schools, delay the opening of schools, or dismiss school early for emergency reasons to protect the health and safety of students and staff. However, any deviation that decreases the school day to less than six hours will be reported to the Department of Education, Accreditation Section within 72 hours.

The superintendent is directed to prepare a regulation that defines the school day for the various classes.

**REFERENCE: 70 O.S. §§ 1-109, 1-111**
**Department of Education, Administrator's Handbook**
**Atty. Gen. Op. No. 81-152 (Aug. 10, 1983)**

# GROUPING FOR INSTRUCTION

A continuous progress plan will be used in the elementary schools to assure that children are grouped at the proper level for instruction, particularly in reading and mathematics.

The continuous progress plan will mean that each child will progress at his or her own best rate. No two children are alike; requiring an identical standard of achievement from all children is unrealistic as well as impossible.

The elementary schools will have:

1. Grouping to provide for individual differences.
2. A structure encouraging desirable interaction among children.
3. Cooperative teacher-student planning.
4. A variety of approaches to learning.
5. Diagnostic, prescriptive instruction.
6. Realistic goals.
7. An emphasis upon creativity.
8. Encouragement of student exploration of resources of the school.
9. Special techniques and materials for students with learning disabilities.
10. A progress report to parents based upon the individual student's abilities and development.
11. A variety of materials.

# CLASS SIZE

The Weatherford Board of Education is aware that class size has a bearing upon effective teaching. Therefore, the board directs the superintendent to work with the principals in establishing a reasonable and equitable class enrollment for each teacher. The board understands that achieving this goal is dependent upon the financial ability of the school district. In determining the size of various classes, the administration will consider the type of load which will help the teacher be most effective with the children in the class and distribution among teachers of out-of-classroom activities.

Teachers counted in class size counts for grades 7-12 shall not be responsible for the instruction of more than 140 students on any given six-hour school day. Class size counts shall be taken during the month of October each year on a date set by the State Board of Education.

Exceptions to this policy will be made only by the superintendent and only in accordance with Oklahoma Statutes, except that the following classes are not subject to class size limitations:

1. Physical education; and

2. Chorus, band, orchestra, and similar music classes.

**REFERENCE: 70 O.S. §18-113.1, §18-113.2, §18-113.3**

# CLASS SCHEDULES: STUDENT

Students are required by law to complete core curriculum requirements that are outlined in 70 O.S. §11-103. The district is responsible for providing each student with a free, appropriate, public education. The district will offer all of the enumerated courses on a four-year rotation.

It is the policy of the Weatherford Board of Education that any changes to class schedules for students must be made during the first week of school. Class scheduling is an important and complex process. Although every effort will be made to accommodate the student, changes in class schedules may not be possible because of class loads.

Students who desire a change in their class schedule must obtain teacher and parent/guardian approval. If the change will eliminate a mandatory core curriculum class from the student's schedule, the student and the parents of the student will be provided with a statement informing the student and parent that the class may not be offered again at a time that is convenient for the student. If the student takes the class via concurrent enrollment after dropping the class at the local site, the student and the student's parents shall be responsible for all costs associated with the class.

The request must then be submitted to the appropriate counselor for consideration. The student will be informed if the change can be made but must adhere to the original schedule until notified.

**REFERENCE: 70 O.S. §11-103.6**
**Atty. Gen. Op. 99-64 (1999)**

# SCHOOL VOLUNTEERS

The Weatherford Board of Education recognizes that volunteers can make valuable contributions to students and the district educational program. A volunteer program subject to appropriate rules, safeguards, and regulations is approved by the board.

The superintendent will establish rules and regulations that support this policy.

# STUDENT VOLUNTEER PROGRAM

The values of gratitude, community responsibility, and assisting one's fellow man are basic necessary virtues for a healthy society. Therefore, the board encourages the utilization of student volunteers in the educational program (e.g., student librarians, student office helpers, etc.) and in useful community services. Student volunteer clubs, sponsored by volunteer coordinators, may be formed in the K-8 grade levels. At the high school level, however, the board encourages the facilitation of volunteerism through established clubs, activities, and individual efforts. These efforts may be tracked and recognized in an appropriate and organized manner by a volunteer coordinator. The board authorizes and encourages the high school registrar to post documented volunteer hours, provided by the district volunteer coordinator, on high school transcripts.

It is important, however, that student volunteers must be capable of carrying out additional responsibilities without sacrificing academic achievement. Volunteer efforts must not infringe on class attendance. All individuals involved must recognize that the student's primary goal and responsibility is obtaining an education.

In keeping with these requirements, teachers, volunteer coordinators, and members of the community are asked to request student volunteers through the school office and with the authorization of the guidance counselor and the principal.

# LESSON PLANS

It is the belief of the Weatherford Board of Education that in order to progress there must be a plan. Teachers are expected to plan for each class period in order to make them effective. As long as the teachers are well prepared and seem to be making progress, the form and extent of the lesson plans will be left to their discretion. Principals may require that lesson plans be submitted for review.

# SCHOOL LIBRARY MEDIA CENTER

It is the policy of the Weatherford Board of Education that efforts be made to staff and maintain a school library media center adequate for the needs of students and teachers.

The library media program shall be reflective of the community standards for the population the library media center serves when acquiring an age-appropriate collection of print materials, non-print materials, multimedia resources, equipment and supplies adequate in quality and quantity to meet the needs of students in all areas of the school library media program. Material in the library and within classrooms shall be reviewed for educational suitability and shall be age-appropriate for students. Procedures have been adopted to review material, receive, investigate, and respond to complaints regarding materials in libraries throughout the district.

The superintendent is directed to develop regulations governing the selection of materials for and the use of the library media center.

**LEGAL REFERENCE: 70 O.S. § 11-201**
**OAC 210:35-3-126**

# REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Name _____

Address _____

Telephone _____

Type of material _____

Location of material: _____

Title _____

Author _____

State specific objections. (Please cite pages or portions)

_____

_____

State any merits noted in the material

_____

_____

What do you believe might result from using this material?

_____

_____

What do you believe is the theme or purpose of this material?

_____

_____

Have you reviewed the entire material? _____

Have you reviewed other material by this person? _____

If yes, please list the material _____

_____ _____

Date Signature

# REPORT OF RECONSIDERATION

Author: _____ Type of Resource: _____

Title: _____

Location: _____

This decision was made on the _____ day of _____, _____

_____ Minority report is attached.

FINDINGS OF FACT: _____

_____

_____

_____

_____

_____

DECISION: _____

_____

_____

The following committee members are in agreement with the above decision:

_____ _____

_____ _____

_____ _____

_____ _____

The following committee members are not in agreement with the above decision:

_____ _____

_____ _____

_____ _____

# PUBLIC COMPLAINTS ABOUT LIBRARY CURRICULUM OR INSTRUCTIONAL MATERIALS (PROCEDURE)

Procedures to be followed concerning complaints or requests to review library or instructional material used by the Public Schools:

Level One

1. All complaints to be considered shall be submitted in writing to the principal and the complaint or request properly signed and identified.

2. The librarian, teacher, and administration shall be informed of the nature and facts concerning the complaint.

3. The complaint or request to review the material shall be submitted by the principal to a review committee composed of the library media specialist, the principal, counselor and at least one person teaching in the subject matter field of the materials challenged.

4. The materials are judged by the committee and a written recommendation shall be submitted to the principal and a copy of the complaint and recommendation shall be kept on file in the principal's office for future reference. The person who filed the complaint will receive a copy of the written recommendation and determination made by the review committee regarding the complaint.

Level Two:

1. In the event the complainant is not satisfied with the review committee's decision, the complainant may appeal the decision to the superintendent. The complaint should be put in writing.

2. The superintendent must hear the complaint within three school days after receiving a request for a hearing.

3. At Level Two, the complainant will present the complaint on his own behalf but may be accompanied by a friend of his own choosing. The Superintendent will carefully review and consider the decision of the review committee to determine whether the committee's determination was based on pedagogical reasons.

4. Within three school days, the superintendent shall make a decision. The decision will be communicated in writing to the complainant.

5. If the decision is appealed to Level Three, the superintendent shall provide the board with a written record of the Level Two hearing including his decision on the matter with supporting reasons for his decision. A record of the Level One determination by the review committee shall also be made available to the board.

## PUBLIC COMPLAINTS ABOUT LIBRARY CURRICULUM OR INSTRUCTIONAL MATERIALS, PROCEDURE (Cont.)

Level Three:

1. Within five days of receiving the decision of the superintendent, the complainant may appeal his decision to the board of education. The request for a hearing must be made through the superintendent or clerk of the board of education in writing.

2. The hearing will be held at the next regular school board meeting with all persons who participated at Levels One and Two.

3. The complainant may be represented at Level Three by anyone of his choosing, but the complainant must be present at the hearing.

4. Within ten days, the board shall issue a decision to all parties involved. Such decision by the board shall be final except that proper redress may be sought through the courts, should the complainant choose to do so.

# SCHOOL LIBRARY MEDIA CENTER
# SELECTION OF MATERIALS
# (REGULATION)

The responsibility for the selection of library media center materials rests with the Weatherford Board of Education. Authority for the selection of proper materials shall be delegated to the library media center staff. Materials shall be selected in accordance with the principles established by the School Library Bill of Rights as approved by the American Association of School Librarians. Final selection will be made by the media specialist subject to approval by the board. Suggestions from the administration, the faculty, and from the students are encouraged.

The superintendent shall prepare regulations that support this policy.

The board of education and the media staff of the Weatherford Public Schools subscribe in principle to the following statement of policy expressed by the American Association of School Librarians:

BILL OF RIGHTS FOR LIBRARY MEDIA CENTER PROGRAMS

The professional staff of school media centers is concerned with the development of informed and responsible citizens. To this end, the American Association of School Librarians reaffirms the Library Bill of Rights of the American Library Association and asserts that the responsibility of the school media center is:

To provide materials that will enrich the student as an individual and support the curriculum, taking into consideration individual needs, and the varied interests, abilities, socioeconomic backgrounds, and maturity levels of the student served.

To provide materials that will stimulate growth in knowledge and develop literary, cultural, and aesthetic appreciations and ethical standards.

To provide materials on all sides of issues, beliefs, and ideas so that young citizens may develop the habit of critical thinking, reading, listening, and viewing, thereby enabling them to develop an intellectual integrity in forming judgments.

To provide materials which accurately reflect all religious, social, political, and ethnic groups, and their contributions to our American heritage as well as knowledge and appreciation of world history and culture.

To provide a comprehensive collection of instructional materials which, when selected in compliance with basic selection principles, can be defended on the basis of their appropriateness for the users of the media center.

Responsibility for Selection

The board of education, the governing body of the school district, is legally responsible for the selection of library and instructional materials. This authority is delegated to the professional personnel of the district for the selection of these materials. Material selected shall be reflective of the community standards for the population the library media center serves when acquiring an age-appropriate collection of print materials, non-print materials, multimedia resources, equipment and supplies adequate in quality and quantity to meet the needs of students in all areas of the school library media program.

Materials for the library media center are selected primarily by the librarian with input from the Review Committee.

## SCHOOL LIBRARY MEDIA CENTER, SELECTION OF MATERIALS, REGULATION (Cont.)

Review Committee
Library Media Specialist
Principal
Counselor
Classroom Teacher

This committee must be approved by the superintendent.

Annually, by October 1, the district shall transmit to the Oklahoma State Department of Education a complete listing of all books and other materials available in any school library in the district. A public online school library catalog shall be available to fulfill this requirement.

Types of Material for Purchase

1. Instructional materials are chosen because they are of interest and have learning value for the student in the community. Materials are not excluded because of race, nationality, religion, or political views of the writer.

2. Insofar as it is practical, materials are provided which present all points of view concerning the problems and issues of our time: international, national, and local. Books and materials of sound factual authority are not removed or banned from library media center shelves because of partisan or doctrinal disapproval.

3. Periodicals and newspapers that supplement the curriculum needs shall be chosen for accuracy, objectivity, accessibility, demand, and prices.

4. Multiple items of outstanding quality and much in demand media are purchased as needed.

5. Nonfiction subjects that are topics of criticism are carefully considered before selection. Among these are:

   A. Religion -- Factual unbiased material that represents all major religions may be included in the library media center collection. Bibles and other sacred writings are acceptable. Publications from religious bodies may be selected if they have general value or appear in magazine indexes.

   B. Ideologies -- The library media center should, without making any effort to sway the reader's judgment, make available basic factual information on the maturity level of its reading public of ideologies or philosophies that are of current or continuing interest.

   C. Science -- Medical and scientific knowledge suitable to the development stage of the student should be made available without any biased selection of facts.

Criteria for Selection

1. Selections are made for, and in accordance with, the different maturity levels of the students.

2. Materials are selected which fill a need related to the curriculum and/or contribute to the development and enrichment of the student.

## SCHOOL LIBRARY MEDIA CENTER, SELECTION OF MATERIALS, REGULATION (Cont.)

3. Interests, needs, abilities of the students, and correlation of materials with the curriculum are dominating factors in the selection of materials.

Criteria for Evaluation

1. The author or producer should be qualified as a subject specialist.
2. Concepts, content, and vocabulary should be appropriate for the potential user.
3. Facts presented should be accurate and up to date.
4. Information should be logically arranged.
5. Subject matter should hold the attention of the student.
6. Format of the material should be attractive and durable.
7. Illustrations should be pertinent and well executed.
8. Each medium should meet a real or potential need.
9. Evaluation from standard selection aids should be given consideration.
10. Pornographic material and sexualized content will not be available to minor students in accordance with Oklahoma Accreditation Standard 210:35-3-126.

Selection Tools

In selecting materials for purchase, the media specialist evaluates the existing collection and consults reputable, unbiased, professionally prepared selection aids, such as:

Booklist
Bulletin of the Center for Children's Books
Children's Catalog
The Elementary School Library Collection
Hornbook
Oklahoma Department of Libraries Book
School Library Journal
Junior High & Senior High School Catalog
Fiction Catalog

When possible, audiovisual materials shall be previewed before purchase or ordered with return privilege guaranteed.

## SCHOOL LIBRARY MEDIA CENTER, SELECTION OF MATERIALS, REGULATION (Cont.)

Gift Books and Materials

1. Gift books and materials are accepted with the understanding that they must meet the same selection criteria as materials purchased with board of education funds. The practice of a donor's purchasing new books or materials as library media center gifts is discouraged. It is preferable that donors make monetary gifts for the purchase of books and materials because the school receives a discount and can purchase more books for the same amount of money.

2. Gift books and other materials, once accepted by the Weatherford Public Schools, become the property of the Weatherford Public Schools.

Procedures for Reconsideration of Materials

It is recommended that a student or the student's parent should have this right to reject the use of ~~library media center~~ materials which seem incompatible with the student's values or beliefs. It is further recommended that classroom assignments involving library media center materials provide for alternative choices. This procedure is consistent with the National Council of Teachers of English Statement on Students' Right to Read, which is endorsed in its entirety. However, no parent has the right to determine the reading matter for students other than his/her own children. Books and other materials shall not be removed or banned solely because of partisan or doctrinal disapproval.

If an objection to a selection is made by the public, the procedures are as follows:

Be courteous and inform the patron of the process of media review. Make no commitments.

Invite the complainant to file his/her objections in writing on forms provided through the principal's office.

Completed forms are to be returned to the principal.

An informal conference with the principal will be held.

If unable to satisfy the complainant, refer the complaint to the Review Committee.

Material is not to be withdrawn without referring to the Review Committee, which determines whether the material should be withdrawn.

Material is reviewed and judged by this committee as to conformity with selection criteria and instructional goals.

The decision of the committee is submitted to the complainant and a file of the objection and decision is kept by the library media specialist and the principal.

## SCHOOL LIBRARY MEDIA CENTER, SELECTION OF MATERIALS, REGULATION (Cont.)

In the event that the complainant does not accept the decision of the Review Committee, he/she may appeal to the board of education through the superintendent.

The final decision rests with the board of education.

Weeding and Discarding

Worn or missing standard items will be replaced periodically.

Out-of-date or no longer useful media are withdrawn from the collection.

# USE OF SCHOOL LIBRARY MEDIA CENTER (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the use of the school library media center and materials.

1. Borrowed books are due two weeks from the date they are checked out.
2. Students may check out a maximum of two books from the library media center at one time. Permission may be obtained from the librarian to borrow additional books if needed for reference or a special project.
3. Books may be borrowed for two additional weeks unless someone is on a "request list" for the book.
4. Students with overdue books will not be allowed to check out additional materials. Notice of overdue books shall be posted and passed to classroom teachers.
5. Borrowers will be charged replacement costs for all books or materials that are lost or destroyed.
6. Encyclopedias and other reference books or materials may not be removed from school premises. A photocopy of a specific article may be obtained from the librarian.
7. Magazines, newspapers, and other periodicals may not be removed from the library media center and must be returned to the proper rack, shelf, or table.
8. Students will not be admitted to the library media center while classes are in session without a hall pass signed by their teacher.
9. Quiet and orderly conduct in the library media center will be enforced by the library media center staff.
10. Audiovisual equipment and materials may be checked out by teachers only. Teachers may request equipment for student use.
11. The use of library media center equipment and materials shall be pre-arranged with the librarian including any after school hour uses.
12. Students and their parents/guardians shall be informed that it is a misdemeanor under Oklahoma law to remove or attempt to remove any library media center material from the premises of a library media center facility without authority; or to mutilate, destroy, alter or otherwise damage, in whole or in part, any library media center materials, or to fail to return any library media center materials which have been lent to said person by the library media center facility, within seven days after demand has been made for the return of the library media center materials.

## USE OF SCHOOL LIBRARY MEDIA CENTER, REGULATION (Cont.)

13. The librarian or any person on the library media center staff will not disclose or permit the revealing of any records or materials which disclose which of its documents or other materials have been loaned to or is being used by any student or group except such information may be disclosed to (a) persons acting within the scope of their duties within the school district, (b) persons authorized to inspect such records, in writing, by the student or group, or (c) by order of court.

**REFERENCE: 21 O.S. §1739**
**65 O.S. §1-105**

# TEXTBOOK SELECTION POLICY

It is the policy of the Weatherford Board of Education to appoint a committee for the purpose of selecting textbooks to be used in this school district. The committee will be composed of the superintendent or his designee - who shall be a principal or a curriculum specialist - one parent of a child enrolled in this district, and six classroom teachers. The superintendent or his designee shall serve as chairperson.

The superintendent is directed to prepare a regulation implementing this policy and establishing procedures to be followed by the committee in the selection of textbooks. The administration will ensure that all textbooks necessary for completion of assigned work are routinely available to every student.

**REFERENCE: 70 O.S. §16-111**

# COMPUTER USE

The Weatherford Board of Education believes that the availability of computers and computer technology will enhance the learning opportunities of our students and the teaching capabilities of our teachers. The board also believes that students and faculty members should be provided freedom in a safe and responsible manner to explore the world of technology and to benefit from the educational opportunities it provides. It is the policy of this board that equal access to educational opportunities be provided to all students and faculty. However, the privilege of using the district's computers may be revoked if any user is found to be in violation of the district's policies and regulations concerning proper computer use. The board recognizes that new technology also provides opportunities for some to violate the rights and privileges of others and such activity is strictly prohibited.

Technology shall include but not be limited to information technology, telecommunications technology and implemental technology. Information technology shall include but not be limited to computers, computer hardware, scanners, multimedia material, facsimile, e-mail, computer software, CD ROM material or other magnetic media, computer simulations, video, the World Wide Web (WWW) or Internet, Listservs, multiuser domains and other technology used in distance learning or distance education. Telecommunications technology shall include but not be limited to local area networks and wide area networks. Implemental technology shall include but not be limited to implements, equipment, instruments, or devices that promote the technology education process and are employed in the science or study of the practical, industrial, or mechanical arts or applied sciences.

The board has directed the superintendent to develop rules, regulations, and procedures governing the use of computers and computer technology in this district.

Such rules and regulations are incorporated into this policy and are a part of this policy. References to this policy shall include any rules and regulations attached to it or incorporated within it.

**REFERENCE: 70 O.S. §1-107.1**

# INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY

The Weatherord Public Schools district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

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

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

Personal Responsibility

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another or his or her property.

Term of the Permitted Use

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

Acceptable Uses

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for educational purposes *only*. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.

## INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)

2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

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

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

   C. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.

   D. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.

3. **Netiquette.** All users must abide by rules of network etiquette, which include the following:

   A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

   B. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

   C. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.

   D. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

## INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)

4. ***Cyber Bullying*** - Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

    - Sending mean or threatening messages via email, IM (instant messaging), or text messages.
    - Spreading rumors about others through email, IM, or text messages.
    - Creating a Web site or MySpace (or other social-networking) account that targets another student or other person(s).
    - Sharing fake or embarrassing photos or videos of someone with others via a cellphone or the Web.
    - Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Weatherford Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.

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

3. **"Hacking" and Other Illegal Activities.** It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A

## INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)

supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. We are using _____for our technology protection measure (internet filtering software) to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

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

   The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

   - taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

   - depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

   - taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

6. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Privacy

Network and Internet access is provided as a tool for the user's education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

Failure To Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

## INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)

Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

Updates

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

**REFERENCE: 21 O.S. §1040.75, §1040.76**
**Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)**
**Communications Act of 1934, as amended (47 U.S.C. 254[h], [l])**
**Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)**

*THIS POLICY REQUIRED BY LAW.*

# INTERNET ACCESS CONDUCT AGREEMENT

***Every student, regardless of age, must read and sign below:***

I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me. I understand I have no expectation of privacy with regard to my use of the school district's technology.

User's Name (print clearly) _____ Home Phone: _____

User's Signature: _____ Date: _____

Address: _____

Status: Student _____ Staff _____ Patron _____ I am 18 or older _____ I am under 18 _____

If I am signing this policy when I am under 18, I understand that when I turn 18, I will have to sign another policy.

Parent or Guardian: (If applicant is under 18 years of age, a parent or guardian must also read and sign this agreement.) As the parent or legal guardian of the above student, I have read, understand, and agree that my child or ward shall comply with the terms of the school district's Acceptable Use and Internet Safety Policy for the student's access to the school district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this policy and agree to indemnify and hold harmless the school, the school district, and the Data Acquisition Site that provides the opportunity to the school district for computer network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's or ward's use of his or her access to such networks and/or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school district's computer network and the Internet.

Parent or Guardian (please print): _____ Home Phone: _____

Signature: _____ Date: _____

Address: _____

This agreement is valid for the _____ school year only.

# CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities. The district may monitor use of district technology at any time. All Internet and computer network users are hereby informed that there shall be no expectations of privacy in that school officials may monitor users at any time.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information that may be injurious to a person or a person's property.
8. Illegal activities are strictly prohibited: transferring offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school district's staff and student policies; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
10. No charges for services, products, or information are to be incurred without appropriate permission.
11. Do not use the network in such a way that you would disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.

**CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS (Cont.)**

13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks that may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.

14. Report security problems to the supervising teacher or system administrator.

15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

# INTERNET FILTERING
# (REGULATION)

The Internet changes rapidly, making it impossible to filter all objectionable sites. Therefore, the staff role in supervising and monitoring student access to the Internet is critical. Additionally, staff members have the responsibility to monitor their own navigation on the Internet to avoid undesirable sites.

Filtering should be viewed as only one of a number of techniques used to manage student access to the Internet and encourage acceptable usage. Filtering should not be viewed as a foolproof approach to preventing access to inappropriate material and should be used in conjunction with:

Educating students to be "net-smart;"

Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;

Using "Acceptable Use Agreements;"

Using behavior management practices for which Internet access privileges can be earned or lost; and

Appropriate supervision, either in person and/or electronically.

The placement of filters on district computers/computer systems is viewed as an exercise of the board's ability to determine educational suitability of all material used in the schools.

Filters may be utilized with district schools to (1) block pre-selected sites, (2) block by word, (3) block entire categories like chat and newsgroups, and (4) through a pre-selected list of approved sites.

Criteria for Filtering of Objectionable Sites

Anything that falls under at least one of the following categories shall be blocked. This list may be update/modified as required.

____ **Nudity/Pornography**

- ____ Prevailing U.S. standards for nudity (e.g., genitalia, female breasts)
- ____ Provocative semi-nudity (e.g., lingerie models)
- ____ Sites that contain pornography or links to pornographic sites
- ____ **Exceptions:** Classical nudity (e.g., Michelangelo), swimsuit models

____ **Sexuality**

- ____ Sites that contain material of a mature level (elementary/middle school levels)
- ____ Images or descriptions of sexual aids
- ____ Descriptions of sexual acts or techniques
- ____ Sites that contain inappropriate personal ads

## INTERNET FILTERING, REGULATION (Cont.)

____ **Violence**

___ Sites that promote violence
___ Images or a description of graphically violent acts (rape, dismemberment, torture, etc.)
___ Graphic autopsy or crime-scene images

____ **Crime**

___ Information on performing criminal acts (e.g., drug or bomb making, computer "hacking")
___ Illegal file archives (e.g., software piracy)

____ **Drug Use**

___ Sites that promote the use of illegal drugs
___ Material advocating the use of illegal drugs (e.g., marijuana, LSD) or abuse of any drug (e.g., drinking-game rules)
___ **Exceptions:** Material with valid educational use (e.g., drug-use statistics)

____ **Tastelessness**

___ Images or descriptions of excretory acts (e.g., vomiting, urinating)
___ Graphic medical images outside of a medical context
___ **Exception:** Graphic medical images within a medical context

____ **Language/Profanity**

___ Passages/words too coarse to be softened by the word filter
___ Profanity within images/sounds/multimedia files
___ Sexually or racially tinged language

NOTE: The focus is on American English, but profanity in other languages or dialects will be blocked if brought to our attention.

____ **Discrimination/Intolerance**

___ Material advocating discrimination (e.g., racial or religious intolerance)
___ Sites that promote intolerance, hate, or discrimination

____ **Interactive Mail/Chat**

___ Sites that contain or allow inappropriate e-mail correspondence
___ Sites that contain or allow inappropriate chat areas

## INTERNET FILTERING, REGULATION (Cont.)

____ **Inappropriate Banner Acts**

___ Advertisements containing inappropriate images

____ **Gambling**

___ Sites that allow or promote online gambling

____ **Weapons**

___ Sites that promote illegal weapons
___ Sites that promote the use of illegal weapons

____ **Other Inappropriate Material**

___ Body modification: tattooing, branding, cutting, etc.

____ **Judgment Calls**

___ Whether a page is likely to have more questionable material in the future (e.g., sites under construction whose names indicate questionable material)

Procedure for Suggesting Sites be Blocked

If district staff members observe a site that they believe to contain inappropriate material according to the above criteria, they may request that the site (URL) be blocked. Education Technology staff will review the site for inappropriateness. If the site meets the criteria for filtering, steps will be taken to block the site.

**REFERENCE: Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended by section 513 of PL 93-568, codified at 20 U.S.C. 1232g.).**
**Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g), parent and student privacy and other rights with respect to education records, as amended 11/21/96.**
**Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et seq.**

# ELECTRONIC MAIL

The Weatherford Board of Education is committed to the establishment and maintenance of a quality and equitable electronic communications system. The system's sole purpose shall be for the advancement and promotion of learning and teaching, and the efficient receipt and transmission of announcements and information.

The superintendent, or designee, will serve as coordinator of the district's electronic communications system.

The district will cooperate fully with local, state, and federal officials concerning inquiries relating to the misuse of the district's electronic communications system.

The district will provide for qualifying students, staff, and school board members to access the district's electronic communications system. If a remote location, such as a home, is used to access the system, any line charge expense incurred will be the responsibility of the user.

Electronic mail is not to be considered confidential. Therefore, information of a confidential nature should not be uploaded into the system. E-Mail messages are subject to district review at all times.

The system administration will not intentionally inspect the contents of electronic mail unless such contents are suspected of containing defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material. The administration will cooperate with all legal authorities to prosecute offenders to the full extent of the law.

The district's electronic communications system will not be used for political or religious purposes.

The superintendent or designee will provide employee training for the proper use of the system and will ensure appropriate supervision, training, and authorization of students using the district's electronic communications system.

Messages on the system will normally be retained by the system until deleted by the recipient. A canceled account will not retain its E-Mail. Members are expected to remove old messages in a timely fashion and the system administrator will have the authority to remove messages not regularly deleted by the members.

The superintendent will be responsible for disseminating, interpreting, and enforcing this policy.

**REFERENCE: 21 O.S. §1040.75**

# RESOURCE PERSONS

The Weatherford Board of Education desires that staff and students of this school district benefit in every feasible way from resources provided by the colleges and universities of our area. The superintendent is to keep the board informed of all opportunities for shared and cooperative services between the district and institutions of higher learning. Additionally, staff members are encouraged to seek out and utilize the services of college and university faculty members who are willing to serve our schools as instructional resource persons.

The board also wishes the professional staff to be concerned with utilizing people in various areas of interests and expertise who might serve as resource persons in activity and non-activity classes. All requests to use such persons should be cleared through the building principal and such efforts are to be documented and appropriately recognized.

# FIELD TRIPS AND EXCURSIONS

Local field trips will be made only with the prior approval of the building principal. Advance consent of the student's parent or guardian is required for any excursion or field trip.

Senior trips, except for local field trips, may not be taken during the regular 180-day school year.

The board of education defines educational field trips as visits to an area industry, factory, shop or plant, courthouse, museum, theater, lecture or symposium, or farm, ranch, rock quarry, creek, river, park, etc., by a group of students pursuing academic or vocational study in a stated subject for the purpose of enriching their appreciation of, or acquiring additional knowledge in the subject. It does not refer to recreational outings or excursions, interscholastic contests, or extracurricular activities where students perform or compete.

The board recognizes educational field trips as a part of the curriculum. The following criteria should be considered in deciding whether or not a field trip would be a profitable educational experience for students:

1. Will this be a better experience for students than other activities that might be conducted within the school building?

2. Should the trip be denied for safety reasons due to trip location and advisability?

3. Would the students profit more from the field trip than they would from an available motion picture, videotape, slides, filmstrip presentation, model, experiment, resource person, etc.?

4. Will the field trip enrich the lives of the students involved?

Any school-sponsored trip exceeding 350 miles from Weatherford or outside the state of Oklahoma must have prior board approval. Any trip less than 350 miles must have approval of the superintendent or a designee. Distance, educational value, student safety, and expense will be taken into consideration before approval is given for any trip or activity.

The decision as to whether overnight travel will be involved will be made by the superintendent or a designee. If a trip requires overnight travel, rooming assignments will be made in advance by the superintendent or a designee. When making rooming assignments, the superintendent will ensure that an appropriate number of adults will be involved in the activity trip to provide adequate supervision of students. Sponsors will be expected to do random inspections to ascertain whether students are in assigned locations.

**REFERENCE: Department of Education, Administrator's Handbook**

# USING COPYRIGHTED MATERIAL

It is the intent of the Weatherford Public Schools to adhere to the provisions of the copyright law (Title 17 of the U.S. Code) as they affect the district and its employees. While the law identifies some "fair use" provisions, it also defines specific restrictions on the reproduction of copyrighted materials. A copyright is a property right; willful infringement of a copyright can result in criminal prosecution. It is the position of Weatherford Public Schools that copyrighted materials, whether they are print or nonprint, will not be duplicated unless such reproduction meets "fair use" standards or unless written permission from the copyright holder has been received. Illegal copies of copyrighted materials may not be made or used on district equipment.

Congress has identified four criteria to be balanced in considering questions of "fair use:"

1. The purpose and character of the use, including whether such is of a commercial nature or is for nonprofit educational purposes;

2. The nature of the copyrighted work;

3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and

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

In an effort to discourage violation of the copyright law and to prevent such illegal activities:

1. All employees will be advised of this policy; and

2. Employees who willfully disregard the district's copyright position are in violation of board policy; they do so at their own risk and assume all liability responsibility. The legal and/or insurance protection of the district will not be extended to anyone who violates the fair use standards of this policy.

# COPYRIGHTED MATERIALS CHECKLISTS

TEACH Act Checklist

- ❑ 1. The district is an accredited nonprofit educational institution or governmental body.
- ❑ 2. The district has an institutional policy that addresses the use of copyrighted materials and promotes compliance with U.S. copyright law.
- ❑ 3. The district provides educational materials/resources to faculty, students, and staff that accurately describe copyright rights and responsibilities.
- ❑ 4. The work is not a digital educational work produced or marketed primarily for performance/display as part of mediated instructional activities transmitted via digital networks.
- ❑ 5. The work is not a textbook, coursepack, electronic reserves, or similar material typically purchased individually by the students for independent review outside the classroom or class session.
- ❑ 6. The work is lawfully made and acquired. Would a reasonable evaluation indicate the origin of the work to be questionable?
- ❑ 7. The work is an integral part of the class session. The materials are specifically for students enrolled in the course.
- ❑ 8. The work is part of systematic mediated instructional activities, provided at the instructor's direction during the relevant lesson.
- ❑ 9. The work is directly related and of material assistance to the teaching content and is a part of the regular offerings of the district.
- 10. The work is (check one):
  - ❑ Nondramatic literary work (may use all)
  - ❑ Nondramatic musical (may use all)
  - ❑ Reasonable and limited portion of any other work (dramatic literary, musical, or audiovisual works) *or*
  - ❑ Display of any work in an amount similar to typical displays in face-to-face teaching in a live classroom setting
- ❑ 11. The transmission of the work is limited, as technically feasible, to the students enrolled in the course.
- 12. Reasonable downstream controls have been instituted.
  - ❑ Reasonable measures been implemented to prevent retention of the works for longer than the class session.
  - ❑ Reasonable measures have been implemented to prevent unauthorized dissemination in accessible form by the recipients.
- ❑ 13. Materials will be stored on a secure server and transmitted only as permitted by the TEACH Act.

## COPYRIGHTED MATERIALS CHECKLISTS (Cont.)

- ☐ 14. Copies of the work will not be made other than the one needed to make the transmission.

15. For conversions of analog to digital
- ☐ No digital version is available to the educational institution.
- ☐ The digital version available is technologically protected to prevent TEACH uses.
  Yes: Conversion of analog to digital permitted
  No: Conversion of analog to digital not permitted

- ☐ 16. There is a warning notice present on the work notifying students that the work may be protected by copyright.

Permissions Guide

1. Does the proposed use require permission from the copyright holder?

A. Is the work subject to copyright?

- ☐ Is it an original work of authorship?
- ☐ Is it fixed in a tangible medium of expression?
- ☐ Is it **not** an "idea, procedure, process, system, method of operation, concept, principle, or discovery, regardless of the form in which it is described, explained, illustrated, or embodied" in a copyrighted work?
- ☐ Is it **not** a work produced by a U.S. government employee in the scope of employment?
- ☐ Is it **not** a work the author has expressly made available for unrestricted copying, distribution, etc., effectively dedicated to the public domain?
- ☐ Has the copyright expired?

B. Is there a legal basis for use without permission?

- ☐ Is it fair use? To enhance the fair use argument, especially for coursepacks and web-based teaching materials, (1) use excerpts that are short and qualitatively insubstantial; (2) limit access to students enrolled in the course; (3) end access after the course; (4) do not use the material repeatedly for a course; (5) include the copyright notice and appropriate attributions; (6) obtain permission if easy to do so (cost and timing perspective).
- ☐ Is it a performance and/or display of a work in a face-to-face teaching setting?
- ☐ Is it a transmission of a performance and/or display of limited works to a classroom setting for teaching purposes?

## COPYRIGHTED MATERIALS CHECKLISTS (Cont.)

2. Obtaining permission to use copyrighted works:

- ❑ Identify the copyright holder (best to confirm by phone or e-mail before seeking permission).
- ❑ Send written request for permission to use.
  Allow several weeks lead time.
  Can the district pay a licensing fee/royalty?
- ❑ If license fee is too much or there is no response, be prepared to use a limited amount that qualifies for fair use, or use alternative materials.
- ❑ Obtain legal review/contract review for any license agreements other than the district's permissions form.

# CURRICULUM EVALUATION

It is the policy of the Weatherford Board of Education that the curriculum shall be evaluated on an annual basis. The evaluation shall be done for the purpose of maintaining an awareness of the success of the school curriculum. Such evaluation shall serve as the basis for curriculum improvements and changes or additions.

The evaluation process shall include but not be limited to the following procedures and/or methods:

1. Annual testing of students in certain grades by standardized tests.
2. Feedback and input from parent and advisory committees that might be in existence.
3. Teacher-made tests and observation of students' progress.
4. Parent-teacher conferences.
5. State Department of Education input.

Changes, additions, or omissions of the curriculum shall be on recommendation to the board by the superintendent; to the superintendent by the principals; to the principals by the teachers. Parents may meet with principals to make any suggestions.

The Weatherford school system is committed to basic education and will stay with that program as closely as possible.

# PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS

The board of education hereby directs that neither the district, ~~nor~~ any employee, nor an independent contractor of the district shall teach or include in a course for students or employees the following discriminatory principles:

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

A "course" shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons, training sessions, seminars, professional development, lectures, coaching, tutoring, or any other classes.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

(A) Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
(B) Identify the dates the alleged discriminatory act occurred;
(C) Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
(D) Include relevant information that would enable a public school to investigate the alleged violation; and
(E) Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates Steven Callen as the employee responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest. Complaints may be provided via telephone at 580-772-3327 and via email at scallen@wpsok.org . This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within forty-five (45) days of receipt of a claim. Within ten (10) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

**PROHIBITION OF RACE AND SEX DISCRIMINATION (Cont.)**

No individual shall be retaliated against for (1) filing a complaint; ~~or~~ (2) exercising any right or privilege conferred by or referenced within 210:10-1-23 of the Accreditation Standards; (3) exercising any right or privilege secured by a law referenced in 210:10-1-23 of the Accreditation Standards. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

**LEGAL REFERENCE:** **70 O.S. § 24-158**
**State Accreditation Standard 210:10-1-23**

*A POLICY ON THIS ISSUE IS REQUIRED BY THE STANDARDS OF ACCREDITATION FOR OKLAHOMA SCHOOLS*

# PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS COMPLAINT FORM

TO: _____,
This must be submitted in writing either in person or via email.

On the ____ day of _____, 20____, _____(Name of Employee) violated 70 O.S. § 24-157(B) by requiring or making a part of a course taught by the school district the following discriminatory principle:

(1) One race or sex is inherently superior to another race or sex,

(2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,

(3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,

(4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,

(5) An individual's moral character is necessarily determined by his or her race or sex,

(6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,

(7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or

(8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

Please circle the item above that was violated. An explanation of the alleged violation, how the above item was violated, and relevant information to enable the district to investigate the alleged discriminatory conduct includes, but is not limited to:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

**PROHIBITION OF RACE AND SEX DISCRIMINATION, Con't**

The district may interview the following individuals:

_____
_____
_____
_____
_____
_____
_____

I, _____, attest that the information that I have provided above is correct and accurate.

_____
Complainant

**NOTE: This form is optional the district is certainly free to require a different document in its place.**

# BASIC INSTRUCTIONAL PROGRAM

The Weatherford Board of Education will provide reasonable educational opportunities to enable all children to succeed, both personally and as citizens.

Instructional programs will be developed with the view toward maintaining a balanced curriculum which will serve the general academic needs of all school-aged children and provide opportunities for individual children to develop specific talents and interests.

The board will encourage and support the professional staff in its efforts to investigate new curricular ideas, develop and improve programs, and evaluate results.

The board will appoint a committee composed of administrators, teachers, and parents to annually evaluate the curriculum to determine whether each child in the school system is receiving basic skill instructions.

The committee shall have access to all materials pertaining to the school curriculum, class schedules, and other information as long as the materials are not confidential or personal information. Members of the committee may visit with other staff members, students, former graduates, parents, and business people in the community for input into their evaluation.

The committee chairperson shall prepare a written report of the findings of the committee to the superintendent prior to the first day of February each year. This report should list the strengths and recommendations for each basic skill area.

The superintendent shall present the report to the board of education at a regular or special meeting. The board will consider each recommendation made by the committee. Any changes in methods of instruction, scheduling, or curriculum changes will be left entirely up to the superintendent and the board of education.

This committee shall be appointed to serve for a one-year term. However, individual members may be appointed to succeed themselves if the board so desires.

At all levels, provisions will be made for a wide range of individual differences through use of a variety of materials, adjustment in studies, and modified courses.

In all instances, the curriculum will meet the educational requirements established by state law.

The goals of the evaluation committee will be to permit and assist every child to acquire the following:

1. An understanding of himself and of his worth as an individual and a member of society.

2. A mastery of the basic skills in the use of the language arts -- listening, speaking, writing, reading, spelling, and grammar.

3. A mastery of mathematics for obtaining information, communicating effectively, thinking critically, reasoning logically, and solving problems.

4. Basic understanding of the principles of the natural, physical, biological, and social sciences and current events.

**BASIC INSTRUCTIONAL PROGRAM (Cont.)**

5. The desire and the ability to express himself creatively in one or more of the fine and creative arts and to appreciate the aesthetic expressions found in the art of others.

6. The attitudes associated with responsible citizenship for effective participation in the community, the state, the nation, and the world.

7. An understanding of career roles and how to relate learning experiences to real life.

**REFERENCE: 70 O.S. §11-103**

# BASIC INSTRUCTIONAL PROGRAM (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the curriculum development committee:

1. Selection of chairperson:

   A. An administrator, usually a principal, will be chosen by other principals in the district to serve as chairperson.

2. Selection of members:

   A. Principals of each building will suggest teachers from their building to serve as potential members.

   B. If the curriculum study is confined to secondary grades (7-12), only junior and senior high teachers will be selected. If the study is limited to elementary grades (K-6), only elementary teachers will be selected. Studies that encompass grades K-12 will have teacher memberships that represent all grades and buildings involved.

   C. Individual teachers will be confirmed by the appropriate building principal for serving on the committee after a review of the teacher's educational background, length of service in the district, and potential for worthwhile contributions.

   D. The number of teachers to be selected from each building will depend upon the size of the faculty in each school. The total committee size will vary depending on the size of the district.

3. Responsibilities of chairperson:

   A. To keep the superintendent informed concerning progress and direction of the committee.

   B. To set meeting times and places with members of the committee.

   C. To help determine appropriate outside consultation services, if deemed necessary by the committee membership.

   D. To help determine parent and student membership on the committee. At least three parents should be involved with the committee.

   E. To keep an accurate record of individual committee members' attendance at all meetings.

   F. To report to the superintendent and the board of education the results of the curriculum study.

## BASIC INSTRUCTIONAL PROGRAM, REGULATION (Cont.)

4. Responsibilities of committee members:

   A. To participate actively in the committee's study.

   B. To attend all meetings and report back to building faculties on the progress of the committee at appropriate times. Ideas and suggestions from teachers not on the committee will be sought by the committee members to create total faculty involvement in the study.

# CAREER PROGRAMS

The Weatherford Board of Education recognizes that there is no one best way to educate students. Every student should be allowed the opportunity to learn in a situation that will encourage maximum development of abilities and skills. Therefore, the board of education may contract with the State Department of Career and Technology Education to provide career and technological programs for the school system. Such programs will include Technology Education, Agriculture and Family Consumer Science.

High school students in tenth, eleventh, and twelfth grades who wish to train for jobs requiring less than a professional degree may attend the Western Technology Center in Burnsflat. This will allow students to acquire skills leading to immediate employment.

Tuition and transportation are provided at no charge to the student. Fee waivers are available to students who wish to go to the technology center during the year following graduation from high school.

Attendance will be on a half-time basis. Guidelines for attending the technology center will be set by the administration subject to the approval of the board.

**REFERENCE: 70 O.S. §5-117(C)**

# CAREER PROGRAMS
# (REGULATION)

The following regulations shall apply to students enrolling in Western Technology Center programs:

Enrollment

1. Enrollment will be limited to students in grades 10, 11, and 12.
2. The final acceptance of a student for a specific program will be made by the technology center enrollment counselor.
3. Preliminary scheduling will be handled through the high school counseling office. The final student selection will be made cooperatively by the Weatherford High School counselor and principal.
4. After the first two weeks of school, students will not be reassigned to a different technology center program nor will any new assignments be made to the technology center.
5. New enrollees in the high school may be assigned to the technology center on a space available basis if they transfer from a comparable program.
6. A student failing a course at the technology center will not be permitted to withdraw from the program until the end of the semester.

Transportation

1. Bus transportation will be provided and all students will ride the bus. Private transportation will not be authorized by the school.
2. If a student misses the bus or is removed from the bus for disciplinary reasons, that student will be detained under in-house suspension until time for his/her next scheduled class.

Attendance

1. The attendance requirements of the high school and technology center will be mutually respected and enforced.
2. Daily absentee reports will be sent from the technology center to the high school.
3. Early dismissal from the technology center will not be allowed except when the parent personally picks up the student.
4. An absence due to attendance at a school-sponsored activity will not be counted against the student as an absence unless such absence prevents the student from fulfilling program requirements at the technology center or public school district.

## CAREER PROGRAMS, REGULATION (Cont.)

Discipline

1. The Western Technology Center is an extension of Weatherford High School. Therefore, suspension from one school is suspension from the other. A student suspended from classes at Weatherford High School may not attend classes at the technology center.

2. The technology center will handle all discipline resulting from actions on the bus or at the technology center.

3. A morning and afternoon detention hall will be held at Weatherford High School and technology center students will attend whichever one fits their schedule.

# SEX EDUCATION

It is the policy of the Weatherford Board of Education that all curriculum and materials, including supplementary materials which will be used to teach or will be used for or in connection with a sex education class or program which is designed for the exclusive purpose of discussing sexual behavior or attitudes, or any test, survey or questionnaire whose primary purpose is to elicit responses on sexual behavior or attitudes, shall be available through the superintendent or designee for inspection by the parents or guardians of the students who will be involved with the class, program, test, survey, or questionnaire.

Such curriculum, material, class, program, test, survey, or questionnaire shall include information about consent and shall have as one of its primary purposes the teaching of or informing students about the practice of abstinence.

The term "consent" means the affirmative, unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter which can be revoked at any time. Consent cannot be:

1. Given by an individual who:
   a. is asleep or is mentally or physically incapacitated either through the effect of drugs or alcohol or for any other reason, or
   b. is under duress, threat, coercion or force; or
2. Inferred under circumstances in which consent is not clear including, but not limited to:
   a. the absence of an individual saying "no" or "stop," or
   b. the existence of a prior or current relationship or sexual activity.

The superintendent or designee shall provide prior written notification to the parents or guardians of the students of their right to inspect the curriculum and material and of their obligation to notify the school in writing if they do not want their child to participate in the class, program, curriculum, instruction, test, survey, ~~or~~ questionnaire or other instructional material that relates to sexual behavior, sexual attitudes or sexuality, including but not limited to gender identity or sexual orientation.

No student will be required to participate in a sex education class or program that discusses sexual behavior or attitudes if a parent or guardian of the student objects in writing. If the type of program referred to is a part of or is taught during a credit course, a student may be required to enroll in the course but shall not be required to receive instruction in or participate in the program if a parent or guardian objects in writing.

The superintendent or designee shall approve all curriculum and materials which will be used for the purpose of discussing sexual behavior or attitudes, and any test, survey or questionnaire used to elicit responses on sexual behavior or attitudes prior to the use of such materials.

Teachers involved in the class, program, test or survey shall submit curriculum, materials, tests, or surveys to the superintendent or designee for approval before they are used in the classroom or school.

**REFERENCE: 70 O.S. §11-105.1**
**21 O.S. § 113**
**Oklahoma Accreditation Standards 210:10-2-1, 210:10-2-2 and 210:10-2-3.**

# PHYSICAL EDUCATION

Health and Fitness Curriculum

The superintendent shall adopt and implement a comprehensive health and fitness curriculum, which will provide opportunities for developmentally appropriate instruction for grades K-12. Evaluation procedures will utilize classroom-based assessments or other strategies.

The specific objectives and goals the district intends to accomplish through the physical education curriculum are to teach self-management and movement skills as well as cooperation, fair play, and responsible participation in physical activity. The goal of the school district is to promote student participation in physical activity for a healthier lifestyle.

All students in grades kindergarten through five are required to complete an average of sixty (60) instructional minutes per week of physical education and sixty (60) minutes of physical activity. The time students participate in recess shall not be counted toward the sixty minutes per week physical education requirement. The sixty (60) minutes of physical activity may include, but is not limited to, physical education, exercise programs, fitness breaks, recess, classroom activities, and wellness and nutrition education. All high school students are strongly encouraged to complete two units or sets of competencies of physical and health education as part of the core curriculum. District high schools are encouraged to offer a variety of health and fitness classes for each grade in the high school.

Suitable adapted physical education shall be included as part of individual education plans for students with chronic health problems, other disabling conditions, or other special needs that preclude such students' participation in regular physical education instruction or activities.

In addition to required physical education, students at the elementary level should have the opportunity to participate in daily recess and physical activity. The district shall provide daily recess period(s) for elementary school students, featuring time for unstructured but supervised active play. The district is encouraged to provide adequate co-curricular physical activity programs, including fully inclusive intramural programs and physical activity clubs; and to promote the use of school facilities for physical activity programs offered by the school and/or community-based organizations outside of school hours

The school district may exclude from the participation in physical education or exercise programs those students who have been placed into an in-house suspension or determination class or placement or those students who are under an in-school restriction or are subject to an administrative disciplinary action.

Cardiopulmonary Resuscitation Courses

Students in grades nine through twelve may be taught the techniques of cardiopulmonary resuscitation as part of their physical education program.

**REFERENCE: 70 O.S. §1-107**
**70 O.S. §11-103, §11-103.9**
**70 O.S. §1210.199**
**7 CFR, Parts 210 and 220**
**7 CFR, Part 245.5**

*THIS POLICY REQUIRED BY PUBLIC LAW 108-265, SECTION 204.*

# EQUAL EDUCATION OPPORTUNITIES

It is the policy of the Weatherford Board of Education that the right of a student to participate fully in classroom instruction shall not be abridged or impaired because of age, sex, race, religion, national origin, handicap, pregnancy, parenthood, marriage, or for any other reason not related to individual capability.

Student participation in extracurricular activities shall be dependent upon the maintenance of minimum academic standards established by the board, the student's individual ability in the extracurricular activity, and such other factors as may be determined by the administration.

The administration shall insure that no student suffer discrimination by any school employee or any other student in curricular, cocurricular, or extracurricular activities of the school district.

**REFERENCE: Title 6, Civil Rights Act of 1964; Title 7, Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972: Executive Order 11246, as amended by Executive Order 11375: Title 9, Education Amendments of 1972 (Public Laws 92-318)**

# GIFTED CHILD EDUCATIONAL PROGRAM

The Weatherford Board of Education recognizes that educational programs are necessary for gifted children as defined in Oklahoma Statutes Section 1210.307 of Title 70.

Therefore, it is the policy of the board of education to cooperate fully with the State Department of Education in identifying gifted and talented children and in developing appropriate educational programs.

Children in this district will be considered for placement in the program in accordance with scores on standardized achievement and intelligence tests, records, and recommendations of teachers and parents.

Children identified as gifted and talented will be offered gifted and talented educational programs directly through the facilities of this district.

Student participation in extracurricular activities shall be dependent upon the maintenance of minimum academic standards established by the board, the student's individual ability in the extracurricular activity, and such other factors as may be determined by the administration

The superintendent is directed to develop and implement regulations that support this policy.

**REFERENCE: 70 O.S. §1210.307, et seq.**
**70 O.S. §5-135**

# SPECIAL EDUCATION

It is the policy of this school district to provide special education to all exceptional children who reside in the school district. This duty will be satisfied by district directly providing special education for such children transferring certified exceptional children to other school districts that accept them and provide special education for such children, with the district in which the child resides paying tuition therefor as hereinafter provided

Prior to July 1, 1990, exceptional children shall mean educable intellectually disabled children, trainable intellectually disabled children, speech-defective children, emotionally disturbed or perceptually handicapped children, children with special health problems, children requiring the services of a visiting counselor, children with special learning disabilities as a result of neurological impairment, multiple-handicapped children, and other handicapped children of four years of age as of the first day of September of the school year, and on and after July 1, 1990 of three years of age; provided up to July 1, 1991, that there shall be no set minimum age for blind children, partially blind children, deaf and hard-of-hearing children, and low incidence severely multiple-handicapped children, i.e., deaf-blind, retarded-cerebral palsied, autistic, and other children failing to thrive.

Provided, on and after July 1, 1991, children from age birth through two years (0-24 months) of age who meet the eligibility criteria specified in Section 3 of the Oklahoma Early Intervention Act, shall be served pursuant to the provisions of the Oklahoma Early Intervention Act; further provided that any children served shall be bona fide residents of this state, whose conditions are such that it is impractical or impossible for them to benefit from or participate in the regular classroom program of the public schools in the district in which they reside and whose education requires a modification of the classroom program. Provided, that the attendance of said children in special education classes shall be included in the average daily attendance computations for State Aid purposes.

If valid and reliable testing and full and individual evaluation materials appear to have led to the overrepresentation of students who are members of a particular race, national origin or cultural group in any special education category, then the school district shall conduct a thorough self-evaluation in order to determine:

1. Whether additional or substitute materials and procedures, which have at least equal predictive validity, but do not have such an adverse effect on members of a particular racial, national origin or cultural group, can be identified.

2. Whether any of the following resulted in racial or cultural bias:

    a. The use of tests with inherent content and/or language bias;

    b. The use of tests that lack validity for a group of persons with whom or the purposes for which they are used;

    c. The use of tests that lack reliability for a group of persons with whom they are used;

    d. The presence of culturally and linguistically incompetent test administration;

    e. Student unfamiliarity with test behaviors and assumptions;

    f. Student discomfort with the test administrator and/or testing environment;

    g. Lack of student motivation to perform well; and/or

**SPECIAL EDUCATION (Cont.)**

h. The failure to integrate full and individual evaluation information from multiple sources and/or to reconcile inconsistent or conflicting full and individual evaluation results.

The school district will utilize the policies and procedures for Special Education Services set forth by the Oklahoma State Department of Education.

**REFERENCE: 70 O.S. §1-107**
**70 O.S. §13-101 through §13-113**
**70 O.S. §18-109.5**
**Individuals With Disabilities Education Act, 20 USC §1400, et seq.**

# CHILD IDENTIFICATION, LOCATION, SCREENING, AND EVALUATION NOTICE TO PARENTS

The Weatherford Public Schools makes a continuing effort to locate any children in the district ages 3-21 who may have a disability and/or developmental delay who are not currently being served by the school. The Child Find System includes all students who reside within the WPS geographic boundaries including students who are: enrolled in public schools (including charter, virtual, or alternative schools); homeschooled; enrolled in private schools located in the LEA; enrolled in educational programs in correctional facilities located in the LEA; enrolled in Head Start; enrolled in state institutions; enrolled in other child care residential or treatment facilities; not enrolled in school, including children ages 3 through 5 years, or youth ages 18 through 21 who have not graduated with a standard diploma; highly mobile students; wards of the state; and students who are suspected of having a disability, even though they are advancing from grade to grade. State law recognizes the following qualifying conditions: autism, deaf-blindness, developmental delay, emotional disturbance, hearing impairment including deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment including blindness.

Anyone knowing a child who might be in need of services is asked to notify the local superintendent, principals, or special education director.

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in coordination with the Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

Referral

Preschool children, ages 3–5, and students enrolled in K–12 who are suspected of having disabilities which may require special education and related services may be referred for screening and evaluation through the local schools. Local school districts coordinate with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services beginning at three years of age. The Oklahoma Areawide Service Information System (OASIS), through a toll free number (1-800-42-OASIS), also provides state-wide information and referrals to local schools and other service providers.

Screening

Screening activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history, interviews, observations, and specially developed readiness or educational screening instruments.

1. Readiness Screening: Personally identifiable information is collected on all kindergarten and first grade students participating in school-wide readiness screening to assess readiness for kindergarten and first grade entry. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be educationally screened for readiness or evaluated without notice to the child's parent or legal guardian.

## CHILD IDENTIFICATION, LOCATION, SCREENING, AND EVALUATION, NOTICE TO PARENTS (Cont.)

2. Educational Screening: Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the state provides educational screening. No child shall be educationally screened whose parent or legal guardian has filed a written objection with the school district.

Educational screening is implemented for all first grade students each school year.

Second through twelfth grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher.

Students entering the public school system from another state or from within the state without previous educational screening, shall be educationally screened within six months from the date of entry.

Evaluation

Evaluation means procedures used in accordance with federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services. A copy of the Procedural Safeguards will be provided to the parent or guardian of a student upon referral for an initial evaluation for Special Education and related services.

Collection of Personally Identifiable Information

Educational records containing personally identifiable information collected by the schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and the Policies and Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the local school administrator.

# SPECIAL EDUCATION SERVICES FOR CHILDREN ENROLLED IN PRIVATE SCHOOL

The school district shall provide special education services for district resident children enrolled in private schools located within the school district in accordance with state and federal law requirements. To ensure timely and meaningful consultation, the superintendent or designee shall consult with private school officials to design and develop educational programs and services. Consultation shall include:

A. How the children's needs will be identified;
B. What services will be offered;
C. How, where and by whom the services will be provided;
D. How the services will be academically assessed and how the results of that assessment will be used to improve those services;
E. The size and scope of the equitable services to be provided to the eligible private school children, the proportion of funds that are allocated under federal law for the services;
F. The method and sources of data that are utilized to determine the number of children from low-income families in participating school attendance areas who attend private schools;
G. How and when the school will make decisions about the delivery of services to such children, including a thorough consideration and analysis of the views of the private school officials on the provision of services through a contract with potential third-party providers;
H. How, if the school and the private school officials disagree on the provision of services through a contract, the school will provide in writing to the private school officials an analysis of the reasons why a contractor was not utilized;
I. Whether the school will provide services directly or through a separate government agency, consortium, entity, or third-party contractor;
J. Whether to provide equitable services to eligible private school children:
    a. By creating a pool or pools of funds with all of the funds allocated by federal law based upon all the children from low-income families in a participating school attendance area who attend private schools; or
    b. By using a proportion of funds allocated under federal law based upon the number of children from low-income families in the school district's participating school attendance area who attend private schools.
K. When, including the approximate time of day, services will be provided; and
L. Whether to consolidate and use funds provided under federal law in coordination with eligible funds available for services to private school children under applicable programs defined in federal law to provide services to eligible private school children participating in programs.

If the school district disagrees with the private school regarding an issue addressed above, the school district shall provide in writing to private school officials the reasons why the school district disagrees. The school district will maintain written documentation which includes a written affirmation signed by private school officials that consultation has occurred. The written affirmation shall also include an option for private school officials to provide that the private school officials do not believe that timely and meaningful consultation has occurred and that the program design is not equitable with regard to private school students.

**LEGAL REFERENCE:** **ESSA Section 1117**

# EXTENDED SCHOOL YEAR SERVICES

In recognition that some children need educational services in excess of the 180 days provided during the traditional school year, the Weatherford Public Schools has developed an extended school year program in order to provide students with a free, appropriate, public education. Whether a student is entitled to extended year services will be determined on a case-by-case basis. Once a student is deemed to require additional educational services, the student's IEP team will determine what areas of the curriculum will be included in each individual student's extended school year program. This program and its attendant procedures do not supersede or preempt the prerogative of the individualized education planning team. The intent is to assure thorough review and careful consideration of the individual needs of our student population who will benefit from extended school year services.

**REFERENCE: 70 O.S. §13-101**
**300.320 IDEA Regulations**

# EXTENDED SCHOOL YEAR PROGRAM STANDARDS (REGULATIONS)

In accordance with the policy of the board of education, the following regulations shall govern the standards for the Extended School Year (ESY) program. The school district will strictly follow the requirements as set forth in *Policies and Procedures for Special Education in Oklahoma* and the technical assistance document *Extended School Year (ESY) Services for Children and Youth With Disabilities*.

Individuals over the age of twenty-one and under the age of twenty-six years, who are legal residents of this school district, may be entitled to receive educational privileges and opportunities in order to complete a secondary education program when they have been unable to complete the twelfth grade due to physical disability or military service. Legal residents of this school district nineteen years of age or older, who are not enrolled in a high school program and have not completed the twelfth grade, may attend adult high school completion programs if such programs are established by the school district and approved by the Oklahoma State Department of Education (SDE).

This school district is responsible for providing Free Appropriate Public Education (FAPE) for children ages 3 through 21 years when it is determined by the individualized education program (IEP) team that the services are needed to receive FAPE.

Extended school year (ESY) services are defined as special education and related services provided by this school district to children with disabilities beyond the regular instructional year as a necessary part of FAPE. The type, amount, or duration of ESY services may not be unilaterally limited, but must be determined on an individual basis by the IEP team. The time period during which ESY may be offered may not be restricted, but will be determined on an individual basis by each student's IEP team.

A handicapped student will be eligible for ESY services when it is determined that in the absence of such services the student will regress to such a marked degree that the student will be unable to recoup the loss within a reasonable time. Many factors will be considered in evaluating a student's need for an ESY program. Some of these factors are:

1. **Nature of the Handicapping Condition:** Certain children, by the nature of their handicap, may be predisposed to severe regression and limited recoupment. However, ESY services will not be limited based upon particular categories of disabilities.

2. **Severity of Handicapping Condition:** Children more severely handicapped are most likely to need services.

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

4. **Other Factors:** Other factors to be considered in determining the need for ESY include, but are not limited to: the degree of the child's disability; the parents' ability to provide education in the home; the child's rate of progress; the child's need for interaction with nondisabled peers and vocational training; and whether the requested services are an integral part of a program for children with similar disabilities.

## EXTENDED SCHOOL YEAR PROGRAM STANDARDS, REGULATIONS (Cont.)

The following factors **must** be considered by the Individual Education Program (IEP) team in determining need for ESY programming:

Degree of impairment;
Degree of regression;
Recovery time from this regression;
Ability of parents to provide educational structure at home;
Child's rate of progress;
Child's behavioral problems;
Child's physical problems;
Availability of alternative resources;
Ability of the child to interact with children and youth who are not disabled;
Area(s) in curriculum that need continuous attention;
Child's vocational needs;
Whether the requested service is extraordinary for the child's condition, as opposed to an integral part of a program for those with the child's condition; and
Other relevant factors as determined by the IEP team.

Determination of the need for ESY services must be made on an individual basis and addressed appropriately on the IEP.

ESY services may also be appropriate for some children who have received SoonerStart services. To determine need for ESY services, the Individualized Family Service Plan (IFSP) and IEP teams (including family members) will meet and consider all pertinent information including background information, current evaluations, and information provided by SoonerStart. IEP team participants will include:

an administrator or administrative representative;
the child's regular education teacher;
a special education teacher qualified to provide special education in the area of the suspected disability;
the child's parent(s);
the child, as appropriate;
other individuals at the discretion of the parent(s) or this district; and
a member of the multidisciplinary evaluation team or a representative of the district or some other person who is knowledgeable about the evaluation procedures and the results.

ESY Review Procedures

The IEP review may occur at any time the team member(s) considers appropriate. However, a review must occur on or before the anniversary date of the IEP (i.e., at least once a year). The review requires participation of team members as described under Team Participants in this section. Any team member, including a parent, may initiate a review of placement when revision of the IEP is needed. The IEP should reflect the specific amount and type of special education and related services provided to a child at all times.

## EXTENDED SCHOOL YEAR PROGRAM STANDARDS, REGULATIONS (Cont.)

The educational progress and appropriateness of the placement for each eligible child shall be reviewed on at least an annual basis. The review of the IEP shall be accomplished with reference to the schedules and procedures for evaluation of the goals and objectives specified in the IEP. The IEP team continues to provide: ongoing review of the effectiveness and appropriateness of the child's special education and related services; need for changes in type, frequency, or duration of services; and whether the child's placement continues to be the least restrictive environment or needs to be changed.

A review of placement meeting should occur following reevaluation or consideration of new information concerning the educational program of the child. The purpose of this meeting would be to review the present placement, services and any necessary change in services in relation to the new information.

Extended School Year (ESY) services are provided to children with disabilities who meet requirements of this ESY policy. ESY services must be determined and documented through the IEP. Special education and related services shall be provided beyond the regular instructional year as a necessary part of a free appropriate public education, for individual children determined eligible for ESY. Such determinations shall be made on an individual basis.

All special education students will be considered for an ESY program and screened upon request of a parent or other member of the IEP team. However, because of their propensity toward severe regression and slow recoupment, multi-handicapped and trainable mentally handicapped students will automatically be screened, each year, for the need of ESY.

Data and Evaluation Information to Determine ESY Needs

The IEP team must determine a child's need for ESY services by collecting, reviewing, and analyzing existing information and pertinent data, including, but not limited to, the child's disability, educational history, and present levels of performance/educational functioning and needs. Examples of data and information could involve a review of the following:

Criterion-referenced and standardized tests, including pretest and posttest data of a student's progress;

Functional assessments used in natural environments (e.g., home, community, work, school);

Analysis of data collected on a regular basis;

Evaluations and progress records for related services;

Parent, student, and/or service provider information;

Attendance records;

Behavior and disciplinary records;

## EXTENDED SCHOOL YEAR PROGRAM STANDARDS, REGULATIONS (Cont.)

Health/medical information;

Interviews with teachers and parents, students; and

Progress reports and assessments to determine the child's performance of IEP annual goals and objectives or benchmarks across time.

Screening Process

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

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

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

4. All screening forms must be returned prior to the end of the second week in March.

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

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

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

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

ESY services may be necessary for a free appropriate public education; therefore, procedural safeguards include the right to request a due process hearing. Parents or guardians may request a hearing to challenge the identification, evaluation, or educational placement. Mediation must be available as an option whenever a hearing is requested. However, parents and schools may use mediation to resolve a dispute regarding ESY without a request for a due process hearing.

# TITLE I PARENT INVOLVEMENT

**Schools receiving federal ESEA funds are required to have a parent involvement policy. This sample policy can be used as the basis for the joint development of a policy, as required by the federal legislation. This policy cannot be the district's policy without some parental involvement in its development at the local level.**

The Weatherford Board of Education endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's education.

Pursuant to federal law, the district will develop jointly with, agree on with, and distribute to parents of children participating in the Title I program a written parent involvement policy.

A meeting of the parents of participating Title I students will be held annually to explain the goals and purposes of the Title I program.

Parents will be given the opportunity to participate in the design, development, operation, and evaluation of the program for the next school year and to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs. Parents will be encouraged to attend the meeting and to become involved.

In addition to the required annual meeting, at least three (3) additional parent meetings shall be held, at various times of the day and/or evenings, for parents of children participating in the Title I program. Notices will be sent to the parents and articles will appear in the local newspaper advising parents and interested persons of the meetings. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;

2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;

3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and

4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Parents will be advised of their children's progress on a regular basis. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their children's progress. Parents will also receive information and training that will assist them in helping their children at home and at school.

**TITLE I PARENT INVOLVEMENT (Cont.)**

Each school in the district receiving Title I funds shall jointly develop with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff and students share the responsibility for improved student academic achievement in meeting state standards. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state's academic achievement standards;

2. Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time; and

3. Address the importance of parent-teacher communication on an on-going basis, with at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

**REFERENCE:** **P. L. 103-382, Improving America's Schools Act**
**Every Student Succeeds Act 2016**
**20 U.S.C. § 6318**

**NOTE:** **Districts with more than one school participating in a Title I program may wish to consider the establishment of a district-wide parent advisory council.**

*THIS POLICY REQUIRED BY THE EVERY STUDENT SUCCEEDS ACT OF 2016.*

# PARENT PARTICIPATION IN THE SCHOOL DISTRICT

The board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote and encourage the involvement of parents and guardians of children within the school district.

1. Parent participation in the schools is encouraged to improve parent and teacher cooperation in such areas as homework, attendance and discipline. At the beginning of each school year, each teacher shall provide parents with contact information so that a parent has the opportunity to contact the teacher or administration to address concerns related to homework, attendance and discipline.

2. Parents may request additional information from the administration to learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.

3. Parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality or religion. Parents are hereby informed that the withdrawal of a child from any state mandated courses could prevent their child from being eligible to receive a high school diploma.

4. If the school district offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rules adopted by the State Board of Education, parents may opt their child out of sex education instruction if the child's parent provides written objection to the child's participation in the sex education curricula.

5. Parents are hereby notified and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes;

6. Parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, as well as extracurricular clubs and activities that have been approved by the school. A list of school clubs that have been approved by the board of education is available from the administration upon request.

7. Specific parent rights and responsibilities provided under the laws of this state, include the following:
    a. the right to opt out of a sex education curriculum if one is provided by the school district,

    b. open enrollment rights,

    c. the right to opt out of assignments,

    d. the right to be exempt from the immunization laws of the state pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes,

    e. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statues,

    f. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes,

    g. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes,

**PARENT PARTICIPATION (Cont.)**

h. the right to review test results,

i. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes,

j. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes,

k. the right to receive a school report card,

l. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes,

m. the right to public review of courses of study and textbooks,

n. the right to be excused from school attendance for religious purposes,

o. policies related to parental involvement pursuant to this section,

p. the right to participate in parent-teacher associations and organizations that are sanctioned by the board of education of a school district, and

q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record.

Parents may submit a written request for information during regular business hours to either the school principal at the school site or the superintendent at the office of the school district. Within ten (10) days of receiving the request for information, the school principal or superintendent, shall deliver the requested information to the parent or provide a written explanation of the reasons for the denial of the requested information. If the request is denied or the parent does not receive the requested information within fifteen (15) days after submitting the request, the parent may submit a written request for the information to the board of education. The board of education shall formally consider the request at the next scheduled public meeting if the request can be properly noticed on the agenda. If the request cannot be properly noticed on the agenda, the board of education shall formally consider the request at the next subsequent meeting of the board of education.

**LEGAL REFERENCES:** **70 O.S. § 10-106**
**70 O.S. § 11-103.3**
**70 O.S. § 11-103.6**
**70 O.S. § 11-105.1**
**70 O.S. § 11-106**
**70 O.S. § 1210.192**
**70 O.S. § 1210.301 through § 1210.308**
**70 O.S. § 1210.508E**

*THIS POLICY REQUIRED BY LAW.*

# NOTIFICATION

No school district, and no employee of the district or its schools, shall encourage, coerce, or attempt to encourage or coerce a minor child to withhold information from the child's parent(s) or guardian(s).

The School District shall disclose to a student's parent(s) or guardian(s) any information known to the district or its employees regarding material changes reasonably expected to be important to parent(s) regarding their child's health, social or psychological development, including identity information. Such disclosures shall occur within thirty (30) days of learning the information and may include referrals to appropriate counseling services that the parent(s) or guardian(s) may use at their discretion.

"Identity information" means information, including but not limited to,

(1) Any names or pronouns used by a student at school;
(2) Any social transition or other transition to a gender that differs from the student's sex.

**LEGAL REFERENCE: Oklahoma Accreditation Standard 210:10-2-3**

# LIMITED ENGLISH PROFICIENCY INSTRUCTION

The Board of Education will provide a program of language instruction to students who have limited English proficiency. Student participation in any language instruction program or instruction in English as a second language is voluntary and requires written parental permission.

Students who meet any one or more of the following criteria shall be identified as being limited in English proficiency:

A student who:

1. Was not born in the United States or whose native language is a language other than English and comes from an environment where a language other than English is dominant;

   or

2. Is a Native American or Alaskan Native or who is a native resident of the outlying areas and comes from an environment where a language other than English has had a significant impact on the student's level of English language proficiency;

   or

3. Is migratory and whose native language is other than English and comes from an environment where a language other than English is dominant;

   and

4. Who has sufficient difficulty speaking, reading, writing, or understanding the English language and whose difficulties may deny such individual the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

Tutorial Programs

Students who are certified to receive educational services through the State Migrant Education Department in cooperation with the State Department of Education are offered 30-minute tutorial help during the school day in the areas of reading, math, and language arts. Criteria for eligibility include students who have moved into a district within the last six years from another district or state and whose parents seek either seasonal or temporary employment in agriculture.

If this district receives federal funding for Limited English Proficient (LEP) Programs, the following will be provided:

1. Parents will be notified of their student's placement in a language program and their options associated with that placement. Notification will include the reasons for identifying the child as LEP and the reasons for placing the child in the specified program.

## LIMITED ENGLISH PROFICIENCY INSTRUCTION (Cont.)

2. Students will participate in regular assessments in a manner that will yield an accurate assessment. (See also policy EK.) Test waivers may be granted on a case-by-case basis for LEP students who demonstrate unusual and unique circumstances; however, students who have been educated in the United States for three years are required to participate in reading/language arts assessment in English.

3. Certification that teachers in the program are fluent in English as well as other languages used in instruction (if the district receives subgrants).

4. Evaluation of the program and the academic success and language achievement of the students in the program. Parents will be notified of:

   A. Their child's level of English proficiency and how such a level was assessed.

   B. The status of their child's academic achievement.

   C. The method of instruction used in the program in which the child is placed, and the methods of instruction used in other available programs.

   D. Information as to how the program will meet their child's educational strengths, assist him/her to learn English, and meet age-appropriate academic achievement standards.

   E. Exit requirements for the program.

   F. If the child has a disability, a statement as to how the LEP will meet the objectives of the child's IEP.

Consequences of inadequate yearly progress include notification of parents, development of improvement plans, and restructuring of programs or the district will lose federal funds.

For non-English speaking parents, the district will arrange to provide translations of this information in their native language.

**REFERENCE: ESSA Sections 3111-3116**

*THIS POLICY REQUIRED BY ESSA*

# HOMEBOUND INSTRUCTION

The Weatherford Board of Education is aware of the need to provide instruction for students who, for medical reasons, are not able to attend school. Therefore, the district will provide homebound instruction, as approved by the State Board of Education, for students who are unable to attend school. The handicapping disability must be certified by a medical doctor and homebound instruction approved by the board of education on an individual case basis.

Grades awarded by homebound teachers will be of the same value as the grades awarded by other teachers.

Requests for homebound instruction will be made to the superintendent. If the request is approved, a teacher will visit the student at home or in the hospital in accordance with the superintendent's procedures for homebound instruction.

# EARLY CHILDHOOD EDUCATION PROGRAM

It is the policy of the Weatherford Board of Education to provide a voluntary Early Childhood Education Program for those children who are at least four years of age but not more than five years of age on or before September 1 free of charge.

The Early Childhood Education Program shall be at least two and one-half (2½) hours for half-day programs and shall be six (6) hours for full-day programs.

Children who are not residents of this district and who are at least four (4) years of age but not more than five (5) years of age on or before September 1 and have not attended kindergarten shall be enrolled in the Early Childhood Education Program upon payment of a tuition fee. The tuition fee for such nonresident children shall be based on the per capita cost of education for a similar period in the preceding year. This district may refuse to accept a nonresident child if the physical facilities or teaching personnel to accommodate the child in an early childhood education class are not available.

Any parent, guardian, person or institution, having care and custody of a child, who pays ad valorem tax on real property located in this district may enroll the child in the early childhood education program and receive tuition credit equal to the amount of the ad valorem tax paid in this district. Provided, the credit shall not exceed the total amount required for the tuition payment.

**REFERENCE: 70 O.S. §11-103.7**
**70 O.S. §1-114**

# ALTERNATIVE EDUCATION

This school district shall provide an alternative education program that conforms to the requirements of state law and rules applicable to alternative education. The alternative education program shall conform to federal law requirements if federal funding is utilized to provide services to meet the educational needs of neglected, delinquent, and at-risk children and youth. The program shall:

1. Allow class sizes and student/teacher ratios conducive to effective learning for at-risk students;
2. Incorporate appropriate structure, curriculum, and interaction and reinforcement strategies designed to provide effective instruction;
3. Include an intake and screening process to determine eligibility of students;
4. Demonstrate that teaching faculty are appropriately licensed or certified teachers;
5. Demonstrate that teaching faculty have been selected on the basis of a record of successful work with at-risk students or personal and educational factors that qualify them for work with at-risk students;
6. Reflect appropriate collaborative efforts with state agencies and local agencies serving youth;
7. Provide courses that meet the academic curricula standards adopted by the State Board of Education and additional remedial courses;
8. Offer individualized instruction;
9. State clear and measurable program goals and objectives;
10. Include counseling and social services components with the provision that providers of services are not required to be certified as school counselors;
11. Require a plan leading to graduation be developed for each student in the program that will allow the student to participate in graduation exercises for the school district after meeting all of the graduation requirements of the school district.
12. Offer life skills instruction;
13. Provide opportunity for arts education to students, including Artists in Residence programs coordinated with the Oklahoma Arts Council;
14. Provide a proposed annual budget;
15. Include an evaluation component including an annual written self-evaluation;
16. Be appropriately designed to serve middle school, junior high school, and secondary school students in grades seven through twelve who are most at risk of not completing a high school education for a reason other than as identified in 70 O.S. §13-10, and;

## ALTERNATIVE EDUCATION (Cont.)

17. Allow all students in the alternative education program, who otherwise meet all of the participation requirements, to participate in vocational programs and extracurricular activities, including but not limited to athletics, band, and clubs.

The alternative education program shall be operational and serving students by September 15, of each school year.

Any equipment or material purchased by the school district with revenue received for students participating in an alternative education program shall be used only in or directly for the alternative education program offered by the district during the hours the alternative education program is in operation. The equipment or materials may be used for other purposes during hours when the alternative education program is not in operation.

If a program will serve fewer than ten (10) students, the alternative education program shall be offered by the district through an interlocal cooperative in which the district participates, unless the program has been granted a waiver from this requirement by the State Department of Education.

**REFERENCE: 70 O.S. §1210.568**
**70 O.S. §1210.569**
**20 U.S.C. § 6434**

**NOTE: Referenced statute 70 O.S. §1210.568 requires the program be provided by all school districts beginning with the first semester of the 2000-2001 school year.**

# CHARTER SCHOOL
# APPLICATION AND CONTRACT RENEWAL PROCESS

Applications submitted for charter school status should be submitted to the office of the superintendent. Upon receipt of the application, it is required by law that the application will be reviewed and acted upon by the senior staff, the superintendent, and the Weatherford Board of Education within sixty (60) days of receipt of the application.. The physical location of any charter school sponsored or operated by board of education shall be within the geographical boundaries of the school district. If the charter school application is denied, the applicant may submit a revised application to the school district board of education, which shall approve or deny the revised application within sixty (60) days of receipt of the revised application.

Board approval of a charter school application will allow the board's legal counsel and senior staff to prepare a charter school contract with the applicant. The contract will contain all of the legal requirements set forth by 70 O.S. § 3-134. The contract will need to be approved by the board of education and executed in accordance with district policy.

Approved charter schools will be given a school year budget equivalent to the district's prior school year audited expenditure per student multiplied by the charter school's projected enrollment. The charter school's budget will be adjusted in January, based on actual enrollment at the end of the first nine weeks of school. Budget deductions will be made for use of district services.

The charter school may participate in any federal or state grant program for which it is eligible. Any such funding received will be in addition to the school's budget. The school will make all expenditures in compliance with all applicable local board policies, and state regulations and statutes.

The board of education will accept written proposals from any legally authorized entity wishing to establish a charter school. At a minimum, the proposal must contain the following:

1. A mission statement for the character school;
2. A description including, but not limited to, background information of the organizational structure and the governing body of the charter school.
3. A financial plan for the first five (5) years of operation of the charger school and a description of the treasurer or other officers or persons who shall have primary responsibilities for the finances of the charter school. Such person shall have demonstrated experience in school finance of the equivalent thereof;
4. A description of the hiring policy of the charter school;
5. The name of the applicant or applicants and the required sponsor;
6. A description of the facility and location of the charter school;
7. A description of the grades being served;
8. An outline of criteria designed to measure the effectiveness of the charter school;
9. Documentation that the applicants completed training as set forth in 70 O.S. Section 3-134(A);

## CHARTER SCHOOL, APPLICATION PROCESS (Cont.)

10. A description of the minimum and maximum enrollment planned per year for each term of the charter contract;

11. The proposed calendar for the charter school and sample daily schedule;

12. Unless otherwise authorized by law or regulation, a description of the academic program aligned with state standards;

13. A description of the instructional design of the charter school, including the type of learning environment, class size and structure, curriculum overview and teaching methods;

14. The plan for using internal and external assessments to measure and report student progress on the performance framework developed by the applicant in accordance with 70 O.S. § 3-135;

15. The plans for identifying and successfully serving students with disabilities, students who are English language learners and students who are academically behind;

16. A description of cocurricular or extracurricular programs and how they will be funded and delivered;

17. Plans and timelines for student recruitment and enrollment including lottery procedures;

18. The student discipline policies for the charter school including those for special education students;

19. An organizational charter that clearly presents the organizational structure of the charter school, including lines of authority and reporting between the governing board, staff, any related bodies such as advisory bodies or parent and teacher councils, and any external organizations that will play a role in managing the staff;

20. A clear description of the roles and responsibilities for the governing board, the leadership and management team for the charter school, and any other entities shown in the organizational chart;

21. The leadership and teacher employment practices for the charter school;

22. Proposed governing bylaws;

23. Explanations of any partnerships or contractual partnerships central to the operations or mission of the charter school;

24. Plans for providing transportation, food service and all other significant operational or ancillary services;

25. Opportunities and expectations for parental involvement;

26. A detailed school start-up plan that identifies tasks, timelines and responsible individuals;

27. A description of the financial plan and policies for the charter school, including financial controls and audit requirements;

28. A description of the insurance coverage the charter school will obtain;

## CHARTER SCHOOL, APPLICATION PROCESS (Cont.)

29. Start-up and five-year budgets with clearly stated assumptions;

30. Start-up and first-year cash-flow projections with clearly stated assumptions;

31. Evidence of anticipated fundraising contributions, if claimed in the application;

32. A sound facilities plan, including backup or contingency plans if appropriate;

33. A requirement that the charter school governing board meet no fewer than ten (10) months of the year in the state and that for those charter schools outside of counties with a population of five hundred thousand (500,000) or more, that a minimum of two (2) members are residents within the geographic boundary of the charter school;

34. A requirement that the charter school follow the requirements of the Open Meeting Act and Oklahoma Open Records Act; and

35. A copy of any proposed contract between the governing board of a charter school and an educational management organization, as defined by 70 O.S. Section 5-200, which meets the requirements of the Oklahoma Charter Schools Act.

The applicant should be informed by the board of education that the applicant will assume any and all liability associated with the operation of the proposed charter school.

After the proposal is received by the board of education, the board will accept or reject the proposal at a lawfully convened meeting of the board of education. Written notification of the acceptance or rejection, and the reasons therefor, will be mailed to the applicants by certified mail, return receipt requested. If the proposal is accepted, the board shall notify the State Board of Education of the sponsorship and shall include in such notice a copy of the charter of the charter school. If the proposal is rejected, the applicants may resubmit a revised application for reconsideration within thirty (30) days of the rejection, and the board will respond to the revised application within sixty (60) days of receipt of the revised application.

If the proposal is accepted, the charter school cannot begin serving students until such time as a charter contract is executed and approved in an open meeting of the board of education. The school district board of education may establish reasonable preopening requirements or conditions to monitor the start-up process of the charter school and to

## CHARTER SCHOOL, APPLICATION PROCESS (Cont.)

ensure that the charter school meets all building, health, safety, insurance and other legal requirements for the opening of a school. The charter school will be required to submit performance data to the State Department of Education as required by law.

Approved contracts shall be effective for five (5) years from the first day of operation. A charter contract may be renewed for successive ten-year terms of duration. The school district may grant renewal with specific conditions for necessary improvements to a charter school.

Prior to the beginning of the final year of the contract term of a charter school, the school administration shall issue a charter school performance report and charter renewal application guidance to the school board and to the charter school board. The performance report shall summarize the performance record to date of the charter school, based on the data required by the Oklahoma Charter Schools Act, the annual performance framework evaluation, a review of the contract with an educational management organization if the charter school contracts with an educational management organization, and the charter contract. The performance review shall take into consideration the percentage of at-risk students enrolled in the charter school. The performance report shall provide notice of any weaknesses, ~~or~~ concerns, violations or deficiencies perceived by the sponsor that may jeopardize its position in seeking renewal if not timely rectified. If there are weaknesses, concerns, violations of deficiencies the sponsor may require a charter school to develop a corrective action plan and corresponding timeline to remedy the weaknesses, concerns, violations of deficiencies. The charter school shall have forty-five (45) days to respond to the performance report and submit any corrections or clarification for the report. If the charter school does not substantially complete the corrective action plan, the sponsor may choose to revoke or not renew the charter contract.

Prior to the beginning of the final year of operation, the charter school may apply for renewal of the contract with the school district. The renewal application guidance shall, at a minimum, provide an opportunity for the charter school to:

a. Present additional evidence, beyond the data contained in the performance report, supporting its case for charter renewal,
b. Describe the improvements undertaken or planned for the school, and
c. Detail the plan for the next charter school term for the school.

The school district may deny the request for renewal of sponsorship of the charter school if it is determined that the charter school has failed to complete the obligations of the contract and performance framework or to comply with the provisions of the Oklahoma Charter School Act. The school district must give written notice of its intent to deny the request for renewal at least eight (8) months prior to expiration of the contract in accordance with 70 O.S. § 3-137.

At the time of charter renewal, the school district board of education may close a charter school for performance issues as set forth in 70 O.S. § 3-137.

The school district may terminate a contract during the term of the contract for failure to meet the requirements for student performance contained in the contract, failure to meet the standards of fiscal management, violations of the law, or other good cause.

## CHARTER SCHOOL, APPLICATION PROCESS (Cont.)

Prior to official action to deny renewal or to terminate a contract, the school district will give at least ninety (90) days' written notice to the governing board prior to terminating the contract. The written notice will include the prospect of revocation or nonrenewal and of the reasons for the possible closure. The charter school governing board may request, in writing, an informal hearing before the school district board of education within fourteen (14) days of receiving notice. If a hearing is requested, a special meeting of the school district board of education will be called. The school district shall conduct an informal hearing before taking action. At the informal hearing, the charter school will be given an opportunity to submit documents and give testimony challenging the rationale for closure and in support of the continuing of the school. The charter school may be represented by legal counsel. The informal hearing may be recorded, and official minutes of the meeting shall be maintained in accordance with the Oklahoma Open Records Act. After a reasonable period of deliberation, a final determination will be made by the board of education and a formal resolution adopted which clearly states the reason for the revocation or nonrenewal.

Within two (2) calendar weeks of a final closure determination, the administration of the school district shall meet with the governing board and leadership of the charter school to establish a transition team composed of school staff, applicant staff, and others designated by the applicant that will attend to the closure including the transfer of students, student records, and school funds in accordance with 70 O.S. § 3-137. The governing board of the charter school shall continue to meet as necessary to wind down school operations, manage school finances, allocate resources, and facilitate all aspects of closures.

**REFERENCE: 70 O.S. §3-134 et seq.**

**REVEW NOTE: The list of items required in the application has been reworked to reflect the order as listed in the current statute at 70 O.S. Section 3-134. It was too complicated to track changes, so we replaced the entire list.**

**There are no geographical limitations to where an applicant may file a request for a charter school, as a result, we would recommend all common education school districts consider adopting this policy.**

# CONCURRENT ENROLLMENT STUDENT

The Weatherford Board of Education believes that students should be encouraged to prepare themselves for study beyond high school when possible.

Therefore, all senior students who wish to attend college courses may request appearance at a regularly scheduled board of education meeting to present their request. Parents or guardian may be requested to be present.

Prior to appearance at the board of education meeting, the student must complete the necessary scheduling of courses required for graduation from high school and must meet the requirements set forth in the regulation which accompanies this policy.

The superintendent will designate a staff member who will make personal contact with every junior and their parents or guardians, individually or in groups, during the fall semester to present materials and to explain the concurrent enrollment program.

The superintendent will post notices in at least two places conspicuous to students calling attention to the concurrent enrollment program and naming the contact person.

The superintendent is directed to prepare a regulation implementing this policy.

**REFERENCE: 70 O.S. §628.13**
**Department of Education, Administrator's Handbook**

# CONCURRENT ENROLLMENT POLICY

1. Any student who is concurrently enrolled in 1 college class must enroll in five (5) academic classes at the high school. The optional 1 hour may be used as: (1) needed travel time or (2) as a voluntary teacher assistant or (3) as a needed study time off campus.

2. Any student who is concurrently enrolled in 2 college classes must enroll in four (4) academic classes at the high school. The optional 1 hour may be used as: (1) needed travel time or (2) as a voluntary teacher assistant or (3) as a needed study time off campus.

3. Any student who wishes to enroll in more than 6 hours of college classes will be counseled on an as needed basis.

4. This policy is based on Weatherford High School's 7 period class day.

5. Must meet entrance requirements for the college institution they want to attend.

6. Parent/Legal guardian and student must sign the WHS concurrent enrollment contract to be keep on file at the high school.

7. Per Senate Bill 290 all college credit earned through concurrent enrollment must be transcripted. Students taking concurrent classes to substitute for core credit must be aligned to the-Schools. If a student wants to enroll in a class for core credit instead of elective they must bring the course content to the High School Principal's office for approval of correlation.

8. Students concurrently enrolled in a class required for graduation (either elective or core) must report grades and attendance in writing from the college to the high school counselor weekly. Failure to report grades and attendance weekly shall make the student ineligible for extracurricular activities.
9. Students who drop or stop attending a councurrently enrolled class must report this to the high school counselor immediately.

10 Students who are considering college atheletic elibibility must be aware not all concurrent classes will be accepted by the NCAA.

11. Students who are eligible for OHLAP scholarships must be aware not all concurrent classes will meet the requirements of OHLAP.

# ONLINE INSTRUCTION

Online instructional programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Weatherford Board of Education. The proposed course(s) may be evaluated by the State Department of Education. The district may provide a virtual instruction or distance learning program on dates to be determined by the Superintendent. This power shall be provided by the board of education so that the students of the district may be allowed to continue instruction in the event of a school closure for an emergency. Such dates shall be provided to parents and students on the school website with as much advance notice as possible under the circumstances. Students and staff will be expected to participate, and attendance shall be taken in accordance with district attendance policies and procedures for students and employees. The school district will provide resources to ensure that all students have access to virtual or distance learning programs. All instruction will be provided in compliance with Oklahoma's Academic Standards. Grades will be assigned which will reflect the progress of the student with regard to assignments and/or tests provided. Students will be allowed to participate in extracurricular activities in accordance with requirements set by the school district.

Definitions

**Synchronous instruction** occurs when the instructor and student's primary interactions are in real-time. Regular classroom instruction is synchronous instruction, as well as two-way interactive video. Web-based instruction that requires real-time interaction between student(s) and instructor as the primary format of instruction is also synchronous instruction.

**Asynchronous instruction** is not dependent on instructor and student interaction in real time. Asynchronous instruction allows the student to engage in learning activities anywhere at any time. For instruction to be considered asynchronous, the primary format of instruction does not depend on real-time interaction of the participants.

**Supplemental online course** is an online program that allows students who are enrolled in a public school to supplement their education by enrolling part time in online courses that are educationally appropriate for the student, which are equal to the equivalent of classroom instruction time required by student attendance and participation in the district.

**Educationally appropriate** means any instruction that is not substantially a repeat of a course or portion of a course that the student has successfully completed, regardless of the grade of the student, and regardless of whether a course is similar to or identical to the instruction that is currently offered in the school district. The determination of educationally appropriate will be made at the local school district level.

**Distance learning plan** means a plan implemented under a public school or charter school's distance learning policy, describing any means by which instruction will be delivered to students outside a traditional school setting. A distance learning plan must meet the requirements set forth in the state accreditation standards.

**Two-way interactive video instruction** provides for real-time (synchronous) interaction between student(s) and instructor by means of an electronic medium that provides for both audio (sound) and video (sight) signal. Students and instructors participating in two-way interactive video instruction may both see and hear each other in an approximation of real-time.

**Virtual instruction** means the use of the internet or other such digital information transmission systems as the primary medium of instruction. Virtual instruction may be synchronous or asynchronous or may become synchronous or nonsynchronous instruction.

## ONLINE INSTRUCTION (Cont.)

In the event of an emergency declared by a federal or state government entity that impacts the operation of public schools in Oklahoma, or upon an action taken by the State Board of Education declaring such an emergency that leads to the temporary emergency closure of school campus or otherwise significantly impairs the operation of public schools in Oklahoma, the school district may implement distancing learning plans which provide for distance learning that is accessible to all students.

The district may provide for short-term implementation of a distance learning plan due to a localized emergency such as a weather-related school closure or a localized public health emergency. The school calendar may include one or more emergency closure "makeup days" to be delivered through the distance learning plan.

Prior to the implementation of virtual or distance learning plans the district will survey parents and guardians regarding educational services and technology capabilities. After surveying parents and guardians, the district shall make individualized determinations of which students would be able to access virtual instruction. Those students unable to access virtual instruction would be provided an equitable education through distance learning options.

Guidelines

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

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

2. The board of education will grant students credit for completion of courses offered by means of online instruction. School district policies governing grading scales and credits earned shall be applied to Oklahoma Supplemental Online Course Program courses under the same criteria as courses offered by the school district. A grade assigned for course credit that was completed through the supplemental online program shall be treated the same as any other course offered by the district.

3. Only students who are enrolled in this district, either as resident students or transfer students, will be granted access to supplemental online courses. Records of student enrollment and attendance shall be maintained through the school's authorized student information system consistent with state accreditation standard requirements.

4. Requests for enrollment in supplemental online courses shall be as follows:
   a. Interested students shall be required to fill out a request for enrollment in supplemental online course(s) form.
   b. The principal or designee shall evaluate the application and determine whether the supplemental online course is educationally appropriate for the student.
   c. If the supplemental online course is not deemed to be educationally appropriate, notification shall be provided to the student in writing as to the reasons in support of the principal's recommendation and the student shall be afforded the opportunity to appeal the principal's decision to the local school board. The decision of the local board with regard to whether a course is educationally appropriate is final and nonappealable. A copy of the notification shall be provided to the Director of Instructional Technology at the State Department of Education.

**ONLINE INSTRUCTION (Cont.)**

5. If enrollment in the supplemental online course is allowed, the principal shall appoint a certified staff member to serve as the building level contact person to assist students enrolling in on-line courses and to serve as a liaison to the on-line teachers and provider(s). Students shall have a grace period for withdrawal from a supplemental online course of fifteen (15) calendar days from the first day of a supplemental online course enrollment without academic penalty. A written request for withdrawal should be provided to the principal from the student prior to the expiration of the fifteen (15) day period.

6. Students earning credit by means of virtual instruction shall participate in required state-level academic assessments in the same manner as other regularly enrolled students within the district

7. Courses offered for credit by means of virtual ~~online~~ instruction shall be aligned with the Oklahoma Academic Standards (OAS).

8. Student progress shall be monitored on a weekly basis by the supplemental online course provider. Attendance/participation in a supplemental online course shall be monitored in accordance with local district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, posting/submission of lessons. The student may be counted "present" or "in attendance" when the supplemental online course provider provides evidence of student/teacher/ course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Supplemental online course providers shall make available to students, parents, and the school district reports that reflect daily attendance/participation, progress reports, and grades. Such attendance/participation reports, progress reports, and grades shall be provided on a regular weekly basis to parents and the school district via electronic format. The district will review progress reports and grades twice per month.

9. The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation in online instruction courses shall be used for any purposes other than those that support the instruction of the individual student. Under all circumstances the provision of the Family Educational Rights and Privacy Act (FERPA) apply to student data held or accessed by any public school or its contractors or agents, including any contracted provider of virtual instruction or other distance learning media.

10. District level aggregated data obtained through participation in online instruction courses shall be utilized for education purposes only and shall not be provided to commercial entities.

11. All federal and state statutes and regulations pertaining to student privacy, the transmission or posting of images or other content on the internet or World Wide Web, copyright of materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district.

12. Prior to the beginning of instruction, cooperating school districts sharing courses by means of two-way interactive video technology shall, by means of contractual agreement, address such issues as the instruction costs, bell schedules, school calendars, student behavior, teacher evaluation, textbooks, class periods, student grades and grading policies, teacher load, and instructor employment.

**ONLINE INSTRUCTION (Cont.)**

13. Contractual agreements shall be established between the school district and parent(s), or legal guardian, of students participating in alternative instructional delivery system courses prior to the beginning of instruction. These contracts may address such issues as grading criteria, time allotted for course completion, student attendance, and the responsibility for course costs and equipment.

14. Instructors of virtual courses shall be: (a) certified in Oklahoma or another state to teach in the content area of the course offered, or (b) a faculty member at an accredited institution of higher education, possessing the specific content expertise necessary to teach the course.

15. Participation in the distance learning plan must be accessible to every student regardless of household resources. If the school district delivers its home-based education program solely through virtual instruction, any participating student who does not already have access to the necessary connectivity and/or devices shall be provided the connectivity and devices necessary to access the instruction free of charge. If the district cannot provide connectivity and devices for all students due to limitations such as budget and/or geography, the distance learning plan must provide for alternative methods to deliver equitably equivalent instruction to all students.

16. Annually, the board of education shall establish fees or charges for the provision of alternative instructional delivery system courses. The district shall not be liable for payment of any fees or charges for any online course for a student who has not complied with district policies and procedures.

**REFERENCE: 70 O.S. §1-111**

*A POLICY ON THIS SUBJECT IS REQUIRED BY LAW.*

# PROMOTION AND RETENTION

The Weatherford Board of Education believes the primary goal of the educational process is to educate. The board also believes that since each child develops physically, mentally, emotionally, and socially at an individual rate, not all children will complete twelve grade levels of work at the same rate. Therefore, for some children, more than twelve years of public education are necessary to achieve the minimal standards of an appropriate education.

Students in special education are excluded from this policy and will be advanced or retained in accordance with their Individual Educational Program as created by their IEP team.

Grade level placement in the elementary and in the junior high school will be based upon the child's maturity (emotional, social, mental, and physical), chronological age, school attendance, effort, and marks achieved. Standardized test results can be used as one means of judging progress. The grade marks earned by the child throughout the year shall reflect the probable assignment for the coming year. Assignment of grade marks will not be used as a means of discipline or reward under any circumstances.

Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not receive a passing grade in a course; the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board.

A grade mark on a report card at the end of the grading period shall not fulfill the teacher's responsibility in reporting a child's progress to the child's parent(s) or guardian. Informal notes and personal conferences are necessary to help the teacher and the parent(s) or guardian understand the child's development and progress. The parent(s) or guardian shall be informed, and a conference scheduled if the parent(s) or guardian desire, when it becomes apparent that a child may need to remain at a grade level.

Upon request of the student, or the student's parent(s) or guardian, a student who has been recommended for retention, is failing a grade, or seeks advancement will be given the opportunity to demonstrate proficiency in the ~~Priority~~ Oklahoma Academic Standard for the applicable grade level or course. Proficiency will be demonstrated by some means of assessment or evaluation appropriate to the curriculum area, for example: semester test, portfolio, criterion-referenced test, thesis, project, product, or performance. (See also policy EIAE.)

Students demonstrating proficiency in a set of competencies at the 60% level shall be advanced to the next level of study in the appropriate curriculum area(s). This decision will take into consideration such factors as social, emotional, physical, and mental growth. The school will confer with parents or guardians in making such promotion/acceleration decisions.

Elementary, middle level, or high school students may demonstrate proficiency in the Oklahoma Academic Standard Outcomes for grades 9-12 high school curriculum areas. Appropriate notation will be placed on the high school transcript. The unit(s) shall count toward meeting the requirements for the high school diploma.

The superintendent is directed to establish a regulation containing criteria to be used by the administration in considering students for promotion or retention.

**REFERENCE: 70 O.S. §24-114.1**
**70 O.S. §11-103.6**

# MIDYEAR PROMOTION
# FOURTH GRADE

A student retained in third grade in accordance with the Reading Sufficiency Act may be eligible for a midyear promotion to fourth grade. The midyear promotion of a retained student will be considered if the student can demonstrate that the student is a successful and independent reader, is reading at or above grade level, and is ready to be promoted to the fourth grade. Tools that may be utilized to reevaluate any retained student may include subsequent assessments, alternative assessments, and portfolio reviews, in accordance with rules of the State Board of Education. Retained students may only be promoted midyear prior to November 1 and only upon demonstrating a level of proficiency required to score at the proficient level on the third-grade statewide criterion-referenced test, or upon demonstrating proficiency in reading at the third-grade level through a screening instrument administered in accordance with law, and upon showing progress sufficient to master appropriate fourth-grade-level skills, as determined by the school district. A midyear promotion shall be made only upon the agreement of the parent or guardian of the student and the school principal.

**REFERENCE: 70 O.S. §1210.508C**

# REPORT CARDS

The Weatherford Board of Education believes that students and parents should be informed periodically of the student's progress in school work. Therefore, report cards shall be sent to parents or guardians at the end of each nine-week period. The parent or guardian shall be requested to acknowledge receipt by signature and return the card.

Progress reports shall be distributed at mid nine-weeks and additional reports, telephone calls, or personal visits may be scheduled if in the best interest of the student.

# PARENT-TEACHER CONFERENCES

It is the policy of the Weatherford Board of Education that parent-teacher conferences will be scheduled as required by the teacher, or when requested by the parent. However, parent-teacher conference days will normally be limited to one for each grading period.

**REFERENCE: 70 O.S. §10-105.2**
**Department of Education, Administrator's Handbook**

# PROFICIENCY BASED PROMOTION

1. Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.

   A. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product or performance. Proficiency in all laboratory sciences will require students to perform relevant laboratory techniques.

   B. Students shall have the opportunity to demonstrate proficiency in the core areas twice each year: once before the beginning of the school term and at the end of the school term as identified in 70 O.S. §11-103.6:

      1. Social Studies
      2. Language Arts
      3. The Arts
      4. Languages
      5. Mathematics
      6. Science

   C. Students may obtain credit by examination in lieu of Carnegie Units for courses, but subject to compliance with the Oklahoma School Testing Program.

      1. Courses not tested under the Oklahoma School Testing Program.

      The school district will make available assessment tools to determine proficiency for credit by examination for courses without corresponding Oklahoma School Testing Program assessments. The assessment tools will be aligned to the school district's curriculum and will accurately measure the student's demonstration of sets of competencies in standards adopted by the State Board of Education.

      2. Courses tested under the Oklahoma School Testing Program.

      If a student seeks to "test out" of a course under the Oklahoma School Testing Program, a student must obtain a score of at least "Proficient" on the Oklahoma School Testing Program assessment corresponding to the course.

   D. Qualifying students are those who are legally enrolled in the local school district.

   E. The district will not require registration for the proficiency assessment more than one month in advance of the assessment date.

   F. Students will be allowed to take proficiency assessments in multiple subject areas.

## PROFICIENCY BASED PROMOTION (Cont.)

G. Students not demonstrating proficiency will be allowed to try again during the next assessment period. Failure to demonstrate proficiency will NOT be noted on the student transcript.

H. Exceptions to standard assessment may be approved for those students with disabling conditions.

2. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.

   A. The school will confer with parents in making such promotion/acceleration decisions. Such factors as social, emotional, and intellectual needs of the student will be used in the consideration of the promotion/acceleration decision.

   B. If the parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement to that effect. The statement shall be included in the permanent record of the student.

   C. Failure to demonstrate proficiency will not be noted on the transcript.

   D. Students must progress through a curriculum area in a sequential manner. Elementary, middle level, or high school students may demonstrate proficiency and advance to the next level in a curriculum area.

   E. If proficiency is demonstrated in a 9-12 curriculum area, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirement for the high school diploma.

   F. Units earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma.

3. Proficiency assessment will measure mastery of the Oklahoma Academic Standards in the same way that curriculum and instruction are focused on the Oklahoma Academic Standards. In other words, assessment will be aligned with curriculum and instruction.

4. Options for accommodating student needs for advancement after demonstrating proficiency may include, but are not limited to, the following:

   A. Individualized instruction;

   B. Correspondence courses:

   C. Independent study;

   D. Concurrent enrollment;

   E. Cross-grade grouping:

   F. Cluster grouping;

**PROFICIENCY BASED PROMOTION (Cont.)**

G. Grade/course advancement;

H. Individualized education programs.

5. Each year the school district will disseminate materials explaining the opportunities of proficiency based promotion to students and parents in the district. Oklahoma Academic Standards and type of assessment or evaluation for each core curriculum area will be made available upon request.

Appropriate notation will be made for elementary, middle level or high school level students satisfactorily completing a 9-12 high school curriculum area. Completion will be noted with a "P" for passing. This unit will count toward meeting the requirements for the high school diploma.

# HONORS PROGRAM
# VALEDICTORIAN, SALUTATORIAN, HONOR STUDENT

1. In accordance with the policy of the board of education, the following regulation shall govern the selection of students for honors recognition.

2. Students will be selected from each graduating class for the award of valedictorian and salutatorian

3. The student with the highest grade point average will be selected as class valedictorian. The next highest will be selected as class salutatorian. If two or more students are identified as valedictorian, no salutatorian will be named. In the event of a tie for either valedictorian or salutatorian, co-valedictorians or co-salutatorians will be honored

4. Grade point average of grades earned in 9th, 10th, 11th, and 12th grades will constitute the composite grade point average score

5. To be eligible for consideration, students must be enrolled in a minimum of four units during their senior year and must be enrolled at Weatherford High School prior to and continuously following the tenth school day of the students' senior year. Foreign exchange students will not be considered in computing class rank and, therefore, will not be eligible for any academic honors.

6. Independent study classes will not count toward the honors program for class valedictorian. Concurrent enrollment in core areas may be taken to "catch up" but not to pass another student who is competing for valedictorian honors. Concurrent enrollment classes are to be taken prior to the spring semester of the senior year if they are to be counted toward valedictorian honors.

# HONORS PROGRAM
# (REGULATION)

1. In accordance with the policy of the board of education, the following regulation shall govern the selection of students for honors recognition.

2. Students will be selected from each graduating class for the award of valedictorian and salutatorian

3. The student with the highest grade point average will be selected as class valedictorian. The next highest will be selected as class salutatorian. If two or more students are identified as valedictorian, no salutatorian will be named. In the event of a tie for either valedictorian or salutatorian, co-valedictorians or co-salutatorians will be honored

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# HONORS PROGRAM
# MEDALS AND CERTIFICATES

The Weatherford Board of Education believes that outstanding efforts and achievements should be recognized and rewarded when appropriate.

Therefore, the honors program policy shall include the following guidelines:

1. The public school is a member of the National Honor Society and will adhere to the rules and regulations of that society.

2. Membership in the Oklahoma Honor Society is limited to 10% of the student body. Students whose grade averages are in the top 10% for the current and immediately preceding semesters will be awarded membership certificates.

3. In order to qualify for the superintendent's honor roll, a student must have earned an "A" average.

4. In order to qualify for the principal's honor roll, a student must have earned a "B" average.

5. To qualify for any honor roll or award, a student must have earned at least a satisfactory in citizenship.

6. Medals, certificates, and awards for athletics, music, academic subjects, and attendance will be presented at the end of the school year Awards Assembly.

# GRADUATION REQUIREMENTS

TheWeatherford Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the board of education that a minimum of 24 units of credit be earned in the subject areas listed below to be eligible for graduation.

Students entering the eighth grade in the 2025- 2026 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, shall complete a minimum of the following 23 curriculum units or sets of competencies at the secondary level:

4 units of English to include Grammar, Composition, Literature, or any English course;

4 units of mathematics, two of which shall be Algebra I and either Algebra II or Geometry. The other two units may include Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Statistics, Math of Finance, Computer Science, college courses approved for dual credit, an approved full-time postsecondary career and technology program, or locally approved math-based application course, or any mathematics course with content and/or rigor above Algebra I;

3 units of laboratory science approved for college admission requirements including one unit of life science meeting the standards for Biology I, one unit of physical science meeting the standards for Physical Science, Chemistry or Physics; and one unit from the domains of physical science, life science, or earth and space science, or approved full-time postsecondary career and technology program or locally approved science-based application course, or any course with content and/or rigor above Biology I or Physical Science;

3 units of history and citizenship skills including one unit of American History, ½ unit of Oklahoma History, ½ unit of United States Government, and one unit from the subjects of History, Government, Geography, Economics, Civics or non-Western culture;

6 pathway units which align with the student's Individual Career and Academic Plan (ICAP) which may include, but are not limited to, any additional math, science, English, history, world or non-English language, computer technology, Junior Reserve Officers' Training Corp, internship or apprenticeship programs, career and technology education courses, concurrently enrolled courses, advanced placement courses, International Baccalaureate courses approved for college admission requirements, music, art, drama, speech, dance, media arts, or other approved courses; and

3 units of elective courses.

Beginning with the 2024-2025 school year, a student whose parent or legal guardian approves modification of the student's existing graduation track, subject to school approval, may complete a minimum of 23 curriculum units or sets of competencies at the secondary level as listed above. All other students graduating prior to 2030, in order to graduate from an Oklahoma public school, will be required to complete the "college preparatory/work ready curriculum units or sets of competencies" at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student. Current state graduation requirements will be deemed to be the "core curriculum" option. The "college preparatory/work ready curriculum" will include the following:

## GRADUATION REQUIREMENTS (Cont.)

4 units of English to include Grammar, Composition, Literature, or any English course approved for college admission requirements;

3 units of mathematics, limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;

3 units of laboratory science, limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;

3 units of history and citizenship skills, including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements;

2 units of the same world or non-English language or two units of computer technology approved for college admission requirements, whether taught at a high school or technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

1 additional unit selected from the above categories or career and technology education courses, concurrently enrolled course, Advanced Placement courses or International Baccalaureate courses approved for college admission requirements; and

1 unit or set of competencies of fine arts, such as music, art, or drama, or 1 unit or set of competencies of speech.

In order to graduate from the district with a standard diploma, students shall complete the following core curriculum units at the secondary level:

**Language Arts**
4 units or sets of competencies
- 1 unit of Grammar and Composition
  and
- 3 units which may include
  - American Literature
  - English Literature
  - World Literature
  - Advanced English Courses
  - Other English courses with content and/or rigor equal to or above grammar and composition

**Social Studies**
3 units or sets of competencies
- 1 unit of United States History
- ½ to 1 unit of United States Government
- ½ unit of Oklahoma History
- ½ unit to 1 unit which may include:
  - World History
  - Geography
  - Economics
  - Anthropology
  - Other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma history

## GRADUATION REQUIREMENTS (Cont.)

**Mathematics**
3 units or sets of competencies
- 1 unit of Algebra I [1]
  and
- 2 units which may include:
  - Algebra II
  - Geometry [1]
  - Trigonometry
  - Math Analysis or Precalculus
  - Statistics and/or Probability
  - Calculus
  - Computer Science I and II
  - Intermediate Algebra
  - Mathematics of Finance
  - Contextual mathematics courses that enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the tenth, eleventh, or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the district board of education
  - Mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the tenth, eleventh, or twelfth grade upon approval of the State Board of Education and the district board of education
  - Other mathematics courses with content and/or rigor equal to or above Algebra I
  - A science, technology, engineering and math (STEM) block course.

**The Arts and Computer Education**
1 unit or set of competencies which may include, but is not limited to, courses in Visual Arts and General Music and 1 unit or set of competencies of computer technology, whether taught at a high school or a technology center school, including computer programming, hardware and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing classes

**Science**
3 units or sets of competencies of laboratory science approved for college admission requirements:
- 1 unit or set of competencies of life science, meeting the standards for Biology I:
- 1 unit or set of competencies of physical science, meeting the standards for Physical Science, Chemistry or Physics; and
- 1 unit or set of competencies from the domains of physical science, life science or earth and space science such that content and rigor is above Biology I or Physical Science.

**Electives**
8 units or sets of competencies

In addition to the curriculum requirements, students shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act.

All students are strongly encouraged to complete two units or sets of competencies of ~~foreign~~ world language classes and two units or sets of competencies of physical and health education as part of the core curriculum.

Credit may be given for the above-referenced classes for the college preparatory/work-ready and core curriculum diploma pathways when the courses are taken in the seventh or eighth grades if the teachers are certified or authorized by law to teach the subjects for high school credit and the required course rigor is maintained.

Courses offered by a supplemental education organization that is accredited by a national accrediting body and that are taught by a certified teacher, and which provide for the teaching and learning of the appropriate skills and

## GRADUATION REQUIREMENTS (Cont.)

knowledge in the OAS may, upon approval of the State Board of Education and the school district board of education, be counted for academic credit and toward meeting state graduation requirements.

No student will be allowed to receive credit more than once for completion of the same unit or sets of competencies. All of the above-referenced classes may not be offered by the district. However, sufficient courses shall be offered to allow students to meet the graduation requirements during the secondary grade years of the student.

The remaining units need to consist of coursework designed to meet the individual needs and interests of the student. However, all students in grades nine through twelve are required to enroll in a minimum of six periods, or the equivalent in block scheduling, of rigorous academic and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes, and physical education classes.

Students who transfer into this school district from out of state after their junior year of high school shall not be denied, because of differing graduation requirements, the opportunity to be awarded a standard diploma. This applies to students who would be unable to meet the specific graduation requirements listed above without extending the date of graduation. Exception from the graduation requirements will be based on rules established by the State Department of Education. All exceptions and the reasons therefor shall be reported to the State Department of Education on or before July 1 of each year.

All course credit earned through examination by students in required curriculum areas shall be appropriately noted on the student's transcript and/or student record. Completion may be recorded with a letter grade or pass notation, credits earned by a student through examination in accordance with the provisions of 210:35-27-2 shall be transferrable to or from any other school district within the State of Oklahoma in which the student was enrolled, is currently enrolled, or may be enrolled. Credit for units of secondary coursework in curriculum areas required for graduation count toward meeting the requirements for the high school diploma.

Beginning with the 2015-2016 school year, all students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between ninth grade and high school graduation. A school administrator may waive this requirement for an eligible student who has a disability. A student may also be excused from this requirement if a parent or guardian of the student objects in writing.

Students are required to complete an assessment in order to graduate with a standard diploma. The assessment required will be one that is required or has been required by the Oklahoma School Testing Program or an alternate assessment as approved by the superintendent. The highest-achieved score on the assessment and any business and industry-recognized endorsements attained will be reflected on the student's transcript.

Beginning with ninth graders in the 2021-2022 school year, in order to graduate from a public high school accredited by the State Board of Education, students shall pass the United States naturalization test. The United States naturalization test shall be provided at least once per school year, beginning as early as eighth grade. Students may retake the exam upon request and as often as desired until earning a passing score. A passing score shall be 60 out of 100 questions. The district shall exempt students with disabilities whose individualized education program (IEP), consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternative Assessment Program (OAAP).

**GRADUATION REQUIREMENTS (Cont.)**

Beginning with the 2024-2025 school year, in order to graduate from a public high school accredited by the State Board of Education, students shall complete and submit a Free Application for Federal Student Aid (**FAFSA**). A student shall be exempt from this requirement if:

- the student's parent or legal guardian submits a signed form authorizing the student to opt out of the requirement;
- the student, age eighteen (18) or older, submits a signed form authorizing him or her to opt out of the requirement or
- A school counselor authorizes a student to opt out of the requirement.

Students shall be allowed to earn released time elective credit in accordance with state law and the Oklahoma Accreditation Standards.

**REFERENCE: 70 O.S. § 11-101.3**
**70 O.S. § 11-103.2c**
**70 O.S. § 11-103.6**
**70 O.S. § 1210.199**
**70 O.S. § 1210.508**
**70 O.S. § 1210.508-6**

# SCHOOL COUNSELOR

The school counselor is a member of the teaching team. The counselor is concerned for the welfare of the child, instructional goals of the teachers, and communication between home, school, and the community.

Student referrals to the school counselor are made by the principal and teachers. Parents wishing a conference may contact the counselor from 8:00 a.m. to 9:00 a.m. each school day. Students may make arrangements to visit the counselor through their homeroom teachers.

# GUIDANCE AND PSYCHOLOGICAL SERVICES

The guidance and psychological services of Weatherford Public Schools shall meet state requirements and encompass the following purposes, objectives, and activities:

1. A program for testing students in Weatherford Public Schools to identify students with outstanding aptitudes and abilities related to educational and career planning progress will be developed.

2. The services will make available to the students and parents such educational and career information as may be essential for them to understand the various educational and career opportunities and requirements related to the choice of educational programs and careers.

3. Individual counseling will be provided to help the students and parents develop a better understanding of the students' educational and occupational strengths and weaknesses; to help them relate abilities and aptitudes to educational and career opportunities and requirements; to help them make appropriate educational plans including the choice of courses in the secondary school and the choice of an institution providing training above and beyond the high school; to stimulate a desire in the students to utilize aptitudes in attaining appropriate educational and career goals.

4. Individual cumulative folders will be maintained to provide teachers and school administrators such information about individual students or groups of students as may be necessary to enable them to plan curricular and instructional programs appropriate to the educational needs of the student body and to the manpower needs of the state and nation.

5. Counseling will be provided to the individual students regarding personal, social, and emotional problems. The counselor will recognize that many cases require professional psychiatric referral and will assist the students and parents in receiving these services.

# SUICIDE AWARENESS AND TRAINING

The Weatherford Board of Education recognizes that self-destructive behavior and suicide occurs among children and adolescents in our country. Students identified as self-destructive are in need of appropriate help as quickly as possible. The primary obligations of school personnel working with a depressed or suicidal student are support, calling the 911 emergency telephone number, law enforcement, the Department of Human Services, parental contact, and referral. Notification must be made immediately upon determining that a risk of harm exists. To that end, student confidentiality may be waived in life-threatening situations.

The district shall provide district-wide training to all staff on a biennial basis addressing suicide awareness and prevention. The training provided shall utilize curriculum provided by the Department of Mental Health and Substance Abuse Services. The course outline for the curriculum shall be made available to the public online through the school district's website. Beginning with the 2021-2022 school year, the district shall:

1. Provide a suicide preventing training program which includes as a core element evidence-based approaches;
2. Provide the curriculum made available by the Department of Mental Health and Substance Abuse Services; or
3. Provide a suicide prevention training program that is selected by the school district from a list maintained by the Department of Mental Health and Substance Abuse Services to school district staff that addresses suicide awareness and prevention. The training may be combined with any other training program provided by the school district addressing bullying prevention.

With the intent of contributing to the prevention of suicide among students where possible, the board directs that an adolescent suicide awareness program be initiated, including:

1. In-service education--to increase the awareness of all building staff about the seriousness of the problem and possible suicide "warning signs",

2. Establishment of referral/response procedures in each school--to facilitate assisting students identified as possibly suicidal,

3. Infusion into the curriculum of appropriate understandings and information--to help students deal appropriately with feelings, to recognize possible suicide "warning signs" in themselves and others, and to increase awareness of alternatives and resources available for assistance,

4. Parental awareness--to increase understandings of parents about the problem and the resources available, and

5. Procedures in each school for dealing appropriately with tragedies--to ease the impact on students, staff, and community in the event of a student suicide.

District personnel cannot be expected to treat the suicidal adolescent. Rather, they need to recognize that they are in a position to aid in the identification of young people who may be prone to suicide, and to intervene in order to link these young people and their families to treatment programs in the community. In addition, school personnel need to be prepared to relate to suicidal young people following a suicide attempt, and to deal with the intense emotions/reactions of the school community following an actual suicide.

# MENTORSHIP PROGRAM

The Weatherford Public Schools will develop a mentorship program aimed at reducing drop-out rates. The goal of the program is to identify middle school and high school students who are at high risk for leaving school before they obtain their high school diploma.

Any parent, staff member, or teacher who reasonably believes that a child is at risk of leaving school should immediately notify the building principal. The building principal may assign a mentor to the student who will assist the student with the following potential issues:

1. Transition from middle school to high school;

2. Creation of personal graduation plans;

3. Counseling of students on the consequences of dropping out;

4. Beginning career exploration with students at an earlier age;

5. Informing parents and students regarding the impact of middle school grades on high school placement and achievement;

6. Providing students with guidance in selecting courses; and

7. Providing students with tutoring and extra academic assistance as needed.

Any mentors who are not current employees of the school district will be subjected to criminal background checks.

# TESTING PROGRAM

It is the policy of the Weatherford Board of Education to take part in testing programs with the aim of providing information designed to help all students recognize their abilities and to help in planning their school work. A well-rounded testing program has been developed that can be very valuable to each student. The board recognizes that information relative to the personality, environment, home life, parental or family relationships, economic status, religious beliefs, patriotism, sexual behavior or attitudes, or sociological problems of a student is privileged and confidential. Such information shall not be tested for and if revealed shall be discarded.

The following guidelines exist for the participation of children with disabilities in district-wide assessments: Each student's IEP shall address guidelines for participation in district assessments, with appropriate modifications and accommodations. The IEP team may determine that the student is unable to participate in standard district assessments. Such a determination will be noted in the child's IEP.

Annually, on a date to be determined by the superintendent, the district will provide information to the district's students, parents of students, and the public at large about the proper meaning and use of tests administered pursuant to the Oklahoma School Testing Program Act. Additionally, each school site within this district shall notify each student's parents of the school's performance levels in the Oklahoma School Testing Program at the end of each school year.

The superintendent is directed to establish a regulation governing the use of testing programs. Such regulation, when approved by the board, shall be incorporated into this policy and shall be made a part thereof.

**REFERENCE: 20 U.S.C. §1232h(a)**
**70 O.S. §11-107**
**70 O.S. §1210.507**

# TESTING PROGRAM
# STUDENT SURVEYS
# (REGULATION)

The board of education recognizes surveys can be a valuable resource for schools and communities in determining student needs for educational services. Such collection of input from students and parents may be used to assist school staff in decision-making related to curriculum and instruction and in program development and operations. To this end, the board supports the use of appropriate surveys in accordance with the guidelines contained in these regulations.

Administrators, teachers, other staff members, and the board of education may use surveys for many purposes, which may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or unit. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys used in any experimental program or research project will be subject to the requirements outlined in policy found elsewhere in this manual. (See GVA-P.) Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

Prior to administering a survey, the board of education must approve all those that are received by the superintendent that include reference to any of the factors listed below. No student may, without prior parental consent, take part in a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged relationships, such as lawyers, physicians, or ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
8. Religious practices, affiliations, or beliefs of the student or the student's parent.

Prior consent to any such survey, analysis, or evaluation means the prior written consent of the student's parent or guardian or, if the student is emancipated, of the student.

Surveys conducted for other agencies, organizations, or individuals must have the recommendation of the superintendent of schools and the approval of the board of education as to content and purpose. The results of such approved surveys must be shared with the board of education.

## TESTING PROGRAM, STUDENT SURVEYS, REGULATION (Cont.)

Parents/guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student. Such requests shall be made in writing with a response to be at least two weeks in advance of any survey to be given.

Overall survey results following decisions must be shared with all parties who request such information.

Parents/guardians shall be notified at least annually, at the beginning of the school year, of this policy and when enrolling students for the first time in district schools. This notification must explain that parent/guardians, or students 18 or older, have the right to "opt the student out of participation," in writing, in the following activities:

1. The collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students, such as:

    A. College or other postsecondary education recruitment, or military recruitment;

    B. Book clubs, magazines, and programs providing access to low-cost literary products;

    C. Curriculum and instructional materials used in schools;

    D. Tests and assessments;

    E. Student recognition programs; and

    F. The sale by students of products or services to raise funds for school-related activities.

2. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above; or

3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.

Parents/guardians of a student shall also have the right to inspect, upon request, any instructional material used as part of the educational curriculum.

Definitions

The term "survey" includes an evaluation.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

**TESTING PROGRAM, STUDENT SURVEYS, REGULATION (Cont.)**

The term "personal information" means individually identifiable information, include a student's or parent's name, address, telephone number, or social security number.

The term "instructional material" means instructional content that is provided to a student, regardless of format. It does not include tests or academic assessments.

These terms do not include ordinary classroom activities or teaching techniques.

These rights transfer from the parent to a student who is eighteen (18) years of age or an emancipated minor.

Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington D.C. 20202-8520

*THIS POLICY REQUIRED BY THE EVERY CHILD SUCCEEDS ACT OF 2016.*

# STRONG READERS ACT

To identify students who have a reading deficiency or characteristics of dyslexia, every student enrolled in kindergarten, first, second, and third grades shall be assessed at the beginning, middle, and end of each school year using a screening instrument approved by the State Board of Education for monitoring of progress and for measurement of reading skills. Any student who is assessed and found not to be meeting grade level targets shall be provided a program of reading instruction designed to enable to the student to acquire the appropriate grade level reading skills. The program of reading instruction required shall be based on scientific reading research and shall align with the subject matter standards adopted by the State Board of Education. A program of reading instruction shall also include, but not be limited to:

1. Sufficient additional in-school instructional time for the acquisition of phonological awareness, decoding, fluency, vocabulary, and comprehension;

2. If necessary, and if funding is available, tutorial instruction after regular school hours, on Saturdays, and during the summer; however, such instruction may not be counted toward the 181 day or 1086 hour school year required by law;

3. Assessments identified for diagnostic purposes and periodic monitoring to measure the acquisition of reading skills including, but not limited to, phonological awareness, decoding, fluency, vocabulary, and comprehension, as identified in the student's program of reading instruction;

4. High-quality instructional materials grounded in scientifically based reading research, and

5. A means of providing every family of a student in prekindergarten, kindergarten, first, second, and third grade access to free online evidence-based literacy instruction resources to support the student's literacy development at home.

A student enrolled in kindergarten, first, second, or third grade who exhibits a deficiency in reading at any time based upon the screening instrument shall receive an individual reading intervention plan no later than thirty (30) days after the identification of the deficiency in reading. The reading intervention services shall not occur during math instruction. The reading intervention plan shall be provided in addition to core reading instruction that is provided to all students. The reading intervention plan shall:

1. Describe the reading intervention services, and the needed intensity of instruction the student will receive to remedy the reading deficiency,

2. Provide explicit and systematic instruction in phonological awareness, decoding, fluency, vocabulary, and comprehension as applicable,

3. Monitor the reading progress of each student's reading skills throughout the school year and adjust instruction according to the student's needs; and

4. Continue until the student is determined to be meeting grade-level targets in reading based on the screening instruments or assessments.

The district strong readers plan shall be adopted and annually updated, with input from school administrators, teachers, and parents and legal guardians, and if possible a reading specialist, and which shall be submitted to and approved by the State Board of Education. This plan shall include a plan for each site that includes an analysis of the

**STRONG READERS ACT (Cont.)**

data provided by the Oklahoma School Testing Program and other reading assessments utilized which outlines how each school site shall comply with the provision of the Strong Readers Act.

Any student enrolled in first, second, or third grade who is assessed through the Strong Readers Act and is not meeting grade level targets in reading after the beginning of the year assessment shall be screened for dyslexia. Screening may also be requested for a student by his or her parent or guardian, teacher, counselor, speech-language pathologist or school psychologist.

**REFERENCE: 70 O.S. §1210.508A, et seq.**

**NOTE: Referenced statute requires each school district to adopt and annually update a district plan that includes a plan for each site, and which outlines how each school site will comply with the provisions of the Strong Readers Act.**

# CRITERION-REFERENCED TESTING
# READING PROFICIENCY

A student enrolled in this school district shall successfully complete the reading portion of the state criterion-referenced test (CRT) offered in the eighth grade. Any student not successfully completing the reading portion shall be assigned a plan of remedial reading. The student may either retake the reading portion of the CRT upon its administration the following year or take an alternative reading proficiency test in order to satisfy the criteria for a driver license or permit.

This school district shall notify in writing each student who takes the reading portion of the state CRT for the eighth grade or who takes an alternative reading proficiency test and the student's parents or legal guardian of the test results. If the student fails to perform satisfactorily on the test, the notice shall inform the student of the reading proficiency drivers license requirements and the school's remediation plan for the student. Upon the student's successful completion of the test, the school shall furnish the student with the documentation needed for the driver license application in Oklahoma. Such documentation shall not include any information considered to be an education record pursuant to the Family Education Rights and Privacy Act, unless compliance is made with the restrictions regarding disclosure of information.

A student's first criterion-referenced reading examination shall be provided at no cost. Alternative reading proficiency tests shall be offered by testing sites, which shall include the public schools at least four (4) times per calendar year. A student may take the test as often as wished. The first alternative reading proficiency test for each student will be at no cost and each subsequent testing may be assessed a fee of not more than $25.00.

The district shall provide for alternative documentation of reading proficiency by certifying that a student is:

a student with learning disabilities as defined by state law, or

a special education student, an alternative education student, or a student with a specific learning disability, where the student has an IEP and is reading at the student's expected reading level pursuant to the IEP.

The alternative documentation shall satisfy the requirements established by state law for the purposes of eligibility to apply for or retain a license or permit to drive.

Documentation forms and certificates approved by the Department of Public Safety will be used for certifying a student's eligibility to apply for a license or permit. (See policy EHAE.)

**REFERENCE: 10 O.S. §7301-5.1**
**47 O.S. §6-107.3, 70 O.S. §1210.515**
**56 O.S. §230.18**
**70 O.S. §19-114, et seq.**

# GED TESTING

Persons who successfully pass the GED test may present their official GED transcript to the administration of the district for the purpose of having the GED become a part of their high school transcripts.

# GRADUATION POLICY

The Weatherford Board of Education recognizes that graduation ceremonies are important events for our students, patrons, guests, and community. Students who have not met state mandates or local school district graduation requirements may not be allowed to participate in the graduation ceremony. In order to participate in the graduation ceremony a student must be in good standing. Students who have not conformed with student discipline policies, those that have been charged, are under investigation, or have been convicted of a crime, and those that have unpaid fines or fees to the school district are not in good standing, To ensure that graduation ceremonies are enjoyable for all participants and spectators, the board enacts the following policies:

1. A student shall be a graduate of this school district and entitled to a High School Diploma whenever that student has successfully completed the minimum number of credits established by the district for graduation, demonstrates mastery of the state academic content standards as required by state law, completes a Senior check our sheet, and completes graduation exercises in accordance with this policy.

2. Students participating in graduation ceremonies will be required to abide by the school's discipline code as outlined in the Student Handbook. In addition, students shall not engage in the following conduct during graduation exercises:

   A. Throwing caps or other objects in the air; or,

   B. Engaging in any disruptive activity that substantially interferes with the graduation process or the rights of other individuals.

   C. Students are prohibited from decorating gowns but may decorate caps upon approval by administration before the set deadline.

4. Students may wear tribal regalia during graduation ceremonies. Tribal regalia will include traditional garments, jewelry, other adornments such as an eagle feather, an eagle plume, a beaded cap, a stole or similar objects of culture and religious significance worn by members of a federally recognized Indian tribe or the tribe of another country. Tribal regalia does not include any firearm or other weapon. Tribal regalia does not include any object that is otherwise prohibited by federal law, except in compliance with an appropriate federal permit.

5. The administration may impose discipline on any student who commits any act referred to in (3) above. It is recommended the administration take necessary steps to impose discipline as soon as is convenient after completion of graduation exercises.

# FLAGS

It is the policy of the Weatherford Board of Education that the American flag and the Oklahoma flag will be flown at the school during school hours except in bad weather. An assigned 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**

# ANIMALS IN SCHOOL

It is the policy of the Weatherford Board of Education that students, staff, and/or patrons will not bring animals onto school premises except in connection with an organized and approved school activity, or as otherwise authorized by the appropriate building principal. Written permission must be obtained from the appropriate building principal before animals are brought to school or to any school activity. Service animals will be allowed in accordance with federal law. Members of the public, staff, and students shall not be allowed to bring emotional support animals and therapy animals which do not meet the definition of a service animal on school property. An exception may be made by the superintendent for emotional support animals and therapy animals to be brought onto school premises by the school counselor for the benefit of the student body. The district shall post a sign in a conspicuous location outside the entrance of each school building stating which animals or types of animals are prohibited in accordance with Oklahoma law. The sign posted will indicate that service animals are permitted in accordance with federal law.

Authorized animals must be adequately housed and cared for while on school grounds. Only the teacher, or students designated by the teacher, ~~is to~~ may handle the animals. If dogs are allowed to be on school grounds by the principal, the dogs must be leashed at all times and not permitted to run at large.

If animals are to be kept on school grounds on days when classes are not in session, arrangements must be made for their care.

If a staff member or student has been bitten by an animal and the skin has been pierced, the incident must be reported immediately to the school office by the student or the supervising adult. The principal will notify public health authorities and cause the animal to be impounded for observation. Public health authorities will determine the appropriate term of confinement of the animal and method of observation.

Service animals perform some of the functions and tasks that individuals with disabilities cannot perform themselves. Service animals are not pets. There are several kinds of service animals that assist individuals with disabilities. Examples include, but are not limited to, animals that:

1. Assist individuals who are blind or have severe sight impairments,
2. Alert individuals with hearing impairments to sounds,
3. Pull wheelchairs or carry and pick-up items for individuals with mobility impairments, and
4. Assist individuals with mobility impairments with balance.

The district shall not assume or take custody or control of, or responsibility for, any service animal or the care or feeding thereof. The owner or person having custody and control of the service animal shall be liable for any damages to persons, premises, property, or facilities caused by the service animal, including, but not limited to, clean up, stain removal, etc. If a service animal is not "house broken" the service animal will be denied access to school district property.

If, in the opinion of the Superintendent or designee any service animal is out of control in the school setting or during District transportation, the matter shall be immediately reported to local law enforcement. The parent or guardian of the student having custody and control of the service animal will be required to remove the service animal from District premises immediately.

**LEGAL AUTHORITY:** **4 O.S. § 801**

# CLASS INTERRUPTIONS

It is the policy of the Weatherford Board of Education that activities, classes, or study halls will not be dismissed early unless arrangements have been made with the principal or superintendent. Classes shall convene as scheduled and teachers shall not absent themselves unless necessary. In no case shall a teacher be absent from a class without the knowledge of the principal or the principal's designee.

Teachers meetings shall normally be held before or after school. Exceptions will be made as required.

# VOLUNTARY PRIVATE PRAYER AND MOMENT OF SILENCE

It shall be the policy of this Weatherford Board of Education that no sectarian or religious doctrine shall be taught or inculcated into the curriculum or activities of the school. However, those students who wish to do so may participate in voluntary prayer so long as it is during noninstructional time and does not interfere with the rights of other students.

School employees are free to engage in private religious prayer during school events, including sporting events and graduation ceremonies when employees are free to attend briefly to personal matters and students are engaged in other activities in accordance with the holding in *Kennedy v. Bremerton School District.,* 142 S.Ct. 2407 (2022).

Each school site within the district shall observe one minute of silence each day for the purpose of allowing each student to meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their choice. All school personnel are to afford these options to all students, who will individually make the selection as to which of these behaviors they will engage in during the moment of silence. These options will also be included in the student handbooks.

The minute of silence shall be announced over the public address system as follows: "We now pause for a minute of silence in which students may reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices"

If the district or a school employee is sued for providing a moment of silence to students, the district must notify the Attorney General within five (5) days. The Attorney General will provide legal representation to the district or employee named as a defendant in an action related to this statutory requirement.

Individuals who wish to file a complaint regarding a violation of 70 O.S. §11-101.1 or §11-101.2 should notify the building principal in writing of the specific issue that has occurred. The building principal will notify the superintendent that a complaint has been received. The building principal shall investigate the issue and determine whether a violation of the law has occurred. If the law has been violated, a plan of corrective action should be taken to address the issue.

**REFERENCE: 70 O.S. §11-101.1**
**70 O.S. §11-101.2**
**Accreditation Standard 210:35-3-251**
**Accreditation Standard 210:35-3-252**
**Kennedy v. Bremerton School Dist., 142 S. Ct. 2407 (2022)**

**A POLICY ON THIS TOPIC IS REQUIRED**
**BY THE REFERENCED RULES EFFECTIVE 2024**

# RELIGIOUS OBSERVANCES AND DISPLAYS

It is the policy of the Weatherford Board of Education that no religious belief or non-belief will be promoted by the school district or its employees and none will be disparaged. The district will encourage all students and staff members to appreciate and be tolerant of each other's religious views. The district will use all opportunities to foster understanding and mutual respect among students and parents, whether it involves race, culture, economic background, or religious beliefs. Students and staff members will be excused from participating in practices that are contrary to their religious beliefs.

The district recognizes that one of its educational goals is to advance the students' knowledge and appreciation of the role that our religious heritage has played in the social, cultural, and historical development of civilization.

Therefore, the practice of the district will be:

The several holidays throughout the year that have a religious and a secular basis may be observed in the schools.

The historical and contemporary values and the origin of religious holidays may be explained in an unbiased and objective manner without sectarian indoctrination.

Music, art, literature, and drama having religious themes or basis are permitted as part of the curriculum for school-sponsored activities and programs if presented in a prudent and objective manner, and as a traditional part of the cultural and religious heritage of the particular holiday.

The use of religious symbols such as a cross, Menorah, crescent, Star of David, crèche, symbols of Native American religions or other symbols that are a part of a religious holiday is permitted as a teaching aid or resource provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature. Among these holidays are included Christmas, Easter, Passover, Hanukkah, St. Valentine's Day, St. Patrick's Day, Thanksgiving, and Halloween.

The school district's calendar should be prepared so as to minimize conflicts with religious holidays of all faiths.

It is also the policy of this board of education that religious literature, music, drama, and the arts will be included in the curriculum and in school activities provided that it is intrinsic to the learning experience in the various fields of study and is presented objectively.

The emphasis on religious themes in the arts, literature, and history will be only as extensive as necessary for a balanced and comprehensive study of these areas. Such studies should never foster any particular religious tenets or demean any religious beliefs.

Student-initiated expressions to questions or assignments that reflect their beliefs or non-beliefs about a religious theme will be accommodated. For example, students are free to express religious belief or non-belief in compositions, art forms, music, speech, and debate.

Because the baccalaureate service is traditionally religious in nature, it will be sponsored by agencies separate from the district.

**REFERENCE: 70 O.S. §11-101, §11-101.1**

# SEX DISCRIMINATION OR SEX-BASED HARASSMENT OF STUDENTS

***The prior policy was removed with the exception of one paragraph on recordkeeping. This new policy adheres to the recommended guidelines from the United States Department of Education.***

The policy of this school district forbids sex discrimination or sex-based harassment of students. The board of education has adopted grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations.

**Definitions:**

"Complainant" means:

(l) A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or

(2) A person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations and who was participating or attempting to participate in the recipient's education program or activity at the time of the alleged sex discrimination.

(3) The district's Title IX Coordinator.

"Complaint" means an oral or written request to the recipient that objectively can be understood as a request for the recipient to investigate and make a determination about alleged discrimination under Title IX or its regulations.

"Disciplinary sanctions" means consequences imposed on a respondent following a determination under Title IX that the respondent violated the recipient's prohibition on sex discrimination.

"Party" means a complainant or respondent.

"Relevant" means related to the allegations of sex discrimination under investigation as part of these grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

"Remedies" means measures provided, as appropriate, to a complainant or any other person the recipient identifies as having had their equal access to the recipient's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the recipient's education program or activity after a recipient determines that sex discrimination occurred.

"Respondent" means a person who is alleged to have violated the recipient's prohibition on sex discrimination. Retaliation means intimidation, threats, coercion, or discrimination against any person by the recipient, a student, or an employee or other person authorized by the recipient to provide aid, benefit, or service under the recipient's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

## SEX DISCRIMINATION OR SEXUAL HARASSMENT OF STUDENTS (Cont.)

"Sex-based harassment" is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

(l) "Quid pro quo harassment." An employee, agent, or other person authorized by the recipient to provide an aid, benefit, or service under the recipient's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

(2) "Hostile environment harassment". Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity (i. e, creates a hostile environment).

Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

(i) The degree to which the conduct affected the complainant's ability to access the recipient's education program or activity;

(ii) The type, frequency, and duration of the conduct;

(iii) The parties' ages, roles within the recipient's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;

(iv) The location of the conduct and the context in which the conduct occurred; and

(v) Other sex-based harassment in the recipient's education program or activity; or

(3) "Specific offenses."

(i) Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

(ii) Dating violence meaning violence committed by a person:

(A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) Where the existence of such a relationship shall be determined based on a consideration of the following factors:

(l) The length of the relationship;

(2) The type of relationship; and

(3) The frequency of interaction between the persons involved in the relationship;

## SEX DISCRIMINATION OR SEXUAL HARASSMENT OF STUDENTS (Cont.)

(iii) Domestic violence meaning felony or misdemeanor crimes committed by a person who:

(A) Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse of the victim;

(B) Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;

(C) Shares a child in common with the victim; or

(D) Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or

(iv) Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

(A) Fear for the person's safety or the safety of others; or

(B) Suffer substantial emotional distress.

“Supportive measures” means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

(l) Restore or preserve that party's access to the recipient's education program or activity, including measures that are designed to protect the safety of the parties or the recipient's educational environment; or

(2) Provide support during the recipient's grievance procedures or during an informal resolution process.

**Complaints:**

The following people have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that the school district investigate and make a determination about alleged discrimination under Title IX:

A "complainant," which includes:

- A student or employee of the district who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or a person other than a student or employee of the district who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in the school district’s education program or activity;
- A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or

## SEX DISCRIMINATION OR SEXUAL HARASSMENT OF STUDENTS (Cont.)

- The district's Title IX Coordinator.

Note that a person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 C.F.R. 106.44(f)(l)(v).

With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint:

- Any student or employee of the school district; or
- Any person other than a student or employee who was participating or attempting to participate in the school district's education program or activity at the time of the alleged sex discrimination.

The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another arty, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

**Basic Requirements of Title IX Grievance Procedures:**

The school district will treat complainants and respondents equitably.

The school district requires that any Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. A decisionmaker may be the same person as the Title IX Coordinator or investigator.

The school district presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

The school district has established the following timeframes for the major stages of the grievance procedures: Initially, the Title IX coordinator will either begin an investigation, dismiss the complaint, provide supportive measures and take prompt and effective measures to stop any discrimination, or offer an informal process within five (5) business days of receipt of the allegations. The investigation (i.e. interviews, including those regarding credibility and evidence gathering) will be done in a timely manner not to exceed ten (10) business days. A determination shall be made by the Title IX coordinator no later than five (5) days after the parties have received a description of the evidence or the right to inspect the evidence. If during the course of the investigation a school holiday or additional allegations are found, this may increase the timeline by the length of the holiday or by a reasonable amount of time related to the additional allegations that have been brought to the Title IX coordinator's attention. Timeline can be customized but must be reasonable.

The school district and employees will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

## SEX DISCRIMINATION OR SEXUAL HARASSMENT OF STUDENTS (Cont.)

The school district will objectively evaluate all evidence that is relevant and not otherwise impermissible including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

The following types of evidence, and questions seeking that evidence, are impermissible (i.e. will not be accessed or considered, except by the school district to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, 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 school district obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless 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 sex-based 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 sex-based harassment or preclude determination that sex-based harassment occurred.

**Notice of Allegations:**

Upon initiation of the Title IX grievance procedures, the Title IX coordinator will notify the parties of the following:

The school district's Title IX grievance procedures and any informal resolution process;

Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);

Retaliation is prohibited; and

The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence. If the school district provides a description of the evidence: The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.

If, in the course of an investigation, the school district decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the school district will notify the parties of the additional allegations.

## SEX DISCRIMINATION OR SEXUAL HARASSMENT OF STUDENTS (Cont.)

**Dismissal of a Complaint:**

The school district may dismiss a complaint of sex discrimination if:

- The school district is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the school district's] education program or activity and is not employed by the school district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
- The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the school district will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The school district will notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint. If the dismissal occurs after the respondent has been notified of the allegations, then the school district will also notify the respondent that the dismissal may be appealed. Dismissals may be appealed on the following bases:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
- The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

If the dismissal is appealed, the school district will:

- Notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;

## SEX DISCRIMINATION OR SEXUAL HARASSMENT OF STUDENTS (Cont.)

- Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations
- Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- Notify the parties of the result of the appeal and the rationale for the result.

When a complaint is dismissed, the school district will, at a minimum:

- Offer supportive measures to the complainant as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within [School district 's] education program or activity.

**Investigation:**

The school district will provide for adequate, reliable, and impartial investigation of complaints.
The burden is on the school district, not on the parties, to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.

The school district will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible.

The school district will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

The school district will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:

- The school district will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. If the school district provides a description of the evidence: the school district will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.
- The school district will provide a reasonable opportunity to respond to the evidence or the accurate description of the evidence; and
- The school district will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

## SEX DISCRIMINATION OR SEXUAL HARASSMENT OF STUDENTS (Cont.)

**Questioning the Parties and Witnesses**:

The school district will provide a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination.

**Determination Whether Sex Discrimination Occurred**:

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the school district will:

Use the ***[PICK ONE: preponderance of the evidence or, clear and convincing]*** standard of proof to determine whether sex discrimination occurred. The standard of proof requires the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker will not determine that sex discrimination occurred.

Notify the parties in writing of the determination whether sex discrimination occurred under Title IX including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;

Not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination.

If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:

- Coordinate the provision and implementation of remedies to a complainant and other people the school district identifies as having had equal access to the school district's education program or activity limited or denied by sex discrimination;
- Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
- Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district 's education program or activity.
- Comply with the grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
- Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

## SEX DISCRIMINATION OR SEXUAL HARASSMENT OF STUDENTS (Cont.)

**Appeal of Determinations,** ***(Optional – delete this paragraph if the district will not offer appeal)***

The school district offers the following process for appeals from a determination whether sex discrimination occurred: [DESCRIBE APPEAL PROCESS]. This appeal process will be, at a minimum, the same as the school district offers in all other comparable proceedings, including proceedings relating to other discrimination complaints.

**Informal Resolution,** ***(Optional – delete this paragraph if the district will not offer appeal)***

In lieu of resolving a complaint through the school district's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process, the school district does not offer informal resolution to resolve a complaint that includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student, or when such a process would conflict with Federal, State, or local law.

**Supportive Measures**:

The school district will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to education program or activity or provide support during the Title IX grievance procedures or during the informal resolution process.

**Disciplinary Sanctions and Remedies**:

Following a determination that sex-based harassment occurred, the school district may impose disciplinary sanctions, which may include the authorized punishment options listed in district policy FO.

**Recordkeeping**

The school district will keep records related to reports of alleged sex discrimination or sexual harassment for a minimum of seven (7) years. Records maintained will include investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken including supportive measures. Records will document in each instance that the school district's response was not indifferent and that measures were taken to restore or preserve equal access to educational programs or activities. If the school does not offer supportive measures in response to a report, the records should document why the response was not clearly unreasonable under the known circumstance.

**REFERENCE:** **Title VII of the Civil Rights Act of 1964**
**42 U.S.C. §2000e-2**
**29 C.F.R. §1604.1, et seq.**
**U.S. Department of Education of Education, OCR, Title IX Regulations Addressing Sex Discrimination and Sexual Harassment.**

# STUDENT RESIDENCY

It is the policy of the Weatherford Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody within the district as defined in 70 O.S. §1-113 (C). Provided that such parent, legal guardian, person, or institution having legal custody contributes in a major degree to the support of such child. Provided, further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions concerning legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with 70 O.S. §1-113.

An adult who does not fall within the categories listed above, who holds legal residence in the district, and who has assumed permanent care and custody of the child may file an affidavit with the school district attesting that custody has been assumed. The affidavit must include the reasons for assuming custody. The residency officer shall consider the facts of each case and shall approve residency only if it is demonstrated that the custody arrangement is permanent and the adult contributes in a major degree to the support of the child.

The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend the public schools or programs without payment of nonresident tuition. Such evidence may include, but is not necessarily limited to, the following:

1. Proof of payment of local personal income tax or ad valorem taxes;

2. Title to residential property in the district, or a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides;

3. Proof of provisions of utilities;

4. A valid, unexpired motor vehicle operator's permit or motor vehicle registration;

5. Maintenance of voter registration;

6. Notarized affidavit verifying residency and that the affiant has assumed the permanent care and custody of the student. (The filing of a false affidavit shall be subject to punishment in accordance with 70 O.S. §1-113(A)(1).)

Homeless Students

In accordance with the Federal McKinney Homeless Assistance Act, homeless children shall have access to the same free and appropriate public education as provided to other children. The board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their education that may exist in district policies or practices. No child or youth shall be discriminated against in this school district because of homelessness.

Children are deemed to be homeless under the following conditions:

1. A child who is lacking a fixed regular and adequate nighttime residence and who has a primary nighttime residence that is a publicly or privately operated shelter designed to provide temporary living accommodations, a

**STUDENT RESIDENCY (Cont.)**

temporary residence prior to institutionalization, or a place not designed or ordinarily used as a regular sleeping accommodation for human beings.

2. A child who is placed in a transitional or emergency shelter before placement in a foster home or home for neglected children.

3. A child who is temporarily living in a trailer park or camping area due to lack of adequate living accommodations.

4. A child who is living in doubled-up accommodations due to loss of housing or other similar situation.

5. A migratory child who is staying in accommodations not fit for habitation.

6. A child who has run away from home and lives in a runaway shelter, abandoned building, the street, or other inadequate accommodations.

7. A child who is placed in a state institution because s/he has no other place to live.

8. A child who has been abandoned by his/her family and who is staying in a hospital.

9. A child whose parents or guardian will not permit him/her to live at home and who lives on the street, in a shelter, or in other transitional or inadequate accommodation.

10. School-age unwed mothers or expectant mothers who are living in homes for unwed mothers because they have no other available living accommodations.

The district administration shall attempt to remove existing barriers to school attendance by children in foster care and homeless children:

1. Enrollment requirements that may constitute a barrier to the education of a child in foster care or the homeless child or youth shall be waived. If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

2. Fees and charges that may present a barrier to the enrollment or transfer of a child in foster care or a homeless child or youth shall be waived.

3. Customary transportation policies and regulations shall be waived.

4. Official school records policies and regulations shall be waived.

**STUDENT RESIDENCY (Cont.)**

5. The district shall make a reasonable effort to locate immunization records from information available or shall arrange for students to receive immunizations through health agencies and at district expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of board policy on immunizations. (See policy FFAB.)

6. Other barriers to school attendance by a child in foster care or a homeless youth shall be waived.

The district will provide to each homeless child such school services that are comparable to services offered to other students in the district and that are determined to be in the child's best interest. Such services will include:

1. Public preschool programs;

2. Special education, Title I, and limited English proficiency programs for which they are eligible;

3. Vocational education programs;

4. Gifted and talented programs;

5. Before and after school programs;

6. School meal programs; and

7. Transportation services.

Residency Officer

The school district designates as residency officer.
The residency officer may be contacted by calling the school district at or by writing to the residency officer at the following address, or by personally visiting the residency officer at .

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

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

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

## STUDENT RESIDENCY (Cont.)

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

The Superintendent will designate a Point of Contact (POC) to coordinate activities relating to the District's provision of services to children placed in foster care, including transportation services.

The District will collaborate with Child Welfare Agencies when transportation is required for children placed in foster care to attend the school of origin outside their usual attendance area or the district when in the best interest of the student. Under the supervision of the Superintendent/designee, the District POC will invite appropriate District officials, Child Welfare Agencies, and officials from other districts or agencies to consider how such transportation is to be promptly arranged and funded in a cost effective manner.

**DEFINITIONS**

"Foster Care" means 24-hour care and supportive services provided to children placed away from their parents, guardians, or person exercising custodial control or supervision and for whom the foster parent has placement care and responsibility.

"School of origin" means the school in which a child is enrolled at the time of placement in foster care.

"Best Interest" means a case -by-case determination of the appropriateness of the current educational setting and the proximity of placement as required by ESEA section 1111(g)(1)(E)(i). Factors be utilized in this determination include, but are certainly not limited to, the following:

1. Safety considerations;
2. Proximity of the resource family home to the child's present school;
3. Age and grade level of the child as it relates to the other best interests factors;
4. Needs of the child, including social adjustment and well-being;
5. Child's performance, continuity of education and engagement in the school the child presently attends;
6. Child's special education programming if the child is classified;
7. Point of time in the school year;
8. Child's permanency goal and likelihood of reunification;
9. Anticipated duration of the placement;
10. Preferences of the child;
11. Preferences of the child's parent(s) or education decision maker(s)
12. The child's attachment to the school, including meaningful relationships with staff and peers;
13. Placement of the child's sibling(s);
14. Influence of the school climate on the child, including safety;
15. Availability and quality of the services in the school to meet the child's educational and socio-emotional needs;
16. History of school transfers and how they have impacted the child;
17. How the length of the commute would impact the child, based on the child's developmental stage;

**STUDENT RESIDENCY (Cont.)**

18. Whether the child is a student with a disability under the IDEA who is receiving special education and related services or a student with a disability under Section 504 who is receiving special education or related aids and services and, if so, the availability of those required services in a school other than the school of origin; and
19. Whether the child is an EL and is receiving language services, and, if so, the availability of those required services in a school other than the school of origin, consistent with Title VI and the EEOA.

**REFERENCE: 70 O.S. §1-113, §1-114**
**70 O.S. §18-111**

*A POLICY ON THIS TOPIC IS REQUIRED BY LAW.*

# STUDENTS:ENROLLMENT REQUIREMENTS

It is the policy of the Weatherford Board of Education that children who are at least four (4) years of age but not more than five (5) years of age on or before September 1 and have not attended a public school kindergarten may be enrolled in either a half-day or full-day non-compulsory, early childhood program free of charge. No child shall be enrolled in Kindergarten unless the child has reached five years of age on or before the first day of September of the year the child intends to enroll. No child shall be enrolled in the first grade unless the child will have reached the age of six (6) on or before September 1 of the school year. Age may be verified by a birth certificate, parent's statement, a physician's statement, or previous educational records.

The superintendent or designee will be responsible for the receipt of all applications for admission, the conduct of registration procedures, and for certification that all admission requirements and prerequisites have been properly met by the student. Placement in a specific class or grade level will be based on administrative determination.

All children between the ages of 5 and 21 on or before September 1 who reside within this school district are entitled to attend public school regardless of nationality or citizenship provided other age and residence requirements are met. Maximum age to which students may attend school tuition-free is 21 except that any person between the ages of 21 and 26 may attend school if it was impossible for the person to have finished the twelfth grade before the age of 21. Students over the age of 21 must be able to provide evidence satisfactory to the board of education that he or she was unable to attend school for a definite period or periods of time by reason whereof it was impossible for him or her to complete the 12th grade before reaching the age of 21.

Termination of attendance before graduation from high school or before reaching the age of eighteen may be permitted by mutual consent of the superintendent and the parent, legal custodian, or legal guardian of the student.

A student who has been suspended out-of-school from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in this school district until the terms of the suspension have been met or the time of suspension has expired.

This district shall not provide education services in the regular school setting to any student who has been removed from any public or private school in Oklahoma or any other state until the district determines that the student no longer poses a threat to himself or others.

The district may consider providing alternative educational services such as home-based instruction. If the student is on an individualized education plan (IEP), education services will be provided according to that plan.

**REFERENCE: 70 O.S. §1-114**
**70 O.S. §5-132**
**70 O.S. §18-108, §18-111**

# EDUCATION OF MIGRATORY CHILDREN

The school district shall provide migratory students with appropriate educational services that address their unique needs in a coordinated and efficient manner. "Migratory child" shall mean a child who is, or whose parents or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding thirty-six (36) months, in order to obtain, or accompany such parent or spouse, in order to obtain temporary or seasonal employment in agricultural or fishing work has moved from one school district to another.

Priority for services shall be provided to those migratory children who:

1. Are failing or are at risk of failing to meet the Oklahoma Academic Standards; and
2. Whose education has been interrupted during the regular school year.

Continuation of services shall be provided by the school district to:

1. A child who ceases to be a migratory child during a school term for the remainder of the school year.
2. A child who is no longer a migratory child may continue to receive services for one (1) additional school year if comparable services are not available through other programs; and
3. Secondary school students who were eligible for services in secondary school may continue to be served through credit accrual programs until graduation.

The school district shall comply with all state and federal requirements in the implementation and expenditure of federal funds designated for the education of migratory children. Migratory children who qualify for special education services shall be provided a free, appropriate education in accordance with federal law.

**LEGAL REFERENCE:** **ESSA, Sections 1301-1309.**

# ATTENDANCE OFFICER

The prevention and correction of the causes of student absenteeism is an area of major concern to the Weatherford Board of Education. The parent or guardian is charged with the responsibility for the student's consistent school attendance. The attendance officer of this school district will assist parents and guardians in the discharge of that responsibility.

It shall be the duty of the attendance officer to carry out the duties and responsibilities required by law. If the attendance officer is unable to carry out these duties and responsibilities, the superintendent shall be charged with such duties and responsibilities. Documentation of enrollment status of students shall be provided by the school district last attended by the student and shall be based upon the last semester's attendance if the student requires documentation during a time when school is not in session.

**REFERENCE: 70 O.S. §10-101**
**70 O.S. §10-106.1**

# LEAVING SCHOOL GROUNDS
# CLOSED CAMPUS

It is the policy of the Weatherford Board of Education that the schools will have a closed campus. Students will remain on campus from the time they arrive in the morning until the completion of the school day.

When a student arrives at school in the morning (whether walking, riding a bus, or driving a vehicle), the school day starts for that student. Each student should plan to arrive at school before the 8:20 bell, allowing time to get books, organize for the morning and be ready to meet the first class.

Upon arrival on campus, the student is to go to an approved area to wait for the first bell. Sitting in a vehicle is not permitted.

Students having arrived at school may not leave the school premises at any time during the day without first receiving permission from the principal's office. For special occasions at school, students will not be allowed to leave campus to dress or undress unless extenuating circumstances exist.

Before permission can be granted for a student to leave at any time other than at noon:

1. The principal's office must have received a note or a phone call from the student's parent/guardian stating the reason why the student needs to leave school (a note must be brought in soon enough to be verified).

2. The principal or office personnel must talk personally with the parent/guardian.

3. The principal will then issue a slip that verifies the student's right to leave campus.

4. The student must then sign the sign-out sheet (and must sign back in if returning before school is out).

Before permission can be granted for a student to leave the campus during the lunch period:

1. The student's parent/guardian must notify the principal's office that the student will be leaving.

2. Only the parent/guardian may pick up the student. (If a custodial parent does not wish the child to be released to a noncustodial parent, appropriate written instruction should be filed with the school. A parent who is awarded legal custody of a child by court action shall file with the school a copy of the court decree awarding such custody.)

3. The parent/guardian must sign the student out through the principal's office before the student is allowed to leave.

4. The student must be picked up and returned at the front sidewalk only.

5. The student must sign back in upon returning to campus.

6. Students are not permitted to drive from the campus at noon if planning to return for afternoon classes.

Any student who fails to abide by these policies will be considered truant and could be subject to discipline or loss of parking privileges.

# STUDENT TRANSFERS

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to disciplinary action or attendance issues. The district will not require parents resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence. Any brother or sister of a student who transferred in the previous school year may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

A student who has attended school as a resident student for at least three years prior to moving out of the school district may be allowed to transfer into the district regardless of capacity. Such student's application will be reviewed utilizing only disciplinary records and attendance in the determination of the transfer request.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;

2. The transferring student has not been disciplined for:

    a. violation of a school regulation,

    b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or

    c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.

3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

By the first day of January, April, July and October, the board of education shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a

**TRANSFER POLICY(Cont.)**

prominent place on the school district's website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

The district has a capacity of 20 students per grade level teacher in grades PK-1.
The district has a capacity of 24 students per grade level teacher in grades 2-4.
The district has a capacity of 180 students per grade in grades 5-12.

A student shall be allowed to transfer to a district in which the parent or legal guardian of the student is employed 70 O.S. § 8-113.

The district will approve or deny the application and notify the parent of the student of the determination in writing within thirty (30) days of receiving an application. The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application. Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card; and

2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than thirty (30) consecutive days.

If the transfer application is accepted, the district shall notify the parents of the acceptance. The parent shall provide the district with written notification that the student will be enrolling within ten (10) days of notification of acceptance. Failure to notify the school district within ten (10) days of acceptance shall result in the cancellation of the transfer. The district will provide a written noticed of the cancellation to the parent of the student immediately upon cancellation. If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to disciplinary reasons or a history of absences. Written notice of the intention to deny continued transfer of the student shall be given to a parent of a student no later than July 15. The parent may appeal the denial of a continued transfer.

**TRANSFER POLICY(Cont.)**

If a transfer request is denied by the school district, the district shall provide notification of the denial in writing to the parent by either hand-delivery, by U.S. Mail or electronic mail. The notification shall include:

1. An explanation including but not limited to any citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the district for determining the number of transfer students the school district has the capacity to accept;
3. A copy of 210:10-1-18.1 from the Administrative Code; and
4. The date upon which the appeal will be due.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. If notification was hand-delivered, the appeal period shall begin the day after the notification is delivered. If notification is sent by U.S. Mail, the appeal period shall begin three (3) days after the notification is mailed. If notification is sent via electronic mail, the appeal period shall begin the day after the notification is sent. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. The board of education shall accept an otherwise untimely appeal if a parent of a student can establish that they did not receive actual notice of the notification denying the transfer request, and the appeal was submitted within ten (10) days after the parent of the student actually received notice.

The appeal to the board of education shall be submitted to the office of the superintendent. The appeal shall include the following:

1. The name, address and telephone number of the parent of the student and the student for whom the appeal is being taken;
2. The date the district gave notice denying the transfer request;
3. The basis for appealing the decision of the school district; and
4. The name, address and telephone number of the legal representative, if applicable.

During the appeal, the board of education will meet with the administration and parent or legal guardian of the student in executive session. While in executive session the administration will explain why the transfer was denied, and the members of the board will be able to ask questions of the administration. The board will then hear from the parent or legal guardian as to why the transfer should have been approved. The members of the board will be able to ask questions of the parent or legal guardian. The administration and the parent or legal guardian will be excused from the executive session while the board deliberates on the appeal. The board will return to open session and will vote to approve the denial or overturn the denial of the transfer.

**TRANSFER POLICY(Cont.)**

If the board of education votes to deny an appeal of a request to transfer, the board of education shall instruct the superintendent to provide notification of denial in writing to the parent of the student by either hand-delivery, by U.S. Mail, or by electronic mail. The notification shall include:

1. An explanation, including the legal citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the board of education for determining the number of transfer students the district has capacity to accept;
3. A copy of the State Board of Education's prescribed form for an appeal; and
4. A copy of 210:10-1-18.1 which identifies the Accreditation standard for appealing the denial of a student transfer.

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education. The superintendent shall immediately provide a copy of the appeal to each member of the board of education. Upon receipt of notice of an appeal, but not later than five (5) days prior to the date at which the State Board of Education is scheduled to consider the appeal the board of education may submit a written response to the appeal. Responses should not exceed five (5) pages. If not submitted by the parent, the board of education shall provide a copy of the policy adopted to determine the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The parent and the school district will have an opportunity to appear in person or by authorized representative or by attorney to address the State Board at the meeting.

A student who enrolls in a school district in which the student is not a resident shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance at the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue as per 70 O.S. § 8-103.2.

**REFERENCE: 70 O.S. §1-114**
**70 O.S. §1-113**
**70 O.S. §5-117.1**
**70 O.S. §8-101, et seq.**
**70 O.S. §24-101, et seq.; §24-102**
**Family Education Rights and Privacy Act**
**Atty. Gen. Op. No. 87-134, April 1, 1988**
**State Accreditation Standards 210:10-1-18 and 210:10-1-18.1**

*A POLICY ON THIS TOPIC IS REQUIRED BY LAW*

# STUDENT TRANSFERS FOR CHILDREN OF ACTIVE DUTY MILITARY MEMBERS

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

a. At least one parent of the student has a Department of Defense-issued identification card;

b. At least one parent can provide evidence that he or she will be on active duty status or orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation, or a natural disaster requiring the use of orders for more than thirty (30) consecutive days; and

c. The student will be residing with a relative of the student who lives in the receiving school district or who will be living in the receiving school district within six (6) months of the filing of the application for transfer.

**REFERENCE: 70 O.S. §8-103.1**

*POLICY REQUIRED BY LAW*

# TRANSFERS FOR SPECIAL EDUCATION STUDENTS

If a transfer application is received for a child with disabilities to a school district other than the district of residence of the child pursuant to the Education Open Transfer Act, the following provisions shall apply:

1. The school district shall establish availability of the appropriate program, staff, and services prior to approval of the transfer;

2. Prior to the approval of the transfer of a student on an Individualized Education Program (IEP), a joint IEP conference shall be required between the district of residence and the receiving district; and

3. Upon approval of the transfer, the receiving district shall claim the student in the average daily membership for state and for federal funding purposes and shall assume all responsibility for education of the student. For state funding purposes, the State Department of Education shall include the appropriate grade level weight and all category weights to which the pupil is assigned pursuant to the provisions of Section 18-201.1 of this title when calculating State Aid pursuant to the provisions of Section 18-200.1 of this title, regardless of whether the receiving district provides education to the student using traditional in-class means or via online instruction. When applicable, the receiving district may apply to the Oklahoma Special Education Assistance Fund for assistance in meeting any extraordinary costs incurred.

Once a student transfer application is received, the superintendent or their designee shall review the application. The review process shall include:

1. A joint IEP conference between the previous district and the receiving district to review the services the student has received at their previous district;
2. A determination as to whether the district has the availability of the appropriate program, staff and services to provide appropriate services to the student who has applied for a transfer.

If a transfer request is denied by the school district, the district shall provide notification of the denial in writing to the parent by either hand-delivery, by U.S. Mail or electronic mail. The notification shall include:

1. An explanation including but not limited to any citation of the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the district for transfers of students with disabilities;
3. A copy of the State Board of Education rule governing appeals (after adoption); and
4. The date upon which the appeal will be due.

The parent or legal guardian of a student with disabilities or an adult student with disabilities who is age 18 or older but under the age of 22 may appeal the denial within 10 days of notification of the denial to the board of education. The board shall consider the appeal at its next regularly scheduled board meeting. If notification was hand-delivered, the appeal period shall begin the day after the notification is delivered. If notification is sent by U.S. Mail, the appeal period shall begin three (3) days after the notification is mailed. If notification is sent via electronic mail, the appeal period shall begin the day after the notification is sent. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. The board of education shall accept an otherwise untimely appeal if a parent of a student can establish that they did not receive actual notice of the notification denying the transfer request, and the appeal was submitted within 10 days after the parent of the student received notice.

## TRANSFER POLICY(Cont.)

The appeal to the board of education shall be submitted to the office of the superintendent. The appeal shall include the following:

1. The name, address and telephone number of the parent of the student and the student for whom the appeal is being taken;
2. The date the district gave notice denying the transfer request;
3. The basis for appealing the decision of the school district; and
4. The name, address and telephone number of the legal representative, if applicable.

Appeal process: During the appeal, the board of education will meet with the administration and parent or legal guardian of the student in executive session. While in executive session the administration will explain why the transfer was denied, and the members of the board will be able to ask questions of the administration. The board will then hear from the parent or legal guardian as to why the transfer should have been approved. The members of the board will be able to ask questions of the parent or legal guardian. The administration and the parent or legal guardian will be excused from the executive session while the board deliberates on the appeal. The board will return to open session and will vote to approve the denial or overturn the denial of the transfer.

If the board of education votes to deny an appeal of a request to transfer, the board of education shall instruct the superintendent to provide notification of denial in writing to the parent of the student by either hand-delivery, by U.S. Mail, or by electronic mail. The notification shall include:

1. An explanation, including the legal citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the board of education for determining the number of transfer students the district has capacity to accept;
3. A copy of the State Board of Education's prescribed form for an appeal; and
4. A copy of the rule adopted by the State Board of Education which identifies the Accreditation standard for appealing the denial of a student transfer.

If the board of education denies the appeal, the parent or legal guardian of the student with disabilities or the adult student with disabilities who is age eighteen (18) or older but under the age of twenty-two (22) may appeal the denial within ten (10) days of notification of the appeal denial to the State Board of Education. The appeal shall be considered by the State Board of Education at its next regularly scheduled meeting.

The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education. The superintendent shall immediately provide a copy of the appeal to each member of the board of education. Upon receipt of notice of an appeal, but not later than five (5) days prior to the date at which the State Board of Education is scheduled to consider the appeal the

**TRANSFER POLICY(Cont.)**

board of education may submit a written response to the appeal. Responses should not exceed five (5) pages. If not submitted by the parent, the board of education shall provide a copy of the policy adopted to determine the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The parent and the school district will have an opportunity to appear in person or by authorized representative or by attorney to address the State Board at the meeting.

**REFERENCE: 70 O.S. §13-103**

# WITHDRAWAL FROM SCHOOL

The Weatherford Board of Education realizes that a student may need to withdraw from school because of residence relocation or other valid reason. In such a case, the student must notify the principal who will assist the student with out-processing. All district-owned books, supplies, equipment, etc. must be returned to the teachers who distributed them. A clearance slip with the appropriate teachers' signatures must be returned to the principal's office. Any refunds due will be made at that time.

On a quarterly basis as scheduled by the State Department of Education, the superintendent will notify the Department of the name, address, race, and age of any student dropping out from school during the preceding quarter. A dropout is any student who is under the age of nineteen (19) and has not graduated from high school and is not attending any public or private school or is not otherwise receiving an education pursuant to law for the full term the schools of the district in which the student resides are in session.

Whenever a student over 14 years of age and under 18 years of age withdraws from school, the attendance officer shall notify the Department of Public Safety (DPS) of the withdrawal through a documentation of enrollment status form. Within 15 working days of receipt of the notice, DPS shall provide written notice by certified mail, return receipt requested, to the student that the driver license of the student will be canceled or the application of the student will be denied 30 days following the date the notice to the student was sent unless documentation of compliance is received by DPS before such time. When the withdrawal from school is due to circumstances beyond the control of the student or is pursuant to lawful excuse, as confirmed in writing by a parent/guardian of the student, no notice shall be sent to DPS, or if sent, the notice will be disregarded by DPS. The board of education or appropriate designee shall be the sole judge of whether the withdrawal of a student is due to circumstances beyond the control of the student or is made pursuant to lawful excuse.

**REFERENCE: 47 O.S. §6-107.3**
**70 O.S. §35e**

# HEALTH:
# STUDENTS

The Weatherford Board of Education believes that the goals of educators should include training that helps our children to grow into productive and responsible adults.

While the general health and physical maintenance of a child is the responsibility of the parent, the board believes that teachers and administrators should encourage students to become aware of the value of a healthy mind and body.

If a teacher or an administrator becomes aware of a health problem involving a student, the parents or legal guardian of the student shall be notified and a conference with the parents be scheduled. If efforts to resolve the problem through consultation with the parents are not successful, the administrator shall consider referring the matter to the Department of Human Services.

Health education shall, whenever possible, be incorporated into the subject matter of all courses of instruction. There shall also be established definite time allocations for the teaching of health education.

Any child who is determined to be afflicted with a contagious disease, as currently defined by the Oklahoma Department of Health~~, or with head lice~~ shall be prohibited from attending school until a health officer has determined that the child is free of ~~head lice or~~ the contagious disease or that the disease is no longer contagious.

The school district will prohibit a child with head lice from attending school until such time as the child no longer has been identified as having head lice.

**REFERENCE: 70 O.S. §5-117, §10-105, §11-103, §1210.194**
**63 O.S. §1-507**

# IMMUNIZATIONS
# STUDENTS

The Wetherford Board of Education shall provide an environment for students to study, interact, and learn. Such an environment shall be reasonably free of known hazards that may threaten or endanger the health of our children or educators.

The board of education shall require that no child be admitted to this school unless and until certification from a licensed physician or authorized representative of the State Department of Health is presented to the school administrators that such child has received or is in the process of receiving the immunization required by the State Department of Public Health unless an exemption has been granted from the immunizations on medical, religious, or personal grounds.

If a parent or guardian is unable to pay for the required immunizations, the school will refer the student to the State Department of Public Health for assistance.

**REFERENCE: 70 O.S. §1210.191, et seq.**
**Oklahoma State Department of Health Regulations**

# FIRST AID
# STUDENTS

The Weatherford Board of Education recognizes the school's responsibility for emergency handling of accidents and sudden illnesses occurring at school or on school property. The superintendent shall prepare regulations supporting this policy and establishing a procedure for assisting students who become ill or injured during the school day.

The superintendent shall emphasize to students and parents that, in order to obtain emergency medical care, a medical release form signed by a parent/guardian must be on file. If a medical release is not on file, emergency medical care will be provided in life-threatening situations only. The regulation prepared by the superintendent must be approved and adopted by the board.

# MEDICATION: ADMINISTERING TO STUDENTS

It is the policy of the Weatherford Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a nonprescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:

   A. student's name,
   B. name and strength of medication,
   C. dosage and directions for administration,
   D. name of physician or dentist,
   E. date and name of pharmacy, and
   F. whether the child has asthma or other disability which may require immediate dispensation of medication.

   The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

   A. purpose of the medication,
   B. time to be administered,
   C. whether the medication must be retained by student for self-administration,
   D. termination date for administering the medication, and
   E. other appropriate information requested by the principal or the principal's designee.

2. Self-administration of inhaled asthma medication by a student for treatment of asthma, ~~or~~ an anaphylaxis medication used to treat anaphylaxis, and the self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

   A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.

   B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

   C. Permission for the self-administration of asthma, ~~or~~ anaphylaxis medication, or replacement cystic fibrosis enzymes is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.

## MEDICATION: ADMINISTERING TO STUDENTS (Cont.)

D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler, ~~or~~ anaphylaxis medication, or replacement pancreatic enzyme medication at all times.

E. Definitions:

1. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.

2. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.

3. Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.

4. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

5. School District Prescribed Epinephrine Injectors. The school district will inform the parent or guardian of each student, in writing, that a school nurse or school employee trained by a health care professional or trained in correlation with the State Department of Health's Diabetes Management Annual School Training Program may administer, with parent or guardian permission but without a health care provider order, an Epinephrine injection to a student whom the school nurse or trained school employee in good faith believes is having an anaphylactic reaction. Only those students who have a waiver of liability executed by a parent or guardian on file with the school district may be administered an Epinephrine injection. A school employee will contact 911 as soon as possible if it is believed that a student is having an anaphylactic reaction.

**MEDICATION: ADMINISTERING TO STUDENTS (Cont.)**

6. School District Prescribed Inhalers. The school district will informed the parent or guardian of each student, in writing, that a school nurse or school employee trained by a health care professional may administer an inhaler to a student whom the school nurse or trained employee in good faith believes is having respiratory distress. A school employee designated by the superintendent will notify the parent or guardian of a student after the administration of an inhaler.

The administrator, or administrator's designee, will:

A. Inform appropriate school personnel of the medication being administered
B. Keep an accurate record of the administration of the medication
C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
D. Return unused prescription medication to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

**REFERENCE: 10 O.S. §170.1**
**59 O.S. §353.1**
**70 O.S. §1-116, et seq.**

# MEDICATIONS GIVEN AT SCHOOL (REGULATION)

Giving medications to students at school requires the utmost care and caution on the part of school staff. The danger of a student receiving an incorrect medication puts the student's health at risk and places the school and employees in legal jeopardy. The board of education has established policies and procedures for the safe administration of medications at school, including the following:

1. The principal designates in writing which school employees may administer medications to students.

2. The school nurse:

   A. Is responsible for the design, implementation and monitoring of procedures for administering and storing of all medications;

   B. Communicates between the physician, parent, student, and school personnel concerning medications;

   C. Is responsible for acquainting school personnel with the purposes of medications, possible side effects, and observable reactions expected;

   D. Provides an annual in-service for principals, teachers, and those designated to administer medications, describing proper techniques and discussing safety issues. The nurse then provides ongoing monitoring for safe practices during the school year.

3. Designated school employees:

   A. Are responsible for knowing and following the policy and correct procedures outlined for administering medications at school. The superintendent shall designate the employee(s) responsible for obtaining the Epinephrine injectors at each school site. Prior to the administration of an Epinephrine injector by a school employee, verification shall be made by the school employee that an executed waiver of liability by a parent or guardian is on file with the school district. Whenever a student is believed to be having an anaphylactic reaction, a school employee shall call 911 as soon as possible; and

   B. Report to the principal and the school nurse any noted discrepancies in the medication orders for the student.

An appeal procedure review committee composed of two district administrators, a local physician, and a school nurse, will be established to address unusual circumstances which may arise but are not covered by the stated guidelines of the district's policy on administering medication at school. The committee will be chaired and convened by the director of health services as specific situations arise.

Information describing the rationale of the district's policy is available for parents to help them understand the need for the policy and these regulations.

# DIABETES MEDICAL MANAGEMENT PLAN

This plan was created by the personal health care team of _____. This document sets out the health services that may be needed by the student at school.

The student shall be permitted to attend to the management and care of the diabetes of the student as follows:

1. Performing blood glucose level checks;

2. Administering insulin through the insulin delivery system used by the student;

3. Treating hypoglycemia and hyperglycemia;

4. Possessing on his/her person at any time any supplies or equipment necessary to monitor and care for the diabetes of the student; and

5. Otherwise attending to the management and care of the diabetes of the student in the classroom, in any area of the school or school grounds, or at any school-related activity. A private area will be available for the student to attend to the management and care of the student's diabetes.

The school nurse or a volunteer diabetes care assistant will assist the student with the management of their diabetes care as provided in this plan. The specific person assigned to assist this student is:_____.

The parent or legal guardian has given written consent for a school nurse, a school employee trained by a health care professional, or a volunteer diabetes care assistant to provide diabetes care in accordance with state law requirements including but not limited to the administration of glucagon to a student experiencing a hypoglycemic emergency.

In addition to the above, the following shall be included as a part of the student's diabetes management plan:

_____
_____
_____
_____
_____

Agreed this ____ day of _____, 20___.

_____ _____
Parent or Guardian of Student Principal (or designee)

_____ _____
School Nurse Physician of Student

**REFERENCE: 70 O.S. §1210.196.1, et seq.**

# HYPOGLYCEMIC EMERGENCY PROCEDURES

In the event a student is believed to be having a hypoglycemic emergency, a school employee shall contact 911 immediately. The employee will notify the parent or legal guardian of the student as soon as possible.

The school district has decided to stock glucagon to treat a student with diabetes who experiences a hypoglycemic emergency or to provide glucagon when a student's prescribed glucagon is not available on site or has expired. The Superintendent shall designate the employee who will be responsible for obtaining the glucagon at each school site. The glucagon shall be maintained on school premises in accordance with the manufacturer's instructions.

The parent or legal guardian of each student who has a diabetes management plan will be notified that the district has a school nurse, a school employee trained by a health care professional, or a volunteer diabetes care assistant who may administer, with parent or legal guardian written consent, but without a health care provider order, glucagon to a student with diabetes whom the employee in good faith believes is having a hypoglycemic emergency or if the student's prescribed glucagon is not available on site or has expired.

A waiver of liability must be executed by a parent or legal guardian and must be on file prior to the administration of glucagon. This waiver of liability is effective for the school year for which it is granted and shall be renewed each subsequent school year.

**REFERENCE: 70 O.S. §1210.196.9**

# WAIVER OF LIABILITY FOR HYPOGLYCEMIC EMERGENCY PROCEDURES

The school district has decided to stock glucagon to treat a student with diabetes who experiences a hypoglycemic emergency or to provide glucagon when a student's prescribed glucagon is not available on site or has expired. The glucagon will be maintained in accordance with the manufacturer's instructions.

By signing this document, the parent or legal guardian of _____ is aware that the district has a school nurse, a school employee trained by a health care professional, or a volunteer diabetes care assistant who may administer glucagon when the employee in good faith believes the named student is having a hypoglycemic emergency or the student's prescribed glucagon is not available on site or has expired.

The parent or legal guardian acknowledges that the glucagon is being administered with the written consent of the parent or legal guardian, but without a health care provider order.

This parent or legal guardian hereby agrees to execute this waiver of liability to be on file prior to the administration of glucagon. This waiver of liability is effective for the school year for which it is granted and shall be renewed each subsequent school year.

Agreed this ____ day of _____, 20___.

_____

Parent or Guardian of Student

**REFERENCE: 70 O.S. §1210.196.9**

# ADMINISTRATION OF EMERGENCY OPIOID ANTAGONISTS

It is the policy of the Weatherford Board of Education, in light of the increased opioid addiction crisis nationwide, to authorize medical personnel at school to administer an opioid antagonist to any student or person they in good-faith suspect is having an opioid related drug overdose.

State law defines "medical personnel at schools" to include a certified school nurse or any other nurse employed by or under contract with a school, any licensed practitioner of the healing arts, or any person designated by the school administration to administer an opioid antagonist in the event of a suspected overdose.

The board of education hereby designates any school nurse, public health nurse, licensed practitioner of the healing arts, nurse working under contract with a school district or any person designated by the school administration to administer an emergency opioid antagonist in the event of a suspected overdose is authorized regardless of whether there is a prescription or standing order in place, to administer an emergency opioid antagonist when encountering a student or other individual exhibiting signs of an opioid overdose.

The administration of the school district may formally authorize one or more persons employed by the school to receive training offered by the Department of Mental Health and Substance Abuse Services, a law enforcement agency or any other entity in recognizing the signs of an opioid ~~opiate~~ overdose and administering an emergency opioid ~~opiate~~ antagonist. Persons designated to receive this training may include, but are not limited to, the certified and noncertified staff members required to receive annual training in cardiopulmonary resuscitation and the Heimlich maneuver in accordance with statute. If in-person training is not readily available in the area, the person or persons designated under this provision may access ~~opiate~~ opioid antagonist training materials available online through the State Department of Health or another entity. Such training shall include information on how to recognize symptoms of an overdose, instruction in basic resuscitation techniques, instruction on proper administration of an ~~opiate~~ opioid antagonist and the importance of calling 911 for help.

In the absence of the person or persons specifically designated and trained to administer an emergency opioid ~~opiate~~ antagonist under the provisions of this section, the administration of a school may authorize any person to administer an emergency opioid antagonist to a student or other individual exhibiting signs of an overdose.

Any person administering an opioid antagonist to a student or other individual at a school site or school-sponsored event in a manner consistent with addressing opioid overdose shall be covered under the Good Samaritan Act. A school and any of its employees or designees shall be immune from civil liability in relation to the administration of an emergency opioid antagonist in the event of a suspected overdose

The person(s) who has been approved by the administration of the school to administer an emergency opioid antagonist to a student suspected to be undergoing an opioid-related drug overdose, may administer the antagonist, and, as soon as practicable, shall notify first responders of the situation.

The emergency opioid antagonist supplied by the school district shall be approved by the United States Food and Drug Administration.

Each school site shall maintain a supply of opioid antagonists in a secure but unlocked and easily accessible location. The antagonists shall be maintained in quantities and types deemed adequate by the administration, in consultation with local first responders.

## ADMINISTRATION OF EMERGENCY OPIOID ANTAGONISTS (Cont.)

The emergency opioid antagonists shall be accessible in the school during regular school hours and during school-sponsored functions that take place on school grounds. The board of education at its discretion, may make emergency opioid antagonists accessible during school-sponsored functions that take place off school grounds and/or on school transportation.

Each person approved to administer the emergency opioid antagonist shall be required to receive training on proper administration of the antagonist, to be chosen by the administration and paid for by the school district.

**REFERENCE:** **68 O.S. 1-2506.1**
**70 O.S. 1210.242**

# CONCUSSIONS AND HEAD INJURIES

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

On an annual basis, a concussion and head injury information sheet shall be completed and returned to the school district by the youth athlete and the youth athlete's parent or guardian prior to the youth athlete's participation in practice or competition. The athletic director shall provide written instructions to all coaches to ensure that no youth athletes are allowed to participate in practice or competition prior to the receipt of a concussion and head injury information sheet. Any coach or staff allowing a youth athlete to participate in practice or competition prior to the receipt of a signed concussion and head injury information sheet shall be disciplined and may be terminated from employment in the extra duty assignment.

A youth athlete who is suspected of sustaining a concussion or head injury during a practice or game shall be removed from participation at that time. Any youth athlete removed from participation shall not be allowed to participate until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to participation from that health care provider. "Return to learn" guidelines shall be provided to teachers and relevant school personnel pertaining to athletes returning to the classroom after sustaining a concussion or head injury. "Graduated return to athletic participation" guidelines shall be provided to coaches and staff members pertaining to youth athletes returning to activity after sustaining a head injury or concussion.

The school district shall impose the following minimum penalties for failing to remove an athlete from an activity:

1st offense: The coach or staff member will be required to attend additional training.

2nd offense: The coach or staff member will be suspended from the sport or activity until an appearance in front of the board of education. The appearance before the board of education may involve a determination as to whether the coach or staff member will continue employment in the extra duty assignment.

Additional free online concussion training programs are available at The Center for Disease Control at http://www.cdc.gov/HeadsUp/index.html and at the National Federation of State High School Associations at http://nfhslearn.com/?courseID=38000.

Return to learn guidelines are located at:
http://www.cdc.gov/headsup/pdfs/schools/tbi_classroom_tips_for_teachers-a.pdf

Graduated return to participation guidelines are located at:
http://www.cdc.gov/headsup/pdfs/custom/headsupconcussion_fact_sheet_for_schools.pdf

**REFERENCE: 70 O.S. §24-155**

**POLICY NOTE: SB 1164 (2016) requires that a school policy include links to one or more online concussion training programs provided by the Center for Disease Control, the National Federation of State High School Associations or comparable programs or resources. We have linked two above in the final paragraph of this policy.**

# CONCUSSION AND HEAD INJURY ACKNOWLEDGEMENT AND INFORMATION SHEET

In compliance with Oklahoma Statute Section 24-155 of Title 70, this acknowledgement form is to confirm that you have read and understand the Concussion Fact Sheet provided to you by Weatherford School District related to potential concussions and head injuries occurring during participation in athletics.

I, _____, as a student-athlete who participates in Weatherford School District's athletic programs and I, _____ as the parent/legal guardian, have read the information material provided to us by Weatherford School District related to concussions and head injuries occurring during participation in athletic programs and understand the content and warnings.

_____

SIGNATURE OF STUDENT-ATHLETE DATE

_____

SIGNATURE OF PARENT/LEGAL GUARDIAN DATE

This form should be completed annually prior to the athlete's first practice and/or competition and be kept on file for one year beyond the date of signature in the principal's office or the office designated by the principal.

# CONCUSSION/HEAD INJURY INFORMATION SHEET
# STUDENT-ATHLETES

**WHAT IS A CONCUSSION?**

A concussion is a brain injury
Is caused by a bump or blow to the head
Can change the way your brain normally works
Can occur during practice or games in any sport
Can happen even if you have not been knocked out
Can be serious even if you have just been "dinged"

**WHAT ARE THE SYMPTOMS OF A CONCUSSION?**

Headache or "pressure" in head
Nausea or vomiting
Balance problems or dizziness
Sensitivity to light
Sensitivity to noise
Feeling sluggish, hazy, foggy or groggy
Concentration or memory problems
Confusion
Does not "feel right"

**WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?**

Tell your coaches or parents. Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates may have a concussion.

Get a medical checkup. A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.

Give yourself time to get better. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Additional concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

**HOW CAN I PREVENT A CONCUSSION?**

Follow your coach's rules for safety and the rules of the sport.

Practice good sportsmanship.

Use the proper equipment, including personal protective equipment (such as helmets, padding, shin guards and eye and mouth guards----IN ORDER FOR EQUIPMENT TO PROTECT YOU, it must be the right equipment for the game, position and activity; it must be worn correctly and used every time you play.)

**FOR MORE INFORMATION VISIT:**

**www.cdc.gov/TraumaticBraininjury/**
**www.oata.net**
**www.ossaa.com**
**www.nfhslearn.com**

## IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON!

# CONCUSSION/HEAD INJURY FACT SHEET
# PARENTS/GUARDIANS

**WHAT IS A CONCUSSION?**

**A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a "ding", "getting your bell rung" or what seems to be a mild bump or blow to the head can be serious. You cannot see a concussion. Signs and symptoms of a concussion can show up right after the injury or may not appear to be noticed until days or weeks after the injury. If your child reports any symptoms of a concussion or if you notice any symptoms yourself, seek medical attention right away.**

**WHAT ARE THE SYMPTOMS REPORTED BY ATHLETES?**

**Headache or "pressure" in head**
**Nausea or vomiting**
**Balance problems or dizziness**
**Sensitivity to light**
**Sensitivity to noise**
**Feeling sluggish, hazy, foggy or groggy**
**Concentration or memory problems**
**Confusion**
**Does not "feel right"**

**WHAT ARE THE SIGNS OBSERVED BY PARENTS/GUARDIANS?**

**Appears dazed or stunned**
**Is confused about assignment or position**
**Forgets an instruction**
**Is unsure of game, score or opponent**
**Moves clumsily**
**Answers questions slowly**
**Loses consciousness (even briefly)**
**Shows behavior or personality changes**
**Cannot recall events prior to hit or fall**
**Cannot recall events after hit or fall**

**HOW CAN I HELP MY CHILD PREVENT A CONCUSSION?**

**Ensure they follow their coach's rules for safety and the rules of the sport.**

**Make sure they use the proper equipment, including personal protective equipment (such as helmets, padding, shin guards and eye and mouth guards----IN ORDER FOR EQUIPMENT TO PROTECT YOU, it must be the right equipment for the game, position and activity; it must be worn correctly and used every time you play.)**

**Learn the signs and symptoms of a concussion.**

**FOR MORE INFORMATION VISIT:**

- **www.cdc.gov/TraumaticBraininjury/**
- **www.oata.net**
- **www.ossaa.com**
- **www.nfhslearn.com**

## IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON!

# TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO

It is the goal of the Weatherford Board of Education to develop a program of instruction concerning drugs, alcohol, and tobacco so that students may learn the adverse and dangerous effects of drugs on the human mind and body and the proper usage of prescription and nonprescription medicines.

The philosophy of this school district is that drug abuse includes any physical or mental state resulting from the use of a drug for any purpose other than its medically prescribed use if appropriate. The board believes that prevention requires education, and that the most important aspect of the policies and guidelines of the district should be the education of each individual student.

It is the intent of this school district to coordinate its efforts and activities with appropriate state and local health and law enforcement agencies and drug and alcohol abuse programs within the community which provide drug education, prevention, treatment, and rehabilitation.

For the purposes of this policy, the following definitions are adopted:

"Alcohol" means any nonintoxicating alcoholic beverage or alcoholic beverage as defined in Oklahoma Statutes, Title 37;

"Drug" means articles recognized in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to any of them; articles intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in man or other animals; articles, other than food, intended to affect the structure or any function of the body of man or other animals; and articles intended for use as a component of any article specified herein. "Illicit drugs" includes tobacco and tobacco products.

Objectives of the Drug Education Curriculum

1. To create an awareness of the drug problem including prevention, education, treatment, rehabilitation, and law enforcement on the local, state, national, and international levels.
2. To inform students of the effect of narcotics, sedatives, hallucinogens, and other drugs.
3. To relate the use of drugs and alcohol to physical, mental, social, and emotional consequences.
4. To encourage students to adopt appropriate attitudes toward pain, stress, and discomfort.
5. To understand the need for seeking professional advice in dealing with problems related to physical and mental health.
6. To understand the personal, social, and economic problems causing the misuse of drugs and alcohol.
7. To develop an interest in preventing illegal use of drugs in the community.

The superintendent is directed to develop a drug education curriculum implementing these objectives. The superintendent is further directed to develop an addendum to this policy describing the health hazards of drug usage.

**REFERENCE: 70 O.S. §1210.229-1, et seq.**
**Public Law 101-226**

# DRUG, ALCOHOL AND TOBACCO USE BY STUDENTS

The use of tobacco and the nonmedical use of drugs and alcohol are hazardous to the health of students. It interferes with the education of the user. It disrupts the proper conduct of school activities. It is illegal. Therefore, this policy has been established to ensure that the students attending school in this district will be educated in a drug, tobacco, and alcohol-free environment.

The purpose of this policy is to provide a clear message to students, parents, and the citizens of the community that use, possession, distribution, sale, or being under the influence of alcoholic beverages, illegal drugs, or look-alike drugs as defined in Oklahoma statutes, and tobacco or tobacco products, will not be tolerated on school buses, in school buildings, on school property, or at school-sponsored events. This policy extends to all school-sponsored or related activities (including field trips and athletic and music trips), whether held on school property or at locations off school property, including private clubs, businesses, or commercial establishments.

The school board recognizes its responsibilities to provide a program of drug education so that all students are made aware of the physical and psychological dangers incurred through the use of illegal drugs, alcohol, and tobacco. Furthermore, the school system will make available, without sanctions, assistance to any student seeking drug and alcohol treatment or advice and will protect, in accordance with the law, the due process rights of all students within the school setting.

However, once it has been determined that a student has used, possessed, distributed, or sold drugs, tobacco, or alcohol or is under the influence of drugs or alcohol, the penalty for the first offense shall be:

1. Suspension from school in accordance with the district's student suspension policy (see policy FOD); and

2. Forfeiture of the privilege of participating in any and all extracurricular school activities.

   Additionally:

   1. The student's parent or guardian will be called to remove him or her immediately from school property.

   2. The police will be notified promptly of the offense by means of a complete report, prepared by the building principal, which will include a description of the substances plus any physical evidence obtained.

   3. The student's parent or guardian will be asked to meet with the school administrator(s) and members of the staff during the first four days of the suspension for the purpose of determining a specific plan for monitoring the student's subsequent behavior. If a satisfactory plan is developed within this four-school-day period, the suspension may be reduced.

Given reasonable grounds for suspicion, school officials may search for and seize alcoholic beverages and illegal drugs, including tobacco and tobacco products brought onto school buses or school property and submit such drugs to the proper authorities for analysis.

**DRUG, ALCOHOL AND TOBACCO USE BY STUDENTS (Cont.)**

In the event of a second violation, the student will be referred directly to the school board with a recommendation for suspension. The parent or guardian and student will be advised of the expulsion procedures and their right to notification and hearing before the board.

Note: According to board policy, students are also prohibited from possessing prescription drugs and over-the-counter drugs on school property. Any student who is required to carry a prescription or nonprescription drug during school hours shall deposit the drug with the school nurse immediately upon entering school property, unless the medication must be retained by the student for immediate administration.

**REFERENCE: 63 O.S. §2-101**

**CROSS-REFERENCE: Policy FFACA, Medication, Administering to Student**
**Policy FOD, Student Suspension**

# ACCIDENT INSURANCE
# STUDENTS

It is the policy of the Weatherford Board of Education to select a reputable insurance company through which patrons may purchase accident insurance for their children. A packet will be available for each student during the first week of classes. The purchase of such insurance is entirely within the discretion of parents; however, students playing nine through twelve football must provide evidence of insurance coverage. The public schools may not legally pay insurance premiums or medical bills for students.

In making accident insurance available, the school district assumes no obligation or liability as agent or representative of any insurance company or agency. Student insurance will be made available under these guidelines and will be treated entirely as an administrative matter:

1. Schedules of limited coverage will be offered in order to keep the premium within the reach of the majority of students. Once the student insurance has been selected and implemented, it becomes primarily a matter between the student or parent and the insurance company, with the school participating only to the extent of filling out and turning over to the student or parent that portion of the claim form necessary to certify the time, location, and circumstance of the accident, and to identify the student as a participant in the student insurance program.

2. The student insurance offered will be available for all students participating in junior and senior high school athletics.

3. The student insurance program selected may be continued for up to five consecutive years, subject to the approval of the company, without seeking new proposals on the open market as long as the premium remains the same and the service rendered proves satisfactory.

4. The agency and/or underwriting company must provide knowledgeable local representation to follow up problem claims, answer questions concerning coverage and procedures, and generally expedite the entire program from the standpoint of communicating among the claimant, doctor or hospital, and claims office. In addition, the underwriting company, if not located in Oklahoma, must maintain an agent within the state with authority to handle, adjust, and process claims so that final claim determination will be made within the State of Oklahoma.

# BICYCLES

Bicycles ridden to school by elementary school students should be in good condition and meet all safety requirements. Riders should know and observe all traffic laws. Bicycles are to be parked upon arrival at school and must remain parked until school is dismissed for the day. To prevent unauthorized use or loss, it is recommended the bicycles be locked to the bicycle rack during the day.

# VEHICLE USE AND PARKING
# STUDENTS

The Weatherford Board of Education will permit student use and parking of motor vehicles on the high school campus only. Students driving a motor vehicle to the high school campus may park the vehicle only in the parking lot designated for student parking. Students will not park vehicles in the parking lot(s) designated for staff and visitors. The vehicle will not be used during the school day. In the event of an emergency, permission may be granted for a student's use of a vehicle.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of student automobiles when on school property. The interior of student vehicles may be inspected whenever a school authority has a reasonable suspicion that illegal or unauthorized materials may be contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.

# SCHOOL BUS PROGRAM

The Weatherford Board of Education believes that the purpose in maintaining and operating school bus transportation as a part of the general school program shall be to provide transportation to and from school for those students identified below and on such auxiliary trips as the board shall approve.

The board may provide school bus transportation to students who live outside a one and one-half mile radius of school, at any designated pick-up points, and to each child who is participating in a Head Start program. The provision of school bus transportation is not a right of students, but is a privilege extended by the board of education. Because the potential for property damage and personal injury is great, the superintendent is directed to establish rules and regulations governing the conduct of school bus passengers. Strict adherence to such rules and regulations shall be required.

**REFERENCE: 70 O.S. §9-101, et seq.**

# SCHOOL BUS PROGRAM
# (REGULATIONS)

In accordance with the policy of the board of education, the following rules and regulations shall govern the conduct of school bus passengers:

1. Students and other school bus passengers shall conduct themselves in a manner consistent with good classroom behavior while waiting for and traveling on school buses. Misconduct will be brought to the attention of parents and the principal by the school bus driver.

2. The noise level on school buses must remain at a low level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing, or otherwise cause any disturbance that may distract the driver.

3. Smoking or the consumption of food or beverage is not permitted on school buses.

4. School bus windows must remain closed unless the driver permits them to be opened. When windows are open, passengers must not throw objects from windows or extend any part of the body through a window.

5. Any passenger who defaces or vandalizes a school bus in any way shall be immediately suspended from riding school buses. The first suspension shall be for _____ days; the second suspension shall be for the remainder of that school year. No suspended student shall be permitted to resume the school bus privilege until all damages for which the student was responsible are paid.

6. For misconduct other than vandalism, the student's parent/guardian and the principal shall be notified of a first occurrence. The principal shall take whatever reasonable action deemed necessary. For a second occurrence, the student shall be placed on probation in addition to the above notification and bus privileges shall be withdrawn for _____ days. For a third, and subsequent offense, a student's privileges shall be withdrawn for the equivalent of one semester.

7. Students must board the school bus at designated bus stops, if any, and at school bus boarding areas on school premises. Students must remain orderly until the bus comes to a complete stop and boarding permission is given by the driver. Seats may be assigned at the driver's discretion. Passengers must be seated immediately. Seats may not be held for later passengers, and must be shared when necessary.

8. After the bus is en route, passengers must remain seated until the bus is stopped. Upon exiting the bus, passengers must move away from the bus. The school bus will not move until the passenger can be observed by the driver. If a passenger must cross the street to reach the residence, the passenger will advise the driver.

9. Elementary school students waiting at the high school until school dismissal must remain in the bus.

10. If a student is denied transportation for any reason, the parent(s) will be notified as soon as possible. The bus driver shall not put a child off the bus other than at the student's regular stop without written parental permission.

# SCHOOL BUS SAFETY PROGRAM

The safety and welfare of student riders will be the first consideration in matters pertaining to transportation. Children will be instructed as to the proper and safe conduct while aboard transportation vehicles. Emergency evacuation drills will be conducted regularly to acquaint students thoroughly with appropriate procedures for emergency situations.

All vehicles used to transport students will be maintained in a condition that will provide reasonably safe and efficient transportation service with a minimum of delay and disruption due to mechanical or equipment failure. Buses will be replaced as required to provide good equipment at all times.

Complete reports on any school bus accident should be filed in a timely manner. These reports should be brought to the attention of the board as soon as possible.

School bus drivers will always bring the bus to a full stop - with caution lights flashing - before loading or unloading passengers.

When unloading passengers, the driver will stay in place with caution lights on until the exiting passengers are at a safe distance away from the bus and/or clear of the street.

# REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT

In accordance with Oklahoma law, any person is required to immediately report suspected cases of physical abuse or neglect involving students under the age of eighteen (18) to the statewide toll free hotline of the Department of Human Services and local law enforcement. The statewide DHS hotline number is 1-800-522-3511. Any person having reason to believe that a student age eighteen (18) or older is a victim of abuse or neglect shall immediately report the matter to local law enforcement. The board of education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall immediately report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services by telephone. The employee shall also inform the building principal who will advise the superintendent that the report was made using Form FFG-E.

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

1. Child abuse as defined in Section 843.5 of Title 21 of the Oklahoma Statutes;
2. Sexual abuse or sexual exploitation as defined in Section 1-1-105 of Title 10A of the Oklahoma Statutes;
3. Contributing to the delinquency of a minor as defined in Section 856 of Title 21 of the Oklahoma Statutes;
4. Trafficking in children, as defined in Section 866 of Title 21 of the Oklahoma Statutes;
5. Incest as described in Section 885 of Title 21 of the Oklahoma Statutes;
6. Forcible sodomy, as described in Section 888 of Title 21 of the Oklahoma Statutes;
7. Maliciously, forcibly or fraudulently taking or enticing a child away, as described in Section 891 of Title 21 of the Oklahoma Statutes;
8. Soliciting or aiding a minor child to perform or showing, exhibiting, loaning or distributing obscene material or child pornography, as described in Section 1021 of Title 21 of the Oklahoma Statutes;
9. Procuring or causing the participation of any minor child in any child pornography or knowingly possessing, procuring or manufacturing child pornography, as described in Section 1021.2 of Title 21 of the Oklahoma Statutes;
10. Permitting or consenting the participation of a minor child in any child pornography, as described in Section 1021.3 of Title 21 of the Oklahoma Statutes;
11. Facilitating, encouraging, offering or soliciting sexual conduct with a minor, as described in Section 1040.13a of Title 21 of the Oklahoma Statutes;
12. Offering or offering to secure a minor child for the purposes of prostitution or any other lewd or indecent act, as described in Section 1087 of Title 21 of the Oklahoma Statutes;

**REPORTING SUSPECTED CHILD ABUSE (Cont.)**

13. Causing, inducing, persuading or encouraging a minor child to engage or continue to engage in prostitution, as described in Section 1088 of Title 21 of the Oklahoma Statutes;

14. Rape or rape by instrumentation, as described in Sections 1111.1 and 1114 of Title 21 of the Oklahoma Statutes; and

15. Making any oral, written or electronically or computer-generated lewd or indecent proposals to a minor child under the age of sixteen (16) as described in Section 1123 of Title 21 of the Oklahoma Statutes.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor, or administrator who discharges, discriminates, or retaliates against such person shall be liable for damages, costs, and attorney fees. Any person who knowingly and willfully fails to promptly report any incident of child abuse may be reported to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

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

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

The school district shall post, in a clearly visible location in a public area of the school that is readily accessible to all students, a sign in English and Spanish that contains the toll-free number operated by the Department of Human Services.

**REFERENCE: 10A O.S. § 1-2-101**
**10A O.S. § 1-2-104**
**63 O.S. §1-120 (G)**
**70 O.S. §1210.162**
**Atty. Gen. Op. No. 78-202 (Dec. 28, 1978)**

# GUIDELINES FOR OUTSIDE AGENCY REPRESENTATIVES INTERVIEWING CHILDREN AT THE SCHOOL

The Weatherford Board of Education recognizes that the primary function of the Weatherford Public Schools is to educate the students in a secure, non-threatening environment. For this purpose, the Board requests that interviewing of students by any outside agency at the school be kept to a minimum. The purpose of this policy is to assist the school representatives in fostering a trusting relationship with the parents of the students. Promoting trust and open communication with the parents is essential to the student's education. The following criteria are established to minimize the disruption to the student, while still protecting the student from any abusive situations arising outside the school setting:

1. The principal/designee will inquire of the agency representative whether it is necessary to interview the student during the school day and on school grounds, and request that the interviewing be done outside of the school day if possible.

2. All outside agency representatives (DHS, Child Welfare, Law Enforcement, etc.) seeking authority to interview a student at school must receive authorization to do so from the building principal, or designee.

3. If a child abuse report is received while the student is in school, the principal/designee will allow agency representatives access to the student. Identification should be requested from the person seeking to interview the student at school from any person unknown to the principal/designee. If the principal/designee is uncomfortable with the person seeking to interview the student, or that person's credentials, or if the principal/designee perceives that conditions or circumstances are not in the student's best interest, access to the student should be denied until further information or clarification can be obtained.

4. It is not required that the parents be notified prior to allowing the agency representative access to the student, however the principal/designee may determine that it is in the best interest of the child to do so. If an agency representative produces a court order to interview the student, the principal/designee must comply without notifying the parent. The court order relieves the school district, its officials and employees, from any legal responsibility.

5. An agency representative may not physically remove a student from the school without a court order or prior notification of the parents.

**REFERENCE: 10 O.S. §7102-7106**

**NOTE: 10 O.S. §7105 states that "[a]ny person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed."**

# FUND RAISING BY IN-SCHOOL ORGANIZATIONS

The Weatherford Board of Education recognizes that from time to time an organization or class within the school system has a need to raise funds to finance certain projects.

Any organization wishing to raise funds should adhere to the following procedure:

1. Submit an estimate for the cost of the project to the superintendent.
2. Submit a list of sources for the fund raising to the superintendent.
3. Obtain approval for the project from the board of education.
4. All funds that are raised should go into the activity fund, except funds raised by a group or organization sanctioned by the board that should remain the property of that group or organization. Only the superintendent or the superintendent's designee can approve expenditures out of the activity fund.
5. Door-to-door solicitation will not be conducted during school hours.
6. All funds must be returned to the school sponsor and deposited in the appropriate activity account on a daily basis.

Raffles

Student groups or organizations and parent-teacher associations affiliated with this school district meeting the qualification requirements of state law are permitted to conduct raffles for the benefit of school-related initiatives within this district subject to the approval process, above. Raffles permit such qualified organizations to raise funds by issuing numbered tickets in conjunction with voluntary contributions to the organization. The board of education shall give approval of the items for raffle prior to approving a raffle as a fund-raiser.

NonSchool Fundraisers

Students, staff, and patrons are prohibited from conducting fundraisers for nonschool activities on school premises.

**REFERENCE: 21 O.S. §1051**
**70 O.S. §5-122, §5-129, §5-135**

# STUDENT RECORDS

It is the policy of the Weatherford Board of Education that the principal of each school will be the legal custodian of all student records for that school.

Students and parents will have access to their school records. The school will notify parents and adult students annually of the following:

1. The type of records kept;
2. The procedure for inspecting and copying these records;
3. The right for interpretation;
4. The right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement;
5. The right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented.

The educational records or school records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his or her own use, and which are not available to others are exempted from this definition.

The school will require a prior written consent before information other than directory information may be divulged to third parties. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools in which the student seeks to enroll. A school district in which a student is enrolled or is in the process of enrolling in may request the student's education records from any district in which the student was formerly enrolled to ascertain safety issues with incoming students and ensure full disclosure. The records, including the student's disciplinary records, will be forwarded to the requesting district within three (3) business days. Disciplinary records shall include but not be limited to all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potential dangerous threat to students or school personnel.

When schools transfer records to new educational institutions, the schools must notify parents of the transfer, and of their right to review and contest the material. An exemption exists for material under court order. Parents must be notified of such order prior to release.

The district will release individual student records from the current or previous school year to a school district where the student was previously enrolled if the release of such records is for the purposes of evaluating educational programs and school effectiveness.

The district may disclose personally identifiable information to third parties, without prior written consent, in order to conduct studies, audits, and evaluations of the educational programs of the school district. In such case, the district will take reasonable steps to ensure that all authorized representatives of the third party are FERPA compliant with the information provided for the purposes of the study, audit, or evaluation of the educational program.

The district may disclose, without the consent or knowledge of the eligible student or parent, personally identifiable information in the educational records of a student to the Attorney General of the United States or his or her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. The district is not required to record such disclosure of information and is protected from liability for disclosing such information in good faith.

**STUDENT RECORDS (Cont.)**

The superintendent is directed to establish procedures to ensure compliance with the Family Educational Rights and Privacy Act and other applicable acts and regulations.

**REFERENCE: 34 CFR 99.1**
**18 USC §§2331 and 2332(g)(5)(B)**
**20 USC 1232**
**70 O.S. §6-115**
**70 O.S. §24.101.4**
**70 O.S. §24-114**

# COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

## DEFINITIONS

For the purpose of this regulation, the school district has used the following definitions of terms:

**Student**

Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

**Eligible Student**

A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

**Parent**

Either natural parent of a student unless his or her rights under the Family Educational Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

**Education Records**

Any item of information or record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:

   A. It was made as a personal memory aid;

   B. It is in the sole possession of the individual who made it; or

   C. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;

2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or

## COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

**Personal Identifier**

Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

ANNUAL NOTIFICATION

Within the first three weeks of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;

2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA;

3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);

4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and

5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

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

## COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;
2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

LOCATIONS OF EDUCATION RECORDS

| TYPES | LOCATION | CUSTODIAN |
|---|---|---|
| Cumulative School Records | School Site | School Site Principal |
| Cumulative School Records (Former Students) | Administration Office | Superintendent |
| Health Records | School Site | School Nurse |
| School Transportation Records | Administration Office | Transportation Director |
| Speech Therapy Records | School Site | Speech Language Pathologist |
| Psychological Records | Administration Office | School Psychologist |

PROCEDURE TO INSPECT EDUCATION RECORDS

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.

## COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes.

The parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record or records he or she wishes to inspect.

The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

FEES FOR COPIES OF RECORDS

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. However, the district reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes. The school district may deny copies of records to third parties (not parents or students) in the following situations:

1. The student has an unpaid financial obligation to the school.

2. There is an unresolved disciplinary action against the student that warrants the denial of copies.

The FERPA requires the school district to provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student;

2. At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student; or

## COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. The fee will be from no cost to ten cents per page. (Actual copying cost, less hardship factor.)

The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience, will be from ten cents to thirty-five cents per page (actual search, retrieval, and copying cost) plus postage, if incurred.

DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

1. The student's name;
2. The student's class designation (i.e., first grade, tenth grade, etc.);
3. The student's photograph.

Within the first three weeks of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all the items they refuse to permit the district to designate as directory information about the student.

At the end of the two-week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

## COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

The school district has created a limited directory information policy and will not fulfill directory information requests for commercial purposes or for marketing purposes.

USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who are school officials. An official is:

1. A person duly elected to the school board;

2. A person certified by the state and appointed by the school board to an administrative or supervisory position;

3. A person certified by the state and under contract to the school board as an instructor;

4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or

5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;

2. Perform a supervisory or instructional task directly related to the student's education; or

3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

The school district will only release information from, or permit access to, a student's education record with a parent's or eligible student's prior written consent except that the school superintendent, or a person designated in writing by the superintendent, may permit disclosure:

## COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

1. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student prior to such a transfer of records; the parent or eligible student has a right to obtain copies of records transferred under this provision);

2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district;

3. The parties who provide or may provide financial aid to a student to:

   A. Establish the student's eligibility for the aid,

   B. Determine the amount of financial aid,

   C. Establish the conditions for the receipt of the financial aid, or

   D. Enforce the agreement between the provider and the receiver of financial aid;

4. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction;

5. To accrediting organizations to carry out their accrediting functions;

6. To comply with a judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision);

7. If the disclosure is an item of directory information, and the student's parent or eligible student has not refused to allow the district to designate that item as directory information for the student; or

8. In response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

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

1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;

2. The information is necessary and needed to meet the emergency;

3. The persons to whom the information is to be disclosed are qualified and, in a position, to deal with the emergency; or

4. Time is an important and limiting factor in dealing with the emergency.

## COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

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

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or the class or organizations to whom the disclosure is to be made;
4. The parent's or eligible student's signature; and
5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

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

The school district will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be redisclosed without the parent's or eligible student's prior written consent.

### RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

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

The record will include at least:

1. The name of the person or agency that made the request;
2. The interest the person or agency had in the information;
3. The date the person or agency made the request; and
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The district will maintain this record as long as it maintains the student's education record.

## COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

The record will not include:

1. Requests for access or access granted to the parent of the student or to an eligible student;

2. Request for access granted to officials of the school district who have a legitimate educational interest in the student;

3. Requests for, or disclosures of, information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent;

4. Requests for, or disclosure of, directory information designated for that student; or for

5. Requests for, or disclosure of, information contained in the student's education record if the request is in response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under the FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.)

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

First Level Decision

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

## COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

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

1. Provide the requester a copy of the questioned record at no cost;

2. Ask the requester to initiate a written request for the change; and

3. Follow the procedure for a second level decision.

Second Level Decision

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

1. Is inaccurate and why;

2. Is misleading and why; and/or

3. Violates student rights and why.

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the district's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

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

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

Third Level Decision

The school superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney, or the school board (in executive session). The superintendent will then make a decision concerning the request and complete the steps at this decision level.

## COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the superintendent will notify the requester, in writing, of the reasons for the delay and a date when the decision will be made.

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

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

1. The school district's decision that the record is correct and the basis for the decision;

2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing;

3. Instructions for the requester to contact the superintendent, or an official he or she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing (the district will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes); and

4. Advise that the request may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

Fourth Level Decision

After the requester has submitted (orally, or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the district will hold the hearing and who it has designated as the hearing officer.
At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record (second level).

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

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

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)**

1. If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.

2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester that will include:

A. The school district's decision that the record is correct and will not be changed;

B. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and

C. Advice to the requester that he or she may place in the student's education record an explanatory statement which gives the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

# PERMANENT STUDENT RECORDS

It is the policy of the Weatherford Board of Education that the school district will compile and maintain temporary and permanent records of students enrolled in the school district. The Superintendent will regulate access and monitor disclosure or communication of any information contained in each student's records in accordance with state and federal law.

The school district will maintain all documents and information in student records in either electronic or paper format. Records will be stored, backed up, and secured in accordance with standards and protocol established by the Oklahoma State Board of Education.

The transcript of a student shall be maintained by the school district for not less than eighty (80) years following the graduation, transfer, or date the student is withdrawn from the school district. "Transcript" will include the following:

1. The permanent academic record of a student which shall include the name, address, telephone listing;
2. The date and place of birth of the student;
3. An inventory of courses taken;
4. All grades received;
5. Grade-point averages or class rank;
6. All academic and extracurricular honors and awards received;
7. All degrees conferenced;
8. Extracurricular or afterschool activities.

All non-transcript information in a student's record shall be disposed of by the school district at a time selected by the administration that is between five (5) years and seven (7) years after the student has graduated, transferred, or withdrawn from the school district. The school district shall comply with the notification of destruction of records requirements set forth by the State Board of Education.

**REFERENCE: 70 O.S. §24-114**

# TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION

It is the policy of the Weatherford Board of Education to adhere strictly to Oklahoma and Federal law concerning the transfer and release of confidential information including student records.

For the purposes of this policy, "confidential information" means any information regarding a child receiving services supported in whole or in part by state or federal funds, a family member of such child, or other persons residing in the home of such child, and which is required by state or federal law or regulation to be maintained in a confidential manner.

The school district will transfer and release confidential information in accordance with this policy to:

(1) The Department of Human Services,

(2) The Department of Mental Health and Substance Abuse Services,

(3) The State Department of Health,

(4) The State Department of Education,

(5) The State Department of Career and Technology Education,

(6) The Oklahoma Commission on Children and Youth,

(7) The J.D. McCarty Center for Handicapped Children,

(8) The Department of Corrections,

(9) Private agencies receiving public funds pursuant to a grant or contract with one of the agencies listed in (1) through (8) and providing institutional, community residential or community-based services as defined by Title 10, Section 7001-1.3 of the Oklahoma Statutes, to children and family,

(10) Persons and agencies subject to the rules promulgated by the agencies listed in (1) through (8),

(11) Statutorily-constituted juvenile bureaus, and

(12) Other school districts upon their request and in compliance with state law.

Unless otherwise permitted by state or federal law or regulation, confidential information will only be released to the above-described entities pursuant to (1) a court order or (2) an informed consent that has been executed by (a) the parent or guardian of the child or other person authorized by state or federal law to execute such consent, if the subject of the confidential information is a child or (b) the individual who was the subject of the confidential information or other person authorized by law to execute such consent on his or her behalf, if the subject of the confidential information is an adult. A copy of the school district's informed consent form may be found at FLE-E1.

**TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION (Cont.)**

The school district will follow the rules promulgated by the State Department of Education for authorizing access to and the transfer or release of confidential information for the purpose of gathering statistical information or conducting studies or research otherwise authorized by law.

The school district shall charge $.10 per page for all copies made pursuant to this policy plus the actual cost of mailing the copies.

**REFERENCE: 10 O.S. §620.1, et seq.**
**10 O.S. §7001-1.3**
**70 O.S. §24-101.4**

*THIS POLICY REQUIRED BY LAW.*

# INFORMATION COORDINATOR

The school district has designated a representative to coordinate requests for information from the Oklahoma State Bureau of Investigations when the release of such information has been authorized by a parent, legal guardian of the student, or by court order. Information regarding past and present students in the district may be released to law enforcement officers subject to court order or by parental consent.

Such information includes but is not limited to:

1. Student's name, address, telephone listing, and date and place of birth;
2. Parent or lawful custodian's name, address, and telephone listing;
3. Major field of study and grade level classification (example: elementary, 7th grade, sophomore);
4. Student's participation in officially recognized activities and sports;
5. Weight and height of members of athletic teams;
6. Dates of attendance, dates of enrollment, withdrawal, re-entry;
7. Diplomas, certificates, awards, and honors received;
8. Most recent previous educational agency or institution attended by the student;

**REFERENCE: 70 O.S. §10-103.2**
**34 CFR 99.1**
**20 USC 1232**

*THIS POLICY REQUIRED BY LAW.*

# STUDENT ACTIVITIES
# SCHOLASTIC ELIGIBILITY

It is the policy of the Weatherford Board of Education that only those students who are fully eligible scholastically will be permitted to represent the school in any capacity. Teachers will submit eligibility lists to the office each Friday. If a student is failing in more than one core subject, the student may not participate in any school activity during the following week. The board declares its intent to rigorously adhere to the eligibility rules of the Oklahoma Secondary School Activities Association. The superintendent is directed to establish a regulation governing eligibility. Such regulation, when approved by the board, shall be incorporated into this policy and become a part thereof.

***NOTE:*** ***In compliance with the Family Education Rights and Privacy Act, under no circumstances should student eligibility or ineligibility lists be publicly posted in any manner.***

# STUDENT ACTIVITIES
# ELIGIBILITY
# (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern student activity eligibility requirements.

Oklahoma Secondary School Activities Association eligibility rules[1] state that a student is eligible:

1. If the student will not be nineteen years of age before September 1st for athletic competition or if the student will not be 21 years of age before September 1 for non-athletic events. [2]

2. If the student has on file, in the principal's or authorized director's office, a physical examination and parent's consent certificate for the present school year. [3]

3. If the student has attended classes 90% of the time for the current semester. Exceptions may be made by the principal due to illness, injury, death in the immediate family, or other valid reason. [4]

4. If the student is passing all subjects in which enrolled and passed any five subjects to be counted for graduation the preceding semester. [5]

5. If the student has not been disqualified from a contest because of flagrant or unsportsmanlike conduct or whose conduct or character is not under school discipline. (Principal may reinstate student following a conference and after a written report of details and action taken has been filed with the OSSAA.) [6]

6. If the student has not participated in a contest under an assumed name. [7]

7. If the student does not belong to a gang, fraternity, sorority or secret society in violation of the State Law of Oklahoma or the regulations of the local board of education. [8]

8. If the student has not participated in a contest where he/she has used his/her knowledge or skill for financial gain. [9]

9. If the student has not attended school eight semesters in grades 9 through 12. [10]

10. If the student has not participated in interscholastic sports activities during more than four academic years, or have had three seasons of opportunity in a sport after attending two semesters in the 9th grade. [11]

11. If the student's parent(s) or guardian(s) are bona fide residents of this high school district. [12]

12. If the student has not participated in organized practice or a game of football or basketball before the season opens, or after the season closes. [13]

    NOTE: There are some exceptions to the above rules. There are also additional requirements. Consult your coach or principal for additional information.

## STUDENT ACTIVITIES, ELIGIBILITY, REGULATION (Cont.)

To be eligible to participate in activities involving other schools, a student must be passing in at least three regular classes. The student must be attending classes at least 90% of the time. This applies to all students in any school-sponsored activity (basketball, FFA, FHA, music, etc.).

Any student who reaches his or her nineteenth birthday before September 1 will not be eligible in athletic contests. Any student dismissed from school or regular class will not be eligible to represent the school in any activity between schools.

Any person absent during the day of an activity must have the absence accounted for prior to being eligible. If the absence is considered as unexcused by the administration, the student must attend at least one day of school and satisfy the requirements for same before again becoming eligible.

Any student who is under discipline or whose conduct or character is such as to reflect discredit upon the school is not eligible. Fans, school personnel, and students must conduct themselves in true sportsmanship manner. Any student participating in a contest will not be permitted to play the next game if the student was ejected from the game. A second offense will automatically disqualify that student for that sport for the rest of the season.

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[1] There are 21 "Rules" in the OSSAA Administrators' Handbook. Not all deal with student eligibility. Information for the listing comes from the first 15 Rules. Please note the following:
Rule 6 relates to the ineligibility of students who have completed all requirements for high school graduation or who have already graduated.
Rule 9 relates to schools maintaining certification of eligibility forms until requested by the OSSAA.
Rule 10 relates to selection and contracting of game officials.
Rule 11 relates to competitions between members of OSSAA and nonmembers.
Rule 12 relates to local school enforcement of the OSSAA constitution and rules.
Rule 13 relates to tournaments, meets, and contests.

[2] This information is found in Rule 1.

[3] This information is found in Rule 1, Section 2.

[4] This information is found in Rule 2.

[5] This information is found in Rule 3.

[6] This information is found in Rule 4.

[7] This information is found in Rule 4, Section 2.

[8] This information is found in Rule 4, Section 3.

[9] This information is found in Rule 5.

[10] This information is found in Rule 7.

[11] This information is found in Rule 7, Section 1a.

[12] This information is found in Rule 8.

[13] Information for this item came from Rule 15, Sections 1 and 2.

# EXTRACURRICULAR ACTIVITIES

The Weatherford Board of Education believes that extracurricular activities are those activities that primarily involve students in other than classroom situations.

The board believes that participation in such activities should be available only to those students who are performing acceptable work in all other school-related areas.

Therefore, the superintendent is directed to establish a regulation, subject to approval of the board, governing participation in extracurricular activities.

# ACTIVITY PARTICIPATION APPROVAL

Listed below are students who are scheduled to attend the following activity:

_____ on _____
Date - Hr. or Hrs.

Please circle the name of any student below who is not doing satisfactory classwork or who has excessive absences in your class. If you circle any names, please sign and return the sheet to the sponsor by 3:00 today. The sponsor is encouraged to visit with the teacher and student in an effort to improve the situation.

The student may attend the activity providing he/she meets the requirements of the eligibility and attendance policies or unless the sponsor and teacher agree that it would be in the best interest of the student to remain in class.

SENIORS JUNIORS SOPHOMORES FRESHMEN

_____ _____
Sponsor Principal
Activity Director

Does, does not count against 10 day activity absences.

Does, does not count against 80% attendance.

The sponsor of the activity must provide this list to the office at least one week prior to the activity in order for it to be approved. There are some exceptions but these should be very few.

After returning from the activity, please give to the Activity Director the names of those who did not attend.

## A COMPLETED FORM SHALL NOT BE POSTED

# EXTRACURRICULAR ACTIVITIES (REGULATION)

In accordance with the policy of the board of education, these regulations (FMA-R1, FMA-R2, and FMA-R3) shall govern extracurricular activities in the public schools:

Anyone owing fines or fees shall not be allowed to participate in the true extracurricular component of the activity until such time as payments are made. An extracurricular activity is defined as any activity sponsored by the school and at the convenience of the school that causes students to be absent from curricular class periods.

The following are considered extracurricular activities:

1. Student government and its related activities and organization.
2. Musical festivals or contests, speech contests, debates, dramatics contests.
3. Organized activities that are part of interscholastic athletics.
4. Organized activities that are part of intramural athletics.
5. All types of interscholastic competition.
6. Special interest clubs.

In an effort to provide a reasonably safe and educationally sound extracurricular activities program, the following guidelines shall be observed:

1. Only drivers currently licensed to operate a school bus shall operate a school bus on any school sponsored activity.
2. There must be an adult sponsor, in addition to the bus driver for each extracurricular activity that requires school furnished transportation.
3. All activities must be scheduled through the principal's office and placed on the calendar in the high school office. The calendar will reflect the time, place, and time of departure.
4. Students may not ride in private vehicles to or from any extracurricular activity without prior written consent of the requesting student's parent or guardian and consent of the activity's sponsor.
5. Evidence of insurance shall be required for each student who participates in an extracurricular activity.
6. All extracurricular activities shall operate within the rules and guidelines of the Oklahoma State Department of Education and the Oklahoma Secondary School Activities Association.

## EXTRACURRICULAR ACTIVITIES, REGULATION (Cont.)

While all students are encouraged to participate in extracurricular activities, the following requirements must be met:

1. The student must maintain a C average in all subjects in which enrolled.
2. The student must meet the school's attendance policy.
3. The student must be in good standing within the rules of the activity.

# EXTRACURRICULAR ACTIVITIES PARTICIPATION REQUIREMENTS (REGULATION)

Absences

1. All students who are members of school activity groups, including 4-H are limited to ten absences per year per class period. Any deviation from the ten days absence rule shall not exceed five days.

2. It is the responsibility of the student to plan and be responsible for these absences. The student should check with sponsors at the beginning of the school year to aid in selection of events that the student may wish to attend.

3. The principal will keep or cause to be kept a record of those days or class periods missed due to school activities. These records will be open for inspection by the student, parent or guardian of the student, sponsors, and other teachers daily to aid the student in planning absences throughout the year.

4. Any absence over the maximum of ten without the written permission of the Internal Activities Review Committee shall be counted as an unexcused absence in accordance with local board policy.

Sponsor/Teacher Responsibilities

1. It is the responsibility of the sponsor/teacher to prepare a list of activities that the student may attend during the school year and advise students of this list. These activities should be prepared and given to the principal at the beginning (or as soon as possible) of the school year.

2. The sponsor/teacher should help the student select only those activities that will be of benefit to the student and/or the school.

3. Sponsor/teacher should check activity absentee list regularly in order to help students plan for future absences.

4. Sponsor/teacher should strive not to be absent from any class period more than ten times due to attendance at activities.

## EXTRACURRICULAR ACTIVITIES, PARTICIPATION REQUIREMENTS, REGULATION (Cont.)

Criteria for Earning the Right to Represent the School in Activities or Contests Beyond Ten Days

1. Athletics - Guidelines as set forth by Oklahoma Secondary School Activities Association for participation beyond district competition.

2. Fine Arts (Vocal, Instrumental, Speech, Drama & Debate) Guidelines as set forth by Oklahoma Secondary School Activities Association for participation beyond district competition.

3. Vocational and 4-H:

   A. Stock Shows - In qualifying to attend state and national shows, the student must meet the following criteria:

      1. Own animal to be shown no less than 60 days prior to competition.

      2. Must show in local or county show to qualify for district.

      3. Must rank in top seven in a class at district to qualify for state show (Oklahoma City/Tulsa).

      4. Student and/or animal must rank in top ten in class at state to qualify for a national show.

      Absences due to attendance at state or national stock shows that do not meet the above criteria are chargeable to the ten activity absences.

   B. Speech Contests:

      1. Contestant must have participated in a chapter contest and placed in the top two in the specific speech area.

      2. Participant must place in the top two in the professional improvement speech contest before being eligible to go to district contest and top two in order to qualify for state.

      3. To qualify for state speech contests during state fairs, a student must have placed in the top two in a speech contest of a county level or better the previous year. If a first year student wishes to participate in a state fair contest, the student must challenge other members of local chapters and it will be the responsibility of the local chapter advisor to set up a chapter run-off with qualified judges determining who shall represent the local chapter in state fair contests.

**EXTRACURRICULAR ACTIVITIES, PARTICIPATION REQUIREMENTS, REGULATION (Cont.)**

C. Judging Contests:

1. Students must participate in at least five chapter judging workouts before contest and be selected as member of team.

2. Student must have participated in a minimum of two contests that did not require school time before participation in a contest that requires school time (summer field-days, Saturday contest, etc.).

3. Team winning state contest will represent Oklahoma in national contest.

D. State and National Conventions and Conferences:

Students eligible to attend shall be officers or elected delegates as specified by chapter regulations.

# EXTRACURRICULAR ACTIVITIES
# INTERNAL ACTIVITY REVIEW COMMITTEE

1. The board of education has established an Internal Activity Review Committee composed of:

   A. Representative of the Principals

   B. Representative of the Athletic Department (Director(s), if not the Principal)

   C. Representative of the Vocational Department (Director)

   D. Representative of the Central Office Administration (Assistant Superintendent)

2. The committee shall be responsible for reviewing and recommending any deviations of the activity policy to the board of education. In the event that a board meeting shall not be available, the Superintendent shall make the decision and report to the board at the next regular meeting.

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

   A. Grade point average of eighty with no failing grades at last nine week reporting period.

   B. Must have been in attendance in each class eighty percent of the school year at time of request. All absences for any reason other than absences listed in exceptions will be counted.

   C. Principal and/or administration believe that the absence or absences will benefit the student and/or the school.

   D. Request in writing for hearing is to be made one month in advance of absence by student and/or sponsor.

4. Appeal of decision of internal activity review committee following initial hearing:

   Procedures for filing complaints:

   A. A signed written complaint must first be filed with the local board of education. If the complaint is not resolved at the local level, then the complaint should be filed with the Accreditation Section of the State Board of Education. Upon receipt of the complaint, the Accreditation Section shall appoint a monitoring team to make an on-site visit and file a written report to the State Board of Education and Accreditation Section. This complaint must include a list of the names of the students, dates and classes missed which exceed policy statement, part A.

   B. The school district shall provide to the monitoring team during the on-site visit, the necessary records to verify or deny the violation as specified in the written complaint.

   C. The monitoring team shall submit a written report to the superintendent and local board of education within ten school days of the on-site visit.

# EXTRACURRICULAR ACTIVITIES ATTENDANCE REGULATIONS

**OKLAHOMA STATE DEPARTMENT OF EDUCATION**

"The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom shall be ten (10) for any one class period of each school year."

Activities sponsored by the Weatherford Public Schools shall be considered relevant to the Oklahoma State Department of Education Attendance/Activities Regulations if the student is an eligible participant.

1. Exemptions:

   A. Field trips authorized by the building principal that are an outgrowth of the curriculum in an academic subject.

   B. Final state elimination contests, state and national school-sponsored contests for which a student has earned the right to compete.

      Earning the right to compete shall be based on state or national and/or local guidelines for participating contestants and approval by the building principal and superintendent.

   C. Regional, state, and national meetings in which a student has assigned duties to perform.

2. Deviations will be considered on an individual basis by the Internal Review Committee after the ten (10) days are exhausted.

3. Students will not be allowed to participate in any activity after missing any class or a portion of a class more than 10 times during the current school year as related to the above policy.

4. Pep club cheerleaders, pom squad members, team trainers, and team managers shall be considered under these same attendance/activities regulations as eligible participants. Exemptions will be subject to the approval of the building principal and the superintendent.

**REFERENCE: State Board Ruling, August 1981**

# CHEERLEADERS AND SPIRIT GROUPS

The Weatherford Board of Education recognizes the importance of cheerleading and spirit group activities at sporting events. The board encourages students to participate in these activities.

Cheerleaders and spirit groups will be recognized by the general public as representatives of this school system. The board expects that students who are appointed to these positions will conduct themselves with dignity and decorum.

The selection and general activity of cheerleaders and spirit groups shall be governed by the respective group's constitution. Each member is expected to adhere and abide by the rules therein.

The cheerleaders and spirit groups will be available to support the athletic teams on an equitable basis. Teams supported will be scheduled in accordance with OSSAA regulations and in compliance with Title IX.

**REFERENCE: Title IX, Education Amendment of 1972, 20 U.S.C. §1681, et seq.**

# PUBLIC PERFORMANCES BY STUDENTS

It is the policy of the Weatherford Board of Education that performing students shall comply with the rules and regulations of the Oklahoma Secondary Schools Activities Association.

School performers shall be permitted to perform at school functions and school activities for civic, patriotic, and educational organizations.

Uniforms required for the equipment of the school bands shall be the responsibility of the Weatherford Public Schools. Contributions for such purposes may be accepted as gifts from organizations and individuals desiring to make contributions. The schools shall be responsible for equipment and uniform selection.

All fund raising programs must be approved through the assistant superintendent of business management. Fund raising projects for an ensuing year must be approved at the beginning of the school year.

# STUDENT CLUBS AND ORGANIZATIONS SPONSORS

The Weatherford Board of Education believes that certain extracurricular and social activities can enhance the learning environment of our schools. The board of education shall annually notify parents or guardians of students about clubs and organizations sponsored by or under the direct control and supervision of the school district. The annual notification shall be placed in the student handbook and by posting information on the school district's Internet website. The annual notification shall include, but is not limited to, the following information about each club or organization:

1. Name;
2. Mission or purpose; and
3. Name of the faculty advisor, if known.

Parents or guardians of students will notify the school administration that they are withholding permission for their child(ren) to join or participate in one or more clubs or organizations. Parents or guardians shall be responsible for preventing their child from participating in a club or organization in which permission is withheld. Parents or guardians are also responsible for retrieving their child(ren) from attendance at a club or organization in which participation is withheld.

If clubs or organizations are created or formed after the annual notification is distributed, the school district shall send additional notification to the parents or guardians containing the above-listed information regarding the additional clubs or organizations by way of a message added to the school district's website.

**LEGAL REFERENCE: 70 O.S. § 24-105**

*A POLICY ON THIS ISSUE IS REQUIRED BY LAW*

# STUDENT CLUBS AND ORGANIZATIONS
# ANNUAL NOTIFICATION

Students of the Weatherford School District have the opportunity to participate in the following clubs and organizations sponsored by or under the direct control and supervision of the school district:

A. Name of Club/Organization
Mission or purpose; and
Name of the faculty advisor, if known.

B. Name of Club/Organization
Mission or purpose; and
Name of the faculty advisor, if known.

C. Name of Club/Organization
Mission or purpose; and
Name of the faculty advisor, if known.

If you wish to withhold permission for your child(ren) to participate in one or more of the above-referenced clubs or organizations, please fill out this document and return to the administration.

I, _____, the parent or legal guardian of _____, hereby withhold permission for my child to participate in _____. I understand that it is my responsibility to prevent my child from attending or participating in any meetings of the club or organization and that I am responsible for retrieving my child from attendance at any club or organization in which permission is withheld.

Dated this ____ day of _____, 20____.

_____
Parent/Legal Guardian

# STUDENT COUNCIL

The Weatherford Board of Education believes that the student council is one of the most important organizations in the high school. A laboratory of citizenship, the student council is a cooperative group working with the principal to promote better understanding between students and the faculty. The council provides students with an opportunity to have a voice in the management of school affairs.

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

# STUDENT PUBLICATIONS

The Weatherford Board of Education recognizes the educational value of student publications in teaching journalism, yearbook, English, writing, and other related skills. The Board, therefore, encourages and supports student publications produced by students in journalism, newspaper, yearbook, or writing classes.

Student staff members of any school-sponsored publication will be appointed by the appropriate teacher. The teacher in conjunction with the superintendent or the superintendent's designee will determine the articles to be printed and will approve the content of those articles.

Student newspapers or other publications published in connection with any part of the school curriculum may be distributed among the student body. However, such publications will not constitute a public forum and only students enrolled in the sponsoring class will submit material for publication consideration. Such publications will not be sold.

Students will be permitted reasonable latitude - within the restrictions and limitations established in the accompanying regulation - in writing, composing, and publishing articles that deal with education and contemporary national, state and local events, and personages. Publications will not contain articles, photographs, advertisements, drawings, or other visual communication devices that may interfere with the education process. Obscenity, profanity, or vulgarity is expressly and specifically prohibited from publication.

The superintendent will prepare a regulation supporting this policy and outlining the review and appeal process concerning rejected articles.

# STUDENT PUBLICATIONS (REGULATIONS)

In accordance with the policy of the board of education, the following regulation will govern the review, approval, rejection, or revision of student prepared articles for publication. This regulation will also govern the appeal process for students wishing to appeal the rejection or revision of an article proposed for publication.

1. The superintendent will designate building principals to whom all materials must be submitted before the materials are published.

2. The name(s) of the appropriate principal(s) will be distributed to all teaching staff and posted on all bulletin boards.

3. Requests for publication must be accompanied by a copy of the material(s) students wish to publish.

4. The principal will ordinarily authorize publication provided:

   A. The material is written by students currently enrolled in this school district.

   B. The authors are identified in a conspicuous location on all materials.

   C. The material is free from libel, slander, obscurity, personal attacks or incitement to illegal action(s).

   D. The material is free from unauthorized solicitation.

   E. The material is free from advertisements of cigarettes, liquor, illegal or illicit drugs, or drug paraphernalia.

   F. The material is distributed as directed by the principal in such a manner as not to interfere with or disrupt the normal educational process.

Students and/or other school personnel in violation of this policy and regulation will be subject to appropriate disciplinary action. Any disciplinary action taken will not abridge any individual's rights to due process under other district policies or under the law.

# STUDENT PUBLICATIONS
# NEWSPAPER
# (REGULATIONS)

Introduction

A school newspaper is designed to serve as a vehicle for instruction and is, in addition, a means of communication.

A school newspaper can best function when it provides a full opportunity for students to inquire, question, and exchange ideas. Article should reflect all areas of student interest, including topics about which there may be dissent and controversy. It is the intent of the board that students be provided with avenues for the research of ideas and causes of interest to them, and be allowed to express their opinions. Controversial subject should be presented in depth with a variety of viewpoints published.

Purposes of Official Student Newspaper

1. To exist as an instructional device for the teaching of writing and other journalistic skills;
2. To provide a forum of opinions of students, school staff, and members of the community; and
3. To serve the respective school by reporting school activities.

Responsibilities of Student Journalists

1. To print factual articles dealing with topics of interest to the student writers;
2. To print, on the editorial page, opinions on any topic, whether school-related or not, which students feel are of interest to themselves or to the readers;
3. To submit copy that conforms to good journalistic writing style;
4. To re-write stories, as required by the journalism advisor to improve journalistic structure, sentence structure, grammar, spelling, and punctuation;
5. To check facts and verify quotes;
6. In the case of editorials on controversial issues, to provide space for rebuttals, in the same issue if possible, but otherwise not later than the following issue; and
7. Subject to the specifications in these guidelines, determine the contest of official student newspapers.

Material Not Permitted in Official School Newspapers:

1. Material which is libelous or which violates the rights of privacy;
2. Material that is obscene, according to current standard of our community;

## STUDENT PUBLICATIONS, NEWSPAPER, REGULATIONS (Cont.)

3. Profanity, hereby defined as that language which would not be used in the _____ *(name of local newspaper)*;

4. Material that advocates the breaking of any law;

5. Material that criticizes or demeans any race, religion, sex, or ethnic group;

6. Advertisements for cigarettes, liquor, or any other product not permitted minors;

7. Any material, the publication of which would cause substantial disruption of the school, hereby defined as the threat of physical violence in the school or nearby community and/or the interruption of the school's educational program; and

8. Endorsements of political candidates or ballot measures, whether such endorsements are made via editorial, article, letter, photograph, or cartoon. The newspaper may, however, publish "fact sheet" types of articles on candidates and ballot measures, provided such articles do not endorse any person or position, and provided equal space is provided for all candidates for a particular office and for both sides of a ballot measure.

Determination of Appropriateness

The newspaper advisor shall have the primary responsibility of reviewing each article prior to its publication to determine if it satisfies all the conditions of these guidelines. The school principal or designated representative other than the newspaper advisor may also review copy prior to its publication, if so requested; however, such copy must be returned to the student editors within 24 hours after it is submitted for review. No copy may be censored except for reasons specifically listed in these guidelines. Nothing in these guidelines is intended to allow censoring of any article merely because it is controversial or because it criticizes a particular school, a school procedure, or the school system itself.

# STUDENT PUBLICATIONS
# YEARBOOK
# (REGULATIONS)

Introduction

A school yearbook serves as a record of memories for all students. It is also a learning tool, enabling the yearbook staff to use the journalism principles of writing, art, and photography. The yearbook covers every facet of the school and records (through pictures and copy) the events that occur during the school year.

Purposes of School Yearbook

1. To record the school year through pictures and copy;
2. To represent fully all aspects of the school; and
3. To provide an opportunity for the yearbook staff to learn the principles of journalism.

Responsibilities of Yearbook Staff Members

1. To print pictures of the students with prior approval of the parents/guardians;
2. To determine the length of coverage of each spread;
3. To select the theme and artistic style for each yearbook;
4. To feature the pictures of all faculty members, administrators, and those students as approved by the parents/guardians;
5. To cover all academic areas and extracurricular activities;
6. To check facts and verify all quotes; and
7. To improve journalism skills and communications with students.

Materials Not Permitted in the School Yearbook

1. Materials that violate the privacy of an individual;
2. Materials that are obscene;
3. Materials that are profane;
4. Materials that encourage breaking the law;
5. Materials the downgrade any race, religion, sex, ethnic group, or individual;
6. Advertisements for any illegal substance.

**STUDENT PUBLICATIONS, YEARBOOK, REGULATIONS (Cont.)**

Determination of Appropriateness

Before each edition is sent to the printer, it is the yearbook adviser's responsibility to ensure that these guidelines are met. The building principal also has the right to review the material. Nothing may be censored except for reasons specifically stated in these guidelines.

# ATHLETICS

The Weatherford Board of Education believes that student participation in athletics is an important part of the educational process. Therefore, participation will be encouraged.

However, the board also believes that athletic education is an adjunct to the regular curriculum and that certain criteria must be met by each participant to insure that no undue emphasis is placed in any one area. The superintendent is directed to establish minimum standards and criteria. No student shall be permitted to participate in football, basketball, track, band, baseball, cheerleading, or other similar sport or activity unless the required criteria are met.

High School competitive athletics are for those students enrolled full time in grades 10 through 12. Junior High students may be permitted to participate in the high school athletic program on an individual basis.

# ATHLETICS
# (REGULATIONS)

As directed by the board of education, the following regulations shall govern all sports and athletic events in which the public schools may be involved.

Sportsmanship on the part of all coaches, players, and spectators is emphasized and expected.

Each athletic coach is under the direct supervision of the principal of his school. All games and attending officials shall be arranged by the principals. Coaches are expected to cooperate with the principal in all matters pertaining to the athletic programs. Head coaches are to instruct and supervise assistant coaches in their particular areas of responsibility. All coaches shall stress the importance of student scholastic eligibility and attendance.

The high school is a member of the Oklahoma Secondary Schools Activities Association. The rules of that association will be strictly adhered to in all phases of school sports in which the school is represented by students.

Students will be held responsible for the care and maintenance of all school-owned athletic equipment in their possession. Coaches will insure that this responsibility is understood and accepted.

Purchases of athletic equipment will be made through the principal's office. Coaches shall provide a written list of articles needed to the principal.

The principal will approve the order, order it, check it when it comes in, and distribute it to the coaches.

Any order not made by the principal will not be accepted.

All coaches must confer with the principal before any commitments are made with respect to game or event scheduling. The principal must insure that athletic scheduling does not interfere unduly with other instructional programming.

During away games, those who depart the school on a school bus must return on the same bus unless prior arrangements have been approved.

Athletes are financially responsible for any physical examinations when required. If an athlete is under a doctor's care, the athlete must have a signed doctor's release before participation in any practice or contest. This release must be presented to the athletic trainer or coach prior to any participation.

No sporting event will be scheduled on Sunday or Wednesday after 6:30.

The coaching staff are expected to exercise close supervision over their group or team members.

The principal shall obtain assistance in the operation of score boards, clocks, books, chains, and other similar operations.

The principal shall arrange transportation and shall secure officials for all athletic events.

Students must meet the secondary activities association requirements to participate.

# INTERSCHOLASTIC ATHLETICS

This policy is enacted by the Weatherford Board of Education in compliance with Title IX of the Education Amendments of 1972, 20 U.S.C Section 1681, et seq. (Title IX) which prohibits discrimination on the basis of sex in education programs and activities.

It is the intent of this school district to provide equal athletic opportunities for members of both sexes. The superintendent is directed to ensure that similar athletic programs are offered to both sexes in proportion to the enrollment of the district. In the event that participation in athletics is disproportionate (boys more active in sports than girls), the superintendent will ensure that no district policies, procedures, or regulations, singly or in combination, act to discourage or prevent females from athletic participation.

# SPECTATOR CODE OF CONDUCT
# ATHLETICS PROGRAM

The following code of conduct for spectators should serve as a model for sports fans at all school-sponsored athletic events:

BELIEVING THAT sportsmanship is a by-product of a spirit of tolerance and good will and the centering of attention on the good qualities involved, and

BELIEVING THAT my conduct is an important part of the school's athletic program,

I PLEDGE to act in accordance with these principles.

As an athletic spectator, I will:

1. Exemplify the highest moral character, behavior, and leadership so as to be a worthy example.
2. Maintain and exhibit poise, self-discipline during and after the contest.
3. Conduct myself in such a manner that attention is drawn not to me, but to the participants playing the game.
4. Regulate my actions at all times so that I will be a credit to the team I support, knowing the school gets the praise or blame for my conduct since I represent the school the same as does the athlete.
5. Support all reasonable moves to improve good sportsmanship.
6. Treat a visiting team and spectators as guests, being courteous and fair.
7. Avoid actions that will offend the individual athlete.
8. Accept the judgment of the coach.
9. Honor the rights of visitors in a manner in which I would expect to be treated.
10. Respect the property of the school.
11. Display good sportsmanship by being modest in victory and gracious in defeat.
12. Pay respect to both teams as they enter for competition.
13. Appreciate the good plays by both teams.
14. Show sympathy for an injured player.
15. Regard the officials as guests and treat them as such.
16. Direct my energies to encouraging my team rather than booing the officials.

## SPECTATOR CODE OF CONDUCT, ATHLETICS PROGRAM (Cont.)

17. Believe that the officials are fair and accept their decisions as final.

18. Learn the rules of the game in order to be a more intelligent fan.

19. Consider it a privilege and duty to encourage everyone to live up to the spirit of the rules of fair play and sportsmanship.

20. Realize that privileges are invariably associated with great responsibilities and that spectators have great responsibilities.

21. Realize that obscene cheers, littering, throwing of objects, and verbal indignities directed toward athletes, spectators, or officials have no place in school athletics.

# ATHLETICS
# GATE PASSES

It is the policy of the Weatherford Board of Education that passes for athletic events sponsored by the school system shall be issued to the following:

Senior citizens age 65 or over.

All full-time school staff and their families.

Board of education members and their families.

# STUDENT RIGHTS AND RESPONSIBILITIES

All students have the same civil rights. These rights are limited by the capacity of each student to discharge the particular responsibilities necessarily linked to each right. The rights and responsibilities set forth in no way limit the legal authority of school officials to deal with disruptive students.

Rights

1. Students have the right to expect that attending school will be productive.

2. Rules and regulations should be developed as a cooperative venture on the part of all concerned and should be common knowledge to every student.

3. Students have the right to compete for student office and to vote in student elections.

4. Students have the right to expect that materials presented in courses be relevant and appropriate to the maturity level and intellectual ability of the student and that the various views related to topics or materials will be presented or introduced.

5. Students will be permitted to use school facilities for approved extracurricular activities with proper faculty supervision and should be encouraged to participate in clubs, recreational events, and other related activities.

6. Students have a right to an education and to the equality of educational opportunity and the right to expect that punishments that deprive them of this right will be used only in extreme cases. Punishments should be reasonable, consistent, and fair, and resorted to only when students violate school rules.

Responsibilities

1. Students will attend school daily (except when ill), attend all classes, and be on time.

2. Students will come to class prepared with proper materials, such as textbooks, pencils and/or pens, etc.

3. Students will be aware of all rules and regulations and/or changes in these rules and regulations defining proper student behavior. Students will conduct themselves according to these guidelines.

4. Students should be willing to volunteer information in disciplinary cases if they have knowledge.

5. Students should willingly and dutifully serve that segment of the student body that they represent.

6. Students will make sure that no individual or group of advocates are allowed to monopolize class time. Teachers will insist on courteous attention to unpopular views, including views contrary to the teacher's own personal opinions. The dignity of all should be respected and no one should be allowed to abuse others. This freedom can only be exercised as long as it does not interfere with the educational process.

7. Students will become involved actively in their own education after returning to school following absence for any reason. Students temporarily out of school should assume the responsibility for keeping up with work missed.

8. Students should develop the best school record of which they are capable.

## STUDENT RIGHTS AND RESPONSIBILITIES (Cont.)

9. Students will maintain a clean and pleasant atmosphere in the building and on the grounds.

10. Students will follow the directions of teachers, administrators and other responsible school officials.

A statement of student rights and responsibilities is contained in the student handbook distributed by each building principal. Each student is provided with a handbook and is held responsible for the information it contains. The information serves as a guideline for administrators, all school personnel, students, parents, and other citizens of the school district.

# DECISION-MAKING: STUDENT INVOLVEMENT

A primary task of our school system is to create a stimulating learning climate that develops active involvement of students and develops a spirit of inquiry. Such a climate is created when students work with the school staff in planning and evaluating school programs.

The board believes that students should:

Be encouraged to participate in establishing course goals, in planning classroom activities, and in improving courses of study;

Feel free to express without fear their own opinions, recognizing that every privilege and right has a corresponding responsibility;

Involved in the planning of assembly programs and school-sponsored forums of interest;

Be encouraged to participate in student government organizations that provide students with a voice in school affairs.

# STUDENT CONDUCT

The Weatherford Board of Education believes that an important responsibility of any school system is to teach acceptable social conduct. We believe that such conduct may be taught by example and by providing appropriate incentives. The board also believes that reasonable standards of conduct are to be established and that adherence to those standards insisted upon. The board, therefore, directs the superintendent to establish a regulation, subject to board approval, of student conduct.

# STUDENT CONDUCT
# DRESS CODE

The Weatherford Board of Education has established a student dress code to allow students to express themselves while establishing and maintaining a positive, safe, and inclusive learning environment for students to engage in education. Generally, dress and grooming standards as determined by the students and their parents will not be questioned. The only requirements the board of education insists upon are that students' dress and grooming shall not lead school officials to reasonably believe that such dress or grooming will materially and substantially disrupt or interfere with a student's education, school activities, or create a health or other hazard to the student's safety or to the safety of others.

**REFERENCE: 70 O.S. §6-114 (C)**

# STUDENT CONDUCT
# DRESS CODE
# (REGULATION)

In accordance with the policy of the board of education, the following regulation shall establish a dress and grooming code for the public school system.

Hats/Headwear: Students shall not wear hats or headwear in classrooms unless a medical or religious exception exists.

Clothing:

Shirts may not be sheer or mesh and must cover the entire trunk of the body. Messages on shirts shall not include illegal drugs, alcohol, tobacco or other products that may not be utilized by children. Vulgar and/or obscene messages are prohibited and will be subject to discipline under the student discipline code.

Pants, shorts, skirts, and skorts shall be worn at the waist and must be no shorter than mid-thigh.

Hats or headwear may be worn on spirit days with the permission of the administration. With the exception of religious and medical hats or headwear, other head coverings are prohibited.

Sunglasses may not be worn in the building unless medically necessary and documented.

# HAZING

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education.

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

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include suspension for students and employment termination for employees.

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

**REFERENCE: 21 O.S. §1190**

*THIS POLICY REQUIRED BY LAW.*

# BULLYING

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Isolated action does not meet the state's definition of bullying. However, the administration will investigate isolated incidents or actions and apply appropriate discipline under the student discipline code. This policy addresses bullying which is specifically prohibited.

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

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

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administrated by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal

## HARASSMENT (Cont.)

from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

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

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

The superintendent shall develop procedures providing for:

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

All school employees at each school site shall be required to complete professional development training in school bullying prevention, identification, response and reporting that meets the requirements of Oklahoma law and shall include recommendations from each school site's Safe Schools Committee.

Students will receive annual training regarding identifying, preventing, addressing, and reporting incidents of bullying via educational programs. These programs may include, but are not limited to, classroom discussions, assemblies, multimedia and presentations. The purpose of the educational programs are to assist students in the identification of bullying behaviors, reporting procedures and the consequences for violation of school policy.

The district will implement a research-based educational program as designed and developed by the Oklahoma State Department of Education for students and parents to prevent, identify, respond to and report bullying.

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

**HARASSMENT (Cont.)**

**REFERENCE: 21 O.S. §850.0**
**70 O.S. §24-100.2**

*THIS POLICY REQUIRED BY LAW*

# HARASSMENT/BULLYING INCIDENT REPORT FORM

Date: _____ Time: _____ Room/Location: _____

Student(s) Initiating Bullying/Harassment:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Student(s) Affected:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Type of Harassment Alleged:

Racial _____ Sexual _____ Religious _____ Other _____

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

_____ Name Calling
_____ Stalking
_____ Inappropriate Gesturing
_____ Staring/Leering
_____ Writing/Graffiti
_____ Threatening
_____ Taunting/Ridiculing
_____ Inappropriate Touching
_____ Other _____

_____ Spitting
_____ Demeaning Comments
_____ Stealing
_____ Damaging Property
_____ Shoving/Pushing
_____ Hitting/Kicking
_____ Flashing a Weapon
_____ Intimidation/Extortion

Describe the incident:

_____

_____

Witnesses Present: _____

Physical evidence: Graffiti _____ Notes _____ E-mail _____ Web sites _____ Video/audio tape _____
Other _____

Staff signature _____

Parent(s) contacted: Date _____ Time _____

Administrative response taken:

_____

# PROHIBITING BULLYING
# (INVESTIGATION PROCEDURES)

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

Definitions

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

   "Electronic communication" means the communication of any written, verbal, ~~or~~ pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.

   "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Procedures

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

1. The matter should immediately be reported to the building principal who will serve as the site district bullying incident coordinator. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.

2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.

3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.

4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The building principal shall make a determination as to whether the conduct is actually occurring.

**PROHIBITING BULLYING, INVESTIGATION PROCEDURES (Cont.)**

5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within _3_ days of the conclusion of the investigation.

7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within _3_ days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports should be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The Superintendent shall be responsible for enforcing this policy. The building principal should notify the superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal should notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

Students who report bullying or other inappropriate behavior in good faith, or who participate as witnesses in an investigation, are protected from retaliation. Retaliation of any kind—including threats, intimidation, exclusion, harassment, cyberbullying, spreading rumors, or any other adverse treatment intended to discourage or punish a student for reporting a concern—is strictly prohibited. Any student found to have engaged in retaliatory behavior will be subject to appropriate disciplinary action in accordance with school policy. Students who believe they have experienced retaliation should report it immediately to a teacher, school counselor, administrator, or other trusted school employee so that the matter can be promptly investigated and addressed. If an employee of the district is found to have engaged in retaliatory action against a student who has reported bullying, appropriate disciplinary action will be taken which could include termination of employment.

Any person who knowingly makes a false report shall receive disciplinary consequences and any accusations found to be false will be removed from the falsely accused student's records.

# PROHIBITING BULLYING
# (REGULATION)

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

Statement of Board Purpose in Adopting Policy

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.

2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.

3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.

4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.

5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.

6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.

7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

## PROHIBITING BULLYING, REGULATION (Cont.)

Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:

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

   A. Harm another student;

   B. Damage another student's property;

   C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or

   D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

2. The "Reasonable Person" Standard

   In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

3. General Display of Bullying Acts

   Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

## PROHIBITING BULLYING, REGULATION (Cont.)

A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Weatherford Public Schools.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

1. Student and Staff Education and Training

   All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Weatherford Public Schools is committed to providing appropriate and relevant training to staff

## PROHIBITING BULLYING, REGULATION (Cont.)

regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

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

B. Weatherford Public Schools' Safe School Committee's

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with an adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

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

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the superintendent or his/her designee.

## PROHIBITING BULLYING, REGULATION (Cont.)

Parental Responsibilities

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

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

Discipline of Students

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

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

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal

## PROHIBITING BULLYING, REGULATION (Cont.)

from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

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

Publication of Policy

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

Review of Policy

The safe schools committee at each site will annually review this policy and provide recommendations to the building principal. The building principal will provide those recommendations to the superintendent. The superintendent shall make a formal recommendation to the board of education to modify the policy at a lawfully convened meeting under an appropriately worded agenda item. After the policy is modified, the policy shall be disseminated to all parents, students, staff and the community.

# REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING ALCOHOLIC BEVERAGES OR CONTROLLED DANGEROUS SUBSTANCES

It is the policy of the Weatherford Board of Education that any administrator, teacher, or counselor who has reasonable suspicion that a student may be under the influence of, or has in his or her possession, alcoholic beverages - including the legally nonintoxicating beverage commonly referred to as 3.2 beer (low-point beer) - or a controlled dangerous substance as defined by law shall immediately notify the principal of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student's possession of a controlled or counterfeit substance or suspected abuse thereof.

Any search, seizure, or subsequent disciplinary action shall be subject to applicable school policies, regulations, state laws, or student handbook rules.

Every administrator, teacher, or counselor employed by the board of education who has reason to believe that a student is under the influence of, or has possession of, alcoholic beverages (including 3.2 beer) or a controlled dangerous substance and who reports such information to appropriate school officials shall not be subject to civil liability unless such referral was made in bad faith or with malicious purpose.

This policy shall be distributed to each classroom teacher. Receipt shall be acknowledged in a form to be determined by the superintendent.

**REFERENCE:** **70 O.S. §24-138**
**63 O.S. §2-101, et seq.**
**70 O.S. §24-102**
**37 O.S. §163.2**

**NOTE:** **A copy of this policy must be filed with the State Superintendent of Public Instruction in accordance with 70 O.S. §24-138. While the cited statute requires only that school districts develop a written policy requiring only *teachers* to report students under the influence of certain substances, the State Department of Education has interpreted the civil liability exemption statute (70 O.S. §24-132) as requiring school administrators, teachers, or counselors to make such reports. Therefore, a school district's policy may be written to require reporting by administrators, teachers, and counselors.**

*THIS POLICY REQUIRED BY LAW.*

# DRUG-FREE SCHOOLS

It is the policy of the Weatherford Board of Education that in recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety, and well being of students, employees, and the community, the board has implemented a developmentally based drug and alcohol education and prevention program for grades Kindergarten through twelve (K-12).

Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful. Therefore, standards of conduct that are applicable to all schools in this district, prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state, and federal laws, up to and including probation and suspension, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office.

The standards of conduct and the disciplinary sanctions imposed by this policy will be part of the required notification to parents and students that will include the following:

**"The Drug Free Schools and Communities Act Amendments, P.L. 101-226 requires that State, as well as local educational agencies, must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees." (Federal Regulations can be examined through the school office.)**

**Parent/Guardian signature certifies receipt of a Student Handbook of Guidelines and Policies for Students and Parents that includes district policy relating to adoption and implementation of a drug prevention program for students.**

**REFERENCE: Public Law 101-226**
**70 O.S. §1210.221, et seq.**

# EXTRA-CURRICULAR ACTIVITY
# DRUG TESTING

The Weatherford Board of Education in an effort to protect the health and safety of its extra-curricular activities students from illegal and/or performance-enhancing drug and/or alcohol use and abuse, thereby setting an example for all other students of the Weatherford Public School District, proposes to adopt the following policy for drug testing of activity students.

Although the Board of Education, administration, and staff desire that every student in the Weatherford Public School District refrain from using or possessing illegal drugs and/or alcohol, district officials realize that their power to restrict the possession or use of illegal drugs, performance-enhancing drugs and alcohol is limited. Therefore, this policy governs only performance-enhancing, illegal drug and alcohol use by students participating in certain extra-curricular activities. The sanctions imposed for violations of this policy will be limited solely upon limiting the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in extracurricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy. This policy supplements and complements all other policies, rules, and regulations of the Weatherford Public School District regarding possession or use of illegal drugs, performance-enhancing drugs and/or alcohol.

Participation in school-sponsored interscholastic extracurricular activities at the Weatherford Public School District is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs, performance-enhancing drugs and/or alcohol.

The purposes of this policy are five-fold:

1. To educate students of the serious physical, mental and emotional harm caused by illegal drugs, performance-enhancing drugs and alcohol use.

2. To alert students and parents/legal guardians with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using illegal drugs, performance-enhancing drugs and alcohol.

3. Ensure that students adhere to a training program that bars the intake of illegal drugs, performance-enhancing drugs and alcohol.

4. To prevent injury, illness, and harm for students that may arise as a result from illegal drugs, performance-enhancing drugs and alcohol use.

5. To offer students practices, competition and school activities free of the effects of illegal drugs, performance-enhancing drugs and alcohol use. Illegal drugs, performance-enhancing drugs and alcohol use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extra-curricular activities and upon the positive image these students project to other students and to the community on behalf of the Weatherford Public School District. For the safety, health and well being of students in extra-curricular activities the Weatherford Public School District has adopted this policy for use by all participants in interscholastic extra-curricular activities in grades 7-12.

The administration may adopt regulations to implement this policy.

I. Definitions

"Activity Student" means a member of any middle school or high school Weatherford Public School District sponsored extra-curricular organization which participates in interscholastic competition. This includes any student that represents Weatherford Schools in any extra-curricular activity in interscholastic competition, such as FFA, FCCLA, Academic Team, Band, Vocal, Pom Pon, Cheerleader and Athletics.

"Drug use test" means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person's urine, saliva and/or breath.

"Random Selection Basis" means a mechanism for selecting activity students for drug testing that:

A. results in an equal probability that any activity student from a group of activity students subject to the selection mechanism will be selected, and

B. does not give the School District discretion to waive the selection of any activity student selected under the mechanism.

"Illegal drugs" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. "Illegal drugs" shall also include alcohol.

"Performance-enhancing drugs" include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term "performance-enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.

"Positive" when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

"Reasonable suspicion" means a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches/administrators/sponsors of the appearance, speech, or behavior of an activity student; the reasonable inferences that are drawn from those observations; and/or information of illegal or performance enhancing drugs used by an activity student supplied to school officials by other students, staff members, or patrons. If it is determined a student is under the influence of an illegal substance at school or a school function, the student will face disciplinary actions outlined in policy F-17 and it will be considered a positive test.

II. Procedures

Each student shall be provided with a copy of the "Student Drug Testing Consent Form" which shall be read, signed and dated by the student, parent or custodial guardian and coach/sponsor before such student shall be eligible to practice or participate in any extra-curricular activities. The consent requires the activity student to provide a urine or saliva sample: (a) when the activity student is selected by the random selection basis to provide an appropriate sample; and (b) at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extra-curricular activities involving interscholastic competition unless the student has returned the properly signed "Student Drug Testing Consent Form."

Prior to the commencement of drug testing each year an orientation session will be held with each Activity Student to educate them of the sample collection process, privacy arrangements, drug testing procedures, and

other areas which may help to reassure the activity student and help avoid embarrassment or uncomfortable feelings about the drug testing process.

Each Activity Student shall receive a copy of the Activity Student Drug Testing Policy. The head coach or sponsor shall be responsible for explaining the Policy to all prospective students, and for preparing an educational presentation to acquaint the student with the harmful consequences of drug and alcohol use and abuse.

Drug use testing for Activity Students will also be chosen on a random selection basis from a list of all Activity Students who are involved in off-season or in-season activities. The Weatherford Public School District will determine a number of student names to be drawn at random to provide a urine or saliva sample for drug use testing for illegal drugs or performance-enhancing drugs.

Any drug use test will be administered by or at the direction of a professional laboratory chosen by the Weatherford Public School District. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications legally prescribed for the student he or she has taken in the preceding thirty (30) days. The parent or legal guardian shall be able to confirm the medication list submitted by their child following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by district employees.

An initial positive test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/liquid spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/liquid spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six (6) months or the end of the school year, whichever is shorter. Student records will be retained until the student graduates Weatherford High School.

III. Confidentiality

The laboratory will notify the principal/athletic director or designee of any positive test. To keep the positive test results confidential, the principal/athletic director or designee will only notify the student, the head coach/sponsor, and the parent or custodial guardian of the student of the results. The principal/athletic director or designee will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal/athletic director or to the lab. The Weatherford Public School District will rely on the opinion of the laboratory which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug.

Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

IV. Appeal

An Activity Student who has been determined by the principal/athletic director to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such requests for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extra-curricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

V. Consequences

Any Activity Student who tests positive in a drug test under this policy shall be subject to the following restrictions:

These restrictions and requirements shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test. Provided, however, a student who on his or her own volition informs (self-refers) the athletic director, principal, or coach/sponsor of usage before being notified to submit to a drug use test will be considered to have taken a positive test.

Procedures and consequences will start for students at the beginning (first day of school) of the 7th grade year. Consequences will build without resetting until the beginning (first day of school) of a student's freshman year. Once a student begins his/her freshman year all consequences will be sequential starting with the first offense. If a student has three consecutive negative tests, he/she will be moved back one step on the consequence list. If the student moves all the way back he/she will be placed back on the random selection list.

Medical Marijuana

Notwithstanding the provisions above, a student extracurricular activities participant in possession of a valid medical marijuana license shall not be considered in violation of this policy based on a positive drug test for marijuana or its metabolites. While on school grounds or participating in school activities a student extracurricular activities participant who is a medical marijuana license holder may be considered in violation of this policy if he or she uses, possesses, sales, distributes, purchases or is under the influence of medical marijuana or medical marijuana product - see policy F-17. As used in this section, a determination of whether a student or employee is “under the influence of medical marijuana or medical marijuana product” shall be based on the totality of circumstances. Circumstances that may contribute to a determination that the student is under the influence may include, but are not limited to:

A. Observation of any of the conduct or phenomenon described below:

(i) the smell of marijuana on or around the individual; (ii) Disorganized thinking; (iii) Paranoia and/or confusion; (iv) Bloodshot eyes; (v) Increased heart rate; (vi) Increased appetite; or (vii) Loss of Coordination and

B. Any circumstance that would permit the school district to engage in “reasonable suspicion” drug or alcohol testing of the student under this policy.

Weatherford Public Schools is committed to cooperating with parents/guardians in an effort to help students avoid illegal and performance-enhancing drug use. The Weatherford Public School District believes accountability is a powerful tool to help students avoid using drugs and that early detection and intervention can save lives.

**For the First Offense:**
The parent/guardian will be contacted immediately and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian, athletic director, their coach(s) and principal concerning the positive drug test. The student will be suspended from participating in all activities covered under this policy for (15) calendar days. The student may not travel or participate in competitions during this period. The student will be tested each testing date until they are able to complete three consecutive negative tests to return to the random pool. The time and date will be unknown to the student and determined by the principal/athletic director or designee. The students must show proof that they have received substance abuse counseling from a qualified drug treatment program or entity. Should the parent/student not agree to these provisions the consequences listed in this policy for the second offense will be imposed.

**For the Second Offense:**
The parent/guardian will be contacted immediately and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian, athletic director, their coach(s) and principal concerning the positive drug test. Suspension from participation in all activities covered under this policy for (60) school days. The student will be tested each testing date until they are able to complete six consecutive negative tests to return to the random pool. The student may not travel or participate in competitions during this period. The time and date will be unknown to the student and determined by the principal/athletic director or designee. In order to return, the student must also show proof that they have completed four (4) hours of substance abuse counseling from a qualified drug treatment program or entity.

**For the Third Offense:**
The parent/guardian will be contacted immediately and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian, athletic director, their coach(s) and principal concerning the positive drug test. Complete suspension from participation in all extra-curricular competitions for one calendar year. The student will be tested each testing date until they are able to complete nine consecutive negative tests to return to the random pool. Additional counseling/education will be required of the student.

**For the Fourth Offense:**
The parent/guardian will be contacted immediately and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian, athletic director, their coach(s) and principal concerning the positive drug test. Complete suspension from participation in all extra-curricular activities including all meetings, practices, performances, and competition indefinitely. The student will be tested each testing date until they are able to complete twelve consecutive negative tests to return to the random pool. The student will also complete intensive counseling through a licensed counselor.

**Refusal to Submit to Drug Use Test:**
A participating student, who refuses to submit to a drug test authorized under this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performance and competitions for the remainder of the school year. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the school.

Assurances Provided to Participants

1. Results of student drug tests will not be disclosed to law enforcement.
2. Results of student drug tests will be destroyed when the student graduates or otherwise leaves the Weatherford School District.
3. All positive drug tests of a substance other than marijuana or cocaine will be reviewed by a certified Medical Review Officer (MRO) who will verify whether the positive test was the result of the student taking legally prescribed medicine(s) prior to results being reported to the school district.
4. Legal counsel for the Weatherford Public School District has reviewed and approved this policy.
5. Activities described herein will be carried out in accordance with requirements of the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA).
6. There will be no academic consequences resulting from testing under this policy.

Weatherford Public Schools is committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. The Weatherford Public School District believes accountability is a powerful tool to help some students avoid using drugs and that early detection and intervention can save lives.

# STUDENT DRUG TESTING CONSET FORM

**Statement of Purpose and Intent**

Participation in school sponsored extracurricular activities at the Weatherford School District is a privilege. Activity Students carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs.

Drug use of any kind is incompatible with participation in extracurricular activities on behalf of the Weatherford Public School District. For the safety, health, and well being of the students of the Weatherford Public School District, the Weatherford Public School District has adopted the attached Activity Student Drug Testing Policy and the Student Drug Testing Consent for use by all participating students at the middle school and high school levels.

**Participation in Extracurricular Activities**

Each Activity Student shall be provided with a copy of the Activity Student Drug Testing Policy and Student Drug Testing Consent which shall be read, signed and dated by the student, parent or custodial guardian, and coach/sponsor before such student shall be eligible to practice or participate in any interscholastic activities. The consent shall be to provide a urine, saliva and/or breath sample: a) as chosen by the random selection basis; No student shall be allowed to practice or participate in any activity governed by the policy unless the student has returned the properly signed Student Drug Testing Consent.

_____

Student's Last Name (PRINT) First Name Ml

I understand after having read the "Student Activity Drug Testing Policy" and "Student Drug Testing Consent," that, out of care for my safety and health, the Weatherford Public School District enforces the rules applying to the consumption or possession of illegal and performance-enhancing drugs. As a member of a Weatherford extra-curricular interscholastic activity, I realize that the personal decision that I make daily in regard to the consumption or possession of illegal or performance-enhancing drugs and/or alcohol may affect my health and well-being as well as the possible endangerment of those around me and reflect upon any organization with which I am associated. If I choose to violate school policy regarding the use or possession of illegal or performance-enhancing drugs and/or alcohol any time while I am involved in in-season or off-season activities, I understand upon determination of that violation I will be subject to the restrictions on my participation as outlined in the Policy.

## STUDENT DRUG TESTING CONSET FORM (Cont.)

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Signature of Student Date

We have read and understood the Weatherford Public School District "Activity Student Drug Testing Policy" and "Student Drug Testing Consent." We desire that the student named above participate in the extra-curricular interscholastic programs of the Weatherford Public School District and we hereby voluntarily agree to be subject to its terms. We accept the method of obtaining urine, saliva and/or breath samples, testing and analysis of such specimens, and all other aspects of the program. We further agree and consent to the disclosure of the sampling, testing and results as provided in this program.

_____

Signature of Parent or Custodial Guardian Date

# STUDENT DRUG TESTING PROGRAM
# EXTRACURRICULAR ACTIVITIES

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

Purpose and Intent

It is the desire of the board of education, administration, and staff that every student in the Weatherford Public School District refrain from using or possessing illegal drugs. The administration and board of education realize that their power to restrict the possession or use of illegal drugs is limited. The sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to participate in extracurricular activities. This policy is intended to complement all other policies, rules, and regulations of the Weatherford Public School District regarding possession or use of illegal drugs.

Participation in school-sponsored extracurricular activities such as interscholastic athletics at the Weatherford Public School District is a privilege. Students who participate in extracurricular activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs. Additionally, this school district is contracted to follow the rules and regulations of the OSSAA whose rules specifically state: A student under a discipline plan or whose conduct or character outside the school is such as to reflect discredit upon the school shall be ineligible until reinstated.

The purposes of this policy are to prevent illegal drug use, to educate students as to the serious physical, mental, and emotional harm caused by illegal drug use; to alert students with possible substance abuse problems to the potential harms of illegal drug use; to help students avoid drugs; to help students get off drugs; to prevent injury, illness, and harm as a result of illegal drug use; and to strive within this school district for an environment free of illegal drug use and abuse. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of the policy to participate in any extracurricular activities. There will be no academic sanction for violation of this policy.

Illegal drug use of any kind is incompatible with participation in any extracurricular activities on behalf of the school district. For the safety, health, and well-being of the students of the district, this policy has been adopted for use by all participant students in grades 7-12.

Definitions

1. **Student athlete** or **athlete** means a member of the middle school or high school district-sponsored interscholastic sports team. This includes athletes and cheerleaders.

2. **Extracurricular** means those activities that take place outside the regular course of study in school and **participants** are those students involved in those activities.

3. **Drug use test** means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drug or the metabolites thereof in a person's urine.

## STUDENT DRUG TESTING PROGRAM, EXTRACURRICULAR ACTIVITIES (Cont.)

4. **Random tests** are given weekly to participants from the pool.

5. **Random selection basis** means a mechanism for selecting students for drug testing that:

   A. Results in an equal probability that any student from a group of students subject to the selection mechanism will be selected, and

   B. Does not give the school district discretion to waive the selection of any student athlete or extracurricular activities participant selected under the mechanism.

6. **Follow up tests** can be weekly, at random, or any time a student who has tested positive may be under suspicion of being under the influence.

7. **Illegal drugs** means any substance that an individual may not sell, possess, use, distribute, or purchase under either federal or state law. Illegal drugs include, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose.

8. **Performance-enhancing drugs** include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term "performance-enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions.

9. **Positive**, when referring to a drug use test administered under this policy, means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

10. **Reasonable suspicion** means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student athlete or extracurricular participant, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight, or other athletic abilities.

11. **Self-referral** is when a participant believes he/she will test positive for illegal or performance enhancing drugs, prior to submission for a drug test under this policy, so notifies the principal, athletic director, coach, or sponsor of such belief.

Procedures

A physical examination signed by a parent/guardian is required before a student may participate on a school district athletic team. A urine screen to detect the presence of illegal or performance-enhancing drugs which could have a harmful effect on the prospective athlete's health and athletic performance will be included as part of that physical examination.

## STUDENT DRUG TESTING PROGRAM, EXTRACURRICULAR ACTIVITIES (Cont.)

Student participants in extracurricular activities shall be provided with a copy of this policy and an extracurricular activities student drug testing program consent form that must be read, signed, and dated by the student, parent or custodial guardian, and coach/sponsor before a participant student shall be eligible to practice in any extracurricular activity. The consent shall provide a urine sample (a) at the beginning of each school year or when the student enrolls in an extracurricular activity; (b) as chosen by the random selection basis; and (c) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed consent form.

All extracurricular activities participants shall be required to provide a urine sample for drug use testing for illegal drugs and/or performance enhancing drugs. Extracurricular participants who move into the district after the school year begins will have to undergo a drug test before they will be eligible for participation.

Drug use testing for extracurricular participants will also be chosen on a weekly selection basis from a list of all extracurricular participants in off-season or in-season activities. The school district will determine a weekly number of students' names to be drawn at random to provide a urine sample for drug use testing for illegal or performance-enhancing drugs.

In addition to the drug test required above, any extracurricular participant may be required to submit to a drug use test for illegal drugs or performance-enhancing drugs or the metabolites thereof at any time upon reasonable suspicion by the athletic director, principal, sponsor, or coach of the student.

The school district will determine any necessary fees to be collected from students who are drug tested and when those fees will be collected. The cost of subsequent tests will be borne by the school district or appropriate activity fund.

Any drug use test required by the school district under the terms of this policy will be administered by or at the direction of a professional laboratory chosen by the school district that uses scientifically validated toxicological methods. The professional laboratory shall be required to have detailed, written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.

All aspects of the drug use testing program, including the taking of specimens, will be conducted to safeguard the personal and privacy rights of students to a maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility with an enclosed stall or stalls. The athletic director/sponsor shall designate a coach or other school employee of the same sex as the student to accompany the student to a restroom or other private facility. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to ensure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the athletic director/sponsor who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications he/she has taken or is taking or any other legitimate reasons for having been in contact with illegal drugs or performance-enhancing drugs in the preceding 30 days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the 24 hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope.

## STUDENT DRUG TESTING PROGRAM, EXTRACURRICULAR ACTIVITIES (Cont.)

If the initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six months or to the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

Confidentiality

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

Appeal

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

Consequences

1. **First positive test.** The student will be suspended from participation in all extracurricular activities for two weeks. The student and parent/guardian must attend counseling two times during the suspension period and one follow-up session. Counseling will consist of a session with the _____ Public Schools counselor and a session with a counseling service provided by the school. Follow-up sessions may be with one or both counselors.

2. **Second positive retest.** The student will be suspended from participation in any extracurricular activity for the remainder of the semester.

3. **Third positive retest.** The student will be suspended from participation in any extracurricular activity for 180 school days.

**STUDENT DRUG TESTING PROGRAM, EXTRACURRICULAR ACTIVITIES (Cont.)**

4. **Self Referral.** A student who self-refers to the athletic director, principal, coach, or sponsor before being notified to submit to a drug test will be allowed to remain active in all extracurricular activities. However, the student will be considered to have committed his/her first offense under this policy, and will be required to retest as would a student who has tested positive.

5. **Refusal to submit to a drug test.** If a participant student refuses to submit to a drug test under this policy, such student shall not be eligible to participate in any extracurricular activity, including all meetings, practices, performances, and competition for 180 school days, upon completion of which, the participating student shall again be subject to this policy.

The cost per test is subject to change and will be determined by the board of education on an annual basis.

# WEAPONS

It is the policy of the Weatherford Board of Education that possession of dangerous instruments or weapons on school property, at school-sponsored functions, or while in any school bus or vehicle used by the school for transportation of students or teachers is forbidden. Dangerous instruments or weapons include, but are not limited to, firearms (guns), fire-works, explosives, knives, razors, clubs, chains, or other instruments used for assault or injury. No one may use any article as a weapon to threaten or injure another person. Students found to be in violation of this policy will be suspended and the police will be notified.

Adults in possession of a valid concealed handgun license issued pursuant to the provisions of the Oklahoma Self-Defense Act shall be authorized to carry the handgun into or upon technology center school property so long as the weapon is carried or stored as required by law and is NOT removed from the vehicle while on technology center school property without the prior written consent of the technology center school administrator.

A handgun may be carried in a motor vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act onto property set aside by a public or private elementary or secondary school for the use or parking of any vehicle; provided, however, said handgun shall be stored and hidden from view in a locked motor vehicle when the motor vehicle is left unattended on school property.

**REFERENCE: 21 O.S. § 1277 and §1280.1**

**NOTE:** **"School property" means any publicly or privately owned property held for purposes of elementary, secondary, or vocational-technical education, and shall not include property owned by public school districts or private educational entities where such property is leased or rented to an individual or corporation and used for purposes other than educational.**

**For the purposes of participating in any Oklahoma Department of Wildlife certified hunter training education course, the superintendent may authorize firearms or other weapons to be brought onto school property and used in such training course.**

**A gun, knife, bayonet or other weapon in the possession of a member of a veterans group, the national guard, active military, the Reserve Officers' Training Corp (ROTC) or Junior ROTC, in order to participate in a ceremony, assembly or educational program approved by the principal or chief administrator of a school district where the ceremony, assembly or educational program is being held; provided, however, that the gun or other weapon that uses projectiles is not loaded and is inoperable at all times while on school property.**

**21 O.S. §1280.1 provides that any person violating this statute, upon conviction, will be guilty of a misdemeanor punishable by a fine not to exceed two hundred fifty ($250) dollars.**

** underlined language is effective November 1, 2014

# WEAPONS-FREE SCHOOLS

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

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer.

   The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

   Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

   Such firearm or weapon will be confiscated and released only to a law enforcement authority.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below:

   > "...any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any~~,~~ blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed."

The school district also prohibits the possession of any knife that is brought to school that could be utilized in a manner to harm another. Whether or not a student will be disciplined for the possession of a knife will be determined on a case by case basis. Students with disabilities are subject to this policy and will be disciplined in accordance with district policy and the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. In addition, exceptions will be made for a gun, knife, bayonet or other weapon in the possession of a member of a veterans group, the national guard, active military, the Reserve Officers' Training Corp (ROTC) or Junior ROTC, in order to participate in a ceremony, assembly or educational program approved by the principal or chief administrator of a school district where the ceremony, assembly or educational program is being held; provided, however, that the gun or other weapon that uses projectiles is not loaded and is inoperable at all times while on school property.

A handgun may be carried in a motor vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act onto property set aside by a public or private elementary or secondary school for the use or parking of any vehicle; provided, however, said handgun shall be stored and hidden from view in a locked motor vehicle when the motor vehicle is left unattended on school property

**WEAPONS-FREE SCHOOLS (Cont.)**

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Disciplinary action will be determined on a case-by-case basis.

Students found to be in violation of this policy shall be referred to the appropriate criminal or juvenile justice system. Any firearms found on the premises shall be reported to law enforcement and will immediately be turned over to local law enforcement as per state law requirements.

**Penalties to Parent for Child with Firearm at School**

Any custodial parent or guardian of a child under eighteen (18) years of age whose child commits the crime of possession of a firearm on school property may be fined not exceeding Two Hundred Dollars ($200.00), or ordered to perform community service not exceeding forty (40) hours or both such fine and community service. To satisfy community service requirement, the court may give preference to work which benefits the school said child attends. Said penalty shall be an administrative penalty and shall not be recorded on the custodial parent or guardian's criminal record. The fine shall be payable to the court clerk to be deposited in the court fund. Nothing in this section shall prohibit the filing or prosecution of any criminal charge. (21 O.S. § 858).

**REFERENCE: 18 U.S.C. § 921**
**21 O.S. § 1271.1, § 1280.1, and § 1289.24**
**70 O.S. § 24-132.1**

**NOTE : The district is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965, a description of the circumstances surrounding any expulsions imposed under this policy, including the name of the school; the number of students expelled from the school, and the type of weapons concerned.**

*THIS POLICY REQUIRED BY LAW.*

# SEARCH OF STUDENTS

The Weatherford Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. The superintendent is instructed to establish a regulation for board approval that supports this policy.

**REFERENCE: 70 O.S. §24-102**

# STUDENT SEARCHES
# CHECKLIST

This checklist is to be used in conjunction with a student search incident.

1. What factors caused you to have a reasonable suspicion that a search of this student or the student's effects will provide evidence that the student has violated or is violating the law or rules of the school?

   A. Eyewitness account:

      1. By whom _____
      2. Date/time _____
      3. Place _____
      4. What was observed _____
         _____

   B. Information from a reliable source:

      1. From whom information received _____
      2. Date and time received _____
      3. How was information received _____
      4. Who received the information _____
      5. Describe information received _____
         _____
         _____

   C. Suspicious behavior. Please explain:
      _____
      _____
      _____
      _____

   D. Date and time search was conducted _____

   E. Location (where search was conducted) _____

**STUDENT SEARCHES, CHECKLIST (Cont.)**

F. Reason given to student for search _____

_____

G. Was student's consent requested? _____ Given? _____

2. Reasonableness of search in terms of scope and intrusiveness

A. What were (are) you searching for? _____

_____

B. Age and sex of student _____

C. Exigency of the situation _____

D. What type of search was (is being) conducted? _____

_____

E. Who conducted (is conducting) the search? _____
Position: _____ Sex: _____

F. Who witnessed the search? _____

3. Explanation of search

A. Describe the time and location of the search _____

_____

B. Describe exactly what was searched _____

C. What did the search yield? _____

_____

D. What was seized? _____

E. Was anything released to police? _____

F. Were parents notified of the search, including the reasons and the scope? _____

# STUDENT SEARCHES
# AUTHORITY TO TRANSPORT

To Whom It May Concern:

This letter serves as confirmation that (insert name of employee) has been provided the authority to transport for disposal contraband collected from students in the Weatherford School District. The named employee has their school identification and this letter in their possession at all times during the transportation process. All items being transported for disposal are transported in a locked container. The employee has permission to transport the contraband from individual school sites to a centralized location within the school district or to local law enforcement.

Sincerely,

_____

Superintendent

# SEARCH OF STUDENTS
# (REGULATION)

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcoholic beverages as defined in the Oklahoma Alcoholic Beverages Act, dangerous weapons, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.

2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.

3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.

4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.

5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.

6. Strip searches are forbidden. No clothing except cold weather outer garments, shoes, hand coverings, and head coverings, except religious head coverings, will be removed before or during a search.

7. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.

**SEARCH OF STUDENTS, REGULATION (Cont.)**

8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

9. The superintendent may designate personnel to transport items that are removed from a student to a centralized location within the school district or to local law enforcement offices for lawful disposal. While in transport, the designated school personnel shall carry their school identification and a letter from the superintendent confirming their authority to transport the items for disposal. All items transported for disposal shall be transported in a located container.

**REFERENCE: 70 O.S. §24-102**
**70 O.S. §24-101.3**

# RESPONSIBILITY FOR SCHOOL PROPERTY: LOCKERS

It is the policy of this district that school lockers will be assigned to students on the first day of school or as soon as possible thereafter.

They are to be kept locked at all times. They are to be kept clean and never defaced in any manner. This applies to the inside as well as the outside. Locker mates are not changed without the principal's permission.

Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers.

Students have no expectation of privacy concerning lockers, desks, or other school property. All student lockers, desks, and other school property are subject to periodic inspection. When such inspections are announced, each student shall open his or her locker and remain present during the inspection.

The superintendent will develop, or cause to be developed, rules and regulations for the issuance, use, and maintenance of the lockers.

**REFERENCE: 70 O.S. §24-102**

# PERSONAL ELECTRONIC ~~WIRELESS COMMUNICATION~~ DEVICES

It is the policy of the Board of Education that a student may possess a personal electronic ~~wireless communications~~ device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon consent of both the student's parent or guardian, and the superintendent or the superintendent's designee. Students may be issued a device by the school district such as a laptop, tablet or other electronic device. School-issued devices or school-approved devices are exempt from the requirements of this policy and shall be utilized only for educational purposes by students.

Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from bell to bell. Exceptions may be made as follows:

1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety or urgent personal matters. This includes, but is not limited to:

   a. Medical Emergencies – Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure).; or

   b. Natural Disasters or Lockdowns – Communicating with law enforcement or family during events like tornados, fires, lockdowns, or other emergencies affecting the school; or

2. Use of cell phones or personal electronic devices by students who use them to monitor health issues. This includes, but is not limited to, glucose monitoring which may occur multiple times during the school day; or

3. Students with special needs may use cell phones or personal electronic devices during class time or during the school day if their IEP, Medical Plan, or 504 Plan explicitly requires it as assistive technology for medically or educationally necessary purposes. To qualify for this exception, the use must be listed as a documented accommodation necessary for instruction or communication within the student's IEP, Medical Plan, or 504 Plan.

~~Students will not be allowed to utilize personal wireless communication devices in classrooms. Classrooms should be a cell-phone free zone for students in order for students to fully engage in classroom instruction.~~

"Bell to bell" means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time.

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

~~Personal electronic wireless communication devices should be stored out of sight. If a personal wireless communication device is utilized in a classroom without the permission of the teacher, the student shall be subject to disciplinary action.~~

~~Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of any student or property in the possession of the student for unauthorized wireless telecommunication devices.~~

Students found to be using any personal electronic ~~wireless telecommunications~~ 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 ~~shall~~ be confiscated by the administration of the school district. Any personal 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 wireless telecommunication device following the incident unless the device is utilized to monitor a health condition ~~a bona fide health emergency exists~~.

Students found to be in possession of or using a personal electronic ~~wireless telecommunications~~ 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, police authorities may be contacted~~.

**REFERENCE:** **70 O.S. §1-126**
**70 O.S. §24-101.1, et seq.**
**70 O.S. §24-102**

*THIS POLICY REQUIRED BY LAW.*

# DISTRACTING DEVICES

Students in the Weatherford Public Schools are not permitted to have tape players, radios, Walkmans, laser pointer pens, televisions, or any other device that is deemed to be disruptive to the educational process on the school grounds, in the buildings, or on the school buses at any time. Tape players required for classroom purposes by the teacher and found to contain music tapes will be considered prohibited under this policy.

Laser Pens

The use or possession of laser pens on district property or at a district-sponsored event is prohibited without prior approval of the building principal.

Policy Violations

Any student who violates this policy shall be subject to disciplinary action, including the confiscation of the device. Confiscated devices will be taken to the building principal's office. The device shall not be returned to the student and may be returned to the student's parents after a conference among the student, the student's parents, and a school administrator.

# SELF-DEFENSE CHEMICALS

It is the policy of the Weatherford Board of Education that pepper gas and other types of chemicals sold for self-defense are not allowed at school or school-related activities. Students found to be in possession of such chemicals will be subject to disciplinary action.

**CROSS-REFERENCE: Policy FNCGA, Weapons-free Schools**
**Policy FO, Student Discipline**

# STUDENT DISCIPLINE

The Weatherford Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

The seriousness of the offense;
The effect of the offense on other students;
Whether the offense is physically or mentally injurious to other people;
Whether the incident is isolated or habitual behavior;
The manifestation of a disability;
Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive, and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention/late room
6. Smoking
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property

**STUDENT DISCIPLINE (Cont.)**

16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
17. Sexual harassment
18. Gang related activity or action
19. Cheating

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

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

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

Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.

Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

**STUDENT DISCIPLINE (Cont.)**

**REFERENCE: 10 O.S. §7115**
**70 O.S. §6-114**
**70 O.S. §24-101.3**

*THIS POLICY REQUIRED BY LAW.*

# CONTROL AND DISCIPLINE POLICY

The board of education believes that the school's primary goal is to educate, not discipline. However, when the behavior of an individual student interferes with the rights of others, corrective action may be necessary for the benefit of the individual as well as the school. A student who has been suspended for a violent offense directed towards a teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

Oklahoma Law, Title 70, Section 6-114, provides teachers with the same rights as parents to control and discipline school children in accordance with local school policies. The following schedule of infractions is provided as an aid to teachers in exercising control and discipline of students. The schedule is not intended to include all possible infractions. Therefore, behavior that is not included in the following schedule may warrant appropriate disciplinary measures. The following schedule shall not be used in determining discipline for any child on an IEP or Section 504 plan until such time as the student's IEP team has determined that the infraction is in no way a manifestation of that student's disability.

| Infractions | Minimum Action < | | > Maximum Action |
|---|---|---|---|
| 1. Unexcused tardiness | ---- Refer to Attendance Policy ---- | | |
| 2. Disruption of class or assembly | School Conference | Parent Conference | Suspension |
| 3. Lunchroom misconduct | School Conference | Parent Conference | Suspension |
| 4. Bus/playground misconduct | ---- Refer to Bus Conduct Policy ---- | | |
| 5. Negligence in completing classwork | School Conference | Parent Conference | Suspension |
| 6. Cutting class | ---- Refer to Attendance Policy ---- | | |
| 7. Leaving school without permission | ---- Refer to Leaving School Grounds (Closed Campus) Policy ---- | | |
| 8. Truancy | ---- Refer to Attendance Policy ---- | | |
| 9. Tobacco on school grounds | School Conference | Parent Conference | Suspension [1] |
| 10. Drugs or Alcohol possession | Parent Conference | | Suspension [1, 2] |
| 11. Gambling | School Conference | Parent Conference | Suspension |
| 12. Theft | Parent Conference | | Suspension [1, 2] |
| 13. Assault-physical or verbal | Parent Conference | | Suspension [1, 2] |
| 14. Fighting | Parent Conference | | Suspension |
| 15. Destruction of property, vandalism | Parent Conference | | Suspension [1, 2] |
| 16. Threats/Harassment | School Conference | Parent Conference | Suspension [2] |
| 17. Extortion | School Conference | | Suspension [1, 2] |
| 18. Refusal to obey school officials | School Conference | Parent Conference | Suspension |
| 19. Possession of weapons or other items with the potential to cause harm | | | Suspension [2] |

[1.] May require counseling and rehabilitative efforts before reinstated in school programs
[2.] May require notification of legal authorities

Other possible corrective actions include warning students that continued infraction may result in more severe consequences, removing students from class, before or after school detention, alternative placements, financial restitution, if necessary, and referral to social agencies, if appropriate. The administration may impose punishment that would prevent a student from participation in and attendance at extracurricular activities. In addition, student discipline consequences may include an inability to participate in the graduation ceremony, prom, prom activities, school dances, and/or a class trip.

Suspension alternatives may include in-house suspension or out-of-school suspension. Refer to the Suspension Policy (see policy FOD) for requirements for short-term suspensions (1-10 days) and long term suspensions (11 or more days).

# STUDENT DISCIPLINE
# THREATENING BEHAVIOR
# (REGULATION)

Threatening behavior is defined as an activity that portrays that another person, persons, or property may or will be harmed. As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or a written, verbal, or physical act. Such behavior is specifically prohibited by board policy.

Any student exhibiting threatening behavior either verbally, in written form, or by gesture toward another student or school personnel or others while under school supervision shall be subject to the following:

1. The student will be referred immediately to a site administrator or his/her designee for intervention.

2. The administrator will gather and evaluate incident information and either (a) document the incident and place the student on a five-day probationary period, or (b) implement the following intervention procedure:

   A. The student will be subject to an immediate suspension from school for a minimum of three days.

   B. The student's parent(s)/guardian will be notified.

   C. The Weatherford Police Department shall be notified.

   D. A mandatory conference will be held with the parent(s)/guardian, student, school officials, and others as deemed necessary. ("Others" may include, but not be limited to, the following: police, Multi-County Youth Services, Office of Juvenile Affairs, Department of Human Services, and Child Welfare.) The conference shall take place as soon as possible.

   E. The student must attend mandatory counseling with an appropriate counseling agency as determined by the school. The counseling agency will make recommendations to the school concerning the student's re-entry to school.

   F. A conference shall be held with the site school counselor, an administrator, and the student prior to the student's re-entry to school. If it is determined that the student may not return to school, further counseling and/or alternative placement will be implemented. The student will be re-evaluated at a later date as determined by the school.

Any student who has been previously disciplined for threatening behavior is subject to alternative placement or suspension if the offense is repeated. The alternative placement or suspension shall not exceed the remainder of the current semester and the succeeding semester.

The above shall not apply for any child on an IEP or Section 504 plan until such time as the student's IEP team has determined that the infraction is in no way a manifestation of that student's disability.

## STUDENT DISCIPLINE, THREATENING BEHAVIOR, REGULATION (Cont.)

A site administrator shall file a report on any student disciplined under this policy and send the report to the superintendent.

**REFERENCE: 70 O.S. §24-100.2**

# RESTRAINTS AND SECLUSION

It is the policy of the board of education that physical restraint and seclusion will not be utilized as an acceptable punishment for students. Students will be physically restrained only in the event that the child is an immediate threat to self or others. In such circumstance, the physical restraint will not include any action that could potentially restrict breathing or subject the child to physical injury.

Children that are on an Individualized Education Program (IEP) may be disciplined in accordance with a Behavioral Intervention Plan (BIP) that is included within the IEP. Each incident involving restraint or seclusion of a child on an IEP shall be reported immediately to a school site administrator and documented using the statewide online IEP reporting system. A copy of the documentation shall be placed in the student's file and provided to the student's parent or guardian. For each incident of seclusion or restraint, the student's parent or guardian shall be notified as soon as possible, and must be notified no later than the school day following the incident or within twenty-four (24) hours of the incident, whichever is first. An IEP meeting may be needed to review or implement a BIP for the student.

**REFERENCE:** **Oklahoma Accreditation Standard 210:15-13-9**

# CORPORAL PUNISHMENT

It is the policy of the Weatherford Board of Education to administer corporal punishment only as a last resort after other reasonable corrective measures have been used without success. However, under no circumstances shall any child in DHS custody or any student on an individualized educational program (IEP) be administered corporal punishment.

At the beginning of the school year, parents and legal guardians will be provided the opportunity to allow the administration of corporal punishment to their child(ren). Failure to provide written authorization will not impact the student(s) and will result in alternative punishments being administered. Under no circumstances will the administration administer corporal punishment to a student where written consent was not provided.

Corporal punishment must be administered only in the presence of another professional, certificated staff member, preferably an administrator. Careful documentation of each occasion shall be made by the teacher or the administrator or both. Such documentation will identify the student and set forth the behavior necessitating the punishment, the person who administered the punishment, and the name of witnesses.

Under no circumstances shall other students or non-certificated personnel observe the administration of corporal punishment. The student shall be carefully advised of the nature of the rule infraction for which the punishment is being administered.

If a parent or legal guardian has requested that corporal punishment not be administered to the student, alternative discipline will be considered and may include suspension from school.

If an incident occurs and corporal punishment is imposed on a student with disabilities, the incident should be reported immediately to a school site administrator and documented using the statewide online IEP reporting system. A copy of the document shall be placed in the student's file and provided to the student's parent or guardian. For each incident, the student's parent or guardian shall be notified as soon as possible, and must be notified no later than the school day following the incident or within twenty-four (24) hours of the incident, whichever is first. An IEP meeting may be needed to review or implement a Behavior Intervention Plan (BIP) for the student.

**REFERENCE:** **10 O.S. §7115**
**70 O.S. §6-113.1**
**70 O.S. §6-114**
**70 O.S. §13-116**
**Accreditation Standard 210:15-=13-9**

# CORPORAL PUNISHMENT CONSENT FORM

1. I authorize and give my consent for Weatherford Public Schools officials to administer corporal punishment (paddle) to _____ (*name of student*) as outlined in board policy. This consent is valid for the _____ school year.

2. I do not consent to the administration of corporal punishment to _____ _____ (*name of student*). This consent is valid for the _____ school year.

_____
Parent or Guardian

Date: _____

# CORPORAL PUNISHMENT REPORT FORM

Student's Name _____

School _____ Grade _____

Date _____

Reason for Disciplinary Action: _____

_____

_____

_____

_____

_____

Action Taken: _____

_____

_____

_____

_____

_____

_____ _____

Signature of Administrator Signature of Witness

# DETENTION

A student in this district may be detained after school hours for disciplinary reasons if, in the judgment of a school administrator or the student's teacher, such disciplinary measures are warranted. If a student is to be detained, the parent must be notified of the planned detention and, in the case of bus students, arrangements made for the student's transportation home after detention. In those cases where transportation is required, twenty-four hour notice will be given so that transportation may be arranged.

Parents shall be asked to arrange for the transportation of the detained student. However, if the parent cannot or will not provide transportation, an alternative disciplinary procedure must be substituted. Students who are detained after school must not be left alone during their detention. Supervision of students in detention must be provided or arranged for by the teacher or administrator who detains them. Detention is limited to sixty minutes on any one school day.

**REFERENCE: 70 O.S. §6-114**

# SUSPENSION OF STUDENTS

It is the policy of the Board of Education that the superintendent or designee may suspend a student for:

- Violations of policy or regulations
- Possession of an intoxicating beverage (See policy FNCE)
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- Possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
- Possession of a firearm shall result in out-of-school suspension of not less than one year (See policy FNCGA) This may be modified by the administration on a case by case basis.
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
- Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

Before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based schoolwork assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided with a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

No school board member, administrator, or teacher may be held civilly liable for any action taken in good faith, which is authorized by law under the provisions of this policy.

The superintendent is directed to establish regulations, subject to board approval, which support this policy. Such regulations shall include provisions for appeal of suspension to a suspension appeals committee and/or the board of education. The superintendent may delegate authority for suspensions of students to building principals.

**REFERENCE: 10 O.S. §7005-1.2**
**10 O.S. §7303-5.3**
**10 O.S. §7307-1.2**
**37 O.S. §163.2**
**70 O.S. §24-101.3, §24-102, §24-103, et seq.**

*THIS POLICY REQUIRED BY LAW.*

# SUSPENSION OF STUDENTS (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school.

The authority to suspend a student from a school in the school district is delegated to the respective building principals.

1. Any student may be suspended for:

   - Violations of policy or regulations
   - Possession of an intoxicating beverage (See policy FNCE)
   - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
   - Possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
   - Possession of a firearm shall result in out-of-school suspension of not less than one year (See policy FNCGA) This may be modified by the administration on a case by case basis.
   - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property
   - Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year ~~or longer~~. (See policy FNCGA.)

3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.

4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such an act, will not be enrolled in a regular classroom setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.

5. Students suspended out-of-school who are on an individualized education plan ("IEP") pursuant to IDEA, P.L. No. 101-476 shall be provided the education and related services in accordance with the student's IEP.

6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

## SUSPENSION OF STUDENTS, REGULATION (Cont.)

Procedural Steps to Suspension

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

1. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefor.

2. In-school placement. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal, and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention.

3. Out-of-school suspension.

   A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefor, and the right to appeal the suspension. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based schoolwork assignment setting or another appropriate setting.

   B. If a student is suspended out-of-school for five (5) days or less, the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

Appellate Procedures

Suspension Appeals Committee

A suspension appeals committee is hereby established which will consist of 3 administrators or teachers or a combination thereof. The members of the committee shall be appointed by the superintendent and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

## SUSPENSION OF STUDENTS, REGULATION (Cont.)

Appellate Procedures ***(Option A)***

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:

   A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

   B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

   C. During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

   D. The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.

   E. Decisions of the suspension appeals committee may not be appealed to the board of education. The decision of the suspension appeals committee shall be final.

2. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:

   A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

   B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

**SUSPENSION OF STUDENTS, REGULATION (Cont.)**

C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final.

**NOTE:** **70 O.S. §24-101.3 (E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.**

*THIS POLICY REQUIRED BY LAW.*

# STUDENT DISCIPLINE PROCEDURES FOR STUDENTS WITH DISABILITIES REGULATION

A) Introduction:
This regulation relates to the out-of-school suspension or other disciplinary removal of a child with a disability from the classroom. Disability is defined by the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation ACL "Disciplinary removal " refers to reassignment of a child to an Interim Alternative Educational Setting (IAES) or another setting, designated by the School District, for a prescribed course of education.

B) Definitions:
For purposes of this policy, the following definitions apply:

1) "Controlled substance" means a drug or other substance identified under schedules I, Il, Ill, IV or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).
2) "Illegal drug" means a controlled substance but does not include such a substance that is legally possessed or used under the supervision of a licensed health care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.
3) "Weapon" means a dangerous weapon as defined by 18 U.S.C. 930(g)(2), specifically, a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocketknife with a blade of less than 2.5 inches in length.
4) "Serious bodily injury" means bodily injury which involves: a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of function of a bodily member, organ, or mental faculty.

C) Short-Term Out-of-School Suspension or Disciplinary Removal: The School District may suspend out of school or implement a disciplinary removal of a child with a disability for a period of ten consecutive school days or less for any conduct that would warrant out-of-school suspension or disciplinary removal for a child without a disability. The School District will follow its policy and procedures for the out-of-school suspension of children without disabilities in conjunction with the short-term out-of-school suspension of children with disabilities. The School District will notify the child's parent of the disciplinary action and of all applicable procedural safeguards under state and federal law and School District policy no later than the date on which the decision to take disciplinary action is made.

D) Long-Term Disciplinary Removal: The School District may implement the disciplinary removal of a child with a disability to an Interim Alternative Educational Setting for a period of not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, if the child:

1) Carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the School District's jurisdiction; or
2) Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or to or at a school function under the School District(s jurisdiction; or
3) Has inflicted serious bodily injury to another person at school, on school premises, or at a school function under the jurisdiction of the School District.

## STUDENT DISCIPLINE PROCEDURES FOR STUDENTS WITH DISABILITIES REGULATION (Continued)

The child's Individualized Education Program ("IEP ") or 504 Accommodation Plan team will determine the child's Interim Alternative Educational Setting. Any IAES in which the School District places the child will:

1) Be selected to enable the child to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP or 504 Plan; and
2) Receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications, which are designed to address the behavior violation so that it does not recur.

The School District will notify the child's parent of the disciplinary action and of all applicable procedural safeguards under state and federal law and School District policy no later than the date on which the decision to take disciplinary action is made.

E) Process for Implementing a Long-Term Out-of-School Suspension or Disciplinary Removal:
Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, and disciplinary action is being made for an out-of-school suspension or disciplinary removal of more than ten school days or when a series of short-term out-of-school suspensions or disciplinary removals exceeds ten school days during the school year, the School District will convene a meeting of the student's IEP or 504 team. The team will:

1) Gain parent consent to conduct a functional behavioral assessment (FBA) of the child, unless the School District had conducted an FBA before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan to address the child's behavior; or
2) If the child already has a behavioral intervention plan, review and modify it, as necessary, to address the behavior; and
3) Conduct a manifestation determination, by reviewing the relationship between the child's disability and the behavior subject to disciplinary action.

F) Making a Manifestation Determination:
If the IEP or 504 team determines that the behavior subject to disciplinary action is a manifestation of the child's disability, then the School District cannot suspend the child out of school long-term or implement a long term disciplinary removal as discipline for the behavior, unless it is due to a weapon, drug, or serious bodily injury offense.

Return the child to the placement from which the child was removed, unless the parent and the School District agree to a change of placement as part of the modification of the behavioral intervention plan.

If the IEP or 504 team determines that the behavior subject to disciplinary action is not a manifestation of the child's disability, then the School District may suspend the child with a disability out of school long-term or implement a long-term disciplinary removal in the same manner and for the same duration as the procedures would be applied to a child without a disability:

## STUDENT DISCIPLINE PROCEDURES FOR STUDENTS WITH DISABILITIES REGULATION (Continued)

The IEP or 504 Plan team must review all relevant information in the student's file, including the child's IEP, and teacher observations, and any relevant information to determine:

1) If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or

2) If the conduct in question was the direct result of the School District's failure to implement the IEP or 504 Plan.

If the IEP or 504 team determines that the child cannot be suspended out of school or a disciplinary removal implemented as discipline for the behavior, it may still consider whether a change of program and/or placement is appropriate for the child for non-disciplinary reasons. School District personnel will provide the child's special education and disciplinary records for consideration to the person(s) making the final decision about the disciplinary action to be imposed.

G) Continuing Educational Services:
The School District will provide appropriate educational and/or related services during long-term out-of-school suspensions to a child with a disability under the IDEA and Section 504 of the Rehabilitation Act, whether the child's behavior is or is not a manifestation of his or her disability. The child's IEP or 504 team will determine an appropriate educational program and placement for the child. Otherwise, educational services during the out of-school suspension term shall be governed by the School District's policy and procedures for the out of school suspension of children without disabilities.

H) Placement During Appeals:
The parent of a child with a disability who disagrees with any decision regarding placement or the manifestation determination, or the School District believes that maintaining the current placement of the child is substantially likely to result in injury to the child or other students, may appeal the decision by requesting a hearing. A resolution meeting must occur within seven days of the receiving notice of the due process complaint, unless the parents and the School District agree in writing to waive the resolution meeting.

When an appeal has been made by either the parent or the School District, the child must remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period specified for the suspension/removal or, whichever occurs first, unless the parent and the School District agree otherwise.

I) Suspension from Transportation:
The School District may suspend a child with a disability from transportation as a disciplinary measure. During the period of the suspension from transportation, the School District will reimburse the child's parent or his or her designee for the reasonable cost of transporting the child to and from school.

# TRUANCY AND ATTENDANCE

The Weatherford Board of Education recognizes that regular school attendance of a child of school age is required by Oklahoma law and that the school is required to record all student absences and the reasons for them and to report excessive absences to proper authorities. While the board considers regular school attendance essential for success in school, the board also recognizes that an occasional absence by students may be unavoidable. The board believes that proper communication between schools, parents, and legal authorities in school attendance matters assists students to attend school on a regular basis and attains the maximum benefit from classroom education.

The superintendent is directed to establish regulations that implement and support this policy.

**REFERENCE: 10 O.S. §7003-5.5**
**70 O.S. §10-105, §106, §107**
**70 O.S. §24-120**

# STUDENTS:
# FEES, FINES, AND CHARGES

It is the goal of the Weatherford Board of Education to provide a free, appropriate, public education to all the children of this district. However, there are certain areas in which the payment of fees, fines, or charges may be required. The superintendent is directed to establish a regulation designating such areas and setting forth methods of payment.

# STUDENTS:
# FEES, FINES, AND CHARGES
# (REGULATION)

In accordance with the policy of the board of education, the following areas will require payment of a fee, fine, or charge by the student:

1. Membership dues in student organizations or clubs and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.

2. Security deposits for the return of material, supplies, or equipment.

3. Items of personal use such as student publications, class rings, annuals, and graduation announcements.

4. Any authorized student health or accident benefit plan.

5. A reasonable fee, not to exceed the actual annual maintenance cost for the use of musical instruments and uniforms owned or rented by the district.

6. Items of personal apparel that become the property of the student and which are used in extracurricular activities.

7. Parking fees and fees for identification cards if applicable.

8. Fines assessed for lost, damaged, or overdue library books.

9. Other fees, fines, or charges specifically permitted or required by law.

Payments to schools for lost or damaged instructional materials will be deposited in the school activity fund as a line item account and will be used to purchase replacement materials as necessary.

All lost or damaged materials must be paid for before the end of the school year in which the loss or damage occurs or before a student officially withdraws from the school district.

Students in the 12th grade who have not fulfilled these obligations also will be denied a cap and gown and the privilege of participating in the graduation ceremonies of the class.

# COMMUNITY SPONSORED ACTIVITIES
# CONTESTS FOR STUDENTS

While there is no intent to refuse to cooperate with community agencies, there is very definitely a desire to keep such cooperation within reasonable bounds.

The following statements are for the purpose of obtaining this objective. It is believed that this policy will make for greater uniformity in cooperative undertakings in the various communities served by the schools and, at the same time, protect the schools against participation in activities that are not in keeping with the purposes and the educational aims of the schools.

Regulations governing commercial, essay, speech, athletic, and music contests or tournaments in the Weatherford Public Schools include the following:

1. The primary educational aims of the schools and the needs and interests of the students must be the first consideration at all times.

2. Schools should not be used to promote private, political, and sectarian interests and causes that have not gained general approval as being for the public welfare.

3. Schools shall not be used for direct sales promotion of individual competitive goods or services, nor for concealed, misleading, or extravagant advertising.

4. All materials or activities initiated by private sources shall be judged on grounds of their direct contribution to educational values, factual accuracy, and good taste.

5. Business enterprises and community organizations desiring to sponsor activities and programs in the schools must present their plans and programs to the superintendent one month preceding the time in which the activities and programs are to be sponsored. (Meritorious exceptions to this regulation shall be given consideration.)

# PUBLIC INFORMATION PROGRAM

The superintendent, as a representative of the district, is given the responsibility of informing the public as to the purpose, goals, methods, and progress of the educational program. Accuracy, reliability, and leadership in this area will develop confidence and understanding, thereby creating better relationships between the school district and the community. All school personnel are responsible for good public relations.

Therefore, all written notices, bulletins, newsletters, and matters pertaining to students are to be submitted to the principal prior to release. Matters that pertain to the district will be submitted to the superintendent of schools prior to release.

Non-school-originated material shall be disseminated by the Director of Community Relations.

The policy is not intended to interfere with the responsibility of district personnel to communicate with the parents or legal guardians of a particular student. It is intended to insure that prompt, reliable, and accurate information is provided to parents and patrons of this district.

# OPEN RECORDS ACT

It is the policy of the Weatherford Board of Education to recognize and facilitate the public's right of access to and review of public records. The district is not required to release information contained in its education records except in conformity with the provisions of the Open Records Act, Title 51, Oklahoma Statutes, Section 24 A.l. and only to the extent that said act does not violate federal law. (See GBA-R.)

_____ shall be the district's custodian of public records and shall be responsible for the preservation and care of those public records. At least one person shall be available at all times to release records during the regular business hours of the school district. Additionally, the superintendent may establish reasonable rules of procedure by which public records may be inspected.

The superintendent shall charge a fee to recover the reasonable direct costs of copying district records. The superintendent shall also charge a fee for the direct costs of searching for district records sought for solely commercial purposes or for searches that cause excessive disruption to the district's essential functions. In no case shall a search fee be charged for records sought in the public interest including, but not limited to, releases to the news media, scholars, authors, and taxpayers seeking to determine whether officials of the district are honestly, faithfully, and competently performing their duties as public servants. Fees for copies shall be paid in advance before the copies are made. A deposit may be required for search fees. The fee schedule for searching for and copying of district records shall be as follows:

| Copies: | | Research: |
|---|---|---|
| 8 1/2" X 11" or | | $25.00 per hour |
| 8 1/2" x 14" | $.25 per copy | |
| 11" x 17" ledger | $.50 per copy | |
| Certified copy | $1.00 per page | |

All confidential student records as defined by state and federal law shall remain confidential and accessible only to authorized personnel. The district may make requested records available online at the school district's website ~~the Internet~~ to comply with the obligation of providing prompt, reasonable access to records.

**REFERENCE: 51 O.S. §24 A.l, et seq.**

**NOTE: If regular business hours are not maintained, the school district is required by law to post and maintain a written notice at the main office of the school district and with the county clerk, which notice shall include the following: (1) the hours records are available for inspecting, copying, and reproduction; (2) the name, address, and telephone number of the individual in charge of the records; and (3) detailed procedures for obtaining access to the records at least two days of the week, excluding Sunday.**

# OPEN RECORDS ACT
# (REGULATION)

In accordance with the policy of the board of education to recognize and facilitate the public's right of access to and review of the district's public records, the following regulations shall apply:

Public access to district records shall be provided in accordance with applicable federal and state laws and regulations. The district shall implement the following procedures to provide prompt and reasonable access to its records in a manner that protects the integrity and organization of its records and prevents excessive disruptions of its essential functions.

1. Records specifically exempted by law from public inspection and copying are also exempted from this policy, including but not limited to:

    A. Records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation.

    B. Records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, employment applications submitted by persons not hired by the public body, and transcripts from institutions of higher education maintained in the personnel files of certified public employees (may disclose degree obtained and curriculum on the transcripts of certified public employees).

    C. Records of what transpired during meetings of the district's board of education lawfully closed to the public, such as executive sessions authorized under the Oklahoma Open Meeting Act. The following information may be kept confidential:

        1. Investigative evidence of a plan or scheme to commit an act of terrorism;

        2. Assessments of the vulnerability of government facilities or public improvements to an act of terrorism and work papers directly related to preparing the assessment of vulnerability;

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

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

        5. Information technology of a public body or public official but only if the information specifically identifies:

            a. Design or functional schematics that demonstrate the relationship or connections between devices or systems;

            b. System configuration information;

            c. Security monitoring and response equipment placement and configuration;

            d. Specific location or placement of systems, components, or devices;

**OPEN RECORDS ACT, REGULATION (Cont.)**

e. System identification numbers, names, or connecting circuits;

f. Business continuity and disaster planning, or response plans; or

g. Investigation information directly related to security penetrations or denial of services; or

6. Investigation evidence of an act of terrorism that has already been committed.

The term "terrorism" means any act encompassed by the definitions set forth in Section 1268.1 of Title 21 of the Oklahoma Statutes.

D. The home address or social security number of any employee or former employee.

2. Requests for the inspection and copying of district records will be accommodated by district personnel designated to release district records for inspection and copying as soon as it is determined the requested records are not exempt from inspection and copying. Such determination may require the consideration of the superintendent and/or the district's attorney. Records shall only be available during the regular business hours of the district's administration building.

3. The superintendent shall charge a fee to recover the reasonable direct costs of copying district records. The superintendent shall also charge a fee for the direct costs of searching for district records sought for solely commercial purposes or for searches which cause excessive disruption to the district's essential functions. Search fees shall not be charged for records sought in the public interest, including, but not limited to releases to the news media, scholars, authors, and taxpayers seeking to determine whether officials of the district are honestly, faithfully, and competently performing their duties as public servants. Fees for copies shall be paid in advance before the copies are made. A deposit may be required for search fees. The fee schedule for searching for and copying of district records shall be as follows:

Copies: 8 1/2" x 11" - $.25 per copy
8 1/2" x 14" - $.25 per copy

Search fee: $30 per hour

The referenced fees shall be posted at the principal office of the school district and with the county clerk.

4. The following records shall be kept confidential by the district:

A. Individual student records;

B. Teacher lesson plans, tests, and other teaching material; and

C. Personal communications concerning individual students;

**OPEN RECORDS ACT, REGULATION (Cont.)**

D. Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation; or

E. Personnel records whose disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, or employment applications submitted by persons not hired by the public body.

5. An employee of the district shall have a right of access to the employee's own personnel file.

**REFERENCE: 51 O.S. §24A.5**
**51 O.S. §24A.27**

# NEWS MEDIA RELATIONS

The Weatherford Board of Education recognizes its responsibility to provide accurate information concerning the school district to the community and seeks to establish a good working relationship with the news media.

Therefore, it is the policy of the board of education to cause any information that is to be released to the media to be carefully monitored. Such monitoring is intended to insure accuracy and to prevent any potential liability for the unauthorized disclosure of confidential information. The school district will comply fully with the Freedom of Information Act and Open Records Act.

Any issue that appears to be sensitive or which may involve confidential information shall be cleared through the superintendent or the superintendent's designee. It may, in the superintendent's discretion, be necessary to submit issues that could lead to community disruption to the board of education.

The welfare of our students and the community is important and information that could cause embarrassment to either should be carefully screened prior to release.

# SPORTS AND SPECIAL EVENTS COVERAGE

It is the policy of the Weatherford Board of Education to permit news media coverage of sports and special events to include radio and video broadcast. Arrangements for such coverage and use of any school facilities shall be made in advance with the supervising school official in charge of the event (in most cases the building principal).

To insure that the community will have complete coverage of sports and special events, it is the policy of the board to request local reporting media that broadcast home events to also broadcast out of town events.

# MEDIA COVERAGE AND AUDIO/VIDEOTAPING

**Television Rights**

The Weatherford Board of Education recognizes that certain school events and programs when telecast on commercial channels, including cable, offer informational, educational, cultural, and recreational opportunities for the community. The board also has both legal and implied obligations inherent in its "in loco parentis" relationship with students and employees that require their protection from any form of exploitation, including their appearance on TV programs which might not meet with parental approval because of the theme, format, or sponsor, or may be an invasion of employee privacy; therefore, the following requirements will be observed in the videotaping or photographing special events, including sports, and public student performances:

1. Application by commercial stations for rights to televise a school-sponsored event, whether "live" or "delayed," must be approved by the superintendent.

2. A telecast, whether "live" or "delayed," that exceeds five minutes of viewing time must be approved by the board. Each event will be considered individually and in accordance with the authority and responsibility of the board.

3. An application for a telecast that is commercially sponsored must list the sponsor(s) at the time that the application is submitted. The district will retain the right of approval or rejection of the program ideas, formats, plans, and sponsors of the telecast.

4. A reasonable rights fee, the amount to be decided in each instance, may be charged for televising an event originating in school facilities.

5. The request for rights to televise will include a certificate of liability insurance and properly executed "hold harmless" agreement on the TV station's letterhead, signed by the general manager of the station. The "hold harmless" agreement will read:

   > The station expressly promises and agrees to indemnify and hold the Weatherford Board of Education, its members, its officers, and employees free and harmless from any and all loss, cost or expense, including attorney's fees on account of any claim for injury or damage, and an obligation to protect the privacy of school district employees, either to person or property on account of or in any way connected with the operation, performance or activities of the station under this agreement."

6. A staff member or patron requesting the videotaping or photographing of a school-sponsored event will submit a request for approval through the building principal. The building principal, if he or she approves, will submit the request to the superintendent.

7. Any school production (play, musical, etc.) approved for videotaping or filming must be cleared for copyright use. If a televised school production is not copyrighted, it will remain the property of the board.

## MEDIA COVERAGE AND AUDIO/VIDEOTAPING (Cont.)

8. Except for the specific rights granted under the signed rights agreement, the district will retain all rights to the televised program. All TV programs, educational and otherwise, that are produced "in house" will remain the property of the board.

**Videotaping**

Videotaping and filming of school district employees shall have the prior written consent of the building principal and the participating employees. Anyone (employees or patrons) desiring to videotape student(s) must have prior approval from the building principal. If any student is to be filmed or videotaped, prior written consent/release/waiver shall be obtained from the student's lawful custodian. Additionally, if a student is handicapped or exceptional and if such student will be identifiable on the film or videotape, prior written consent/release/waiver shall be obtained from the student's lawful custodian. If film or videotape is to be used for any purpose other than the purpose set forth on the employee consent form, then release/waiver forms shall be obtained from each participating employee and his/her principal.

**Audio Taping**

The use of audio tape recorders in classrooms is not permitted except under special and unusual circumstances. If a student desires to tape a class lecture, the student must obtain permission from both the principal and the teacher whose class is to be taped.

Tape recorders may be used during any open school board meeting if the taping is done quietly and without interrupting the meeting.

Tape recorders may be used during any due process hearing by representatives of the school district and the person who is the subject of the hearing or that person's designated representative unless, in the opinion of the superintendent, a breach of confidentiality would result.

Tape recorders may be used by representatives of the school and parent, guardian, or student over eighteen during any IEP team meeting unless a breach of confidentiality would result.

Tape recording of any other school activity may be done only with the permission of the superintendent.

**REFERENCE: 25 O.S. §312**

# PUBLIC COMPLAINTS

The Weatherford Board of Education welcomes comments and suggestions for improvement from the patrons whom it serves. Constructive criticism of the schools is welcome whenever it is motivated by a sincere desire to improve the quality of the educational program or to allow the schools to do their tasks more effectively. However, the board has confidence in its professional staff and desires to support their actions in order that they are free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will promptly be referred to the school administration for study and possible solution.

Since individual board members have no authority to resolve complaints, other than by formal board action, administrators are expected to follow up on all complaint referrals and to advise the board members of the nature of the complaint and the action(s) taken. The board expects that the administration will develop a procedure for receiving complaints courteously and that it will take steps to make a proper reply to the complainant. Follow-up shall be in the form of a written memorandum to the board members.

Anonymous complaints provide no avenue for response or redress of the complaint. Therefore, it will be the policy of the board that anonymous complaints shall not be pursued. An unsigned complaint will not be read or acted upon at any meeting of the board and anonymous telephone complaints will not be brought to the board by any individual board member, administrator, or other district employee. Further, the administration will not act on any anonymous complaint.

Complaints for which specific resolution procedures are provided shall be directed through those channels. This includes complaints about personnel, complaints about instructional materials, etc.

Complaints should be resolved at the lowest possible level of authority. If the complaint cannot be resolved at the building level, either party is encouraged to bring the matter to the attention of the superintendent of schools.

**LEGAL NOTE: Appeals to the board could jeopardize the district's ability to proceed with adverse employment action. We recommend ending at superintendent level.**

# GRIEVANCE PROCEDURE: PARENT-TEACHER

The Weatherford Board of Education realizes that parents may have a grievance they wish to discuss with the district. However, it is also recognized that there must be an orderly procedure for hearing and resolving grievance issues.

If the grievance is directed toward a teacher, the parent shall be requested to make an appointment to visit with the teacher in an effort to resolve the grievance.

If the grievance is not resolved following a parent/teacher conference, the parent will be requested to discuss the problem with the principal.

If the grievance is not resolved following the principal/parent conference, the parent shall be requested to schedule an appointment with the superintendent.

If the grievance remains unresolved following the above conferences, the parent may appeal the grievance to the board of education. Parental grievances shall not be heard in executive session. The board's action shall be a final determination of the grievance.

**REFERENCE: Atty. Gen. Op. No. 82-209**

# ADVERTISING ON SCHOOL PROPERTY

The Board of Education desires to expand revenue sources for the financial needs of the school district and authorizes advertising on school property consistent with applicable state and local laws, codes, and ordinances. "School property" for the purposes of this Policy includes, but is not limited to: school district owned real estate; school district owned or leased buildings; school district owned or leased vehicles, excluding school buses; school district electronic communication medium including the school district's website, school district electronic communications, school district television, and media productions; school district sponsored content on mass media outlets; and any other method of electronic or print communications published or used by the school district. The Board of Education may enter into a contract for the sale of signage on school district property which may also include, but is not limited to, areas in and around athletic fields and grounds, on fences, on school vehicles, and in and on school buildings; advertising space in school district publications and print media; advertising space on the school district's website; and advertisements to be included in school district productions and programs that are aired on media outlets such as television stations, online, radio, etc.

Advertisements shall be limited to the name of the company or organization, contact information for the company or organization, and the logo of the company or organization. Advertisements will not include statements or tag lines. The Board will not approve specifications or award an advertisement on school property contract if the advertisement:

1. Is false, misleading, deceptive, fraudulent, or libelous;
2. Contains material or language that is obscene, profane, or vulgar,
3. Promotes unlawful or illegal goods, services, or activities;
4. Declares or implies an endorsement by the Board of Education, school district or an employee or student of the district.

An advertiser will be considered an independent contractor and shall not be deemed to be an agent, servant, employee, or representative of the Board of Education. If payment is not received in a timely manner, the advertisement shall be removed.

# DISTRIBUTION OF INFORMATION AND MATERIALS ON SCHOOL PREMISES

It is the policy of the Weatherford Board of Education that students, school personnel, and school facilities may not be used in any manner for advertising, selling, fund raising, or promoting the interests of any non-school agency, organization, or individual without the prior written approval of the superintendent or the superintendent's designee.

Requests by individuals or groups for schools to use or distribute pamphlets, booklets, flyers, brochures, and other similar materials to students for classroom use or to take home must be submitted in writing to the superintendent's office. The materials and the proposed method of distribution shall be subject to review based on legitimate educational concerns. Such concerns shall include whether the material:

1. May be defamatory;

2. Is poorly written, inadequately researched, biased, or prejudiced;

3. Contains information that is not factual;

4. Is not free of racial, ethnic, or sexual bias; or

5. Contains advertising that violates public school laws, rules, and/or policy, is deemed inappropriate for students, or that the public might reasonably perceive to bear the sanction or approval of the district.

The superintendent or designee will determine whether acceptance of the material will contribute in a meaningful way to the educational program of the school. The educational program of the school is understood to include instruction, extracurricular activities, athletics, assemblies, and other similar activities carried out by the school.

The administration shall determine distribution procedures. Such procedures may include:

1. Distribution to each student before or after class if materials are not directly related to the instructional goals;

2. Notification to students or parents of the availability of the materials in a specified location if this procedure is deemed less disruptive to the educational process; or

3. Solicitation of school-related groups such as parent organizations to distribute materials.

Announcements of events sponsored by non-school groups must meet the same criteria and, if approved, may be posted in a central area within the school.

Commercial materials will not be distributed through the schools unless they are of benefit to the overall educa¬tional program of the school and are approved by the superintendent. These materials include, but are not limited to, equip¬ment, supplies, printed matter, logos, slogans, trademarks, symbols, individuals and programs which are recognizable as representing a commercial firm, product, or service.

Any plans by an organization that would involve students in any manner must have the prior approval of the superintendent.

The practice of distributing pamphlets, booklets, flyers, brochures, and other similar materials shall be periodically reviewed to ensure that the mere volume of requests has not become an interruption to the educational process.

# SCHOOL VISITORS

It is the policy of the Weatherford Board of Education that all visitors to any school facility obtain a visitor's pass at the building principal's office. Parents are requested not to send or allow siblings to visit students in the classroom.

Staff members are not normally expected to have personal visitors during the school day.

Agents or other persons shall not visit teachers during school hours for the purpose of selling books or other articles without written consent from the superintendent.

The superintendent or principal of any school shall have the authority to order any person[1] out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes. This authority shall extend to the removal of any individual attending an official school activity or field trip where students are present, including an activity or field trip not on school property, when the superintendent or principal determines that a threat to the peaceful conduct of students exists. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than $500.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment.

Any person who is requested to leave the premises shall be unable to return to the premises without the written permission of the administration for a period of six months. A grievance or an appeal may be filed by the individual as per district policy GJ-P.

**REFERENCE: 70 O.S. §24-131**
**21 O.S. §§ 1375, 1376**

*THIS POLICY REQUIRED BY LAW.*

[1] Does not include students, officers, or employees of the district.

# SCHOOL VISITORS
# (GRIEVANCE/APPEALS PROCESS)

Any person who has been removed from this institution or from a school activity or event whether held on or off the premises shall be given written notice of the procedures for requesting a hearing and filing a grievance or appeal with the board of education by their receipt of a copy of this policy.

Filing a Grievance or Appeal

Within five (5) working days of being directed to leave premises, the individual ("complainant") may request a hearing before the board of education regarding their removal from school premises. The request shall be submitted in writing to the superintendent. Such request shall be mailed certified mail, return receipt requested. If the complainant fails to request a hearing within five (5) working days of being directed to leave the premises, the right to a hearing shall be deemed to be waived.

Upon receipt of the complainant's request for a hearing, the administration shall prepare a written summary of the reason(s) why the individual was directed to leave school premises. The written summary may include the date, time, place, witness statements, and reasoning behind the administrator's decision to direct the individual to leave school premises. The written summary prepared by the administration shall be mailed to the complainant no later than ten (10) days prior to the date set for hearing before the board of education.

Hearing

The hearing shall be conducted by the board of education as follows:

1. The administration shall present each of the board members with a copy of the written summary provided to the complainant;

2. The complainant shall present each of the board members with a copy of a written response to the administration's paperwork;

3. Members of the board of education shall be afforded the opportunity to ask questions related to the summary and response;

4. The board of education shall vote to accept, amend, or reject the recommendation of the administration with regard to the directive to complainant[1].

The decision of the board of education shall be final and unappealable.

*THIS POLICY REQUIRED BY LAW.*

[1] Agenda language will need to reflect the individual's name.

# SCHOOL VISITORS
# (REGULATIONS)

Log Book

The principal in every school in the district must maintain a log book in which every visitor to the school shall write his or her name and address and indicate whether he or she is a parent of a child attending that school. This logbook shall be available in the principal's office at all times during the school day. All persons entering a school building must check in with the principal's office and identify themselves as soon as they enter the building, regardless of the purpose of their visit. The superintendent shall periodically ask for and review these log books and discuss unusual entries (or lack of) with the building principal. If necessary, the superintendent will work with the principal to solve any problems that have arisen.

Visitor Interruptions

While visiting in a classroom, a visitor must not interrupt the class in any way, nor speak to or disturb the children. If the visitor desires to ask questions of or to confer with the teacher, the visitor must make arrangements for a conference with the teacher upon leaving the classroom, or contact the teacher at a later time for an appointment.

Number of Visitors

In order to not unreasonably interfere with the education of the children or the school program, and in order to not overcrowd a particular classroom, the principal shall have the right to restrict the number of visitors to a particular classroom at a given time and shall have the further right to determine a reasonable period of time for a visitor to remain in a classroom. In all such determinations, preference shall be given to parents of children attending the school.

Parents Visiting

Parents visiting their children at lunch time shall follow the above standards and, in addition, will inform the student's teacher in advance to allow an accurate count for lunch preparation for that day.

# STUDENT RECRUITMENT
# ACCESS TO STUDENTS AND DIRECTORY INFORMATION

## The following policy provides two options. The board is required to select ONE of these options as district procedures for military recruiter access to students and directory information. Please delete the option not selected.

The Weatherford Public School District restricts recruiting access to students and directory information. Directory information or class lists of student names, addresses, and/or telephone numbers shall not be distributed without the consent of the parent or legal guardian of the student or by the student age 18 or over. Military services representatives shall have access to student directory information unless such access is specifically denied in writing by the parent, legal guardian, or student age 18 or over.

Military services representatives shall have the same access to secondary school students as is generally provided to postsecondary institutions or prospective employers. However, such access may be specifically denied in writing by the parent, legal guardian, or student age 18 or over.

This district will notify parents of the types of student directory information released. The notice will include:

1. An explanation of the parent's right to request that information not be disclosed without prior written consent;

2. Notice that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent; and

3. Notification on how the parent may opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

The notice will be provided to parents on an annual basis.

**REFERENCE: 10 U.S.C. §503 as amended by The National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107)**
**20 U.S.C. §7908 (§9528 of the ESEA) as amended by the No Child Left Behind Act of 2001 (P.L. 107-110)**

**NOTE: Cited provisions of federal law apply to all LEAs receiving ESEA funds. A district's failure to comply with ESEA regulations may result in loss of funds.**

*THIS POLICY REQUIRED BY THE NO CHILD LEFT BEHIND ACT.*

# USE OF SCHOOL PROPERTY

The Weatherford Board of Education believes that the first priority in the use of its school property is the education of children in the district. However, local citizens are encouraged to use the property for other reasonable general public use including religious, political, literary, community, cultural, scientific, mechanical, agricultural, or parental involvement purposes. The school district shall allow use of school buildings and facilities to youth groups listed in Title 36 of the United States Code as a patriotic society in accordance with the rules and requirements set forth in the school district's regulation on use of school facilities.

The school district will make school property available for public recreation before or after normal school hours, on weekends, or during school vacations. In making the determination as to whether property is available, the superintendent shall review current recommended guidelines regarding social distancing and gatherings to determine whether the district space that is requested will be able to be utilized. If a group is allowed to use school property, it will be the responsibility of the person who fills out the application for use to ensure that all appropriate steps are taken with regard to social distancing and that the CDC guidelines are followed with regard to sanitation and cleaning. Specific property that will be open includes: (list property that will be open). The school district will not provide supervision during these hours and any use should be carefully monitored by parents or legal guardians.

The school district will not provide emergency shelter for patrons during weather emergencies. Animals will not be permitted in the school district's tornado shelter.

If the school renders emergency care, aid, shelter, or other assistance during a national disaster or catastrophic event, the school district shall not be liable for damages resulting from the rendering of the emergency are, aid, shelter or other assistance unless the damage was caused by the gross negligence or willful or wanton misconduct of the individual or entity rendering the emergency care, aid, shelter or assistance.

The board shall exercise its authority to fix and collect rentals, rates, and charges for the occupancy or use of school property in such amounts and in such manner as may be determined.

The superintendent is directed to establish rules and regulations in support of this policy. The rules and regulations will require evidence of appropriate liability insurance coverage. The school district will not permit the use of school property or equipment by any person or organization that does not furnish evidence of sufficient insurance coverage.

If the district has provided classroom space or other school facilities for a federally sponsored Head Start program and is planning to make a material change in the arrangement, the superintendent will give notice to the director of the Head Start program at least seven (7) days prior to a school board hearing on the matter.

**REFERENCE:** **20 USC §7905**
**70 O.S. §§5-129.3 and 5-130**
**11 O.S. §33-103**

**NOTE:** **Senate Concurrent Resolution 60 of 1994 recommends that school districts make school transportation equipment available to community-based organizations in transporting elderly persons.**

# RENTAL FEE AND PROJECTED SALARY

To determine if you are in Group 1,2,3 or 4, please answer the following questions:

___ Do you represent a school team, organization, club or sponsored by the school?

___ Do you represent a school booster club

___ Do you represent an area emergency organization using the facility for training only

___ Is your group a non-Weatherford School group with only Weatherford Public School students PreK-12 If Yes then complete the following:

- ___ ls your group only Weatherford Public School students in grades PreK-12
- ___ Is there a cost of any type to be part of your group
- ___ Is this a fundraiser
- ___ Is this open to all students within the defined grade level(s)

___ Is your group a Non-Weatherford PreK-12 organization

___ Do you represent a non-profit ogranization

Who is the Weatherford Public School employee opening and closing the facility. _____

Facility Deposit ..... .....$_____

Facility Rent ..... .....$_____

Custodian service assignment and estimated fee:

| Name: | Hours Worked: (at 1.5 times pay rate for person assigned) | | |
|---|---|---|---|
| #1 _____ | Hrs.__ | x $__ | Total due$___ |
| #2 _____ | Hrs.__ | x $__ | Total due$___ |

Food service staff assignment and estimated fee:

| | | | |
|---|---|---|---|
| #1 _____ | Hrs.__ | x $__ | Total due$___ |
| #2 _____ | Hrs.__ | x $__ | Total due$___ |
| #3 _____ | Hrs. | x $ | Total due$ |
| #4 _____ | Hrs.__ | x $__ | Total due$__ |

**RENTAL FEE AND PROJECTED SALARY (Cont.)**

Total Projected Cost $___

Adjustments $___

Total Due $___

Attach this billing to Activity Fund Requisition when submitting to the school administration office for payment. Note: NO SALARIES are to be paid directly to school personnel. Auditing regulations require that all monies must be receipted to and paid from the student activity account.

Approval

The Board of Education reserves the right to cancel any permission granted. The superintendent and/or Board of Education may make alternatives to the above requirements.

Date: _____

Approved by: WPS Authority

_____ Date: _____

Organization Representative

# AGREEMENT TO USE WEATHERFORD PUBLIC SCHOOL FACILITY/BANQUET SERVICES

The _____ organization wishes to reserve the _____ facility for the purpose of _____ on the date(s) of _____ during the following times: _____
Responsible person: _____ Phone: _____

RENTAL FEE AND PROJECTED SALARY

Facility Rent ..... $ _____

Custodian service assignment and estimated fee:

| NAME | HOURS WORKED (@1½ times pay rate for person assigned) | | | |
|---|---|---|---|---|
| #1 _____ | Hrs _____ | x $ _____ | Total Due $ _____ | |
| #2 _____ | Hrs _____ | x $ _____ | Total Due $ _____ | |

Food service staff assignment and estimated fee:

| | | | | |
|---|---|---|---|---|
| #1 _____ | Hrs _____ | x $ _____ | Total Due $ _____ | |
| #2 _____ | Hrs _____ | x $ _____ | Total Due $ _____ | |
| #3 _____ | Hrs _____ | x $ _____ | Total Due $ _____ | |
| #4 _____ | Hrs _____ | x $ _____ | Total Due $ _____ | |

Total Projected Cost $ _____
Less Deposit $ _____
Adjustments $ _____

TOTAL AMOUNT DUE $ _____

Attach this billing to Activity Fund Requisition when submitting to school administration office for payment. Note: NO SALARIES are to be paid directly to school personnel. Auditing regulations require that all monies must be receipted to and paid from the student activity account.

APPROVAL

The Weatherford Board of Education reserves the right to cancel any permission granted. The superintendent and/or board of education may make alternatives to the above requirements. All individuals below signify by signature that they understand and will fulfill their respective responsibilities in this agreement.

Approved by: _____ Date _____
Weatherford Public Schools Authority

_____ Date _____
Organization Representative

# USE OF SCHOOL PROPERTY
# (REGULATIONS)

WEATHERFORD BOARD OF EDUCATION II G-14
Fee Schedule for Use of Facilities

Individuals, groups, or organizations wishing to use the schools facilities will fall into one of these four groups. The group level will determine the cost for use and the priority level.

Group 1
- Weatherford Schools teams, organizations, clubs, and programs sponsored by the school

Group 2
- School Booster Clubs
- Area Emergency Personnel using the facilities for training,
- Weatherford non-school groups/organizations which meet the following criteria:

a) Only Weatherford Public School PK-12 students
b) No cost of any kind to students
c) Activity is not a fundraiser
ct) Open to all students within the defined grade level(s)

Group 3
- Weatherford non-school based PK-12 groups/organizations

Group 4
- All Individuals/organizations/groups who do not meet criteria for Groups 1, 2 or 3

## USE OF SCHOOL PROPERTY, REGULATIONS (Cont.)

| Facility | Group 1 | Group 2 | Group 3 | Group 4 |
|---|---|---|---|---|
| Eagle Stadium | No Charge | No Charge | $20/hror$100/day | $40/hr or $200/day |
| Middle School Auditorium | No Charge | No Charge | $12.50/hr or $37.50/day | $25/hr or $7S/day |
| Middle School Gym | No Charge | No Charge - | $12.50/hr or $37.50/day | $25/hr or $7S/day |
| High School Gym | No Charge | No Charge | $15/hr or $75/day | $30/hr or $150/day |
| Elementary School Cafeteria | | | | |
| Kitchen Only | No Charge | No Charge | $7.50/hr or $37.50/day | $15/hr or $75/day |
| Dining Room Only | No Charge | No Charge | $7.50/hr or $37.50/day | $15/hr or $7S/day |
| Dining Room and Kitchen | No Charge | No Charge | $15/hr or $75/day | $30/hr or $150/day |
| Middle School Cafeteria | | | | |
| Kitchen Only | No Charge | No Charge | $12.50/hr or $50/day | $25/hr or $100/day |
| Dining Room Only | No Charge | No Charge | $12.50/hr or $50/day | $25/hr or $100/day |
| Dining Room and Kitchen | No Charge | No Charge | $20/hr or $7S/day | $40/hr or $150/day |
| High School Cafeteria | | | | |
| Kitchen Only | No Charge | No Charge | $12.50/hr or $50/day | $25/hr or $100/day |
| Dining Room Only | No Charge | No Charge | $12.20/hr or $50/day | $25/hr or $100/day |
| Dining Room and Kitchen | No Charge | No | $20/hr or $7S/day | $40/hr or $150/day |

| | | | | |
|---|---|---|---|---|
| Classroom | No Charge | No Charge | $2.50/hr or $25/day | $5/hr or $50/day |
| Board Room | No Charge | No Charge | $5/hr or $25/day | $10/hr or $50/day |
| PE Building | No Charge | No Charge | $7.20/hr or $37.50/day | $30/hr or $150/day |
| Burcham Gym | No Charge | No Charge | $15/hr or $75/day | $30/hr or $150/day |
| Safe Room @ East Elementary | No Charge | No Elementary | $7.50/hr or $37.50/day | $15/hr or $75/day |

Plus: Custodial, Cafeteria and Supervision (Monitor) - $17.50 per hour for each person assigned (no organization may have access to the cafeteria, kitchen, or equipment unless the cafeteria manager or designated cafeteria employee is present and in charge.) There will not be a charge to Group 2 or Group 3 for custodial work that can be accomplished during the normal workday. Group 2 or Group 3 may be charged for custodial work if the facility is left unclean.

## USE OF SCHOOL PROPERTY, REGULATIONS (Cont.)

**Conditions for Facility Use:**

1. 1t is our desire that the renting of a facility be a positive experience for everyone. If any member of the Group is disrespectful, belligerent, demeaning, etc. to a school employee or representatives of the school the group will not be allowed to use school facilities.
2. It is our desire that Groups 2 and 3 use school facilities at the above rate when the activity is only for Weatherford student/residents. If an organization chooses to have groups/individuals outside of Weatherford in school facilities then they will be charged Group 4 rates.
3. Group 1 has first access to school facilities; Group 2 has second access; Group 3 has third access and Group 4 has fourth access; Groups 2 through 4 must have their event on the district calendar to have access to the facilities secured.
4. Deposit fees are separate from usage fees. The deposit fee is due when an event is scheduled and is equal to half the estimated usage fee. Usage fees are due at the time of the event. All fees are to be made payable to Weatherford Public Schools.
S. Each Group will be responsible for finding a school employee to help them with their rental. Keys to school facilities will only be given to school employees. For Groups 1, 2 and 3 the school employee will be required to open the facility and lock up when the group is finished. The school employee will make sure no damage has occurred when they lock up. The school employee is not personally responsible for damage to the school by the groups; they are only responsible to report the damage to the Principal. For Group 4; a school employee will be required to open the facility, be present at all times and lock up after cleanup. The Group must pay the school for the cost of the school employee. The school may request additional custodial service if needed for the cleanup and the group will bear the cost.
6. *A* school employee will be required to open the facility, be present at all times and lock up after cleanup at pay rate stated above. The group/organization is responsible to find the school employee. Additional custodial service can be requested. Cleanup is subject to the school employee approval.
7. *A* minimum of one food service employee must be present and in charge during use of kitchen at pay rate stated above. The food service director will schedule employee for service. Additional kitchen personnel can be requested. Kitchen cleanup is subject to supervision employee's approval.
8. Organization must provide adequate volunteer workers for proper preparation, serving and cleanup, or bear the responsibility for wages required for additional staff called to do work.
9. Organization is responsible for repair of any damage to facility caused by any participant in this activity. Weatherford Public Schools is released from responsibility regarding accidents or liability involving organization member or activity participants. Organization may be required to show proof of insurance.
10. Use of tobacco is not permitted on school grounds or in school buildings.
11. School facilities must be used in a manner consistent with all local and state laws and codes.
12. *A* day's rent and use of school facilities will not extend beyond the hours of 12:00 midnight. Renters that arrange to use the building after midnight must pay additional rent.
13. No children under the age of 16 can be permitted in the kitchen areas due to insurance policies.
14. *A* minimum of one organization member must remain with school employee and/or employees until cleanup is completed properly. Cleanup is subject to the school employee approval.
15. Weatherford Public Schools does not lease Transportation vehicles

# USE OF PERFORMING ARTS BUILDING/CONFERENCE CENTER (REGULATION)

1. The district may make available meeting space within the performing arts/building/conference center.

2. Application to rent the facility should be submitted at least two weeks in advance. Applications received with less than two weeks notice will be approved based on availability of the facility and time to prepare for the event.

3. Return the forms to the district office.

4. If a rental charge is required, it shall be paid in the district business office. All checks shall be made payable to: Weatherford Public Schools.

5. Meeting space shall not be available on occasions or during hours that have been scheduled in advance by the various school principals for school exercises or functions in connection with regular schoolwork or extra curricular activities. Space can be tenatively scheduled but will not be confirmed until September 15th of the current school year.

6. Persons or organizations using school property shall not be permitted to remove or displace furniture or apparatus without approval from school personnel.

7. Access to rooms or facilities other than approved by application shall not be permitted.

.8. No food or drink is allowed in the auditorium.

9. **No intoxicants or narcotics** shall be.used in or about school buildings, premises, and transportation equipment,·nor shall profane language, quarreling, fighting, gambling, or any other illegal activity will not be permitted. **Smoking in school buildings and on school grounds is prohibited.** Violations of these rules by any organization during occupancy shall be sufficient cause for the group to immediately vacate the facility and be denied future use of any school facilities.

10. Organizations must have adequate adult sponsorship and supervision. Adequacy will be determined by the district. The adult to child ratio must be included in the application.

11. The person or group receiving the permit shall be responsible in case of loss or damage. Nothing is to be attached to the walls or ceilings without prior approval.

12. A school employee or event coordinator must be on the school grounds at all times when facilities are being used by outside groups. When custodians are normally not on duty, any group using school facilities must reimburse the school for all employment costs incurred by the district for such employment of school personnel, in addition to any rental fee as prescribed. The custodian is paid at his/her time and one-halfrate.

13. All functions must close by midnight unless special arrangements have been made with the school administration

## USE OF PERFORMING ARTS BUILDING/CONFERENCE CENTER, REGULATIONS (Cont.)

14. Any person applying for the use of school property on behalf of any society, group, or organization shall be a member of such applicant group and must present written authorization from such applicant group to make such application.

15. It is the responsibility of the organization to provide proof of liability insurance before using the Performing Arts Center. A copy of the organization's liability insurance shall be maintained on file in the district administration office.

Schedule of Fees, Rates, and Charges for Non Weatherford Public School Groups

| | 4 Hour Rate | Daily Rate |
|---|---|---|
| Entire Facility | N/A | $1,500.00 |
| PCA 1 | $60.00 | $100.00 |
| PCA 2 | $70.00 | $125.00 |
| PCA 3 | $70.00 | $125.00 |
| Eagle 1 | $95.00 | $ 175.00 |
| Eagle 2 | $95.00 | $ 175.00 |
| Eagle 1 and 2 | $175.00 | $ 300.00 |
| Lower Level Conf. Area | N/A | $650.00 |
| Auditorium | N/A | $500.00 |
| Catering Kitchen | N/A | $200.00 |
| Lobby (only) | N/A | $250.00 |
| * Steinway Piano | N/A | $50.00 (money will go to the Weatherford Ed. Foundation for Piano up keep) |

Sound/Lighting Tech Amount Charged to School N/A Custodial/Setup $17.50 Minimum of2 Hours N/A Event Coordinator Amount Charged to School.N/A
Security Amount charged to School . School will decide if security is needed and the security personnel used.

*SWOSU will not be charged for the use of the Steinway Piano due to their $10,000 donation for the purchase of this instrument.

16. Nonprofit organizations or individuals using the facility for Weatherford youth related activities and not charging admission may have a reduced rate depending what event they are holding in the facility. The rate will be reduced by 50 percent. The cost of the clean up and the sound and lighting will not be reduced.

## USE OF PERFORMING ARTS BUILDING/CONFERENCE CENTER, REGULATIONS (Cont.)

17. Weatherford Public School organizations, booster clubs and any school sponsored extracurricular activities will not be charged to use the Performing Arts Center. They are responsible for the cost of cleanup and the cost of the sound/lighting crew.

18. School organization, school group, booster club, individual, non-school organization using this facility must pay for cleanup and the cost of the sound/lighting crew. The school has a list of people who have been trained to operate the sound and lighting in this facility. Only a person from this list is authorized to operate the sound/lighting equipment. If security is required for the event the school administration will approve the security personnel. Violations of this rule shall be sufficient cause for denying further use of school premises to the organization.

# CROWD CONTROL
# ATHLETIC EVENTS

It is the policy of the Weatherford Board of Education that there should be in place at the start of the school year a well-planned crowd control program for the interscholastic athletic program. Personnel to be included in developing the plan are the building principal, athletic director, coaches, supervisor of the cheerleaders, and a member of the local police department.

Printed copies of the crowd control procedures developed should be distributed to all personnel involved in any way with the conduct of the event. The program should be developed to include crowd control procedures for before, during, and after the contest.

In order to maintain order, the superintendent or designee shall have the authority to remove spectators who are interfering with the peaceful conduct of the athletic event including, but not limited to:

1. Projecting in any manner an object that could cause bodily harm to another person;

2. Entering the physical boundaries designated for the conduct of a sanctioned athletic event for the purpose of materially and substantially disrupting or interfering with the event;

3. Threatening to kill or do bodily harm to any person with apparent ability to carry out that threat during the period of a sanctioned athletic event; or

4. Using violent, obscene, indecent, or profane language in a manner that materially and substantially interferes with the peaceful conduct of a sanctioned athletic event.

If the person fails to leave the premises as directed, the building principal shall apply to the district court for an order enjoining the individual from entering or remaining upon the premises during the period of a sanctioned athletic event for the remainder of the school year or for so long as the court may provide. The procedure governing the application for injunction shall be the procedure for civil injunctions set forth in Title 12 of the Oklahoma Statutes.

**REFERENCE: 21 O.S. §1375, §1376**
**70 O.S. §24-131, et seq.**

# DISCIPLINARY ACTION FOR MISUSE OF SCHOOL BATHROOMS AND CHANGING FACILITIES

The board of education has adopted this policy to provide disciplinary action for individuals who refuse to:

A. Use the multiple occupancy restroom or changing area designed for their Sex;

B. Designate multiple occupancy restrooms or changing areas for the exclusive use of one Sex; or

C. Provide access to a single-occupancy restroom or changing area to an individual who does not wish to utilize the multiple occupancy restroom or changing area designed for their Sex; provided that such individual is authorized to be on the school premises.

All individuals are expected to comply with Oklahoma law. Individuals who fail to comply with Oklahoma law regarding the use of school bathrooms or changing facilities may be disciplined as follows:

1. Students. Students may be subject to the disciplinary methods listed in the student discipline code.

2. Staff. Staff members may be subject to disciplinary action. Due process procedures will be followed as required by law or negotiated agreement.

3. Patrons. Patrons may be removed from the premises for interfering with peaceful orderly conduct in accordance with 21 O.S. §§ 1375 and 1376.

If a complaint is filed with the State Department of Education that the district or an employee is not complying with Oklahoma law on this topic, the board of education will have fifteen (15) days to request an opportunity to appear before the State Board of Education and/or submit a written response to address the allegations.

If a suitable meeting room or area is not available, a coach may enter a locker room before, during, or after a school-sponsored athletic activity provided:

1. All students present are fully clothed;

2. The coach is accompanied by at least one additional adult at all times; and

3. If the coach is the opposite sex of the students present, the coach shall be accompanied by at least one adult of the same sex as the students present.

The adult addressed in enumerated items 2 and 3 shall not be a current high school student.

**LEGAL REFERENCE: 70 O.S. Section 1-125.**

# LEGISLATIVE REPRESENTATIVES RELATIONS

The Weatherford Board of Education will participate in legislative programs through conferences with the state and national school boards associations.

The board authorizes the superintendent to actively participate in the development of legislation that will have a positive effect on educational programs of this school district.

# STUDENT TEACHERS

The Weatherford Board of Education believes that the student teaching program is important to the future of education in Oklahoma. The board, therefore, supports the student teacher program.

The superintendent may prepare regulations governing the placement and supervision of student teachers. Such regulations should include provisions that insure the placement of student teachers with qualified, experienced teachers who will serve as their supervisors.

The board further recognizes that its primary responsibility is to the students in this district. The board reserves the right to discontinue services of a student teacher if his or her work becomes unacceptable.

**REFERENCE: 70 O.S. §1-116(6)**

# STUDENT TEACHERS
# (REGULATION)

Cooperating teachers should be carefully selected so that only those who have the ability to work effectively with student teachers are chosen. The principal of the cooperating school and the teacher education institution should participate in the selection of the cooperating teachers. Acceptance of student teachers should be voluntary. No teacher should be assigned a student teacher against his or her wishes. The following criteria shall be used in selecting a cooperating teacher:

1. The teacher must have at least one year of satisfactory teaching experience.
2. The teacher must possess knowledge of the basic principles of supervision.
3. The teacher must have the appropriate certificate for the area in which teaching.
4. The teacher must be able to demonstrate academic competence.
5. The teacher must be able to demonstrate that the teacher can work as an effective team member.

No more than two student teachers shall be assigned to any cooperating teacher during a given school year. Full responsibilities for teaching should not be assumed by the student teacher until near the end of the training period.

# RESEARCH PROPOSALS, PROCEDURES AND GUIDELINES

The Weatherford Public Schools system embraces the philosophy of cooperating with colleges, universities and other recognized research agencies in promoting potentially useful research.

Decisions in connection with research involving students, teachers, and other employees will be influenced by the following factors:

1. The objectives of the research should be clearly stated and the design should produce valid and reliable results, which will be made available to the Weatherford Public Schools.

2. The research is expected to contribute to the improvement of education and the general welfare of children.

3. Data from students derived from interviews or questionnaires must have advance written authorization of parents or guardians.

4. Research proposals should be of sufficient scope and depth to justify the time of the students and staff of the Weatherford Public Schools.

5. Projects involving student research must have prior written approval by a faculty member of the higher education institution in which the student is enrolled. This faculty member must have direct responsibility related to the student's research.

Procedure

1. Prospective researchers must obtain a copy of the Research Proposals, Procedures, and Guidelines from the superintendent's office of Weatherford Public Schools.

2. The proposal and all materials to be used in the project should be submitted to the superintendent.

3. All proposals will be reviewed by the superintendent, director of special/federal programs, a representative teacher from the district, and an outside representative from Southwestern Oklahoma State University.

   Areas to be reviewed for acceptability will be as follows:

   - Benefits to the district and education in general
   - Compatibility with the regular instructional program
   - Impact on students, parents, and staff
   - Technical adequacy
   - Plan for informed consent documentation
   - Signed verification of confidentiality procedures

4. Following approval from the superintendent's office, the prospective researcher(s) will contact the principal of the school to determine whether she/he wishes to participate. Four weeks should be allowed for the completion of the review process.

5. Student, faculty, or other personnel anonymity must be assured.

## RESEARCH PROPOSALS, PROCEDURES AND GUIDELINES (Cont.)

6. The researcher(s) will be asked to notify parents by mail if the project involves activities or testing not commonly included in the regular instruction program. Parents will have the option of excluding their child from the research project. If letters of notification are required, the researcher(s) will be responsible for all mailing costs.

7. Any deviation from procedures described in the proposal must be approved by the superintendent PRIOR to implementation. Unapproved procedural changes will be considered grounds for project termination. All research activities in the school must be completed by April 30.

8. Copies of all project reports (dissertations, journal articles, etc.) and copies of all project data (tapes, card tabulations, etc.) collected from the Weatherford Public Schools district, and a one-page summary of results must be submitted to the superintendent at the conclusion of the research project.