Policy Manual

RFR

Pryor Public Schools

2025

Board Approved: September 8, 2025

Policy Manual

"Experience you respect from a firm you trust"

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Copyright

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INTRODUCTION

The Pryor Public Schools operates according to policies developed and established by the board of education. The board, which represents the local community, develops policies after careful study and deliberation. The board will regularly assess the effects of its policies and make revisions as necessary.

This manual contains the policies that govern the Pryor Public Schools. Policy development in a modern, progressive school system is a dynamic, on-going process. New problems, issues and needs create a continuing need to develop new policies and revise existing ones.

Each person or office should update his or her copy of this manual as new policies are distributed.

PHILOSOPHY

The educational program of the district will focus on the individual. In assisting each individual to become a responsible citizen, the district is contributing to the betterment of our nation and society as a whole. While the curriculum must be broad enough to allow each individual to develop their own interests, the district will place emphasis on the achievement of excellence in core curriculum areas such as reading, writing, mathematics and communications. Education is essential to the development of character, physical and mental health, emotional security and provides the foundation for successful living in an ever changing world.

MISSION AND VISION

Mission

Working together to provide a quality education that equips and challenges all students.

Vision

Pryor Public Schools will use quality and creative instruction to nurture intellectual curiosity, innovative thinking, and inspire lifelong learning.

COLLECTIVE BARGAINING

The district engages in collective bargaining with its certified personnel. In the event a conflict exists between bargained language and the requirements of the law, the law will govern and the bargained provision(s) will be void. In the event a conflict exists between bargained language and board policy, the bargained language will prevail.

PRIVACY AT SCHOOL

The board expects all actions and activities associated with the school to be conducted within the confines of the law and with the best interests of students and staff in mind.

To (a) ensure compliance with state and federal privacy laws,(b) reduce the risk of stifling the free exchange of ideas, (c) shield young people from potential embarrassment, and (d) otherwise limit the disruption of the educational environment for students and staff, the district does not permit the audio or visual recording of communications or activities occurring in classrooms, offices, or common areas during the regular school day without prior written consent of a district administrator and upon such terms and conditions deemed appropriate by the district administrator. Any person who believes that that consent has been unreasonably withheld may appeal the decision to the superintendent of schools, whose decision shall be final.

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*School Board Operations* Adopted: August 1, 2016

BOARD OF EDUCATION
LEGAL STATUS

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

The legislative function of the board is to make plans and policies, select the superintendent and delegate to him or her the responsibility to place plans and policies into operation, and provide the financial means for their achievement.

The judicial function of the board is to hear and resolve hearings, grievances, disciplinary appeals, public complaints and other actions of a judicial nature.

Reference: 70 OKLA. STAT. §5-107A

ELECTION OF SCHOOL BOARD MEMBERS

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

Office No. 1

2020 Census; 2727 Pop.; Expires 2016/2021/2026

All of that portion of Mayes County bounded and described as follows: Beginning at the point of intersection of unnamed Local road and N4310 Rd, and proceeding northerly along unnamed Local road to the Pryor Creek city line, and proceeding easterly along the Pryor Creek city line to Oakwood Dr, and proceeding northerly along Oakwood Dr to the Pryor Creek city line, and proceeding northerly along the Pryor Creek city line to E0500 Rd, and proceeding easterly along E0500 Rd to stream/river, and proceeding easterly along stream/ river to the Pryor Creek city line, and proceeding easterly along the Pryor Creek city line to stream/river, and proceeding easterly along stream/river to N E 1st St, and proceeding easterly along N E 1st St to N4370 Rd, and proceeding northerly along N4370 Rd to nonvisible boundary, and proceeding easterly along nonvisible boundary to unnamed Local road, and proceeding easterly along unnamed Local road to nonvisible boundary, and proceeding easterly along nonvisible boundary to the East Mayes/Adair census county division line, and proceeding southerly along the East Mayes/Adair census county division line to the East Mayes/Pryor Creek census county division line, and proceeding southerly along the East Mayes/Pryor Creek census county division line to nonvisible boundary, and proceeding westerly along nonvisible boundary to E0510 Rd, and proceeding westerly along E0510 Rd to nonvisible boundary, and proceeding westerly along nonvisible boundary to N4370 Rd, and proceeding southerly along N4370 Rd to unnamed Local road, and proceeding southerly along unnamed Local road to E0530 Rd, and proceeding westerly along E0530 Rd to unnamed Local road, and proceeding westerly along unnamed Local road to State Hwy 69A, and proceeding westerly along State Hwy 69A to the Sportsmen Acres town line, and proceeding westerly along the Sportsmen Acres town line to State Hwy 69A, and proceeding westerly along State Hwy 69A to N4355 Rd, and proceeding southerly along N4355 Rd to unnamed Local road, and proceeding easterly along unnamed Local road to the Sportsmen Acres town line, and proceeding southerly along the Sportsmen Acres town line to Quail Dr, and proceeding southerly along Quail Dr to the Sportsmen Acres town line, and proceeding southerly along the Sportsmen Acres town line to Quail Dr, and proceeding southerly along Quail Dr to nonvisible boundary, and proceeding southerly along nonvisible boundary to N4355 Rd, and proceeding southerly along N4355 Rd to nonvisible boundary, and proceeding easterly along nonvisible boundary to the Locust Grove/Pryor Creek census county division line, and proceeding southerly along the Locust Grove/Pryor Creek census county division line to nonvisible boundary, and proceeding westerly along nonvisible boundary to E0550 Rd, and proceeding westerly along E0550 Rd to unnamed Local road, and proceeding northerly along unnamed Local road to E0550 Rd, and proceeding westerly along E0550 Rd to Pryor Crk, and proceeding northerly along Pryor

Crk to nonvisible boundary, and proceeding westerly along nonvisible boundary to unnamed Local road, and proceeding westerly along unnamed Local road to N4343 Rd, and proceeding southerly along N4343 Rd to nonvisible boundary, and proceeding westerly along nonvisible boundary to E0540 Rd, and proceeding westerly along E0540 Rd to nonvisible boundary, and proceeding westerly along nonvisible boundary to unnamed Local road, and proceeding westerly along unnamed Local road to E0540 Rd, and proceeding westerly along E0540 Rd to N4310 Rd, and proceeding northerly along N4310 Rd to the point of beginning.

Office No. 2

2020 Census; 2705 Pop.; Expires 2012/2017/2022/2027

All of that portion of Mayes County bounded and described as follows: Beginning at the point of intersection of the Pryor Creek city line and unnamed Local road, and proceeding northerly along the Pryor Creek city line to US Hwy 69, and proceeding northerly along US Hwy 69 to W0440 Rd, and proceeding easterly along W0440 Rd to E0440 Rd, and proceeding easterly along E0440 Rd to N4370 Rd, and proceeding southerly along N4370 Rd to N E 1st St, and proceeding westerly along N E 1st St to stream/river, and proceeding southerly along stream/river to E Graham Ave, and proceeding westerly along E Graham Ave to N Elliott St, and proceeding northerly along N Elliott St to unnamed Private road, and proceeding westerly along unnamed Private road to unnamed Local road, and proceeding westerly along unnamed Local road to the point of beginning.

Office No. 3

2020 Census; 2705 Pop.; Expires 2013/2018/2023/2028

All of that portion of Mayes County bounded and described as follows: 1. Beginning at the point of intersection of nonvisible boundary and Ns428 Rd, and proceeding northerly along nonvisible boundary to N4300 Rd, and proceeding northerly along N4300 Rd to Ew45 Rd, and proceeding westerly along Ew45 Rd to N 429 Rd, and proceeding northerly along N 429 Rd to W0440 Rd, and proceeding easterly along W0440 Rd to US Hwy 69, and proceeding southerly along US Hwy 69 to the Pryor Creek city line, and proceeding southerly along the Pryor Creek city line to unnamed Local road, and proceeding easterly along unnamed Local road to unnamed Private road, and proceeding easterly along unnamed Private road to N Elliott St, and proceeding southerly along N Elliott St to S Elliott St, and proceeding southerly along S Elliott St to SE 1st St, and proceeding westerly along SE 1st St to S Hogan St, and proceeding southerly along S Hogan St to SE 2nd St, and proceeding westerly along SE 2nd St to S Mill St, and proceeding southerly along S Mill St to US Hwy 69, and proceeding southerly along US Hwy 69 to the Pryor Creek city line, and proceeding southerly along the Pryor Creek city line to E0510 Rd, and proceeding westerly along E0510 Rd to 29th St, and proceeding westerly along 29th St to N4300 Rd, and proceeding northerly along N4300 Rd to E0500 Rd, and proceeding easterly along E0500 Rd to Pryor Crk, and proceeding northerly along Pryor Crk to Mud Crk, and proceeding northerly along Mud Crk to nonvisible boundary, and proceeding westerly along nonvisible boundary to Ns428 Rd, and proceeding northerly along Ns428 Rd to the point of beginning. 2. As well as beginning at the point of intersection of Ns428 Rd and E0530, and proceeding northerly along Ns428 Rd to 29th St, and proceeding easterly along 29th St to N4290 Rd, and proceeding southerly along N4290 Rd to E0520 Rd, and proceeding easterly along E0520 Rd to N4300 Rd, and proceeding southerly along N4300 Rd to unnamed Local road, and

proceeding southerly along unnamed Local road to E0530, and proceeding westerly along E0530 to the point of beginning.

Office No. 4

2020 Census; 2784 Pop.; Expires 2014/2019/2024/2029

All of that portion of Mayes County bounded and described as follows: Beginning at the point of intersection of S Mill St and SE 9th St, and proceeding northerly along S Mill St to SE 2nd St, and proceeding easterly along SE 2nd St to S Hogan St, and proceeding northerly along S Hogan St to SE 1st St, and proceeding easterly along SE 1st St to S Elliott St, and proceeding northerly along S Elliott St to E Graham Ave, and proceeding easterly along E Graham Ave to stream/river, and proceeding southerly along stream/river to the Pryor Creek city line, and proceeding westerly along the Pryor Creek city line to property line, and proceeding southerly along property line to shoreline, and proceeding westerly along shoreline to stream/river, and proceeding westerly along stream/river to E0500 Rd, and proceeding westerly along E0500 Rd to the Pryor Creek city line, and proceeding westerly along the Pryor Creek city line to E0500 Rd, and proceeding westerly along E0500 Rd to SE 9th St, and proceeding westerly along SE 9th St to Veyda St, and proceeding southerly along Veyda St to SE 14th St, and proceeding westerly along SE 14th St to Lindley Ln, and proceeding southerly along Lindley Ln to SE 14th St, and proceeding westerly along SE 14th St to S Lewis St, and proceeding southerly along S Lewis St to SE 15th St, and proceeding westerly along SE 15th St to S Vann St, and proceeding northerly along S Vann St to Magnolia Ave, and proceeding westerly along Magnolia Ave to Thurman St, and proceeding northerly along Thurman St to SE 9th St, and proceeding westerly along SE 9th St to the point of beginning.

Office No. 5

2020 Census; 2971 Pop.; Expires 2015/2020/2025/2030

All of that portion of Mayes County bounded and described as follows: 1. Beginning at the point of intersection of the Pryor Creek city line and E0510 Rd, and proceeding northerly along the Pryor Creek city line to US Hwy 69, and proceeding northerly along US Hwy 69 to SE 9th St, and proceeding easterly along SE 9th St to Thurman St, and proceeding southerly along Thurman St to Magnolia Ave, and proceeding easterly along Magnolia Ave to S Vann St, and proceeding southerly along S Vann St to SE 15th St, and proceeding easterly along SE 15th St to S Lewis St, and proceeding northerly along S Lewis St to SE 14th St, and proceeding easterly along SE 14th St to Lindley Ln, and proceeding northerly along Lindley Ln to SE 14th St, and proceeding easterly along SE 14th St to Veyda St, and proceeding northerly along Veyda St to SE 9th St, and proceeding easterly along SE 9th St to E0500 Rd, and proceeding easterly along E0500 Rd to the Pryor Creek city line, and proceeding southerly along the Pryor Creek city line to E0510 Rd, and proceeding westerly along E0510 Rd to the point of beginning. 2. As well as beginning at the point of intersection of shoreline and stream/river, and proceeding easterly along shoreline to property line, and proceeding northerly along property line to the Pryor Creek city line, and proceeding easterly along the Pryor Creek city line to stream/river, and proceeding southerly along stream/river to the point of beginning.

Reference: 70 OKLA. STAT. §5-107A

BOARD VACANCIES

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

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

Reference: 26 OKLA. STAT. §13A-110

CONTINUING EDUCATION FOR SCHOOL BOARD MEMBERS

Instruction for New and Incumbent Board Members:

Except as provided below, at the time a school district elector files a notification and declaration of candidacy for the office of board of education membership, the elector shall agree and pledge in writing that, upon election or appointment as a member of the board, he or she will attend a two-day workshop to be held by the State Department of Education or, upon approval of the State Board of Education, attend 12 hours of other workshops held by another organization or association representing Oklahoma school district boards of education, for study and instruction concerning school finance, the Oklahoma School Code and related laws, and the ethics, duties and responsibilities of board of education members. If elected, the elector must complete the workshop(s) within 15 months following or preceding his or her election

When an incumbent board member files a notification and declaration of candidacy for reelection to the board of education, the incumbent shall not be required to comply with the statutory requirement described above if the incumbent produces a certificate of completion showing that he or she has completed the workshop described above. However, the member will be required to agree and pledge in writing that, upon reelection, he or she will attend a six-hour workshop emphasizing changes in school law, within 15 months following his or her election.

Upon completion of the workshop(s) described above, the member's certificate of completion will be included in the public records of the board's minutes.

Any member of the board or any individual elected, certified as the elected member by the county election board, but not sworn in and seated as a member of the board of education at the time of a workshop, who attends and successfully completes a workshop as required above, shall be reimbursed for expenses incurred, not to exceed compensation in the sum of $25 per day and actual expenses that are itemized and documented for lodging, meals, registration fees and transportation to and from the place of the workshop, as provided in the State Travel Reimbursement Act.

Continuing Educational Requirements

In addition to the workshop requirements described above, every member of the board shall be required to attend a minimum of 15 hours of continuing education during any full term of office of the member. The continuing education courses, local and state workshops, seminars, conferences and conventions that will satisfy these requirements will be held within the state and will be approved jointly by the State Department of Education and the State Department of Career and Technology Education. Failure by a board member to satisfy the continuing education requirements of this section shall result in the ineligibility of the member to run for reelection to the board of education. Any member of the board who attends and completes a course that satisfies in part or in full the requirements of this policy shall be reimbursed by the

district for expenses incurred. This paragraph shall not apply to those school board members who filed for reelection prior to July 1, 1991.

Failure to Meet the Educational Requirements

Upon receiving any notice by the State Board of Education that a board member has not completed their instructional or continuing educational requires, both the board member and the superintendent shall alert the board to such default.

Upon receiving a final certified notice by the State Board of Education, the board member shall have sixty (60) days in accordance with Oklahoma law to complete the requirements. Should a board member not complete the required instructional or continuing educational requirements within that time period, the board shall declare the board member's seat vacant in accordance with Oklahoma law. The board seat must be declared vacant within sixty (60) days of the last date the board member had to complete the instructional or continuing education requirements according to the final certified notice by the State Board of Education.

Any board member who does not obtain the required education will be ineligible, pursuant to Oklahoma law, to serve on the board of education for a period of 2 years.

Reference: 70 OKLA. STAT. §5-110, 70 OKLA. STAT. §5-110.1, 70 OKLA. STAT. §5-110.2

SCHOOL BOARD
INTERNAL ORGANIZATION

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 of education shall be organized at the beginning of the first regular, special, or emergency meeting following the annual school election and certification of election of new members. The board shall elect from its membership a president and 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, 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.

Reference: 70 OKLA. STAT. §5-107A, 70 OKLA. STAT. §5-119

BOARD OF EDUCATION OFFICERS
PRESIDENT

The president of the board of education serves as the presiding officer and manages routine work of the board, signs all contracts, appoints all committees, signs all warrants ordered by the board of education to be drawn upon the treasurer of school money, defends the treasurer of school money, certifies tax levies and defends them, serves as spokesperson, and performs other duties that are delegated to him/her by state law or by order of the board of education.

In addition to performing the duties specifically imposed by the board of education, the president shall have the authority to enforce all permanent rules and regulations adopted for the governance and control of the district, and shall at all times take such measures and employ such means as may be proper and lawful to enforce school laws within the district in the interim between meetings of the board.

The president shall have authority to appoint a member or members as ex officio representatives of the board of education to other organizations of the community that request such representation.

Reference: 70 OKLA. STAT. §5-120

BOARD OF EDUCATION OFFICERS
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 OKLA. STAT. §5-121

BOARD OF EDUCATION OFFICERS
TREASURER

It is the policy of the 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 as the board may in its discretion confer upon the treasurer, including but not limited to the duty to maintain records and files as required by law or as instructed by the board or the superintendent. The board of education shall require a minimum bonding capacity of $50,000 when using an independent treasurer and may increase that amount as circumstances warrant.

Reference: 70 OKLA. STAT. §5-114

BOARD OF EDUCATION OFFICERS
CLERK

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

1. Attend all meetings of the board, countersign all warrants for school monies drawn upon the treasurer by the board and perform such other duties as the board may direct.

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

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

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

5. 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 the district for a period of longer than five (5) years.

6. Maintain all required school board election related filings for a period of four (4) years, including coordinating efforts with the district's technology department for including the filings on the district's website.

MINUTES CLERK

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

1. Attend all meetings of the board and keep an accurate journal of the proceedings thereof.

2. List numbers of approved encumbrances in the minutes of the board meetings.

3. Furnish tentative minutes to papers requesting copies.

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

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

Reference: 70 OKLA. STAT. §5-119

ENCUMBRANCE CLERK

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

1. Keep district books and documents.

2. Enter authorized amounts of appropriations in the appropriate accounts.

3. Charge the correct appropriation account and credit the affected encumbrance outstanding accounts with approved encumbrances after first 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 the outstanding account and credit the accounts payable account for the amount of the approved bills.

5. Pay the approved bills by issuing warrants against the designated funds, charge the warrants against the appropriate accounts payable accounts and credit them to the appropriate warrants issued accounts, notify the board treasurer when 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 make other disbursement approved by the Federal Reserve System.

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

7. Perform other duties as assigned by the board of education, which may include completing purchase order forms.

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

Reference: 70 OKLA. STAT. §5-119

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*School Board Operations* Adopted: August 1, 2016; Revised: August 2, 2021; December 6, 2021; July 15, 2024; September 8, 2025

SCHOOL BOARD MEETINGS

The board of education shall transact all business at official meetings of the board. These may be regular, continued or reconvened, special or emergency meetings, defined as follows:

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

2. Continued or Reconvened Meeting – a meeting assembled for the purpose of finishing business appearing on an agenda of a previous meeting.

3. Special Meeting – an official legal action meeting called between scheduled regular meetings to consider specific topics.

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

A "meeting" is defined as the gathering of a quorum of members of the school district to propose or take legal action, including any deliberations with respect to such action. The proceedings of all board meetings shall be recorded in written minutes.

No meetings will be held by teleconference. However, meetings may be held by videoconference as long as the meeting conforms to the requirements of Oklahoma's Open Meeting Act. Accordingly, any meeting conducted by videoconference must meet the following requirements:

- A quorum must be present in person at the physical meeting site as posted on the meeting notice and agenda.

- The meeting notice and agenda prepared in advance of the meeting shall indicate that the meeting will include videoconferencing locations and shall state the location, address and telephone number of each available videoconference site, the identity of each member of the body and the specific site from which each member of the body shall be physically present and participating in the meeting.

- After the meeting notice and agenda are prepared and posted, no member of the public body shall be allowed to participate in the meeting from any location other than the specific location posted on the agenda in advance of the meeting.

- The method of meeting described in the meeting notice shall not be modified prior to the meeting, and the board shall conduct the meeting according to the methods described in the notice. If a code or password is required to access the videoconference meeting, the code or password shall be included in the public notice.

- In order to allow the public to attend and observe each board member carrying out their duties, a member of the board desiring to participate in a meeting by videoconference shall participate from a site and room located within the district or political subdivision from which they are elected, appointed, or are sworn to represent. Each site or room where a member of the board is present for a meeting that includes videoconference, shall be open and accessible to the public, and the public shall be allowed into that site or room.

- Public bodies may provide additional videoconference sites as a convenience to the public, but additional sites shall not be used to exclude or discourage public attendance at any video at any videoconference site.

- The public shall be allowed to participate and speak, as allowed by rule or policy set by the public body.

- Any materials shared electronically between members of the public body, before or during the videoconference, shall also be immediately available to the public, unless confidential or privileged under applicable law, in the same form and manner as shared with members of the public body.

- All votes occurring during any meeting conducted using videoconferencing shall occur and be recorded by roll call vote.

- Executive sessions by videoconference are prohibited.

The regular meeting of the board of education shall be the first Monday of each month at 6:00 p.m. at the location indicated in the annual letter to the Mayes County Clerk. The regular meeting may be changed in accordance with the provisions of the Open Meeting Act.

Special meetings of the board may be called by the president at any time, and he/she shall call special meetings whenever so requested, in writing, by any member of the board. Business transacted at any special meeting may be for either a specific or a general purpose.

Unless otherwise provided by law, any officer of the board of education may, if required, cause an Affidavit of Board Action to be signed and submitted to the State Department of Education in lieu of approved board minutes to provide proof of an action approved or taken at a board meeting. The Affidavit of Board Action shall include:

a. the county or district code,

b. the name of the school district,

c. the date of the board meeting,

d. the agenda item number approved,

e. a summary of the action approved,

f. an affirming signature representing the district from the district superintendent or the assistant superintendent, and

g. an affirming signature representing the district board from the board president or chair, or from a board officer.

The State Department of Education shall accept a signed Affidavit of Board Action as certification that the board has approved or taken a specific action at a board meeting. The submission of a signed Affidavit of Board Action shall not exempt the board of education from keeping minutes of a meeting in accordance with OKLA. STAT. tit. 25 § 312.

Reference: OKLA. STAT. tit. 25 , §§ 304, 307.1, 312 (2021); OKLA. STAT. tit. 70, § 5-118 (2025)

BOARD OF EDUCATION
NOTIFICATION OF MEETINGS

Notice of all meetings of the board of education shall be made in accordance with the Oklahoma Open Meeting Act.

Notice to County Clerk

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.

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.

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 forty-eight (48) hours prior to the meeting.

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.

Meeting Notices

At least twenty-four (24) hours prior to a regular or special meeting, a meeting agenda shall be posted which shall include the date, time and place of the meeting and the business to be undertaken at the meeting. The calculation of the twenty-four (24) hour period shall exclude Saturdays, Sundays, and holidays.

Written notice of the date, time and place of the meeting will be mailed or delivered to each person, newspaper, wire service, radio station and television station that has filed a written request for such notice. Such requests must be renewed annually, and an annual fee of Eighteen Dollars ($18.00) will be charged each person or entity that requests written notification.

Continuing Meetings

In the event any meeting of the board is to be continued or reconvened, public notice of the action, including the date, time and place of the continued meeting, shall be given by announcement at the original meeting. Only matters appearing on the agenda of the meeting which is continued may be discussed at the continued or reconvened meeting.

Internet Website

Within 6 months of the establishment of an internet website the district shall make available on its website or on a general website, if a general website is used, a schedule and information about regularly scheduled meetings of the district's board of education. The information shall include the date, time, place and agenda of each board meeting. When reasonably possible the district shall also provide information about the date, time, place and agenda of any special or emergency meeting of the district's board of education.

Videoconference

In any instance in which the board, in accordance with the Open Meetings Act, will conduct a meeting by videoconference, its meeting notice and agenda shall indicate that the meeting will include videoconferencing locations and shall state the location, address, and telephone number of each available videoconference site. The notice and agenda shall also state the identity of each member of the board of education who shall participate in the board's meeting by videoconference and the specific site from which each member of the board shall be physically present and participating in the meeting. If a code or password is required to access the videoconference meeting, the code or password shall be included in the public notice.

References: OKLA. STAT. tit. 25, §§ 307.1 (2021), 311; OKLA. STAT. tit. 74, § 3106.2

QUORUM
BOARD MEETING PROCEDURE

A quorum consisting of a majority of the board membership present in person at the meeting site shall be necessary to conduct business at a meeting of the board of education. In the event that a quorum is not present in person at the meeting site and a regularly scheduled board meeting cannot be convened, the meeting shall be cancelled. If a regularly scheduled board meeting is cancelled due to lack of a quorum, a notice of such cancellation shall be immediately prepared and posted with the original agenda of the cancelled meeting. A special meeting may then be called with the appropriate minimum of 48 hours' notice to the county clerk. The agenda for the special meeting shall include all of the items listed on the agenda of the regular meeting.

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

Reference: OKLA. STAT. tit. 25, §§ 303, 304, 307.1 (2021), 311

PUBLIC PARTICIPATION IN BOARD MEETINGS

Philosophy

The board recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in board meetings. By this policy the board has established guidelines to govern public participation in board meetings necessary to conduct its meetings and to maintain order.

In order to permit fair and orderly expression of public comment, the board shall provide an opportunity at each regular meeting of the board for public comment on items listed on the agenda of the regular meeting for board action. Members of the public who wish to make public comments unrelated to items on the board agenda may also address the board by following the procedures outlined below.

Public Comments – General Guidelines

If the board determines there is not sufficient time at a meeting for public comments, the comment period may be deferred to the next regular meeting. In addition, the board has the right to expect that public discussion will be orderly and civil. If not, the board can, in its discretion, discontinue public comment.

Whenever issues identified by the participant are subject to remediation under policies and procedures of the board or district, they shall be dealt with in accordance with those policies and procedures. In particular, the board will not hear either positive or negative comments about staff members or persons connected with the district until those comments/complaints have reached the board through proper administrative procedures.

Board members will not respond to questions or comments during public participation.

No individual or group may use any agenda item as a forum for campaigning for or against a candidate for public office or ballot measure.

Public Comments

Participants must be recognized by the president or other presiding officer and must preface their comments by an announcement of their name and group affiliation, if applicable.

Generally, participants shall be limited to comment of a maximum of three (3) minutes duration unless altered by the presiding officer, with the approval of the board. All public comments during any one regular meeting shall be limited to no more than fifteen (15) minutes. No participant may speak more than once during a single meeting. All statements shall be directed to the presiding officer; no participant may address or question board members individually.

Individuals or groups wishing to speak during the public comment period of the meeting must check in with the board clerk at least fifteen minutes prior to the start of the board meeting. The individual must provide the following information, in writing, in order to speak before the board:

- Name and address of the individual
- The issue(s) the individual wishes to address
- The organization the individual represents or is affiliated with, if applicable

No speaker will be permitted to make comments on issues which are subject to remediation under policies and procedures of the board or district, In particular, the board will not hear either positive or negative comments about staff members or persons connected with the district until those comments/complaints have reached the board through proper administrative procedures. Further, no person will be allowed to speak regarding the following:

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

No individual or group may use the public comment item as a forum for campaigning for or against a candidate for public office or ballot measure.

Public Requests to be Added to the Board Agenda

Individuals who wish to address the board by having an item / issue added to the agenda must submit a written request to the superintendent at least seven business days in advance of a board meeting on the form available in the superintendent's office.

The superintendent and board president have final authority in determining whether to include an item on the board agenda. The superintendent will notify the potential speaker at least two business days prior to the meeting whether the requested item has been included on the agenda.

Reference: 25 OKLA. STAT. §303, 304

BOARD OF EDUCATION
EXECUTIVE OFFICER – SUPERINTENDENT

The 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 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.

2. The superintendent shall attend the meetings of the board (except when his/her employment is being considered) and advise the board on all school matters.

3. The superintendent shall make recommendations to the board of candidates for 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.

4. The superintendent shall devote him/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.

5. All purchases of supplies, materials or equipment shall be made on authority of a purchase order approved by the superintendent.

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

7. Responsibility for the operation and maintenance of the activity funds shall be delegated to the superintendent.

8. 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 for permission to attend schools in other districts.

9. The superintendent shall be responsible for the administration of suspensions and exclusions of children of compulsory school age for any reason.

10. 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.

11. The superintendent shall have all school accounts audited each year and a copy of the audit filed with the clerk of the board of education.

12. The superintendent shall carefully observe the methods of instruction and the discipline of teachers; suggest improvements; remedy defects in their management; advise as to the best methods of instruction and discipline; and pay special attention to the classification of students, the program of studies and the apportionment of time allotted to each of the prescribed subjects.

13. 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.

14. The superintendent shall prepare a well-coordinated budget by requiring the various divisions of the school system to participate in its development.

15. The superintendent shall have the authority to close the school in case of emergency.

16. The superintendent shall visit schools in other cities to observe developing educational trends and to suggest appropriate means for the advancement of the district.

The renewal of the superintendent shall be considered by the board and announced no later than its regular meeting in January each year. It is the duty of the president of the board to notify the superintendent as soon as possible following the board's decision.

BOARD-SUPERINTENDENT RELATIONSHIP

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. Except under extraordinary circumstances, act only 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, salary, or employment are under consideration.

4. Refer all complaints to the superintendent and discuss them only at a board meeting after administrative solutions fail to resolve the complaints.

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

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

TERM OF OFFICE AND SALARY OF SUPERINTENDENT

The superintendent of the district shall be employed for a term specified by this board and will be employed on a twelve-month basis, with vacation time to be agreed upon. The salary of the superintendent, including all fringe benefits, if any, will be determined prior to the execution of an employment contract and shall be stated therein.

It is the policy of this board to consider the issuance of the superintendent's contract each year to insure continuity and stability in the office. The renewal of the contract shall be considered in January, each year, or at some other date as determined by the board. In its discretion, the board may contract with the superintendent for a term as mutually agreed upon, but not to exceed three (3) years beyond the fiscal year in which the contract is approved by the board and accepted by the superintendent.

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

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

Reference: OKLA. CONST. X, §26

EVALUATION OF THE SUPERINTENDENT

The board of education, in recognition of its accountability to the community and its obligations under state law, will conduct an annual formal evaluation of the superintendent. The evaluation shall be conducted toward the goal of improving the school district through an improving superintendency.

Members of the board will first evaluate the superintendent independently, using a written form adopted by the board for this purpose. The board will convene to discuss the assessments and to prepare a composite evaluation. The composite evaluation will be discussed by the full board and the superintendent. The board and the superintendent will each retain a copy of the written evaluation report.

Evaluation of the superintendent shall be conducted in such manner as to:

1. Provide positive and constructive feedback to the superintendent that will support and promote the superintendent's professional growth and development;

2. Help the board evaluate its work in planning the educational program in this community; and

3. Strengthen the working relationship between the board and the superintendent by providing a comprehensive vehicle of communication.

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*School Board Operations* Adopted: August 1, 2016; Revised: September 11, 2023

CHARTER SCHOOLS

Introduction

The board may elect to sponsor a charter school or **non**-statewide virtual charter school ("charter school") to serve any combination of grades Pre-k through 12 within the geographical boundaries of the district if it appears that the proposed charter would provide valuable opportunities for student learning. Charter schools sponsored by the district must be nonsectarian in all programs, including admission and employment practices. The board will not sponsor a charter school which is affiliated with a religious institution or private sectarian school.

If the charter contract is approved by both the district's board of education and the governing board of the charter school, the charter school will be a fully recognized Oklahoma public school. The charter school will be able to serve as many students as specified in the charter contract.

Except as provided for in the Oklahoma Charter Schools Act, a charter school shall be exempt from all statutes and rules relating to schools, boards or education, and school districts, provided, however, that a charter school shall comply with all federal regulations and state and local rules and statutes relating to health, safety, civil rights, and insurance.

District Responsibilities / Process

The administration will promptly review all charter school proposals which are submitted in accordance with this policy and the Oklahoma Charter Schools Act, OKLA. STAT. tit. 70 § 3-130 ("Act"). The Act is incorporated herein by reference. At the conclusion of the review, the superintendent or his/her designee will prepare a written report which evaluates the proposal and makes a recommendation to the board regarding accepting or rejecting the proposed sponsorship.

The board shall either accept or reject sponsorship of a proposed charter school within sixty (60) days of receipt of the proposal. If an application is rejected, nothing shall prohibit an applicant from submitting a revised application to the district which shall accept or reject the application withing sixty (60) days of receipt of the application.

If the board recommends that an application be approved, the board will work cooperatively to develop a charter contract with the school. Once a contract is fully approved and executed, the district will monitor the charter school's operation, including progress toward its goals and its fiscal operations. The district will also provide the Oklahoma State Department of Education a copy of the charter contract.

No charter school may begin serving students without a contract executed in accordance with the provisions of the Act and approved in an open meeting of the governing board of the district or the Statewide Charter School Board.

A district sponsoring a charter school which enters into a new or renewed contract on or after July 1, 2024 shall be required to complete training provided by the Statewide Charter School Board or organization approved by the Statewide Charter School Board on the oversight duties of the sponsoring district.

Beginning with the 2024-2025 school year, members of the board of a district sponsoring a charter school shall designate a representative from the board to complete an annual sponsor workshop requirement provided by the Statewide Charter School Board.

The board specifically retains all powers and duties granted to it by the Act.

Applicant / Charter School Responsibilities / Process

Applicants must be familiar with the requirements of the Act and this policy and submit a charter school proposal which meets all necessary requirements. Applicants whose proposals are recommended for sponsorship must work cooperatively with the district's board to develop a charter contract.

The governing board of any approved charter school must work cooperatively with the district's board in accordance with the terms of the charter. This includes, but is not limited to providing information, documentation, and reports required by the Act or as requested by the district.

The governing board of the charter school shall notify the sponsoring district within ten (10) business days in the instance of any significant adverse actions, material findings of noncompliance, or pending actions, claims, or proceedings in this state relating to the charter school, or an educational management organization with which the charter school has a contract.

Application and Charter Contract Development Process

All charter school applications must be received in the superintendent's office by September 1 (or the next workday if the superintendent's office is closed on September 1) for a proposal to begin the following school year.

All charter school applications must utilize the template provided by the board and meet any deadlines established by the board. Any application which does not provide all required information in the prescribed format will be rejected. Any applicant which does not comply with stated timelines will be rejected.

Term and Renewal

An initial charter contract approved on or after July 1, 2024 will be for a term of five (5) years. A charter contract may be renewed for up to ten (10) years of duration, or less, based on the performance, demonstrated capacities and particular circumstances of a charter school. Renewal proposals must be submitted before beginning the last contract year of operation as stated in an existing charter contract. A renewal proposal must contain, at a minimum:

- a complete progress report related to the charter school's existing goals and objectives, including student achievement;

- a list of newly defined or continuing goals through the entirety of the proposed renewal period;
- any improvements the charter school has implemented or planned;
- a complete financial statement;
- copies of all annual financial audits;
- any other evidence the charter school wishes to provide to support the renewal application; and
- any other information requested by the district.

Failure to meet the renewal deadline will waive the renewal option, although the charter school may submit a regular application as outlined in this policy and Oklahoma law.

Prior to the beginning of the final year of the charter contract, the district will issue a performance report and renewal guidance which summarizes the charter school's performance to date and outlines information regarding any issues which may negatively impact the charter school's renewal. The guidance will provide information about the specific criteria which will guide the district's decision related to the renewal. All renewal decisions will be based on the criteria established by the Act.

If there are weaknesses, concerns, violations, or deficiencies, the sponsoring district may require a charter school to develop a corrective action plan and corresponding timeline to remedy any weaknesses, concerns, violations, or deficiencies. If the charter school does not substantially complete the corrective action plan, the sponsoring district may choose to revoke or not renew the charter contract pursuant to the Act.

Termination

The board may terminate a charter contract during its term for any of the following reasons:

- failure to meet student performance requirements contained in the charter contract and performance framework;
- failure to meet the standards of fiscal management;
- violations of the law; or
- other good cause.

The district's board will notify the charter school at least ninety (90) days prior to terminating a charter contract. If the charter school wishes to dispute the board's decision, the governing body must make a written request for an informal hearing within fourteen (14) days of receipt of the notice. If, after the hearing, the district's board still decides to terminate the charter contract, the charter school may pursue the remedies outlined in the Act to the extent legally permissible.

If a charter contract is terminated or not renewed, the charter school will develop a transition team to work with the district to close the charter school in an orderly manner. This will include but not be limited to areas such as:

- transferring students, records, and school funds;
- regular communication with families, employees, and stakeholders;
- notifications pertinent to the closure; and
- general business related to the conclusion of the charter school's work.

Regardless of the pending closure of any charter school, the charter school is required to continue to provide educational services pursuant to the terms of the charter for the duration of the school year in question.

Teacher Rights

Teachers will not lose any salary or benefit status provided by law upon returning to the district after teaching at a district-sponsored charter school. A teacher who leaves the district to teach at a district-sponsored charter school will also be given employment preference if the teacher re-applies for employment within three (3) years after ending employment with the district, contingent upon the availability of an appropriate position.

Reference: OKLA. STAT. tit. 70, § 3-130, et. seq.

EMERGENCY PREPAREDNESS AND MANAGEMENT

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

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

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

Definitions

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

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

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

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

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

General Emergency Preparedness

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

Decision-Making Authority

The board of education grants the superintendent the authority to decide when an emergency exists and to communicate that emergency to employees, students, and appropriate stakeholders by the means appropriate to the nature of the emergency. Depending upon the type and severity of the emergency, the superintendent and District administrators may implement the following responses: Shelter in Place, Lockdown, Evacuation, School Closure, and any other response the superintendent and/or administrators deem appropriate under the circumstances. The superintendent may appoint or meet with a committee to discuss the needs of the District and to implement appropriate steps recommended by the committee to plan for and respond to emergencies. The board of education grants the superintendent the authority to delegate appropriate tasks to members of a committee and administrators in planning for and responding to emergencies. After an emergency arises, the board of education may convene, pursuant to procedures provided in the Open Meeting Act, to discuss any necessary topic relevant to the District's handling of the situation as soon as practicable, including calling either a special or emergency meeting if necessary. In that meeting, the superintendent shall report on the emergency, including any steps taken. The board grants the superintendent the authority to take any necessary actions, delegate authority, and implement any necessary responses, including temporary school closures, prior to meeting with the board. Thereafter, the board will take further appropriate action.

Actions to be Taken

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

Communication

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

School Closure/Evacuation

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

Nondiscrimination

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

HEALTH EMERGENCIES

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

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

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

Prevention

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

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

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

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

sneezing or coughing, appropriate handwashing should promptly follow. Additionally, the touching of eyes, noses, or mouths should be avoided.

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

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

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

6. Community Education – The District shall educate students, employees and appropriate stakeholders to help them understand their role in preventing the spread of contagious health conditions, which may include language-appropriate signage, posters, emails, meetings, training, literature, and health curriculum components.

Protection/Mitigation

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

Response

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

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

2. At the sole discretion of the administration, individuals who have been exposed to a contagious health condition may be separated from healthy persons or sent home to avoid spreading the condition to others. These determinations will be done on a

case-by-case basis and will be done after the consideration of guidance issued by health officials. Any action taken in accordance with this paragraph will be done, to the extent possible, in a manner that avoids embarrassment or disclosure of protected information.

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

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

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

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

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

Recovery

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

PANDEMIC HEALTH EMERGENCIES

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

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

Prevention

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

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

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

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

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

1. The superintendent shall monitor reports of illness from within the District.

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

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

4. Individuals who have been exposed to a pandemic disease shall be separated/isolated from healthy persons in a manner that addresses symptoms and avoids embarrassment or disclosure of protected health information. Parents and guardians of students who have been exposed to a pandemic disease shall be

immediately informed and required to pick up their student(s). Depending upon the guidance issued by health authorities, students and employees may be prohibited from entering school facilities or participating in school events until a period of self-quarantine has expired.

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

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

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

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

9. The superintendent or board of education shall cancel or reschedule extracurricular activities as necessary.

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

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

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

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

MANAGEMENT AND INVESTMENT OF FUNDS

This investment policy is adopted in accordance with the provisions of applicable law by the board of education. This policy sets forth the investment policy for the management of the public funds of the district. The policy is designed to ensure prudent management of public funds, the availability of funds when needed, and reasonable investment returns.

Investment Authority

The district treasurer is required by the board of education to invest district monies in the custody of the treasurer in those investments permitted by law. The treasurer shall, to the extent practicable, use competitive bids when purchasing direct obligations of the United States Government or other obligations of the United States Government, its agencies, or instrumentalities.

The district treasurer shall limit investments to:

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 the district treasurer, after completion of an investment education program in compliance with applicable law, may invest funds in the investment account in other obligations of the United States Government, its agencies or instrumentalities;

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

3. Certificates of deposits of banks when such certificates of deposits are secured by acceptable collateral as in the deposit of other public monies;

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 above including obligations of the United States, its agencies and instrumentalities, and where the collateral has been deposited with a trustee or custodian bank in an irrevocable trust or escrow account established for such purposes;

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. All collateral pledged to secure public funds shall be valued at no more than market value;

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

8. Warrants, bonds or judgments of the district;

9. Qualified pooled investment programs through an interlocal cooperative agreement formed pursuant to applicable law and to which the board of education has voted to be a member, the investments of which consist of those items specified in paragraphs 1 through 8 above, as well as obligations of the United States agencies and instrumentalities;

10. Investment programs administered by the state treasurer; or

11. Any other investment that is authorized by law.

Investment Philosophy

This policy shall be based upon a "prudent investor" standard. The board of education recognizes that those charged with the investment of public funds act as fiduciaries for the public, and, therefore the treasurer is directed to exercise the judgment and care that persons of ordinary prudence, discretion, and intelligence exercise in the management of their own affairs as to the permanent non-speculative disposition of their funds, with due consideration of probable income earnings and probable safety of capital. In investing the district's funds, the treasurer shall place primary emphasis on safety and liquidity of principal and earnings thereon.

Liquidity

Available funds will be invested to the fullest extent practicable in interest-bearing investments or accounts, with the investment portfolio remaining sufficiently liquid to meet reasonably anticipated operating requirements.

Diversification

The investment portfolio will be reasonably diversified so as to avoid any one investment having a disproportionate impact on the portfolio. Provided this restriction will not apply to securities of the United States Treasury backed by the full faith and credit of the United States Government.

Safety Of Principal

Although investments are made to produce income for the district, investments will be made in a manner that preserves principal and liquidity.

Yield

The portfolio will be designed to attain maximum yield within each class of investment instrument, consistent with the safety of the funds invested and taking into account investment risk and liquidity needs.

Maturity

Investments may have maturities extending to 12 months, provided sufficient liquidity is available to meet major outlays, and except that general fund investments may not exceed 3 months.

Quality Of The Instrument And Capability Of Investment Management

The superintendent shall be responsible for seeing that the treasurer and any assistant treasurer are qualified and capable of managing the investment portfolio and satisfactorily complete any investment education programs required by state law or by the board of education.

Safekeeping And Custody

The treasurer will maintain a list of the financial institutions and pooled investment programs governed by an interlocal cooperative agreement formed pursuant to OKLA. STAT. tit. 70 § 5-117b which are authorized to provide investment services, and will maintain a separate list of financial institutions with collateral pledged in the name of the district.

1. Securities purchased from a bank or dealer, including any collateral required by state law for a particular investment, shall be placed under an independent third party custodial agreement. The Trust Department of a financial institution will be considered to be independent from the financial institution.

2. All securities will be in book entry form, and physical delivery of securities will be avoided.

3. Telephone transactions may be conducted, but such transactions must be supported by written confirmation, which may be made by way of a facsimile on letterhead with authorized signatures of the safekeeping institution.

4. Written transactions and confirmations of transactions by computer connections will be kept in the treasurer's office.

Reporting And Review Of Investments

The treasurer will prepare an investment report to be submitted to the board of education on at least a monthly basis. The report will include:

1. A list of individual securities held at the end of the reporting period.

2. The purchase and maturity dates of these securities.

3. The name and fund for these securities.

4. The yield rate of these securities.

5. Any collateral pledged by a custodian.

The board of education shall review the treasurer's investment performance on a regular basis that is no less frequent than monthly.

Depositing Of Interest

Unless otherwise directed by the board of education through policy or by special directive, by the Oklahoma Constitution, or by the federal government, income earned from the investment of non-activity funds shall be deposited in the general fund, and income earned from the investment of activity funds shall be deposited as directed by the board of education.

EMPLOYEE FUNDRAISING

The board prefers to limit fundraising and seeks to provide all necessary furniture and supplies for district use. This practice safeguards standardization throughout the district's programs, allows for appropriate oversight of activity funds, and ensures the district meets its obligations for equity in its programs.

The board also acknowledges that fundraising is a reasonable way to pay for special projects and activities. In order to ensure that fundraising efforts do not inadvertently impede the district's overall financial plans or create disorder within the district, the board will annually approve a fundraising schedule at the beginning of the school year. The board may also approve additional fundraising throughout the year as it deems appropriate.

Any employee who wishes to conduct fundraising apart from the master schedule must obtain prior approval from the board. This approval may be sought by submitting a request for board consideration to the superintendent or superintendent's designee. The superintendent or superintendent's designee has full discretion in determining whether to bring a fundraising request before the board.

Unless the board grants authorization, no employee may solicit donations for any purpose connected with the school. This prohibition includes, but is not limited to: raffles, any type of sale (bake sales, rummage sales, etc.), requests for donations, and/or the use of crowdfunding websites (GoFundMe.com, DonorsChoose.org, etc.).

Any employee who is granted authorization to engage in fundraising activities must adhere to all requirements established by the superintendent or superintendent's designee. These requirements include but are not limited to identifying:

- the group or activity benefitting from the funds
- the individuals who will participate in the fundraiser, including the school site involved
- the type of fundraiser, including specific products or services to be sold, auctioned, etc.
- the proposed dates for the fundraiser
- the employee who will oversee the fundraiser
- the estimated amount of revenue to be generated per unit and in total
- the procedural safeguards to be utilized to ensure the security of all funds
- whether the activity complies with the district's wellness policy or would use one of the site's exceptions.

The superintendent or superintendent's designee is responsible for updating the board at each of its meetings regarding any fundraising activities apart from the board's master schedule.

PUBLIC GIFTS TO THE SCHOOLS

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

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

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

All conditional gifts must be approved by the board.

Any gift or grant accepted by the board or the superintendent as its executive officer will become the property of the board of education and will comply with all state and federal laws, including but not limited to the rules outlined in the FCC's 6th Report and Order. Specifically, E-Rate applicants are prohibited from soliciting or accepting any gift or other thing of value from a service provider participating in or seeking to participate in the E-Rate program. It is a violation for any service provider to offer or provide any gift or other thing of value to those personnel of eligible entities involved with the E-Rate program.

ANNUAL STATISTICAL/FINANCIAL REPORTS

The board of education will make annual statistical and financial reports to the State Board of Education in a timely manner. The statistical report will be made as of June 30. Each of such reports will be filed with the State Board of Education as soon as information is available following the effective date of such reports.

Reference: 70 OKLA. STAT. §5-128

SURETY BONDS FOR SUPERINTENDENT AND FINANCIAL OFFICERS

The superintendent and any financial officer of the district are required to furnish a surety bond in the penal sum of not less than One Hundred Thousand Dollars ($100,000.00) or an amount otherwise set by law or set by the State Board of Education to assure the faithful performance of the duties of the superintendent and financial officers.

The board finds that a reasonable definition of "financial officer" is any person whose job description or board policy or practice requires that he or she supervise or handle monetary receipts or disbursements on a reasonably consistent basis and any person who has oversight of funds or who actually transacts financial business on behalf of the district. In accord with this definition the board defines "financial officers" to include the individuals holding in whole or in part the following positions or their functional equivalent: chief financial or business officer, encumbrance clerk, payroll clerk, treasurer, assistant treasurer, or activity fund custodian. Provided however, the bonding requirements of this policy shall not apply to the treasurer which requirements are specifically governed by OKLA. STAT. tit. 70, §5-115 (1991).

The requirement as to the terms, conditions, penalty, amount or quality or type of surety shall be deemed to mean the furnishing of a separate bond or surety contract for each individual officer or employee, or the furnishing of a "blanket bond." The latter means a school district officer and employees blanket position bond which covers all officers and employees up to the penalty of the bond for each officer and employee and the full penalty of the bond is always enforced during its term and no restoration is necessary and there is no additional premium after a loss is paid.

The surety bonds required by §5-116a shall be furnished by a company duly qualified under the insurance laws of Oklahoma and shall be purchased by the district. Each surety bond shall be payable to the district and require "financial officers" and the superintendent to faithfully perform their duties during their employment or term of office and properly account for all monies and property received by virtue of their position or employment.

In the event of a conflict between this policy and any opinion of a court of competent jurisdiction or an opinion of the Oklahoma Attorney General regarding who constitutes a "financial officer" of the district, the opinion will be deemed to control over any contradictory definition in this policy.

Reference: 70 OKLA. STAT. §5-116a

ACTIVITY FUNDS

The board of education will exercise complete control over all activity funds and will adopt appropriate rules and regulations for handling, expending and accounting for all such funds.

At the beginning of each fiscal year, the board will 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.

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

No expenditures will 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 will be deposited with the office of the superintendent. The custodian of such funds will cause the funds to be deposited daily with the central office.

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

The school activity fund custodian will be appointed by the board of education. The custodian will provide a surety bond in an amount determined by the board, but not less than one thousand dollars ($1,000.00).

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

Reference: 70 OKLA. STAT. §5-129

FEDERAL PROGRAMS COMPLAINTS

The district receives federal funds and the board has established this policy to help ensure compliance with federal grant requirements. Any student, parent, community member or employee who believes the district has violated any regulation connected with the expenditure of federal funds should notify the district using the process outlined in this policy. This policy specifically covers, but is not limited to, complaints related to the following issues:

- Use of Title I funds
- Flexible Learning Program
- Parental involvement
- Private school access to federal funds
- Homeless student enrollment, transportation and barriers to education
- Teacher and principal training and recruiting
- Math and science partnerships
- Enhancing education with technology
- English language acquisition
- Safe and drug free schools
- Community learning centers
- Innovative programs
- Small, rural, and/or low-income school programs

Definitions

Grievance Coordinator:

The person designated to process complaints, moderate and keep records during hearings. The grievance coordinator is:

Assistant Superintendent or Director of Federal Programs
Pryor Public Schools
P.O. Box 548
Pryor, OK 74362

Grievant:

The person making the complaint.

Respondent:

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

Day:

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

Procedural Steps

Step 1:

Address the problem informally. Prior to filing a written complaint, individuals are encouraged to visit with the responsible party or a school administrator and make reasonable efforts to resolve the problem. School employees are required to participate in this process.

Step 2:

If the problem was not resolved informally, or if a parent, student or patron believes informal resolution is not advisable, the grievant may submit a complaint to the grievance coordinator on the attached form. The form must contain all the requested information.

The grievance coordinator will conduct an impartial investigation within ten (10) days of receipt of the complaint (or as soon as reasonably possible given the circumstances, but not more than thirty (30) days). The investigation will include, but not be limited to, interviewing the grievant, respondent, and witnesses, and reviewing relevant documents. The grievance coordinator will specifically ask the respondent to confirm or deny facts, accept or reject the grievant's requested action, and outline alternatives.

After the investigation, the grievance coordinator will prepare a written decision regarding the results of the investigation. The decision will be mailed to the grievant, respondent, and superintendent within five (5) days of the conclusion of the investigation.

Step 3:

If either the grievant or respondent are dissatisfied with the step 2 decision, he or she may appeal. The grievance coordinator must receive a written notice of appeal within five (5) days of the appealing party's receipt of the step 2 decision or the

matter is deemed resolved. The appeal notice must include a specific statement explaining the basis for the appeal.

Within five (5) days of receipt of a timely appeal, the grievance coordinator will refer the matter to the superintendent (or other impartial individual if the superintendent is the respondent).

The superintendent (or other impartial individual if the superintendent is the respondent) will conduct a hearing within ten (10) days of his/her receipt of the appeal. The grievant, respondent and grievance coordinator will all be invited to attend the appeal hearing, and relevant employees are required to participate in this process.

At the hearing, the superintendent (or other impartial individual if the superintendent is the respondent) will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he/she deems relevant. The grievance coordinator will make arrangements to audiotape any oral evidence presented.

After the investigation, the superintendent (or other impartial individual if the superintendent is the respondent) will prepare a written decision regarding his/her findings. The decision will be mailed to the grievant, respondent, and grievance coordinator within five (5) days of the conclusion of the appeal hearing.

Step 4:

If either the grievant or respondent are dissatisfied with the step 3 decision, he or she may appeal. The grievance coordinator must receive a written notice of appeal within five (5) days of the appealing party's receipt of the step 3 decision or the matter is deemed resolved. The appeal notice must include a specific statement explaining the basis for the appeal.

Within five (5) days of receipt of a timely appeal, the grievance coordinator will notify the board of education clerk. The board will conduct a hearing within thirty (30) days of the clerk's receipt of the appeal. The grievant, respondent and grievance coordinator will all be invited to attend the appeal hearing, and relevant employees are required to participate in this process.

At the hearing, the board may ask for oral and written evidence to be presented by both parties. The board clerk will make arrangements to audiotape any oral evidence presented.

After the hearing, the board clerk will prepare a written decision regarding the board's findings. The decision will be mailed to the grievant, respondent, grievance coordinator, and general counsel of the Oklahoma State Department of Education within five (5) days of the conclusion of the appeal hearing. The board's decision may be appealed by submitting a request to the Oklahoma State Department of Education's general counsel within thirty-five 935) days of the board hearing.

General Provisions

Extension of time:

Any time limits set by these procedures may be extended by mutual consent of the parties involved, although the total number of days from the date the complaint is filed until the board of education issues a final decision shall not exceed one hundred twenty (120) days.

Confidentiality of Records:

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

Representation:

The grievant and the respondent may have a representative assist them through the grievance process and accompany them to any hearing.

Retaliation:

The district prohibits retaliation, intimidation, threats, or coercion related to any aspect of the grievance process, including but not limited to: making a complaint, testifying, assisting, appealing, or participating in any other proceeding or hearing. The district will take steps to prevent retaliation. These steps include notifying students and employees that they are protected from retaliation, making sure grievants know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the district will take strong responsive action.

Basis of Decision:

At each step in the grievance procedure, the decisionmaker will take or recommend appropriate measures based on the facts taken as a whole, as revealed by the investigation and hearing, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Business and Auxiliary Services* Adopted: August 1, 2016 Revised: September 4, 2018; September 3, 2019; August 2, 2021

FEDERAL PROGRAMS

The district participates in a variety of federal programs and receives funding ("Awards") through those programs. All district representatives will comply with all regulatory guidance and laws applicable to the individual programs.

The district will regularly monitor its compliance efforts and make appropriate information available to the federal awarding agency ("FAA"), state pass-through entity ("State Entity"), inspectors general, and/or US comptroller. The district will make required performance reports using OMB approved information collections reports.

Audits

If the district expends $750,000 or more in federal awards during the fiscal year, it will have an audit conducted.

Employee Compensation

Regardless of the source of the funds, employees are paid pursuant to the district's salary schedule for all work performed. If personnel costs are paid with Awards, those costs will be calculated as wages and fringe benefits permitted in 2 C.F.R. § 200.431 for services rendered during the relevant time period.

Employees who are paid with Award funds – in whole or in part - must maintain adequate records documenting the time spent performing each set of duties so that their compensation can be correctly allocated to the Award. 2 C.F.R. § 200.430

Travel and Conference Expenses

The district will follow its standard travel reimbursement and professional development policies and procedures when spending Award funds, except when a federal requirement is more stringent, in which case the district will adhere to the more stringent requirement. Any travel, conference / professional development participation and expenses will be reasonable, necessary, and related to the federal program tied to the Award.

Conflict of Interest / Mandatory Disclosure Regarding Contracting

The district will make written disclosure of any potential conflict of interest to the FAA or State Entity in accordance with the FAA's policy.

All members of the board, officers, employees and agents of the district are expected to maintain high ethical standards and use good judgment in conducting school business. Board members are also required to follow the same standards of professional conduct required of all district employees. Board members, officers, employees and agents of the district specifically agree to refrain from using their position for any unfair personal or business advantage or engaging in any action which gives the appearance of such misconduct. Any board member who violates this policy will be subject to censure by the board, may be referred to the Oklahoma Ethics Commission, and may also be referred for criminal prosecution. Any officer, employee or agent of the district will be subject to disciplinary action, including but not limited to termination and/or prosecution for violation of the requirements related to standards of conduct and conflict of interest.

Business Arrangements and Financial Transactions

All board members are required to familiarize themselves with and comply with all the requirements of OKLA. STAT. tit. 70 § 5-124.

As required by law, the district will not contract with any member of the board or any company, individual or business concern in which any member of the board is directly or indirectly interested. A member of the board is considered to be interested in any contract with a company, individual or business concern if the member of the board or any member of the immediate family (including a partner) of the member of the board owns any substantial interest in the same, or if an organization employs or is about to employ one of these parties. The only exceptions will be those allowed by OKLA. STAT. tit. 70 § 5-124.

If a contract is allowed by an exception listed in OKLA. STAT. tit. 70 § 5-124, then the board will not give special consideration to any company based on its affiliation with a board member or a board member's family or partner. If the board is seeking to conduct business with a company affiliated with a board member (or a board member's family member or partner) that member will abstain from the contracting process unless a statutory exception applies.

Gifts

Board members may not seek or accept gifts, payments, services, entertainment, travel, valuable privileges, etc. from individuals or vendors who do business or seek to do business with the district, although board members may accept common courtesies such as meals and promotional items as are customarily exchanged in the normal course of business. These courtesies must be of nominal value only. Board members are expected to use good judgment in accepting such courtesies and must avoid any conflict of interest or even the appearance of impropriety.

Reporting Misconduct

In the event a board member engages in misconduct such as fraud, bribery, or gratuity violations, the board president, or the vice president if the president is the board member engaging in the misconduct, will report the violation to the FAA or State Entity in order to help prevent or prosecute waste, fraud, and abuse.

Financial Management Procedures

Internal Controls

The director of federal programs is responsible for implementing appropriate internal controls over Award funds which are consistent with 2 C.F.R. Part 200 Subpart E. This includes, but is not limited to, reviewing and comparing Awards, budgets, and allocations to determine whether the Awards are being expended appropriately and in compliance with relevant guidelines. The director of federal programs is also responsible for taking prompt action if noncompliance is discovered. The director of federal programs is required to take reasonable measures to safeguard protected personally identifiable and protected information.

General Recordkeeping

The district will expend all Awards and account for those Awards in accordance with all applicable laws and regulations. The director of federal programs is responsible for maintaining appropriate records, documentation, and oversight related to all Awards. This includes, but is not limited to the following:

- information to prepare all required reports
- compliance documentation to establish conformity with federal statutes, regulations, and the specific terms and conditions of an Award
- proof of the appropriate expenditure of Awards
- records of receipt / expenditure of Awards, including the federal program under which the Award was made, any applicable CFDA number, Award identification number and year, name of the FAA, and name of any applicable State Entity
- accurate, current, and complete disclosure of the financial results of all Awards in accordance with current OMB standards and the terms of the Award
- source documents showing the application for funds, authorizations, obligations, unobligated balances, assets, expenditures, and income and interest related to an Award
- evidence that all Award funds, property, and other assets have been safeguarded and are used solely for authorized purposes
- a comparison of Award expenditures and budgets
- the district's written procedures to minimize the elapsed time between the transfer of funds and disbursement by the district, when possible, to receive funds in advance from the FAA
- the district's written procedures for determining the allowability of costs in accordance with 2 CFR part 200 subpart E and the terms and conditions of the Award

Records Retention Timeline

The district will maintain all records pertinent to any Awards it receives. All documents will be maintained a minimum of 3 years from the date of submission of the final expenditure report OR 3 years from the date of the quarterly or annual financial report UNLESS there are pending claims related to project OR the FAA has notified the district the records should be maintained longer OR the records have been transferred to or are maintained by the FAA or State Entity. The district will retain records for real property and equipment maintained for 3 years after final disposition.

Interest

The director of federal programs is responsible for maintaining advance Award payments in an interest bearing account unless:

- the district receives less than $120,000 in Awards per year
- the district would earn less than $500 per year in interest on federal cash balances
- the depository would require an unfeasible minimum balance
- the banking system prohibits interest bearing accounts

The director of federal programs is responsible for retaining up to $500 per year of interest earned on Awards for the district to utilize for administrative expenses. The director of federal programs is responsible for remitting any additional earned interest to the Department of Health and Human Services Payment Management System.

Budgeting

The director of federal programs is responsible for regularly reviewing budgets and expenses and making appropriate reports and requests for deviations in the budget or project scope.

Real Property, Equipment, and Supplies

The district will appropriately insure all real property, equipment, and supplies (“Property”) acquired or improved with Awards, and will take reasonable steps to safeguard and adequately maintain the Property. All Property will be labeled.

The district will not encumber Property acquired or improved with an Award without prior approval from the FAA.

The district will maintain appropriate records of the Property. These records will include, as applicable, a description, serial/identification number, source of funding (including the Federal Award Identification Number), name of title holder, acquisition date, cost, percentage of federal participation in the project’s cost, location, use and condition, disposition data (including date of disposal and sale price).

The district will conduct an inventory of Property at least every 2 years, and will review/update the inventory annually. The district will include the following information on the inventory: fund source, description, serial number, acquisition date, acquisition cost, and location.

The district will use the Property as long as needed, and may make the Property available for other federal projects as long as this will not disrupt the intended use.

Once the Property is no longer needed, it will be disposed of in accordance with current federal standards.

Property purchased for a Title I, Part A Targeted Assistance program will be reserved only for identified students.

General Procurement Standards and Vendor Selection

General Standards

The district will follow its standard procurement policies and procedures when spending Award funds, except when a federal requirement is more stringent, in which case the district will adhere to the more stringent requirement. The director of federal programs is responsible for overseeing that contractors perform in accordance with the terms of their contracts / purchase orders.

Any employee who has oversight or compliance responsibilities for administering an Award will comply with the district's stated conflict of interest policy above.

The district will use processes and analysis designed to avoid acquiring unnecessary and duplicative items and will actively attempt to make economical purchases with Award funds. This may include, when appropriate, consideration of leases, shared service agreements, use of federal excess and surplus property, and value engineering clauses in construction contracts.

The district will only award contracts to responsible contractors possessing the ability to successfully perform. In determining whether a contractor is a responsible contractor, the district will consider integrity, compliance with public policy, record of past performance, and financial and technical resources.

The district will maintain adequate records detailing the history of procurement, including the rationale for the procurement method, selection of the contract type, contractor selection or rejection, and the basis for the contract price for all Awards.

In procurement with Awards, the district will only use time and material type contracts after determining that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. If such a contract is used, the district will utilize extra oversight on the project.

The district will utilize good practices and sound business judgment to settle all procurement issues related to Awards, including source evaluations, protests, disputes, and claims.

Procurement Methods

For procurement processes with Award funds, the district will make technical specifications on proposed procurements available to the FAA or State Entity if requested.

All contracts connected with an Award will comply with 2 C.F.R. §§200..318-.326.

For all procurements using funds from an Award, the district will utilize one of the procurement methods identified below:

- Micro-purchase will be utilized for purchases under $10,000 (or $2,000 if the purchase is subject to the Davis-Bacon Act). The district will attempt to distribute these purchases equitably among qualified suppliers, and the district will not solicit competitive quotations if the district believes a purchase price is reasonable.

- Small purchase procedures will be utilized for purchases under the Simplified Acquisition Threshold ($250,000). When utilizing this procurement method the district will obtain quotes from an adequate number of qualified sources.

- Sealed bids will be utilized when complete, adequate, and realistic specifications are available, multiple bidders are willing and able to compete effectively for the business and the procurement lends itself to a firm fixed price and the successful bidder can be made principally on the basis of price. When utilizing this procurement method, the district will timely and publicly issue the invitation for bids - including adequate information about the project. All the bids will be publicly opened as prescribed in the invitation for bids, and the contract will be awarded in writing to the lowest responsible bidder. If a sealed bid is rejected, the district will document the reason for the rejection.

- Competitive proposals will be utilized when other procurement methods are not appropriate. The first step of the competitive proposal process is getting an independent estimate. When utilizing this procurement method, the district will publicize the evaluation factors and their relative importance to an adequate number of qualified sources and will consider all responses. The district will use an established, written method for conducting technical evaluations of the proposals (including receiving independent estimates before receiving bids or proposals) and award the project to the proposal which is most advantageous to the district.

  The district may also use competitive proposals for qualifications-based procurement of architectural/engineering (A/E) services to award proposals to the most qualified competitor – subject to fair and reasonable compensation. The district will not use this type of procurement to purchase other types of services through A/E firms.

- Noncompetitive proposals will be utilized when an item is only available from a single source, there is an urgent situation which precludes the delays associated with competitive selection, the FAA or State Entity has expressly

authorized this method, or solicitation from multiple sources has yielded inadequate competition.

- Negotiating Profit will be negotiated as a separate element of the price for each contract if there is no price competition and in all cases where cost analysis is performed.

For all procurements using funds from an Award, the district:

- will not utilize a cost plus a percentage of cost or percentage of construction cost method of contracting

- will not accept bids or proposals from a contractor that develops or drafts specifications, requirements, statements of work, invitations for bids, or similar documents

- will not unnecessarily restrict bidders to a specific geographic area

- will ensure that if a list of prequalified persons, firms or products are used, that the list is current and includes enough qualified sources to ensure maximum open and free competition

- will take appropriate affirmative steps to ensure that small and minority businesses, women's business enterprises, and labor surplus area firms ("target groups") are included in its contracting process, including:

    - including target groups on the solicitation list and ensure that these target groups are solicited whenever they are potential sources

    - dividing total requirements, if economically feasible, to permit maximum participation by target groups

    - establishing delivery schedules, when possible, which encourage target groups to participate

    - utilizing groups which interface with the target groups (e.g., Small Business Administration, Minority Business Development Agency of the Department of Commerce, etc.)

    - requiring the prime contractor, if using subcontracts, to take these same affirmative steps to include target groups

    - ensuring the district and all its contractors comply with the with § 6002 of the Solid Waste Disposal Act, including procuring only items which contain the highest percentage of recovered materials practicable for purchases over $10,000, procuring solid waste management services which maximize energy and resource recovery, and establishing an affirmative procurement program for procuring recovered materials identified in EPA guidelines

Suspension and Debarment

The following language shall be included within the terms of any contract for goods and services that will be paid for using federal funding:

Certification Regarding Debarment, Suspension and Ineligibility

To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS" published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person it intends to do business with is not excluded or disqualified.

SCHOOL RAFFLES

OKLA. STAT. tit. 21 § 1051 allows schools and their affiliated student groups and parent-teacher groups to raise money by conducting raffles in exchange for voluntary contributions. While this law allows for the issuance of raffle tickets in exchange for a *voluntary* contribution, the *sale* of raffle tickets is against the law and subjects such persons or groups selling the tickets to criminal liability. The district provides schools, student groups and parent-teacher groups with the option of conducting raffles. However, in order to comply with state law as well as prevent exploitation of students, parents and the community, the district requires that all such raffles be conducted within the limitations and guidelines provided below.

Groups Allowed to Conduct Raffles on School Property

Only a school of the district, or a student or parent-teacher group affiliated with a school of the district may conduct a raffle or raffle-related activities on school property. The group conducting such a raffle is the "sponsoring organization" for purposes of this policy.

Prior Approval of Raffles Required

Raffles and raffle-related activities are not permitted on school property unless prior approval has been given, in writing, by the school principal. In order to receive approval, the student group must prepare a *Request for Raffle* form and submit it to the school principal. The principal will not issue an approval unless the form is complete and unless the organization is in compliance with the School Raffle Policy and policy concerning student fund raising activities. In addition, before providing the approval, the principal must obtain the approval of the board. The principal may deny a request for a raffle at his or her discretion, taking the purpose of the fundraising into account as well as the number of raffles or other fund raising activities already approved for the calendar year. This decision may be appealed to the superintendent.

If the raffle is being sponsored by the school generally (not by a student or teacher-parent group), approval for such a raffle must be granted by the board upon the request of the school's principal or the superintendent.

General Requirements

Raffle tickets may be issued only in exchange for a voluntary contribution. Specifically, there may be no set price for a raffle ticket, and the issuance of a raffle ticket may not be contingent on a financial contribution to the sponsoring organization. However, the sponsoring organization may determine a suggested voluntary contribution amount and may print this amount on the ticket as the suggested voluntary contribution.

The sponsoring organization may not hire or contract with any person or business to conduct the raffle, to sell raffle tickets, or to solicit contributions in connection with a raffle on its behalf.

No staff member or student shall be coerced or forced to participate in any raffle-related activity.

All tickets remain the responsibility of the sponsoring organization with accountability to the school's principal.

The fair market value of any one prize may not exceed $5000.00.

Information Printed on Tickets

The following information must be printed on the raffle ticket:

1. The name of the organization sponsoring the raffle;
2. Date, time and place of drawing;
3. The district's name; and
4. Consecutive numbering.

Records of Raffle Activity

The sponsoring organization must report in writing to the school's principal the following information within five days of the raffle drawing:

1. Name of raffle winner(s) and respective prize(s), including the fair market value of the prize;
2. Total raffle tickets sold;
3. Total gross receipts;
4. Details of expenses related to the activity;
5. Net proceeds (gross proceeds minus expenses); and
6. Details of the expected use of the profits from the activity.

If the fair market value of the prize is $600.00 or more, then the school must also obtain and keep for its records the social security number of the prize winner and his/her address.

If the raffle is being sponsored by the school generally (not by a student or teacher-parent group), this information should be submitted to the superintendent.

Federal Taxation Issues

The fair market value of the prizes must be disclosed to the respective winners. If the fair market value of the prize is $600.00 or more, then the sponsoring organization must issue an IRS Form 1099 to the IRS and the recipient. Copies of the Form 1099's must be sent to the district's business office. Note that prizes with a fair market value of

$5000.00 or more are prohibited by the district.

Reference: 21 OKLA. STAT. §1051

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Business and Auxiliary Services* Adopted: August 1, 2016; Revised: August 3, 2020; July 15, 2024

TRAVEL EXPENSE REIMBURSEMENT

Statement of Policy

Expenses incurred by individuals for travel on behalf of the district should be reimbursed by the district. Reimbursement to individuals should be made upon approval by the board of education after proper presentation of supporting documentation, as defined below.

Definitions

Terms used in this policy are defined as follows:

1. "Travel" means transportation arrangements made or incurred by car, airplane, train, bus or other means or hotel accommodations and meals, for the purposes of advancing the interests of the district. Travel may be within or without the district. Travel does not mean transportation to and from the employee's residence or abode to the district for employment.

2. "Employee" means any person employed by the district or a member of the board acting in his or her capacity as a board member on behalf of the district.

3. ‘‘Non-employee’’ travel and related expense reimbursement is limited to reimbursement of students and sponsors, engaged in approved school related activities. Expenses eligible for reimbursement are only those for necessary meal and lodging expenses. Students and sponsors seeking reimbursement must follow the procedures included in this policy or any reimbursement will be forfeited.

4. "Expenses" means any actual indebtedness incurred and paid by an individual employee on behalf of the district, for the benefit of the district or for the purpose of advancing the interests of the district, with the intention of being reimbursed by the district.

   Expenses may include, but are not limited to, these items:

   A. air and car rentals;

   B. meals and incidentals at the GSA per diem rates in effect at the time travel is requested);

   C. For travel associated with a co-curricular activity that is funded from a Student Activity Fund subaccount, the daily per diem rate (for overnight travel only) is $36.00 for in-state travel and $45 for out-of-state travel. In the event a meal is provided by the hotel or another

entity, the per diem will be reduced as follows: $35.00 per day.

D. hotel or motel accommodations;

E. other travel related expenses when applicable, such as mileage; and

F. registration fees and meeting expenses.

5. "Receipt" means an invoice document issued by a vendor which has been paid as an expense by an employee. A receipt must contain the following information:

A. date indebtedness incurred;

B. date indebtedness paid;

C. amount paid;

D. amount of indebtedness;

E. who paid the indebtedness;

F. method of payment;

G. the purpose of the indebtedness including an itemized description of the goods or services purchased; and

H. the name, address and telephone number of the vendor.

A credit card slip alone is not a receipt.

6. "Supporting documentation" means a memorandum to the board containing a request for reimbursement and explanation of the reason for the expense. All receipts for which reimbursement is sought and a travel claim must be attached to the memorandum.

7. "Travel claim" is a document prepared by an employee who seeks reimbursement which contains the following information:

A. dates entering and ending travel status;

B. points of travel;

C. mileage to and from destination(s) when personally owned vehicle is used;

D. amount per mile reimbursed;

E. air fare;

F. car rentals;

G. amount claimed for meals and incidentals based on the established per diem rate;

H. motel and hotel expenses;

I. registration fees and meeting expenses;

J. other school business expenses such as telephone calls, tips, etc., which properly occur during the time an employee is in travel status;

K. encumbrance to be charged for expense; and

L. by whom the travel activity was approved.

8. "Credit card slip" is the customer's copy of the credit card charge form. A credit card slip alone is not a receipt. To qualify as a receipt a credit card slip must be attached to a supporting invoice issued by the vendor which contains all the information required of a receipt.

9. "Vendor" means the individual or entity that provided the goods or services to the district for which reimbursement is sought and a receipt for payment has been issued.

Procedure for Reimbursement

To obtain reimbursement for travel expenses the employee must:

1. Prepare supporting documentation to the board of education with attached receipts and travel claims. Requests for reimbursement with insufficient or incomplete documentation will be denied.

2. Submit supporting documentation with attachments to the board treasurer. The board treasurer and superintendent of schools or his or her designee will review the memorandum and attachments for completeness and accuracy. If the memorandum is complete and accurate the board treasurer will advise the board clerk to list the reimbursement request as an agenda item on the next available board meeting.

3. At the next available board meeting the board will consider the reimbursement request and authorize the board treasurer to issue a warrant to reimburse the employee for the amounts, if any, deemed appropriate by the board. The board has absolute discretion to deny the request or approve it in whole or in part. The board's decision is final.

4. The board treasurer will issue the warrants for reimbursement authorized by the board as soon as is practicable following the board's action.

Other Issues

1. A request for reimbursement must be made within thirty (30) days after the vendor's invoice is issued. Notwithstanding this time limitation, all requests

for reimbursement must be made prior to the end of the fiscal year in which the vendor's invoice was issued and services rendered, and it must be submitted in sufficient time to allow the board to take action at its last regular meeting of the fiscal year. Reimbursement requests not complying with these requirements will be denied unless unusual circumstances are presented to and approved by the board.

2. Reimbursements issued by the board are only for the actual amount of out of pocket expenses paid by the employee. No additional charges may be added by the employee and the employee may not obtain a warrant for funds he or she expects to pay or incur in the future.

3. According to Internal Revenue Service regulations, meal reimbursements are to be reported as taxable income, unless the employee is required to work extensive hours requiring rest or incur overnight lodging, and there is a substantiated business connection. When meal reimbursements are determined to be taxable, the district is required to withhold Federal income tax, social security (FICA) and Medicare tax and to pay matching employer contributions for FICA and Medicare tax. Non-overnight meal reimbursement will be treated as non-taxable provided a substantial business discussion occurs during the meal and the meal is furnished for a substantial noncompensatory business reason. When seeking reimbursement for business related meals, employees must document the purpose of the meeting, the time, location and who was in attendance. Reimbursement of any taxable non-overnight meals will be paid in the employee's next regularly scheduled paycheck.

4. Any interpretation of this policy shall be made solely by the board of education and shall be binding in all respects.

5. Violation of any of the provisions of this policy may result in dismissal, nonrenewal, or other adverse action.

Reference: 70 OKLA. STAT. §5-117

REIMBURSEMENT FOR COCURRICULAR ACTIVITY EXPENSES

Statement of Policy

Expenses for necessary meal and lodging expenses incurred by district students and sponsors involved in authorized school-sponsored cocurricular activities should be reimbursed by the district.

Definitions

Terms used in this policy are defined as follows:

1. "Student" means any student of the district who is participating in an authorized school-sponsored cocurricular activity.

2. ‘‘Sponsor’’ mean an employee of the district or another person who has been authorized by the superintendent or the board of education to serve as a sponsor for an authorized school-sponsored cocurricular activity.

3. "Expenses" means any actual indebtedness incurred and paid by an individual student or sponsor for meals and hotel or motel accommodations associated with an authorized school-sponsored cocurricular activity with the intention of being reimbursed by the district.

4. "Receipt" means an invoice document issued by a vendor which has been paid as an expense by a student or sponsor. A receipt must contain the following information:

   A. date indebtedness incurred;

   B. date indebtedness paid;

   C. amount paid;

   D. amount of indebtedness;

   E. who paid the indebtedness;

   F. method of payment;

   G. the purpose of the indebtedness including an itemized description of the goods or services purchased; and

   H. the name, address and telephone number of the vendor.

A credit card slip alone is not a receipt.

5. "Supporting documentation" means a memorandum containing a request for reimbursement and explanation of the reason for the expense. All receipts for which reimbursement is sought and a claim must be attached to the memorandum.

6. "Claim" is a document prepared by a sponsor who seeks reimbursement which contains the following information:

   A. a description of the authorized school-sponsored cocurricular activity;

   B. date of authorization by the board of education;

   C. meals;

   D. motel and hotel expenses; and

   E. encumbrance to be charged for expense.

7. "Credit card slip" is the customer's copy of the credit card charge form. A credit card slip alone is not a receipt. To qualify as a receipt a credit card slip must be attached to a supporting invoice issued by the vendor which contains all the information required of a receipt.

8. "Vendor" means the individual or entity that provided the goods or services to the sponsor or student for which reimbursement is sought and a receipt for payment has been issued.

9. "Meals" means actual food expenses incurred while participating in the authorized school-sponsored cocurricular activity.

10. ‘‘Authorized school-sponsored cocurricular activity’’ means participation in an event approved in advance by the board of education for a particular group of district students and their sponsor.

<u>Procedure for Reimbursement</u>

To obtain reimbursement for expenses the sponsor must:

1. Prepare and maintain complete and accurate supporting documentation with attached receipts and claims for the sponsor(s) and students. Requests for reimbursement with insufficient or incomplete documentation will be denied.

2. Submit supporting documentation with attachments to the designated district employee/official.

3. The board has absolute discretion to deny the request or approve it in whole or in part. The board's decision is final.

4. The district will issue payment for reimbursement authorized as soon as practicable following the approval.

Other Issues

1. A request for reimbursement must be made within thirty (30) days after the vendor's invoice is issued.

2. Reimbursements will be issued only for the actual amount of expenses paid by the sponsor(s) and the students. No additional charges will be reimbursed. The district will not issue payment for funds a student or sponsor anticipates incurring in the future.

3. Reimbursement for necessary meal and lodging expenses incurred by district students and sponsors involved in authorized school-sponsored cocurricular activities may be made from the appropriate activity fund sub-account or from the general fund, as determined appropriate by the board of education.

4. Any interpretation of this policy shall be made solely by the board of education and shall be binding in all respects.

5. Violation of any of the provisions of this policy by a district employee/sponsor may result in dismissal or nonrenewal. Violation of the provisions of this policy by a student may result in disciplinary action.

Reference: 70 OKLA. STAT. §5-129

STUDENT ACHIEVEMENT PROGRAMS AND PARENT-TEACHER ASSOCIATIONS AND ORGANIZATIONS

The board of education believes that student achievement programs (curricular, co-curricular and extracurricular) and parent-teacher associations and organizations can advance the educational goals of the board of education and confer a benefit to the students of the district. It is the purpose of this policy to establish guidelines for the sanctioning of student achievement programs and parent-teacher associations and organizations that raise money and collect revenues for the benefit of students.

For purposes of this policy, there are two categories of student achievement programs and parent-teacher associations and organizations.

- Type A: groups that are sanctioned by the board and organized to maintain bank and financial status which is separate from the school activity fund.

- Type B: groups that are not sanctioned by the board which must maintain bank and financial status as a subaccount in the school activity fund. In order to qualify, these groups must deposit receipts from all sources into the activity fund subaccount and may not provide administrative fees or stipends to any individual.

Only those student achievement programs and parent-teacher associations and organizations sanctioned in accordance with this policy will be exempt from the statutory controls over school activity funds found in the Oklahoma School Code, OKLA. STAT. tit. 70, § 5-129.

<u>Sanctioning Procedure for Student Achievement Programs and Parent-Teacher Associations and Organizations</u>

1. The district may sanction student achievement programs and parent-teacher associations and organizations that, according to the board's determination, advance the educational objectives of the district, are beneficial to students and meet the requirements of this policy.

   Any such organization must be managed / operated by adults. The organization must have by-laws and/or a constitution available for the board's review. Those documents must provide details on the structure of the organization and clearly identify the organization as a parent organization or booster club separate from school district student organizations.

2. In determining whether a student achievement program or a parent-teacher association or organization should be sanctioned by the district, the board of education may consider: (1) if the program, association, or organization promotes activities that are an extension, expansion, or application of the district curriculum; (2) if the program, association, or organization assists student government or

activities in carrying out special projects or responsibilities; (3) if the program, association, or organization assists student clubs, organizations, and other student groups in raising funds to promote activities approved by the board of education; and (4) supplemental information provided by the student achievement program or by a parent-teacher association or organization in support of its application.

3. A written statement by a student achievement program or by a parent-teacher association or organization to the board of education requesting sanctioning shall include the following: (1) a statement of its purpose, goals, organizational structure, and membership requirements; (2) a detailed statement of how the district and its students will benefit if the organization is sanctioned; (3) a statement of nondiscrimination consistent with all Oklahoma and federal laws; (4) 501(c)(3) determination letter from the Internal Revenue Service; and (5) financial and performance audits, if any, which have been performed on such program, association, or organization by an independent accounting firm.

4. The written statement shall be submitted to the superintendent for preliminary review. After the program, association, or organization's written statement has been reviewed by the superintendent, the superintendent shall make a recommendation to the board of education. The board of education shall review the written statement, and shall sanction or decline to sanction the applicant. The decision of the board of education is final and nonappealable.

5. In order to maintain the status of a sanctioned program, association, or organization in accordance with this policy, a renewal application is due to the superintendent or designee annually by October 15th. A revised application must also be filed annually within 30 days of any change in officers. Copies of all the group's required tax forms must be submitted annually to the superintendent or designee no later than January 15th.

   The superintendent or board may require from any such program, association or organization, on an annual basis, that financial and performance audits be performed on the program, association, or organization by an independent accounting firm. If required by the superintendent of schools or the board of education, the audits shall be submitted to the superintendent within ninety (90) days of the superintendent's request. The board of education shall review any audits submitted and determine if the program, association, or organization is entitled to continue to be sanctioned in accordance with this policy and if its funds should continue to be exempt from the statutory controls over student activity funds found in the Oklahoma School Code, OKLA. STAT. tit. 70, § 5-129.

6. The superintendent of schools or the board of education may, at any time they deem warranted, request copies of any and all records maintained by the program, organization, or association. Copies of records must be promptly provided upon the request of the board or superintendent.

7. The board may, at its discretion, withdraw sanctioning at any time it deems it in the best interest of the district. Any decision of the board of education to withdraw sanctioning is final and non-appealable.

8. The board's sanctioning of any program, association, or organization is not intended to reflect any opinion as to the group's financial, performance, or other records and

should not be relied on by outside organizations. The board and district employees are not liable for obligations for sanctioned groups.

9. Any plan or project related to school facilities or educational awards must be pre-approved by the superintendent or designee.

10. No program, association or organization sanctioned under this policy shall publish or otherwise publicly indicate in any manner that it has been sanctioned by the district under this policy.

11. No program, association or organization may use any district resources to advertise its activities.

12. A sanctioned program, association, or organization may not use the district's tax ID number.

13. Type A and Type B groups, as defined above, may not employ or pay district employees or others for any labor or services of any kind that is to benefit the district or any program or activity of the district.

AUDITOR

The board of education will provide for and cause to be made an annual audit of the district for each fiscal year. The audit will include a financial audit and a compliance audit of all 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 will 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 OKLA. STAT. §22-103

PURCHASING AND DISTRIBUTION

It is the policy of the 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 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.

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 to the superintendent. Purchases shall be made from local firms when economically wise to do so.

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

A contract may be awarded for a supply or service without competition when the Director of Purchasing, or a designee, determines in writing that there is only one source for the required supply or service, and it is in the best interest of the school district to have the supply or service. The writing justifying the sole source must specify why it is necessary and justified.

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PROCUREMENT

General Fund Monies

To ensure fair and open competition in the purchase of needed equipment and supplies, the district shall seek quotes or proposals in the following manner:

Quotes/Requests for Proposals:

- Less than $20,000 — Shall be secured by one written quote. Purchase order may be approved by the superintendent or superintendent's designee.
- $20,000 to $99,999 — Shall be secured by three written quotes. Purchase order may be approved by superintendent or superintendent's designee.
- $100,000 and over — Shall be secured by a formal bid process as defined by a solicitation of bids with written specifications and a notice of bid invitation not less than two weeks or more than six weeks Purchase order or contract must be submitted to the board of education for approval before the award is made.

A summary of quotes and/or proposals will be attached to purchase orders.

A contract may be awarded for supply or service without competition when the Chief Financial Officer, or designee, determines in writing, that there is only one source for the required supply or service, and it is in the best interest of the school to have the supply or service. The writing justifying the sole source must specify why it is necessary and justified. A Sole Source Affidavit will be completed for all sole source items over $100,000 and submitted to the Board of Education as a consent agenda item.

Items Exempt from Bidding

- Audit/accounting services
- Insurance Services
- Medical services
- Demographic studies
- Employment services
- Drug and alcohol testing
- Professional consultation services
- Travel services
- Textbooks, student workbooks, library/media books, maps and globes, and education and training material
- Postage
- Software upgrades for existing district software platforms

- Items available for purchase on an existing state contract, or through a cooperative bidding contract from another municipality, district, government agency, or service agency such as, but not limited to, TIPs, BuyBoard, OMNIA, and TOPS
- Used equipment or furnishings
- Public safety and occupancy needs up to $100,000 in order to avoid interruption of school or to avoid additional damages or loss such as refrigeration, heat and air conditioning, utilities, or newly discovered security and safety hazards.

Construction Procurement

No contract involving an expenditure of more than $100,000 (or any construction management trade contract or subcontract exceeding $50,000) for the purpose of constructing a building or making any improvements or repairs to school buildings (a "Public Construction Contract") shall be made except upon sealed bids in accordance with the Public Competitive Bidding Act of 1974, OKLA. STAT. tit. 61, § 101 et seq. (the "Act"). No such contract shall be split into two or more contracts involving sums below this threshold for the purpose of avoiding the requirements of the Act.

The Act does not prohibit the district from erecting a building or making improvements on a force account basis. The term "force account" means the purchase of necessary materials and the use of the district's regularly employed staff to provide necessary labor.

Public Construction Contracts over $10,000 but under $100,000 may be awarded on the basis of written quotes to the lowest responsible qualified contractor. Public Construction Contracts for less than $10,000 (or less than $25,000 for minor maintenance and repair) may be negotiated with a qualified contractor.

New buses shall be purchased from the list maintained by the State Board of Education by sealed bid at a price not greater than the price filed with the State Board of Education in accordance with the provisions of OKLA. STAT. tit. 70, § 9-109.

E-Rate

In selecting service providers for all eligible goods and/or services for which Universal Service Fund ("E-Rate") support will be requested, the administration shall:

- Make a request for competitive bids for all eligible goods and/or services for which Universal Service Fund support will be requested and comply with applicable state and local procurement processes included in its documented policies and procedures.

- Wait at least four weeks after the posting date of the FCC Form 470 on the USAC Schools and Libraries website before making commitments with the selected service providers.

- Consider all bids submitted and select the most cost-effective service offering, with price being the primary factor considered.

- Keep control of the competitive bidding process by not surrendering control to a service provider who is participating in the bidding process and not including service provider contact information on the FCC Forms 470.

Federal Funds

All purchases with federal funds will be made in accordance with the specific requirements. Refer to Federal Programs – Section 3.

Reference: 61 OKLA. STAT. §103, 70 OKLA. STAT. §9-109

SELECTION OF A CONSTRUCTION MANAGER

Pursuant to 61 O.S. § 62, the Board of Education authorizes the Superintendent or his or her designee to develop and maintain procedures for the selection of a construction manager for each project for which the District determines that the employment of a construction managers is permitted and desirable. This procedure shall, at a minimum:

1. Extend consideration only to construction mangers recognized as qualified by the Department of Real Estate Services of the Office of Management and Enterprise Services;
2. Evaluate the candidates' professional qualifications, including but not limited to, licensing, registration, certifications, technical abilities and past experience relevant to the contemplated project; and
3. Select a construction manager based on professional qualifications and technical experience.

Upon selection of a construction manager, the District shall negotiate a contract with the highest qualified construction manager, provided that a fee can be negotiated that is fair and reasonable to both parties. In the event a reasonable fee cannot be negotiated with the selected construction manager, the District may negotiate with other construction managers in order of their qualifications.

Reference: 61 O.S. § 62

DUPLICATE CHECKS

The district may issue a second or duplicate check in lieu of any check issued and subsequently lost or destroyed by the payee. No second or duplicate check will be issued until the district has stopped payment on the check by the payor bank or, in the alternative, until an affidavit explaining the circumstances regarding how the original check was lost or destroyed has been submitted to the district by the payee. The appropriate administrator may use his/her discretion in determining which alternative to use to preclude any district loss taking into account the district's past relationship with the payee, the amount of the original check, and other relevant factors.

Reference: 70 OKLA. STAT. §5-189

POLICY ON ELECTRONIC RECORDS, CONTRACTING AND SIGNATURES

Under certain conditions, electronic records and signatures satisfy the requirements of a written signature when transacting business. The District desires to promote effective and efficient use of electronic records to conduct business. The authenticity and reliability of electronic records and signatures relating to governmental transactions are dependent on the accompanying processes, supplemental records and the overall context in which records are created, transferred, signed and stored. The purpose of this policy is to provide guidelines for the use of electronic records and signatures in connection with the transaction of District business.

This policy does not mandate the use of an electronic signature or otherwise limit the right of a party to conduct a transaction on paper, nor does it apply to any situation where a written signature is required by law.

Definitions

1. Attribution - An electronic record or electronic signature is attributable to a person if it was the act of the person. The act of the person may be shown in any manner, including a showing of the efficacy of any security procedure applied to determine the person to whom the electronic record or electronic signature was attributable.

2. Electronic Signature - An electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

3. Electronic Record – Any information created, generated, sent, communicated, received or stored by electronic means.

Guidelines

Electronic Records

Electronic records created or received by the District shall be appropriately attributed to the individual(s) responsible for their creation and/or authorization or approval. The District shall utilize available technology to implement reliable methods for generating and managing electronic records. Any electronic record filed with or issued by the District shall be given the full force and effect of a paper record if the following conditions are satisfied:

1. The record is an electronic filing or recording and the District agrees to accept or send such record electronically; and

2. If a signature is required on the record by any statute, rule or other applicable law or District policy, the electronic signature must conform to the

requirements set forth in this policy governing the use of electronic signatures. Signatures cannot be altered by ordinary means.

Electronic Signature

An electronic signature may be used unless there is a specific statute, regulation, rule of law or District policy that requires records to be signed in manual (i.e., non-electronic) form. The issuance and/or acceptance of an electronic signature by the District shall be permitted in accordance with the provisions of this policy and all applicable state and federal laws. Such electronic signature shall have the full force and effect of a manual signature only if the signature satisfies all of the following requirements:

1. The electronic signature identifies the individual signing the document by his/her name and title;

2. The identity of the individual signing with an electronic signature is capable of being validated through the use of an audit trail;

3. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been affixed

4. The electronic signature must be electronically encrypted or transmitted by technological means designed to protect and prevent access, alteration, manipulation or use by any unauthorized person; and

5. The electronic signature conforms to all other provisions of this policy.

Authorized District Officers

The following positions are considered Authorized Officers/Employees:

Board of Education President
Board of Education Vice President
Board of Education Clerk
Board of Education Treasurer
Superintendent of Schools
Superintendent's Designee
Chief Financial Officer

Authorized Officers/Employees are the individuals delegated the authority to electronically sign documents on behalf of the District, where signatory authority has been granted for a specific transaction or purpose. **This policy is not intended to grant signatory authority to any person who does not have such authority by virtue of their position.**

Unless prohibited by law, Authorized Officers/Employees may, but are not required, to sign documents through an electronic signature on any record, including without limitation contracts, agreements, correspondence, certificates, reports, minutes or similar documents in those instances in which the Authorized Officer's/Employee's signature is required or permitted. Use of an electronic signature requires the approval of the Authorized Officer/Employee.

All electronic signatures are subject to the District's authentication procedures and Authorized Officers/Employees are required to comply with all security procedures established by the District and its software vendors.

Prohibited Use – All Employees and Officers

No employee or officer may use an electronic signature on any district document on behalf of any other employee or officer unless that person has been granted specific, written authorization to do so. Any unauthorized employee who uses electronic methods to sign documents, or falsifies electronic records or electronic signatures will be subject to disciplinary action up to and including dismissal. The District may also refer violations of this policy for possible criminal prosecution. All employees are required to immediately report any violations of this policy, suspected fraud, or other security concerns to Chief Financial Officer.

Employment Applications, Contracts and related Paperwork

Any person applying for employment with the District or signing an employment contract with the District may be required by the District to electronically sign an employment application, contract of employment, or any other employment related paperwork. All electronic signatures are subject to the District's authentication procedures and applicants and employees are required to comply with all security procedures established by the District and its software vendors.

Reference: OKLA. STAT. tit. 12A, §§ 15-101 to 15-121.

SPECIAL EDUCATION CERTIFICATION REIMBURSEMENT

Purpose

Pursuant to the Oklahoma State Department of Education Special Education Service Division's ("OSDE-SES") "Project 616," eligible teachers may apply for reimbursement for costs associated with obtaining certification in special-education related subject areas under certain circumstances. The purpose of this policy is to establish procedures by which eligible employees may seek such reimbursement.

Eligible Certifications

Teachers may seek reimbursement for the costs associated with the following subject area examinations:

1. Eligible certifications for teachers who are currently certified in special education (mild-moderate or severe-profound):

    a. Early Childhood Education (105)
    b. Elementary Education Subtest 1: Reading/Language Arts (050) and Elementary Education Subtest 2: Social Studies/Mathematics/Science/Health, Fitness, and the Arts (051)
    c. English (007) or English (107)
    d. Middle Level English (024)
    e. Advanced Mathematics (011) or Advance Mathematics (111)
    f. Elementary Mathematics Specialist (082)
    g. Middle Level/Intermediate Mathematics (025) or Middle Level/Intermediate Mathematics (125)
    h. Chemistry (004)
    i. Earth Science (008)
    j. Middle Level Science (026)
    k. Physical Science (013)
    1. Physics (014)
    m. Middle Level Social Studies (027)
    n. Psychology/Sociology (032)
    o. U.S. History/Oklahoma History/Government/Economics (017)
    p. World History/Geography (018)
    q. Mild-Moderate Disabilities (029) or Mild-Moderate Disabilities (129)
    r. Severe-Profound/Multiple Disabilities (031) or Severe-Profound/Multiple Disabilities (131)
    s. Blind/Visual Impairment (028)
    t. Deaf/Hard of Hearing (030)

2. Eligible certifications for general education teachers or participants in the Non-Traditional Route to Special Education Certification program:

a. Mild-Moderate Disabilities (029) or Mild-Moderate Disabilities (129)
b. Severe-Profound/Multiple Disabilities (031) or Severe-Profound/Multiple Disabilities (131)
c. Blind/Visual Impairment (028)
d. Deaf/Hard of Hearing (030)

Procedures for Seeking Reimbursement of Qualified Expenses

To be eligible for certification reimbursement, an employee must first obtain the written approval of the Superintendent to make a request to the OSDE-SES for reimbursement.

Upon receipt of approval from the Superintendent, the employee is responsible for contacting OSDE-SES to obtain pre-approval for the reimbursement from OSDE-SES.
The employee is required to provide OSDE-SES with a statement, on district letterhead, providing the following details:

1) Names the employee seeking reimbursement;
2) The employee's current teaching assignment;
3) An explanation of why the employee believes it is necessary for him/her to take and pass the subject area examination; and
4) Total cost.

The statement submitted to OSDE-SES must be submitted via e-mail one of OSDE-SES contacts listed below; the subject line of the employee's email submitting the statement to OSDE-SES should be "Project 616".

Upon submission of a request for pre-approval, OSDE-SES will notify the employee whether the request has been approved. Decisions by OSDE-SES regarding the approval of an employee's request for reimbursement are based on information provided and available funds for the program; approval of a request is not guaranteed.

If pre-approval is obtained from OSDE-SES, the employee must then take and pass the subject area examination before receiving the reimbursement. If an employee does not pass the test, he or she is not eligible for reimbursement, and must obtain pre-approval to take the test again pursuant to the procedure outlined above.

Upon receiving notification that an eligible employee has taken and passed the relevant subject area examination, the district's Chief Financial Officer is responsible for preparing and submitting a computer-generated Expenditure Summary and Detail report and a copy of the employee's subject area examination results to request reimbursement from OSDE-SES. The district's report must be provided to OSDE-SES via facsimile at (405-522-2380) or emailed to the district's Compliance, Data, and Finance Specialist.

No employee may be reimbursed for obtaining a certification in more than one subject area pursuant to this policy. The amount of any reimbursement received under this program will be listed on the employee's W2 form as taxable compensation in the year in which the reimbursement was received by the employee.

Passing a subject area examination does not, in and of itself, constitute approval for providing direct instruction in any subject area. The district will comply with all applicable state law regarding certification requirements for teachers.

Employees who have questions regarding this program should feel free to contact OSDE-SES via the below contact information:

Special Education Services Division at 405-521-3351
carole.tomlin@sde.ok.gov (405) 521-2335
janet.felton@sde.ok.gov (405) 521-1578
karen.howard@sde.ok.gov (405) 521-3587

IDENTITY THEFT PREVENTION

This policy is adopted to ensure compliance with the Fair and Accurate Credit Transaction Act, 15 USC. §1601 et seq. and the Federal Trade Commission's rules regarding Identity Theft (the "Red Flag Rules"). The district is subject to the Red Flag rules if it is a "Creditor." The district is a Creditor if it provides any goods or services for a fee *and* as a matter of course extends credit to its customers by offering them the ability to pay for those goods and services *after* they are provided as opposed to requiring prepayment or contemporaneous payment. The district is a creditor with respect to limited areas involving a low risk of identity theft. Areas in which the district allows a debtor to defer payment owed the district include but are not limited to school meal charges, after school care charges, adult education tuition, facility use charges and similar accounts. The district must review all of its "Accounts" to determine whether any of those accounts are "Covered Accounts." As to "Covered Accounts," it must develop an Identity Theft Program (herein referred to as the "Program") designed to detect, prevent, and mitigate identity theft in connection with a Covered Account.

Definitions

For purposes of this policy, the following definitions apply.[1]

A. "Account" means a continuing relationship established by a person with the district to obtain a product or service for personal, family, household, or business purposes. Note that the requirements of the federal rules apply not only to existing accounts but also to new account openings, when a relationship has not yet been established.

B. "District" means the Pryor School District.

C. "Covered Account" pertains to accounts which involve prepayment or contemporaneous payment as well as payment in arrears and means (i) an account that the district offers or maintains, primarily for personal, family or household purposes, that involves or is designed to permit multiple payments or transactions, such as a child care account, cafeteria account, tuition account, or facility rental account and similar accounts; and (ii) any other account that the district offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the district from identity theft, including financial, operational, compliance, reputation, or litigation risks. This category of Accounts includes the district's small business accounts, sole proprietorship accounts, and accounts for which the risk of identity theft is reasonably foreseeable because of how they are opened and accessed (i.e., the accounts can be accessed without face-to-face contact, such as through the Internet or by telephone).

[1] Other than district and "personal identifying information", definitions provided in this section are based upon the definitions provided in 16 C.F.R. § 681.1.

D. "Credit" means the right granted by the district to a debtor to defer payment of debt or to incur debts and defer its payment or to purchase property or services and defer payment therefore.

E. "Creditor" means a business or organization that regularly defers payment for goods or services or provides goods or services and bills customers later (as opposed to requiring prepayment or contemporaneous payment).

F. "Customer" means a person that has a covered account with the district.

G. "Identity Theft" means fraud committed or attempted using identifying information of another person without authority.

H. "Person" means a natural person, a corporation, government or governmental subdivision or agency, trust, estate, partnership, cooperative, or association.

I. "Personal Identifying Information" means a person's credit card account information, debit card information, bank, bank account information, and driver's license information and for a natural person includes the individual's social security number, mother's birth name, and date of birth.

J. "Red Flag" means a pattern, practice, or specific activity that indicates the possible existence of identity theft.

K. "Service Provider" means a person that provides a service directly to the district.

The district shall create an Identity Theft Program to protect Covered Accounts. At a minimum, the district's Program will:

1. Identify and list the Covered Accounts.

2. Identify and list the red flags indicating that someone might be attempting to obtain services, products or information surreptitiously by claiming to be someone they are not.

3. Explain how the district will detect red flags that have been identified.

4. Explain how the district will respond if a red flag is detected.

5. Designate a senior administrative employee to administer the program.

6. Describe the district staff who need to be trained on how to detect and respond to identity theft and the training they should receive.

7. To ensure the protection of the district's clients from identity theft via the district's contracted service providers, identify the categories of service providers that should be required via contract to assist the district in detecting red flags and must therefore either have their own red flags program or ensure compliance with the district's red flags program.

8. Identify how the district will periodically reassess its operations to ensure that its red flag program reflects the current risks of identity theft to its clients (including, but not

limited to, the types of records/accounts that are subject to the Red Flag Rules as Covered Accounts and the activities or occurrences that should be designated as a red flag for identity theft).

9. Be submitted to the district's board for approval.

10. Be annually re-evaluated to determine whether material changes have occurred warranting changes to the district's identity theft policy and program.

Updating the Program

A. Upon the recommendation of the superintendent the board of education shall annually review and, as deemed necessary by the board, update the district's identity theft prevention program along with any relevant red flags in order to reflect changes in risks to customers or to the safety and soundness of the district and its covered accounts from identity theft. In so doing, the board of education shall consider the following factors and exercise its discretion in amending the program:

    1. The district's experiences with identity theft;

    2. Updates and methods of identity theft;

    3. Updates and customary methods used to detect, prevent, and mitigate identity theft;

    4. Updates on the types of accounts that the district offers or maintains; and

    5. Updates in service provider arrangements.

Reference: 15 U.S.C. 1601 et seq.

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Business and Auxiliary Services* Adopted: August 1, 2016; Revised: September 3, 2019; July 15, 2024

SUBSTITUTE EMPLOYEES

The board of education employs substitute teachers to follow the daily lesson plan provided by a regular classroom teacher who is unable to be present in his/her class. Individuals wishing to perform duties as a substitute teacher must be annually approved by the board or be subsequently approved by the board for inclusion on the district's master list of substitute teachers. Only substitute teachers included on the district's approved substitute list will be employed by the district.

All substitute teachers and substitute support employees will be paid through the district's designated outside temporary employment agency. Prior to working as a substitute with the district, individuals shall be required to undergo a background check pursuant to the board's policy governing criminal records searches. General exceptions to the background check requirement relate to teachers of ten or more years who have retired from the district and individuals who have been full time Oklahoma teachers in the past five years at another district where a background check is already available.

The employment of an individual substitute teacher within the district shall be limited as follows:

- maximum of 135 days per school year if the substitute does not have a current or lapsed/expired teaching certificate or bachelor's degree, with a maximum of 135 days in the same assignment;

- maximum of 145 days if the substitute has a lapsed/expired certificate or possesses a bachelor's degree, with a maximum of 145 days in the same assignment; or

- no limit on the number of days within the district or in the same assignment if the substitute holds a valid certificate.

In the event the district is unable to locate a substitute teacher with a valid certificate to teach special education for students with physical disabilities or students with mental retardation, the limitations outlined above may be waived. Prior to waiving these restrictions, the administration will contact the Oklahoma State Board of Education and other local resources to determine the availability of a certified substitute teacher. Substitute teachers teaching special education for more than fifteen (15) consecutive or thirty (30) total days must receive in-service training prescribed by the Oklahoma State Board of Education.

Reference: 70 OKLA. STAT. §6-105

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Business and Auxiliary Services* Adopted: August 1, 2016

TELEPHONES

The board of education recognizes that telephone communications by staff and students are occasionally necessary. However, classes must not be interrupted for routine telephone calls.

1. Students or staff may be called from the classroom only for urgent or emergency telephone calls.

2. Personal telephone calls are discouraged; however, students may obtain permission from office personnel to use the office telephones for business use only during class breaks.

3. Incoming messages will be accepted and delivered during class breaks, if time permits.

4. Teaching staff may use office telephones, if necessary. Long distance calls will not be made without permission from the principal. When personal long distance calls are made, arrangements must be made to promptly reimburse the district for the cost.

TRANSPORTATION MANAGEMENT

The board of education recognizes that transportation is a necessary element of educational opportunity and, therefore, the board shall grant opportunities 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 pre-kindergarten, 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. The board of education may provide transportation to students living outside the boundaries and routes established for the district by the State Board of Education.

4. 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.

5. To provide adequate education facilities and opportunities which otherwise would not be available.

Reference: OKLA. STAT. tit. 70, § 9-105

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.

In furtherance of the District's School Bus Safety Program, the District may install and operate a video-monitoring system in or on its school buses or bus stop-arms for the purpose of recording a violation by a driver attempting to overtake a school bus with red loading signals in operation. See District policy "Use of Security Cameras."

Reference: OAC 210:35-13-115; OKLA. STAT. tit. 47 §11-705

SAFETY DRILLS

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

A minimum of 10 safety drill activities per year will be planned and implemented by the superintendent, the fire marshal, or other civil authorities, to ensure orderly movement of students to the safest available space(s) should an emergency occur. Whenever drills occur, all individuals on campus will fully participate in the drills. The following drills will be conducted each school year:

- Security (4 drills per year at different times of day; 1 drill within the first 15 days of the start of each semester and 1 other drill per semester)
- Fire (1 drill within the first 15 days of the start of each semester)
- Tornado (1 drill in September and 1 drill in March)
- Other drills such as security, fire, tornado, terrorism, suicide, weapons, etc. (2 drills per year)

The superintendent will maintain communication with other community agencies in order to share information on preparedness and planned procedures. It is the responsibility of the superintendent to ensure that the schools work in cooperation with these other agencies during such emergencies. Building principals are responsible for documenting each of the safety drills which are conducted and filing a copy of the documentation at the school site, with the district's administrative office, and with the Oklahoma School Security Institute.

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

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

In the case of building evacuations, all meeting areas will be at least 50 feet away from buildings and driveways.

Reference: OAC 210:35-13-115, OKLA. STAT. tit. 70 § 5-149

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Business and Auxiliary Services* Adopted: August 1, 2016; Revised: September 3, 2019

SMOKING, VAPING, AND THE USE OF TOBACCO PRODUCTS

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

Tobacco on Campus

Smoking, vaping, and the use of tobacco products or vapor products in any form is prohibited on district property by all persons at all times – regardless of whether school is in session. This prohibition includes school buildings, grounds, and school-owned vehicles. Possession of tobacco products or vapor products by students on school property is prohibited. This policy also applies to students and staff at any off-site, school sponsored meeting or event, including, but not limited to, field trips and athletic events.

Marijuana on Campus

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

Posting Signs Pursuant to this Policy

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

Definitions

"Tobacco products" includes, but is not limited to: cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches and lighters.
"Vapor product" includes noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. "Vapor product" shall also include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. "Vapor product" does not include any products regulated by the

United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.

"Smoking" means the carrying by a person or having access to a lighted cigar, cigarette, pipe or other lighted smoking article. Smoking also includes using products which mimic or simulate smoking behavior, regardless of whether such products actually contain tobacco. This prohibition includes but is not limited to vapor products as defined in this policy.

Enforcement

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

Students

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

Staff

Any violation of this policy by staff will be referred to the appropriate supervisor. One written warning will be issued to the staff member with a copy placed in his or her district personnel file. Further violations will be considered willful neglect of duty and will be dealt with accordingly based on established policies and procedures for suspension, demotion, dismissal and non-renewal of staff.

Citizens

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

Reference: 70 O.S. §§ 1210.212, 1210.213

SAFE SCHOOL COMMITTEES AND HEALTHY AND FIT SCHOOL ADVISORY COMMITTEES

Safe School Committees

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

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

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

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

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

   - Professional development needs of faculty and staff to recognize and avoid bullying and implement methods to decrease student bullying;

   - Professional development needs of faculty and staff to recognize and report suspected human trafficking;

   - Methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, use of problem-solving teams that include counselors and/or school psychologists, and ways to utilize behavioral health resources, including suicide prevention resources.

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

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

5. Prior to the last day of school of each school year, each Safe School Committee shall make a written report to the school principal. The school principal shall transmit a copy of the report to the superintendent. The superintendent shall maintain the reports in the records of the district and shall transmit a copy of each Safe School Committee report to each district board member.

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

Healthy and Fit School Advisory Committees

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

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

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

1. Health education;

2. Physical education and physical activity; and

3. Nutrition and health services.

School principals shall give consideration to the recommendations of their respective advisory committees. The Advisory Committee, for purposes of timelines, shall follow the same schedule

as established for the district's Safe School Committees.

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

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Business and Auxiliary Services* Adopted: August 1, 2016; Revised: August 2, 2021

INTERFERENCE WITH THE
PEACEFUL CONDUCT OF SCHOOL DISTRICT ACTIVITIES

I. Interfering with Peaceful Conduct

The superintendent or anyone designated by the superintendent or the board of education to maintain order in the school district shall have the authority and power to direct any person to leave school district property or any school activity when students are present, who is not a student, officer or employee thereof, and who:

1. Interferes with the peaceful conduct of activities on school district property;

2. Interferes with the peaceful conduct of school activities off school district property when students are present;

3. Commits an act that interferes with the peaceful conduct of activities on school district property;

4. Commits an act that interferes with the peaceful conduct of school activities off school district property when students are present;

5. Enters school district property for the purpose of committing an act that may interfere with the peaceful conduct of activities on school district property;

6. Enters non-school district property when students are present for the purpose of committing an act that may interfere with the peaceful conduct of school activities

For purposes of Section I of this policy conduct that "interferes with the peaceful conduct of activities on school district property" includes, but is not limited to, actions that directly interfere with any student activities, classes, study, student or faculty safety, housing or parking areas or extracurricular activities or any lawful activity; threatening or stalking any person; damaging or causing waste to any property belonging to another person or the school district; or direct interference with administration, maintenance or security of property belonging to the school district.

Any person to whom this policy applies, who fails to leave a premises as directed or returns within six (6) months thereafter, without first obtaining written permission from the superintendent or anyone designated by the superintendent or the board of education, shall be guilty of a misdemeanor.

<u>Appeal Process</u>

After receiving a directive to leave the premises under this policy, the person issued the directive may request reconsideration by taking the following steps:

First Level of Appeal

The person may request review of the initial decision by letter to the superintendent. If no written request is received within five (5) calendar days of the person's receipt of written notification of the directive to leave the premises, the directive will be final and nonappealable. If the superintendent issued the initial directive to leave the premises, the person issued the directive may proceed directly to the final level of appeal.

Final Level of Appeal

The person may request review of the superintendent's decision by letter to the superintendent or the clerk of the board of education. If no written request is received within five (5) calendar days of the person's receipt of the superintendent's written notification of his or her decision, the superintendent's decision will be final and nonappealable. The person will be notified in writing of the date, time and place of the board meeting at which the decision will be reviewed. The Board's decision will be final and nonappealable.

The superintendent or person who issues the directive to leave the premises will give the person to whom the directive is issued a copy of this policy within a reasonable amount of time after issuing the directive. During any appeal process, the person given the directive to leave the premises must remain off school property and away from school activities, whether on school district property or not, unless the superintendent, in writing, instructs that the directive is to be stayed pending the appeal process.

II. Disturbing, Interfering, or Disrupting School District Business

A. **Disturbing, interfering or disrupting**. Any person, alone or in concert with others and without authorization, who willfully disturbs, interferes or disrupts 1) school district business, including any publicly posted meetings; or 2) school district operations; or 3) any school district employee, agent, official, or representative, shall be guilty of a misdemeanor.

B. **Refusing to leave property**. Any person who is without authority or who is causing any disturbance, interference or disruption who willfully refuses to disperse or leave any property, building, or structure 1) owned, leased, or occupied by the school district or its employees, agents or representatives; or 2) used in any manner to conduct school district business or operations after proper notice by a peace officer, sergeant-at-arms, or other security personnel, shall be guilty of a misdemeanor.

C. **Definition of "disturb, interfere or disrupt."** For purposes of Section II of this policy, the term "disturb, interfere or disrupt" means any conduct that is violent, threatening, abusive, obscene, or that jeopardizes the safety of self or others.

References: OKLA. STAT. tit. 21 §§ 1375, 1376
OKLA. STAT. tit. 70 §§ 24-131, 24-131.1
OKLA. STAT. tit. 12 § 1398
OKLA. STAT. tit. 21, § 2011

DISTRIBUTION OF MATERIALS

In order to ensure student safety and the orderly operation of the school, non-school materials (fliers, booklets, magazines, buttons, announcements, signs, etc.) will only be distributed to district students under limited circumstances. All school sites will provide notice of the proper procedures for the distribution of materials. Permission to distribute materials is not an endorsement of the content of the materials either by the individual granting the permission or the board of education.

This policy does not apply to official school publications, such as yearbooks or student newspapers, and does not apply to signs posted for events such as STUCO elections.

Authorized Groups

Authorized Groups include district recognized parent-teacher organizations and school sponsored student organizations, programs, and activities. These Authorized Groups may distribute materials to students in any grade as long as these materials are related to the Authorized Group's mission.

Other Individuals and Groups

Other Individuals and Groups (Others) may not distribute materials directly to students younger than 9th grade. Others may distribute materials directly to students at the high school level with the superintendent's prior approval. Others may also request that the district distribute materials to students in any grade by contacting the superintendent. The superintendent has final authority in determining whether the materials are appropriate for distribution and the terms and conditions for the distribution. The following criteria will be used in the superintendent's consideration of the request:

- Materials which are of educational value to students should be considered for distribution;
- Materials which provide notice of a community service or event likely to be of value to students and families may be considered for distribution;
- Materials which are of a political or commercial nature will generally not be considered for distribution, unless there is a compelling reason that the material should be distributed;
- Materials which are inappropriate for the education environment will not be considered for distribution, including materials which:
    - Are obscene to minors - (a) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (b) when an average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to an

obsessive interest in sex by minors of the age to whom distribution is directed;

- Are libelous - a false and unprivileged statement about a specific individual which tends to harm the individual's reputation;

- Are vulgar, lewd or indecent - material which, taken as a hole, an average person would deem improper for presentation to minors because of sexual connotations or profane language;

- Display or promote unlawful products or services - material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors;

- Defames any group - material which disparages a group or a member of a group on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information – including racial and religious epithets, "slurs," insults and abuse;

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

If distribution is approved the superintendent or his/her designee shall designate the appropriate time, method, and location of distribution of the materials.

Students

Students may distribute materials at building entrances and exits 30 minutes before the start of the school day and 30 minutes after the conclusion of the day, and in the cafeteria during lunch periods. Students may also distribute materials at the entrances and exits of school facilities (gyms, stadiums, auditoriums, etc.) when those facilities are being used for a school sponsored activity.

The content of any student distributed materials must be appropriate, as outlined above.

Students may not distribute the materials in a manner which is disruptive, and may not pressure or force individuals to accept materials.

Students who distribute materials are responsible for removing all discarded and leftover copies from the facilities prior to leaving the premises after distribution.

Students who violate this policy shall be subject to disciplinary action in accordance with the district's policies on student behavior.

Information Tables at Open House Events

The superintendent may, but is not required, to designate an open house event up to one (1) time per semester to allow Authorized Groups and Others to set up information tables and

meet with parents and students. Authorized Groups may also have additional opportunities and preferential locations for providing materials and information to parents and students. Others will not be excluded solely because of political, religious, or philosophical beliefs.

SEX OFFENDERS

Because a safe learning environment promotes academic and social growth, the district desires to protect students at school from those who might expose students to inappropriate acts of a sexual nature. Those required to register with the state as sex offenders have committed acts totally incompatible with a safe learning environment. Accordingly, registered sex offenders are prohibited from being on any district property or attending district-sponsored activities at all times, and administrators are authorized to direct such offenders off district property and to notify law enforcement for noncompliance with that directive.

Limited Exception for Parent/Guardian

If the registered sex offender is the custodial parent or legal guardian of a child who is enrolled at the district, the registered sex offender may only enter district grounds to:

- enroll their child, after prior notice to the site principal
- deliver or retrieve their child during normal school hours
- deliver or retrieve their child from a district-sponsored extracurricular activity

While performing these delivery/retrieval functions, the registered sex offender may not exit his/her vehicle (unless prior approval has been granted by the site principal). The registered sex offender, who is the parent or legal guardian of a child who is enrolled at the district, may not be on district property or at a district function at any other time. Registered sex offenders who are custodial parents or legal guardians of a child who is enrolled at the district will receive communications about their child by phone, letter or e-mail instead of in-person communication with district personnel.

SCHOOL VOLUNTEERS

The board encourages community members to volunteer at the district's schools to augment its programs. The board has adopted this policy to clarify requirements, expectations and responsibilities related to volunteering for the school district.

The district does not discriminate against volunteers on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. All individuals who volunteer for the district should be committed to the district's non-discrimination requirements and its goal of providing quality education and related programs to the children of the community.

The district has a myriad of needs which can be filled by volunteers, and any individual interested in being a school volunteer should contact a building principal to begin the volunteer approval process. Prior to volunteering, all volunteers are required to:

- submit an information form
- authorize a criminal records check
- pay the records check fee (fee may be waived in cases of demonstrated financial hardship)
- review relevant school policies
- sign the volunteer compliance agreement

No individual will be permitted to volunteer until all of the required paperwork has been submitted and the criminal records check has been reviewed and approved by the building principal. In the event the criminal records check reveals adverse information regarding the potential volunteer, the administration will review the facts and circumstances to determine whether an exception can be granted and in what capacity, if any, the individual may be permitted to volunteer. All potential volunteers will be given the opportunity to explain any adverse information which is discovered during the criminal records check prior to an application being denied.

In addition to the foregoing, there are also special considerations for volunteers who are driving on school field trips or who are volunteering in connection with athletic events. Individuals who transport students in personal vehicles are required to provide additional documentation and declarations related to their driving history and insurance. Individuals who volunteer in connection with athletic events are required to participate in sport-specific education programs.

PROCUREMENT PLAN
FOR CHILD NUTRITION PROGRAMS

Pryor Public Schools, a School Food Authority (SFA) will purchase food and other items for use in the Child Nutrition Programs (CNP) in compliance with 7 CFR Part 3016 and State Law, using the procedures outlined as follows and in the attached chart of procedures.

The primary purpose of this procurement plan is to ensure that open and free competition exists to the maximum extent possible. The board believes that competition helps ensure that goods, equipment, and services will be obtained at the lowest possible cost. The procurement procedures practiced by the SFA will describe the goods, equipment, or services to be produced. These descriptions, along with the SFA's other actions, will not unduly restrict or eliminate competition.

Small Purchase Procedures

These procedures will be used to purchase goods, equipment, and services where the aggregate cost is less than $150,000, including fresh produce.

When small purchase procedures are used, the following conditions, stipulations, and terms must be met:

- The goods, equipment, or services to be purchased will be adequately and consistently described for each prospective supplier so that each one can provide price quotes on the same merchandise or service. These specifications may be either verbal or written. Both must be documented.

- Specifications/food descriptions must be sent by fax or e-mail or communicated by telephone or in person to at least three vendors.

- Responses from vendors can be in either written or verbal form. Verbal quotes must be documented. The SFA's purchase documentation form and/or vendor contract form contained herein will be used for this purpose.

- Price quotation response will be retained by the SFA with other program documentation and records for a period of three years after the end of the fiscal year to which they pertain or until the findings of audits are resolved. The SFA will utilize its purchase documentation form and/or vendor contract form for this purpose.

Non-Competitive Proposal

These types of proposals will be used only when procurement is not feasible under small purchase procedures, sealed bid (formal advertising), or competitive proposals. The decision to use noncompetitive proposal will be justified in writing and be available for audit and review.

Circumstances under which procurement may be conducted by noncompetitive proposal will be limited to one of the following:

- The merchandise or service is available only from a single source.
- An emergency exists, and the urgency for the requirement will not permit the delay involved with sealed bids (formal advertising) or competitive proposal.
- After solicitation from a number of sources, competition is found to be lacking.

Code of Conduct

The board expects all persons engaged in awarding and administering CNP contracts to adhere to the following guidelines:

- No SFA employee, officer, or agent shall participate in selection, award, or administration of a contract supported by program funds 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:
    - The employee, officer, or agent
    - Any member of his/her immediate family
    - His/her partner
    - An organization which employs or is about to employ one of the above
- SFA employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of material/monetary value from contractors, potential contractors, or parties to subagreements.
- The purchase during the school day of any food or service from a contractor for individual use is prohibited.
- The outside sale of such items as used oil, empty cans, and the like will be sold by contract between the SFA and the outside agency. Individual sales by any SFA employee to an outside agency or any other SFA employees is prohibited.
- Failure of any employee to abide by this code could result in fines, suspension, and/or dismissal. Interpretation of the code will be given at any time by contacting the superintendent or child nutrition director. The superintendent or child nutrition director are the only individuals authorized to provide explanation or interpretation of this code.

- No item, food, or beverage purchased with nonprofit school food service funds will be removed from the school premises by school personnel.

Changes in this plan will be made as conditions warrant and will be effective upon the approval of the SFA.

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	Price Quote Time Frame	Procurement Method Used
Milk	Yearly with accelerator	Competitive proposal
Bread	Yearly with accelerator	Competitive proposal
Canned fruits	Quarterly	Competitive proposal
Canned vegetables	Quarterly	Competitive proposal
Frozen fruits	Quarterly	Competitive proposal
Frozen vegetables	Quarterly	Competitive proposal
Pre-prepared fruits/vegetables	Quarterly	Competitive proposal
Fresh fruits	Quarterly	Competitive proposal
Fresh vegetables	Quarterly	Competitive proposal
Meats	Quarterly	Competitive proposal
Paper products	Quarterly	Competitive proposal
Chemicals	Quarterly	Competitive proposal
Small equipment	Quarterly	Competitive proposal
Large equipment	Quarterly	Competitive proposal

Protest Procedures

A. Any actual or prospective bidder, offeror, or contractor who considers him/herself to have been aggrieved in connection with the solicitation, evaluation, or award of a contract by the district may formally protest to the superintendent. Such protests must be made in writing and received by the superintendent. The protesting party must mail or deliver copies of the protest to the district, state agency, and other interested parties.

B. In the event of a timely protest, the district shall not proceed further with the solicitation or award of the contract.

C. 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 the 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 interested parties.

D. The 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 district may solicit written responses to the protest from other interested parties.

E. If the protest is not resolved by mutual agreement, the district shall issue a written determination that resolves the protest.

1. If the district determines that no violation of statutory or regulatory provisions has occurred, then the district shall inform the protesting party, the state agency, and other interested parties by letter that sets forth the reasons for the determination.

2. If the 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 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.

3. If the 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 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.

F. The 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 the district.

CHILD NUTRITION INFORMATION FOR EMPLOYEES

The district participates in the USDA's child nutrition program, and all employees, even those not specifically connected with child nutrition services, are required to adhere to applicable standards and guidelines.

Staff Training and Employee Meals

The Child Nutrition Director is responsible for ensuring that all child nutrition workers have appropriate professional development and training opportunities to comply with USDA, health, safety, and sanitation requirements. The Child Nutrition Director will also provide a copy of this policy to all employees who are responsible for complying with this policy. Although they are not specifically responsible for enforcing the policy, school social workers, counselors, nurses, homeless liaison, etc. will also receive a copy of this policy.

The district operates on a commodity program and is prohibited from providing any unpaid meals to employees. Meals furnished to employees of the district's food service department are excluded from this regulation.

Charging Meals

School employees may only charge up to $10 for meals purchased. Employees will reconcile their accounts prior to the end of the school year.

Collections

Only employees authorized by the Child Nutrition Director are permitted to have contact with parents regarding delinquent accounts.

Recordkeeping

The Child Nutrition Director will maintain all district records related to applications for free/reduced price meals.

The Superintendent and the Child Nutrition Director will maintain records of distribution of this policy.

The Child Nutrition Director will retain evidence of the efforts made to collect unpaid meal charges, including evidence that the collection efforts were timely and in accordance with the district's family policy.

The Child Nutrition Director will maintain the financial documentation showing when the delinquent charges were reclassified as bad debt (operating loss) and how the funds were restored using non-federal sources.

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Business and Auxiliary Services* Adopted: September 5, 2017; Revised: July 15, 2024; August 5,2024

CHILD NUTRITION INFORMATION FOR FAMILIES

All district students may, but are not required to, participate in any or all of the district's child nutrition program services. The district participates in the following USDA child nutrition programs:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)

Although the district complies with all USDA child nutrition program requirements, this policy is designed to provide families with pertinent information regarding meals at schools. Any individual who wishes to obtain more detailed information about the district's programs may contact the Child Nutrition Director.

Cafeteria Use

Except under special circumstances[1] all students will eat in the cafeteria or other designated location.

Guests must be cleared by the building principal prior to joining a student in the cafeteria. Non-district individuals or groups who wish to the use the cafeteria must also be cleared by the building principal.

Meal Costs

The superintendent will establish the cost for meals prior to the beginning of each school year. Meal costs will be widely publicized and posted in the cafeteria.

Meal Payments

Students are encouraged to pre-pay for meals to ensure quicker checkout in the cafeteria and to reduce the likelihood of forgotten or lost lunch money. Students may pre-pay for their meal account at the building office (preferably before school). JH & HS students may pay for their account in the cafeteria.

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[1] Special circumstances include, but are not limited to, lunch detention, severe food allergies, and IEP requirements. The district will not separate students during meals based on a student's ability to pay.

The district provides several options to keep parents informed of their student's meal account balance. The district will send a notice to parents/child when a child's account balance is $0 weekly.

Free and Reduced Price Meals

All families will have the opportunity to submit an application for free and/or reduced priced meals. This application must be completed each year. The district will utilize federal guidelines in determining eligibility for free and/or reduced price meals, and those guidelines will be publicized with other notices regarding the district's child nutrition program. The Child Nutrition Director is responsible for reviewing applications and determining eligibility. The Child Nutrition Director is responsible for promptly notifying families whether their application has been approved and following up with families who have submitted incomplete applications.

Any family who wishes to appeal a decision regarding their eligibility may make an appeal to the board clerk. If an appeal is filed, the individual will be notified of the date and time for an appeal hearing. Individuals may bring a representative with them to any appeal hearing.

School personnel will use discretion in handling applications, and the names of students eligible for free/reduced price meals will not be published, posted, announced, etc. Students receiving free/reduced price meals will not:

- Use a separate cafeteria or area of the cafeteria
- Use a separate serving line
- Enter the cafeteria through a different entrance
- Eat meals at a different time
- Work for their meals
- Use a different method at the checkout
- Eat a different meal

Charging Meals

Students who do not qualify for free meals may charge a maximum of $10prior to May 1st. No charges will be permitted after May 1st. All meals which are charged will be reimbursable meals.

Students who have exceeded the charge limit and students who are without lunch funds after May 1st will be provided an alternate meal if they do not have money to pay for their meals. The cost of these meals will be added to the family's delinquent account balance.

The alternate meal will be presented to the student as a low-cost reimbursable entrée regularly included on the menu.

Collecting Debt

The district must work to ensure that its child nutrition services are run in a fiscally responsible manner. Families will be notified when their child's account balance is

low so that the account can be replenished. If a child's account has a negative balance, the following steps will be taken:

1. An initial notice of delinquent account, along with another copy of this policy, will be sent home with the student in a plain envelope once the student's balance is negative. Up to 4 additional weekly notices may be sent in this manner. If the Child Nutrition Director is aware of community resources which may be available to families in need of financial assistance, the Child Nutrition Director may include information regarding those resources with the notice.

2. Building Secretaries will attempt to contact families via phone, email, or through other personal contact if their account is still delinquent after 4 notices. The Child Nutrition Director is authorized to enter into a repayment plan with the family at the Child Nutrition Director's discretion.

3. If the account remains delinquent despite these efforts to collect the debt, the Child Nutrition Director/Superintendent will assess the situation to determine whether the account should be referred to an outside collection agency. The Child Nutrition Director/Superintendent is also responsible for determining whether the debt should be reclassified as bad debt and how the funds will be restored to the child nutrition program.

Policy Distribution

This policy will be widely circulated in the community prior to the start of each school year and will promptly be provided to families who join the district after the start of the school year. The superintendent has discretion in determining appropriate distribution methods, but the board expects the distribution to occur through as many of the following methods as deemed practical:

- District's website
- Student handbooks
- Parent emails/newsletters
- Back to school night
- Enrollment paperwork and at the beginning of the school year

Pryor Public Schools

PROCUREMENT PLAN
CHILD NUTRITION PROGRAMS

This procurement plan will be implemented on November 2, 2021, from that date forward until amended. All procurements must adhere to free and open competition. Source documentation must be available to determine open competition, the reasonableness, the allow ability, and the allocation of costs.

Chairman, Board of Education — Date: 11-1-21

Superintendent of Schools — Date: 11-1-21

SECTION I - PROCUREMENT PLAN GENERAL REQUIREMENTS

The 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 allowable 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 (enter)
Micro-purchasing	Less than $10,000	Less than $2,000
Equipment	Over $5,000	Over $2,000
Small/Informal	Less than $250,000	Less than $50,000
Formal	Greater than $250,000 ;or any Food Service Management Contract	Greater than $50,000, or any total Food Service Management Contract

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 2 CFR §200 (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. The district will maintain a ***CHART OF PROCEDURES*** indicating how all items are procured and how often they are procured.

11. **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 contributions, or any other payments back to the SFA or SFA-related organizations must be reimbursed to the nonprofit SFA on a prorated basis.

    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. 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.

    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.

12. 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 O.S. §310.9 requires a signed and notarized nonkickback affidavit n 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])
    . Lobbying certification must be obtained for procurement contracts of more than $100,000. Any vendor whose contract award is for more than $100,000 must complete a Certification Regarding Lobbying form located on **page P-55**. The SFA must keep this signed certification statement on file with a copy of the vendor's contract.

    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 And 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 2 CFR .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 $2,500 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 half times 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)**

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 (EN-329). 23. 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 – PURCHASING EQUIPMENT

Name(s) and Title(s) of those responsible for Purchasing Equipment: **Director of Child Nutrition; Lisa Muller, Superintendent**

If the amount of purchases for ***Equipment*** is greater than $2,000, 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 person(s) listed in Section III. Quotes awarded will be to the lowest and best quote based upon quality, service availability, price, prior experience, compatibility with existing equipment/services, additional costs not covered by the quote, and/or local availability of equipment/services.

6. The person(s) listed in Section III 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 person(s) listed in Section III 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.

SECTION III – MICRO PURCHASING

If the amount of purchases for items is less than $10,000 *or less than the districts micropurchasing threshold*, the following procedure will be used.

Select one:

☐ Purchases below $10,000

x Purchases below $**2,000** *(If district threshold is below $10,000, must use most restrictive)*

1. Purchases will not be separated into 2 or more purchases to meet or be below the $2,000 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. The Director of Child Nutrition is 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 IV – SMALL PROCUREMENT

Name(s) and Title(s) of those responsible for Small Purchase Procedures: Director of Child Nutrition; Lisa Muller, Superintendent

If the amount of purchases for items less than $250,000 *or the SFA/Sponsor's small purchase threshold*, Small Purchase Procedures must be followed. Quotes documented from an adequate number of qualified sources will be required.

Select one:

☐ Purchases below $250,000

x Purchases below $_____**50,000**_____ (*If district threshold is below $250,000, must use most restrictive*)

Small Purchase procedures will be applied on ***the basis of a:***

___x___ District-wide
_____ Each Individual Site
_____ State Contract
_____ Food-Buying Group/Co-op (specify):_____
_____ Combination of above (specify):_____

1. Written specifications will be prepared and given to a minimum of two vendors.

2. The person(s) stated in Section IV will be responsible for contacting potential vendors when price quotes are needed.

3. Quotes will be awarded by person(s) stated in Section IV. Quotes awarded will be to the lowest and best quote based upon quality, service availability, price, etc.

4. The person(s) stated in Section IV 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.***

5. The person(s) stated in Section IV will be responsible for documentation that the actual product specified is received.

1. Any time an accepted item is not available, the person stated in Section IV will select the acceptable alternate. 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.

SECTION V – FORMAL PROCUREMENT

Name(s) and Title(s) of those responsible for Formal Procedures: **Director of Child Nutrition; Lisa Muller, Superintendent**

Select one or more as applicable:

☐ Purchases over $250,000

x Purchases over $ **50,000** (*If district threshold is below $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

Formal bid procedures will be applied on ***the basis of a:***

___x___ District-wide

_____ Each Individual Site

_____ State Contract

_____ Food-Buying Group/Co-op (specify):_____

_____ Combination of above (specify):_____

If the amount of purchases is above the district's threshold, or a Food Service Management Contract, formal procurement procedures will be used as required by 2 CFR Part 200.318-326.

1. 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: (It is highly suggested by USDA to allow 45 days for IFB & 60 days for RFP from the time the information is given to vendors until the time of bid opening. It should not be any less than 30 days)

2. An announcement of an **Invitation for Bid (IFB) or a Request for Proposal (RFP)** will be placed in area newspapers and an adequate number of other media outlets to publicize the intent to purchase needed items. The advertisement for bids/proposals or legal notice will be run for at least one week.

3. An advertisement is required for all formal procurement (IFB/RFP)
    - A general description of items to be purchased.
    - The deadline for submission of questions and the date written responses will be provided including an addenda to bid specifications, terms and conditions as needed.
    - A date of pre-bid meeting, if applicable, and if attendance is a requirement for bid award.
    - A deadline for submission of sealed bids or proposals, and address of location where complete specifications and bid forms may be obtained.

4. The developer of written specifications or descriptions for procurements will be ***prohibited*** from submitting bids or proposals for such products or services.

5. 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 a vendor will be informed of bid acceptance or rejection.
    - The terms and conditions which bidder must fulfill.
    - Statement assuring efforts will be made to involve minority and small business.
    - Statement regarding Cause for Termination.
    - Forms and statements identified in the ***Formal Procurement Checklist*** .
    - Statement regarding the return of purchase incentives, discounts, rebates, and credits to the non-profit Child Nutrition account, if applicable in a cost reimbursable contract.

6. 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.

7. If any potential vendor ask questions regarding the specifications or purchase conditions, interpretation will be provided in writing to all potential bidders by the person(s) stated in Section V and date specified.

8. The person(s) stated in Section V will be responsible for securing all bids or proposals.

9. The person(s) stated in Section V will be responsible to ensure all SFA/Sponsor procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.

Invitation for Bid (IFB)/Sealed Bid

In awarding a competitive negotiation (IFB) the bid will automatically go to the lowest bidder. .**Price** is the only factor that is used to determine a sealed bid.

Request for Proposals (RFP)

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.

Evaluation Criteria the district can use to award an RFP.
(Price must be given the highest points and award must equal 100 points. If not interested, the district can leave line of award blank.)

Weight	*Criteria*
40 (points)	Price
20 (points)	Service Capability Plan
15 (points)	Quality
10 (points)	Experience, References
5 (points)	Business Practices, Financial Condition/Stability
5 (points)	Accounting and Reporting System
5 (points)	Local Availability
100 points	**TOTAL**

SECTION VI - NON-COMPETITIVE NEGOTIATION

Name(s) and Title(s) of those responsible for Non-Competitive Negotiation: **Director of Child Nutrition; Lisa Muller, Superintendent**

1. 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:

2. Written Specifications will be prepared and provided to the vendor.

3. The person(s) stated in Section VI will be responsible for the documentation of records to fully explain the decision to use the noncompetitive negotiation. The records will be available for audit and review.

4. The person(s) stated in Section VI will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive 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 (SFA/Sponsor Official). The record of non-competitive purchases shall include, at a minimum, the following:
    - item name
    - dollar amount
    - vendor
    - reason for non-competitive procurement

**** Due to the rural location of the district, it is feasible the school will only receive one responsible and responsive 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 district. The following emergency procedures shall be followed. All emergency procurements shall be approved by superintendent, Lisa Muller. At a minimum, the following emergency procurement procedures shall be documented:
    - item name
    - dollar amount
    - vendor
    - 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 award cost or price;
    - A copy of the original solicitation;
    - The bidding and negotiation history and working papers;
    - The basis for contractor selection;
    - Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
    - 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 *OR* contract breaches

FORMAL PROCUREMENT CHECKLIST

Terms and information regarding Formal Procurement are listed in the Procurement Plan

FORMAL PROCUREMENT REQUIREMENTS

___ **Newspaper Advertisement** (all formal bids) newspaper advertised: _____

___ **Solicitation sent to a minimum of 2 vendors**

Vendor 1: _____

Vendor 2: _____

Vendor 3: _____

___ **Evaluation criteria for RFP.** An RFP is awarded based on overall scoring. The evaluation scoring should be given with the solicitation. **PRICE** must be given the most points. Other items scored on can be – Experience/references, Diversity in products and/or services, Quality of products, Cost & Performance Bonds, Personnel Management, Business Practices, Accounting and Reporting systems, and Service Capability plan are examples of how an RFP can be evaluated. **(IFB/Sealed Bids are awarded lowest price only. No other factors can determine the award)**

FORMS & CLAUSES

___ **Buy American information** (All Food & Milk contracts)

___ **USDA Equal Opportunity information** (contracts $10,000 or more)

___ **Termination for Cause information** (contracts $10,000 or more)

___ **Clean Water Act provision** (contracts $150,000 or more)

___ **Contract work Hours and Safety Standards Act** (contracts $2,500 or more)

___ **Nonkickback Affidavit** (Purchase orders over $25,000)

___ **Davis-Bacon information** (Construction contracts $2,000 or more)

___ **Debarment & Suspension form** (all contracts)

___ **Byrd Anti-Lobbying form** (contracts $100,000 or more)

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Business and Auxiliary Services* Adopted: August 1, 2016; Revised: September 3, 2019; February 6, 2023

FOOD ALLERGIES

The district is committed to ensuring equal access to its programs for all students, including students with food allergies. Reasonable accommodations will be made to allow students with food allergies to participate in all its programs. The district will not tolerate any retaliatory or bullying conduct toward a student due to a food allergy.

Food Allergy and Anaphylaxis Action Plan

A Food Allergy and/or Anaphylaxis Action Plan ("Plan") will be developed for each student who has a documented food allergy. The Plan will be based on an interactive meeting between the parent/guardian and the school nurse, and will be supported by medical documentation provided by the student's healthcare provider for each school year. The Plan will include, at a minimum, the following information:

- specific allergens / ingredients to be avoided
- preventative measures
- method by which employees can easily identify the student
- type of reaction to the allergen
- actions to be taken in case of suspected exposure when no reaction is observed
- actions to be taken when symptoms are present
- reasonable accommodations which will be provided for the student

Reasonable accommodations may include actions such as an alternative meal which is as nutritionally comparable as reasonably possible, a meal prepared in a separate area of the kitchen, a meal served at a separate table in the cafeteria, etc. The reasonable accommodations identified during the interactive development of the student's Plan are subject to final approval by school officials. In the event the parent/guardian is not satisfied with the results of the interactive meeting or the established Plan, the parent/guardian may request a review of the accommodations and/or the Plan by contacting the superintendent in writing within five (5) school days of the development of the Plan.

The Plan will be reviewed/updated through the interactive process at the beginning of each school year and as needed.

Cafeteria Employees

The district provides training regarding food allergies to all individuals who work in the cafeteria. Although the district will attempt to protect student confidentiality to the extent safely possible, cafeteria workers are considered individuals who have a need to know information regarding student food allergies. Accordingly, relevant cafeteria staff will have access to all Plans.

The district will clean all cafeteria surfaces in accordance with accepted standards. Tables and work areas which are specifically designated as allergen free, if applicable, will be cleaned with designated cloths/sponges to avoid cross contact.

Food Consumption Outside of Cafeterias

Except under limited circumstances, such as banquets or similar events involving approved food service, the district does not permit food to be consumed outside the cafeteria. Teachers planning on permitting food consumption for a special occasion or activity must take reasonable precautions to ensure that a student with a food allergy is not inadvertently exposed to an allergen, and that the student may participate in the activity in a meaningful way with other students.

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Business and Auxiliary Services* Adopted: April 7, 2014; Revised: August 3, 2020; July 15, 2024

WELLNESS

Purpose

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases. Schools have a responsibility to help students learn, establish, and maintain lifelong healthy eating and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health, as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a healthy school environment since school staff can be daily role models for healthy behaviors. Superintendent will designate the individual(s) responsible for implementation of policy.

Overall Goal

Students in Pryor School District 46-I001 shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices appropriate for their developmental age. Staff in the District is encouraged to model healthful eating and physical activity as a valuable part of daily life.

To meet this goal, the District adopts this school wellness policy with the following commitments to nutrition, nutrition education, physical activity, and other school-based activities that support student and staff wellness.

School Meals

Per USDA Regulations (7 CFR Parts 210 & 220), Pryor Public Schools will follow the meal patterns and nutrition standards for the National School Lunch and School Breakfast Programs, aligning them with the Dietary Guidelines for Americans. USDA rules require most schools to increase the availability of fruits, vegetables, whole grains, and fat-free and low-fat fluid milk in school meals; reduce the levels of sodium, saturated fat and trans fat in meals; and meet the nutrition needs of school children within their calorie requirements. These improvements to the school meal programs, largely based on recommendations made by the Institute of Medicine of the National Academies, are expected to enhance the diet and health of school children, and help mitigate the childhood obesity trend. Additionally:

- Drinking water will be available for students in the food service areas. Only low or non-fat varieties of milk will be allowed. Juice will be 100 percent juice with no added caloric sweeteners.

- Students will be allowed adequate time to consume meals, at least 10 minutes for breakfast and 20 minutes for lunch from the time they are seated. Recess before lunch will be encouraged to the greatest extent possible.

- The Child Nutrition Program will pursue partnerships with local/regional farms to facilitate a Farm-to-School program.

- Annual training or access to training is provided to child nutrition staff on basic nutrition, nutrition education and nutrition standards for preparing healthy meals.

Other Food Items Sold on School Campuses

Per Oklahoma Senate Bill 265, USDA Regulation Section 210, Appendix B, and Child Nutrition and WIC Reauthorization Act of 2004 the following are required.

- Foods of minimal nutritional value (FMNV) are prohibited from being sold or served during student meal services in the food service area where USDA reimbursable meals are served or eaten.

- Beverage contracts will not restrict the sale of fluid milk products at any time during the school day or at any place on the school premises.

- Students in elementary schools will not have access to FMNV except on special occasions (effective 2007-2008).

- Students in middle/junior high schools will not have access to FMNV except after school, at events which take place in the evening, and on special occasions (effective 2007-2008).

- Healthy food options will be provided at the high school and priced lower than FMNV in order to encourage student and staff to make healthier food choices (effective 2007-2008).

Nutrition & Health Education

Per Oklahoma Senate Bill 1627 and USDA Regulations, Sections 210.12 and 227 the following are required.

- Nutrition education is offered in the school cafeteria as well as the classroom.

- The Healthy and Fit School Advisory Committee at each site will study and make recommendations regarding health education, nutrition, and health services. They will utilize the CDC Coordinated School Health Index Modules as a resource in their meetings. The district permits parent, students, school nurses, school administrators, and community members to serve on the Healthy and Fit School Advisory Committees and participate in the development, implementation, review, and update of the local school wellness policy.

- Nutrition education will teach students the knowledge and skills necessary to adopt healthy eating and regular physical activity as part of their lifestyle, including promoting healthy food and beverage choices and appropriate portion size.

- Nutrition resources that include learning opportunities which enhance health will be made available for staff.

- District has implemented and follows the Oklahoma Academic Standards for all curriculum areas, which would include nutrition, physical education and health.

School-Based Activities

Per Oklahoma Senate Bill 1627, Child Nutrition Programs Agreement, or USDA Regulations, Sections 210.12 and 227 the following are required.

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

- School meals may not be used as a reward or punishment.

- Food, beverages, and candy will not be used to reward or punish academic performance or student behavior.

- Students are provided healthy food and beverage options for food beyond the school food services (vending machines, school stores, and food/beverages for snacks and celebrations).

- Schools will make clean drinking water available and accessible without restriction and at no charge at every district facility before, during and after school.

- Students and parents will be involved in the National School Lunch Program. Parents and student involvement will include menu-planning suggestions, cafeteria enhancement, program promotion, and other related student-community support activities.

- For fundraising activities outside the school day, Clubs, Groups and Organizations should support children's health. Our district encourages that fundraising activities should only include healthy foods and/or physical activity and/or non-food items.

- The district allows school gardens and dedicates resources (i.e. water, containers, raised beds, etc.). The district will support the sustaining of school

gardens through activities that could include grants, fundraisers, community donations, class groups, school clubs and the use of existing resources.

Outside Snacks

In efforts to promote healthier lifestyles, only healthy snacks will be served in the classroom, with the only exception of certain designated celebrations cleared through the Healthy and Fit School Advisory Committee and approved by the Principal.

If and when high sugary snacks are brought to school, the school reserves the right to send the snacks back home with the student.

Physical Education and Physical Activity

General Requirements

The District will ensure that all elementary school students *(K-5)* participate in a minimum of 60 minutes of physical activity *each week* whether through physical education, exercise programs, after-school athletics, fitness breaks, recess, classroom activities, or wellness and nutrition education.

Recess and Physical Activity Breaks

Recess: The District will require schools to provide elementary school students (K-5) at least 60 minutes of recess each week (in addition to the PE requirements). Additionally, the District will develop indoor recess guidelines to ensure students can have adequate physical activity on days when recess must be held indoors.

Physical Activity Breaks: The District will encourage schools to provide all students (K-12) short breaks (three to five minutes) throughout the day to let them stretch, move around, and break up their time spent sitting. These physical activity breaks may take place during and/or between classroom time.

Physical Education (PE)

The District will require all schools to establish a comprehensive, standards-based PE curriculum for each grade (K-12). Schools will ensure that PE classes and equipment afford all students (K-12) an equal opportunity to participate in PE.

- Elementary school students (K-5) will participate in at least 60 minutes of PE per week throughout the entire school year.

- Middle and high school students (6-12) will be offered at least 225 minutes of PE per week throughout the entire school year.

In addition, the following requirements apply to all students (K-12):

- During PE, students will be given the opportunity to participate in many types of physical activity, including both cooperative and competitive games.

- Students will engage in moderate to vigorous physical activity for more than 50 percent of the PE class time.

Teacher Qualifications, Training and Involvement

- Schools will allow teachers the opportunity to participate in or lead physical activities before, during, and after school.

- PE classes will be taught by licensed teachers who are certified or endorsed to teach PE.

Punishment and Rewards

- Physical activity will not be used or withheld as punishment. (This does not apply to participation on sports teams that have specific academic requirements.)

Grounds, Facilities and Equipment

The District will ensure the availability of proper equipment and facilities that meet safety standards and will conduct necessary inspections and repairs.

Community Use of Recreational Facilities

The District will encourage school staff, students, and their families to participate in physical activity outside of the school day. The District will explore and, when appropriate, permit use during non-school hours by staff, students and their families.

Active Transportation

The District will do the following:

- Encourage children and their families to walk and bike to and from school.
- Work with local officials to designate safe or preferred routes to school.
- Promote National and International Walk and Bike to School Week/Day.
- Provide bike racks for students, faculty, and staff.
- Encourage parents to supervise groups of children who walk or bike together to and from school.

After-School Physical Activity

With district-sponsored after-school activities, the district will seek to:

- Dedicate at least 20%, or at least 30 minutes (whichever is more), of program time to physical activity, which includes a mixture of moderate to vigorous physical activity.
- Utilize outdoor space for physical activity as much as possible each day (weather permitting and with appropriate protection from the elements).
- Provide equal opportunities for children and youth with disabilities to be physically active.
- Encourage staff to join children and youth in physical activity whenever possible.

OTHER ACTIVITIES WHICH PROMOTE SCHOOL WELLNESS

Staff Wellness

The District recognizes that employee health is essential to student health and to creating healthy school environments. Accordingly, the District will implement an employee wellness program that promotes healthy eating, physical activity, and overall health. The District may partner with community agencies and organizations (e.g., local health departments, hospitals, health insurance companies, and local chapters of national organizations, such as the American Cancer Society, American Heart Association, Red Cross, and YMCA) to assist in providing education, services, and resources for staff.

The District will do the following to support staff wellness:

Nutrition

- Provide employees with access to a refrigerator, microwave, and sink with a water faucet.

Physical Activity

- Promote walking meetings.
- Provide access to on-campus athletic facilities, such as gyms, running tracks, basketball courts, and tennis courts.
- Promote employee participation in physical activity by creating exercise clubs or groups and/or sponsoring employee sports teams.

General Wellness

- Partner with community organizations or agencies to offer voluntary health screenings annually to staff, including free or low-cost health assessments.
- Promote tobacco prevention and provide referral information on cessation services through the Oklahoma Tobacco Helpline.
- Partner with community organizations or agencies to offer immunization clinics (e.g., flu, Tdap, etc.) to staff.
- Provide or partner with community organizations or agencies to offer free or low-cost first aid and CPR training.

Health Education

Where applicable, schools' health education curriculums will follow the *Oklahoma Academic Standards*.

This wellness policy and each school site wellness policy shall be reviewed annually to consider the policies' appropriateness in meeting local, state, and federal requirements and school-community needs for the children served by Pryor Public Schools.

Assessments, Revisions, and Policy Update

- The Assistant Superintendent of Teaching and Learning shall facilitate the development of the local school wellness policy, oversee appropriate updates to the policy, and ensure each school's compliance with the policy. The District will ensure that the designated official fully understands the federal and state laws as related to wellness policies.

- Contact Information for the Assistant Superintendent of Teaching and Learning:

  Dr. Tiffany Ballard
  Pryor Public Schools
  P.O. Box 548
  Pryor, OK 74362
  ballardt@pryorschools.org

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Business and Auxiliary Services* Adopted: August 1, 2016; Revised: September 6, 2022

IMMUNIZATIONS

The 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 district unless and until the parent/guardian provides (1) a current, up-to-date immunization record **OR** (2) a completed and signed state-approved exemption form on file with the district **prior** to the student's admission to the district. The exemption form shall specify that the student has received or is in the process of receiving the immunizations currently required by Oklahoma State Department of Health regulations, unless the exemption has been granted from the immunizations on medical, religious, or personal grounds or as otherwise required by law.

The immunization requirements shall be posted at the district's website **and** in any notice or publication provided to parents/guardians regarding immunizations. The state-approved exemption form is available at the Oklahoma State Department of Health website.

If a parent or guardian is unable to pay for the required immunizations, the school will refer the student to the State Department of Health for assistance.

Reference: 70 OKLA. STAT. §1210.191, 70 OKLA. STAT. §1210.192; O.A.C. 310:535-1-2

COMMUNICABLE DISEASES

Many communicable diseases, including Human Immunodeficiency Virus (HIV) and/or Acquired Immune Deficiency Syndrome (AIDS), require special consideration in the school environment. The board of education seeks to provide an environment which is safe for all students and employees, while maintaining the dignity and privacy of individuals infected with communicable diseases.

Current research indicates that the risk of transmitting HIV/AIDS and other communicable diseases is low in the school setting when appropriate procedures are followed. All school employees are required to follow the district's Bloodborne Pathogen Exposure Control Plan at all times when there is a potential for exposure to any bodily fluid. Parents/guardians will be notified in the event a minor student has been exposed to a potentially infectious agent.

Information regarding an individual's communicable disease status will be maintained in a separate confidential file and will only be disclosed:

- in compliance with Oklahoma law; or
- with the express approval of the superintendent.

Information about an individual's communicable disease status will not be included in the individual's regular school or health records. Any individual who discloses another person's communicable disease status without the superintendent's express authorization will face disciplinary action.

Communicable Diseases for Which Isolation or Quarantine is Required

No student having a communicable disease, requiring a period of isolation or quarantine, shall enter or remain at a district school site. This shall be in effect until the order for quarantine or isolation has expired or permission for entry and return to the school site and activities has been given by the local county health department or State Department of Health. It shall be the responsibility of the student's parent(s) or legal guardians and District administration—not the student's teacher—to exclude the student. In the event a student known to be infected arrives at a school site or, after their arrival, is discovered to be infected—a school site administrator shall discretely remove the student from the class or activity, place the student in a monitored room where the student will not come into close contact with non-infected persons, and contact the student's parent or legal guardian to make arrangements to send the student home.

Student Admission

No student will be denied an education or participation in the activities of the district based solely on his/her status as a student infected with a communicable disease. In the event the school administration learns that a student may have a communicable disease, the superintendent or designee will consult with the Oklahoma State Department of Health

regarding an appropriate educational environment for the student. All decisions regarding an appropriate educational setting for the student will be made on a case-by-case basis following established policies and procedures for students with chronic health problems or other disabilities. The placement decision will be periodically reviewed, and will also be reviewed at any time a staff member observes behavior which might pose a reasonable risk of transmitting the communicable disease.

Employment

No individual will be denied employment or have his/her contract nonrenewed based solely on his/her status as an individual infected with a communicable disease.

Reference: OKLA. STAT. tit. 63, § 1-507 (2021)

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Business and Auxiliary Services* Adopted: August 1, 2016; Revised: February 6, 2023

CONTAGIOUS HEALTH CONDITIONS

The district is committed to providing a safe and healthy environment for all students and employees. School administrators will enforce this policy for the benefit of all members of the school community but will attempt to avoid embarrassment to an affected individual as practical given the totality of the circumstances. Students and employees with unique health circumstances may request an exception to this policy by providing a statement from a physician certifying that there is no danger of the condition spreading to others in the school environment. The district will comply with physician instructions when implementing the requirements of this policy.

Any student or employee who is determined to be afflicted with a contagious health condition shall be prohibited from attending school until a health officer (licensed physician, licensed physician's assistant, health department official, school nurse, etc.) has determined that the individual is free of the condition or that there is no danger of the condition spreading to others in the school environment.

Students and employees who have had a fever, diarrhea or vomiting must be symptom free for 24 hours, without the use of symptom reducing medication, prior to returning to school.

Students and employees who have pink eye or another eye infection must be symptom free or consult with the school nurse or provide a physician's statement prior to returning to school.

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Business and Auxiliary Services* Adopted: September 3, 2019; Revised: February 6, 2023

BED BUG AND PEDICULOSIS (HEAD LICE) PROTOCOL

The District is committed to providing a safe and healthy environment for all students and employees. School administrators will enforce this policy for the benefit of school community but will attempt to avoid embarrassment to an affected individual.

It is important to remember that bed bugs can resemble other insects and that many bed bugs submitted for identification are not, in fact, bed bugs. If a suspected bed bug is found on a student or the student's clothing, backpack, lunchbox or other belongings, or in a school, a discrete effort should be made to collect a specimen. The specimen should be collected by a staff member wearing rubber gloves and placing the specimen in a sealed bag. The specimen will then be given to the school nurse for proper identification. If it is confirmed that a bed bug has been found on a student and/or his or her belongings, the school nurse will:

1. Notify the student's parent/guardian *by phone* if possible. If the parent/guardian cannot be reached by phone, a letter will be sent home with the student;

2. Ask for the student to bring belongings to the nurse's office to be placed in a sealed, plastic container for the remainder of the day;

3. Develop a plan for the student's belongings to be brought to the nurse's office daily to be placed in a plastic container until treatment has been completed at home and/or student does not have any signs of bed bugs for ten (10) school days.

Students should <u>NOT</u> be excluded from the classroom due to bed bugs.

If a confirmed bed bug infestation has been found, the school will contact the Director of Maintenance to schedule professional services by a pest control company to help prevent the possible spread of the insects to other areas of the building and to students and staff.

<u>Pediculosis (Head Lice)</u>

Any student who is determined to have head lice as identified by the school nurse or other trained employee will be required to complete appropriate treatment and be re-checked by the school nurse or other trained staff prior to reentering the classroom.

Once live lice have been identified, the school nurse will:

1. Notify the student's parent/guardian to inform them of their student's health status.
    a. If the student has a mild case, he or she will be allowed to remain at school in the classroom for the remainder of the day, and treatment can start once the student is at home.

b. If the student is visibly uncomfortable, can't stop scratching, is picking lice out of the hair, or has a severe case, he or she will not be allowed to remain at school and will be sent home to begin treatment immediately.

2. Provide information to parent/guardian regarding appropriate treatment options, the importance of adherence to treatment protocol and reassessment to prevent reoccurrence.

3. Notify the parent/guardian that a re-examination will be completed before the student is allowed to return to the classroom and that the parent must be present for the re-examination. If live lice are still present, the student will be sent back home to continue treatment and another re-examination will be required.

4. Inform parent/guardian that students with head lice will be given an excused absence for 24 hours for proper treatment. Unexcused absences will follow if the student does not return to school within the allowed timeframe for treatment.

MEASLES

Due to an increasing number of measles cases being reported to the Centers for Disease Control, the District has enacted this policy as a part of its effort to prevent and control the spread of communicable diseases in the school environment, and to maintain a safe and healthy environment for all students and employees.

The Oklahoma State Department of Health has identified measles as a highly infectious disease for which an employee or student should excluded from work or school until free of the disease, and which may require a written statement from the health department or a healthcare provider before the employee or student is permitted to return to work or school.

Symptoms:

Absent a diagnosis of a contagious disease from the health department of a healthcare provider, a school administrator may exclude from a worksite or school an employee or student suffering from or exhibiting the following symptoms:

- Fever alone, 100 degrees Fahrenheit
- Sore throat or tonsillitis;
- Any eruption of the skin or rash;
- Any nasal discharge accompanied by fever;
- Severe cough, producing phlegm; or
- Any inflammation of the eyes or eyelids.

Symptoms of measles include high fever and red blotchy rash starting on the face then spreading to the rest of the body. Symptoms begin to appear about 7 to 14 days after a person is infected, but can be as long as 21 days. Most cases start with a mild to moderate fever, cough, runny nose, red eyes, and sore throat. About three to five days later, a red rash appears. The rash begins at the hairline, then spreads down the rest of the body. When the rash appears, the fever may be as high as 103°F to 105°F. Other symptoms may include Koplik's spots (tiny white spot with bluish-white centers in the mouth), and feeling run down or achy. Symptoms may last for one to two weeks.

Measles is passed from person to person by airborne droplets through coughing or sneezing. Measles can also be spread by contact with nose and throat secretions from ill persons, or touching a contaminated surface. Infected people can spread the virus four days before their rash starts to four days after.

Measles can be prevented by the measles vaccine (usually given in combination with rubella and mumps vaccines, or MMR vaccine), and is recommended for all children at 12 to 15 months of age and again at four to six years of age. If a person has not received a second

dose of the vaccine between four and six years of age, it may be given at any age thereafter. The two doses of vaccine normally provide lifelong immunity.

Any student or employee who is determined to be infected with measles shall be prohibited from attending work or school until a health officer (licensed physician, licensed physician's assistant, health department official, school nurse, etc.) has determined that the individual is free of the condition or that there is no danger of the condition spreading to others in the school environment.

Exceptions

Students and employees with unique health circumstances may request an exception to this policy by providing a statement from a physician certifying that there is no danger of the condition spreading to others in the school environment. The district will comply with physician instructions when implementing the requirements of this policy.

Educational Services

The District will confer with the parent/guardian of any student excluded from school due to measles, and formulate a plan for homebound instruction to be provided by the District, until the student is permitted to return to school.

Reporting and Additional Information

Any District employee who suspects a measles infection through either observation of parent/guardian report should report it immediately to the county health department. While local health officials may release pertinent information about a suspected infection or confirmed infection, District employees are prohibited from disclosing information regarding the medical condition of a student or fellow employee.

Any person suspecting they have been exposed to measles should contact their healthcare provider or county health department. Additional information regarding measles and symptoms of an infection is available as follows:

Oklahoma State Department of Health
1000 NE 10th
Oklahoma City, OK 73117
(405) 271-5600
Toll free: (800) 522-0203

https://www.ok.gov/health2/documents/Measles.2018.pdf

STUDENT INTERVIEWS AND INTERROGATIONS

Should it become necessary for a member of a law enforcement agency or a social service agency to talk with a student and/or school personnel during the school day, the following procedures shall be observed to protect the rights of all parties involved.

In the event of an emergency which necessitates that law enforcement be contacted, law enforcement personnel may use whatever legal means are necessary to ensure the safety of all district students, patrons and employees.

In non-emergency situations, such as when law enforcement personnel wish to question a student or employee, law enforcement personnel must coordinate their business through the principal's office. The principal or designee is authorized to summon the student or employee to a private area so that law enforcement personnel may conduct a private interview. If the interview involves a minor student, district employees will attempt to contact the student's parent or guardian prior to the interview. However, the inability to reach the student's parent or guardian will not prevent the interview from being conducted. A school employee may remain present during the interview of a minor student to ensure compliance with the child's rights but may not participate in the interview. Students will not be removed from campus unless the student is being arrested or being placed in protective custody.

Child welfare workers wishing to interview minor students about suspected abuse or neglect must also coordinate their business through the principal's office. The principal or designee is authorized to summon the student to a private area so that the child welfare personnel may conduct a private interview. The principal or designee will ask the child welfare worker whether a parent/guardian may be contacted and/or whether a school official may be present for the interview, and school officials must comply with those instructions. Child welfare workers wishing to remove any student from school property must have a properly signed court order or be accompanied by local law enforcement for the removal of the child.

Reference: 10A OKLA. STAT. §1-2-105

CUSTODIAL AND NONCUSTODIAL PARENTAL RIGHTS

It is the policy of the board of education that a parent who is awarded legal custody of a child by court action shall file a copy of the court decree awarding such custody with the school. If the custodial parent does not wish the child to be released to the noncustodial parent, an appropriate written instruction should also be filed with the school.

All staff members are instructed to refer any questions to the appropriate building principal or the superintendent.

Absent a court order to the contrary, both natural parents have the right to view the student's school records; to receive school progress reports; to visit the child briefly at school; and to participate in parent and teacher conferences (not necessarily together in the same conference).

Reference: 43 OKLA. STAT. §109-6

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Business and Auxiliary Services* Adopted: August 1, 2016; Revised: September 3, 2019; September 6, 2022; September 11, 2023; August 5, 2024

DISTRICT WIDE PARENTAL INVOLVEMENT
(Parents' Bill of Rights)

The board supports parents' efforts to be involved in the district's education programs. This policy outlines the district's efforts to educate parents and support parent involvement in response to the 2014 Parents' Bill of Rights.

Parents have the right be involved in their minor child's education, including directing that education. Parents are encouraged to exercise their rights in conjunction with district guidance so as not to inadvertently impede their minor child's compliance with federal and state mandated requirements – including requirements related to graduation. Parents also have the right to review school records related to their minor child.

Pursuant to the 2023 Oklahoma "Parents' Bill of Rights" (OAC 210: 10-2-3) no district employee and no Independent Contractor shall encourage, coerce, or attempt to encourage or coerce a minor child to withhold information from the child's parent or guardian. The district shall disclose to the child's parent or guardian any information known to the district or its employees or an Independent Contractor regarding material changes reasonably expected to be important to a parent or guardian regarding their child's health, social or psychological development, including identity information. Such disclosures shall occur within 30 days of learning the information and may include referrals for appropriate counseling services. Any parent or guardian alleging a violation by the district of OAC 210: 10-2-3 shall provide a written complaint to the State Department of Education. Any violation by an Independent Contractor that the district knew or should have known about shall be attributed to the district responsible for the contract.

"Independent Contractor" means an individual, organization, or entity that is engaged by and/or contracted by the district to provide services or instruction, whether directly or indirectly, to students or within the district on a temporary contractual basis and is not an employee of the district.

Parents generally have the right to consent prior to an audio or video recording being made of their minor child. This right does not preempt the district's right to make recordings (without specific parental approval) related to:

- safety, general order and discipline
- academic or extracurricular activities
- classroom instruction
- security/surveillance of the buildings or grounds
- photo ID cards

Parents have the right to receive prompt notice if their minor child is believed to be the victim of a crime perpetrated by someone other than the parent, unless law enforcement or

DHS officials have determined that parental notification would impede the related investigation. These notice provisions do not apply to matters which involve routine misconduct typically addressed through student discipline procedures. School personnel will not attempt to encourage or coerce a child to withhold information from parents.

1. The district will promote parent participation at the site level with the goal of improving parent and teacher cooperation in areas such as homework, attendance and discipline. This will be accomplished through activities such as:

   - Parent teacher conferences
   - Back to school / meet the teacher nights
   - District sponsored webpages with class information available to parents
   - School newsletters

2. The district will inform parents about their children's course of study by disseminating this information:

   - During annual enrollment
   - In student handbooks
   - On the district's webpage
   - Student Information System portal

   Parents may review learning materials affecting their minor children's course of study, including supplemental materials, by making a request through the building principal.

3. Parents who object to a learning material or activity may withdraw their minor child from the class or program in which the material is used. In order to withdraw a student, the parent must submit a written request, signed and dated by a parent, to the building principal. Parents who choose to withdraw their minor child from a required class are responsible for making alternate arrangements for the child to earn credit for the class.

4. The district offers sex education in 7th grade. Parents who object to their minor child participating in the district's sex education program must submit a written notice, signed and dated by a parent, to the principal in order for their child to be excused from participation. Pursuant to the 2023 Oklahoma "Parents' Bill of Rights" (OAC 210: 10-2-1, et seq.) sex or sexuality education means any class, program, curriculum, instruction, test, survey, questionnaire, course, or other instructional material that relates to sexual behavior, sexual attitudes, or sexuality, including but not limited to gender identity or sexual orientation. A written objection from a parent/guardian may object to sex or sexuality education or any other instruction questioning beliefs or practices in sex, morality, or religion. Students who are not participating in the district's sex education program will be permitted to study in the school library or office during sex education instruction.

5. If a teacher is going to provide instruction or presentations regarding sexuality in a course apart from formal sex education, the teacher will send written notice home to parents 7 days in advance of the presentation. Parents who object to their minor child's participation in such instruction may send a written request to the building principal to have the student excused from the presentation. Any such student will be permitted to study in the school library or office during the presentation.

6. Parents may learn about the nature and purpose of clubs and activities which are part of the school curriculum by reviewing student handbooks and the district's website. The district's extracurricular clubs and activities are also published in student handbooks, the district's policy manual, and are available on the district's website.

7. Parents have numerous rights and decision making responsibilities concerning their minor children. To assist parents in meeting these responsibilities and to fulfill its obligations under the 2014 Parent Bill of Rights, the district has compiled the following information for parents:

   A. The district provides sex education to students in 7th grade. Parents may opt their student out of the district's sponsored sex education program by following the procedures established in item 4 above.

   B. Parents who are not residents of the district may enroll their minor children in the district's schools in accordance with the district's open transfer policy. A copy of that policy is available in the superintendent's office.

   C. The district utilizes a number of resources to educate students. Parents who object to an assignment based on sex, morality or religion may opt their minor child out of the assignment by following the procedures established in item 3 above.

   D. A minor student is required to have (1) a current, up-to-date immunization record OR (2) a completed and signed state-approved exemption form. Either the up-to-date immunization record or a completed and signed state-approved exemption form must be on file with the district **prior** to the student's admission to the district. The exemption form shall specify that the student has received or is in the process of receiving the immunizations currently required by Oklahoma State Department of Health regulations, unless the exemption has been granted from the immunizations on medical, religious, or personal grounds or as otherwise required by law.

      The immunization requirements shall be posted at the district's website and in any notice or publication provided to parents/guardians regarding immunizations. The state-approved exemption form is available at the Oklahoma State Department of Health website, URL: https://oklahoma.gov/health.html.

   E. Students are required to meet certain obligations in order to graduate from high school. Parents can learn about these requirements each year during course enrollment. This information is also available in student handbooks and on the Oklahoma State Department of Education's website (www.ok.gov/sde/).

   F. The district provides AIDS education for students in 6th, 7th, and 10th grades. Parents may opt their minor student out of this education by submitting a written request, signed and dated by a parent, to the building principal. Students who are not participating in the district's AIDS education program will be permitted to study in the school library or office during the scheduled instruction.

G. Parents have the right to review student test results related to their minor student. Parents may review the results of classroom exams by contacting their child's teacher. Parents may review the results of state-wide testing by contacting their child's building principal.

H. Qualifying students have the right to participate in the district's gifted and talented program in accordance with the district's policy regarding the program. A copy of the policy is available through the superintendent's office.

I. Parents have the right to review teachers' manuals, films, tapes or other supplementary instructional material if the materials are being used in connection with a research or experimentation program or project. In order to review these materials, the parent should contact the building principal.

J. Parents have the right to receive a school report card. Information regarding these report cards will be provided through school publications, but a copy of the actual report card is available in the superintendent's office.

K. Students are required to attend school regularly, and the district is required to notify parents of any student absence unless the parent has already contacted the school to report the absence. The district will send a written notice to parents if their minor student appears to be in danger of exceeding the maximum allowable number of absences and will notify the district attorney and the parent if a child may be considered truant. Parents may contact the child's principal for additional information regarding student absences.

L. Parents have the right to review the district's courses of study and textbooks. Arrangements for this review can be made through the building principal.

M. Students may be excused from school for religious purposes provided the parent contacts the building principal to request such an absence.

N. Parents have the right to review all district policies, including parental involvement policies. Copies of these policies are available through the superintendent's office.

O. Parents have the right to participate in parent-teacher organizations. Information regarding these groups will be made available during activities such as enrollment, schedule pickups and back to school night. Parents who wish to have additional information regarding these groups can obtain more detail through the principal's office.

P. Parents may opt out of selected district level data collection related to state longitudinal student data system reporting. Parents may not opt out of necessary and essential record collecting. Parents may file an opt out request through the superintendent's office.

Q. The district will not procure, solicit to perform, arrange for the performance of, perform surgical procedures or perform a physical examination upon a minor student or prescribe any prescription drugs to a minor student without

first obtaining a written consent for the proposed assessment or treatment. The written consent will be effective for the school year for which it was granted, and must be renewed each subsequent school year. If the assessment or treatment for which the written consent is provided is performed through telemedicine at a school site, and if the written consent is provided by the Parent and is currently effective, the health professional shall not be required to verify that the parent is at the school site.

R. The district will not procure, solicit to perform, arrange of the performance of or perform an assessment for mental health therapy on a minor student without first obtaining consent of a parent or legal guardian of the minor. The written consent will be effective for the school year for which it was granted, and must be renewed each subsequent school year. If the assessment or treatment for which the written consent is provided is performed through telemedicine at a school site, and if the written consent is provided by the Parent and is currently effective, the health professional shall not be required to verify that the parent is at the school site. However, a student shall not be seen without consent.

S. A student shall not be vaccinated at school or on school grounds or receive a vaccine as part of the mobile vaccination effort without prior written authorization, including the signature of the parent or legal guardian of the student for the vaccine or group of vaccines to be administered during a single visit.

Parents requesting information outlined in this policy should submit written requests for information through the building principal or superintendent's office, as noted in the respective section. Appropriate school personnel will either make the information available or provide a written explanation of why the information is being withheld within ten (10) days of the request. Any parent whose request is denied or who does not receive a response within fifteen (15) days may submit a written request for the information to the board of education. The board will include an item on its next public meeting agenda (or the following meeting, if time does not permit inclusion of the item on the agenda) to allow the board to formally consider the parent's request.

OKLA. STAT. tit. 70 §1-116.2
OKLA. STAT. tit. 25 § 2001
OKLA. STAT. tit. 25 §2004, et seq.
OKLA. STAT. tit. 70 § 1210.191
O.A.C. 310:535-1-2
O.A.C. 210: 10-2-1
OKLA. STAT. tit. 70 § 1210.191
O.A.C. 310: 535-1-2
O.A.C. 210: 10-2-1, et seq.

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Business and Auxiliary Services* Adopted: August 1, 2016; Revised: September 3, 2019

DISTRICT WIDE PARENTAL INVOLVEMENT
(Title I, Part A Programs)

PART I. GENERAL EXPECTATIONS

The purpose of this policy is to establish the district's expectations for parental involvement. *[Section 1118(a)(2), ESSA.]* The district agrees to implement the following statutory requirements:

1. The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA), as reauthorized by the Every Student Succeeds Act (ESSA) of 2015. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.

2. Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESSA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESSA.

3. The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESSA.

4. In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its individual schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESSA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

5. If the LEA plan for Title I, Part A, developed under section 1112 of the ESSA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.

6. The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.

7. The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

   Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

   A. that parents play an integral role in assisting their child's learning;

   B. that parents are encouraged to be actively involved in their child's education at school;

   C. that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

   D. the carrying out of other activities, such as those described in section 1118 of the ESSA.

8. The school district will inform parents and parental organizations of the purpose and existence of the parental information and resource center in the state, known as *Parents as Partners in Education*.

PART II. DISTRICT'S IMPLEMENTATION OF DISTRICT WIDE PARENTAL INVOLVEMENT POLICY

The district will implement or accomplish each of the following components. *[Section 1118(a)(2), ESSA.]*

1. The district will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESSA:

   Annual reviews, evaluations, committee meetings, parent-teacher conferences

2. The district will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESSA:

   Annual reviews, evaluations, committee meetings, parent-teacher conferences

3. The district will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

   Annual reviews, evaluations, committee meetings, parent-teacher conferences

4. The district will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs:

   Head Start

5. The district will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

   A year-end survey will be distributed from the building sites to the parents to complete and returned for compilation and analysis

6. The district will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

   A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --

      i. the State's academic content standards,

      ii. the State's student academic achievement standards,

      iii. the State and local academic assessments including alternate assessments,

      iv. the requirements of Part A,

      v. how to monitor their child's progress, and

      vi. how to work with educators:

      OSDE conferences and workshops, parent-teacher conferences, literacy night events, and back to school nights

   B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

      Parent-teacher conferences and literacy events

   C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other

staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

Parent-teacher conferences, literacy events, parenting workshops, school newsletters

D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

Providing information and encouraging participation in the above-mentioned programs

E. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

Personal and automated phone calls, letters to parents, newsletters and websites will be used to communicate this information

PART III. DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

The district incorporates as a part of its policy the following discretionary components:

1. involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;

2. providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;

3. paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;

4. training parents to enhance the involvement of other parents;

5. in order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;

6. adopting and implementing model approaches to improving parental involvement;

7. establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;

8. developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and

9. providing other reasonable support for parental involvement activities under section 1118 as parents may request.

PART IV. ADOPTION

This *District Wide Parental Involvement Policy* has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by the minutes of the meeting in which parental involvement and the manner in which that would be achieved was deliberated.

The school district will distribute this policy to all parents of participating Title I, Part A children annually.

REVIEW OF INSTRUCTIONAL MATERIAL

In order to promote transparency in the education process, the district's instructional materials will be available for parent review. Instructional materials include items such as teacher manuals, films, tapes and other supplementary materials regardless of format.

In order to review these materials, a parent should submit a written request to the building principal. The request must specify the class/subject, teacher, student's name, and the types of items being requested for review. Within ten (10) days the principal will arrange for a mutually convenient time for the review or will notify the parent that a review cannot be permitted. If the principal declines to allow a parent to review the materials, the principal will provide the parent with an explanation of why the material is not available. All reviews will be conducted between the hours of 8:00 a.m. and 4:00 p.m. at individual school sites. Instructional materials may not be removed from the school site.

In the event the requested review is denied or after fifteen (15) days with no response from the principal, the parent may request this information through the board of education in accordance with the district's policy regarding parent rights.

OKLA. STAT. tit. 70 § 11-106.1

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Business and Auxiliary Services* Adopted: September 4, 2018; Revised: September 3, 2019

MEDICAL MARIJUANA, HEMP & CANNABIDIOL (CBD)

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

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

A. Definitions

The following definitions shall apply:

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

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

authority.

B. Nondiscrimination

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

C. Hemp and Hemp Cannabidiol (Hemp CBD)

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

   a. Hemp CBD Containing 0.0% THC

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

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

   b. Hemp CBD Containing 0.3% THC

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

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

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

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

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

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

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

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

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

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

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

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

D. Overlap with Other District Policies

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

E. Employees

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

F. Prescription Medications

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

SERVICE OF LEGAL PAPERS ON SCHOOL GROUNDS DURING SCHOOL HOURS

The Board of Education recognizes the importance the judicial system plays in the United States, and that its employees, like other citizens, have a role to play in the administration of justice. The Board also recognizes that service of legal papers on its employees during the school day can (a) materially disrupt the educational process for both students and staff, (b) pose security risks, and (c) adversely affect the conduct of business on District property. Moreover, the delivery of legal documents to a school site or school employee may trigger important timelines and other legal obligations, which if not dealt with in a timely manner, can have serious consequences for the District or the person to whom the document should ultimately be delivered.

Time Limitation and Required Authorizations

To minimize these risks and to create the best possible educational environment, the District will not make employees available for service of legal papers on the grounds of any District property between the workday hours of 7:30 a.m. and 4:30 p.m. No person, not authorized to accept service for another individual or the District, may accept service on behalf of the District, Board of Education and/or the Superintendent, or another staff member. In instances in which a staff member has requested service of legal papers at work, the staff member must notify the building principal in writing of the authorization for service.

Service of Legal Papers

Persons seeking to serve legal papers, including but not limited to subpoenas, on employees during the prohibited time will, upon request, be advised of this policy and provided a copy or electronic address for the policy. Should an individual seeking to serve legal papers refuse to leave District property after being informed of this policy, or an individual repeatedly violates this policy, the District reserves the right to restrict the individual's access to District property in accordance with OKLA. STAT. tit. 21, §§ 1375-1376, OKLA. STAT. tit. 70 § 24-131.

District employees that are aware of school or student-related proceedings at which they may be called to testify are to notify the administration as soon as possible and coordinate with building principals or other administrators to avoid disruption if they are subpoenaed.

Testimony in Civil Matters

In the event employees are contacted directly by an attorney or any other individual regarding testimony concerning a district or district student matter, they should direct that person to their building principal or other member of the administration for further coordination. This duty to inform and contact the building principal does not apply in instances in which the contacts with the employee concern legal matters personal to the employee, his/her employment, or the employee's child.

Law Enforcement

Law enforcement personnel seeking to serve legal papers mandated by a court of competent jurisdiction should contact the building principal in advance to arrange an appointment. At that time, the building principal may elect to make the employee available to receive service of process.

Witness Fee Due District

Pursuant to OKLA. STAT. tit. 28, § 84.1(B), the District shall be paid a witness fee equal to the amount of a substitute teacher cost, not to exceed $100 any time a District employee is subpoenaed to appear as a witness in a civil court proceeding. Such payment shall be made well in advance of any District employee's attendance at a proceeding.

FERPA/Privacy Compliance

Administrators who become aware of the need for a District employee to testify in a civil proceeding should evaluate the nature of prospective testimony in order to ensure that such testimony will not violate FERPA mandates and/or Oklahoma confidentiality laws. If there are any concerns that an employee's testimony could violate privacy laws (including FERPA), the District's legal counsel should be notified so that appropriate notice can be issued to affected parties.

CRIMINAL HISTORY AFFIDAVITS FOR CONTRACTORS

The district seeks to ensure that individuals who will be present on district property do not have prior criminal histories indicating that their presence poses a threat to the safety of students and employees. Therefore, and in accordance with applicable law, individuals and entities that enter into certain contracts with the district involving the performance of work/services on district property shall be required to execute criminal history affidavits as set forth below.

Definitions

1. Contractor - A person or business having a contract with the district under which the contactor and/or employees of the contractor will (1) perform services on the property of the district, and/or (2) perform work on a full-time or part-time basis that would otherwise be performed by district employees.

Criminal History Affidavits Required for Contractors

Prior to board approval of any contract between the district and a contractor, an authorized representative of the contractor shall be required to execute and deliver to the district an affidavit declaring under penalty of perjury that (1) no individual working on district premises under authority of the contractor is currently registered or required to register under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippy Violent Crime Offenders Registration Act, and (2) no individual who will perform work on district premises that would otherwise be performed by district employees under the authority of the contractor has been convicted in the United States of any felony offense unless ten (10) years has elapsed since the date of the criminal conviction or the employee has received a pardon for the criminal offense. The affidavit shall be in the form attached to this policy.

No contractor shall be permitted to perform work/services on district property until the contractor or an authorized representative of the contractor has executed and delivered a criminal history affidavit as required by this policy.

Individuals/business/other entities that do not fall within the definition of a ‘‘contractor’’ set forth above, including, but not limited to, vendors, volunteers, college/professional/military recruiters, architects and/or attorneys, are not required to provide criminal history affidavits.

Requests for Felony Records Searches by Contractors

Contractors whose employees will perform work on a full-time or part-time basis that would otherwise be performed by district employees may submit requests for felony records searches regarding their employees to the State Board of Education ("OSBE"). It shall be the sole responsibility of the contractor to request appropriate felony records searches regarding the contractor's employees from the OSBE consistent with the requirements of this policy.

Reference: OKLA. STAT. tit. 70, § 6-101.48

CONTRACTOR'S CRIMINAL HISTORY AFFIDAVIT

STATE OF OKLAHOMA)
) ss:
COUNTY OF _____)

The undersigned, under penalty of perjury, certifies to Independent School District No. 1 of Mayes County, Oklahoma (the "District") as follows:

1. I am a duly authorized representative of _____ (the "Contractor").

2. The Contractor seeks to enter into a contract with the District under which employees of Contractor will perform work and/or render services on the property of the District.

3. I hereby certify that no employee of the Contractor who will perform work on District premises that would otherwise be performed by District employees has been convicted in the State of Oklahoma, the United States or another state, of any felony offense, unless ten (10) years has elapsed since the date of the criminal conviction or the individual has received a presidential or gubernatorial pardon for the offense.

4. I hereby certify that no employee of the Contractor who will perform any work on District premises is currently registered or required to register under the Oklahoma Sex Offenders Registration Act or the Mary Rippy Violent Crime Offenders Registration Act.

5. The Contractor and/or its authorized representative(s) _____ has OR _____ has not obtained a felony record search of employees who would be assigned to work on a part-time or full-time basis on the property of the District from the Oklahoma State Board of Education.

6. This Affidavit is intended to comply with OKLA. STAT. tit. 70, § 6-101.48.

EXECUTED AND DELIVERED this _____ day of _____, 20___.

_____
Organization Name ("Contractor")

By: _____
Name: _____
Title: _____

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

My Commission expires: _____
_____

Notary Public

_____
[SEAL]

FINANCIAL GIFTS TO THE DISTRICT UNDER THE *OKLAHOMA EQUAL OPPORTUNITY EDUCATION SCHOLARSHIP ACT*

In addition to the procedure for accepting gifts outlined in the District's *Public Gifts to the Schools* policy, the District, and approved public school foundations, may also accept financial contributions from individuals and business entities consistent with the *Oklahoma Equal Opportunity Education Scholarship Act* ("OEOESA"). When doing so, the District, and any approved public school foundation, shall follow the application, registration, reporting, and continuing eligibility requirements outlined in OKLA. STAT. tit. 68, § 2357.206 and O.A.C. 710: 15-50-115.1. The District shall also follow the guidelines set forth in this policy.

Definitions

As used in this policy, the following words and phrases are defined as follows:

> **"Public school foundation"** means a nonprofit entity formed pursuant to the laws of Oklahoma that is exempt from federal income taxation pursuant to either Sections 501(c)(3) or 509(a) of the Internal Revenue Code of 1986, as amended, which must also be approved by the Oklahoma Tax Commission ("OTC" or "Tax Commission") and the Board of Education prior to accepting qualifying donations under the OEOESA;
>
> **"Educational improvement grant"** means a grant to an eligible public school to implement an innovative educational program for students, including the ability for multiple public schools to make application and be awarded a grant to jointly provide an innovative educational program; and
>
> **"Innovative educational program"** means an advanced academic or academic improvement program that is not part of the regular coursework of a public school but that enhances the curriculum or academic program of the school or provides early childhood education programs to students.

Application, Continuing Eligibility, and Posting Requirements

Before accepting any financial gifts pursuant to the OEOESA, the District must first be approved by OTC, which shall be accomplished by submitting its application on a form prescribed by the Tax Commission.

Thereafter, so that it may maintain its eligibility to receive donations under the OEOESA, the District shall, in compliance with the administrative rules promulgated by OTC and the Oklahoma State Department of Education, annually report to OTC the following information on a prescribed OTC form (that shall be made available to the District by May 1st of each year) and annually publish this same information on the District's website by September 1st of each year:

1. The name of the innovative educational program or programs and the total amount of grant or grants made to those programs during the immediately preceding school year;

2. A description of how each grant was utilized during the immediately preceding school year and a description of any demonstrated or expected innovative educational improvements;
3. The names of the public schools where innovative educational programs that received grants during the immediately preceding school year were implemented;
4. Where the District collects information on a county-by-county basis; and
5. The total number and total amount of grants made during the immediately preceding school year for innovative educational programs at the public school by each county in which the organization made grants.

Information Collection, Reporting, and Notification Requirements

To comply with its statutory reporting requirements under the OEOESA, the District shall collect information from each contributor which will allow OTC to accurately determine the identity of the contributor. By January 10th of the year immediately following each calendar year, the District shall then electronically provide OTC with the following information on each contribution accepted during such taxable year:

- The District's federal employer identification number;
- The name of each contributor and sufficient other information to accurately determine the identity of each contributor, which must include each contributor's social security number (SSN);
- The date and dollar amount of each contribution; and
- Whether the taxpayer made a written commitment to contribute the same amount for one additional consecutive year.

At least once each taxable year, the District shall notify each contributor that Oklahoma law provides for a total, statewide and per-school district cap on the amount of income tax credits allowed annually. Additionally, at least once each year when OTC publishes the percentage of the contribution which may be claimed as a credit by contributors for the most-recently completed calendar year on the Tax Commission's website (which will be made available by OTC no later than February 15th of each year), the District shall notify contributors of that amount in writing.

Any time the District issues any notice to contributors pursuant to the OEOESA, the following disclaimer shall also accompany the notice:

> "This information is provided to you pursuant to the District's legal obligations under the *Oklahoma Equal Opportunity Education Scholarship Act,* OKLA. STAT. tit. 68, § 2357.206. The District does not provide tax, legal, or accounting advice. This material has been prepared for informational purposes only; it is not intended to provide tax, legal, or accounting advice and should not be relied on by you for those purposes. Because tax rules are complex, change frequently, and are dependent upon individual circumstances, consult your tax, legal, and/or accounting advisor(s) before engaging in any transaction regarding this information."

On or before April 30, 2024, and once every four (4) years thereafter, the District shall submit an audited financial statement along with information detailing the benefits, successes, or failures of the programs to the following entities: 1) OTC, 2) the Governor, 3) the President Pro Tempore of the Senate, and 4) the Speaker of the House of Representatives.

Board Approval of Public School Foundations Under the OEOESA

Prior to accepting any OEOESA donation from a public school foundation, the Board must first approve the foundation. The District may approve those foundations which, according to the Board's sole determination, advance the educational objectives of the District, are beneficial to students, meet the requirements of this policy, and have submitted to the Board a copy of the foundation's approved OTC application to receive OEOESA contributions pursuant to OKLA. STAT. tit. 68, § 2357.206(L)(1).

Reference: OKLA. STAT. tit. 68, § 2357.206, O.A.C. 710: 50-15-115.1

[District Logo/Letterhead]

Donor Agreement Regarding Qualifying Contributions to the Pryor School District Under the *Oklahoma Equal Opportunity Education Scholarship Act*

Tax Year(s): _____

Name of Donor:	
Address:	
Phone Number:	
SSN/EIN:	
Donor Filing Status:	○Single/Married Filing Separately ○Married Filing Jointly ○Legal Business Entity
Name of Organization:	
Contact Person:	
Organization Address:	
Organization EIN:	
Organization Phone Number:	

Purpose: Donor's non-refundable contribution will be used to support education services for the students of the Pryor School District. If Donor wishes to earmark this contribution for a specific program or project, please provide those details here:

_____
_____
____
_____
____.

Contribution Amount:
The Donor will contribute $_____ for:

☐ 1 Year (for a maximum tax credit of 50%*)

☐ 2 Years (for a maximum tax credit of 75%*)

**For contributions made on or after January 1, 2022, an income tax credit is available for contributions made to an eligible public school district pursuant to the Oklahoma Equal Opportunity Education Scholarship Act, OKLA. STAT. tit. 68, § 2357.206 ("OEOESA"). The credit is generally 50% of the total amount of contributions made during a taxable year, not to exceed $1,000.00 for each taxpayer, $2,000.00 for married taxpayers filing jointly, or $100,000.00 for any taxpayer which is a legal business entity, subject to the limitations noted below. Tax credits which are allocated by a pass-through entity to equity owners are only limited in amount for the income tax return of a natural person based upon the limitation of the total credit amount to the entity from which the tax credits have been allocated, and not limited to $1,000.00 for single individuals or limited to $2,000.00 for married persons filing a joint return. For a taxpayer who makes an eligible contribution and makes a written commitment to contribute the same amount for an additional year, the credit shall be 75% of the total amount of the contribution made during the taxable year. The taxpayer shall provide evidence of the written commitment to the Oklahoma Tax Commission (OTC) when the tax return claiming the credit is filed the first year. See OKLA. STAT. tit. 68, § 2357.206; O.A.C. 710: 15-50-115.1.*

Important Deadlines: Contributions to the District under the OEOESA must be postmarked or hand-delivered on or before December 31st of each year. **Contributions and this form should be mailed or hand-delivered to [Attention: Name, Position, Address].**

Information Collection and Reporting: Pryor School District shall submit certain required information collected on this form to OTC as confirmation of the Donors' eligibility for a tax credit under the OEOESA. The Donor must also submit proof of their contribution to OTC when claiming the tax credit.

Important Tax Credit Information: Tax credits under the OEOESA have an annual statewide cap of $25,000,000.00 and an annual per-school-district cap of $200,000.00. If the total credits claimed exceeds either of these caps, the credit to the taxpayer will be the taxpayer's proportionate share of the cap for the taxable year after allocation of any amount of credits not claimed by other eligible organizations and taxpayers under the OEOESA. Credits earned but not allowed due to the application of statewide caps will be considered suspended and authorized to be used in the next immediate tax year and applied to the next year's statewide cap. Any credits authorized by the OEOESA that are allowed but not used in any tax year may be carried over, in order, to each of the three (3) subsequent tax years.

Disclaimer: Any information provided to you in this document or any communications you may receive from the District concerning or pursuant to the OEOESA are not tax, legal, or accounting advice. The District does not provide tax, legal, or accounting advice. Any information concerning tax credits or the OEOESA contained herein has been prepared for informational purposes only; it is not intended to provide tax, legal, or accounting advice and should not be relied on by you for those purposes. Because tax rules are complex, change frequently, and are dependent upon individual circumstances, consult your tax, legal, and/or accounting advisor(s) before engaging in any transaction regarding this information.

Donor hereby agrees to make a contribution that qualifies for an *Oklahoma Equal Opportunity Education Scholarship Act* tax credit to the Pryor School District in accordance with the terms above.

Donor Signature & Date:	
Organization Representative Signature & Date:	

DISTRICT AND TRIBAL COMMUNITY RELATIONS

It is the intent of the District that all Indian children of school age have access to all programs, services and activities offered within the school district. To achieve that intent, it is the expectation of the District that the administration will encourage, accept, and give due consideration to the comments and recommendation of tribal officials and of parents and guardians of children from tribal backgrounds regarding:

(1) District and tribal communication and collaboration;
(2) Issues and needs of children from tribal backgrounds; and
(3) How the District may help children from tribal backgrounds better realize the benefits of the District's education programs and activities.

Federal Impact Aid

In connection with any application for federal Impact Aid payments, and to the extent required under federal law, the District will consult with and involve local tribal officials and parents of American Indian children, at an annual meeting to be held in the Spring semester or at a date mutually agreed upon, in the planning and development of:

1. The "Indian Policies and Procedures" (IPPs) that are federally mandated in connection with such applications for federal Impact Aid; and

2. The District's general educational program and activities.

At the District's discretion and with prior notification, this annual meeting may also be used to fulfill the parent activities required under the Johnson O'Malley program, the Indian Education formula grant program (discussed below), or the tribal consultation required under 20 U.S.C. § 7918 (also discussed below), so long as the meeting meets all requirements for each program.

The Federal Programs Director shall have primary responsibility for monitoring the implementation of the District's IPPs. The Superintendent or designee shall also be responsible for ensuring that the District annually evaluates whether the IPPs are consistent with applicable federal regulations. If the District determines, after input from the tribe(s) and parents of children from tribal backgrounds, that its IPPs do not meet the requirements of the federal regulations, the District shall take prompt action to amend the IPPs to conform to those requirements.

Federal Formula Grants

Applications for federal formula grants for Indian education programs require the District to use a process under which the District meaningfully collaborates with tribes located in the community in a timely, active, and ongoing manner in the development of a comprehensive program and in the actions taken as a result of such collaboration. If the District applies for

such a grant, the efforts at consultation and collaboration shall include:

1. Developing the program for which federal assistance is sought in open consultation with stakeholders, including parents of Indian children, teachers, representatives of Indian tribes on specified Indian lands, appropriate tribal organizations, and, if applicable, Indian students attending high school;

2. Developing the applicable program with the participation and approval of a formal stakeholder committee whose composition, procedures, and authority reflect the requirements of applicable federal law; and

3. Conducting outreach activities to parents and family members of the children served by the District's program.

The Federal Programs Director shall have primary oversight regarding the development, application, and implementation of any program carried out under such a federal formula grant, including ensuring that the required community involvement activities take place.

Tribal Consultation

If the District qualifies as an "affected local education agency" in a particular year (as defined under 20 U.S.C. § 7918), federal law may separately and additionally require the District to consult with applicable tribes prior to the District's submission of a plan or application under a variety of covered federal formula grant programs including:

- Title I, Part A (Improving Basic Programs Operated by State and Local Educational Agencies);
- Title I, Part C (Education of Migratory Children);
- Title I, Part D (Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk) ;
- Title II, Part A (Supporting Effective Instruction);
- Title III, Part A (English Language Acquisition, Language Enhancement, and Academic Achievement Act);
- Title IV, Part A (Student Support and Academic Enrichment Grants);
- Title IV, Part B (21st Century Community Learning Centers);
- Title V, Part B, Subpart 2 (Rural and Low-Income School Program); and
- Title VI, Part A, Subpart 1 (Indian Education Formula Grants to Local Educational Agencies).

To the extent required, such consultation shall be structured to provide a timely opportunity for appropriate tribal officials to meaningfully and substantively contribute to the plans or applications under the covered federal programs, particularly as to issues affecting Indian students.

Recordkeeping

The Federal Programs Director shall ensure that the District maintains appropriate documentation of its consultative, collaborative, and related activities under this policy and,

to the extent applicable, under the District's IPPs.

References: 20 U.S.C. § 7703; 20 U.S.C. § 7704; 20 U.S.C. § 7421; 20 U.S.C. § 7424; 20 U.S.C. § 7918; 34 C.F.R. § 222.91; 34 C.F.R. § 222.94; 34 C.F.R. § 222.102

LENGTH OF THE SCHOOL YEAR

Minimum Length of School Year: School shall actually be in session and classroom instruction offered for not less than 1,086 hours with a minimum of 166 days of instruction each school year, unless the district applies for a waiver from the State Board of Education authorizing the district to implement a school year calendar for one or more site(s) that includes fewer than 165 days of classroom instruction. Only where conditions beyond the control of school authorities make the maintenance of the term impossible, and the State Board of Education has been apprised and has expressed concurrence in writing, may school be maintained for less than a full year.

Notification of School-Hours Policy: Prior to October 15th of the applicable school year, the superintendent or their designee, shall notify the State Board of Education, in writing, that the district has adopted a school-hours policy and provide the State Board of Education with a copy of the school calendar as approved by the district's board of education.

Rationale for Alternate Length School Year and Application for Waiver: In certain school years, the district may determine an alternate length school year (less than 165 days of instruction) would benefit students at one or more school sites and apply for a waiver from the State Department of Education authorizing an alternate length school year. In such case, no earlier than the district's receipt of student performance data and federal *Every Student Succeeds Act* status designations and no later than June 30 prior to the school year for which the waiver is requested, the superintendent or their designee shall submit an application for waiver authorizing an alternate length school year, including the most recent Estimate of Needs, a narrative detailing how the proposed calendar is intended to benefit students and evidence that the district meets the student performance and financial criteria requirements for an alternate length school year. In any year in which the district applies for a waiver, the district must meet or exceed the minimum guidelines for student performance and school district cost savings established by the State Board of Education.

Professional Development: No more than five days or 30 hours of classroom instruction time per school year may be used for professional development meetings.

Parent-Teacher Conferences: If parent-teacher conferences are held during a regular school day, as authorized by the district, the parent-teacher conferences shall be counted as classroom instruction time for no more than 6 hours per semester, for a total of 12 hours per school year.

Virtual Instruction: Beginning with the 2026-2027 school year, the district may only count up to 12 hours of virtual instruction toward the 1,086 hours of required instruction time. Virtual instruction, as defined by OKLA. STAT. tit. 70 § 1-109, may only be counted toward total instruction time if 1) this district's virtual instruction plan, in compliance with OKLA. STAT. tit. 70 § 1-109, has received approval from the Superintendent of Public Instruction; 2) a state of emergency or proclamation has been issued by the governor for a specific reason

relating to school district operations; and 3) the board of education approves the use of virtual instruction.

Reference: OKLA. STAT. tit. 70, § 1-109
OAC §210:10-1-4

PART-TIME ENROLLMENT

The board seeks to provide the best educational opportunities possible for every student in the district. In order to do so, the district must carefully balance individual student needs with the overall needs of the district – including the district's financial needs.

Public school districts in Oklahoma have two major sources of funding: ad valorem taxes and state aid. Ad valorem tax receipts are controlled by the assessed valuation of the property within the geographical boundaries of the school district and are not affected by the number of students enrolled and attending school. State aid, on the other hand, is determined by calculations that factor in the number of students attending the school district. An increase in the number of students therefore results in an increase in state aid, all other factors being equal.

The regulations of the Oklahoma State Department of Education provide that students who are enrolled on less than a full-time basis, as defined by the Oklahoma State Department of Education, may <u>not</u> be counted for state aid purposes. Accordingly, allowing students to enroll on a part-time basis would require the district to provide an education for those students without receiving any additional state aid to pay for the cost of educating such part-time students.

In addition, the board of education believes that allowing students to enroll on a part-time basis would cause administrative disruption and make the administration and the efficient operation of the schools in the district more difficult.

Because of these reasons, the board requires that all students enrolling in the Pryor Public Schools must do so on a full-time basis. Full-time basis shall be defined as attending classes each day of the school week for the full instructional day within the public school system or in conjunction with another state-accredited institution such as a vocational-technical school district or a college or university for concurrent enrollment. The only exceptions to this policy shall be for students receiving remediation after being denied a standard diploma by this district, fifth-year seniors, pre-k students, and students with disabilities whose IEPs or accommodation plans require variations on student schedules. Regardless of the exceptions to this policy outlined above, only those students who are enrolled on a full-time basis, as defined herein, may participate in district -sponsored extracurricular activities.

This policy does not apply to tuition based classes such as driver's education courses if given in the summer.

If at any time after the adoption of this policy Oklahoma law allows part-time students to be counted for state aid purposes, the board will reconsider this policy.

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Instruction* Adopted: September 4, 2018; Revised: August 2, 2021

CONCURRENT ENROLLMENT

An 11th or 12th grade student may, if he or she meets the requirements of the law and this policy, be admitted provisionally to a college as a student. To be admitted seniors and juniors must have a composite score on the ACT or un-weighted high school GPA that meets the requirements of the college or university in which the student seeks to concurrently enroll.

The district will provide academic credit for concurrently enrolled higher education courses that are correlated with the academic credit awarded by the institution of higher education and are aligned to Oklahoma academic standards. All courses must be approved by the principal or designee prior to the student's enrollment in the concurrent course. Concurrent core classes (math, science, history/social science, English) or those pre-approved by the administration will be awarded 4 points for an "A", 3 points for a "B", 2 points for a "C" and 1 point for a "D". No credit will be awarded if the student does not receive a passing grade in the class and failure in these classes could jeopardize on-time graduation. To qualify for high school credit, a student must present an official college transcript to the district counselor within ten (10) days of completion of the coursework.

Information on higher education courses which may be taken for dual credit is available at OKCollegeStart.org and through the high school counseling office.

Applications for colleges as well as concurrent enrollment forms are located in the high school counseling office.

<u>Important Information regarding Concurrent Enrollment</u>

- If a student is attending concurrent classes during school hours, then he/she must enroll in class(es) that do not interfere with attendance to classes at the high school. **Passes for early departure and late arrival will not be given.**
- Students cannot be tardy to high school classes due to college classes.
- All college course credit will be placed on official transcripts at the conclusion of each semester.
- **Athletes must abide by relevant OSSAA rules regarding enrollment/eligibility.**
- **Any schedule adjustment/withdrawal requires the relevant high school counselor's signature.**
- **Parent and student are encouraged to attend an informational session regarding concurrent enrollment procedures at the beginning of each semester.**

Costs are involved with concurrent enrollment and are the sole responsibility of the student. Course fees and books are the sole responsibility of the student. Online course fees can be higher than traditional course fees.

Concurrent enrollment students must re-apply each semester.

PRYOR SCHOOL DISTRICT

CONCURRENT ENROLLMENT AGREEMENT

In addition to policies and procedures set by the receiving institution, all District students must agree to the following to be approved by the District to enroll in concurrent enrollment classes:

1. Once a student has officially concurrently enrolled at the college level, the student must submit a copy of his/her course schedule to the District's high school counseling office. This will serve as official documentation that the student is attending concurrent courses and will be used to track graduation credits.

2. In order to meet OSSAA eligibility rules and regulations, students will be required to supply weekly grade checks to the High School. Grade checks are due to the counseling office each Thursday by 3:00 p.m. Grade checks must be signed by the relevant college instructor. If grade checks are not supplied, the student will be placed on probation. If grade checks continue to not be supplied, the student will be deemed ineligible for the week. A student will remain ineligible until appropriate grade checks are supplied.

3. Because of the state's requirement of six hours of daily rigorous instruction, students are strongly advised not to withdraw from a concurrent enrollment class. In order for a student to withdraw from a concurrent enrollment class, a withdrawal form must be signed by the student and relevant High School counselor. The High School counselor will notify the parent/custodian of the student's request to withdraw from a concurrent enrollment course. The student will then be enrolled in an alternate online high school course, which must be completed by the end of the semester, to maintain six hours of daily rigorous instruction.

4. If a student withdraws from a concurrent enrollment college course, future permission to enroll in college level courses may not be granted if "good cause" does not exist for the withdrawal. The determination of "good cause" for withdrawal will be the final decision of the Superintendent of Schools.

5. College representatives are not allowed to release information to the District without the parent/student's permission. Therefore, it is the parent/student's sole responsibility to inform the High School counselor or principal if their enrollment status changes. If changes are not communicated, successful completion of graduation requirements cannot be monitored by the District.

We, _____ (print student name) and _____ (print parent name), have read and understand the expectations and requirements for the student to be concurrently enrolled. We further understand concurrent enrollment is a privilege that can be approved or disapproved based on the student's participation and follow-through with these expectations. If the student does not abide by these requirements, we understand the student may not be approved for future concurrent enrollment requests through the District.

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

Counselor signature: _____ Date: _____

ATTENDANCE/ACTIVITIES

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. Thus, any absence from those classes represents an educational loss to the student. The board recognizes, however, that the cocurricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in cocurricular activities.

Students will be allowed a maximum of ten absences from each class period during the school year to participate in approved activities. Absences for activities that are of a state and national nature, as defined by the criteria of earned right to compete, shall not be considered an absence for the purpose of this policy.

The following activities are not included in the above category. Therefore, absences caused by participation shall be counted toward the maximum:

1. Athletic contests other than OSSAA play-offs. (Includes initial qualification for play-offs for athletes and cheerleaders.)

2. Shows and contests that are not defined as state contests.

3. Annual staff workshops.

4. Conferences such as FFA, Student Council, etc.

5. District contests for concert band and marching band.

6. FFA leadership.

7. Field trips sponsored by clubs or organizations that are not classified as academic field trips.

8. Band trips, chorus trips, speech and drama trips.

9. State vocational conventions for which no earned right to attend is required (FFA state conventions).

10. School related community activities.

The following activities will not be counted against the permissible ten (10) day absence regulation:

1. Academic classroom field trips;

2. OSSAA sponsored state play-offs that require earned qualification to participate (athletes and cheerleaders);

3. Assemblies that are school sponsored and required;

4. School pictures;

5. Class meetings;

6. Participation in school approved testing programs;

7. State band, chorus, and speech contests;

8. Scholastic contests;

9. FFA state shows and state fairs. To be eligible, however, students must have placed in one of the top seven (7) places at the county show/fair;

10. Legislative page; and

11. There is no activities absence if a student is enrolled in an activity class and is away from school during the time the class is scheduled.

4-H Activities and Programs

A student absent from school shall be given an excused absence if the reason for such absence is to participate in scheduled 4-H activities or programs approved by the county 4-H educator. The number of excused absences allowed shall be subject to the district's attendance policy. Proof of a student's participation in an activity or program sponsored by 4-H shall be provided by a 4-H educator upon request from a school principal or attendance officer.

A student will be given the opportunity to make up any schoolwork missed while they are participating in activities or programs sponsored by 4-H. A student shall not have their class grades adversely affected for lack of attendance or participation due to their participation in activities or programs sponsored by 4-H.

A school principal (or designee) shall not credit a student who participates in an activity or program sponsored by 4-H with an excused absence if the participation occurs during:

a. the schedule established by the State Board of Education for the administration of statewide student assessments, or

b. any period of time for which the student has been disciplined, suspended, or expelled, if the terms of punishment would preclude the student from participating in an educational field trip or extracurricular activity.

Reference: 70 O.S. §1-111

INTERNAL ACTIVITY REVIEW COMMITTEE

The board of education has established an Internal Activity Review Committee composed of:

- Superintendent of schools
- Building level principal
- Sponsor of event involved
- Counselor
- Three additional staff members

The committee shall be responsible for reviewing and recommending any deviations from the activity policy to the board of education

In order for a student to request an exception to the ten (10) day limit through the Internal Activity Review Committee, the student must meet the following criteria:

1. Grade point average of eighty (80) with no failing grades at last nine-week reporting period.

2. Must have been in attendance in each class ninety percent (90%) of the school year at the time of request. All absences for any reason other than absences listed in exceptions will be counted.

3. Principal and/or administration believe that the absence or absences will benefit the student and/or the school.

4. Request in writing for a hearing should be made by the parent or guardian in advance of absence.

5. Request for exception to the ten (10) day limit will be limited to two (2) days per student per year.

Appeal of decision of Internal Activity Review Committee following initial hearing:

1. 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 listing of the names of the students, dates and classes missed which exceed policy statement.

2. The 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.

3. The monitoring team shall submit a written report to the superintendent and board of education within ten (10) school days of the on-site visit.

Reference: OAC 210:35-17-2

ACADEMIC CREDIT

The district will provide students/families with regular notice of the academic standards required to graduate from the district. This information will be distributed annually to middle and high school students in school handbooks and will include details regarding:

- Number and types of credits needed to graduate
- Minimum enrollment requirements
- Standardized testing
- Proficiency based promotion
- Concurrent enrollment options

Students/families are expected to work with the assigned counselor to ensure that their student meets all the necessary requirements for successful completion of the district's program.

AIM Programs

High school sophomores aged sixteen (16) or older, juniors and seniors may also obtain up to 2 units of elective credit by participating in an internship, apprenticeship, or mentorship experience (an AIM Program); however, if the State Board of Education develops rules to determine if apprenticeships, internships, and mentorships established pursuant to the AIM Act are eligible for academic credit toward meeting the graduation requirements set forth in OKLA. STAT. tit. 70, § 11-103.6, the district will allow participating students to earn credit toward those graduation requirements. The following requirements must be met in order to participate:

- The student must make advance arrangements with the school's College-Career Coordinator. These arrangements must address, at a minimum, issues such as AIM Program learning objectives and evaluation, scheduling, and other issues which the College-Career Coordinator deems appropriate to the situation.
- The student's parent/guardian must consent, in writing, to AIM Program participation.
- The student or his/her parent/guardian must assume responsibility for all transportation to and from the AIM Program site.

- The student's participation in the AIM Program must not create scheduling conflicts, excessive absences, or otherwise impede the student's overall academic progress.

AIM Program sites are required to agree in advance to adhere to reasonably accepted safety standards, conform to the district's non-discrimination commitment, supervise the student in a meaningful experience, and regularly evaluate the student's performance.

A fully completed AIM Program written plan must be on file in the College-Career Coordinator's office prior to the student's first day of participation in the AIM Program.

The Board of Education may, but is not required to, obtain liability insurance coverage to protect a student who participates in an apprenticeship, internship, or mentorship program under this policy. If obtained by the district, coverage shall be obtained from a reliable insurer authorized to do business in Oklahoma and shall not exceed the amount that is deemed reasonably necessary in the opinion of the Board. The Board may not directly or indirectly charge a student or the student's parent or legal guardian for the cost of providing this insurance coverage. The failure of the Board to obtain this insurance coverage, or to obtain a specific amount of coverage, may not be construed as placing any legal liability on the Board.

Reference: OKLA. STAT. tit. 70, § 1210.528-1 (2021)

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, state assessments, thesis, project, product or performance. Proficiency in all laboratory sciences will require that students are able to perform relevant laboratory techniques.

   B. Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 OKLA. STAT. § 11-103.6:

      - Social Studies
      - Language Arts
      - The Arts
      - Languages
      - Mathematics
      - Science

   C. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration.

   D. The opportunity for proficiency assessment will be provided at least twice each school year.

   E. Qualifying students are those who are legally enrolled in the district.

   F. The district will not require registration for the proficiency assessment more than one month in advance of the assessment date.

   G. Students will be allowed to take proficiency assessments in multiple subject areas.

   H. Students not demonstrating proficiency will be allowed to try again during the next assessment period.

   I. Exceptions to standard assessment may be approved by the district for students with disabilities.

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 and mental growth should be considered.

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. This 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 requirements 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 subject matter standards adopted by the State Board of Education.

4. Options for accommodating students' needs for advancement after they have demonstrated 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;

   G. Grade/course advancement; and

   H. Individualized education programs.

5. The district will disseminate materials explaining the opportunities for proficiency based promotion to students and parents in the district each year. The subject matter standards adopted by the State Board of Education, and type of assessment or evaluation for each

core curriculum area will be made available upon request.

Reference: OAC 210: 35-27-2

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Instruction* Adopted: March 5, 2018

PROFICIENCY BASED CREDIT FOR PREVIOUSLY COMPLETED COURSE WORK

Pryor Public Schools utilize state approved standards-based tests to determine proficiency. The High School Counseling Office will facilitate all proficiency testing. Students can only test one time per subject on the testing day.

Cell phones are NOT permitted in the testing area. Cell phone use during the test will result in an automatic failure of the test. No food or drink is allowed in the testing session. Students must register to test in the High School Counseling Office prior to the administration of the test.

There are two (2) scenarios in which Proficiency Examination Scores can be applied to a student's transcript:

1) Enrollment of Students from Non-Accredited Private Schools and Home Schools

Pryor Public Schools policy requires that the achievement level of a student transferring from non-accredited private schools or home schools be placed at the appropriate grade level based on evaluation. A student seeking admission from a non-accredited private school or home school should contact Pryor Public Schools three weeks before enrollment to schedule an evaluation. An evaluation will be scheduled at the principal's discretion after receipt of required school records. A student is required to score 70% or above on the proficiency exam in order to earn high school credit. The student will receive the corresponding letter grade from the proficiency exam on his/her transcript.

2) Proficiency-based Testing for Credit Recovery

A student seeking to recover credit for a failed class must score at least 60% on a proficiency exam. The student recovering the credit will have a Satisfactory (S) placed on his/her transcript. The original failing grade will remain on the student's transcript and be figured into the student's grade point average.

Proficiency Testing Dates

Opportunities for Proficiency Based Testing will be provided at least one time per semester. Requests for testing must be made through the school counseling office and must be approved by the building principal. No exam will be given unless approval from the principal is obtained.

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Instruction* Adopted: August 1, 2016 Revised: September 5, 2017; September 3, 2019; September 6, 2022; August 5, 2024

STUDENT PROMOTION AND RETENTION AND STUDENT PASS/FAIL OF A COURSE

Introduction

This policy establishes guidelines for teachers and administrators related to student promotion and retention. It also establishes an appeal procedure for parents who wish to challenge a retention or promotion decision.

As used in this policy, "promote" or "promotion" means to place a student who has successfully completed the requirements of a particular grade level into the next higher grade level following the end of the school year.

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

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

Promotion/Retention and Failing Courses

Each school in this district will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor when available, the principal and additional personnel who may be assigned by the principal or superintendent when appropriate. No committee will be formed regarding a failing grade in a course, but such failing grade shall be shown on the student's report card.

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

1. Testing which actually covers the subject matter presented to the student.

2. Assignments directly related to the subject matter being taught.

3. Consideration will also be given to the student's attendance record, although this matter will not bear the same weight as items 1 and 2.

4. Consideration will also be given to the student's level of maturity (physical, mental, emotional, and social), although this matter will not bear the same

weight as items 1, 2 and 3 and cannot be the sole reason for a decision to retain or promote a student.

The student and the parent must be made aware of the possibility of the student's impending retention or failing grade in a course. Any student in danger of being retained or failing a course shall be notified prior to the end of the school year that the student's performance is insufficient, and the student's parents will be mailed a written notice. The school staff will make every effort to help the student improve the student's academic standing.

Promotion will be determined by successfully completed units of instruction to be established by the board of education, the superintendent and the relevant principal.

No student may be assigned to a grade level based solely on age or other factors that constitute social promotion.

Appeal Process

After receiving a decision to retain a student or upon receipt of the student's report card showing a failing grade in a course, any parent may request reconsideration of a retention decision or a decision to not pass a student in a course by taking the steps outlined below.

Parents who disagree with the district's decision to promote a student to the next grade may also appeal the decision upon receipt of the student's report card by taking the steps outlined below.

First Level of Appeal

The parent may request review of the initial decision by letter to the building principal. If no request is received within five (5) days of the parent's receipt of written notification of the committee's initial decision to retain or in the case of failing a course, within five (5) days of the student or parent's receipt of the report card, the decision will be final and nonappealable.

Second Level of Appeal

The parent may request review of the principal's decision by letter to the superintendent. If no request is received within five (5) days of the parent's receipt of the principal's written notification of his or her decision, the principal's decision will be final and nonappealable.

Final Level of Appeal

The parent may request review of the superintendent's decision by letter to the superintendent or the clerk of the board of education. If no request is received within five (5) days of the parent's receipt of the superintendent's written notification of his or her decision, the superintendent's decision will be final. The parent will be notified in writing of the date, time and place of the Board meeting at which the decision will be reviewed. The Board's decision will be final and nonappealable.

If a parent disagrees with the Board's decision, he or she may prepare a written statement stating the reason(s) for disagreement, which will be placed in and become a part of the student's permanent cumulative record. Prior to retaining a student at the parent's request,

the student's parent will be required to sign an acknowledgment form accepting responsibility for any adverse consequences of retaining a student against district recommendations.

Reference: OKLA. STAT. tit. 70, §1210.508C

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Instruction* Adopted: August 1, 2016 Revised: September 5, 2017; September 3, 2019; August 3, 2020; August 2, 2021; August 5, 2024; September 8, 2025

STRONG READERS ACT

It is essential for children enrolled in the district to read early and well in elementary school. To facilitate proficient reading skills for its students, the district employs scientifically-based and researched methodology in reading instruction in addition to regular and periodic measurements of elementary school reading improvement, and accountability in each level of the educational system to increase the number of students reading at or above grade level.

District students will receive a well-rounded education that is focused on building deep foundations in reading, writing, and mathematics with all district teachers of reading in kindergarten through third grade incorporating into instruction the five elements of reading instruction which are phonological awareness, decoding, fluency, vocabulary, and comprehension.

In order for the District to identify students who have characteristics of dyslexia that lead to or cause reading difficulty, each student enrolled in kindergarten and first, second, and third grade at the district shall be screened at the beginning, middle, and end of each school year for reading skills including, but not limited to, phonological awareness, decoding, fluency, vocabulary, and comprehension. A screening instrument approved by the State Board of Education, in consultation with the Commission for Educational Quality and Accountability and the Secretary of Education, shall be utilized.

An exemption to the screening requirement may be provided to students who have documented evidence that they meet at least one of the following criteria as related to the provision of classroom instruction:

a. the student participates in the Oklahoma Alternate Assessment Program (OAAP) and is taught using alternate methods,

b. the student's primary expressive or receptive communication is sign language,

c. the student's primary form of written or read text is Braille, or

d. the student's primary expressive or receptive language is not English, the student is identified as an English learner using a state-approved identification assessment, and the student has had less than one (1) school year of instruction in an English-learner program.

For any student granted an exemption from the screening requirement, the district shall maintain ongoing evidence of student progression toward English language acquisition

with the same frequency as administration of screening assessments. Evidence may include, but not be limited to, student progression toward OAAP reading essential elements, proficiency in sign language and reading comprehension, and proficiency in Braille and reading comprehension.

Any student administered a screening instrument and found not to be meeting grade-level targets shall be provided a program of reading instruction designed to enable the student to acquire the appropriate grade-level reading skills. The program of reading instruction shall be based on scientific reading research and align with the subject matter standards adopted by the State Board of Education. A program of reading instruction shall include:

a. sufficient additional in-school instructional time for the acquisition of phonological awareness, decoding, fluency, vocabulary, and comprehension,

b. if necessary and if funding is available, tutorial instruction after regular school hours, on Saturdays, and during summer; however, such instruction may not be counted toward the one-hundred-eighty-day or one-thousand-eighty-hour school year,

c. 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,

d. high-quality instructional materials grounded in scientifically based reading research, and

e. a means of providing every family of a student in prekindergarten, kindergarten, and first, second, and third grade access to free online evidence-based literacy instruction resources to support the student's literacy development at home.

A student enrolled in kindergarten or first, second, or third grade who exhibits a deficiency in reading at any time based on the screening instrument shall receive an individual reading intervention plan no later than thirty (30) days after the identification of the deficiency in reading. The reading intervention plan shall be provided in addition to core reading instruction that is provided to all students. The reading intervention plan shall:

a. describe the research-based reading intervention services the student will receive to remedy the deficiency in reading,

b. provide explicit and systematic instruction in phonological awareness, decoding, fluency, vocabulary, and comprehension, as applicable,

c. monitor the reading progress of each student's reading skills throughout the school year and adjust instruction according to the student's needs, and

d. continue until the student is determined to be meeting grade-level targets in reading based on screening instruments or assessments administered under this policy.

The reading intervention plan for each student identified with a deficiency in reading shall be developed by a Student Reading Proficiency Team and shall include supplemental instructional services and supports. Each team shall be composed of:

a. the parent or legal guardian of the student,

b. the teacher assigned to the student who had responsibility for reading instruction in that academic year,

c. a teacher who is responsible for reading instruction and is assigned to teach in the next grade level of the student, and

d. a certified reading specialist or an individual with advanced training or specialization in literacy instruction, if one is available.

The district shall notify the parent or legal guardian of any student in kindergarten or first, second, or third grade who exhibits a deficiency in reading at any time based on the screening instrument administered pursuant to this policy. The notification shall occur no later than thirty (30) days after the identification of the deficiency in reading.

District Strong Readers Plan:

The district shall adopt and implement a strong readers plan with input from school administrators, teachers, and parents and legal guardians and, if possible, a reading specialist. The plan shall be submitted electronically to, and approved by, the State Board of Education. The plan shall be updated annually. The district is not required to electronically submit the annual updates to the State Board if the last plan submitted to the State Board was approved and expenditures for the program include only expenses relating to individual and small group tutoring, purchase of and training in the use of screening and assessment measures, summer school programs and Saturday school programs. If any expenditure for the program is deleted or changed or any other type of expenditure for the program is implemented, the district shall submit the latest annual update to the State Board for approval.

The district strong readers plan shall include a plan for each site which includes an analysis of the data provided by the Oklahoma School Testing Program and other reading assessments utilized as required under this policy, and which outlines how each school site will comply with the provisions of the Strong Readers Act.

Students Demonstrating Proficiency:

Any first-grade, second-grade, or third-grade student who demonstrates proficiency in reading through a grade-level appropriate screening instrument approved pursuant to this policy shall not require a program of reading instruction or an individual reading intervention plan. After a student has demonstrated proficiency through a screening instrument, the district shall provide notification to the parent or legal guardian of the student that the student has satisfied the requirements of the Strong Readers Act. The

district shall continue to monitor the student in the next successive grade level to ensure he or she maintains proficiency.

Intensive Intervention Services:

Beginning with the 2025-2026 school year, if a third-grade student is identified at any point of the academic year as having a significant reading deficiency, which shall be defined as not meeting grade-level targets on a screening instrument administered pursuant to this policy, the district shall provide the student with intensive intervention services for the appropriate amount of the instructional day consistent with the individual reading intervention plan developed pursuant to this policy and as determined by the Student Reading Proficiency Team. Intensive intervention services shall continue until the student demonstrates proficiency at the student's grade level based on a screening instrument administered pursuant to this policy.

The district shall annually report in an electronic format to the State Department of Education, the Office of Educational Quality and Accountability, and the Secretary of Education the number of students in kindergarten through third grade per grade level who exhibit grade-level reading proficiency, the number of students per grade level who received intensive intervention services pursuant to this policy, the number of students per grade level who attended a summer academy as provided for in Section 1210.508E of Title 70, the number of students per grade level who exhibited improved reading proficiency after completion of intensive intervention services, and the number of students per grade level who are still in need of intensive intervention services.

The parent of any student who is found to have a reading deficiency and is not meeting grade-level reading targets and has been provided a program of reading instruction as provided for in this policy shall be notified in writing of the following:

1. That the student has been identified as having a substantial deficiency in reading;

2. A description of the current services that are provided to the student;

3. A description of the proposed intensive intervention services and supports that will be provided to the student that are designed to remediate the identified area of reading deficiency;

4. That a student who is promoted to the fourth grade shall receive supplemental intensive intervention services;

5. Strategies for parents to use in helping their child succeed in reading proficiency; and

6. The grade-level performance scores of the student.

No student may be assigned to a grade level based solely on age or other factors that constitute social promotion.

Reporting Requirements:

The district shall annually publish on the school website, and report electronically to the State Department of Education, the Office of Educational Quality and Accountability, and the Secretary of Education by **September 1** of each year the following information on the prior school year:

a. expenditures related to implementing the provisions of this policy, the number of staff implementing the provisions of this policy, and average daily classroom time devoted to implementing the provisions of this policy,

b. by grade, the number and percentage of all students in kindergarten through third grade who did not meet grade-level targets based on a screening instrument administered pursuant to this policy,

c. by grade, the number and percentage of all students in kindergarten through third grade who have been enrolled in the district for fewer than two (2) years,

d. by grade, the number and percentage of students in kindergarten through third grade who demonstrated grade-level proficiency based on a screening instrument administered pursuant to this policy, and

e. by grade, the number and percentage of students in kindergarten through third grade who are on an individualized education program (IEP) in accordance with the Individuals with Disabilities Education Act (IDEA) and who demonstrated grade-level proficiency based on a screening instrument administered pursuant to this policy or an alternative assessment prescribed by the student's IEP.

Copies of the results of the screening instruments administered shall be made a part of the permanent record of each student.

Professional Development:

If the district receives more than Two Thousand Five Hundred Dollars ($2,500.00) in funds allocated to provide remediation and intervention in reading prekindergarten through grade five, the district shall spend no less than ten percent (10%) to provide professional development for teachers teaching prekindergarten through grade five. The professional development shall include training in the science of reading including how students learn to read; training in providing explicit and systematic instruction in phonological awareness, decoding, fluency, vocabulary, and comprehension; implementing reading strategies that research has shown to be successful in improving reading among students with reading difficulties; and instructional materials required for implementation.

Summer Academy:

If a teacher determines that a student in kindergarten or first through third grade is not reading at grade level by the end of the second quarter of the school year, the parent or legal guardian of the student shall be notified of:

1. The reading level of the student;

2. The program of reading instruction for the student as required pursuant to the Strong Readers Act; and

3. The potential need for the student to participate in a summer academy or other program designed to assist the student in attaining grade-level reading skills.

A teacher who determines a student in kindergarten or first through third grade is not meeting grade-level targets for reading may, after consultation with the parent or legal guardian of the student, recommend that the student participate in and complete a summer academy or other program.

The district's summer academy program shall be designed to ensure that participating students successfully complete grade-level competencies in reading to enhance next-grade readiness. A summer academy reading program shall incorporate the content of a scientifically research-based professional development program administered by the Commission for Educational Quality and Accountability or a scientifically research-based reading program administered by the State Board of Education and is taught by teachers who have successfully completed professional development in the reading program or who are certified as reading specialists.

The district may approve an option for students who are unable to attend a summer academy. The optional program may include, but is not limited to, an approved private provider of instruction, approved computer-based or Internet-based instruction, or an approved program of reading instruction monitored by the parent or legal guardian. The district shall not be required to pay for the optional program, but shall clearly communicate to the parent or legal guardian the expectations of the program and any costs that may be involved.

Subject to the availability of funds, the requirements of this section may be expanded to apply to students in fourth through eighth grades.

Dyslexia Screening:

Any student enrolled in kindergarten, first, second, or third grade who is assessed through the Strong Readers Act and who is not meeting grade-level targets in reading after the beginning-of-the-year assessment shall be screened for dyslexia. Screening also may be requested for a student by his or her parent or legal guardian, teacher, counselor, speech-language pathologist, or school psychologist.

Screening shall be conducted in accordance with the policies developed by the State Board of Education and the Oklahoma Dyslexia Handbook, including policies and information developed relating to universal screening of kindergarten students for characteristics of dyslexia.

The district shall provide the following data to the State Department of Education by June 30 each year:

1. The number of students by grade level in kindergarten through grade three who were screened for dyslexia in a school year;

2. The number of students by grade level in kindergarten through grade three who were newly identified as having characteristics of dyslexia in a school year;

3. The process or tools used to evaluate student progress;

4. The number of trained school system personnel or licensed professionals used to administer the qualified dyslexia screening tool;

5. The number of students in kindergarten through grade three who were participating in interventions within the school setting and the number of students participating in interventions outside the school setting; and

6. The programs used by districts for intervention within the school setting.

Reference: OKLA. STAT. tit. 70, § 1210.508A *et seq.*
OKLA. STAT. tit. 70, § 1210.520

TESTING PROGRAM

It is the policy of the 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.

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 assessments administered pursuant to the Oklahoma School Testing Program Act. Additionally, the 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.

REPORT CARDS

The 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 within ten (10) days following the end of each nine-week period. The parent or guardian shall be requested to acknowledge receipt by signature and return the card.

1. The semester grade is recorded on each student's permanent school record.

2. The school staff and teachers will work with any student receiving a failing grade and will assist the student in determining and solving problems with the particular subject area.

3. The letter grades established by district policy will appear on report cards and in the student's permanent record.

In addition to the above reports, progress reports will be mailed to parents or guardians of students who are failing or at near failure at the mid-point of each grading period. Reports may also be mailed (at teacher's discretion) reflecting satisfactory progress. Parents and guardians should feel free to discuss their child's progress with teachers and staff by appointment at any time.

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Instruction* Adopted: August 1, 2016; Revised: September 6, 2022; September 11, 2023; August 5, 2024

MEDIA CENTER - SELECTION OF LIBRARY BOOKS

The board of education, which is responsible for all book purchases, recognizes the student's right of free access to many different types of books. The board also recognizes the right of teachers and administrators to select books and other materials in accord with current trends in education and to make them available in the schools.

The authority to select library materials is delegated to the professional personnel of the district. While the selection of materials may involve input from various school personnel, the responsibility for coordinating, evaluating, and recommending the selection and purchase of library/media materials rests with the certified library/media personnel and the district's site administrators.

It is therefore the policy of this district to require the materials used in the school library media program, including print materials, nonprint materials, multimedia resources, equipment, and supplies, selected for our schools be in accord with the following:

1. Books and other reading material shall be chosen for the interest, information, and enlightenment of all students in the community.

2. A book shall not be excluded because of the origin, background, or views of the author or because of its style and language.

3. Every effort will be made to provide materials that present all points of view concerning the problems and issues of our times, including international, national, and local issues.

4. Books or other reading material of sound factual authority shall not be excluded or removed from library shelves or classrooms because of partisan or doctrinal, approval or disapproval.

3. When acquiring books and other materials, the materials selected shall reflect the district's community standards for the population the library serves, and the materials shall be age-appropriate to the schools in which the materials are made available.

4. Books and other materials shall be selected in a manner ensuring that materials available to students are adequate in quantity and quality to meet the needs of students in all areas of the school library media program.

5. Censorship of books shall be challenged in order to maintain the school's responsibility to provide information and enlightenment.

6. No parent or group of parents has the right to determine the reading matter for students other than their own children. The board does, however, recognize the right of an individual parent to request that his or her child does not have to read a given book, provided a written request is made to the superintendent or the superintendent's designee.

REQUEST FOR RECONSIDERATION

In accordance with number 3 above, the board of education has adopted the following policy for addressing objections to books and other library materials:

Any parent who wishes to request reconsideration of the use of any book in the school must make such a request in writing on a Citizen's Request for Reconsideration of Library/Media Materials form available from the superintendent.

The Citizen's Request for Reconsideration of Library/Media Materials will be submitted to the principal, who will review the request and schedule a conference to discuss this matter with the individual making the request. The principal may invite a teacher or a librarian to participate in this discussion.

If the complaint is not resolved during the initial conference, the matter will be referred to a committee appointed by the superintendent, which will consist of two appropriate level teachers, one appropriate level librarian, and an administrator associated with curriculum. The committee will review the material in its entirety, review the general acceptance of the material by reading reviews and consulting recommended lists, determine the extent to which the material supports the curriculum, obtain any necessary documentation from the teacher or librarian who selected the materials in question, and determine whether the material conforms to the above-stated principles of selection.

The committee will discuss the material as a group and will reach a decision by simple majority. Options available to the committee for its decision are: no action, removal of the material, designation of material for a specified student group (i.e. AP students), or reassignment of material to a library serving older students. The committee shall prepare a written report to the superintendent in a timely manner outlining its recommendations for the material.

The site principal is responsible for sending the committee's report to the superintendent and mailing the report, via certified mail, to the person initiating the review. The decision of the committee will be provided to the appropriate administrator who will ensure that implementation of the decision occurs.

A written appeal of the decision of the committee may be made within ten (10) working days to the board of education. If further review by the board of education is requested, all materials will be forwarded to the clerk of the board. The board shall hold a hearing to review the written report of the committee and the written request for appeal. The final decision rests with the board.

The board of education shall make a final decision concerning the material being reviewed in a timely manner. The superintendent shall inform, in writing, all individuals involved of the board of education's decision. Material that has been challenged, and on which a decision has been rendered by either a committee or the board of education, may

not be challenged again for the same objection for one calendar year after the final decision has been made.

Reference: OKLA. STAT. tit. 70, § 11-201; American Library Association, *Library Bill of Rights*; *Independent Sch. Dist. No. 12 of Okla. Cnty v. State of Okla.*, 2024 OK 39, --- P.3d ---.

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Instruction* Adopted: August 1, 2016 Revised: February 5, 2018; July 15, 2024

TEXTBOOK SELECTION

It is the policy of the board of education to appoint a committee for the purpose of selecting textbooks to be used in the district. The committee will be composed of the superintendent or his/her designee, one parent of a child enrolled in the district, and six classroom teachers. The superintendent or his/her designee shall serve as chairperson.

The textbook selection committee members will be appointed on an ad hoc basis as needed and will not be compensated. The administration will ensure that all textbooks necessary for completion of assigned work are routinely available to every student.

The committee will review examination copies of each textbook in those subject areas where a need has been determined to exist. The examination copies may be obtained by communicating such need to the State Department of Education.
Following the committee's review and approval of the board, the superintendent will requisition the textbooks recommended by the committee from the State Department of Education.

Reference: 70 OKLA. STAT. §16-111

DISTRIBUTION AND CARE OF TEXTBOOKS

The 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.

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.

CURRICULUM DEVELOPMENT

Instructional programs will be developed with the view toward maintaining a balanced curriculum which will serve the general academic needs of 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 the superintendent or his/her designee, teachers and parents to evaluate the curriculum annually to determine whether children are receiving adequate basic skill instruction.

The committee shall have access to materials pertaining to the school curriculum, class schedules, and other information as long as the materials are not confidential or personal. The committee may visit with other staff members, students, graduates, parents and business people of the community for their input into the evaluation.

The committee chairperson shall be responsible for submitting a written report to the board of education at a regular or special meeting. Any changes in methods of instruction, scheduling, or curriculum changes will be the responsibility of the board of education and superintendent.

The committee shall be appointed to serve for a one-year term. Individual members may be appointed to succeed themselves if the board so desires.

The curriculum shall meet the educational requirements established by state law.

The goals of the committee will be to permit and assist students in their efforts to acquire:

1. An understanding of themselves and of their worth as individuals and members 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.

5. The desire and ability to express themselves creatively in one or more of the fine and creative arts to appreciate the aesthetic expressions found in the work 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.

Curriculum Development Committee

1. Chairperson:

   The superintendent, or his/her designee, will serve as chair.

2. Selection of members:

   The superintendent will suggest teachers to serve as members.

3. Responsibilities of chairperson:

   A. To set meeting times and places with members of the committee.

   B. To help determine appropriate outside consultation services, if deemed necessary by the committee membership.

   C. To help determine parent and student membership on the committee. At least three parents should be involved with the committee.

   D. To keep an accurate record of individual committee members' attendance at all meetings.

   E. To report to the board of education the results of the curriculum study.

4. Responsibilities of committee members:

   A. To participate actively in the committee's study.

   B. To attend all meetings and report back to other faculty members 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 so as to create total faculty involvement in the study.

In the final analysis, curriculum review should go beyond the statutorily required minimum. The board recognizes that, in order to foster the role of education in society and to ensure equal opportunity to students of different backgrounds, it must not permit the curriculum to remain static. It is essential that this school system continually develop and modify its curriculum to meet the changing needs of students and to assure the continuing development of the student in the community.

CURRICULUM EVALUATION

It is the policy of the 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 will 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, and from any curriculum experts who may be called upon for consultation.

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 teachers. Parents may meet with the superintendent to make any suggestions.

Reference: 70 OKLA. STAT. §11-103

AIDS PREVENTION EDUCATION FOR STUDENTS

The district seeks to promote healthy living and discourage behaviors such as intravenous drug use and unprotected sexual intercourse that can increase a young person's risk of contracting Acquired Immune Deficiency Syndrome (AIDS). It is the policy of the board of education that AIDS prevention education will be taught a minimum of once each year for students in 7th and 10th grades. The district will use the curriculum developed by the Oklahoma State Department of Education.

The general objective of the curricula for all levels includes being made aware of (1) the forms of the disease, (2) methods of transmission, and (3) prevention of AIDS.

The district will make the curriculum and materials that will be used to teach AIDS prevention education available for inspection by the parents and guardians of the students who will be involved. Furthermore, the curriculum must be limited to deal only with factual medical information regarding AIDS prevention. At least one month prior to teaching AIDS prevention education in any classroom, the district shall conduct for the parents and guardians of the students involved, during weekend and evening hours, at least one presentation concerning the curriculum and materials that will be used for such education. No student shall be required to participate in AIDS prevention education if a parent or guardian of the student objects in writing to such participation.

CONSTITUTION DAY AND CITIZENSHIP DAY

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

The district shall hold an educational program on the United States Constitution on September 17 of each year for the students served by the district in observation of Constitution Day and Citizenship Day. When September 17 falls on a weekend or holiday, the day shall be observed on a school day just before or after September 17. The manner in which the day shall be commemorated shall be within the superintendent's discretion.

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

VETERANS DAY

It shall be the policy of the district that "Veterans Day," November 11th, will be observed with an appropriate ceremony/activity.

In any year in which the date of November 11th is a Saturday or Sunday or classes are not in regular session, the district shall observe the previous school day as "Veterans Day."

CLASSROOM VISITATION

In order to provide school children with a reasonable opportunity to study and learn, it is the policy of the board of education to restrict classroom visitation to a minimum.

Any person who needs to visit a classroom or other school facility must obtain permission from the site principal. Visitors on school property without permission may be asked to leave the premises.

The superintendent is directed to establish appropriate procedures to insure compliance with this policy. Such procedures will include posting notices at the entrances to the school building. The notices will require visitors to report to the superintendent's office before visiting any classroom or other facility.

The superintendent is authorized discretion in permitting visitation.

Classroom visitors will respect classroom decorum and will not interrupt the class in any way. Visitors who disrupt the classroom in any manner will be required to leave the school grounds.

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Instruction* Adopted: August 1, 2016; Revised: August 5, 2024

OBSERVATION OF MINUTE OF SILENCE

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

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

The daily minute of silence will begin with an announcement over the public address system that there will be a pause for a minute of silence in which students and teachers may reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

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

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

UNITED STATES COPYRIGHT LAW

The district does not condone, and will not allow, violations of the United States copyright laws. Employees are expected to ensure that their actions comply with copyright law and to impress upon students the importance of compliance with copyright law.

Ownership of Copyrighted Works

Copyright protection applies to original works of authorship fixed in any tangible medium of expression, from which they can be perceived, reproduced, or otherwise communicated. Examples of copyrighted works include books, pictures, drawings, sound recordings, motion pictures, television shows, sheet music and scripts. In general, the copyright protections that apply to printed materials also apply to visual and digital formats.

Exclusive Rights of Copyright Holders

Subject to certain specific exceptions, the owner of a copyright to a work has the exclusive right to reproduce, adapt, distribute, perform, or display the copyrighted work or to authorize such reproduction, adaptation, distribution, performance, or display.

Exceptions to Exclusive Rights

The following exceptions may authorize the use of a copyright work without violating the exclusive rights of the copyright holder. Employees that reproduce, distribute, perform or display copyrighted works are responsible for ensuring that their planned use of a copyrighted work falls under one or more of the exceptions set forth below.

A. Fair Use

The "fair use" of a copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright. The following factors shall be considered in determining whether a given use of a copyrighted work is considered fair use:

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

2. The nature of the copyrighted work.

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

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

The United States Copyright Office has published a regulatory guidance document entitled "Reproduction of Copyrighted Works by Educators," also known as "Circular 21," which sets forth a series of "safe harbor" rules providing that certain specific uses of copyrighted works are considered fair use. Circular 21 is available at the Copyright Office's website (https://www.copyright.gov/circs/). Employees should familiarize themselves with these rules and, to the extent doing so is feasible, use copyrighted works in ways that are consistent with the safe harbor requirements.

B. Face-to-Face Teaching Activities

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

This exception does not apply to the performance/display of a copy of a motion picture or other audiovisual work that the person responsible for the performance/display knew or had reason to know was not lawfully made.

C. Electronic Transmission During Distance Learning Class Sessions

A further exception applies to the performance or display of a copyrighted work as a regular part of a class session conducted via distance learning if the following conditions are met:

1. The copyrighted material is directly related to and of material assistance to the teaching content of the class.

2. The amount of material provided is comparable to that typically displayed in a live classroom session. A performance of an entire nondramatic literary or musical work may also satisfy this requirement.

3. Students are provided with notice that materials distributed in the course may be subject to copyright protection.

4. The transmission of copyrighted material is limited to students enrolled in the class to the extent technologically feasible,

5. Copyrighted works are made available to students for a limited duration no longer than the class session. Students may not be permitted to retain a permanent copy of the material or to further disseminate it.

6. The instructor does not interfere with technological measures used by copyright owners to prevent unauthorized retention/dissemination of copyrighted works.

7. The district provides appropriate informational materials to faculty, students, and relevant staff members that accurately describe, and promote compliance with, the laws of the United States relating to copyright.

This exception does not apply to the conversion of print or other analog versions of works into digital formats unless: (1) no digital version of the work is available, or (2) the digital version employs technological protection measures that prevent its use.

This exception does not apply to the performance/display of a copy of a motion picture or other audiovisual work that the instructor knew or had reason to know was not lawfully made.

D. Public Domain

Works that are in the public domain are no longer under copyright protection or do not meet the requirements for copyright protection.

Use of Copyrighted Works with Permission

In order to obtain authorization to make use of a copyrighted work in a way that is not permitted by one or more of the exceptions detailed above, district employees may also seek to obtain permission for such use from the copyright holder.

A request for permission should include detailed information about the nature of the permission sought, including (1) a specific description of the item to be copied (title, author, edition, page numbers, frames, excerpts, etc.), (2) the type of duplication and number of copies, and (3) plans for usage and distribution of copies and the frequency of use. Any permission received from a copyright owner for use of a work must be in writing.

Copyright Infringement

Unless an exception applies or appropriate permission has been obtained from the copyright holder, engaging in the reproduction, distribution, performance, or display of a copyrighted work constitutes unlawful copyright infringement, which may carry civil and/or criminal penalties.

Employees who engage in copyright infringement do so at their own risk, and assume all liabilities and responsibilities associated with such conduct, and may be subject to disciplinary action.

Reference: 17 U.S.C. §§ 102, 106, 107, 110, 112, 201, and 501.

CHRONIC ABSENTEEISM

Purpose

The purpose of this policy is to establish procedures for the tracking and reporting of chronic absenteeism among students enrolled with the District pursuant to the requirements of the Every Student Succeeds Act (the "ESSA").

Rules for Determining Chronic Absenteeism

The following rules shall apply to determinations by District employees regarding whether a student is considered chronically absent for purposes of this policy:

A. A student will be considered chronically absent if he or she meets both of the following criteria:

1. The student was absent from school on at least ten percent (10%) of the days during the current school year on which school was in session at his or her school site and the student was included in the District's average daily membership, and;

2. The student enrolled with the District within the first twenty (20) instructional days of the current school year and has not experienced an enrollment gap of ten (10) or more instructional days during the course of the school year.

B. Except as provided in this policy, all student absences, whether such absence is excused or unexcused pursuant to law and/or District policy, shall count towards a student's total absences during the year for purposes of determining whether the student is chronically absent.

C. A student on an Individualized Education Program ("IEP") or Section 504 plan shall not to be deemed absent for purposes of determining whether the student is chronically absent on days when the student is receiving services outlined in the student's IEP or Section 504 plan in an offsite location.

D. A student is not deemed to be absent for purposes of determining whether the student is chronically absent on days when that student is receiving homebound educational services from the District.

Procedures for Tracking and Reporting Chronic Absenteeism

The following policies and procedures apply to the tracking and reporting of chronic absenteeism within the District:

A. The attendance secretary at each school site in the District is responsible for reviewing relevant student attendance records on a monthly basis in order to identify those students who meet the criteria to be deemed chronically absent. The attendance secretary shall prepare and submit to the site principal on a monthly basis documentation reflecting the names of students who are chronically absent and the dates on which those students were absent.

B. The site principal of each school site is responsible for ensuring that data regarding the number of students enrolled at that school site who are deemed chronically absent in a given school year is made available to the District employee(s) responsible for preparing and submitting Annual Statistical Reports to the Oklahoma State Board of Education within seven (7) days of the last instructional day of that school year.

Medical Exemptions

The following procedures apply to determinations regarding medical exemptions under the District's chronic absenteeism policy:

A. Student absences which are due to a significant medical condition of the student, as hereinafter defined, shall not be included in the student's number of absences for purposes of determining whether the student is chronically absent.

B. A "significant medical condition" is defined as a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma.

C. Determinations regarding the eligibility of student absences for exemption from inclusion in school sites' chronic absenteeism calculations shall be made by a medical exemption review committee. The members of the medical exemption review committee shall be appointed by the Superintendent or his or her designee.

D. No later than June 1 of each school year, the medical exemption review committee shall request from the parent/guardian of all students who otherwise meet the criteria for being designated chronically absent (1) appropriate medical documentation regarding any medical condition which affected the student's attendance during the school year, and (2) documentation reflecting which, if any, of the student's absences were due to the student's medical condition, prior to making a determination regarding the student's qualification for a medical exemption from the chronic absenteeism indicator. In the event that a student's parent or guardian refuses or fails to provide such documentation, none of the student's absences shall be excluded from the calculation of whether that student is chronically absent.

E. No later than June 15 of each school year, the medical exemption review committee shall make a decision by majority vote regarding which absences, if any, by each student whose parent/guardian submitted documentation to the committee were due to a significant medical condition affecting the student.

F. The medical exemption review committee shall then provide the site principal at each school site within the District with documentation reflecting which students enrolled at that site were deemed eligible for a medical exemption and which specific absences by those students were deemed to be exempt absences.

G. When school attendance data is reported to the Oklahoma State Board of Education in an Annual Statistical Report, such data shall include information regarding the number of student absences which were not included in the calculation of the school site's number of chronically absent students because the absence was due to a significant medical condition.

H. The District shall retain all documentation reviewed by the medical exemption review committee for a period of five (5) years. The District will make such documentation available upon request to regional accreditation officers for auditing purposes, but shall otherwise refrain from disclosing the records or information contained therein to any party except as may be required by applicable law.

Effect of Declared Emergencies

In the event of an emergency declared by a federal or state government entity that impacts the operations of the District or an action taken by the Oklahoma State Board of Education declaring such an emergency, the following rules shall apply:

A. Student absences related to a state of emergency shall not be included in the calculation of a school site's chronic absenteeism indicator.

B. In the event that the Oklahoma State Board of Education and/or Oklahoma State Department of Education takes action that has the effect of modifying applicable rules or regulations regarding chronic absenteeism, to the extent such rules or regulations are inconsistent with the provisions of this policy, those rules shall take precedence over the provisions of this policy.

Reference: OAC § 210-10-13-25.

VIRTUAL, HYBRID, AND DISTANCE INSTRUCTION

THIS POLICY MAY BE USED IF STUDENTS ARE UNABLE TO ATTEND SCHOOL OR ABLE TO ATTEND SCHOOL ONLY ON A PART-TIME BASIS FOR VARIOUS HEALTH OR SAFETY REASONS. COMPLETE SCHOOL CLOSURE IS NOT A PREREQUISITE TO USE OF THIS POLICY.

The District may choose to engage in virtual, hybrid, or distance learning (or any combination thereof) when permitted by the Oklahoma State Department of Education (OSDE) and its promulgated rules and regulations. When the District engages in virtual, hybrid, or distance instruction, instruction can be delivered via a number of District-Approved Means and Mediums, but in all cases, instructional delivery methods will comply with requirements and guidance from the OSDE. These methods can include, but are not limited to, means and mediums already implemented or may be implemented in the future by District administration which may or may not include use of technology. Although the child may not be on school grounds, "school" will continue, and the District shall continue to engage students with instruction and experiences that provide opportunities for continuous learning while allowing them to stay connected with their instructors and classmates.

EQUITABLE CONSIDERATIONS

Whether provided through virtual, hybrid, or distance instruction, the District shall, to the greatest extent practicable, provide its students with quality educational opportunities and continuity of instruction that is consistent with the District's vision and mission. As a part of its commitment to providing quality education to all students the District states that:

- When making decisions regarding the means and mediums utilized for virtual and distance instruction, the District shall strive to bridge any equity gaps between those students with and without the technology and resources necessary to access virtual instruction.

    - The District will ensure that all students have access to all required supplies (including any necessary textbooks, writing paper, pencils, and other supplies as appropriate) for participation in virtual, hybrid, or distance instruction. If students lack these, the District shall provide them free of charge.†

    - If the District only offers virtual instruction to students, the District will ensure all students have access to virtual instruction and will provide the necessary equipment and connectivity free of charge to those students who do not have access to the necessary equipment and connectivity.

† Students or parents of students who do not have access to such supplies may request that their classroom teacher provide such supplies or may contact the school site administration. Each classroom teacher will coordinate with the Administration on providing necessary supplies to students in need.

- If the District offers a combination of virtual and distance learning instruction to students, it will ensure that all students have access to equitably equivalent instruction and content. It may do this by either:
    - Ensuring that all students have the necessary equipment and connectivity to access any virtual learning component of the student's assigned curriculum or courses and providing access to that necessary equipment and connectivity to any student who does not have access to them.

    - If the District is unable to provide access to necessary equipment and connectivity to all students in need, the District may only provide virtual learning instruction if it ensures that any students unable to access the virtual instruction component be offered equitably equivalent instruction though distance instruction means and methods. If a student receives distance instruction in lieu of instruction that would ordinarily be presented virtually, that instruction should be supplemented, as appropriate, by periodic direct contact with teachers through District Approved Means and Mediums. If the District is only able to provide access to necessary equipment and connectivity to a limited number of students, it will determine which students receive that access in the most equitable manner.

- In no case shall a student have their grade lowered or be otherwise penalized (including attendance measures) for failure to engage with instructional supports the student does not have the resources to access (e.g., telephone service, internet access, transportation).

The District shall utilize all available funding sources and means to bridge these gaps in compliance with federal and state law.

DEFINITIONS

- **Virtual Instruction:** Instruction provided via electronic means, utilizing the internet and computers as the primary tools for delivery of instruction, evaluation, and interaction. Instructional delivery may include video or audio means, online instructor interaction using District-Approved Means and Mediums (platforms, software, and resources, along with District social media, instructional television, video telecourses, or other District-approved means that require the internet and computer technology).
- **Distance Instruction:** Instruction provided via printed material, augmented by individual contact with students via District-Approved Means and Mediums (e.g., telephonic means) consistent with this and all District policies.
- **Hybrid Instruction:** Instruction provided utilizing the internet and computers and/or printed material using District-Approved Means and Mediums as well as in class instruction. Hybrid Instruction can be a mix of in-person classes and virtual instruction, or a mix of in-person classes and distance instruction or a mix of virtual and distance learning instruction.
- **District-Approved Means and Mediums:** Equipment and electronic programs and platforms that have been pre-approved by the board of education for instructional delivery and communication/interaction with students and their legal guardian(s) appropriate to the grade level and subject matter concerned.
- **Social Media:**
    - **Generally:** Online platforms, websites, or networks on which users share information, communications, or other content and includes, but is not limited

to, sites used for media sharing and social networking (e.g., YouTube, Facebook, Twitter, Snapchat, Instagram, etc.).

- **District Social Media:** Authorized District-related social media that is either school-based (e.g., approved, established and/or monitored by the building principal or designee) or District-based, District computer network-based, or subject area/department-based.
- **Personal Social Media:** Social media that is not District Social Media, which is established by a user for his/her personal or private use and objectives.
- **Non-District Social Media:** Social media that is not District Social Media, which is established by a third party or other organization.

IMPACT ON EXISTING POLICIES, RULES, AND SERVICES

Once this policy is effectuated, though instruction will be provided via virtual, hybrid or distance instruction, each is a continuation of the District's instructional program. Therefore, the rules and responsibilities of students, their legal guardian(s), and District personnel, unless otherwise expressly stated in this policy, are the same as if students were present at school during the instructional day. Unless specifically noted in this policy, existing provisions of the Student Handbook, "Acceptable Use" policies and agreements, and privacy policies shall remain in effect. For example, students shall attend scheduled online meetings or classes in a timely manner (attendance), prepare for class in advance of the day's lesson (homework), meaningfully and appropriately participate in instruction (class participation), and shall also adhere to all existing rules concerning behavioral (e.g., bullying, harassment, violations of the Acceptable Use Policy) and academic misconduct (e.g., cheating, unauthorized group work on individual assignments). When students are visible to District personnel or other students, they shall dress in conformance to the school dress code.

Attendance

Students must continue to meet all state-mandated compulsory attendance requirements and are not exempt from state truancy laws, except to the extent permitted or required by the OSDE. To the extent appropriate under the circumstances, District attendance policies shall remain in effect, and student attendance and participation shall be monitored and recorded as closely as possible to existing District policies. Attendance and participation shall be measured by means appropriate in a virtual, hybrid, or distance instruction environment which may include, but are not limited to, District-approved-and-monitored chatrooms and message board posts, emails, submission of assignments, or other District-Approved Means and Mediums.

Teachers shall make contact with each of their students a minimum number of times per school week, as determined by District administration, and count these contacts toward full-time attendance. These contacts may include, but are not limited to, student participation in virtual classes or virtual instruction platforms, submissions or posts to approved message boards, instructor confirmation with a student or the student's legal guardian(s) that the student did participate, and physical or electronic submission of assignments. Instructors shall log their contacts with each student and submit weekly reports of these contacts to their building principal or designee. The District shall ensure that any attendance measures used for distance instruction comply with any requirements set by the Oklahoma State Department of Education.

When the District provides virtual instruction (as defined by O.A.C. 210:35-21-2), the District shall ensure that its attendance measures will meet or exceed the minimum requirements set by the Oklahoma State Department of Education and mandated by O.A.C. 210:35-21-2, and 70 O.S. §§ 3-145.8, 3-145.8(B).

Grading, Class Rank, Promotion and Retention

In conformance with guidance from the OSDE and to the extent reasonable and appropriate under the circumstances, all existing requirements related to student progression, including retention, promotion, testing, and grade assignment shall remain in effect as if virtual, hybrid and/or distance instruction had not replaced in-person instruction. Traditional letter grades shall continue to be issued in conformance with the District's grading scale. Teachers shall ensure that, regardless of medium of instruction, that the curriculum presented aligns with any applicable Oklahoma Academic Standards for their subject matter. Appropriate efforts shall be made by all District personnel to ensure that the circumstances which effectuate this policy shall not negatively impact student grades.

Special Education

While this policy is in effect, when appropriate, each student's IEP instructor shall make contact with the student's legal guardian(s) to discuss the student's individualized plan for virtual, hybrid, or distance instruction. Instructors and related service providers shall share learning resources with the student's legal guardian(s) that are appropriate for the student in order to provide a variety of activities and supports which may be utilized that promote continued progress toward the student's IEP goals. IEP meetings shall be conducted as needed via secure District-Approved Means and Mediums that are appropriate under the circumstances.

English Learners (EL)

EL students shall continue to receive EL services. Unless otherwise designated, each student's EL instructor shall be the primary contact for the student's legal guardian(s) while this policy is in effect. In conformance to guidance from the OSDE, the District shall be intentional in ensuring instructors are providing appropriate plans, modifications and accommodations for EL students. Nothing in this policy shall prevent EL students or their legal guardian(s) from directly contacting the student's teacher regarding their educational progress.

Extracurricular Activities

The District will allow participation in those extracurricular courses and activities it chooses to offer for those students enrolled in its hybrid instruction program. The District will not allow full virtual instruction program students to participate in extracurricular courses and activities. The District will ensure that all its instructors of offered extracurricular courses and activities are thoroughly educated on virtual and distance learning and the methodologies applicable to their assigned activity. Extracurricular instructors shall provide assignments to measure participation and/or knowledge in their assigned activities. If students are participating in an extracurricular course or activity as a part of gaining credit for a course, the instruction must align with any applicable Oklahoma Academic Standards for that subject matter.

INSTRUCTION GENERALLY

Method and Means of Instructional Delivery

Depending on whether virtual, hybrid, and/or distance instruction is employed by the District, the superintendent or designee is directed to evaluate and select the means and mediums which shall be authorized for instructional delivery and communication with students and their legal guardian(s): the "District-Approved Means and Mediums." These shall be submitted to the board of education for approval prior to their implementation.

Lesson Plans

All instructors, including those who teach or coach electives, are responsible for submitting lesson plans, recording attendance, and assigning and grading assignments. Appropriate lesson plans shall be developed to ensure unified instruction (e.g., all Algebra II students receive the same weekly assignments, regardless of instructor). Lesson plans shall include supplementary or enrichment activities. Instructors shall ensure that the maximum number of hours of work they assign conforms to OSDE guidance. EL, Reading, Language Arts, and other District specialists will work with grade level teams to develop appropriate lesson plans. All instructors shall submit their virtual, hybrid, or distance instruction lesson plans to their building principal or designee in conformance with this policy.

Office Hours

Every instructor and building administrator must be available during regular working hours to support instruction and student needs. District and building administrators shall develop and distribute a schedule for instructors to hold "office hours." During office hours, each instructor is required to be available to provide instruction or otherwise provide immediate feedback to students and their legal guardian(s) via District-Approved Means and Mediums. A portion of office hours may be utilized to conduct interactive virtual instruction lessons with students in conformance with this policy or tutoring.

Communication with Students and Parents

Instructors are expected to communicate with students and their legal guardian(s) regularly, making actual communicative-contact with students. Electronic or telephonic messages left for instructors must be returned in a timely manner via District-Approved Means and Media. District personnel who communicate with students shall do so in conformance with this and all other District policies and may do so only via District-Approved Means and Mediums, except when expressly approved, in writing, by an immediate supervisor. Such communications shall be limited to discussions regarding classroom, school, and school-related activities only. At all times, District personnel shall exercise their best professional judgment and act with integrity and concern for their students' well-being.

Communication with students for the purpose of fraternization is strictly prohibited. Contact or communications between District personnel and students via personal phone numbers, personal emails, personal social media accounts, and group messaging apps (that are not District-approved) is expressly prohibited. **Students, legal guardians, and District**

personnel shall have no expectation of privacy when communicating via District-Approved Means and Mediums.

Intellectual Property

At no time shall either District personnel or students use, upload, post, mail, display, store, or otherwise transmit in any manner any such material that is protected by copyright, patent, trademark, service mark, or trade secret, or in violation of any Federal Communications Commission rules applicable to public broadcasts, except when such use or disclosure is properly authorized and bears the appropriate notations. District personnel shall consult guidance from the OSDE regarding compliance with applicable infringement laws, including fair use. Instructors shall use public domain resources when permission to use protected material cannot be obtained.

Privacy Laws and FERPA

In all cases of virtual, hybrid, or distance instruction, but especially in an online learning environment, District personnel shall conform with FERPA requirements, guidance from the U.S. Department of Education, and other applicable privacy laws and District policies. **The District specifically prohibits non-district personnel (including third-parties, students or their parents/legal guardian(s)) from making any recordings of online learning environments that in any way display students or reveal student information.** Notwithstanding the provisions above, the District permits teachers to record their lectures with prior administrative approval, so long as no students are audible or visible in the recording and no personally identifiable student information is mentioned or displayed. If a teacher records their lecture, it may only be disseminated through District-Approved Means and Mediums to students in that class or to authorized district personnel.

VIRTUAL INSTRUCTION

All virtual instruction shall be delivered only via District-Approved Means and Mediums. Virtual instruction lesson plans for the following week shall be submitted to the building principal or designee.

HYBRID INSTRUCTION

All hybrid instruction shall be rendered in accordance with a mix of virtual and/or distance instruction and designated in-person instruction dates. The Virtual portion of the instruction shall be delivered only via District-Approved Means and Mediums. The Hybrid instruction lesson plan for the following week shall be submitted to the building principal or designee.

If the Hybrid instruction is a mix of in-person and distance instruction, the building principal or designee shall print, compile, and make distance instruction packets available at building sites and, at the discretion of the District, other appropriate locations at a to-be-announced time.

If the Hybrid instruction is a mix of in-person and virtual instruction, the building principal or designee shall ensure the virtual instruction lesson plans for the following week are electronically posted.

DISTANCE INSTRUCTION

All distance instruction shall be rendered and delivered in print form. Distance instruction lesson plans for the following week shall be submitted to the building principal or designee. The building principal or designee shall print, compile, and make distance instruction packets available at building sites and, at the discretion of the District, other appropriate locations at a to-be-announced time (e.g., District food distribution sites).

PROFESSIONAL DEVELOPMENT AND TLE

In anticipation that this policy may become effective, District personnel shall receive required professional development instruction on best virtual, hybrid, and distance instruction practices, which shall include grade level and content area-specific training, in addition to training on any District-Approved Means and Mediums for virtual and distance instruction and communication. Building administrators shall conduct weekly staff meetings via District-Approved Means and Mediums.

District administrators shall also receive appropriate training on how to supervise and evaluate personnel who are providing virtual, hybrid, and distance instruction under this policy. District personnel shall follow OSDE guidance regarding TLE observation and evaluation in virtual, hybrid, and distance instruction and shall monitor virtual instruction by joining classes in-progress and providing feedback to the instructor.

SUPPORT SERVICES

Whether virtual, hybrid, or distance instruction is utilized by the District, appropriate support services will continue to be available to District personnel, students, and their legal guardian(s) including:

- **Technical Support —** The District shall provide basic technical support for instructors, students and their legal guardian(s) in accessing and using District-Approved Means and Mediums of communication and virtual and distance instruction.

- **Instructional Support —** Instructors should contact their immediate supervisor with any questions regarding virtual, hybrid, or distance instruction.

- **Social-Emotional Wellbeing Support —** To the extent practicable and appropriate under the circumstances, the District shall provide information and resources to assist stakeholders in coping with the circumstances necessitating effectuation of this policy.

- **Special Education Resources and Support —** The Special Education Director or designee will provide support to students with disabilities or other special needs, along with their legal guardian(s), to help them navigate virtual, hybrid, and distance instruction and compliance issues while this policy is in effect.

ONGOING EVALUATION AND ADAPTATION TO EXIGENT CIRCUMSTANCES

The District, in consultation with state, local, and federal officials, shall continuously evaluate this policy, and the procedures herein, and adapt the same based on guidance from appropriate agencies.

Reference: 20 U.S.C. § 1232g
34 CFR Part 99

RELEASED TIME COURSE

The district will permit a student to attend a released time course for no more than three class periods per week or a maximum of one hundred twenty-five class periods per school year. A "released time course" means a period of time during which a student is excused from school to attend a course in religious or moral instruction taught by an independent entity off district property.

Attendance of a released time course, will be permitted, provided that:

1. The student's parent or legal guardian provides to the district written consent prior to the student's participation in the released time course;

2. No district funds other than de minimis administrative costs are expended and no district personnel, equipment, or resources are involved in providing the instruction;

3. The independent entity maintains attendance records and makes them available to the district and its board of education;

4. Any transportation provided to and from the place of instruction is the sole responsibility of the independent entity, the student, or the student's parent or legal guardian;

5. The independent entity or the student's parent or legal guardian indemnifies the district and holds it harmless with regard to any liability arising from conduct that does not occur on district property under the control or supervision of the district, and the independent entity maintains adequate insurance for that purpose;

6. The student assumes responsibility for any missed school work; and

7. The district's superintendent, the principal for the school site in which the student is enrolled, or their designees have reasonable discretion over the scheduling and timing of released time courses; provided, the student may **not** be excused to participate in a released time course during any class in which the subject matter being taught is subject to the assessment requirements of 70 O.S. § 1210.508 (Oklahoma State Board of Education Statewide System of Student Assessments).

The district and its board of education shall not be liable for the student who participates in a released time course when the student is not under the control or supervision of the district.

A student who attends a released time course shall be considered in attendance in the district, and the time shall be calculated as part of the school day.

Released Time Course Credit

The district's board of education shall award a student credit for work completed in a released time course when such is substantiated by a transcript from the independent entity providing the course. A student shall be awarded elective credit for the completion of each released time course. A student may also obtain up to .5 units of elective credit per semester for completion of a released time course.

In determining whether elective credit may be awarded, the district's board of education shall evaluate the course in a neutral and secular manner that does not involve any test for religious content or denominational affiliation. For purposes of this subsection, the secular criteria used by the board to evaluate a released time course may include:

1. The amount of classroom instruction time;

2. The course syllabus, which reflects the course requirements and any materials used in the course;

3. Methods of assessment used in the course; and

4. The qualifications of the course instructor.

Reference: OKLA. STAT. tit. 70, § 11-101.3 (2024)

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Instruction* Adopted: August 5, 2024

VOLUNTARY PRAYER

The Oklahoma State Board of Education has directed that every school district permit those students and teachers wishing to do so to participate in voluntary prayer. This policy is adopted to comply with that directive.

It is the district's policy that students and teachers may engage in voluntary prayer, including at district athletic events and graduation ceremonies. However, school district employees shall not teach, or instill by way of repetition, any sectarian or religious doctrine.

Any student or teacher who has not been permitted to participate in voluntary prayer should notify the relevant school building principal of the violation of this policy. The district will investigate all reports that a student or teacher has not been permitted to participate in voluntary prayer pursuant to this policy.

Reference: OKLA. STAT. tit. 70, § 11-101.1
O.A.C. 210: 35-3-251

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*School Property* Adopted: August 1, 2016

NAMING NEW FACILITIES & SPECIAL RECOGNITION

The naming of a school is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a name. An orderly, announced procedure is expected to lessen the community or factional pressures that so quickly build up when the selection of a name is delayed or seems uncertain.

Buildings and structures are defined as school buildings, administration buildings, gymnasiums, stadiums, athletic fields, and playgrounds.

The Pryor Board of Education shall be responsible for the naming/renaming of all schools and school facilities. The board president may (but is not required to), appoint a committee composed of board members, administrators, patrons, etc. to submit names to the board for the naming/renaming of schools and/or school facilities.

Anyone may submit to the committee a suggestion for a school name for consideration. Suggestions must be in writing, on a board-approved form (Policy Form IR-A), stating the name of the sponsor and the reasons justifying the nomination. Dedication or naming requests may be submitted to the superintendent. Upon receipt of sufficient biographical and/or other data available, a dedication or naming request will be placed on the agenda of a regular school board meeting for discussion and vote.

Criteria for Consideration

1. Schools/facilities may be named after the area or community where the school is located or after a person or persons.

2. In naming a school facility after a person, primary consideration should be given to presidents of the United States or individuals who have made a significant contribution to *education* in the community, the state, or the nation. In addition to societal contributions, the moral character of the individual must be considered.

3. Recognizing that the ethnic and cultural composition of a local school community will change and that school/facility names are permanent, the name selected should have broad acceptance in a multi-cultural society.

4. If a school/facility is demolished, the name may be used again.

Naming Schools

Elementary, middle schools/junior high schools and secondary schools will be named for the area or community or in honor of persons who have made a *significant contribution to education* in this community, the state, or the nation, or for geographic and historic locations or for presidents of the United States.

Naming Facilities

From time to time, as an alternative to naming the entire building after an individual, the board of education may choose to recognize outstanding service to the youth of this district by dedicating or naming an appropriate area (i.e., playground, library, gymnasium, auditorium, stadium, etc.) in honor of some exceptional individual(s) who have unselfishly given their time and energy in promoting excellence in education.

The naming of a building facility shall follow the same procedure set forth above for the naming/renaming of a building, except that the requirements of Criteria for Consideration.

Special Recognition

Another alternative to naming an entire building or facility after an individual, the board of education may choose to recognize an outstanding person who has positively impacted the youth of this district by dedicating or naming a tournament, festival or other activity in honor of an individual.

Renaming a School/Facility

In situations deemed unusual or appropriate, the board may take steps to rename a school/facility or portions thereof.

Changing the name of a school will be limited to elementary and middle schools. The recommendation of a name change will be brought to the board through the local governance structure of the school.

A school named after a person shall not be renamed, except for compelling reasons; and, once official action is taken to name a school, the name shall not be changed unless there is a confusion of names.

Special Dedications of School Facilities

If the board of education approves a special dedication, formal dedication will follow as soon as possible. The ceremony should encompass a presentation of an official proclamation and the placement of an appropriate plaque to commemorate the individual's significant contribution to the Pryor Public Schools. A certain sensitivity and common sense must be reflected in the timing of any public recognition.

PLAQUES, MONUMENTS AND MEMORIALS

1. Policy and Purpose

From time to time, the Board of Education considers the placing of plaques, monuments, or memorials to an individual, organization, or event on School District property. The School District is committed to protecting its property while providing opportunities for appropriately designed plaques, monuments, and memorials that honor an individual, organization, or event beneficial to the greater good of the school community. This policy will serve as a guide and provide a consistent and timely process for any monuments, memorials, or plaques requested to be placed on School District property.

2. Responsibility

The Superintendent of Schools shall be responsible for considering requests, researching, identifying, and making recommendations to board of education for approval.

3. Governing Rules and Regulations

A. Memorials, Monuments and Plaques (MMP)

- The quality of timelessness should be considered in the significance of the individual(s) or event being memorialized. (MMP) proposals should represent the values of the school community and be mindful of future generations.
- Memorial, monument or plaque proposals honoring individuals or a personal event should be represented in a form that has a broad school interest and moves the viewer to a special experience.
- Maintenance concerns should be a primary consideration, with adequate provision made for continued future maintenance. In all cases, permanent (MMP) should be made from durable material that will stand up over time.
- Unless otherwise agreed, the donors of the proposed (MMP) are required to pay for design, manufacturing, installation and maintenance to ensure adequate quality of care for the memorial or monument.
- The District may consider contributing funds to a (MMP) only when the (MMP) is for a broad district purpose that marks an event that has broadly affected the school community.
- (MMP) made to district property become the property and under the control Pryor Public Schools.
- Proposed (MMP) shall be of interest to the students, staff, and patrons of Pryor Public Schools.
- The subject of the (MMP) shall possess an enduring quality.

- A (MMP) may commemorate a person or group of persons, an event, significant date, or an existing or former structure or physical feature.
- The proposed subject shall be unique, or at least rare. Being a first shall not alone be sufficient to confer significance.
- A (MMP) shall contribute to the promotion and public awareness of its subject, which shall be appropriate for interpretation by a plaque.
- Any individual or group to be commemorated shall be, in the judgement of the board of education, easily recognizable to the majority of those likely to view the plaque, or, in the case of those long deceased, shall have been so to their contemporaries, and significant enough to merit such an honor. This significance would entail one or more of their having:
    - Made an important contribution to Pryor Public Schools.
    - Been distinguished in a profession or calling.
    - Been distinguished in public service.
    - Benevolence or an act of physical or moral bravery.
    - Been prominently involved in a significant District related event or events.

- Events for Recognition Plaques can be current and reflect a significant contribution to an event or by an individual or group.

B. Descriptions

- The superintendent shall preapprove descriptions of all memorials, monuments and plaques before moving to the approval process.
- Memorial, monument or plaques shall:

    - As erected for the Pryor Public Schools shall be consistent in size, shape, wording, materials, and mounting technique.
    - Shall be sized appropriately to their location.
    - Interpretive or descriptive plaques shall have a maximum of up to 150 words in the body of the text.
    - (MMP) shall be suitably mounted, either vertically or at an appropriate angle.

C. Approval Process

Applications for a plaque, monument, or memorial that are not District initiated projects shall be submitted in accordance with the following procedure:

- Applicants must submit a letter to the Superintendent of Schools that outlines in sufficient detail the main purpose of the plaque, monument, or memorial proposal and should include architectural drawings, elevations, and proposed location for the plaque, monument or memorial. The letter must include evidence from background research on the subject indicating the relevance for a plaque, monument, or memorial.
- Following due consideration and after consultation with any committee(s) that may be appointed, the Superintendent of Schools will make a recommendation to the board of education to either approve or not approve any proposed plaque, monument, or memorial.
- Should a proposed plaque, monument or memorial be approved, the Superintendent of Schools shall move forward with obtaining the final design, location for erection, and fabrication of the plaque, memorial or monument.

Appropriate time frames for the creation and proposed installation will be determined if not outlined in the letter of application.

- The Superintendent of Schools shall submit the final design, location for erection, and fabrication of the plaque, memorial, or monument to the board of education for final approval.
- Any application received throughout the year will be subject to the District's normal budget process. Approved plaques, memorials, or monuments will be included in the subsequent budget year estimates unless a sponsoring organization or individual is prepared to partner on the full or partial costs of the plaque, memorial, or monument production and installation.
- Should a plaque, memorial, or monument proposal not be approved, the board of education may make a recommendation to the applicant referring the applicant to a body that may be more appropriate to recognize the subject.

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*School Property* Adopted: August 1, 2016; Revised: August 3, 2020

USE OF SCHOOL FACILITIES

Policy

The school district will permit use of school facilities by educational, political, literary, cultural, religious, scientific, civic or recreational community organizations provided that:

1. The intended use of the facility by the organization meets certain established criteria; and

2. When required, a previously established fee is paid by the organization.

Providing every student with the best education possible is the primary function and responsibility of the board. Therefore, school-related functions will be given priority when it is necessary to use school facilities. However, the board is also vitally interested in helping out-of-school activities which support and supplement the efforts of this school district.

School facilities are often useful in carrying on the activities of various non-school organizations. Since many constructive educational activities take place outside the classroom, the administration should do as much as possible to encourage and aid the commendable efforts of many parents and citizens who work with youth to attain objectives which are similar to the goals of this school district.

Procedures for Use of School Facilities

Application

All organizations must make application in writing on a provided application form to the superintendent's office at least fourteen (14) days prior to the date of the meeting requested.

If the organization's request is one with regularly occurring dates, approval may be given for the entire schedule. Should a conflict develop with a school activity, the school district reserves the right to cancel the permission granted or to require a change to a mutually satisfactory date and time.

Although application by a minor is not acceptable, this does not prohibit the use of school premises by them, provided the application is made by a competent adult who will supervise and be responsible for the group.

Permitted Use

Permission for use of school facilities belonging to this school district may be granted

to educational, political, literary, cultural, religious, scientific, civic or recreational organizations for purposes and programs which:

1. Are beneficial to the youth of the school district and to the programs of the school district; and

2. Do not result in an increased monetary burden on the citizens of the school district.

Priority Use

The superintendent or his/her designee is to determine whether the proposed use of the building will conflict with scheduled school programs and is to monitor the building for signs of misuse or abuse.

Prohibited Use

School facilities will not be used for:

1. Meetings which promote subversive teachings and doctrines contrary to the spirit of American institutions;

2. Activities tending to cause unrest in the community or which reflect upon or promote discrimination against citizens of the United States because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information;

3. Any activity that may be destructive or injurious to the buildings, grounds or equipment; or

4. Any purpose in conflict with school objectives.

Payment in Advance

All payments for the use of school facilities must be received at the office of the superintendent at least 72 hours in advance of the meeting time.

Responsibility of Applicant

The applicant and his/her organization will be held responsible for the proper use of the building, for payment for the use of school facilities, for the conduct of persons attending the meeting, and will see to it that activities are confined to the areas requested and to the hours agreed upon in the application. The applicant will indemnify the school district for any theft, loss or damage to school property over and above normal wear which might be expected from his/her use thereof, and will make prompt payment for such theft, loss or damage. An indemnity bond or a deposit may be required if circumstances warrant. It is required that users of school facilities will see that the activities are conducted at all times under competent adult supervision. The superintendent or his/her designee will be the judge of unwarranted damages to the school property.

All rooms or areas will be left in as good condition as they were found, except the usual accumulation resulting from normal building use. No applicant may sublet any part of the building area named in the application request. All applications for repetitious use of the school facilities will be renewed at the beginning of each school year and are subject to review by the superintendent.

Users of school property must assume responsibility for the safety and protection of the audience, workmen and participants to the extent required by law. The superintendent has the right to require minimum limits of public liability and property damage insurance for all groups using any school facility, and to require that there be evidence presented to the superintendent in the form of a certificate of insurance, showing Independent School District No. 1 of Mayes County, Oklahoma, as an additional named insured.

Time Limits

The superintendent of schools shall approve times for all meetings on school property.

Cancellations

Requests for cancellation of the use of school facilities must be received at least 24 hours in advance of the meeting time. Failure to do so will obligate the applicant and his/her organization to pay for all custodial and such other expenses as are incurred in opening the building for his/her use.

Cancellation of permission may be ordered whenever such action is deemed in the best interest of the school district. However, such cancellations will not be made except when unforeseen emergencies arise, and then with as much advance notice as possible. Permission may be canceled by the superintendent if conduct or infraction of regulations warrant.

Holidays

As a general rule school properties will not be available for use by outside organizations on school or national holidays. Should one or more meetings approved as a series of meetings fall on such days, such meeting dates will be automatically canceled for these days only. The superintendent may, in his/her best judgment, authorize limited exceptions to this rule for good cause shown.

Non-School Days

School facilities will be available on non-school days, such as weekends and summer months, provided proper application is made and approved by the superintendent and provided such use is not a conflict with use of the facilities by school organizations or students.

Charges

Charges made for use of school facilities are not rentals as that term is generally used, but are based on the cost of operating expenses that would not otherwise have been incurred, such as utilities, supplies, maintenance of facilities, custodial and cafeteria services, as well as clerical services necessary to process each application. Such reimbursement charges are subject to change as the superintendent may deem necessary. With prior permission of

the board of education, a fee in excess of operating expenses may be charged to a facilities user if such user is using school property as a part of a profit-making operation. Such fee will be set by the board of education after recommendation of the superintendent.

Generally, the following fee schedule will be utilized:

Indoor Athletic Facilities
(Burdick Center, Junior High School Gym, HS Gym, Roosevelt Gym, Lincoln Gym)

Indoor Facilities will be rented out for no longer than 1 ½ hours per user (unless part of a league, Association, or pre-approved event).

One time usage (Pryor Patrons):

1 hour = $30.00
1 ½ hours = $45.00

One time usage (Non-Pryor Users):

1 hour = $50.00
1 ½ hours = $75.00

Multiple usages (5 times or more within a three month span) and/or League, Association, or pre-approved event:

Negotiated

Outdoor Athletic Facilities
(Softball Field, Baseball Field, Football Field, Track)

Outdoor Facilities will be rented out for no longer than 2 hours per user (unless part of a league, Association, or pre-approved event).

One time usage (Pryor Patrons):

1 hour = $30.00
2 hours = $60.00

One time usage (Non-Pryor Users):

1 hour = $50.00
1 ½ hours = $75.00

Multiple usages (5X or more within a three month span) and/or League, Association, or pre-approved event:

Negotiated

Cafeterias

$10 per hour (minimum rental of three hours). If the kitchen is used, at least one cafeteria employee regularly assigned to that kitchen must be used for an additional rate of $5 per hour.

Auditorium

Auditorium scheduling arrangements must be made through the office of the Superintendent of Schools, who sets the rental fee for its use. No other individual is able to secure its use.

The Superintendent or designee(s) shall have the authority to consider the following examples (and any others so desired) for "special considerations" at their discretion:

- Non-school-sponsored activity costs that involve Pryor students will be determined on an individual basis.

- Camps and/or clinics conducted by district staff may be charged an actual out-of-pocket expense for utilities, extra custodial, etc., and will be evaluated on a case by case basis.

- Other buildings, property, or equipment may be available for use as described above at the discretion of the Board of Education or their designee.

<u>Building Use Without Charge</u>

School organizations such as student organizations, school employee groups and educational organizations, such as the OEA, school board organizations, etc., are granted building use without charge as long as such use does not conflict with regular school sessions.

No fee will be assessed against school-affiliated and youth-serving organizations for their regularly scheduled meetings, including but not limited to:

1. Parent-Teacher Association, booster clubs, band parents--monthly meetings (afternoon or night);

2. Cub Scouts--monthly pack and committee meetings (night);

3. Girl Scouts--weekly afternoon meetings and one monthly night meeting; and

4. Camp Fire Girls--weekly afternoon meetings and one monthly night meeting.

Other groups may present information to the Superintendent so that he/she can establish whether they are school-affiliated and youth-serving organizations for whom fees will be waived for periodic meetings. If there should be additional meetings of the above-mentioned or other school-affiliated and youth-serving organizations, they will be charged for custodial services and/or cafeteria employee services as required, according to the regular fee as determined by the superintendent.

Organizations which qualify for use of meeting space without charge on weekdays will be charged regular rates for meetings held on Saturdays and Sundays, for weekday meetings which extend beyond 11:00 p.m., for use of recreational facilities such as gymnasiums and for all fund-raising activity meetings.

Custodial Care

A school custodian is assigned for continuous duty during the time the group will be using the school facility. The custodian will return to open the building prior to the time set for the meeting, arrange the requested facilities and serve as the official representative of the school district. No one except the qualified custodian will be allowed to operate or adjust equipment in the building. Upon conclusion of the meeting the custodian will clean, properly arrange the facilities and carefully inspect the premises before locking the building. For situations in which the meeting does not materialize and has not been previously canceled, the custodian will remain on duty for one hour after the requested starting time of the meeting and, if no word is received within that period indicating a later starting time, he/she will lock the building.

Custodians are instructed not to open any areas other than those required in the application. Additional space may be arranged by filing an additional application. Emergency needs may be requested by telephone.

Security

Uniformed officers must be on duty when so directed by the superintendent.

Alcohol, Drugs, Tobacco and Dangerous Weapons

The use or possession of alcoholic beverages or controlled substances (drugs) will not be permitted on school property. Organizations using school property for any purpose are expected to comply with district policy concerning the use of tobacco.

Dangerous weapons, including but not limited to firearms, are prohibited on school property, although non-student individuals who are either (a) over the age of twenty-one or (b) over the age of eighteen (18) who is a member or veteran of the U.S Military, may possess a firearm in the parking lot and may store that weapon in their vehicle in accordance with Oklahoma law. If the firearm is left unattended in parking lot, it must be hidden from view in a locked vehicle.

Individuals who have received prior permission from the principal may possess an inoperable weapon on the premises for participation in a school program, as long as the weapon remains inoperable while at school and the individual uses the weapon in accordance with the permission granted.

Athletic Activities

Permission for athletic activities involving the use of school facilities by non-school groups will be granted. Such groups may not use the apparatus and other special athletic equipment belonging to the school. Practice sessions will be allowed non-school groups provided such sessions do not involve the presence of spectators.

In those instances where team competition is involved, it must be clearly understood that no team sponsored by an organization other than the schools will be identified by name as representing any school in this district.

Apparatus and Equipment

Requests to use public address systems, projection equipment and screens, spotlights, stage sceneries, pianos and so forth will be included in the application. The costs of transparencies, gelatins, special scenery, and special lighting effects are to be paid by the using groups. All such equipment and properties will be operated, moved and controlled only by persons specifically designated by the principal.

As a precaution against fire, no request will be granted for the use of lighted candles or other actual flame equipment in connection with building usage.

Classroom apparatus, such as shop, science, physical education, home-making, music, business education, art laboratory, data processing equipment and athletic equipment which is regularly used for school instruction will not be available for use by non-school groups.

School equipment is not available for use off school premises unless it is beneficial to the district in carrying forward its programs.

Cafeterias

Use of cafeterias will be granted with or without use of kitchen facilities. No organization will have access to the cafeteria kitchen area unless the cafeteria manager is present and in charge, together with such additional paid help from the cafeteria manager's staff as may be required. In planning an event which will use the cafeteria kitchen equipment, the area dietitian, the cafeteria manager, and whatever number of helpers they deem necessary, must all be involved in the planning, operation and supervision of such project. Because of the food supplies and expensive equipment, and because of the rigid requirements of health and sanitation authorities, the use of cafeteria facilities must be under the direct control of the cafeteria department.

Refreshments will be served only in cafeterias, unless other areas have been approved in writing by the principal.

Auditorium

No food or drink will be permitted in auditorium, except that refreshments for cast members may be served backstage only.

The auditorium director must approve the following:

- All outside sound (mics, amps, and other instruments)
- All set installation, including moving furniture or apparatus.
- Moving pianos on or off the stage
- Lighting and sound requirements (5 working days before scheduled event)
- All material, music, and sound (to ensure adherence to community standards)

Light and sound equipment must be run by Pryor school employees or authorized students.

Parking Lots

Parking lots are provided with the use of most school buildings. If use of only a parking lot is desired, application will be made as for use of any school facility. Parking areas are not reserved exclusively for groups using school buildings. Playgrounds will not be used for parking.

Use of School Grounds and Recreational Facilities

School grounds will be made available to the general public at times when they are not being used for school purposes. The general public has a responsibility not to cause damage to the property or become a nuisance to adjoining property owners and others in the neighborhood.

The board realizes that each case should be dealt with separately. However, the following regulations will serve as a guide:

1. School playgrounds may be used by organized athletic leagues when not in conflict with school programs, upon approval of application to use such facilities;

2. Approval of such application does not include uses of any building facilities. Application for use of restrooms may be made subject to advance payment of a standard charge;

3. No automobiles, motor scooters, motor bikes or other such licensed vehicles are to be driven on the playgrounds;

4. Sporting activities will be permitted as long as there is no damage to neighboring or school property; and

Use of School Buildings in Times of Emergency

At times when the district's facilities are already open, school buildings will be available to community members for shelter in the event of severe weather. Any individual wishing to seek shelter during an emergency weather situation must report to the principal's office.

Concessions

Concession rights at all school facilities are reserved for this school district. These may be assigned to school organizations upon request or may be contracted by outside vendors.

Interpretation of the Policy and Procedures

The superintendent shall interpret and enforce all provisions of this policy and procedures. The superintendent's interpretation shall be final unless at least two board members direct that the issue be brought to the board of education for review.

Pryor Public Schools reserves the right to ask disruptive individuals in attendance at auditorium events to leave the premises.

Helpful Information

Building and Stage Dimensions:

- Stage: 60 feet across--55 feet front to back including stage thrust
  23 line sets with 7 unused batons
  Full curtain set with 3 full travelers and legs that move 25 feet
- Space on side of stage: 44 feet long by 25 feet across
- Orchestra pit: downstage orchestra pit that holds 22--removed manually--must be approved for use by auditorium director.
- Screen: 15 ft (dia) screen
- Dressing rooms: 2--hold at least 30 people--makeup area--accommodates 15 people at a time.
- Restrooms: 2--in dressing room area.
- Front of Stage Booth--separate from house used to control light and sound
- Front Foyer: Tables available for rental use. Restrooms in front foyer.

Capacity:

- House: 1155 seats with American standard seating--4 aisles

Lighting:

- 8-16 in. scoops
- 8-Altman 3 color cyc strip lights
- 48-8 in colortrans lekos
- 12-5 in etc lekos
- 16-6 in colortrans lekos
- 2 lycianian hp follow spots
- 2-700 HT Midget intellibeams fixtures
- ETC 177-72 light board

Projection:

- 5000 lumens projector--network compatible
  VGA input on stage; VGA, SVGA, RCA, S-Video in booth

Sound:

- 1 32 channel Midas Verona sound board
- 1 TASCAM professional dual cd deck
- 1 Sony MD recorder/player
- 1 standard cd player with cassette player
- 8 ClearCom headset and belt pack
- 10 LX Shure receivers for wireless mics

- 4 LX handheld wireless mics
- 10 LX Shure wireless lavs with Countryman mics or standard lapel mics
- 6 condenser choir mics
- 5 SM81 Shure choir mics
- 12 mic stands
- 4 ground monitors
- 2 circuits for monitors
- 7 foot Baldwin grand piano

SALE OF SCHOOL DISTRICT SURPLUS PROPERTY

Real Property

When district-owned real estate is no longer needed for public school purposes, the board of education may declare the property to be surplus to the needs of the district. Following such a declaration surplus real estate may be sold at any time using the following procedure:

1. Prior to requesting bids for a property, the district will have the property appraised by at least two (2) disinterested, qualified appraisers chosen by the superintendent of schools. If the superintendent deems it appropriate additional appraisals may be obtained. All appraisals will be confidential until after the property is sold. When the property is sold, all appraisals will be made available for public inspection. Any appraisal must be made within six (6) months of the date on which the property is offered for public bid.

2. The superintendent will prepare a notice to bidders advising that sealed bids for the purchase of a property will be received by the district at a time and place designated in the bid notice. The bid notice will require each bidder to state, in his or her bid, the intended use of the property. This use may be a factor in determining the successful bidder.

3. The bid notice will be published at least ten (10) days prior to the bid opening in at least one (1) issue of a newspaper of general circulation in the county in which the property is located. The bid notice may be published in additional newspapers or advertised by additional means at the discretion of the superintendent or by direction of the board of education.

4. The bids will be opened at the time and place specified in the bid notice and the bids will be referred to the board of education for acceptance or rejection. The board of education will reserve the right to reject any and all bids or to accept any particular bid.

5. Surplus real estate will not be sold at private sale unless the real estate has first been offered for sale by public sale or public bid and all such bids have been rejected.

6. Surplus real estate will not be sold at a public or private sale for less than 75% of the appraised value as determined by averaging the property appraisals.

7. Any conveyance of real estate by private sale to a non-profit organization, association, or corporation to be used for public purposes, unless for exchange, will contain a reversionary clause which returns the real estate to

the district upon cessation of the use without profit or for public purposes by the purchaser or the assigns of the purchaser.

Personal Property

District owned personal property includes all property owned by the district other than real estate (equipment, furniture, etc.). When district-owned personal property is no longer needed, the board may declare the property to be surplus to the needs of the district. Following such a declaration, surplus personal property may be disposed of using the following procedure:

1. The board must declare the property surplus during a regular or special board meeting. The meeting agenda (or an attachment to the agenda) must contain a description of all property to be declared surplus.

2. After the board has declared the property surplus, the superintendent is authorized to use the most economical and beneficial means to dispose of the property. These methods may include sale (public auction, written bids, online services, etc.), trade, salvage/scrap, discard, or any other means the superintendent determines to be appropriate based on the condition of the property and the totality of the circumstances. If property is sold or traded, the district must receive reasonable compensation.

3. The superintendent or designee will maintain records regarding disposition of surplus property for five years from disposition of the property.

4. Surplus computers, copiers, and other electronics that store data must be either electronically wiped clean or have the hard drive destroyed so that any sensitive or confidential information (social security numbers, health information, personal identification information, school financial information, licensed software, etc.) cannot be recovered from the equipment.

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

6. School board members (and their second-degree relatives) are prohibited by state law from purchasing property from the district.

7. District employees (and members of their immediate families) who recommend that property be declared surplus are prohibited from obtaining the surplus property either directly or indirectly.

Leased Property

If a board of education makes the decision to dispose of real or personal property that is leased at the time the decision is made, whether such disposal is by public sale, public bid or private sale, the lessee shall have a right of first refusal to purchase the property on the following terms and conditions:

(1) if a board of education receives a bid or offer in a public sale, public bid or private sale for any real or personal property that it desires to accept, then it shall provide notice to the lessee of the property. The notice shall include

the identity of the prospective purchaser of the property, the terms and conditions of the proposed sale and the purchase price to be paid by the prospective purchaser, and

(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, in which event the board of education shall convey the property to the lessee on all the same terms and conditions set forth in the notice; provided, however, that 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: OKLA. STAT. tit. 70, §5-117(11); OKLA. STAT. tit. 60, § 812

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*School Property* Adopted: August 1, 2016 Revised: September 4, 2018

ASBESTOS INSPECTION

In accordance with the federal Asbestos Hazard Emergency Response Act (AHERA), the district has identified all asbestos materials present within the district and has developed appropriate plans related to asbestos within the district. The district complies with all AHERA regulations, including periodic public advertisements and walk-through inspections. The district has selected its Bond & Projects Director to be its "AHERA Designated Person" for each site within the district. The AHERA Designated Person can be contacted at 918-825-3926.

All required documentation for an individual site is on file and available for inspection in the building principal's office. A copy of the documentation for each site in the district is on file and available for inspection in the superintendent's office.

Reference: 15 U.S.C. § 2643

BUILDINGS AND GROUNDS MAINTENANCE

The 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.

USE OF BUSES
OTHER THAN REGULAR TRANSPORTATION OF PUPILS

School buses may be used for activity trips, extra-curricular activities and any field trips. Requests for transportation vehicles for those purposes should be made one week in advance.

1. Requests for a bus will be presented to and approved by the superintendent.

2. Activity sponsors, teachers and coaches are responsible for picking up litter or trash at the conclusion of each activity trip.

3. Any person using district equipment or vehicles for personal use may be subject to disciplinary action, which could include termination or dismissal.

USE OF SCHOOL VEHICLES

Purpose

The purpose of this policy is to establish uniform procedures for the operation, assignment, and commuting use of district-owned vehicles in compliance with federal tax regulations, Oklahoma statutes, and district operational needs.

General Use

District-owned vehicles shall be used exclusively for official school business. Authorized uses include, but are not limited to:

1. Transportation of students, staff, and equipment for district activities.
2. Travel for approved professional development, meetings, or errands.
3. Student transportation services as provided under district policy.

District vehicles shall not be used for personal errands, recreation, or any purpose unrelated to official duties.

Assignment of Vehicles

1. Vehicles may be permanently assigned to positions or departments when justified by operational necessity and approved by the Superintendent or designee.
2. Take-home assignments shall require written justification and pre-approval by the Superintendent, and shall be limited to positions requiring emergency or after-hours response.

Commuting Rules and IRS Compliance

1. For purposes of this policy, **commuting** is defined as travel between an employee's home and their regular work location.
2. Unless an exemption applies under **IRS Publication 15-B** commuting in a district-owned vehicle constitutes a **taxable fringe benefit**.
3. Taxable commuting will be valued using the **commuting valuation rule** ($1.50 per one-way commute) or another IRS-approved method and reported as income on the employee's annual W-2.
4. Employees assigned take-home vehicles shall maintain a mileage log recording business and commuting use in accordance with IRS requirements.

Oklahoma State Law Compliance

In accordance with **70 O.S. § 5-117**, district property, including vehicles, shall be used only for purposes that benefit the school district. Unauthorized or incidental personal use without

prior approval is prohibited and may result in repayment to the district and/or disciplinary action.

Fuel, Maintenance, and Safety

1. As a general rule vehicles will be fueled at the district transportation facility. Any fuel purchases required by long distance travel shall be supported by itemized receipts and submitted according to district procedures.
2. Vehicles must be kept clean, fueled, and secured when not in use.
3. Routine maintenance and repairs shall be coordinated through the district Transportation Department.
4. All drivers must comply with traffic laws and district safety regulations.

Driver Qualifications

1. Drivers must possess a valid Oklahoma driver's license appropriate for the class of vehicle operated.
2. Drivers transporting students must meet all statutory and district training requirements.
3. All operators are subject to applicable drug and alcohol testing under federal and state law.

Recordkeeping

The Transportation Department shall maintain:

1. Vehicle assignment records.
2. Mileage and trip logs, including date, purpose, and destination.
3. Documentation required by the IRS for taxable commuting.

Violations

Misuse of district-owned vehicles, including unauthorized personal use or failure to comply with commuting regulations, may result in:

1. Loss of vehicle privileges.
2. Repayment to the district for unauthorized mileage.
3. Disciplinary action up to and including termination.

Reference:

- IRS Publication 15-B – Employer's Tax Guide to Fringe Benefits
- Oklahoma Statutes Title 70, § 5-117
- Oklahoma Statutes Title 47 – Motor Vehicles

LOANING SCHOOL EQUIPMENT

Loaning school equipment is prohibited by all school employees, other than the superintendent. When a staff member is requested by individuals or groups to loan district-owned equipment, such individuals or groups will be referred to the superintendent.

Individuals or groups borrowing school equipment will sign a request form stating:

1. The item and quantity borrowed;

2. When the borrowed item or items will be returned;

3. The condition of the item or items borrowed;

4. An assurance statement that the borrower will reimburse the district for any damages incurred while the item or items are on loan; and

5. An assurance that the borrower will accept the superintendent's appraisal of the dollar value of the damages incurred while on loan.

INVENTORIES

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

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

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

Furniture and equipment inventories must be submitted to the superintendent on October 1 and June 1 of each school year.

INTELLECTUAL PROPERTY POLICY

The Pryor School District ("District") respects the intellectual property of others, including students, patrons and employees. The purpose of this policy is to provide the necessary protections and incentives to encourage both the discovery and development of new knowledge and its transfer for public benefit. The ownership rights to all intellectual property that is created in whole or part at the District or under District sponsorship or with the use of District course materials, facilities, funds, equipment or any other resources of whatever nature or kind owned or controlled by the District shall be determined generally as set forth in this policy.

I. Definitions

1. "Author" and "member" are defined as the individual or as part of a group of other "authors" that invents, authors, discovers, or otherwise creates or helps to create intellectual property.

2. "Course materials" are defined as any and all materials prepared for use in teaching, fixed or unfixed, in any form, including, but not limited to, digital, print, audio, visual, or any combination thereof. Course materials include, but are not limited to, lectures, lecture notes, and materials, syllabi, study guides, bibliographies, visual aids, images, diagrams, multimedia presentation, and educational software.

3. "Creator" is defined as being synonymous with and can be used interchangeably with "author" and "member" as used in this policy.

4. "District facilities" is defined to include, but is not limited to, buildings, equipment, and other facilities under the control of the District.

5. "District funds" are defined as funds under the control and responsibility, or authority of the District, regardless of source.

6. "District resources" are defined as all tangible resources including, but not limited to, buildings, equipment, facilities, computers, software, personnel, and funding.

7. "Employee" is, unless there is a written agreement providing otherwise, an individual employed by the District in a full-time or part-time position, including certified and support staff, appointed personnel, persons with "no salary" appointments, volunteers, contractors, persons on an extra duty or supplemental contract.

8. "Intellectual property" is defined as any works, products, processes, tangible research property, copyrightable subject matter, works of art, trade secrets,

know how, inventions and other creations the ownership of which are recognized and protected from unauthorized exploitation by law. Examples of intellectual property include, but are not limited to, scholarly, artistic, and instructional materials.

9. "Invention" is defined as all discoveries, conceptions, ideas, improvements, innovations, problem solutions and/or technological developments.

10. "Patent" is defined as both United States and foreign patents and patent applications, and the rights conferred upon the patent holder by applicable law.

11. "Student" is defined as any individual who is attending or who has attended any schools within the District.

12. "Trademark" is defined as any mark that identifies an item of intellectual property or an educational or training service.

13. "Work" is defined as any "original work of authorship fixed in a tangible medium" as used in the federal Copyright Act.

II. Patents

All discoveries and inventions, whether patentable or un-patentable, and including any and all patents based thereon and applications for such patents, which are made or conceived by any member of the faculty, staff, or student of the District, either in the course and/or scope of employment for District or that is created in whole or part with the use of District course materials, facilities, funds, employees, or any other resources of the District shall be owned by and be the sole property of the District and the member will assign and by participating in any activity which leads to any discovery and invention does hereby assign all of member's rights in and to the discoveries and inventions to the District.

III. Trademarks

The District owns all rights and titles to any trademarks related to any item of intellectual property owned by the District.

IV. Copyright

In keeping with traditional academic practice and policy, ownership of copyrights to works of artistry or scholarship in the creator's professional field such as textbooks, course materials, scholarly papers and articles, software and other computer materials when they are works of artistry or scholarship, novels, poems, paintings, musical compositions or other such works of artistic imagination produced by District employees who have a general obligation to produce such works where the specific choice, content, course, and direction of the effort is determined by the employee without direct assignment or supervision by the District shall reside in the creators and the works shall not be deemed "works made for hire" under this policy unless they are also sponsored/contracted works or specifically assigned by the District.

Upon request by the District, the creator(s) will grant the District a nonexclusive, free of cost, world wide right and license to exercise all copyright rights in and to the

work, except the right to commercially display, use, perform, or distribute copies of the work, unless to do so would impair the ability of the creator to have the work published or distributed.

Copyrighted courseware and/or software that are not associated with traditional works as described above shall fall under and are subject to the Patent provisions, above.

V. Authority to Reference District

The District shall have the right and sole authority to determine whether or not to put its name on a work. If so requested by the District, the author agrees to credit the District, in a manner satisfactory to the Board or its designee, in any way to the creation of such work. Similarly, the author agrees upon request to remove any reference to the District in the work.

VI. Marketing Decisions

The Superintendent of the District or his/her designee will be responsible for all marketing decisions involving patentable inventions. This includes all patents to which the District has ownership rights under this policy.

VII. Release of Liability

Any student or employee who creates or participates in the creation of a work in whole or part at the District or under District sponsorship or with the use of District course materials, facilities, funds, employees, or any other resources agrees to indemnify and hold harmless the District against any loss, damage, liability, or expense that it may incur as a result of the preparation, production, or distribution of such work, including but not limited to, any material in such work that infringes or violates any copyright, right of privacy, or any other right of any person, or is libelous, obscene, or contrary to law.

POLICY IMPLEMENTNG THE "PATRIOTIC ACCESS TO STUDENTS IN SCHOOLS ACT (PASS ACT)"

Pursuant to Enrolled House Bill Number 1715 creating the "Patriotic Access to Students in Schools Act (PASS Act)" enacted during the 2017 regular session of the Oklahoma State Legislature, beginning with the 2017-2018 school year, the school district is required to permit use of school facilities by any youth group listed as a patriotic society in Title 36 of the United States Code ("Patriotic Youth Society").

Under the PASS Act, the District is required to permit, during non-instructional time, a Patriotic Youth Society the use of any school building or property to provide services allowing students to participate in activities provided by the Patriotic Youth Society.

Additionally, the PASS Act requires the principal of each public school to allow representatives of a Patriotic Youth Society the opportunity to speak with and recruit students to participate in their organization during school hours to inform students of how the Patriotic Youth Society may further the students' educational interests and civic involvement to better their school, communities and themselves. No student shall be required to attend such a presentation and any presentation scheduled during school hours shall occur only during non-instructional periods.

The Patriotic Youth Society shall provide oral or written notice to the principal of a school district site regarding its intent to speak to students during non-instructional periods during school hours, and the principal shall provide oral or written approval of the specific day and time and place for the Patriotic Youth Society to address the students.

Reference: OKLA. STAT. tit. 70, § 5-130
OKLA. STAT. tit. 70, §1210.229-7

ADVERTISING IN DISTRICT MEDIA AND AT DISTRICT FACILITIES

Purpose

The board of education has adopted this policy to align advertising in school-sponsored or District-sponsored publications and school or District facilities with the District's educational mission.

The District encourages the use of advertising revenue from businesses and individuals to advance and enhance the educational mission of the District. The District reserves the right to deny advertising space to any business and/or individual who seeks to promote activities or products contrary to the District's mission. Advertising is prohibited in classrooms and on buses.

Publications

School-sponsored publications include, but are not limited to, school newspapers, news-magazines, and yearbooks. The purpose for accepting commercial advertising in school-sponsored publications is to raise revenue in order to finance the publications and to impart journalistic management skills to the District's students.

District-sponsored publications include, but are not limited to, athletic and fine art event programs which are distributed as a service to inform school employees and/or patrons of the District's educational mission and school-related sporting and fine art events. The purpose for accepting advertising in District-sponsored publications is to raise revenue to defray the costs in publishing these school-related publications.

Internet Television Advertising

On its Internet TV, the District may allow sponsorship acknowledgements and notification of district events in conjunction with District-sponsored programming. Any such sponsorship acknowledgements must comply with the conditions outlined for advertising in in School site-sponsored and District-sponsored publications as listed below.

No Public Forum

School-sponsored and District-sponsored publications do not create a public forum or a designated public forum available to anyone as an advertising or speech forum. It is the intention of the District to maintain advertising space in school-sponsored and District-sponsored publications as nonpublic forums.

All advertising must be approved prior to the publication's printing. Advertising submitted for District-sponsored publications must be approved by the supervising District

administrator. Advertising submitted for school-sponsored publications must be approved by the supervising school administrator.

The following advertisements will NOT be accepted for District-sponsored or school-sponsored publications:

- Advertisements which can reasonably be construed as pornographic, as defined by local community standards or that are obscene, vulgar, or lewd.
- Advertisements which are libelous, racially offensive, religiously offensive, or discriminatory, demeaning or harassing on the basis of sex or any other protected category.
- Advertisements which promote hostility, disorder, or violence.
- Advertisements which are contrary to the educational mission of the District.
- In an effort to maintain neutrality on controversial issues, advertisements which promote, favor, or oppose controversial political or societal issues.
- Advertisements which promote a partisan position on a candidate for public office or promote a partisan position on a bond or budget issue or any public question to be submitted at any election.
- Advertisements which proselytize or espouse religious beliefs or exhort affiliation with any religious organization or religious belief. This restriction does not prohibit religious organizations from advertising their name, address and non-proselytizing messages.
- Advertisements which use any District or school logo without prior approval.
- Advertisements which interfere with existing District marketing programs or any existing District contracts.

Advertisements for any of the following will not be accepted:

- X-or R-rated movies
- Tobacco products
- Alcoholic beverage products, including low point beer
- Medical marijuana products, dispensaries, processers, growers, or other marijuana-related businesses
- Drugs or drug paraphernalia
- Firearms or other dangerous weapons
- Birth control products or information
- Gambling
- Tattoos and body piercings

Additionally, advertising of food and beverages must comply with the District's policy on *Wellness*.

Fees to be charged for commercial advertising in school-sponsored and District-sponsored publications are within the discretion of the supervising school administrators and the supervising District administrators, respectively. Similarly, advertising copy deadlines, restrictions on advertisement size, total advertising space, etc., are within the discretion of the supervising administrators.

<u>Advertising on Athletic Facilities</u>

Individual schools (in consultation with the District's Athletic Director) may allow advertising on signs on available space at District athletic facilities. All signs at a particular location will

be of uniform size, and uniform rates will be charged according to the size of the sign. If the school provides the materials for the sign, the painting of the advertisement language and designs, the sign installation, and sign maintenance, the sign revenue shall be used to defray the operational expense of the school Athletic Department. If the sign materials, painting, installation, and sign maintenance is provided by a booster club, the sign revenue shall be used by the booster club for its school support activities.

The school will determine the locations at a facility where signs will be displayed. The school will establish a maximum number of signs for display at each location.

Each proposed advertiser will submit the proposed sign design, color, and the language of the advertisement in advance for approval. No sign will be prepared until it is approved by the advertiser and the school. The posting of signs on school property does not create an advertising or speech forum available to anyone.

Because spectators may perceive a sign on school property to bear the school's or the District's approval of the advertised product or service and associate the school or the District with a particular advertisement and because children of young age attend school athletic events, signs must conform to the requirements and restrictions for advertising in District-sponsored or school-sponsored publications, as stated in the Publications section of this policy.

Advertising on other facilities or property not specified in this regulation shall be subject to approval by the Superintendent or designee.

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*School Property* Adopted: September 3, 2019

USE OF SECURITY CAMERAS

Policy Statement:

1. Security cameras may be installed in situations and places where the security of either property or people would be enhanced.

2. When appropriate, cameras may be placed throughout the District, inside and outside of District buildings or vehicles.

    a. Cameras will be used in a manner consistent with all existing District policies; and

    b. Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law. Generally, an individual has no reasonable expectation of privacy in public places or common areas, including, but not limited to:

        - Classrooms
        - Offices
        - Hallways
        - Parking lots
        - Cafeterias
        - District owned or leased transportation

Policy Purpose:

1. The purpose of this policy is to regulate the use of security cameras.

2. The function of security cameras is to assist in protecting the safety and property of the District.

3. The primary use of security cameras will be to record images for future identification of individuals involved in criminal activities.

Policy Requirements:

1. The following individual(s) is/are designated be involved with, or have access to, District security camera data:

    Superintendent or his/her designee
    Pryor Public Schools
    P.O. Box 548

Pryor, OK 74362
(918) 825-1255

2. When an incident is suspected to have occurred, the individual designated under paragraph 1 of this section may review the images from the security camera data.

3. No video data may be copied, e-mailed, downloaded or otherwise distributed without prior authorization.

4. An automated log will be maintained documenting access of authorized users to the data stored in the District's video security system.

5. The installation of new security cameras must be approved in advance by the Superintendent or his/her designee. The Superintendent may authorize the use of security cameras when he/she deems the use in the best interest of the District.

    a. Once approved, new security cameras, except in limited instances approved by the Superintendent, must connect to the District's centralized security system which will be maintained by the IT Department.

6. No employee, student, staff, administrator, media or member of the public is allowed to install or conceal camera devices in or around District property.

7. Any person acting to remove, alter, bypass, disconnect or otherwise affect the operation of any camera or monitor installed in, or around, District property or vehicles without the express prior approval of the Superintendent or his/her designee, or who violates this policy, will be subject to disciplinary or other adverse action including, but not limited to, removal from District property and prosecution.

School Buses and District Vehicles:

In furtherance of the District's School Bus Safety Program, the District may install and operate a video-monitoring system in or on its school buses or bus stop-arms, or contract with a private vendor to do so on behalf of the District for the purpose of recording a violation of the following statutory requirement:

> The driver of a vehicle meeting or overtaking a school bus that is stopped to take on or discharge school children, and on which the red loading signals are in operation, is to stop the vehicle before it reaches the school bus and not proceed until the loading signals are deactivated and then proceed past such school bus at a speed which is reasonable and with due caution for the safety of such school children and other occupants. (47 O.S. §11-705)

In the event the video-monitoring system captures a recording of a violation, appropriate personnel at the District shall extract data related to the violation from the recording. The extracted data shall include a recorded image or video of the license plate of the vehicle, an identifiable picture of the driver's face, the activation status of at least one warning device and the time, date and location of the vehicle when the image was recorded.

For the purposes of this policy, "video-monitoring system" means a system with one or more camera sensors and computers installed and operated on a school bus that produces live digital and recorded video of motor vehicles being operated in violation of subsection A of this section.

The school district shall submit the extracted data for review to the law enforcement agency with jurisdiction in which the violation occurred. If the reviewing law enforcement agency determines there is sufficient evidence to identify the vehicle and the driver, such evidence shall be submitted to the district attorney's office for prosecution.

This policy also provides for the use of security cameras on District buses or District vehicles for disciplinary and security purposes. This policy will support efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on District-owned, operated, or contracted buses or vehicles.

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of District students to or from other schools or events related to such schools or school-related activities.

The use of security cameras shall not place a duty on the District to regularly monitor live camera images and/or video or audio recordings, and it shall not place on the District any additional duty in regard to providing a safe facility.

A security camera will not necessarily be installed in each and every vehicle owned, leased, contracted and/or operated by the District, but cameras may be rotated from vehicle to vehicle without prior notice.

Notification Requirements:

Except in emergency or investigative situations, all locations with security cameras will have signs displayed that provide reasonable notification of the presence of security cameras.

Notification signs shall be placed in conspicuous areas in close proximity to the security cameras. For buildings with interior cameras, this shall include, at a minimum, the placement of signs at all primary building entrances. All such signs shall contain a notification that the cameras may or may not be monitored.

Students and staff will also receive additional notification at the beginning of the school year regarding the use of security cameras in the schools, on District vehicles and school grounds.

Related Policy Information:

1. Security cameras, excepting school bus cameras, will not record or monitor sound;

2. Recorded security camera data must be retained for a period of at least 14 days unless retained as part of a criminal or civil investigation, court procedure, or other bona fide use;

3. Security camera data is not considered to be Directory Information and may be subject to confidentiality restrictions including, but not limited to, FERPA requirements.

    a. Requests to release information obtained through security cameras must be submitted to the Superintendent or his/her designee and approved prior to release.

Exclusions:

1. Cameras installed or utilized for criminal and civil investigations are subject to appropriate state and federal laws and are excluded from this policy;

2. Cameras used for instructional purposes are excluded from this policy; and

3. Cameras used for internal personal investigations are excluded from this policy.

Definitions:

Word	Definition
Security camera	Any item, system, camera, technology device, communications device, or process, used alone or in conjunction with a network, for the purpose of gathering, monitoring, recording or storing an image or images of District facilities and/or people in District facilities. Such devices may include, but are not limited to: analog and digital security cameras, close circuit television, web cameras, and computerized visual monitoring.
Security camera data	Images captured by security cameras, which may be real-time or preserved for review at a later date.
Centralized Security System	Core infrastructure maintained by IT for purposes of storing and retrieving images from all security cameras deployed across the District. Infrastructure could include storage resources, such as disk drive arrays, as well as dedicated servers. Servers could perform activities such as storing images for later retrieval, retrieving images for investigation purposes, and maintaining logs of all access to stored security camera data.

Responsibilities:

Role	Responsibility
IT	Maintains infrastructure for the District's main security camera infrastructure, including storage space, server systems, and backup resources (as appropriate).

Reference: OKLA. STAT. tit. 47 §11-705)

SPONSORING PARENT OR GUARDIAN SECTION (Required):

My student and I received a copy of the Use of Security Camera policy. I understand that I can obtain another copy of this policy at the District's Education Service Center. I also understand that I can access a full copy of all the District's policies, including this security camera policy, at the District's Education Service Center.

I understand that my student may be disciplined, including but not limited to suspension, for failing to comply with District policies and procedures.

_____ _____

Parent/Guardian Signature Date

This acknowledgment/agreement must be renewed each academic year.

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*School Property* Adopted: September 6, 2022; Revised: October 3, 2022; September 11, 2023

USE OF MULTIPLE OCCUPANCY RESTROOMS AND CHANGING AREAS

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

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

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

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

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

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

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

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

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

policy. Employees shall be disciplined pursuant to the appropriate District policy and Oklahoma law based on the employee's position within the District. Other persons on the premises of the District shall be disciplined pursuant to the appropriate District policy and Oklahoma law.

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

1. For custodial, maintenance, or inspection purposes;
2. To render emergency medical assistance; or
3. If a suitable meeting room or area is not available, a coach may enter a locker room before, during, or after a school-sponsored athletic activity, provided:

    - All students present are fully clothed;
    - The coach shall be accompanied by at least one additional adult at all times; and
    - If the coach is the opposite sex of the students present, the coach shall be accompanied by at least one adult of the same sex as the students present.

The adult accompanying the coach shall not be a current high school student.

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

FLAG PROTOCOL

In accordance with Oklahoma law, every board of education shall be required to provide, own and display, either inside or outside each classroom building in the district, a United States Flag, and cause the flag to be displayed during every school day either from a flagstaff or pole, and in inclement weather, within the school building. Further, students are allowed to display the United States Flag.

The district shall provide instruction in the history and etiquette relating to the United States Flag in one or more grades in district schools. Students are authorized to recite, at the beginning of each school day, the pledge of allegiance to the flag of the United States of America as enumerated at 36 U.S.C. § 172; however, students *shall* recite the pledge of allegiance to the flag of the United States of America *once every school week*. Each student shall be informed by posting a notice in a conspicuous place that students not wishing to participate in the pledge shall not be required to do so.

Oklahoma law provides that any person who shall contemptuously or maliciously tear down, burn, trample upon, mutilate, deface, defile, defy, treat with indignity, wantonly destroy, or cast contempt, either by word or act, upon any flag, standard, colors or ensign of the United States of America, shall be guilty of a felony.

Reference: OKLA. STAT. tit. 21, § 372
OKLA. STAT. tit. 25, § 153
OKLA. STAT. tit. 70, § 24-106
OAC § 210:35-3-5

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Employees - General* Adopted: August 1, 2016

HAZCOM PROGRAM

The board of education values the health and safety of its employees and students, and the district will comply with all state and federal laws regarding the presence of hazardous chemicals at school. The board expects all individuals to use non-hazardous materials at school when feasible, to follow established safety procedures at all times, and to promptly report any suspected violations of this commitment to the district's maintenance director.

The district's maintenance director will develop, implement and maintain a comprehensive HazCom Program for use throughout the district. All district employees are required to participate in appropriate training on the new HazCom Program.

Reference: 29 C.F.R. 1910.120

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

This plan delineates specific rules and procedures relating to protecting employees of the district from occupational exposure to bloodborne pathogens (e.g., Hepatitis B Virus ("HBV"), Human Immunodeficiency Virus ("HIV"), etc.) as required by law.

Employees who are occupationally exposed to bloodborne pathogens include those who are reasonably anticipated to have skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials during the performance of their duties. Other infectious materials include: (1) the following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid and any body fluid that is visibly contaminated with blood or where it is difficult or impossible to differentiate between body fluids; (2) any unfixed tissue or organ from a human, living or dead; (3) HIV-containing cell or tissue culture, organ culture and HIV-or HBV-containing culture medium or other solutions; and blood, organs or tissues from experimental animals infected with HIV or HBV. Any exposure to feces, nasal secretions, breast milk, sputum, sweat, tears, urine, vomitus or saliva, which is not visibly contaminated with blood, does not routinely constitute a risk of transmission of HBV or HIV. Saliva, if injected through a human bite, may pose a risk of HBV transmission.

This Exposure Control Plan delineates rules and procedures to be followed by employees to comply with the OSHA Bloodborne Pathogens Regulation previously cited. Appendix A defines the terms used throughout this Plan.

Employee Exposure Determination

The likelihood of exposure to bloodborne pathogens among employees of the district varies among divisions and job classifications. Most job classifications within the district have no increased potential for occupational exposure to blood or potentially infectious materials as defined by the OSHA Bloodborne Pathogens Regulation.

Appendix B lists all district employee exposures to bloodborne pathogens by job classification and specific groups of occupational tasks. All potential exposures to blood and potentially infectious materials listed in the tasks shown in Appendix B are based upon risks incurred without the use of personal protective equipment. Based upon this analysis, the district has determined that the following groups of employees are likely to have occupational exposure to bloodborne pathogens: school nurse, custodians and coaches/P.E. instructors. These employees will receive the training and will be offered the Hepatitis B vaccinations as required by the OSHA Bloodborne Pathogens Regulation. The district will review this Exposure Control Plan and the exposure potential for specific jobs and occupational tasks shown in Appendix B annually or when new or modified tasks or procedures for job positions within the district alter potential occupational exposures.

Methods of Compliance with Regulation

Because some tasks present the potential for employee exposure to blood and other potentially infectious materials, a number of engineering and work-practice controls have been adopted to minimize such exposures. Universal precautions are observed throughout the district to prevent contact with potentially infectious materials. Employees should consider all body fluids as potentially infectious because it is often difficult to differentiate between body fluid types. Where occupational exposure exists despite compliance with engineering and work practice controls, the use of appropriate personal protective equipment is required, which varies with the specific work tasks involved.

Engineering controls, including handwashing facilities, are maintained and replaced appropriately to insure their effectiveness. Any employee who observes an ineffective or malfunctioning control item or equipment should take immediate appropriate action to replace, discontinue use of and/or seek repair of the item or equipment.

Handwashing

Handwashing by all exposed employees is required. The importance of handwashing as the primary prevention of contamination cannot be overemphasized. It is the single most important means of preventing the spread of infection. Handwashing facilities are interspersed throughout each school building.

All employees of the district who have routine occupational exposure are provided with antiseptic handcleaner for disinfection purposes when handwashing is not immediately feasible. However, handcleaners are not provided with the intent of substituting for handwashing. Employees should wash hands with soap and water as soon as possible following use of such antiseptic handcleaners. Employees are also required to wash their hands immediately after removing gloves or other personal protective equipment. Employees must insure that hands and any other skin which becomes contaminated with blood or other potentially infectious material are immediately washed with soap and water and that any mucous membrane exposed to blood or other potentially infectious material is flushed with water as soon as possible.

Protection of Food, Drink, Etc.

Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in work areas of the district where any risk of occupational exposure exists. The storage of food and drink in refrigerators, freezers or cabinets or on shelves, countertops or benchtops where blood or other potentially infectious materials are present is also prohibited.

Personal Protective Equipment

The district provides appropriate personal protective equipment, including gloves, gowns and other appropriate devices, at no cost to any employee with occupational exposure. Appropriate personal protective equipment is that equipment which does not permit blood or other potentially infectious materials to pass through to the employee's work clothes, street clothes, skin, eyes, mouth or other mucous membranes under normal use and for the duration of time the protective equipment is in use.

All occupationally exposed employees of the district are required to use appropriate personal protective equipment. The only exception to this requirement allowed by the OSHA

Bloodborne Pathogens Regulation might occur when the employee temporarily and briefly declines use of the equipment when "under rare and extraordinary circumstances, it [is] the employee's professional judgment that in the specific instance its use would have prevented the delivery of health care or public safety service or would have posed an increased risk to the safety of the worker or co-worker." When such a judgment is made, the circumstances will be investigated and documented to determine whether changes should be instituted to prevent future recurrence.

Personal protective equipment appropriate for the work tasks in each division are readily accessible at the work site for all employees. Cleaning and laundering of reusable personal protective equipment is provided by the district through an outside vendor. Contaminated laundry is disposed of in the appropriate biohazard laundry containers provided by that vendor. Disposable personal protective equipment (e.g., disposable gloves) are discarded in sealed plastic bags.

If a garment becomes penetrated by blood or other potentially infectious materials during the course of its use, it should be removed immediately, or as soon as feasible, and disposed of appropriately. All personal protective equipment must be removed prior to leaving the work area.

Gloves

Latex or vinyl gloves will be worn when it is reasonably anticipated that the employee will have hand contact with blood or other potentially infectious materials, mucous membranes or non-intact skin and when touching contaminated items or surfaces. Disposable (single use) gloves must be replaced as soon as practical when contaminated or when they are torn, punctured or their ability to function as a barrier is compromised. Disposable gloves are not to be washed or decontaminated for reuse.

Utility gloves, such as those used in housekeeping, sterilization and clean-up activities, may be decontaminated for reuse if the integrity of the glove is not compromised, but they must be discarded if they are cracked, torn, punctured or exhibit signs of deterioration. Hypoallergenic gloves or glove liners or powderless gloves are provided to employees who are allergic to the gloves normally provided. Employees with contact dermatitis caused by gloves may find protective skin creams helpful in preventing further irritation.

Protective Body Clothing

Appropriate body clothing must be worn in occupational exposure situations. The types and characteristics of the protective clothing depend upon the task and degree of exposure anticipated. The need for protective body clothing will be rare in the school environment.

Masks, Eye Protection and Face Shields

Because no employees engage in occupational activities in which splashes, spray, splatter or droplets of blood or other potentially infectious materials are likely to be generated and eye, nose or mouth contamination can be reasonably anticipated, masks, eye protection and face shields are not provided.

Housekeeping

Worksites which are subject to contamination by blood and other potentially infectious materials are maintained in clean and sanitary condition by the designated custodial staff who have cleanup responsibility. Appendix C presents the written cleaning and decontamination schedules for the nurse's office.

All equipment, environmental and working surfaces are cleaned and decontaminated after contact with blood or other potentially infectious materials upon completion of procedures and immediately, or as soon as feasible, when surfaces are overtly contaminated or following any spill of blood or other potentially infectious materials. All work surfaces are cleaned and decontaminated at the end of each workshift if the surfaces have become contaminated since the last cleaning. One or more of the following solutions are to be used in disinfection of work surfaces, countertops and equipment: commercially-prepared germicidal disinfectants; commercially prepared disinfectants with an isopropyl alcohol content of 40% to 70%; commercially-prepared disinfectants with a hydrogen peroxide content of 3%; or an individually-prepared solution of one part chlorine bleach to ten parts water. Cleaning and disinfection of floors and walls may be accomplished using commercial cleaning formulations containing quaternary ammonia.

Bins, pails, cans and other similar receptacles intended for re-use that have a potential for becoming contaminated with blood or other potentially infectious materials are inspected and decontaminated on a regular basis and immediately, or as soon as feasible, upon visible contamination.

Spill Cleanup

Spill cleanup requires the use of appropriate protective equipment including gloves, as appropriate. Spills are cleaned up by the individual responsible for the spill in most cases. Appendix D details specific procedures for biological spills cleaning and decontamination.

Broken glassware which may be contaminated is not picked up directly with the hands. Cleanup is effected using mechanical means such as a brush and dust pan. Contaminated broken glassware is discarded in sealed plastic bags.

Waste Disposal

Disposal of waste contaminated with blood or other potentially infectious materials is in sealed plastic bags with the district's other non-regulated waste.

Laundry

All contaminated laundry generated by exposed employees of the district is bagged or containerized at the location where it is used in appropriately labeled containers. Heavily soiled laundry is bagged in leak-proof plastic bags before being placed in laundry containers, if appropriate. The district contracts with an off-site commercial laundry company for laundry services. Laundry is not sorted, rinsed or processed in any other manner on site. Employees who have contact with contaminated laundry wear protective gloves and other appropriate personal protective equipment.

Hepatitis B Vaccination

Each district employee who has occupational exposure is offered the Hepatitis B vaccine series within ten (10) days of initial work assignment and after he or she has received the required training unless the employee has previously received the vaccination series, antibody testing has revealed immunity or the vaccination is contraindicated for medical reasons. The district will provide the health care professional responsible for the employee's Hepatitis B vaccination with a copy of the OSHA Bloodborne Pathogens Regulation. Vaccinations are performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional in accordance with U.S. Public Health Service recommendations during normal working hours, at a reasonable location and at no cost to the employee. Participation in a prescreening program is not a prerequisite for receiving the Hepatitis B vaccination. Employees who decline to accept the Hepatitis B vaccination are required to sign the declination statement included as Appendix E to this Plan.

Any employee who initially declines the Hepatitis B vaccination, but at a later date decides to accept the vaccination, is provided the vaccination at that time without cost. Any future recommended routine booster, dose or doses of Hepatitis vaccine recommended by the U.S. Public Health Service will also be provided to exposed employees without cost.

The Hepatitis B vaccination record or signed declination statement is maintained in each employee's confidential medical record in the office of the superintendent (see Recordkeeping-Medical Records).

Post-Exposure Evaluation and Follow-Up

All district employees who experience an occupational exposure incident will complete the Incident Report attached as Appendix F immediately after the exposure, or as soon thereafter as feasible.

Each exposed employee is provided a confidential medical evaluation and follow-up, including prophylaxis, at no cost to the employee, by a licensed health care professional of the district's choice. As part of the post-exposure evaluation and follow-up, the routes of exposure and the circumstances under which the incident occurred is documented, including identification and documentation of the source individual, unless infeasible or prohibited by law, and testing of the source individual's blood and the exposed employee's blood is completed, as soon as feasible and after consent is obtained. Completion of the Record of Occupational Exposure to Blood or Potentially Infectious Body Fluids included as Appendix G to this Plan satisfies the Regulation's documentation requirements.

The district will provide the licensed health care professional who evaluates the exposed employee with the following information: a copy of the OSHA Bloodborne Pathogens Regulation; a description of the exposed employee's duties as they relate to the exposure incident; documentation of the route(s) of exposure and circumstances under which exposure occurred; results of the source individual's blood testing, if available; and all medical records relevant to the appropriate treatment of the employee, including vaccination status, that are the district's responsibility to maintain.

The licensed health care professional's written opinion of the post-exposure evaluation is to be provided to the employee within fifteen (15) days of completion of the evaluation and is to be limited to the following: whether Hepatitis B vaccination is indicated for the employee and if the employee has received such vaccination, that the employee has been informed of the

results of the evaluation and that the employee has been told about any medical condition resulting from exposure to blood or other potentially infectious materials that require further evaluation or treatment. All other findings or diagnoses are to remain confidential and are not to be included in the written report.

Confidential medical records relating to post-exposure evaluation and follow-up are maintained in the office of the superintendent (see Recordkeeping -Medical Records).

Labels and Signs

To the extent required, the district uses red color coding and/or fluorescent orange or orange-red biohazard labels to mark all hazardous items. The standard biohazard label and symbol, as shown below, is used for this purpose. Items contaminated with blood or other potentially infectious body fluids which are color coded or posted with biohazard labels include the following: contaminated laundry.

Recordkeeping - Medical Records

Confidential medical records are kept on all district employees with occupational exposure to blood or other potentially infectious materials in the office of the superintendent. Each record includes the employee's name, Social Security number, Hepatitis B vaccination record (or declination form), copies of all results of examinations, medical testing and follow-up procedures relating to any exposure incidents and a copy of the health care professional's consultation and written opinion relating to any exposures.

All employee medical records are kept for the duration of employment plus thirty (30) years in accordance with the OSHA Bloodborne Pathogens Regulation.

Recordkeeping - Training Records

Records documenting the provision of information and training relating to occupational exposure to bloodborne pathogens are maintained for three (3) years from the date of training by the district's training coordinator. These records include the dates of training sessions, a summary of the training session, names and qualifications of the persons conducting the training sessions and the names and job titles of all persons attending the training sessions. An outline of the district's Bloodborne Pathogens Training Program is included as Appendix H to this Plan. A Training Record form is attached as Appendix I.

Information and Training

Information and training pertaining to bloodborne pathogens is provided to all district employees with occupational exposure without cost and during normal working hours. This training is provided within ten (10) days of initial assignment to tasks where occupational exposures occur and annually thereafter or whenever modifications of tasks or procedures or the institution of new tasks or procedures affect an employee's occupational exposure to the extent that additional training is indicated and appropriate. Routine training of new employees is arranged on an as-needed basis through the district's training coordinator. Training is presented by qualified staff members.

Training material is appropriate in content and vocabulary to the educational level, literacy and language of employees. The training program is designed to fulfill the requirements for bloodborne pathogen training outlined in the OSHA Bloodborne Pathogens Regulation. A detailed outline of the training program is kept on file with the district's training coordinator.

DRUG AND ALCOHOL FREE WORKPLACE

In order to maintain a healthy educational and working environment in the district's schools, and to comply with the requirements of the Drug-Free Workplace Act of 1988 for purposes of receiving federal assistance, the board of education adopts the following policies and regulations:

1. Use, possession, dispensing, manufacture, sale, or distribution; or conspiring to sell, distribute, or possess; or being in the chain of sale or distribution; or being under the influence of a controlled substance, alcoholic beverage, or low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) in any of the district's facilities, on district property (including vehicles) or at a district sponsored function or event by an employee is prohibited. Violation of this prohibition shall result in disciplinary action, which may include dismissal or nonrenewal of employment. Violations which constitute criminal acts will be referred for prosecution.

2. Employees who are engaged in the performance of work under the terms of a federal grant must, as a condition of their employment, notify a district administrator in writing of any drug conviction (including a plea of nolo contendere) for a violation of a criminal drug statute which occurred at a district workplace within five calendar days after the conviction. The conviction shall result in dismissal or nonrenewal, or a requirement that the employee satisfactorily participate in a drug abuse assistance or rehabilitation program approved by a federal, state, or local health, law enforcement or other appropriate agency.

3. The conviction shall be reported in writing by the district's grant administrator to the relevant federal granting agency within 10 calendar days of the notification by the employee or other actual notice of the conviction.

4. This policy statement shall be included in the district's employee manual, and shall be distributed to all employees at the commencement of each school year.

5. The employee in-service training period prior to the commencement of each school year shall include a review and discussion of the dangers of drug and alcohol abuse in the workplace, the district's policy for a drug- and alcohol-free workplace, the penalties for violating the policy, and available sources of information, counseling, rehabilitation, and re-entry programs regarding drug and alcohol use.

6. In accordance with guidelines and criteria established by Oklahoma's State Superintendent of Public Instruction, the State Department of Education, and the Oklahoma Drug and Alcohol Abuse Policy Board, the district shall also provide training or workshops on alcohol and drug abuse. These trainings or workshops shall be

completed the first year a certified teacher is employed by a school district, and then once every fifth academic year.

Reference: Drug Free Workplace Act of 1988; OKLA. STAT. tit. 70, § 1210.229-5.

TESTING EMPLOYEES AND APPLICANTS FOR EMPLOYMENT (OTHER THAN BUS DRIVERS) WITH REGARD TO THE USE OF ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCES

The board, with the intent that all employees have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the employee is on duty or on school property, adopts the following policy on Testing Employees and Applicants for Employment (Other Than Bus Drivers) With Regard to the Use of Alcohol and Illegal Chemical Substances.

Statement of Purpose and Intent

1. The safety of students and employees of the school district is of paramount concern to the board.

2. An employee who is under the influence of alcohol or an illegal chemical substance when the employee is on duty or on school property poses serious safety risks to students and other employees.

3. The use of alcohol and illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all employees and the safety of all students.

4. Scientific studies demonstrate that the use of alcohol and illegal chemical substances reduces an employee's ability to perform his job beyond the time period of immediate consumption or use.

5. The board recognizes that all employees have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma as well as by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act ("Act"), OKLA. STAT. tit. 40 § 551 et seq., as amended. This policy will not infringe on those rights.

6. Due to the devastating impact that the use of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse effect on an employee's ability to perform the employee's job, the board will not tolerate employees who use, possess, distribute, purchase, sell or are under the influence (as defined in the policy) of alcohol or illegal chemical substances when on duty or while on school property.

7. This policy will apply to all employees of the school district regardless of position, title or seniority except bus drivers. The testing of bus drivers for alcohol or illegal chemical substances is exclusively governed by the school district's policy on Alcohol and Drug Testing for Drivers and the federal Omnibus Transportation Act of 1991. Bus

drivers whose job assignment involves duties independent of bus driving shall be subject to this policy as to all non-bus driving duties.

8. Violations of this policy will subject the employee to disciplinary action, including, but not limited to, termination.

Definitions

1. ‘‘Applicant’’ means a person who has applied for a position with an employer and received a conditional offer of employment, or an existing employee seeking transfer or reassignment to a different position, or an existing employee who is being transferred or reassigned to a different position.

2. "Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By this policy, applicants and employees are placed on notice that the school district may test individuals for drugs and alcohol.

3. "Alcohol" means ethyl alcohol or ethanol.

4. "Under the influence" means any employee of the school district or applicant for employment with the school district who has any alcohol or illegal chemical substance or the metabolites thereof present in the person's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.

5. "Positive" when referring to an alcohol or drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.

6. "School property" means any property owned, leased or rented by the school district, including but not limited to school buildings, parking lots and motor vehicles.

7. "Drug or alcohol test" means a chemical test administered for the purpose of determining the presence or absence of a drug or its metabolites or alcohol in a person's bodily tissue, fluids or products. Adulteration of a specimen or of a drug or alcohol test shall be considered as a refusal to test.

8. ‘‘Confirmation test’’ means a drug or alcohol test on a sample to substantiate the results of a prior drug or alcohol test on the same sample and which uses different chemical principles and is of equal or greater accuracy than the initial test.

   In instances when a breathalyzer test is used, a confirmation test means a second sample test that confirms the prior result. Where a single use test is utilized, a confirmation test means a second test confirmed by a testing facility.

9. "Employee" means any person who supplies labor for remuneration to his or her employer in this state and shall not include an independent contractor, subcontractor or employees of an independent contractor; provided, however, an independent contractor, subcontractor, or employees of an independent contractor, may be subject to a workplace drug or alcohol testing policy under the terms of the contractual agreement when the drug or alcohol testing policy applies to other workers at the job site or workers who are in the same or similar classification or group.

10. "On duty" means any time during which an employee is acting in an official capacity for the school district or performing tasks within the employee's job description, including the taking of an annual physical examination.

11. "Bus driver" means:

    A. a school district employee who is required to have a commercial drivers' license ("CDL") to perform the employee's duties;

    B. employees of independent contractors who are required to have a CDL;

    C. owner-operators;

    D. leased drivers; and

    E. occasional drivers.

12. "Direct Child Care" means the following:

    A. Administering to the needs of infants, toddlers, preschool-age children, and school-age children outside of school hours;

    B. By persons other than their parents, guardians, or custodians;

    C. For any part of the twenty-four-hour day;

    D. In a place other than a child's own home, except that an in-home aide provides child care in the child's own home.

13. To the extent not specifically defined herein, the definition of any term, word or phrase found in this policy shall be as set forth in the Act.

<u>Procedures for Alcohol or Illegal Chemical Substance Testing</u>

1. Any alcohol or drug use test administered under the terms of this policy will be administered by or at the direction of a testing facility licensed by the Oklahoma State Department of Health ("Department") and using scientifically validated toxicological methods that comply with rules promulgated by the Department. Testing facilities shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of applicants and employees. The test sample shall be obtained in a manner which minimizes its intrusiveness.

In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall or as otherwise permitted by the Department or its board; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent analysis in the event of a challenge of the test results of the main sample; the test monitor shall not observe any employee or applicant while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that an employee/applicant is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the applicant/employee giving the sample.

The test monitor shall give each employee or applicant a form on which the employee or applicant may, but shall not be required to, list any medications he has taken or any other legitimate reasons for his having been in recent contact with alcohol or illegal chemical substances.

2. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use an equivalent scientifically accepted method of equal or greater accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by board rules. An applicant for employment will not be denied employment or an employee will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.

3. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second and different test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by board rules.

4. 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.

5. Any applicant for employment or employee who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance, as and for an appeal procedure, will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the applicant or employee asserts that the positive test results are caused by other than consumption of alcohol or an illegal chemical substance by the applicant or employee, then the applicant or employee will be given an opportunity to present evidence that the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. The school district will rely on the opinion of the school district's testing facility which performed the tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance.

In the case of drug use testing, the employee or applicant will have a right to have a second test performed on the same test sample at the expense of the employee or applicant. In the case of alcohol testing, the employee or applicant will have a right to have a second test performed on the same test sample using any scientifically

accepted method approved by rules of the State Board of Health, at the cutoff levels determined by board rules. The request for the second test must be made within twenty-four (24) hours of receiving notice of a positive test in order to challenge the results of a positive test and subject to the approval by the school district's testing facility that (a) the facility selected by the applicant or employee for the second test meets the qualifications required for a testing facility under the Act and (b) the testing methodology used by the facility selected by the employee or applicant conforms to scientifically accepted analytical methods and procedures, including the cutoff levels, as determined by the State Board of Health. If the re-test reverses the findings of the challenged positive result, then the school district will reimburse the applicant or employee for the costs of the re-test. A proper chain of custody shall be maintained at all times in transmitting the sample to and from a second testing facility.

6. The school district may permit testing for drugs or alcohol by other methods reasonably calculated to detect the presence of drugs or alcohol, including but not limited to breathalyzer testing, testing by use of a single-use test device, known as onsite or quick testing devices, to collect, handle, store, and ship a sample collected for testing.

7. The testing facility reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the school district will not report on or disclose to the school district any physical or mental condition affecting an employee or employment applicant which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use of samples to test for any other substances will not be permitted.

8. The records of all drug and alcohol test results and related information retained by the school district shall be the property of the school district unless:

   A. the information will be admissible evidence by an employer or employee in a court case or administrative agency hearing if either the employer or employee is a named party;

   B. the information is required to comply with a valid judicial or administrative order; or

   C. the school district's employees, agents or representative needs to access the records in the administration of the Act.

<u>Employee Alcohol and Drug Use Test Requirements</u>

The school district is authorized to conduct drug and alcohol testing in accordance with the Act. The school district has chosen to conduct drug or alcohol testing under the following circumstances:

1. *Applicant testing*: The school district may require an applicant, as defined above, to undergo drug or alcohol testing and may use a refusal to undergo testing or a positive test result as a basis for refusal to hire or grant a voluntary transfer/reassignment.

2. *For-cause testing*: The school district will require an employee to undergo drug or alcohol testing at any time the superintendent, or designee, reasonably believes that

the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:

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.

3. *Post-accident testing*: The school district may require an employee to undergo drug or alcohol testing if the employee or another person has sustained an injury while at work or property has been damaged while at work, including damage to equipment. The school district may require post-accident drug or alcohol testing if there is a reasonable possibility that employee drug use could have contributed to the reported injury or illness. For purposes of workers' compensation, no employee who tests positive for the presence of substances defined and consumed pursuant to Section 465.20 of Title 63 of the Oklahoma Statutes, alcohol, illegal drugs, or illegally used chemicals, or refuses to take a drug or alcohol test required by the employer, shall be eligible for such compensation;

4. *Random testing*: As determined appropriate by the board of education, the school district may require an employee or all members of an employment classification or group to undergo drug or alcohol testing at random and may limit its random testing programs to particular employment classifications or groups, except that the school district will require random testing only of employees who:

A. are police or peace officers, have drug interdiction responsibilities, or are authorized to carry firearms, or

B. are engaged in activities which directly affect the safety of others, including but not limited to school vehicle mechanics and those employees designated as "safety sensitive" pursuant to this policy.

5. *Scheduled, periodic testing*: The school district will require an employee to undergo drug or alcohol testing as a routine part of a routinely scheduled employee fitness-for-duty medical examination, or in connection with an employee's return to duty from leave of absence, of employees who:

A. are police or peace officers, have drug interdiction responsibilities, or are authorized to carry firearms, or

B. are engaged in activities which directly affect the safety of others, including but not limited to school vehicle mechanics and those employees designated as "safety sensitive" pursuant to this policy.

6. *Post-rehabilitation testing*: The school district may request or require an employee to undergo drug or alcohol testing for a period of up to two (2) years commencing with the employee's return to work, following a positive test or following participation in a drug or alcohol dependency treatment program.

Employee Use, Sale, Possession, Distribution, Purchase or
Being Under the Influence of Alcohol or Illegal Chemical Substance

Any employee who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance while on duty, while on school property or as a result of alcohol or drug use tests conducted under this policy, or who refuses to submit to an alcohol or drug test permitted under the Act will be subject to disciplinary action, including, but not limited to, termination.

Alcohol and Drug Use Tests of Applicants for Employment -- When Required

All applicants for employment will be required to submit to alcohol and/or drug use testing after a conditional offer of employment has been made to the applicant. All applicants will be notified that alcohol and/or drug use testing will occur if they are offered a conditional offer of employment. Any applicant who refuses to submit to an alcohol or drug use test after a conditional offer of employment will not be hired.

Applicants Under the Influence of Alcohol or An Illegal Chemical Substance

Any applicant who is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance will not be hired.

Person Authorized to Order Alcohol or Drug Testing

The following persons have the authority to require alcohol or drug use testing of employees under this policy:

1. The superintendent;

2. Any employee designated for such purposes by the superintendent or board.

Release of Information

1. Upon written request, the applicant for employment or the employee will be provided, without charge, a copy of all information and records related to the individuals' testing. All test records and results will be confidential and kept in files separate from the employee or applicant's personnel records.

2. The school district shall not release such records to any person other than the applicant, employee or the school district's review officer unless the applicant or employee, in writing following receipt of the test results, has expressly granted

permission for the school district to release such records in order to comply with a valid judicial or administrative order.

3. The testing facility, of any agent, representative or designee of the facility, or any review officer, shall not disclose to any employer, based on the analysis of a sample collected from an applicant or employee for the purpose of testing for the presence of drugs or alcohol, any information relating to the general health, pregnancy, or other physical or mental condition of the applicant or employee.

4. The testing facility shall release the results of the drug or alcohol test, and any analysis and information related thereto, to the individual tested upon request.

5. This policy does not preclude the school district, when contracting with another employer, from sharing drug or alcohol testing results of any tested person who works pursuant to a contractual agreement.

Medical Marijuana

Pursuant to OKLA. STAT. tit. 63, § 420A *et. seq.*, unless failure to do so would cause the school district to imminently lose a monetary or licensing related benefit under federal law or regulations, the school district will not discriminate against an applicant in hiring or take employment action against an employee on the basis of the employee's or applicant's status as a medical marijuana license holder.

Additionally, the school district shall not refuse to hire, discipline, discharge, or otherwise penalize an applicant or employee solely on the basis of a positive test for marijuana components or metabolites unless:

1. The applicant or employee is not in possession of a valid medical marijuana license;

2. The licensee possesses, consumes or is under the influence of medical marijuana or medical marijuana product while at the place of employment or during the fulfillment of employment obligations; or

3. The position is one involving safety-sensitive job duties, as set out in this policy.

When permitted, adverse action pursuant to this policy may be taken against an employee or applicant for a positive drug test for marijuana components or metabolites.

As used in this section, a determination of whether an applicant 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 applicant or employee is under the influence may include, but are not limited to:

1. Observation of any of the conduct or phenomenon described below:

   A. the odor of marijuana on or around the individual;

   B. Disorganized thinking;

   C. Paranoia and/or confusion;

   D. Bloodshot eyes;

E. Increased heart rate;

F. Increased appetite; or

G. Loss of Coordination and

2. Any circumstance that would permit the school district to engage in "for cause" drug or alcohol testing of the employee under this policy.

The district has determined that the following categories of jobs qualify as having safety sensitive job duties:

1. Police or peace officers, those employees with drug interdiction responsibilities, or who are authorized to carry firearms;

2. School Bus Mechanics;

3. Employees whose responsibilities require the driving a school vehicle;

4. School Nurses or Employees who are authorized to administer medicine to Students;

5. Employees whose responsibilities include direct patient care or direct child care; and

6. Teachers and Instructors responsible for the following courses: Driver's Education, Secondary Science Teachers, Industrial Arts (including Shop Class and Stagecraft), Vo-Ag and Nursing.

Notice of Policy

This policy shall be given broad circulation to all employees of the school district which shall include prominent posting in the school district. Each employee shall be given a copy of this policy and each applicant shall be given a copy of this policy upon the tender of a conditional offer of employment. Delivery of the policy to applicants or employees may be accomplished in any of the following ways:

1. Hand-delivery of a paper copy of or changes to the policy:

2. Mailing a paper copy of the policy or changes to the policy through the U.S. Postal Service or a parcel delivery service to the last address given by the employee or applicant;

3. Electronically transmitting a copy of the policy through an email or by posting on the employer's website or intranet site; or

4. Posting a copy in a prominent employee access area.

The Standards for Workplace Drug and Alcohol Testing Act

This policy is subject to and supplemented by the Act. To the extent that any provision of this policy is in conflict with the Act, then the Act shall control. To the extent that this policy is silent as to any matter covered by the Act, then the Act shall control. This policy shall be

interpreted by the board of education of the school district and its employees consistent with the Act.

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Employees - General* Adopted: August 1, 2016 Revised: September 4, 2018; September 3, 2019; September 11, 2023; September 8, 2025

ABUSE, NEGLECT, EXPLOITATION AND TRAFFICKING

Introduction

Under Oklahoma law, district employees have varying legal obligations to report abuse and neglect. The purpose of this policy is to provide directives and guidelines to assist district employees in fulfilling their legal responsibility.

Definitions

1. "Abuse and neglect" shall include, but is not limited to, the following:
   a. "Abuse" is defined as:
      i. harm or threatened harm to a child's health, safety, or welfare by a person responsible for the child's health safety or welfare, including but not limited to nonaccidental physical or mental injury, sexual abuse, or sexual exploitation. (10A OKLA. STAT. § 1-1-105);
      ii. willful or malicious harm or threatened harm or failure to protect from harm or threatened harm to the health, safety, or welfare of a child under eighteen (18) years of age by a person responsible for a child's health, safety, or welfare, or the act of willfully or maliciously injuring, torturing or maiming a child under eighteen (18) years of age by any person. (21 OKLA. STAT. § 843.5); or
      iii. the intentional infliction of physical pain, injury, or mental anguish or the deprivation of food, clothing, shelter, or medical care to an incapacitated person, partially incapacitated person, or a minor by a guardian or other person responsible for providing these services. (30 OKLA. STAT. § 1-111).

   b. "Neglect" is defined as any of the following:
      i. the failure or omission to provide any of the following:
         1. adequate nurturance and affection, food, clothing, shelter, sanitation, hygiene, or appropriate education,
         2. medical, dental, or behavioral health care,
         3. supervision or appropriate caretakers, or
         4. special care made necessary by the physical or mental condition of the child,
      ii. the failure or omission to protect a child from exposure to any of the following:
         1. the use, possession, sale, or manufacture of illegal drugs,
         2. illegal activities, or
         3. sexual acts or materials that are not age-appropriate;
      iii. abandonment. (10A Okla. Stat. § 1-1-105); or

iv. the failure to provide protection, adequate shelter or clothing; or the harming or threatening with harm through action or inaction by either another individual or through the person's own action or inaction because of a lack of awareness, incompetence, or incapacity, which has resulted or may result in physical or mental injury. (30 OKLA. STAT. § 1-111).

c. "Sexual abuse" is defined as behavior that includes but is not limited to rape, incest and lewd or indecent acts or proposals, made to a child, as defined by law, by a person responsible for the health, safety, or welfare of the child. (10A OKLA. STAT. § 1-1-105).

d. "Sexual exploitation" is defined as behavior that includes but is not limited to allowing, permitting, encouraging, or forcing a child to engage in prostitution, as defined by law, by any person eighteen (18) years of age or older or by a person responsible for the health, safety, or welfare of a child, or allowing, permitting, encouraging or engaging in the lewd, obscene or pornographic photographing, filming or depicting of a child in those acts by a person responsible for the health, safety, and welfare of the child (10A Okla. Stat. § 1-1-105).

e. "Contributing to the delinquency of a minor" is defined as behavior that knowingly or willfully causes, aids, abets or encourages a minor to be, to remain, or to become a delinquent child or a runaway child. (21 OKLA. STAT. § 856).

f. "Incest" is defined as marrying, committing adultery or fornicating with a person within the degrees of consanguinity within which marriages are by the laws of the state declared incestuous and void. (21 OKLA. STAT. § 885).

g. "Forcible Sodomy" is defined as sodomy committed:
   i. By a person over eighteen (18) years of age upon a person under sixteen (16) years of age;
   ii. Upon a person incapable through mental illness or any unsoundness of mind of giving legal consent regardless of the age of the person committing the crime;
   iii. With any person by means of force, violence, or threats of force or violence accompanied by apparent power of execution regardless of the age of the victim or the person committing the crime;
   iv. By a state, county, municipal or political subdivision employee or a contractor or an employee of a contractor of the state, a county, a municipality or political subdivision of this state upon a person who is under the legal custody, supervision or authority of a state agency, a county, a municipality or a political subdivision of this state, or the subcontractor or employee of a subcontractor of the contractor of the state or federal government, a county, a municipality or a political subdivision of this state;
   v. Upon a person who is at least sixteen (16) years of age but less than twenty (20) years of age and is a student of any public or private secondary school, junior high or high school, or public vocational school, with a person who is eighteen (18) years of age or older and is employed by the same school system;
   vi. Upon a person who is at the time unconscious of the nature of the act, and this fact should be known to the accused; or

vii. Upon a person where the person is intoxicated by a narcotic or anesthetic agent administered by or with the privity of the accused as a means of forcing the person to submit (21 OKLA. STAT. § 888).

h. "Maliciously, forcibly or fraudulently taking or enticing a child away" is defined as maliciously, forcibly or fraudulently taking or enticing away any child under the age of sixteen (16) years, with intent to detain or conceal such child from its parent, guardian or other person having the lawful charge of such child or to transport such child from the jurisdiction of this state or the United States without the consent of the person having lawful charge of such child. (21 OKLA. STAT. § 891).

i. "Soliciting or aiding a minor child to perform or showing, exhibiting, loaning or distributing obscene material or child pornography" is defined as:
   i. Willfully and knowingly solicits or aids a minor child to perform any of the following actions:
      1. Lewdly exposing his or her person or genitals in any public place, or in any place where there are present other persons to be offended or annoyed thereby;
      2. Procuring, counseling, or assisting any person to expose such person, or to make any other exhibition of such person to public view or to the view of any number of persons, for the purpose of sexual stimulation of the viewer;
      3. Writing, composing, stereotyping, printing, photographing, designing, copying, drawing, engraving, painting, molding, cutting, or otherwise preparing, publishing, selling, distributing, keeping for sale, knowingly downloading on a computer, or exhibiting any obscene material or child sexual abuse material; or
      4. Making, preparing, cutting, selling, giving, loaning, distributing, keeping for sale, or exhibiting any disc record, metal, plastic, or wax, wire or tape recording, or any type of obscene material or child sexual abuse material; or

   ii. Shows, exhibits, loans, or distributes to a minor child any obscene material or child sexual abuse material for the purpose of inducing said minor to participate in:
      1. Lewdly exposing his or her person or genitals in any public place, or in any place where there are present other persons to be offended or annoyed thereby;
      2. Procuring, counseling, or assisting any person to expose such person, or to make any other exhibition of such person to public view or to the view of any number of persons, for the purpose of sexual stimulation of the viewer;
      3. Writing, composing, stereotyping, printing, photographing, designing, copying, drawing, engraving, painting, molding, cutting, or otherwise preparing, publishing, selling, distributing, keeping for sale, knowingly downloading on a computer, or exhibiting any obscene material or child sexual abuse material; or
      4. Making, preparing, cutting, selling, giving, loaning, distributing, keeping for sale, or exhibiting any disc record, metal, plastic, or wax, wire or tape recording, or any type of obscene material or child sexual abuse material (21 Okla. Stat. § 1021).

j. "Procuring or causing the participation of any minor child in any child sexual abuse material or knowingly possessing, procuring or manufacturing child pornography" is defined as procuring or causing the participation of any minor under the age of eighteen (18) years in any child sexual abuse material or who knowingly possesses, procures, or manufactures, or causes to be sold or distributed any child sexual abuse material. (21 OKLA. STAT. § 1021.2).

k. "Permitting or consenting the participation of a minor child in any child pornography" is defined as a parent, guardian or individual having custody of a minor under the age of eighteen (18) years who knowingly permits or consents to the participation of a minor in any child pornography. (21 OKLA. STAT. § 1021.3).

l. "Facilitating, encouraging, offering or soliciting sexual conduct with a minor" is defined as facilitating, encouraging, offering or soliciting sexual conduct with a minor, or other individual the person believes to be a minor, by use of any technology, or engaging in any communication for sexual or prurient interest with any minor, or other individual the person believes to be a minor, by use of any technology. (21 OKLA. STAT. § 1040.13a).

m. "Offering or offering to secure a minor child for the purposes of prostitution or any other lewd or indecent act" is defined as:
   i. Offering, or offering to secure, a child under eighteen (18) years of age for the purpose of child sex trafficking, or for any other lewd or indecent act, or procure or offer to procure a child for, or a place for a child as an inmate in, a house of prostitution or other place where prostitution is practiced;
   ii. Receiving or offering or agreeing to receive any child under eighteen (18) years of age into any house, place, building, other structure, vehicle, trailer, or other conveyance for the purpose of child sex trafficking, lewdness, or assignation, or to permit any person to remain there for such purpose; or
   iii. Directing, taking, or transporting, or offering or agreeing to take or transport, or aid or assist in transporting, any child under eighteen (18) years of age to any house, place, building, other structure, vehicle, trailer, or other conveyance, or to any other person with knowledge or having reasonable cause to believe that the purpose of such directing, taking, or transporting is child sex trafficking, lewdness, or assignation. (21 OKLA. STAT. § 1087).

n. "Causing, inducing, persuading or encouraging a minor child to engage or continue to engage in prostitution" is defined as:
   i. By promise, threats, violence, or by any device or scheme, including but not limited to the use of any prohibited controlled dangerous substance causing, inducing, persuading, or encouraging a child under eighteen (18) years of age to engage or continue to engage in child sex trafficking or to become or remain an inmate of a house of prostitution or other place where prostitution is practiced;
   ii. Keeping, holding, detaining, restraining, or compelling against his or her will, any child under eighteen (18) years of age to engage in the practice of child sex trafficking or in a house of child sex trafficking or other place where prostitution is practiced or allowed; or
   iii. Directly or indirectly keeping, holding, detaining, restraining, or compelling or attempting to keep, hold, detain, restrain, or compel a child under eighteen (18) years of age to engage in the practice of child sex

trafficking or in a house of prostitution or any place where prostitution is practiced or allowed for the purpose of compelling such child to directly or indirectly pay, liquidate, or cancel any debt, dues, or obligations incurred, or said to have been incurred by such child. (21 OKLA. STAT. § 1088).

o. "Rape" is defined as sexual intercourse involving vaginal or anal penetration accomplished with a male or female who is not the spouse of the perpetrator and who may be of the same or the opposite sex as the perpetrator under any of the following circumstances:
   i. Where the victim is under eighteen (18) years of age;
   ii. Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent;
   iii. Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;
   iv. Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;
   v. Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;
   vi. Where the victim submits to sexual intercourse under the belief that the person committing the act is a spouse, and this belief is induced by artifice, pretense, or concealment practiced by the accused or by the accused in collusion with the spouse with intent to induce that belief. In all cases of collusion between the accused and the spouse to accomplish such act, both the spouse and the accused, upon conviction, shall be deemed guilty of rape;
   vii. Where the victim is under the legal custody or supervision of a state agency, a federal agency, a county, a municipality or a political subdivision and engages in sexual intercourse with a state, federal, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim, or the subcontractor or employee of a subcontractor of the contractor of the state or federal government, a county, a municipality or a political subdivision that exercises authority over the victim;
   viii. Where the victim is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of a school system, including employed and contracted school resource officers and security guards; or
   ix. Where the victim is nineteen (19) years of age or younger and is in the legal custody of a state agency, federal agency or tribal court and engages in sexual intercourse with a foster parent or foster parent applicant. (21 OKLA. STAT. § 1111).

q. "Rape by instrumentation" is defined as an act within or without the bonds of matrimony in which any inanimate object or any part of the human body, not amounting to sexual intercourse is used in the carnal knowledge of another person without his or her consent and penetration of the anus or vagina occurs to that person. Provided further that one of the following circumstances exists:

i. where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in conduct prohibited by this section of law with a person who is eighteen (18) years of age or older and is an employee of the same school system, or

ii. where the victim is under the legal custody or supervision of a state or federal agency, county, municipal or a political subdivision and engages in conduct prohibited by this section of law with a federal, state, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim, consent shall not be an element of the crime; or

iii. where the victim is nineteen (19) years of age or younger and in the legal custody of a state agency, federal agency or tribal court and engages in conduct prohibited by this section of law with a foster parent or foster parent applicant;

iv. where the victim is a student at a secondary school, is concurrently enrolled at an institution of higher education, and engages in acts as defined above with a perpetrator who is an employee of the institution of higher education of which the student is enrolled (21 OKLA. STAT. § 1111.1).

r. "Making any oral, written or electronically or computer-generated lewd or indecent proposals to a minor child under the age of sixteen (16)" is defined as making any oral, written or electronically or computer-generated lewd or indecent proposal to any child under sixteen (16) years of age, or other individual the person believes to be a child under sixteen (16) years of age, for the child to have unlawful sexual relations or sexual intercourse with any person. (21 OKLA. STAT. § 1123).

s. "Exploitation" is defined as an unjust or improper use of the resources of an incapacitated person, a partially incapacitated person, or a minor for the profit or advantage, pecuniary or otherwise, of a person other than an incapacitated person, a partially incapacitated person, or a minor through the use of undue influence, coercion, harassment, duress, deception, false representation or false pretenses (30 OKLA. STAT. § 1-111).

t. "Child Trafficking" as defined below.

u. "Sexual battery" is considered child abuse and neglect when committed upon a person who is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or in the legal custody or supervision of any public or private elementary or secondary school, or technology center school, by a person who is eighteen (18) years of age or older and is an employee of a private school or public school system.

2. "Child Trafficking" includes, but is not limited to behavior that consists of the acceptance, solicitation, offer, payment or transfer of any compensation, in money, property or other thing of value, at any time, by any person in connection with the acquisition or transfer of the legal or physical custody or adoption of a minor child, except as ordered by the court or except as otherwise provided by Section 7505-3.2 of Title 10 of the Oklahoma Statutes. (21 OKLA. STAT. § 866).

3. A "person responsible for a child's health, safety or welfare" includes a parent, a legal guardian, a custodian, a foster parent, a person 18 years of age or older with whom the child's parent cohabitates or any other adult residing in the home of the child, an agent or employee of a public or private residential home, institution or facility, or an owner, operator or employee of a child care facility as defined by OKLA. STAT. tit. 10 § 402.

4. "Parent" refers to parents, guardians or others who have legal responsibilities for specific children.

Reporting Suspected Abuse, Neglect Exploitation or Trafficking

Any district employee having reasonable cause to believe that any student **under the age of eighteen (18) years** is **a victim of abuse, neglect or exploitation** shall immediately report this matter to:

(1) Oklahoma Department of Human Services ("DHS") through the hotline designated for this purpose (1-800-522-3511), AND

(2) local law enforcement.

Any district employee having reasonable cause to believe that any student **eighteen (18) years or older** is **a victim of abuse, neglect or exploitation** shall immediately report this matter to local law enforcement.

Additionally, any district employee must report **suspected child trafficking** to:

(1) Oklahoma Bureau of Narcotics and Dangerous Drugs Control ("OBNDDC") at 1-855-617-2288,

(2) DHS through the hotline designated for this purpose (1-800-522-3511), AND

(3) local law enforcement.

After a report is made to DHS or OBNDDC via the hotline, or to law enforcement, the reporting party will prepare a written report which contains the confirmation number of the report (if applicable), the date and time of the telephone contact, the name of the person to whom the district employee made the oral report, the names and addresses of the student, the parents, and any other responsible persons, the student's age, the nature and extent of injuries, any previous incidents, and any other helpful information. A copy of this report will be furnished to the principal or, if the reporter believes the principal is not an appropriate individual, to the superintendent.

Local law enforcement shall keep confidential and redact any information identifying the reporting district employee unless otherwise ordered by the court. A district employee with knowledge of a report made to DHS and/or local law enforcement shall not disclose information identifying the reporting district employee unless otherwise ordered by the court or as part of an investigation by local law enforcement or DHS.

Investigating Abuse, Neglect or Exploitation

At the request of appropriately identified investigators of DHS, OBNDDC or the district attorney's office or local law enforcement, the superintendent, principal or other school official shall permit the investigators access to the student about whom the agency received a report. The interview will be arranged in a manner that minimizes embarrassment to the student. The superintendent will not contact the parent, guardian or other person responsible for the student's health or welfare prior to or following the interview, unless permission for parent contact is provided by DHS, OBNDDC or the district attorney's office or law enforcement authorities. No district employee will be present during the interview.

Reports to Principal or Other School Officials

Suspected instances of abuse, neglect, exploitation or trafficking, whether the result of circumstances at home, school or at other locations, affects the student while he or she is at school or participating in school activities. Consequently, employees are required to report any suspicion of abuse, neglect, exploitation or trafficking by any individual, whether the identity is known or unknown, to the principal or other school official. This reporting obligation exists in all instances, including circumstances suggestive of this conduct at school or connected with school activities. Accordingly, this policy includes an obligation to notify the principal or other school official, if for any reason the employee has a reasonable belief that the principal should not be notified, in any instance involving suspected abuse, neglect, exploitation or trafficking of a student.

Immunity for Good Faith Reports

Oklahoma law provides that any district employee who in good faith and exercising due care makes a report to DHS or another appropriate law enforcement office, allows access to a student by persons authorized to investigate a report concerning the student or participates in any judicial proceeding resulting from a report, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed.

Neither the board of education nor any district employee will discharge or in any manner discriminate or retaliate against the person who in good faith provides such reports or information, testifies, or is about to testify in any proceeding involving abuse, neglect, exploitation, or trafficking, provided that the person did not perpetrate or inflict the abuse, neglect, exploitation or trafficking.

Information Concerning Abuse, Neglect or Exploitation

In any instance in which the district receives a report from DHS regarding any confirmed report of sexual abuse or severe physical abuse concerning the student, the superintendent will forward to a subsequent school in which the student enrolls all confirmed reports of sexual abuse and severe physical abuse received from DHS, and the superintendent will notify DHS of the student's new school and address, if known.

All information or documents generated or received by the district in regard to the matter are confidential and shall not be disclosed except to investigators of DHS, the district's attorneys, the district attorney's office, a subsequent district in which the student enrolls, a person designated to assist in the treatment of or with services provided to the student or other state or federal officials in connection with the performance of their official duties. The information or documents shall be maintained and transmitted by the district in the same manner as

special education records. Such records shall be destroyed when the child reaches the age of 18.

Attestation

In addition, every district employee must annually sign an attestation form acknowledging his or her responsibility to report suspected child abuse or neglect.

Training on Child Abuse and Neglect

A program, which includes the following information, shall be completed the first year a certified teacher is employed by a school district, and then once every fifth academic year:

1. Training on recognition of child abuse and neglect;

2. Recognition of child sexual abuse;

3. Proper reporting of suspected abuse; and

4. Available resources.

Reference: 10A OKLA. STAT. §1-2-101 et seq.
30 OKLA. STAT. § 4-903
70 OKLA. STAT. § 1210.163
70 OKLA. STAT. § 6-194

EMPLOYEE SAFETY ASSURANCE PROGRAM

This document establishes the "Employee Safety Assurance Program" (ESAP) requirements for the district. It is the policy of the district to comply with the applicable regulations governing the safety of our employees and the protection of the environment. The minimum requirements for the district are set forth below.

Responsibility

It will be the responsibility of the superintendent to establish and maintain the appropriate policies, procedures, and practices to achieve and maintain compliance.

Minimum Requirements

1. "Employee Safety Assurance Program" (ESAP) training

   The district will be responsible for conducting training to a level necessary to satisfy legal requirements and to provide a safe environment for its employees. This training will be facilitated by the superintendent. The records of such training will include at a minimum:

   A. Date and time of training;

   B. Name of trainee;

   C. Name of trainer; and

   D. Outline of training content.

2. First Responder Safety Teams (FRST)

   The district will establish First Responder Safety Teams (FRST) to provide for the following conditions:

   A. Incipient fire response;

   B. Major fire response;

   C. Evacuation to the outside;

   D. Evacuation to designated shelter areas;

   E. First aid;

   F. Hazard material incidents; and

G. Facility security following an incident.

A sufficient number of employees will be trained to ensure coverage at times of building occupancy.

3. Evacuation

The district will establish procedures for safe and orderly evacuation in the event of a hazardous situation:

A. Emergency routes must be identified;

B. Training on the procedures must be conducted and documented; and

C. Practice drills must be conducted at least annually. (The district will adhere to applicable local and state laws and policies.)

Special evacuation plans will be established for the needs of employees with mobility, visual, hearing impairment or other special needs.

4. Safety Data Sheets

The district will have Safety Data Sheets (SDS) for all materials used in its facilities. Employees will be required to read the SDS for any materials required for their jobs. Sufficient sets of SDS sheets will be maintained in an accessible location to allow their use as necessary.

5. Minimum Equipment Lists

The district will have an equipment list for the items required to respond to any hazards or incidents which may reasonably be anticipated in its workplace.

6. Protective Equipment

Where protective equipment is found to be required to protect employee safety, the use of the equipment will be mandatory as a condition of employment. Proper training will be provided and documented. Such equipment will be maintained in good condition and inspected on a regular basis. Any applicable OSHA requirements for such equipment will be followed.

7. Safety Auditing

The district will establish audit procedures to monitor the conditions of the workplace, equipment and compliance with their established procedures. Findings and corrective action will be documented. Checklists will be developed to facilitate these audits. Such audits will be accomplished as needed or required by law and/or policy.

8. Accident Investigation

Each accident resulting in an injury or hazardous condition will be analyzed to determine the root cause, and action will be taken to prevent recurrence. This analysis and action will be documented.

9. Government Agencies

It is the policy of the district to cooperate fully with any audits or investigations by governmental authorities.

10. Unsafe Condition Reporting Process

If any employee believes an unsafe condition is present, he/she should first report the condition to the superintendent. This action will be without prejudice to the employee.

Workplace Safety Training into Curriculum

In addition to the training regarding the Employee Safety Assurance Program, a district shall also require a program for seventh-grade through twelfth-grade teachers which shall emphasize the importance of incorporating workplace safety training into curriculum. This training shall be completed at a frequency as determined by the district's board of education.

Reference: OKLA. STAT. tit. 70, § 11-103.6j.

WORKERS' COMPENSATION

The district provides benefits established under the Oklahoma Workers' Compensation Act (Act) to all district employees who are injured in on-the-job accidents.

All regular employees who are injured in on-the-job accidents shall receive statutory benefits including medical expenses, temporary compensation and benefits for permanent disability or death as required by the Act.

Accrued and unused personal leave and sick leave benefits shall be paid as allowed by law to the injured employee in addition to workers' compensation benefits for temporary disability if the injured employee should so elect. The administration will make available an appropriate election form which every injured employee will be given as soon as possible after an on-the-job injury. No supplemental payment shall be made until such time as the employee returns the election form to the district. If the election for supplemental pay is made sick leave shall be used and exhausted before personal leave unless different instructions are directed by the employee, in writing, to the district.

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Employees – General* Adopted: August 1, 2016 Revised: September 6, 2016; September 5, 2017; August 3, 2020; July 15, 2024; September 8, 2025

CRIMINAL RECORDS SEARCHES

It shall be the policy of the district that it will obtain the results of a national criminal history record check, as defined by OKLA. STAT. tit. 74, §150.9, of every prospective school district employee and conduct an annual search of the Oklahoma Sex Offender and Mary Rippy Violent Crime Offender Registries with respect to all employees who offer or provide services to children, including but not limited to secondary students. The results of any records search will be kept on file by the district.

National Felony Record Search of Prospective Employees

During the first interview with each employment applicant, school district will advise the applicant that:

1. The district requires an Oklahoma criminal and national criminal record check of every prospective employee as a condition of employment;

2. To enable the district to request the search and obtain the results, the applicant must complete and sign authorization and release form(s) provided by the district;

3. The district will only request a felony record search if the superintendent recommends employment of the applicant;

4. If the superintendent recommends employment of the applicant, the applicant must pay the search fee(s);

5. The district will reimburse the applicant for the search fee unless the search discloses a prior felony offense conviction;

6. If the superintendent recommends employment of the applicant, the applicant must permit himself/herself to be fingerprinted, if applicable, provide a social security number and provide any other information necessary to facilitate the national criminal history record check and/or the Oklahoma criminal history record check; and

7. The applicant, if placed on duty prior to receipt of the criminal history record check results, will be classified as a temporary employee until the district is notified that the search is clear of any felony conviction(s) within the past ten (10) years, or at any time if the conviction shows a tendency to be a danger to the health/safety of students or if the conviction indicates a potential conflict with the duties to be performed by the applicant. All criminal history record searches will be made in compliance with the Federal Fair Credit Reporting Act.

8. The Board of Education shall not have the authority to permanently employ any person who does not have a criminal history record check on file with the district. No person shall be permitted to perform work or render services to the district without such record check on file.

If the results of the national criminal history record check are not received by the district within sixty (60) days, if the record check reveals a prior felony offense conviction(s) within the past ten (10) years, or at any time if the conviction shows a tendency to be a danger to the health/safety of students or if the conviction indicates a potential conflict with the duties to be performed by the applicant, or if the record check reveals a false response to one or more of the questions on the authorization and release, the applicant shall be deemed to have resigned his or her employment. The administration will review the facts and circumstances of each situation and decide whether to recommend the resignation be accepted. Such resignation may be accepted by the board of education at any time. Under these circumstances, the applicant waives any due process procedures which might be available under federal and state law and school district policies and procedures. The sixty (60) day temporary employment period shall begin on the first day the prospective employee reports for duty at the district.

The district may waive the requirement to obtain an initial national criminal record check for any prospective employee who has obtained certification from the Oklahoma State Department of Education within the past twelve (12) months.

The district may waive the requirement to obtain a new records search if the applicant for a full-time teaching position has been employed as a full-time or substitute teacher in another Oklahoma school district, produces a copy of an existing national criminal history record check from within the past five (5) years, and produces an original letter from the former district stating that the employee left in good standing and whether the teacher was the subject of any allegation of inappropriate behavior with a student.

Felony Record Searches of Current Employees

The district will request a criminal history record check regarding any current school district employee if the board of education or superintendent requests a search of that employee's felony record.

When the district seeks to obtain a record check regarding a current district employee pursuant to the terms of this policy, the employee who is the subject of that record check must complete and sign an authorization and release form provided by the district. The employee shall permit himself/herself to be fingerprinted, if applicable, provide a social security number and provide any other information necessary to facilitate the record check. The district shall be responsible for the payment of fees associated with record checks regarding current district employees.

Felony Record Searches of Substitutes

The district shall require a national criminal history record search for substitutes of the same type and using the same standards applicable to prospective employees, or it may obtain a current records search, if available, from a school district that employed the substitute in the year preceding prospective employment by school district. Likewise, any person seeking employment as a substitute who has been employed as a full-time teacher by a school district

in the State of Oklahoma in the five (5) years immediately preceding application for employment as a substitute, is not required to obtain 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 and whether the teacher was the subject of any allegation of inappropriate behavior with a student. Similarly, any person seeking employment as a substitute who has been employed as a full-time teacher by school district for ten (10) or more consecutive years immediately preceding application for employment as a substitute and who left full-time employment with school district in good standing is not be required to have a national criminal history record check for as long as the person remains employed as a substitute for consecutive years by school district.

Annual Search of Sex Offender and Violent Crime Offender Registries

Pursuant to OKLA. STAT. tit. 57, § 589, the district shall conduct an annual name search against the Oklahoma Sex Offenders Registry and the Mary Rippy Violent Crime Offenders Registry of all district employees who provide or offer services to secondary students and children.

Reference: OKLA. STAT. tit. 70, § 5-142; OKLA. STAT. tit. 74, § 150.9; OKLA. STAT. tit. 57, § 589.

[FOR APPLICANTS]

AUTHORIZATION AND RELEASE

This Authorization and Release is executed under penalty of perjury on the ___ day of _____ _____, 20___ by _____, an applicant for employment ("Applicant") with the Pryor School District (“School District”).

Applicant understands that School District's receipt of a national criminal history record check is a condition of employment with School District, and that the record check must reveal that the applicant has not had any felony conviction(s) within the past ten (10) years, or at any time if the conviction shows a tendency to be a danger to the health/safety of students or if the conviction indicates a potential conflict with the duties to be performed by the applicant, unless after review of the facts and circumstances of each situation the administration decides to recommend employment. Because Applicant desires employment with School District, Applicant authorizes School District to request and obtain the results of a national felony record search of Applicant's name, fingerprints, if applicable, social security number and any other lawful means of obtaining such results. Applicant hereby releases Applicant's record check results to School District. Applicant also releases School District of any and all liability relating to its request for, receipt and use of the search results.

APPLICANT ACKNOWLEDGES THAT APPLICANT HAS BEEN FURNISHED AND UNDERSTANDS ALL OF THE REQUIREMENTS OF SCHOOL DISTRICT'S FELONY RECORD CHECK POLICY AND AGREES TO BE BOUND BY ALL OF ITS TERMS AND CONDITIONS.

Applicant also agrees to truthfully answer the following questions:

Have you ever:

	Yes	No
Entered a plea of guilty or nolo contendere to a state (any state) or federal felony charge? (This question includes non-sealed criminal records involving a “deferred sentence” or “deferred judgment.”)		
Been convicted of a state (any state) or federal felony offense?		
Been charged with a state (any state) or federal felony offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere? (This question includes non-sealed criminal records involving a “deferred sentence” or “deferred judgment.”)		
Entered a plea of guilty or nolo contendere to, or been convicted of, a state (any state) or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity? (This question includes non-sealed criminal records involving a “deferred sentence” or “deferred judgment.”)		
Entered into a deferred prosecution agreement with a state (any state) or federal prosecutor?		

Applicant understands that if Applicant is hired by School District prior to receipt of the results of the national criminal history record check, Applicant will be classified as a temporary employee until notified otherwise by the superintendent. Furthermore, Applicant understands that if School District does not receive the results of the national criminal history record check

within sixty (60) days, the check reveals a prior felony offense conviction that occurred within the past ten (10) years, or at any time if the conviction shows a tendency to be a danger to the health/safety of students or if the conviction indicates a potential conflict with the duties to be performed by the applicant, or if Applicant provides a false response to one or more of the above questions, then Applicant will be deemed to have resigned. The board of education may accept Applicant's resignation at any time within thirty (30) days after the date School District was notified of either the unsatisfactory search results or the false response, whichever is later; and Applicant waives Applicant's right to any and all due process procedures to which Applicant might otherwise be entitled under federal and state law and School District policies and procedures.

APPLICANT UNDERSTANDS AND AGREES THAT IF HIRED BY SCHOOL DISTRICT, THEN APPLICANT IS SUBJECT TO A FELONY RECORD SEARCH AT ANY TIME DURING HIS/HER EMPLOYMENT WITH SCHOOL DISTRICT AND THIS AUTHORIZATION AND RELEASE SHALL REMAIN IN FULL FORCE AND EFFECT THROUGHOUT APPLICANT'S EMPLOYMENT WITH SCHOOL DISTRICT.

_____

"Applicant"

[FOR CURRENT EMPLOYEES]

AUTHORIZATION AND RELEASE

This Authorization and Release is executed under penalty of perjury on the ___ day of _____ _____, 20___ by _____an employee ("Employee") with the Pryor School District (“School District”).

Employee understands that School District’s receipt of a clear national criminal history record check has been requested by the superintendent and/or board of education. Employee hereby releases his/her felony record check results of his/her name, fingerprints, social security number and any other lawful means of obtaining such results to School District. Employee also releases School District of any and all liability relating to its request for, receipt and use of the search results.

Employee acknowledges that he/she has been furnished and understands all of the requirements of School District's Felony Record Search Policy and agrees to be bound by all of its terms and conditions.

Employee also agrees to truthfully answer the following questions and to promptly report to the Human Resources Director any change in Employee’s criminal history occurring after the answers to questions below are made:

Have you ever:

	Yes	No
Entered a plea of guilty or nolo contendere to a state (any state) or federal felony charge? (This question includes non-sealed criminal records involving a “deferred sentence” or “deferred judgment.”)		
Been convicted of a state (any state) or federal felony offense?		
Been charged with a state (any state) or federal felony offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere? (This question includes non-sealed criminal records involving a “deferred sentence” or “deferred judgment.”)		
Entered a plea of guilty or nolo contendere to, or been convicted of, a state (any state) or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity? (This question includes non-sealed criminal records involving a “deferred sentence” or “deferred judgment.”)		
Entered into a deferred prosecution agreement with a state (any state) or federal prosecutor?		

Employee understands that if the felony record search reveals a prior felony offense conviction(s) within the past ten (10) years, or at any time if the conviction shows a tendency to be a danger to the health/safety of students or if the conviction indicates a potential conflict with the duties to be performed by the applicant, or if Employee has provided a false response to one or more of the above questions, then Employee's employment by School District will be reviewed to determine whether there is a basis for non-reemployment or dismissal. In any event, the board of education may accept Employee's resignation at any time within thirty (30)

days after the date School District was notified of either the unsatisfactory search results or the false response, whichever is later.

_____

"Employee"

ASSAULT AND BATTERY INVOLVING SCHOOL DISTRICT EMPLOYEES

Any district employee upon whom an assault, battery, assault and battery, aggravated battery or aggravated assault and battery is committed while in the performance of any duties as a school employee shall immediately notify the superintendent. If the district employee seeks emergency medical treatment as a result of the incident, the employee may make the report after obtaining such treatment or through a designee. All such reports must state the name of the person who committed the offense, the person upon whom the offense was committed, the nature, context and extent of the offense, the date(s) and time(s) of the offense and any other information necessary to a full report and investigation of the matter. The report may be made orally or in writing. The superintendent or his/her designee will deliver a copy of this policy to the district employee upon receipt of the report. The superintendent will investigate the incident and take appropriate action based upon the results of that investigation. The district employee must cooperate in the investigation. The superintendent will notify the State Department of Education in writing of all such incidents for the previous year on July 1 of each year or the first business day thereafter if July 1 falls on a weekend or legal holiday. The superintendent's report must include a description of the incident and the final disposition of the incident.

The district will also refer appropriate incidents to law enforcement for investigation and prosecution. The district's decision to report or not to report a particular incident to law enforcement does not preclude the district employee from making a report to law enforcement. To the extent permitted by law, the district will share information and cooperate with law enforcement in the conduct of its investigation and in any subsequent prosecution.

No district employee will be subject to any civil liability for any statement, report or action taken in reporting or assisting in reporting a battery or assault and battery committed upon the district employee while in the performance of any duties unless such report or assistance was made in bad faith or with malicious purpose.

The district will post in a prominent place at each district site the following notice: "FELONY CHARGES MAY BE FILED AGAINST ANY PERSON(S) COMMITTING AN AGGRAVATED ASSAULT OR BATTERY UPON ANY SCHOOL DISTRICT EMPLOYEE."

For purposes of this policy, a "district employee" means a teacher or any duly appointed person employed by the district or employees of a firm contracting with the district for any purpose, including any personnel not directly related to the teaching process and members of the board of education during board meetings.

For purposes of this policy, the terms "assault," "battery" and "aggravated assault and battery" are defined as follows: An "assault" means any willful and unlawful attempt or offer with force or violence to do a corporal hurt to another. A "battery" is any willful and unlawful use of force or violence upon the person of another. An "assault and battery" becomes "aggravated" when committed under any of the following circumstances: (1) when great bodily injury is inflicted upon the person assaulted; or (2) when committed by a person of robust health or strength upon one who is aged, decrepit or incapacitated, as defined by law.

SICK LEAVE SHARING PROGRAM

Sick leave days may be donated from one district employee to another within the following guidelines:

1. Permission to receive donations will be granted only for a district employee who is pregnant or recovering from childbirth or who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment or physical or mental condition that has caused or will cause the employee to exhaust all accumulated sick leave earned pursuant to Title 70, Section 6-104 of the Oklahoma Statutes and that has caused or is likely to cause the employee to take leave without pay or to terminate employment, as determined by the board of education.

2. For purposes of this policy, the following definitions 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, who have reciprocal duties to and do provide financial support for one another, including foster children and legal wards, even if they do not live in the household. This term does not include persons merely sharing the same general house.

   "Severe" or "extraordinary" means serious, extreme or life-threatening, including temporary disability resulting from pregnancy, miscarriage, childbirth and recovery therefrom.

   "District employee" means any full-time employee of the school district. Whether an employee is a "full-time employee of the school district" will be determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee and who is employed a minimum of one hundred seventy-two (172) work days.

3. The request for permission to receive donations must be in writing and may be presented to the superintendent by the employee or another employee (acting with the affected employee's permission) in his or her behalf. The superintendent will place the request on the agenda of the board. A district employee may be eligible to receive donations if the board determines that the employee meets the criteria described in this policy and the employee has followed district policies regarding the use of sick leave. To allow the board to determine whether the employee meets the criteria described in this policy, the employee must first submit a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

4. A donee may not use any donated sick leave until his or her own sick leave earned pursuant to Title 70, Section 6-104 of the Oklahoma Statutes has been exhausted. The donee may use donated sick leave only for the purposes specified in this policy.

5. Donated sick leave will be paid at the daily rate of the donee, not the donor. The sick leave received by the donee will be designated as donated sick leave and will be maintained separately from all other sick leave balances.

6. Donated sick leave not used by the donee during an occurrence as determined by the Board shall be returned to the donating employee. The donated sick leave remaining will be divided among the donors on a prorated basis based on its original donated value, returned at its original donor value and reinstated to the annual leave balance of each donor.

7. The maximum total number of days that may be received as donations by any employee is one hundred eighty (180) during his/her total district employment. An employee shall not be determined to be eligible for donations more than twice during his or her term of employment by the district. Donations may be made only during the academic year (July 1 -June 30) in which the employee is determined to be eligible to receive donations.

8. An employee may donate only days that are earned and accumulated. The donor may donate any amount of sick leave provided the donation does not cause his or her sick leave balance to fall below eighty (80) hours.

9. Any contribution of sick leave by one employee to another is strictly voluntary. No employee shall be coerced, threatened, intimidated or financially induced into donating sick leave under this policy. Each contribution of sick leave must be confirmed in writing by the donor to the office of the superintendent.

FAMILY AND MEDICAL LEAVE

It is the policy of the district to comply fully with the requirements of the Family and Medical Leave Act of 1993 (FMLA) and all its related revisions, including the National Defense Authorization Act (NDAA), collectively referred to in this policy as "FMLA." The district is a covered employer and, accordingly, will provide up to 12 workweeks of unpaid leave to eligible employees. This leave must run concurrently with any paid leave the eligible employee has available. Eligible employees may also be entitled to 14 additional workweeks of leave (26 workweeks total) for servicemember family leave.

Any employee utilizing FMLA leave is required to cooperate in matters of scheduling, providing prompt notice of the need to use leave and availability for return to work, completing paperwork, etc.

This policy is not intended to create any leave obligations for the district in addition to those provided under the FMLA. In the event any conflict exists between this policy and the FMLA, the FMLA will be the final authority.

Definitions

- "Eligible employees" are those employees who:
  - have been employed for at least one year by the district; and
  - worked at least 1,250 hours during the previous 12 month period; and
  - have requested leave for a reason covered by the FMLA; and
  - there are at least 50 employees within a 75 mile radius.

  Full-time instructional employees are deemed to have met the 1,250 hours of employment requirement if they worked full time during the prior year.
- A "child" means a biological, adopted, foster or step child, a legal ward, an individual with an in loco parentis relationship with the employee or military member, and adult children who are physically or mentally incapable of self-care.
- A "serious health condition" is one which requires either in-patient care or continuing treatment by a health care provider. This includes conditions or illnesses affecting health to the extent that in-patient care is required, or absences are necessary on a recurring basis or for more than just a few days. A "serious health condition" does not include short-term conditions for which treatment and recovery are very brief as such conditions would normally be covered by the district's sick leave policies.
- A "year" means a rolling 12-month period measured backward from the date an employee uses any leave.

- A "workweek" means the employee's usual or normal schedule (hours/days per week) prior to the start of FMLA leave.

- A "covered military member" (for purposes of active duty leave) is an individual serving in the Regular Armed Forces or the National Guard and Reserves and who has been called to active duty. Veterans receiving treatment or therapy, or those who are recuperating and were discharged or released for any reason other than dishonorable discharge within the 5 years preceding the employee's request for leave are also included in this definition.

- A "covered military member" (for purposes of servicemember family leave) is an individual serving in the Regular Armed Forces or the National Guard and Reserves who is undergoing treatment or therapy for a serious injury or illness incurred or exacerbated while on active duty.

- A "serious injury or illness" is an injury or illness incurred (or exacerbated) by the servicemember in the line of duty in the Armed Forces or National Guard and Reserves which:

    - may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; or

    - resulted in the member receiving a VA Service Related Disability Rating of 50% or more; or

    - substantially impairs the veterans' ability to be gainful employed; or

    - resulted in the member's enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

<u>Reasons for Leave</u>

All eligible employees who meet FMLA requirements may be granted leave as provided in this policy and required by law for the following reasons:

1. for the birth of a child and to care for such child, or placement for adoption or foster care of a child;

    - If both parents are employed by the district, the combined amount of FMLA leave cannot exceed 12 workweeks

2. to care for a spouse, child or parent with a serious health condition;

3. for a serious health condition of the employee that makes the employee unable to perform his or her job functions;

4. for covered active duty leave with one or more of the following exigencies:

    - Short-notice deployment: employees can take up to 7 calendar days leave to address issues that arise from servicemembers' call or order to active duty seven calendar days or less prior to the date of deployment;

- Military events and related activities: employees can take leave to attend official ceremonies, programs, or events sponsored by the military that are related to servicemembers' active duty or call to active duty or attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to servicemembers' active duty or call to active duty;

- Childcare and school activities: employees can take leave to arrange alternative childcare, provide childcare on an urgent, immediate need (but not everyday) basis, enroll in or transfer a child to a new school or day care facility, or attend meetings with school or day care staff (such as parent-teacher conferences) due to servicemembers' active duty or call to active duty;

- Financial and legal arrangements: employees can take leave to make or update financial or legal arrangements to address servicemembers' absence while on active duty or call to active duty, such as executing powers of attorney, transferring bank account signature authority, enrolling in the Defense Enrollment Eligibility Reporting System, or obtaining military identification cards and to act as the servicemembers' representative before governmental agencies to obtain, arrange, or appeal military service benefits while servicemembers are on active duty or called to active duty and for 90 days following termination of active duty status;

- Counseling: employees can take leave to attend counseling that is provided by someone other than a healthcare provider for servicemembers or their children for needs arising from servicemembers' active duty or call to active duty;

- Rest and recuperation: employees can take up to 15 days leave to spend time with servicemembers on short-term, temporary rest and recuperation leave during a period of deployment;

- Post-deployment activities: employees can take leave to attend arrival ceremonies, reintegration briefings and events and other official ceremony or program sponsored by the military that occurs within 90 days following termination of servicemembers' active duty status or to address issues arising from servicemembers' death while on active duty, including meeting and recovering the body and making funeral arrangements; and

- Additional activities: employees can take leave to address any other events that arise from servicemembers' active duty or call to active duty when the district and employee agree that such leave qualifies as an exigency and agree upon the timing and duration of the leave.

5. for servicemember family caregiver leave, provided that the leave (when combined with other forms of FMLA leave) does not exceed 26 workweeks during a 12-month period;

6. for parental care leave to care for (including making arrangements for care, patient transfer and meetings with staff at a care facility) a parent-in- law who is unable to care for him/herself while the servicemember is on active duty.

Application for Leave

Employees who wish to utilize FMLA leave must submit an application for leave (with all required supporting documentation) on the forms available through the superintendent's office (the district will utilize all required forms as provided by the US Department of Labor. The forms are available at http://www.dol.gov/whd/fmla/index.htm#Forms). The district requests that, when practical, FMLA requests be submitted at least 30 days prior to the use of the leave. In emergency circumstances, the district may provisionally place an employee on FMLA leave if conditions appear to warrant such action. The employee is ultimately responsible for completing the necessary paperwork to finalize the use of FMLA leave at least 15 days in advance.

Medical Documentation (for Leave Related to a Serious Medical Condition)

In addition to all medical documentation required pursuant to the FMLA, the district may, in its sole discretion and at its own expense, require a second opinion related to the need for FMLA leave. If the first and second opinions differ regarding the need for FMLA leave, the district and the employee shall mutually agree upon a provider to conduct a third opinion of the employee's need for leave. The cost of this third opinion will be paid for by the employer.

The district may also require supplemental certifications of the employee's continuing need for leave. These certifications may not be more than one time per month unless the employee requests an extension of leave, changes circumstances regarding the illness or injury, or the district receives information that casts doubt on the validity of an existing certification.

In the event an employee wishes to request an extension of leave, such request must be promptly submitted to his/her supervisor with supporting documentation from the health care provider regarding the reason for the extension. The extension is only available as long as the employee does not exceed the maximum leave permitted by the FMLA.

Right to Conduct Surveillance

In an effort to combat misuse of leave permitted by the FMLA, an employee may be surveilled to determine if the employee is not using the FMLA leave for the purpose for which it was granted. The district may conduct non-workplace (off-site) surveillance of an employee based on an honest belief or suspicion that the employee is misusing the FMLA leave granted. If the employee is found to be misusing the FMLA leave, the employee will be subject to all disciplinary action allowed by law, including but not limited to dismissal or nonrenewal. Circumstances which may give rise to an honest belief or suspicion of FMLA leave misuse include, but are not limited to, an employee providing inconsistent reasons for the FMLA leave, an employee engaging in a suspicious pattern of absences over a short period of time, verifiable information from co-workers evidencing misuse by an employee and significant changes in the frequency or duration of an employee's absences.

Intermittent Leave Or Leave On A Reduced Leave Schedule

Eligible employees may request to use their available leave on an intermittent basis by following the same application and certification process as described above and under the following conditions:

- intermittent leave in connection with the arrival of a new child must be approved by the district;
- employees must coordinate the intermittent leave with their supervisor to attempt to reduce the negative impact of the leave on school operations;
- the district reserves the right to transfer the employee to a position better suited to intermittent leave;
- if an instructional employee will be absent more than 20% of the total working days in the period in which the leave will be used, the district may require the employee to either:
    - take leave for a "particular duration" or time which is not greater than the duration of the planned treatment, or
    - be transferred to an alternative position.

Leave Taken Near the End of an Academic Term

If an instructional employee begins any type of covered leave more than 5 weeks before the end of a semester, and if the leave will last at least 3 weeks and the employee would otherwise return to work during the 3 weeks before the end of the semester, the district may require the employee to continue taking leave until the end of the semester.

If an instructional employee takes leave (for a reason other than the employee's own serious health condition) which commences during the 5 weeks before the end of the semester, and if the leave will last more than 2 weeks and the employee would otherwise return to work during the last 2 weeks of the semester, the district may require the employee to continue taking leave until the end of the semester.

If an instructional employee takes leave (for a reason other than the employee's own serious health condition) which begins during the last 3 weeks of the semester, and if the leave will last more than 5 working days, the district may require the employee to take leave until the end of the semester.

The Effect of Leave on Benefits

During a period of FMLA leave, an employee will be retained on the district's medical insurance plan under the same conditions that applied before leave began, including making any payments the employee previously made. An employee's failure to timely pay his/her share of the medical premium may result in loss of coverage. The employee is required to pay all of the premiums for any other type of insurance coverage which may exist.

If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the district for payment of health insurance premiums during the FMLA

leave, unless the reason for the failure to return to work are due to circumstances beyond the employee's control.

Employees do not accrue or lose any seniority or employment benefits during a period of FMLA leave.

Return to Work

Employees must update their supervisor regarding the intent to return to work, including providing all necessary releases and paperwork, at least 5 business days in advance of the expected return date.

Although the district cannot guarantee that an employee will be returned to his/her original position, employees will generally be restored to an equivalent position and employment conditions upon return from FMLA leave. Highly compensated employees are those individuals who are salaried and are among the highest paid 10% of the employees employed within 75 miles of the employee's worksite. A highly compensated employee may not be returned to work if it is necessary to prevent substantial and grievous economic injury to the operations of the district. The district will make all determinations regarding job duties upon an employee's return from FMLA leave.

Failure to Return from Leave

Employees who fail to return to work when scheduled (absent an approved extension) are subject to immediate termination for cause, subject to applicable due process hearing rights.

FAIR LABOR STANDARDS ACT COMPLIANCE

The district will comply with all aspects of the Fair Labor Standards Act (FLSA). Any employee who has questions regarding overtime or believes that the FLSA is not being correctly followed should immediately report this to a district administrator.

The penalties for even inadvertent FLSA violations are severe. Any employee, regardless of position, who violates any aspect of this policy will be subject to disciplinary sanctions up to and including termination.

Employee Classification

Employees will be notified of their FLSA classification as a part of their job description, but any employee who believes that a misclassification has occurred must immediately notify his/her supervisor of the suspected error.

Exempt employees. Exempt employees are not entitled to overtime or comp time for working more than forty (40) hours in a workweek. Exempt employees generally include positions such as superintendents and assistant superintendents, principals and assistant principals, certified counselors and psychologists, technology directors, CPAs, RNs, librarians, and teachers.

Non-exempt employee. Non-exempt employees are entitled to overtime or comp time for working more than forty (40) hours in a workweek. Non-exempt employees generally include positions such as bus drivers, cafeteria workers and dieticians, custodians, maintenance employees, secretarial and clerical assistants, security personnel, and nurses who are not RNs.

Noncovered positions. Board members and volunteers are not covered by the FLSA. Due to FLSA regulations, non-exempt employees may only volunteer as a parent/grandparent/etc. in a role typically assigned to volunteers. Additionally, those volunteer services must be unrelated to the employee's compensated duties.

Multiple Assignments

Non-exempt employees are permitted to work multiple assignments as long as the combination of those assignments does not make it likely that the employee will work more than forty (40) hours per week. Non-exempt employees who work multiple positions at different hourly rates will be paid for authorized overtime at a blended rate.

Employment benefits for non-exempt employees will be granted based on the employee's primary position unless otherwise provided by law. The primary position is the position in which the employee works the most hours.

Exempt employees will not be employed in multiple positions if such employment would jeopardize the employee's exempt status. Exempt employees may be assigned an extra duty

(coaching, activity sponsor, etc.) and receive a stipend in accordance with the terms of an extra duty contract.

Time Keeping

Non-exempt employees are required to accurately track work hours in accordance with established district procedures. These employees must "clock in" and "clock out" within seven (7) minutes of their scheduled shifts. Time periods in excess of twenty (20) minutes during which the employee is not actually performing job duties will not be included as "hours worked" if the time can effectively be used for the employee's own purposes.

Employees must contact their supervisors if they notice an error on their time records. Falsifying time records, including under-reporting hours worked, is strictly prohibited.

Required Pre-Authorization

No employee may work overtime without prior authorization. Supervisors are required to strictly enforce the district's prohibition on working unauthorized overtime.

Paying Overtime and Comp Time

The FLSA extends flexibility to school districts in adopting arrangements that provide compensatory time off in lieu of monetary overtime compensation. Accordingly, the District will provide, within reasonable limits, compensatory time off. The calculation used to determine the amount of compensatory time available to a non-exempt employee is one and one-half hours of compensatory time for each hour of overtime worked. Compensatory time received by an eligible employee extinguishes the employee's entitlement to monetary overtime compensation. Compensatory time off is subject to all of the conditions provided in this policy. The district's administration shall, at all times, retain the authority to make the decision to permit an employee to accumulate and use compensatory time or to pay the employee for overtime worked; however, the standard of time and one-half for overtime hours worked shall apply in either instance. The district's policy and applicable procedures concerning compensatory time are more fully detailed below.

1. Prior Approval of Overtime Required

Except in the rare event of a bona fide emergency, overtime will not be allowed to any non-exempt support employee unless prior approval has been given, in writing, by the employee's supervisor or his/her designee. Non-exempt support employees working in excess of forty (40) hours per work week without prior written approval may be subject to appropriate disciplinary action, up to and including the possibility of dismissal.

2. Calculation of Compensatory Time

If a non-exempt support employee is properly assigned to work more than forty (40) hours in a work week, the district may provide compensatory time ("comp time") off in lieu of monetary overtime compensation at a rate of not less than one and one-half (1 1/2) hours of compensatory time for each hour of overtime worked. It shall be the responsibility of the employee and the employee's supervisor to maintain accurate records of all comp time accrued. All overtime recorded to be accrued as comp time must be initialed by the employee and the immediate supervisor or his or her

designee by the end of the week following the week in which the overtime is worked.

3. Scheduling Use of Compensatory Time

Any non-exempt employee who has accrued comp time and who requests the use of the comp time shall be permitted to use the comp time within a reasonable period, after making the request, as long as use of the comp time does not unduly disrupt district operations. Supervisors are encouraged to limit the accumulation of comp time to eight (8) hours per pay period, but special circumstances may justify a greater accumulation. All requests to use comp time must be in writing. If the request is denied, then the employee and supervisor are to arrange an alternate date for the comp time to be used. If no agreement can be reached, then a meeting will be conducted with the superintendent or designee to schedule a date for the comp time to be taken. The district, at its sole option, may require an employee to use accrued comp time at certain times.

4. Maximum Accrual of Time

Employees may accrue up to 240 hours of comp time if they qualify for comp time and the employee followed the proper pre-approval procedures before working comp time. (Because comp time is accumulated at time and one-half, this is 160 hours of actual overtime work.) Employees who work in a public safety activity, emergency response activity, or seasonal activity may accumulate up to 480 hours of comp time (320 actual overtime hours).

5. When Hours are Not Considered Work Hours

Time periods in excess of twenty (20) minutes during which the employee is not actually performing job duties will not be included as "hours worked" if the time can effectively be used for the employee's own purpose.

6. Payment for Comp Time Upon End of Employment

Any non-exempt support employee whose employment with the district terminates and who has accrued but not used comp time shall be paid at his or her regular hourly or salary rate in effect at the time the employee receives the payment. The District reserves the right, at any time, to substitute a cash payment, in whole or in part, for comp time.

7. Notice of Policy to Non-Exempt Employees

A copy of this policy will be provided to all of the district's non-exempt employees along with a compensatory time agreement that employees will sign and that the employee's supervisor will sign. The agreement, unless withdrawn by the district, will remain in effect while the employee works for the district. This compensatory time off policy shall be considered as a condition of employment for all non-exempt support employees of the district.

CLOTHING AND EQUIPMENT STIPEND FOR COACHES AND SPONSORS

The Board recognizes the importance of presenting a positive image as a part of many of our extracurricular activities. To meet this requirement and to meet IRS requirements, the board has established the following guidelines and rules to address the purchase of clothing and/or equipment for individual coaches or sponsors.

A stipend will be provided for each coach or sponsor (processed through payroll) to cover the expenses required to purchase clothing and/or required equipment. The amount of the stipend plus any burdens (FICA, taxes, etc.) will be charged back to each program's budget.

Recognizing that some sports or programs require both warm and cool weather clothing the following limits are considered maximums for each sport. Since the stipend will be charged back against each program budget, coaches and sponsors can use their discretion to determine the amount required for their program. Coaches or sponsors will submit the stipend requirements by August 1st of each year. This will include a list of all individuals who will receive the stipend and the amount for each individual.

- Varsity programs have the following stipends:

  One Sport - $250
  Two Sports - $350
  Three Sports - $450

- Individual coaches or sponsors are responsible for the purchase of the clothing and/or required equipment. Items are to be ordered by the individual and separate from any school order. Any amounts for purchases above the stipend will be the responsibility of the individual.

- Coaches or sponsors who are involved at both the varsity and Junior High level should only receive the varsity stipend maximum.

All other materials purchased by the district, and not the individual, (coats, raingear, etc.), will be maintained by the program and will be inventoried as a part of the overall program inventory.

PROFESSIONAL CONDUCT BY STAFF

The board of education counts on staff to adhere at all times to recognized standards of professional conduct. Teachers, administrators, and support employees are role models and must exemplify ethical behavior in their relationships with students, patrons, and other staff members. The board expects staff to be mindful that they are professionals and their conduct, particularly in relation to students, patrons, and other staff, must be consistent with professional standards. Staff members must never engage in conduct which detracts from a safe, positive, or appropriate learning environment.

The board of education believes that all staff members have a responsibility and professional obligation to be familiar with and abide by the laws of Oklahoma, the policies of the board, and the administrative regulations designed to implement them – as they affect the employee's job and commitments to students and others.

The OSDE *Standards of Performance and Conduct* set forth standards for the professional conduct of teachers. The board, like the State Department of Education, requires teachers to adhere to this code. It expects its administrators also to adhere to requirements for administrators. In addition, the board approves specific ethical standards that must guide the conduct of all staff members.

Specific Responsibilities

Essential to the success of ongoing district operations and the instructional program are the following responsibilities, required of all personnel:

1. Support and enforcement of policies of the board and regulations of the administration in regard to students.

2. Concern and attention toward their own and the district's legal responsibilities for the safety and welfare of students, including the need to assure that students are reasonably supervised within the constraints presented.

3. Avoidance of exploitation of relationships with students, other staff members, or school district patrons.

4. Consistency and promptness in attendance at work.

5. Diligence in submitting required reports promptly at the times specified.

6. Care and protection of school district property.

Staff - Student Relationships

Exploitation of staff-student relationships is inconsistent with obligations owed to students. Commercial and business dealings between students and staff members are prohibited. A staff member may not use a teacher/administrator or similar relationship with a student for personal gain. Likewise, staff members may not use student property for personal use or benefit. Staff members who suspect or recognize an inappropriate relationship between a student or staff member or observe inappropriate conduct toward or contact with a student are required to report this in writing to their supervisor, the superintendent, or other district official.

Exploitation of a Student

Exploitation of a student may result from an improper personal relationship encouraged by a teacher, administrator, or support employee. Staff members should be aware that gestures and physical conduct, even though innocent and properly motivated, may be misinterpreted by students or parents. Therefore, teachers, administrators, and support employees must avoid any conduct that might be characterized as evidencing an improper or unprofessional personal attachment toward a student. Sponsors or chaperones shall not sleep in the same rooms with students on overnight activity trips unless the sponsor or chaperone is the parent or legal guardian of the student. Likewise, instructors, sponsors or chaperones shall not accompany a single student on a trip or activity unless written approval is received from parents or legal guardian of the student and the superintendent or superintendent's designee. Sexual or romantic involvement with a student and sexual harassment by any employee, regardless of the student's age or the student's placement in or out of the teacher's class, is prohibited. School officials will seek criminal investigation and prosecution of any employee suspected of engaging in child exploitation.

Standards of Behavior

Staff is expected, in their capacity as role models, to establish an example of acceptable behavior for students in connection with classes and extracurricular activities. Teachers, administrators, and support employees must refrain from the use of vulgar or obscene language and conduct in the presence of students. Similarly, discussion with students of issues personal to the staff member, such as divorce, sexual issues, or similar highly personal subjects, is inappropriate. The use of alcohol by any staff member in the presence of students is prohibited. Likewise, the use of illegal or illicit drugs by employees, in or outside the presence of students, is prohibited and grounds for disciplinary action, including dismissal.

The district has adopted policies relating to employee and student use of wireless telecommunication devices and social networking sites and employees must adhere to these provisions.

Staff members are expected to refrain from comments or statements, even in jest, reflecting adversely on any person or group with reference to race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. Racial, ethnic, or sexual slurs in the presence of students or during work or work related activities or programs constitute unprofessional conduct.

Exploitation by Supervisors of Subordinate Employees

The exploitation by supervisors of subordinate employees is improper and prohibited. In particular, any employee who supervises, directs, evaluates, or makes any employment recommendations with regard to any other employee (i.e. acts as a supervisor) is prohibited from engaging in any commercial, business, romantic, sexual, or other similar type of personal relationship with any employee who is or may be subordinate to the supervisor.

Fiscal Management

It is imperative that sound fiscal management procedures be followed by staff to ensure maximum benefit for each dollar expended. Accordingly, misuse of school property and/or funds constitutes unacceptable behavior. Employees must adhere to accepted procedures of sound accounting, reporting, business, and purchasing practices.

Every employee of the district has the duty to abide by this professional conduct policy in all respects. Failure to do so may lead to disciplinary action including dismissal or non-renewal from employment, referral to law enforcement authorities for prosecution, or other action appropriate to the nature, gravity, and effect of the relationship on students, other staff members, or school operations.

CAMPAIGN ACTIVITIES DURING REGULAR SCHOOL DAY

The board of education recognizes and supports the right of its employees to be involved in political and union activities and to campaign for candidates and issues. However, the exercise of this right must not interfere with the educational process -- the delivery of educational services to the students of this school district. Campaign activities should not be conducted by employees on scheduled duty time and employees who are on duty should not be distracted from their duties by campaign activities conducted by employees who are not on duty. The board has determined that the following regulations are necessary to prevent such disruptions and to ensure that employees are properly performing their duties during the school day:

1. Employees may not engage in campaign activities during scheduled duty time.

2. "Campaign activities" include lobbying others for their support or contributions, circulating petitions, distributing literature, and planning or preparing for such activities. This includes activities undertaken individually or with other employees and any of which is done in regard to national, state, or local elections for offices or on referenda questions, including school board, millage levy, and bond issue elections, or in regard to elections for recognition or decertification of any employees' organization or for officers or any such organization.

3. "Scheduled duty time" means all times at which the employee is scheduled to engage in activities to fulfill his or her obligations under the employment contract, including but not limited to classroom instruction, lesson preparation, parent-teacher conferences, supervision of halls, classes, playgrounds, lunchrooms, or other areas, or of extracurricular activities; or in the case of non-professional staff, their assigned duties in the administrative, food service, transportation, maintenance, or other non-educational support area.

4. Campaign activities may be conducted outside of employees' scheduled duty time only in those areas of the school facilities which are set aside for employees' use during other than scheduled duty times.

5. Employees may not direct campaign activities toward other employees who are performing scheduled duties.

6. The use of threats, duress, coercion, or intimidation in campaign activities directed at other employees is prohibited and constitutes grounds for immediate disciplinary action, including dismissal.

7. School bulletin boards and mail boxes may not be used to post or distribute campaign materials.

8. Campaign materials may not be posted on school property. Items favoring one party or candidate, including buttons, hats, pins, t-shirts or other similar items, may not be worn by employees during the school day

9. Discussion of candidates, elections and other aspects of the political process must be conducted neutrally and for educational purposes only in accordance with planned lessons. Teachers are not permitted to disclose their political views or opinions to students.

10. Violation of this policy by any employee is grounds for disciplinary action, including but not limited to dismissal.

EMPLOYMENT OF FAMILY MEMBERS

Policy Statement: The board of education concurs with and supports the public policy stated in OKLA. STAT. tit. 70 §§ 5-113 and 113.1, limiting the employment of individuals related to members of the board of education. In addition, the board believes that the employment of individuals related by blood or marriage to current employees sometimes creates similar possibilities for conflicts of interest, favoritism or the appearance of favoritism, and disruption of the efficient and impartial administration of school business resulting from family conflicts.

Therefore, the board has determined that it is in the best interest of the district to adopt the following employment regulations:

1. "Family members" means individuals related within the third degree by consanguinity or affinity. Degrees of relationship shall be determined as provided by OKLA. STAT. tit. 84 §§ 217 – 221.

2. When practical, the district shall not employ any family member of a current district employee. If the board determines it is in the district's best interest to hire a family member, the superintendent is responsible for making arrangements to ensure that family members do not supervise each other.

EMPLOYMENT REFERENCES -- RELEASE OF INFORMATION REGARDING EMPLOYEES

The district will respond promptly and professionally to reference requests regarding current and former employees. The Human Resources Department and/or the Superintendent is the district department authorized to handle all such responses.

Unless an appropriate written release is submitted, the Human Resources Department and/or the Superintendent is only authorized to release public records related to employment, to confirm an employee's dates of employment, and identify the position(s) held by the employee.

If an appropriate written release is submitted, the Human Resources Department and/or the Superintendent will provide whatever information is authorized.

ESSA Mandate Compliance

All district employees are required to comply with the Every Student Succeeds Act's requirements related to employment references.

No employee may assist a school employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the individual knew or has probable cause to believe, that such employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law.

Reference: 40 OKLA. STAT. §61
20 USC §8546

REPORTING THREATENING BEHAVIOR

Reports to Law Enforcement

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

Reports to Principal or Other School Officials

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

Immunity for Good Faith Reports

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

Reference: 70 OKLA. STAT. § 24-100.8

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Employees - General* Adopted: September 4, 2018; Revised: July 15, 2024

PROFESSIONAL ORGANIZATION PAYROLL DEDUCTIONS

Any employee may request the District to make payroll deductions for either or both professional organization dues and political contributions. The District shall transmit deducted funds to the designated organization. Deductions shall be on a ten-month basis unless otherwise designated by the employee organization.

An employee may request in writing at any time for the District to immediately terminate or initiate payroll deductions to a professional organization. A written request expressly includes communications sent pursuant to email or facsimile. For administrative convenience, such notices should be given to:

Payroll Coordinator
405 SW 1st Street
Pryor, OK 74361
payroll-dept@pryorschools.org
Fax: 918-825-3938

After such request, the District will initiate or terminate deductions within five (5) business days or by the next pay period, whichever is earlier, and will notify the professional organization of the initiation or termination within fifteen (15) business days. 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 school employee.

This policy cannot be altered or changed by a negotiated agreement provision.

Violation of this policy will result in monetary penalties for the school district.
Reference: 70 O.S. § 5-139.

COMPLIANCE WITH STATE AND FEDERAL LAWS REGARDING EMPLOYEE LEAVE AND PAYROLL PROCEDURES

The board of education recognizes that the state or federal government may enact new laws and regulations that effect the District's leave policies for employees. The District will comply with such laws and regulations applicable to its employees.

To the greatest extent possible, the District will construe additional leave granted by a state or federal act to run concurrently with leave granted to employees under existing policies, procedures, and/or contracts. The District will implement any new mandated employee leave provisions consistent with any regulations or guidelines issued by the governing authority granting such leave.

Further, the District will comply with any state or federal laws applicable to the pay of its employees, including those applicable to the garnishment of wages.

When appropriate, the District will seek advice from local, state, or federal authorities and/or its legal counsel as to any obligations under newly issued laws and regulations.

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Employees - General* Adopted: August 3, 2020

TELEWORK DURING EXTENDED SCHOOL CLOSURE OR FOR INTERMITTENT USE

THIS POLICY SHALL BE IN EFFECT WHEN DISTRICT SCHOOL SITES ARE CLOSED FOR AN EXTENDED PERIOD DUE TO EXIGENT CIRCUMSTANCES OR WHEN INTERMITTENT TELEWORK ARRANGEMENTS ARE WARRANTED; THESE PROCEDURES WILL NOT BE USED WHEN THE DISTRICT IS OPEN FOR IN-PERSON INSTRUCTION EXCEPT AS DETERMINED NECESSARY BY THE SUPERINTENDENT.

The board of education, while preferring that all District employees perform their work duties at their Primary Work Locations, does recognize that under certain extenuating circumstances it may be necessary to require or authorize some District employees to work from an alternative work location.

The purpose of this policy is to ensure the District is able to effectively continue educating and serving its students when it is required to temporarily close District work sites for an extended period due to extenuating circumstances, including, but not limited to, pandemic health emergencies and closure orders from federal, state, or local authorities or when the Superintendent determines that intermittent telework arrangements are necessary and meet District needs.

DEFINITIONS

- **District Work Location:** A location, either on or off District property, to which a Teleworking Employee must physically report to complete a task or work assignment by his/her supervisor.
- **On-Call:** A work assignment where the employee is considered "at work," though not physically present at his/her Primary Workplace, by being immediately available and accessible by electronic or telephonic means during the employee's regular work hours, including any other designated hours due to a staggered or alternate work schedule, and who is required to physically report to a District Work Location or the Teleworking Employee's Primary Workplace when directed by their supervisor.
- **Primary Workplace:** The Teleworking Employee's usual and customary workplace or work site.
- **Telework/Teleworking:** A flexible work arrangement in which the superintendent or designee directs or allows Teleworking Employees to perform their essential job functions at pre-approved Telework Locations in accordance with their same performance expectations.
- **Telework Employee(s)/Teleworking Employee(s):** District personnel who have been authorized by District administration to Telework during a Telework Event to produce an agreed upon work product and/or complete work-related duties. This includes support personnel who are working On-Call.
- **Telework Event:** A potentially recurring situation during which time designated employees may Telework in lieu of physically reporting to their Primary Workplace.
- **Telework Location:** A work site or space not owned or leased by the District, but which is an approved location from which Teleworking Employees may perform their assigned job functions, which can include an employee's home. A Telework Location

is one which is safe, secure, free of undue distractions, adequately equipped to allow the Teleworking Employee to complete assigned work tasks and duties, and one which allows the employee to be immediately available and accessible by electronic or telephonic communication means during regular work hours and any other assigned or designated hours (e.g., required office hours pursuant to any virtual or distance learning policy).

GENERALLY

In circumstances which necessitate extended cessation of in-person instruction and/or closure of some or all District work sites, the District considers Telework to be a viable alternative work arrangement for the delivery of instruction and services to students from designated certified employees and support staff. Therefore, under certain circumstances, the board of education (board) delegates authority to the superintendent or designee to designate employees, individually or collectively, who may or must Telework until further advised.

Teleworking, in part or whole, will continue as an acceptable work arrangement as long as, in the superintendent's sole discretion, such conditions continue to exist which necessitate the use of Teleworking as a means to deliver instruction and/or services to students. The superintendent will consider local, state and/or federal guidance related to the Telework Event when making this determination.

The decision of whether Telework is appropriate or required for a particular employment position is at the sole discretion of the superintendent. The superintendent or designee is authorized to establish any necessary guidelines or procedures to be used in identifying suitable work positions and employees who are eligible to Telework and may require any employee to Telework or not Telework. Teleworking arrangements may be discontinued at any time with reasonable advance notice.

Telework may be appropriate for some employment positions and employees; however, Teleworking is not an entitlement. Telework may be denied to certain employees at the sole discretion of the superintendent or designee, and any such denial is not appealable to the board. The superintendent's discretion under this policy shall, in compliance with federal and state antidiscrimination laws, be exercised in a non-discriminatory manner.

Notwithstanding the provisions above, if the assignment or denial of Telework to an employee effectively results in a demotion, suspension, or termination, this policy shall not prevent a qualified employee from exercising due process rights under the district's policies related to that demotion, suspension or termination.

Not all employees may be eligible for Teleworking. Employees who may not be eligible to Telework can include, but are not limited to, those employees that are identified as emergency personnel, members of critical infrastructure pursuant to any federal or state order, or employees whose physical presence at their Primary Workplace is essential to the performance of their duties (e.g., food service, maintenance, administrative personnel, etc.). If an employee is not eligible for Telework and the employee is unable to work during assigned hours, the employee may be required to take any available accrued leave, whether paid or unpaid, in compliance with relevant District leave policies, unless the employee is eligible for other state or federal leave benefits available at the time.

Neither this policy, nor the procedures outlined herein, are intended to and do not confer additional employment rights on any District employee, including the right to Telework or be assigned to a position that is eligible for Teleworking under this policy.

The board reserves discretion to overrule or modify the superintendent's decisions to permit, require, or terminate Telework under this policy.

TELEWORK LOCATION APPROVAL:

Any and all telework locations must be approved prior to the employee beginning telework assignments. It is the duty of the employee to provide the address of the telework location to the superintendent/designee and to receive written approval within a reasonable time frame prior to commencing telework. No employee shall commence telework without written prior approval of the telework location by the superintendent or designee. The requested telework location may be denied to employees at the sole discretion of the superintendent or designee. Telework out-of-state will not be approved due to the myriad tax, employment and other issues presented when employees seek to work in out-of-state locations.

If an employee wishes to work from an alternative location, other than the pre-approved location, the employee must give one week's notice to the superintendent/designee including the new address of the location and reason for the relocation. The employee must receive written approval prior to commencing telework in the new location.

All teleworking employees must be available to report to the district worksite location at all times during work hours unless a health consideration exists.

CONDITIONS OF TELEWORK

Employees may not Telework on a full-time, permanent basis. Teleworking Employees shall adhere to all applicable District policies and procedures, unless specifically preempted pursuant to this policy.

Employees who Telework via electronic means must be computer literate and have access to a pre-approved, appropriate Telework Location, along with the required computer and telecommunications resources necessary for completion of work responsibilities. District-owned software may be installed on a Telework Employee's personal computer equipment in compliance with and subject to applicable software license agreements and must be removed from the employee's personal electronic equipment upon direction by District Administration. In all cases, if an employee separates from the District for any reason, all District software must be removed from the employee's personal electronic equipment.

Employees must seek prior approval to remove district technology or equipment from the pre-approved telework location. Absent approval, teleworking employees may not remove district technology or equipment from the pre-approved telework location for any reason.

Teleworking Employees must be available by phone and email during their regularly-scheduled work hours and during any alternate or staggered schedule hours as necessary under the circumstances and assigned by the employee's supervisor (e.g., scheduled office hours pursuant to any virtual or distance learning policy). Attendance at the employee's Primary Workplace for mandatory on-site meetings, training sessions, or other official District business activities is required when scheduled by the District.

On-Call Employees must be immediately available and accessible by electronic or telephonic communication means during the employee's regular work hours, including any other designated hours due to a staggered or alternate work schedule, from their Telework Location and are required to physically report to a District Work Location or the Teleworking Employee's Primary Workplace when directed by their supervisor.

All District and professional standards of performance and conduct that apply in the employee's Primary Workplace continue to apply at Telework Locations. Furthermore, employees shall adhere to all District policies, rules, and regulations while Teleworking. Employees with questions as to how a specific policy or procedure will be effective in the Telework environment should contact their direct supervisor for guidance.

The District may, but is not required, to give the employee a list of directives regarding teleworking in relation to this policy. Any work-related injuries that occur while the employee is teleworking must be reported to the District.

IMPACT ON SALARY AND BENEFITS

Any change in salary and hourly pay or benefits will be done in accordance with Oklahoma law. Teleworking employees unable to Telework due to illness or other reasons should contact their supervisor in accordance with District leave policies.

TELEWORKING AS AN ADA ACCOMMODATION

This policy does not apply to employees who Telework as an accommodation under the Americans with Disabilities Act (ADA). Should the District determine that Teleworking is a reasonable accommodation under the ADA and does not impose an undue burden on the District, the District and employee shall follow the District's applicable ADA accommodations procedures and policies with respect to such accommodation.

Reference: 29 U.S.C. 201–209; 42 U.S.C. 12101 *et seq*., 28 C.F.R. pt. 35

FOSTER CARE PLAN

This plan addresses the requirements of the foster care provisions under Title I of the *Every Student Succeeds Act* (ESSA) that the district collaborates with Child Welfare Agencies and Tribal Child Welfare Agencies (CWAs) to ensure stability in education for children in foster care.

The district is committed to providing all students with educational experiences that are free from disruptions and recognizes that children in foster care often face barriers regarding enrollment, attendance, and school success. This policy is designed to promote stability for children in foster care so that they can continue their education without disruption, maintain meaningful relationships with peers and educators, and be ready to succeed in postsecondary education and careers.

This policy ensures that children in foster care have the same access to free, appropriate public education as other children and that students in foster care are not separated from the mainstream school environment because of foster care placement. This educational stability includes assurances that (1) a child in foster care will remain in the child's school of origin, unless a determination is made that it is not in the child's best interest in that school; and (2) if a determination is made that it is not in the child's best interest to remain in the school of origin, the child will be immediately enrolled in the school of residence, even if the child is unable to produce records normally required for enrollment.

School District Assurances

Each plan for ensuring the educational stability of a child in foster care will include the following assurances:

- Each placement of the child in foster care takes into account the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement;
- The state child welfare agency will coordinate with appropriate local educational agencies to ensure that the child remains in the school in which the child is enrolled at the time of placement;
- If it is not in the best interest of the child to return to the resident school, the child will immediately be provided appropriate enrollment in the district; and
- The district will gather and maintain educational records and promptly send them to any district to which the student moves.

Foster Care Child Liaison (POC)

The district will assign at least one person to serve as a Foster Care Child Liaison, or Point of Contact (POC). The POC may also be the homeless student coordinator. The name of this person will be annually submitted to the Oklahoma State Department of Education (OSDE)

through the online Grants Management System by September 30th. If additional staff members are needed to meet the requirements, the district will make assignments as necessary. The POC will work in the best interest of the child to ensure that all educational requirements are being met. The POC will have access to available training and materials to keep them informed of any changes to foster care laws. The POC will work closely with CWAs to:

- Coordinate with corresponding child welfare agencies on the implementation of Title I provisions,
- Lead the development of a process for making best interest determinations,
- Document best interest determinations,
- Facilitate transfer of records and immediate enrollment,
- Facilitate data sharing with child welfare agencies consistent with the *Family Educational Rights and Privacy Act* (FERPA) and other privacy protocols,
- Develop and coordinate local transportation procedures,
- Manage best interest determinations and transportation cost disputes,
- Ensure that children in foster care are enrolled in and regularly attend school, and
- Provide professional development and training to school staff on Title I provisions and the educational needs of children in foster care.

Decision-Making Process

To determine the appropriate placement of each child in foster care, a committee will meet that is comprised of the site administrator or representative, the POC, and a member of the CWA. In emergency circumstances, a CWA has the authority to make an immediate decision regarding a child's school placement, then consult with the district and revisit the best interest determination for the child. The determining factors that may be evaluated include the following:

- Proximity of the resource family home to the child's present school;
- Safety considerations;
- Age and grade level of the child as it relates to the other best interest factors;
- Needs of the child, including social adjustment and well-being;
- Child's performance, continuity of education, and engagement in the school where the child presently attends;
- Child's special educational programming if the child is classified;
- Point of time in the year;
- Child's permanency goal and likelihood of reunification;
- Anticipated duration of the placement;
- Preferences of the child;
- Preferences of the child's parent(s) or educational decision maker(s);
- The child's attachment to the school, including meaningful relationships with staff and peers;
- Placement of the child's sibling(s);
- Influence of the school climate on the child, including safety;
- Availability and quality of the services in the school to meet the child's educational and socioemotional needs;
- History of school transfers and how they have impacted the child;
- How the length of the commute would impact the child, based on the child's developmental stage;

- 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
- 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.

* Transportation costs will not be considered when determining a child's best interests.

In the event of a disagreement regarding school placement of a child in foster care, the child welfare agency should be considered the final decision maker in making the best interest determination. The child welfare agency is uniquely positioned to assess vital non-educational factors such as safety, sibling placements, the child's permanency goal, and other components of the case plan. The child welfare agency also has the authority, capacity, and responsibility to collaborate with and gain information from multiple parties including parents, children, schools and the court in making these decisions.

Enrollment of Students

Foster care parents, social workers or other legal guardians will be allowed to immediately enroll children in the district. The district understands that all necessary paperwork (birth certificates, shot records, academic records, special education records, etc.) may not be immediately available and wants to provide a smooth transition for the student into the district. The district will contact the child's home school district for records and make adaptations as needed. After enrollment, the following guardianship or legal custody documents shall be provided for verification by the foster family or CWA:

- Power of attorney
- Affidavit
- Court Order

IDEA Students

Part B of the IDEA directs school districts to make a Free Appropriate Public Education (FAPE) available to all eligible children with disabilities in the Least Restrictive Environment (LRE). FAPE under the IDEA includes the provision of special education and related services at no cost to the parents in accordance with a properly developed Individualized Education Program (IEP). Each child's placement decision must be made by a group of knowledgeable persons.

The district will operate in accordance with all state and federal laws regarding special education students. Special education services will be provided to foster care students just as they are to all district students following the guidelines below:

- Educational placement will be determined annually and will be based on the child's IEP in accordance with the child's individual needs;
- The child will be placed in the least restrictive environment and, unless they require some other arrangements, will attend the school that he/she would attend if not disabled;
- Timely and expedited evaluations and eligibility determinations for highly mobile children with disabilities will be made when possible;
- Children in foster care will have access to related aids and services that are designed to meet their educational needs;

- Children will have access to comparable services including summer and extended school year services if applicable; and
- Children in foster care will not be discriminated against and are considered a protected group.

EL Students

The district will ensure that EL students in foster care will participate meaningfully and equally in educational programs by doing the following:

- Identifying and assessing all potential EL students in a timely, valid and reliable manner;
- Provide EL students with a language assistance program that is educationally sound and proven successful;
- Sufficiently staff and support the language assistance programs for EL students;
- Ensure that EL students have equal opportunities to meaningfully participate in all curricular and extracurricular activities;
- Avoid unnecessary segregation of EL students;
- Ensure that EL students with disabilities are evaluated in a timely and appropriate manner for special education and disability-related services and that their language needs are considered in these evaluations and delivery of services;
- Meet the needs of EL students who opt out of language assistance programs;
- Monitor and evaluate EL students in language assistance programs following federal guidelines;
- Continue to evaluate the effectiveness of school district language assistance programs and progress of each student; and
- Ensure meaningful communication with the parents of the students.

Transportation

The district will collaborate with the CWA to develop and implement clear written procedures governing how transportation is provided to maintain children in foster care in their schools of origin and will also work with the CWA to reach an agreement regarding transportation costs. The agreement will cover how transportation will be provided, arranged, and funded for the duration of the child's time in foster care. Each agreement can/will vary greatly because the needs of each child should be considered in making transportation decisions.

The regular transportation policies approved by the district will be followed in transporting foster care students. Drivers will be appropriately licensed, certified, and have required DMV and background checks. Various public school vehicles may be used to transport students depending on circumstances. Students who must be transported out-of-state will be approved by the school board as required by Oklahoma law.

Student Records

The district will share education records with the CWA as allowed by FERPA and the IDEA. This allows educational agencies to disclose educational records of students in foster care to State and Tribal agencies without parental consent.

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Employees - General* Adopted: August 2, 2021; Revised: August 5, 2024

LACTATION POLICY

The purpose of this policy is to provide school district employees who are lactating with accommodations should they desire to express breast milk during the workday while separated from their newborn child.

The board of education shall provide any employee who is lactating reasonable paid break time each day to use a designated lactation room for the purpose of maintaining milk supply and comfort. The break time may run concurrently with any break time, paid or unpaid, already provided to the employee. If the break time is unpaid, the lactating employee must be completely relieved from duty.

The board shall make a reasonable effort to designate a private, secure and sanitary room or other location, other than a bathroom , where an employee can pump or express her milk or breastfeed her child. The designated area shall be a space where intrusion from co-workers, students and the public can be prevented, and one where an employee who is using this area can be shielded from view.

Contact Information

Any employee who has experienced gender-based harassment, discrimination, bullying, or similar misconduct, including discrimination based on a pregnancy-related condition, or has additional questions regarding the information contained in this policy should contact:

Assistant Superintendent
Title IX Coordinator
Pryor Public Schools
405 SW 1st Street
Pryor, OK 74361
(918) 825-1255

Reference: 29 U.S.C. § 207(r); OKLA. STAT. tit. 70, § 5-149.3

PREGNANT WORKERS FAIRNESS ACT

The Pregnant Workers Fairness Act (PWFA) requires employers to provide reasonable accommodations to qualified applicants and employees for known conditions and limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions unless the accommodations will cause the employer an undue hardship. Unlike the Family and Medical Leave Act (FMLA) or paid maternity leave under state law, there is no waiting period for eligibility or hours worked requirement.

Requesting an Accommodation

Applicants/employees may request leave verbally or in writing by informing Human Resources, if available, their immediate supervisor, or, alternatively, the Superintendent or designee. Examples of reasonable accommodations may include, but are not limited to, longer or more flexible breaks, change in food and drink policies, workstation adaptation, dress code modification, work schedule changes, appointment leave, and light duty.

Documentation

Documentation from a health care provider may be requested, if reasonable, to confirm the physical or mental condition of the applicant/employee (e.g., back injury, swollen ankles, lifting restrictions, nausea, sensitivity to smells), confirm that the physical or mental condition is related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions, and to describe the adjustment or change at work that is needed due to the limitation. Any medical documentation will be kept confidential.

Definitions

A "qualified applicant/employee" is an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position. Under the PWFA, an applicant/employee is considered qualified even if they are unable to perform an essential function for a temporary period so long as it can be performed in the near future and the inability to perform the essential function can be reasonably accommodated.

"Known limitation" means a physical or mental condition related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions that the applicant/employee or applicant's/employee's representative has communicated to the District or of which the District should be aware given the circumstances.

"Undue hardship" means significant difficulty or expense. The District will consider the following factors when determining undue hardship:

- The nature and cost of the accommodation.
- The overall financial resources of the impacted campus and the District.
- Number of employees employed.

- Number, type, and location of campuses.
- The District's operations, including the composition, structure, and functions of staff, and the geographic separateness and administrative or fiscal relationship of the campus or campuses in question to the District.

Typically, it will not be an undue hardship to allow an employee:

- To carry and keep near water and drink.
- To take additional restroom breaks, as needed.
- To stand instead of sitting, or to sit instead of standing.
- To take breaks to eat and drink, as needed.

References: 42 U.S.C. § 1211, 42 U.S.C. § 2000gg

REPORTING STUDENT SUBSTANCE ABUSE

The board recognizes the complexity of problems which may be associated with student substance abuse. The concern is for the well-being and best interests of students at all times. Therefore, the following procedure will be utilized by teachers in reporting students who appear to be under the influence, as defined by law, of: low-point beer, alcoholic beverages, or controlled dangerous substances.

When it appears to a teacher that a student may be under the influence of low-point beer, alcoholic beverages, or controlled dangerous substances (drugs), the teacher will report the matter in writing to the superintendent. Whenever possible, the teacher should attempt to obtain a corroborative observation from another teacher or administrator.

The report of the teacher will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances from which the teacher concluded that the student appeared to be under the influence of low-point beer, alcoholic beverages, or controlled dangerous substances.

The superintendent or his/her designee will also immediately notify the student's parent or legal guardian of the report. The notification to the student's parent or legal guardian may be verbal, but will be promptly confirmed in writing.

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

Reference: 70 OKLA. STAT. §24-138 (37 OKLA. STAT. §163.2, 37 OKLA. STAT. §506, 63 OKLA. STAT. §2-101)

STAFF DEVELOPMENT

The district's certified personnel must earn a minimum of five (5) points during each school year and accumulate a minimum of seventy-five (75) points during a five-year period. However, no more than a total of one hundred fifty (150) hours of local, state, or federal professional development or training shall be required for classroom teachers during any five-year period. These points will be authorized by prior approval of the activity by the superintendent and will follow the guidelines as established by the staff development committee and the board of education. The district shall keep a record of each staff development activity in the office of the Staff Development Committee.

Teachers shall maintain written documentation of all their completed professional development.

A re-employment contract is contingent upon successful completion of the requirements of the local staff development policy. Points earned while teaching at another school may be transferred for credit at this institution.

Teachers must attend all meetings called or approved by the superintendent. Teachers are expected to attend those professional meetings for which they are given days off from school to attend. Local teachers meetings will be called as needed by the superintendent.

In addition to these requirements, all teachers will be required to participate in individual growth goals in accordance with the programs and guidelines established by the Oklahoma State Department of Education. These growth goals will be established in conjunction with a teacher's evaluation (regardless of whether a teacher is evaluated during a school year) but will not increase the required number of professional development points needed under this policy.

Reference: OAC 210:20-19-3; OKLA. STAT. tit. 70, § 6-194.

YEARS OF MILITARY OR TEACHING SERVICE

The District will accept the following as experience to increase a teacher's placement on the District's Salary Schedule:

- Full time teaching experience in an accredited public school in the State of Oklahoma
- Full time teacher experience from out-of-state school districts that are accredited by the State Board of Education or appropriate accrediting agency for the districts
- Up to 5 years military service as defined below:
    - Active military duty (all branches) as referenced on Form DD-214 or other relevant discharge form
    - National Guard or Reserve Military Service as referenced on NGB Form 22 or other relevant discharge form. All National Guard and/or Reserve Military Service must precede a teacher position with the District

- *Any other relevant experience will be reviewed on a case-by-case basis.*

CERTIFIED EMPLOYEE LEAVE

Sick Leave

The board of education grants sick leave with full pay to all full-time, certified employees. This is to give an employee financial protection in case of personal illness and to protect the welfare of the children. Any absence for illness shall be certified by the superintendent, who shall be responsible for its validity.

Certified personnel on ten-month contracts will receive ten (10) days sick leave. Certified personnel on eleven-month contracts will receive eleven (11) days sick leave and certified personnel on twelve-month contracts will receive twelve (12) days sick leave. Sick leave will be vested at the beginning of each school year, cumulative to sixty (60) days.

Sick leave is interpreted as the time when personal illness, accidental injury or pregnancy or personal illness in the immediate family keeps an employee from being present to conduct his/her regular daily work. Immediate family is defined as parent, sibling, spouse, child, grandparent, or grandchild. This also includes dental, physical and eye examinations for employee and dependents in the immediate family. Any misuse or use of sick leave for other purposes may result in disciplinary action or termination.

When sick leave is exhausted, the teacher shall receive full contract pay for an additional twenty (20) days less either:

- the amount actually paid his/her substitute teacher, if a certified substitute teacher is hired; or

- the amount normally paid for a certified substitute teacher, if a certified substitute teacher is not hired.

When the employee severs connection with the district for any reason, all his/her accumulated sick leave is cancelled. If he/she is employed by another school district his/her accumulated sick leave may be transferred to the receiving district up to sixty (60) days.

Civic Duty Leave

The district shall grant a certified employee leave for jury duty and shall pay him or her during such service the full current salary. The district shall also grant a certified employee leave with full pay to serve as a witness in a legal proceeding in which he or she is not a party if the witness has been lawfully subpoenaed. The district may deduct any

compensation or witness fee received for services from the employee's salary during such service.

Emergency Leave

Certified personnel will be allowed up to five (5) days emergency leave per school year.

Emergency leave is interpreted as a sudden, generally unexpected occurrence or unavoidable set of circumstances demanding immediate action which takes the employee from his/her duties. This may include leave taken related to the death of a family member or close friend. Emergency leave will be determined by the superintendent. Emergency leave is non-cumulative.

Employees will also be allowed to use up to three (3) of the five (5) emergency days for the death or serious illness of a family member or close friend. Once the three (3) emergency days have been used, the employee will have the option to use available sick leave for circumstances involving immediate family members if more time is needed. Any days used over the available sick leave will be docked one day of pay for each day missed. The superintendent and principal will determine, on a case by case basis, whether a circumstance qualifies for emergency leave.

Teachers may use up to five (5) days of emergency leave per year for attending military ceremonies for family members (deployment, return from deployment, military graduation).

Teachers will be granted up to five (5) emergency leave days for the purpose of maternity, paternity, or adoption leave.

Employee Association Leave

A certified employee may request a leave of absence to hold office as an officer, director, trustee, or agent of a national, statewide, or school district employee association. The certified employee requesting employee association leave must provide the district superintendent, or their designee, with proof of election and proof of the term of office for the national, statewide, or school district employee association. Proof of election must include certification by the employee association of the date of the election and the results of the election.

The board of education may, in its sole discretion, grant a request for leave of absence under this section, but such leave will be without pay and without benefits granted by the district, regardless of whether the benefit is paid by the employee on leave or the association for which the employee is serving as an officer, director, trustee, or agent. If the request for employee association leave is granted, the board of education will provide definitive beginning and end dates for the approved leave of absence.

During the employee association leave period, the employee's position with the district will be maintained without advancement on the minimum salary schedule and without accrual of sick leave, personal business leave, or personal leave. Furthermore, the employee on leave will not accumulate service credit within the Teacher's Retirement System of Oklahoma. Following the conclusion of a leave of absence approved by the board of education under this section, the employee may return to their former position or a comparable position.

During the leave of absence, the employee granted leave will be prohibited from accessing district office space.

Personal Business Leave

All teachers shall have three (3) days of personal business leave with no reason given. The teacher will notify the principal in advance of the need to use personal business leave and will leave completed lesson plans. Personal days may not be used immediately preceding or following school holidays or during the last ten (10) days of school without prior approval from the superintendent.

Military Leave

It is the policy of the district to provide leave for teachers who are a component of the armed forces in the United States including the members of the National Guard, when that teacher is ordered by proper authorities to active duty or service. Military leave shall be without loss of status, efficiency rating pay or benefits during the first thirty (30) working days of such leave. The district will also comply with all other rights guaranteed under state and federal law.

Maternity Leave

Full-time employees of the district who have been employed by the district for at least one year and have worked at least 1,250 hours during the preceding 12-month period shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of paid maternity leave shall be used immediately following the birth of the employee's child. The six (6) weeks of maternity leave shall be in addition to and not in place of sick leave due to pregnancy pursuant to 70 O.S. § 6-104. A district employee taking maternity leave pursuant to this policy shall not be deprived of any compensation or other benefits to which the employee is otherwise entitled. Any paid maternity leave taken pursuant to this policy will be designated as FMLA leave, if applicable, and will run concurrently with FMLA-protected leave.

Eligible employees using maternity leave under this policy may use up to six weeks of accrued sick leave to extend their maternity leave provided the eligible employee has sufficient sick leave to cover the extended duration. This additional maternity leave time shall not exceed six weeks unless a licensed medical professional provides written certification recommending additional leave for medical necessity related to the employee's recovery from childbirth or care for a newborn. Eligible employees seeking to use sick leave to extend the duration of their maternity leave shall notify the district in accordance with FMLA.

The district shall file claims with the State Board of Education for reimbursement of expenses related to providing eligible employees with paid maternity leave.

With regard to any shared sick leave program which is currently offered or which may be offered in the future by the district, provided maternity leave must be used prior to any shared sick leave available under the district's program.

Vacations/Annual Leaves

Twelve month employees under contract with the board of education will be granted an annual vacation with pay under these terms:

1. Three weeks of vacation with pay will be granted to each twelve month employee.

2. The amount of vacation with pay granted to twelve month employees as stated above shall be calculated as of June 30th. No part of any unused vacation shall be considered accumulative from year to year.

3. Employees eligible for a vacation shall take their vacation at a time approved by the superintendent.

Epidemics/Pandemics

District teachers and administrators shall be entitled to pay for any time lost when school is closed on account of epidemics or otherwise when an order for such closing has been issued by a health officer authorized by law to issue the order. Teachers and Administrators are not required to use leave for time lost in these circumstances if the campus is closed and no work is assigned.

This provision does not prevent the District from requiring teachers and administrators to telework from home or another site when the school campus is closed due to an epidemic. Teachers or administrators who have been directed to telework who are unable to work from home or another site due to illness or another reason should utilize their accrued leave to cover their absence.

Reference: 70 OKLA. STAT. §6-101, 70 OKLA. STAT. §6-104, 70 OKLA. STAT. §6-104.1, 70 OKLA. STAT. §6-104.5, 70 OKLA. STAT. §6-105, OKLA. STAT. tit. 70, § 509.12; Atty. Gen. Op. No. 76-161; OKLA. STAT. tit. 70, § 6-104.1 et seq.

LEAVE WITHOUT PAY LONG-TERM

Teachers may be granted, upon written request to and approval of the Board, an unpaid leave of absence for up to one (1) school year for the purpose of personal illness, illness in the immediate family, or rearing of the employee's child.

Written requests for unpaid leave of absence for the ensuing year must be filed prior to March 1 of the current year, except when the situation for which the leave is requested could not have been known prior to March 1.

Written request for reinstatement for the ensuing year following a leave of absence must be filed by March 1. If no such request is filed by that date, the teacher will be deemed to have resigned effective at the end of the current contract year.

While on approved leave a teacher shall not lose any accumulated leave, years of experience, or career status; however, no additional leave, years of experience, or career status shall accrue during the leave.

Teachers on approved leave may continue to participate in the District's health and life insurance plan with the teacher paying the premiums. Teachers who choose not to continue the life insurance while on leave, will be required to complete an Evidence of Insurability (EOI) form upon returning to work. The life insurance provider may deny coverage based upon the EOI. Teachers will be required to sign a waiver, if they elect not to continue life insurance coverage while on leave of absence.

Upon returning from an unpaid leave of absence, the teacher will be assigned to a position for which the teacher is certified.

INCENTIVE FOR ATTENDANCE

Certified staff members are eligible for an Attendance Incentive for that fiscal year only. The Attendance Incentive will be paid on the final check of the contract year. The Attendance Incentive shall be as follows:

$975 — if zero (0) sick days or personal days are taken during the school year.
$900 — if one (1) sick day or personal day is taken during the school year.
$825 — if two (2) sick days and/or personal days are taken during the school year.
$750 — if three (3) sick days and/or personal days are taken during the school year.
$675 — if four (4) sick days and/or personal days are taken during the school year.
$600 — if five (5) sick days and/or personal days are taken during the school year.
$525 — if six (6) sick days and/or personal days are taken during the school year.
$450 — if seven (7) sick days and/or personal days are taken during the school year.
$325 — if eight (8) sick days and/or personal days are taken during the school year.
$250 — if nine (9) sick days and/or personal days are taken during the school year.

If more than nine (9) sick leave days are taken during the school year, there shall be no Attendance Incentive paid to the teacher. Any days missed due to authorized school activities, as well as military leave, subpoenaed jury leave, emergency leave, Association leave and other subpoenaed legal leaves, shall **not** be charged against the requirements of the Incentive for Attendance.

Except as stated above, any use of school provided personal business leave (three days) or sick leave shall count against the requirements of the Incentive for Attendance.

Donations by any teacher to the District's Sick Leave Sharing Program shall **not** be charged against the requirements of the Incentive for Attendance.

All incentive payments are subject to all lawful withholdings.

SUSPENSION, DISMISSAL AND NONREEMPLOYMENT OF TEACHERS

1. Definitions and Scope

A. "Teacher" means a duly certified or licensed person who is employed to serve as a counselor, librarian, school nurse, or any instructional capacity. An administrator shall be considered a "teacher" only with regard to service in an instructional, nonadministrative capacity.

B. "Dismissal" means the discontinuance of the teaching service of a teacher during the term of a written contract.

C. "Nonreemployment" means the nonrenewal of a teacher's contract upon expiration of the contract.

D. "Suspension" means the temporary discontinuance of a teacher's services during the term of a contract pending dismissal or nonreemployment.

E. "Career teacher" means a teacher who:

i. was employed by the School District prior to the 2017-2018 school year and has completed three (3) or more consecutive complete school years in such capacity in the School District under a written teaching contract; or

ii. was first employed by the School District during or after the 2017-2018 school year under a written teaching contract and:

- completed three (3) consecutive, complete school years in the District and has an evaluation rating of ‘‘superior’’ for at least two (2) of those years; or

- completed four (4) consecutive, complete school years in the District with averaged ratings of ‘‘effective’’ or higher for the four (4) year period with ratings of at least ‘‘effective’’ for the last two (2) of the four (4) years.

- Although the law permits an employee to establish career status after completing four (4) consecutive, complete school years in the district with a board approved principal and superintendent recommendation, the board will not approve any of these recommendations.

F. "Probationary teacher" means a teacher who:

i. was employed by the District prior to the 2017-2018 school year and has completed fewer than three (3) consecutive, complete school years in such capacity in the School District under a written teaching contract; or

ii. was employed by the District during or after the 2017-2018 school year under a written teaching contract and has not met the requirements to be a career teacher as described above.

G. "Abandonment of contract" means a teacher's failure to report at the beginning of the contract term or otherwise perform the assigned duties when the teacher has accepted other employment or is performing work for another employer that prevents the teacher from fulfilling the obligations of the employment contract.

H. This policy does <u>not</u> apply to:

i. substitute teachers,

ii. adult education teachers or instructors,

iii. nonrenewal of teachers employed on temporary contracts for a complete year;

iv. nonrenewal and dismissal of teachers employed on temporary contracts for less than a complete school year.

v. administrators, except with regard to service in an instructional, non-administrative position.

I. This policy does apply to teachers employed in positions *fully funded* by federal or private categorical grants in regard to dismissals or suspensions during the term of employment under the grant, but <u>not</u> in regard to "nonreemployment" at the expiration of the grant.

2. <u>Grounds for Dismissal or Nonreemployment</u>

A. A career teacher <u>may</u> be dismissed or not reemployed for:

i. willful neglect of duty,

ii. repeated negligence in performance of duty,

iii. incompetency,

iv. unsatisfactory teaching performance,

v. instructional ineffectiveness (starting in 2017-2018 this includes but is not limited to being evaluated as "needs improvement" or lower for 3 consecutive years),

vi. mental or physical abuse to a child,

vii. commission of an act of moral turpitude,

viii. abandonment of contract,

ix. criminal sexual activity or sexual misconduct (as those terms are defined by law) which has impeded the effectiveness of the teacher's performance of school duties,

x. failure to meet local school board staff development requirements (non-reemployment only),

xi. engaging in acts which could form the basis of criminal charges sufficient to result in denial/revocation of a teaching certificate,

xii. knowing and willful failure to report suspected child abuse or neglect, or

xiii. any other grounds hereafter allowed by law.

B. A career teacher shall be dismissed or not reemployed for

i. conviction of a felony,

ii. conviction of any sex offense subject to Oklahoma's Sex Offenders Registration Act or another state's or the Federal Sex Offender Registration Provisions,

iii. instructional ineffectiveness, (starting in 2017-2018, this includes but is not limited to teachers with an ineffective rating for 2 consecutive school years)

iv. Knowingly and willfully failing to report suspected abuse or neglect of a child in violation of Okla. Stat. tit. 10A § 1-2-101.

Although the law permits the board to approve a superintendent's recommendation that ineffective teachers be retained, the board will not approve such recommendations.

C. A probationary teacher may be dismissed or not reemployed for cause, including but not limited to engaging in acts which could form the basis of criminal charges sufficient to result in denial/revocation of a teaching certificate. Starting in 2017-2018, cause includes, but is not limited to, an ineffective rating for 2 consecutive school years or failure to obtain career status in 4 years.

D. A probationary teacher shall be dismissed or not reemployed for

i. conviction of a felony, or

ii. conviction of any sex offense subject to Oklahoma's Sex Offenders Registration Act or another state's or the Federal Sex Offender Registration Provisions,

E. A cause listed 2A(i) - (v) for a career teacher, or any cause related to inadequate teaching performance for a probationary teacher, shall not be a basis for a recommendation to dismiss or not reemploy a teacher unless corrective action procedures involving admonishment / plan for improvement have been followed. Dismissal or nonreemployment for any cause not listed in 2A(i) - (v) for a career teacher, or not related to inadequate teaching performance for a probationary teacher, shall not require corrective action procedures (i.e. admonishment) to be followed.

F. Corrective Action – Admonishment / Plan for Improvement

i. When an evaluator who has evaluated a teacher pursuant to School District policy identifies poor performance, conduct or an evaluation rating which the evaluator believes may lead to a recommendation for the teacher's dismissal or nonreemployment, the evaluator shall:

- admonish the teacher, in writing, and make a reasonable effort to assist the teacher in correcting the poor performance or conduct; and

- establish a reasonable time for improvement, not to exceed two (2) months, taking into consideration the rating on the evaluation or the nature and gravity of the teacher's performance or conduct.

ii. Whenever a member of the board of education, superintendent, or other administrator identifies poor performance or conduct that may lead to a recommendation for dismissal or nonreemployment of a teacher, the evaluator who has responsibility for evaluation of the teacher shall be informed and shall admonish the teacher as described above. If the evaluator fails or refuses to admonish the teacher within ten (10) days after being informed of the problem, the board, superintendent or other administrator who identified the problem shall admonish the teacher.

iii. If the teacher does not correct the poor performance or conduct cited in the admonishment within the time specified, the admonishing official shall make a recommendation to the superintendent for the teacher's dismissal or nonreemployment . The superintendent shall furnish a copy of the recommendation to the board of education.

iv. The District will not prohibit, or take disciplinary action against, a teacher for:

a. Disclosing public information to correct what the teacher reasonably believes evidences a violation of the Oklahoma Constitution or law or rule promulgated pursuant to law;
b. Reporting a violation of the Oklahoma Constitution, or state or federal law; or
c. Taking any of the above actions without giving prior notice to the teacher's supervisor or anyone else in the teacher's chain of command.

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

The District may discipline any teacher who violates a student or parent/legal guardian's confidentiality rights and protections pursuant to the Family Educational Rights and Privacy Act (FERPA) and any other state or federal law which requires confidentiality of information concerning students.

3. Procedures for Dismissal or Nonreemployment

A. Commencement of Action

i. Whenever the superintendent determines that cause exists for a district teacher's dismissal or nonreemployment , the superintendent shall submit a written recommendation to the board of education. The recommendation shall state the specific ground(s) (statutory grounds, in the case of a career teacher) and specify the underlying facts on which the recommendation is based.

ii. In the absence of a recommendation from the superintendent pursuant to this section, or when the board of education chooses not to accept the superintendent's recommendation as to reemployment of a teacher, the board may initiate dismissal or nonreemployment action without a recommendation provided that it adheres to the other provisions of this policy and that the corrective action procedures, if applicable, have been followed.

B. Suspension

Whenever the superintendent believes cause exists for a teacher's dismissal and that the immediate suspension of the teacher would be in the best interests of students, the superintendent, or the board of education on the recommendation of the superintendent, may suspend the teacher without notice or hearing. The suspension shall not deprive the teacher of any teaching compensation or other benefits to which he/she would otherwise be entitled under the teaching contract or law. Within ten (10) days after the suspension becomes effective, the board of education shall initiate a hearing for dismissal pursuant to this policy. However, in a case involving a criminal charge or indictment, such suspension may extend to such time as the

teacher's case is finally adjudicated, except such extension shall not include any appeal process.

C. Notice and Hearing

i. Prior to taking action to dismiss or nonreemploy a teacher, the board clerk or designee shall deliver a copy of the recommendation (or comparable statement of the grounds and underlying facts if the board is acting on its own volition) and notice of hearing rights to the affected teacher. The notice shall contain the date, time, and location of the hearing and shall be delivered by (i) certified mail, restricted delivery, return receipt requested; (ii) personal delivery, with a signed acknowledgment of receipt from the teacher; or (iii) process server. Delivery must be made to the teacher prior to the first Monday in June for a nonreemployment. The hearing shall be held between 20 and 60 days from the teacher's receipt of the hearing notice.

ii. The teacher hearing before the board of education shall be conducted pursuant to procedures established by the State Department of Education. In the absence of or to the extent not inconsistent with those procedures, the hearing shall be conducted as prescribed in the paragraphs below.

iii. The hearing shall commence with a statement to the teacher of the teacher's rights at the hearing. Following this statement, the school administration shall present facts showing the cause for the teacher's dismissal or nonreemployment. The teacher shall then have the right to present the teacher's side of the matter. After both the school administration and the teacher have fully presented their respective positions, the board of education shall deliberate on the evidence regarding the teacher's dismissal or nonreemployment in executive session.

iv. At the hearing, the teacher shall be entitled to be represented by counsel, to cross-examine witnesses presented by the school administration, to present witnesses on the teacher's behalf and to present any relevant evidence or statement which the teacher desires to offer. The burden of proof for any dismissal or nonreemployment shall be on the superintendent (or designee), and the standard of proof shall be a preponderance of the evidence.

v. After due consideration of the evidence and testimony presented at the teacher's hearing, the board shall vote, in open session, on the following: (1) findings of fact based on the evidence submitted and (2) whether to dismiss or nonreemploy the teacher. The decision shall be made by a majority of the board of education members present at the meeting and shall be final and nonappealable

The motion to dismiss or nonreemploy the teacher should state the specific cause for dismissal or nonreemployment, although such cause need not be a statutory cause for a probationary teacher.

vi. The teacher shall be sent notice of the board's decision by certified mail, restricted delivery, return receipt requested, or substitute process. The notice shall state the basis for the board's decision.

vii. The teacher shall receive any compensation or benefits to which the teacher is entitled until such time as the board's decision is final. If the teacher's hearing is for nonreemployment, and not for dismissal, the teacher's compensation and benefits may continue only until the end of the teacher's current contract.

D. Criminal Matters

Whenever the superintendent (or board) makes a recommendation for a teacher's termination based on conduct which could form the basis of criminal charges sufficient to warrant the denial or revocation of the teacher's certificate for a reason set forth in 70 OKLA. STAT. § 3-104(6)(a),, the district shall forward a copy of the recommendation to the Oklahoma State Board of Education and the teacher at the time the recommendation is made, regardless of whether the teacher resigns before or after the resignation is made. If a teacher resigns prior to due process proceedings, a report of such resignation, including any investigatory findings of the school district, shall be forwarded to the State Board of Education.

4. Teachers with a Suspended Certificate

A teacher whose certificate has been suspended by the State Board of Education pursuant OKLA. STAT. tit. 70, Section 3-104 and OKLA. STAT. tit. 75, Sections 314 and 314.1 shall be placed on paid suspension while proceedings for revocation or other action are pending before the State Board of Education. During the time the teacher's certificate is suspended, the District may initiate due process procedures in accordance with OKLA. STAT. tit. 70, Section 6-101.20 *et. seq.*

Reference: 70 OKLA. STAT. §6-101 et seq. OAC 210-1-5-8

REDUCTION IN FORCE
CERTIFIED TEACHING PERSONNEL

I. General Matters

A. Reasons for a Reduction in Force. A teacher may be nonreemployed when the board decides that due to (i) a financial exigency or (ii) a program change for institutional reasons or (iii) a decline in enrollment or (iv) other business necessity as determined by the board, a reduction in teaching staff is necessary.

B. Definitions. For the purpose of this policy, the following terms have the stated meanings:

1. "Financial exigency" means a reduction in the school district's financial resources resulting from declining enrollment or any other action or event that in the sole judgment of the board of education will result in a reduction in the school district's current or future operating budget.

2. "Program change" means any elimination, curtailment or reorganization of a curriculum offering, program or school operation or a reorganization or closing of a school or consolidation of two or more individual schools or school districts that is unrelated to financial exigency.

3. "Declining enrollment" means a decrease in the school district's total enrollment or enrollment in a particular program or curriculum offering which in the sole judgment of the board of education may adversely affect the school district's current or future allocation of funds and/or the necessity of maintaining certain current or future class sections or curriculum offerings.

C. Criteria for Eliminating Positions. The primary criterion in effectuating any reduction in force shall be the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the school district. In evaluating its program, the superintendent and the board will consider the elimination of teaching positions, not the teachers occupying those positions. In deciding which positions to eliminate, the superintendent and the board will consider the curriculum, the needs of students and those extra duty assignments that require special skill or expertise.

D. Priority. In determining which teacher(s) will be nonreemployed when one or more of a number of identical positions is eliminated, the following criteria, **in this order,** shall govern:

1. The school district will nonreemploy the teacher(s) who has the lowest composite rating under the school district's Teacher and Leader Effectiveness Evaluation System (TLE) in the position being eliminated. Ratings will be calculated by averaging the past three (3) years' ratings (or fewer if 3 years are not available) and will be measured to the nearest hundredth of a decimal point.

2. If the teachers are equal under the above criteria, then the teacher(s) who has the most seniority in the school district will be retained.

3. If the teachers are equal under the above criteria, then the school district will retain the teacher(s) who currently holds a contracted extra duty assignment, IF, after the reduction in force, that teacher will continue to be assigned such extra duty assignment.

4. If no contracted extra duty assignment exists, the school district will retain the teacher who meets any federal requirements, such as "highly qualified" under No Child Left Behind, for the courses assigned to that teacher.

5. If the teachers are equal under the above criteria, the school district will retain the teacher with the most advanced academic degree status.

6. If degree status is equal, the school district will retain the teacher having the most versatile certificate in order to enable the school district to have flexibility in planning future curriculum.

7. If versatility of certificates is equal, the school district will retain the teacher chosen by lot through a process determined by the superintendent or the superintendent's designee.

E. Bumping. If a teacher's position is eliminated and the teacher scheduled to be nonreemployed (after going through the criteria in section "D" above) has a composite TLE score of effective or above, then in the administration's sole discretion, that teacher may be placed in another position for which the teacher is certified to teach, if the other position is currently held by a teacher who has a composite TLE score that is below effective. Under those circumstances, the teacher with the TLE composite below effective will be nonreemployed. If two (2) or more teachers in a specific position have the same composite scores, then the process of section (D) will be used to determine who is nonreemployed.

F. Adult Education Teachers. The dismissal and nonreemployment provisions of the Teacher Due Process Act of 1990 do not apply to adult education teachers. Accordingly, adult education teachers are not covered by the protections of this policy and, unless otherwise required by law, are subject to a reduction in force without notice and without compliance with this policy.

II. Procedures

A. Action by Superintendent. The superintendent, upon receipt of the board's preliminary determination of the necessity for a reduction in force, or upon the superintendent's own volition, shall submit to the board the superintendent's written recommendations for terminating particular teaching positions. In making recommendations, the superintendent (i) shall not be limited to considering only positions in the areas or programs designated by the board and (ii) shall consult with each principal or other administrator in whose school or unit a position elimination/termination is proposed and (iii) shall take into consideration the criteria set out herein.

B. Action by Board. In the absence of a recommendation from the superintendent pursuant to this section, or when the board of education chooses not to accept the superintendent's recommendation, the board may initiate action without such recommendation provided that it adheres to the other provisions of this policy.

C. Notice and Hearing Procedures. Prior to taking any action to nonreemploy a teacher due to a reduction in force, whether acting on a recommendation of the superintendent or on its own volition, the board shall provide notice and an opportunity for hearing to the affected teacher; provided, however, because the law does not provide nonrenewal hearings for teachers on temporary contracts, no hearing opportunity shall be afforded any teacher on a temporary contract with notice of the expiration of the temporary teacher's contract at the end of the school year being provided to the temporary teacher. The notice and board hearing procedures shall be the same as those provided by Oklahoma law and board policy regarding dismissal and nonreemployment of teachers for cause. Notice of a recommendation of nonreemployment shall be given to the teacher prior to the 1st Monday in June.

D. Hearing. At the hearing, evidence may be presented by the administration and the teacher, as to (i) whether a reduction in force is reasonably necessary and is being made in good faith and for the best interests of the school district and (ii) whether the recommendation to not renew the specific teacher is being made in good faith and pursuant to the process set out herein.

E. Effect of Board Decision. The decision of the board based on the evidence presented at the hearing shall be final and unappealable.

III. Reemployment or Other Employment After Reduction in Force

A. Recall. The recall provisions in this process will only apply and be available to a teacher who had a composite TLE score of at least effective at the time of his/her nonreemployment. For one school year after the effective date of nonreemployment due to a reduction in force, the board of education shall not fill the specific position previously held by a teacher who was nonreemployed due to a reduction in force without first offering such position to the nonreemployed teacher. If more than one nonreemployed teacher is both certified and qualified for a position which the teachers previously held

with the school district and which becomes available, the board, after receiving the superintendent's advice, shall select the teacher it believes will best fill the position. Nothing in this policy shall give to any nonreemployed teacher priority rights to fill a vacancy which becomes available and for which they are certified and qualified unless such position is identical to the position which they previously held with the school district.

B. Recall Procedures. The offer of reemployment shall be made personally or by certified mail, return receipt requested, and the teacher shall be notified that if he/she wishes to accept, he/she must do so in writing within five (5) calendar days of receipt of notice or within ten (10) calendar days of the postmark on the envelope in which the offer is mailed, whichever is shorter. Failure to receive timely acceptance of the offer of reemployment eliminates all reemployment rights of the teacher.

C. Status After Recall. A career teacher who has been nonreemployed and who is then reemployed within one school year shall be reinstated as a career teacher. A probationary teacher who is nonreemployed but is then reemployed within one school year shall be given credit for the time already served as a probationary teacher for the purpose of determining eligibility for career teacher status.

IV. Interpretation and Application

The interpretation and application of any provision of this policy shall be the exclusive province of the board of education.

RESIGNATION OF CERTIFIED PERSONNEL

Resignations must be dated and submitted to the superintendent stating the effective date of resignation. Equivocal resignations will not be accepted. A resignation to be effective at the conclusion of a school year must be received prior to fifteen days after the first Monday in June. A resignation to be effective at any other time or to be effective at the conclusion of the school year but received after fifteen days after the first Monday in June does not sever the employment relationship for the subsequent school year unless and until approved by the board.

Resignations offered during the course of the school year will not be accepted unless the superintendent determines that arrangements can be made to avoid a detrimental impact on efficient operation of the school and the board of education concurs.

A resignation may not be withdrawn after it has been accepted by the superintendent and will be considered irrevocable from that date.

Upon receipt of a written resignation from a certified employee the superintendent shall:

1. Make a record of the date upon which the written resignation was submitted either by reference to a certified mail receipt or by writing on the face of the resignation the date of receipt and his/her initials.

2. If the written resignation is to be effective at the conclusion of the current school year and it is received prior to fifteen days after the first Monday in June, notify the employee that their resignation is accepted.

3. If the written resignation is to be effective at any time other than the conclusion of the current school year or to be effective at the end of the school year but is not received until after fifteen days after the first Monday in June, notify the employee that his/her resignation will be considered by the board of education.

4. Place upon the agenda of the next board of education meeting an agenda item for consideration and action on the resignation received.

The board of education may accept or decline to accept the resignation of a certified employee. Provided, that the board of education by adoption of this policy authorizes the superintendent to accept the resignation of those employees submitting resignations prior to fifteen days after the first Monday in June to be effective at the conclusion of the then current school year.

Payment of final compensation shall be processed and disbursed at the scheduled times.

EVALUATION OF PROFESSIONAL STAFF

Evaluation of professional staff is a continuous process; however, formal evaluation will be administered according to the following schedule:

Teachers

For purposes of this policy, teachers are those certified individuals who are employed in an instructional capacity or as a counselor, librarian, or nurse.

- Teachers who have been rated "superior" or "highly effective" under the district's TLE system and who have completed a minimum of three (3) consecutive school years with the district may be evaluated every three (3) school years, at the discretion of the building principal and if such practice is permitted by the district's TLE model. For any school year in which a teacher evaluation will not be conducted, the building principal will notify any affected teacher, in writing, that no annual evaluation will be conducted for the teacher that year. A copy of the notice will be included in the employee's personnel file.

- Teachers with three (3) or more consecutive complete school years of service in the school district and who have not been rated "superior" or "highly effective" under the district's TLE system shall be evaluated at least once each school year.

- Teachers with less than three (3) consecutive complete school years of service with the school district will be evaluated at least once per school year and in accordance with the district's TLE model. At a minimum, these teachers will receive formative feedback at least twice per school year, once during the fall semester and once during the spring semester of each school year.

All teachers, even career teachers who are not evaluated during exemption years, must still participate in any professional development / growth goals required by the Oklahoma State Department of Education.

Any teacher for whom student performance data is available will receive feedback regarding that data as a part of the evaluation process. The evaluator may consider that data when evaluating the teacher's effectiveness.

Any teacher who is rated as "needs improvement" or "ineffective" under the district's TLE system will be given a comprehensive remediation plan and instructional coaching. The plan and coaching will be developed and implemented based on sound educational practices in conjunction with the unique circumstances affecting the teacher.

Leaders

The superintendent shall be evaluated by the board of education annually pursuant to the district's policy governing the evaluation of the superintendent. Other certified school leaders

(principals, assistant principals, and those who supervise classroom teachers) shall be evaluated annually by properly trained personnel designated by the superintendent. The evaluation will be based on the district's TLE model and a written copy of the evaluation will be provided to the leader.

Noncertified administrators are not covered by this policy. Noncertified administrators will be evaluated in accordance with the district's practices governing the evaluation of support employees.

Other

Nothing in this policy shall prevent a formal written evaluation of any professional employee on occasions more often than set forth herein.

All evaluations shall be in writing and the evaluation documents and responses thereto will be maintained in the employee's personnel file.

This policy and the evaluation form utilized to effectuate this policy shall promptly be made available to all persons subject to this policy. Nothing in this policy shall require as a condition precedent to dismissal of any leader/administrator that a prior written evaluation be made of the employee; provided, however, no action to nonreemploy a certified or non-certified leader/administrator shall occur without a written evaluation of the employee.

Reference: OKLA. STAT. tit. 70 § 6-101.3

DYSLEXIA/DYSGRAPHIA AWARENESS PROGRAM

The district recognizes that many students suffer from dyslexia and dysgraphia, and may require further assistance in the classroom. Accordingly, starting with the 2020-2021 school year, the district will offer an annual dyslexia awareness program to provide teachers with training and resources on dyslexia and to foster a better learning environment for affected students. Starting with the 2023-2024 school year, the annual program shall include information and training regarding dysgraphia.

Beginning with the 2020-2021 school year, the annual dyslexia awareness program will, at a minimum, include:

1. Training in awareness of dyslexia characteristics in students;

2. Training in effective classroom instruction to meet the needs of students with dyslexia; and

3. Available dyslexia resources for teachers, students and parents.

Beginning with the 2023-2024 school year, the annual dyslexia and dysgraphia awareness program will, at a minimum, include:

1. Training in awareness of dyslexia and dysgraphia characteristics in students;

2. Training in effective classroom instruction to meet the needs of students with dyslexia and dysgraphia; and

3. Available dyslexia and dysgraphia resources for teachers, students and parents.

Reference: OKLA. STAT. tit. 70, § 6-194(F)

SUSPENSION, DISMISSAL AND NONREEMPLOYMENT OF ADMINISTRATORS

1. Definitions and Scope

   A. "Administrator" means a duly certified person who devotes a majority of time to service as a superintendent, elementary superintendent, principal, supervisor, vice principal or in any other administrative or supervisory capacity in the school district (Okla. Stat. tit. 70, . § 6-101.3)

   B. "Dismissal" means the discontinuance of the service of an administrator during the term of a written contract.

   C. "Nonreemployment" means the nonrenewal of an administrator's contract upon expiration of the contract.

   D. "Suspension" means the temporary discontinuance of a administrator's services during the term of a contract pending dismissal or nonreemployment.

2. Procedures for Dismissal or Nonreemployment

   A. Commencement of Action

      i. Whenever the superintendent determines that cause exists for a district administrator's dismissal. nonreemployment, or demotion, the superintendent shall submit a written recommendation to the board of education. The recommendation shall state the proposed action, the reasons for effecting the action, and his/her right to request a hearing before the board of education.

      ii. In the absence of a recommendation from the superintendent pursuant to this section, or when the board of education chooses not to accept the superintendent's recommendation as to reemployment of an administrator, the board may initiate dismissal, nonreemployment, or demotion action without a recommendation provided that it adheres to the other provisions of this policy.

   B. Suspension

      Whenever the superintendent or the board of education believes cause exists for an administrator's dismissal and that the immediate suspension of the administrator would be in the best interests of the children in the district, the board of education or superintendent may suspend the administrator without notice or hearing. The suspension shall not deprive the administrator of any

compensation or other benefits, excluding extra duty compensation, to which he/she would otherwise be entitled under a contract or law. Within ten (10) days after the suspension becomes effective, the board of education shall initiate a hearing for dismissal or demotion pursuant to this policy. However, in a case involving a criminal charge or indictment, such suspension may extend to such time as the administrator's case is finally adjudicated, except such extension shall not include any appeal process.

C. Notice and Hearing

i. Prior to taking action to dismiss, nonreemploy, or demote an administrator, the board clerk or designee shall deliver a copy of the recommendation (or comparable statement of the reasons effecting the action if the board is acting on its own volition) and notice of his/her right to request a hearing before the board of education.

ii. The administrator shall have 10 days to request a hearing before the board of education. Failure to request a hearing within this time frame shall constitute a waiver of the right to a hearing.

iii. The hearing shall commence with a statement to the administrator of the administrator's rights at the hearing. Following this statement, the school administration or a designee for the board of education shall present facts showing the cause for the administrator's dismissal. nonreemployment, or demotion. The administrator shall then have the right to present their side of the matter. After both parties have fully presented their respective positions, the board of education shall deliberate on the evidence regarding the administrator's dismissal. nonreemployment, or demotion in executive session.

iv. At the hearing, the administrator shall be entitled to be represented by counsel, and to present witnesses and cross-examine any witnesses presented by the other side. The burden of proof for any dismissal, nonreemployment, or demotion shall be on the superintendent (or designee), and the standard of proof shall be a preponderance of the evidence.

v. After due consideration of the evidence and testimony presented at the hearing, the board shall vote, in open session, on the following: (1) findings of fact based on the evidence submitted and (2) whether to dismiss, nonreemploy, or demote the administrator. The decision shall be made by a majority of the board of education members present at the meeting and shall be final and nonappealable

vi. The administrator shall be sent notice of the board's decision by certified mail, restricted delivery, return receipt requested, or substitute process.

D. Criminal Matters

Whenever the superintendent (or board) makes a recommendation for a administrator's termination based on conduct which could form the basis of criminal charges sufficient to warrant the denial or revocation of the

administrator's certificate for a reason set forth in 70 OKLA. STAT. § 3-104(6)(a), the district shall forward a copy of the recommendation to the State Board of Education and the administrator at the time the recommendation is made regardless of whether the administrator resigns before or after the recommendation is made. A report of such resignation, including any investigatory findings of the school district, shall be forwarded to the State Board of Education.

Reference: 70 OKLA. STAT. § 6-101.25; 70 OKLA. STAT. § 6-101.14; 70 OKLA. STAT.§ 6-101.13

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Employees - Support* Adopted: August 1, 2016 Revised: September 6, 2016; September 4, 2018; August 3, 2020; August 2, 2021; September 6, 2022; September 11, 2023; July 15, 2024; September 8, 2025

SUPPORT PERSONNEL LEAVE

Sick Leave

The board of education grants sick leave with full pay to all support employees. This is to give an employee financial protection in case of personal illness and to protect the welfare of the children. Any absence for illness shall be certified by the superintendent, who shall be responsible for its validity.

Support employees will receive one (1) day of sick leave per month of employment, up to twelve (12) days per year depending on your work contract, cumulative to 60 days. Sick leave will be vested at the beginning of each school year. Pay for sick leave for support personnel is limited to the number of hours per day for which the employee is regularly employed. For example, a bus driver who works four hours per day will be paid for a maximum of four hours of sick leave per day and that four hours will constitute one day of sick leave for that employee.

Sick leave is interpreted as the time when personal illness, accidental injury or pregnancy or personal illness in the immediate family keeps an employee from being present to conduct his/her regular daily work. Immediate family is defined as father, mother, brother, sister, husband, wife, child, grandparent, or grandchild. This also includes dental, physical and eye examinations for employee and dependents in the immediate family. Any misuse or use of sick leave for other purposes may result in disciplinary action or termination.

When the employee severs connection with the district for any reason, all his/her accumulated sick leave is cancelled. If he/she is employed by another school district, his/her accumulated sick leave may be transferred to the receiving district up to sixty (60) days.

Emergency Leave

Support personnel will be allowed up to five (5) days emergency leave per school year.

Emergency leave is interpreted as a sudden, generally unexpected occurrence or unavoidable set of circumstances demanding immediate action which takes the employee from his/her duties. Employees will also be allowed to use up to three (3) of the five (5) emergency days for the death or serious illness of a family member or close friend. Once the three (3) emergency days have been used, the employee will have the option to use available sick leave for circumstances involving immediate family members if more time is needed. Any days used over the available sick leave will be docked one day of pay for each day missed. The superintendent and principal will determine, on a case by case

basis, whether a circumstance qualifies for emergency leave. Emergency leave is non-cumulative.

Employees may use up to five (5) days of emergency leave per year for attending military ceremonies for family members (deployment, return from deployment, military graduation).

Employees will be granted up to five (5) emergency leave days for the purpose of maternity, paternity, or adoption leave.

Employee Association Leave

A support employee may request a leave of absence to hold office as an officer, director, trustee, or agent of a national, statewide, or school district employee association. The support employee requesting employee association leave must provide the district superintendent, or their designee, with proof of election and proof of the term of office for the national, statewide, or school district employee association. Proof of election must include certification by the employee association of the date of the election and the results of the election.

The board of education may, in its sole discretion, grant a request for leave of absence under this section, but such leave will be without pay and without benefits granted by the district, regardless of whether the benefit is paid by the employee on leave or the association for which the employee is serving as an officer, director, trustee, or agent. If the request for employee association leave is granted, the board of education will provide definitive beginning and end dates for the approved leave of absence.

During the employee association leave period, the employee's position with the district will be maintained without advancement on the minimum salary schedule and without accrual of sick leave, personal business leave, or personal leave. Furthermore, the employee on leave will not accumulate service credit within the Teacher's Retirement System of Oklahoma. Following the conclusion of a leave of absence approved by the board of education under this section, the employee may return to their former position or a comparable position.

During the leave of absence, the employee granted leave will be prohibited from accessing district office space.

Personal Business Leave

The district shall provide for all support personnel three (3) personal business leave days per school year. Such leave shall be limited to personal business matters that cannot be conducted after school hours or on the weekend. Personal days may not be used immediately preceding or following school holidays or during the last ten (10) days of school without prior approval from the superintendent.

Any misuse of the leave policy with the district could result in loss of compensation or termination of employment.

Personal business leave is non-cumulative.

Military Leave

It is the policy of the district to provide leave for support employees who are a component of the armed forces in the United States including members of the National Guard, when that support employee is ordered by proper authorities to active duty or service. Military leave shall be without loss of status, efficiency rating pay or benefits during the first thirty (30) calendar days or the first thirty (30) regularly scheduled work days for support employees, or not to exceed two hundred forty (240) hours, of such leave of absence in any federal fiscal year. The district will also comply with all other rights guaranteed under state and federal law.

Maternity Leave

Full-time employees of the district who have been employed by the district for at least one year and have worked at least 1,250 hours during the preceding 12-month period shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of paid maternity leave shall be used immediately following the birth of the employee's child. The six (6) weeks of maternity leave shall be in addition to and not in place of sick leave due to pregnancy pursuant to 70 O.S. § 6-104. A school district employee taking maternity leave pursuant to this policy shall not be deprived of any compensation or other benefits to which the employee is otherwise entitled. Any paid maternity leave taken pursuant to this policy will be designated as FMLA leave, if applicable, and will run concurrently with FMLA-protected leave.

Eligible employees using maternity leave under this policy may use up to six weeks of accrued sick leave to extend their maternity leave provided the eligible employee has sufficient sick leave to cover the extended duration. This additional maternity leave time shall not exceed six weeks unless a licensed medical professional provides written certification recommending additional leave for medical necessity related to the employee's recovery from childbirth or care for a newborn. Eligible employees seeking to use sick leave to extend the duration of their maternity leave shall notify the district in accordance with FMLA.

The district shall file claims with the State Board of Education for reimbursement of expenses related to providing eligible employees with paid maternity leave.

With regard to any shared sick leave program which is currently offered or which may be offered in the future by the district, maternity leave provided must be used prior to any shared sick leave available under the district's program.

Vacations

Twelve month employees under contract with the board of education will be granted an annual vacation with pay under these terms:

1. Three weeks of vacation with pay will be granted to each twelve month employee.

2. The amount of vacation with pay granted to twelve (12) month employees as stated above shall be calculated as of June 30th. No part of any unused vacation shall be considered accumulative from year to year.

3. Employees eligible for a vacation shall take their vacation at a time approved by the superintendent.

Epidemic Leave

Support employees who are full-time employees of the District, as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee, and who are also employed a minimum of one hundred seventy-two (172) days, shall be entitled to pay for any time lost when school is closed on account of epidemics or otherwise when an order for such closing has been issued by a health officer authorized by law to issue the order.

Reference: OKLA. STAT. tit. 44, § 209; OKLA. STAT. tit. 72, § 48; OKLA. STAT. tit. 70, §6-104; OKLA. STAT. tit. 70, § 6-101.40; OKLA. STAT. tit. 70, § 509.12; Atty. Gen. Op. No. 73-297; Atty. Gen. Op. No. 76-161; OKLA. STAT. tit. 70, § 6-104.1 et seq.

INCENTIVE FOR ATTENDANCE

Support staff members are eligible for an Attendance Incentive for that fiscal year only. The Attendance Incentive will be paid on the final check of the contract year. The Attendance Incentive shall be as follows:

$575 — if zero (0) sick or personal days are taken during the school year.
$535 — if one (1) sick or personal day is taken during the school year.
$495 — if two (2) sick days and/or personal days are taken during the school year.
$455 — if three (3) sick days and/or personal days are taken during the school year.
$415 — if four (4) sick days and/or personal days are taken during the school year.
$375 — if five (5) sick days and/or personal days are taken during the school year.
$335 — if six (6) sick days and/or personal days are taken during the school year.
$295 — if seven (7) sick days and/or personal days are taken during the school year.
$255 — if eight (8) sick days and/or personal days are taken during the school year.
$215 — if nine (9) sick days and/or personal days are taken during the school year.

If more than nine (9) sick leave days are taken during the school year, there shall be no Attendance Incentive paid to the non-certified employee. Any days missed due to authorized school activities, as well as military leave, subpoenaed jury leave, emergency leave, Association leave and other subpoenaed legal leaves, shall **not** be charged against the requirements of the Incentive for Attendance.

Except as stated above, any use of school provided personal business leave (three days) or sick leave shall count against the requirements of the Incentive for Attendance.

Donations by any employee to the District's Sick Leave Sharing Program shall **not** be charged against the requirements of the Incentive for Attendance.

All incentive payments are subject to all lawful withholdings.

SUSPENSION, DEMOTION, TERMINATION OR NONREEMPLOYMENT OF SUPPORT EMPLOYEES

1. Definitions

A. "Support Employee" shall mean an employee of the district who provides those services, not performed by professional educators or licensed teachers, which are necessary for the efficient and satisfactory functioning of the district.

B. "Full-time Support Employee" shall mean a support employee who regularly works the standard period of labor which is generally understood to constitute full-time employment for the type of services performed by the employee and who is employed by the district for a minimum of 172 days per year.

C. "Suspension without pay" shall mean the temporary denial of a support employee's right to work and receive any pay and other benefits during the term of the suspension. "Suspension without pay" may be as a disciplinary measure as provided in paragraph 4.B(1), below or as a suspension pending investigation as provided in paragraph 4.B(2), below. If a final decision is made under the procedures stated below that a suspension without pay was improper, the support employee shall receive full pay and other benefits for the period of suspension.

D. "Suspension with pay" may occur in those situations in which the superintendent or his or her designee, or a supervisor of the support employee perceives a significant hazard in keeping the support employee on the job, in which event the support employee may be asked to immediately leave the district's premises and the support employee is temporarily relieved of his or her duties pending a hearing under paragraph 4, below.

E. "Demotion" shall mean a reduction in pay during the term of the support employee's contract. "Demotion" shall not mean a change in job description or work assignment or duties.

F. "Termination" shall mean the discharge of the support employee from his/her employment with the district during the term of his/her contract and does not include the cessation of employment upon expiration of the support employee's contract.

G. "Non-reemployment" shall mean the failure to offer a support employee a new contract for the next successive school year after the contact under which the support employee is presently employed has expired.

2. Policy On Suspension, Demotion, Termination Or Non-Reemployment Of Full-Time Support Employees

A full time support employee who has been employed by the district for more than one year shall be suspended, demoted, terminated or non-reemployed during the term of his/her contract only for cause as provided in this policy. In addition to the definition of cause stated in section 3 of this policy, "cause" shall also specifically include lack of funds or lack of work. Any support employee who has been employed by the district for less than one year (12 months) is not entitled to invoke the procedures of this policy and such employee's contract can be terminated at any time without cause.

3. Cause For Suspension, Demotion, Termination Or Nonreemployment

A. A support employee may be suspended, demoted, terminated or non-reemployed during the term of his/her contract for any of the following:

i. Violation of any rule, regulation or requirement issued by the office of the superintendent or board of education of the district; or

ii. Conduct not otherwise specified in the above rules, regulations or requirements which constitutes insubordination, neglect of duty, incompetency in job performance, dishonesty, or causing or allowing damage, destruction or theft of school property.

B. The rules, regulations and requirements referred to above and the Rules for Conduct shall be furnished to each support employee at the time of his/her initial employment. In the event these rules are updated, a copy shall be timely distributed to support employees.

4. Procedures For Suspensions Without Pay, Terminations And Demotions

A. Any full-time support employee is subject to disciplinary action in the form of a suspension without pay, demotion or termination. Prior to instituting any such disciplinary action the full-time support employee shall receive the following hearing rights:

i. The superintendent of schools or his or her designee shall orally advise the support employee of the cause or basis for the proposed disciplinary action;

ii. The superintendent of the district or his or her designee shall explain to the support employee the evidence against the support employee;

iii. The superintendent of the district or his or her designee shall allow the support employee an opportunity to present his or her side of the matter.

B. After the support employee is afforded the above hearing rights the superintendent of the district or his or her designee may take any of the following actions:

i. Suspension without pay for ten (10) working days or less as a disciplinary measure;

ii. Suspension without pay pending investigation as to whether cause exists for the termination of the support employee;

iii. Demotion of the support employee;

iv. Termination of the support employee;

v. Conclude that no disciplinary action is appropriate.

C. The support employee shall have the right to appeal to the board of education a suspension without pay as a disciplinary measure, a demotion or a termination as set forth in the Procedures for Appeal to the board of education in section 6 below.

5. Procedures For Non-Reemployment

Prior to being non-reemployed, a full-time support employee who has been employed by the district for more than one (1) year shall be entitled to the following hearing rights:

A. The board of education or the superintendent of the district or his or her designee shall advise the support employee, in writing, of the board's intention to consider and act on the non-reemployment of the support employee for the subsequent fiscal year;

B. The written notification shall set out the cause(s) for such action;

C. The support employee shall have the right to contest his or her non-reemployment before the board of education as set forth in the Procedures for Appeal to the board of education in section 6 below.

6. Procedures For Appeal To The Board Of Education

A. After any suspension without pay as a disciplinary measure, or prior to the effective date of any demotion, termination during the term of his/her contract or non-reemployment, the support employee shall receive notice of his/her right to a hearing before the board of education as herein provided.

B. All notices shall be sent to the support employee by certified mail at the address of the support employee shown on the school records. If the support employee refuses to accept the notice or fails or refuses to pick up the notice after being notified by the post office to do so, then the support employee shall be deemed to have received the notice on the date that the notice was postmarked. The postmark shall be used to determine the timeliness of the notice.

C. A support employee who has been notified in writing of his/her suspension without pay as a disciplinary measure, demotion or termination during the

term of his/her contract or non-reemployment may notify the clerk of the board of education of the district within ten (10) working days of the postmark on the notice if the support employee desires a hearing before the board of education. If the support employee fails to notify the clerk of the board of education of the district in writing within ten (10) working days of the postmark on the notice that the support employee requests a hearing, the support employee shall be deemed to have waived the right to a hearing and the suspension without pay as a disciplinary measure, demotion or termination action shall be final and, in the case of a non-reemployment, the board may take final action to non-reemploy the employee without further notice or hearing rights.

D. Hearing before board of education:

i. Upon timely notice as set forth above, the support employee shall be entitled to a hearing before the board of education. The hearing shall be conducted at the next, or next succeeding, regularly scheduled meeting of the board of education if the request for the hearing was received at least ten (10) days prior to the next, or next succeeding, regularly scheduled board of education meeting. At the request of the support employee or at the discretion of the board of education, the board of education shall call a special meeting to conduct the requested hearing, which special meeting shall be held no earlier than ten (10) days nor later than thirty (30) days after receipt of the support employee's request.

ii. At the hearing before the board of education, the support employee shall be entitled to be represented by counsel, to cross-examine witnesses presented by the district, to present witnesses on his/her behalf and to present any relevant evidence or statement which the support employee desires to offer. The hearing shall be conducted in "open" session. The hearing shall commence with a statement to the support employee of his or her rights at the hearing. Following this statement, the district administration shall present facts showing the cause for the support employee's suspension without pay as a disciplinary measure, demotion, termination or non-reemployment. The burden of proof shall be upon the district administration. The support employee shall then have the right to present his/her side of the matter. After both the district administration and the support employee have fully presented their respective positions, the board of education shall deliberate on the evidence in executive session. The board of education shall announce its findings and decision immediately in open session by individual voice vote. The decision shall be made by a majority of the board of education members present at the meeting.

iii. As to suspension as a disciplinary measure, demotion or termination, the board of education may affirm, modify or reverse the action taken against the support employee, including increasing or decreasing the severity of the original action. As to non-reemployment, the board may reemploy or non-reemploy the employee for the subsequent fiscal year.

iv. The decision of the board of education at the hearing shall be final and non-appealable.

7. Miscellaneous

This policy shall be effective immediately upon adoption by the board of education and shall supersede all previous policies regarding the subject matter contained herein. The board of education reserves the right to modify or amend this policy from time to time in any manner consistent with applicable law.

Nothing contained in this policy shall prevent the board of education from acting on its own volition in matters pertaining to suspension, demotion, dismissal or non-renewal of support employees.

SUPPORT EMPLOYEE RULES FOR CONDUCT

A support employee may be suspended, demoted, terminated or nonreemployed for violation of any of the following Rules for Conduct, as well as other standards of conduct included in school district policies:

1. Falsification of personnel or other records.

2. Unexcused failure to be at work station at starting time.

3. Leaving work station without authorization prior to lunch periods, or end of work day.

4. Abandonment of job (3 or more consecutive or non-consecutive absences in a rolling 6 month period without following the proper reporting procedures).

5. Unapproved or excessive absenteeism.

6. Chronic absenteeism for any reason.

7. Unapproved or excessive tardiness.

8. Chronic tardiness.

9. Wasting time or loitering during working hours.

10. Leaving work area during work hours, without permission, for any reason.

11. Possession of weapons on school premises[1] , in school district vehicles or while on duty.

12. Removing school district property or records from school district premises without proper authority.

13. Willful abuse, misuse, defacing, or destruction of school district property, including tools, equipment, or property of other employees.

14. Theft or misappropriation of property of employees or students of the school district.

15. Sabotage.

[1] Support personnel who are either (a) over the age of twenty-one (21) or (b) who are a military member or veteran and over age eighteen may possess a firearm in the school parking lot but that weapon must be stored in the employee's vehicle pursuant to Oklahoma law.

16. Distracting the attention of others.

17. Refusal to follow instructions of supervisor.

18. Refusal or failure to do work assignment.

19. Unauthorized operation of machines, tools, or equipment.

20. Threatening, intimidating, coercing or interfering with employees or supervisors.

21. Threatening, intimidating, coercing or exploiting students.

22. The making or publishing of false, vicious, or malicious statements concerning any employee or supervisor.

23. Creating a disturbance on school premises including but not limited to engaging in quarrelsome behavior and fighting.

24. Creating or contributing to unsanitary conditions.

25. Actions or omissions that jeopardize the health, safety, life, or property of self or others.

26. Practical jokes injurious to other employees, students or school district property.

27. Possession, consumption, or reporting to work under the influence of beer, alcoholic beverages (including wine), non-prescribed drugs, or controlled dangerous substances.

28. Disregard of known safety rules or common safety practices.

29. Unsafe operation of motor driven vehicles or equipment.

30. Operating machines or equipment without using the safety devices provided.

31. Gambling, lottery, or any other game of chance on school district property.

32. Unauthorized distribution of literature, written or printed matter of any description on school district property.

33. Posting or removing notices, signs, or writing in any form on bulletin boards of school district property at any time without specific authority of the administration.

34. Poor workmanship.

35. Immoral conduct or indecency including abusive and/or foul language.

36. Excessive personal calls during working hours, except for emergencies. This includes in-coming and out-going calls.

37. Walking off job.

38. Clocking in or out on another employee's time card or time sheet.

39. Smoking or using tobacco products in an unauthorized area, including the use of e-cigarettes, personal vaporizes and other similar devices, regardless of whether those devices are used with cartridges containing nicotine.

40. Refusal of job transfer, if the transfer does not result in a demotion.

41. Abuse of "breaks" (rest periods) or meal period policies.

42. Insubordination of any kind.

43. Dishonesty of any kind, including withholding pertinent information from a supervisor.

44. Wrongdoing of any kind.

45. Violation of a law or regulation.

46. Sexual harassment of an employee, a student or a third party such as a patron or vendor.

47. Engaging in discriminatory conduct (including discrimination based on race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, or age) against an employee, student, or third party.

48. Violation of a policy or rule enacted to ensure orderly and proper job performance or for the safety of self or others.

49. Misuse or abuse of any school district leave policy or guidelines.

50. Any intentional act or omission which constitutes a material or substantial breach of job duties, responsibilities or obligations.

51. Any conduct which the employee knew or should have reasonably known was a violation of school rules or policies.

52. When it is in the best interest of the school district, any support personnel may be suspended, demoted, terminated or nonreemployed.

53. Because of the difficulty of retaining competent support employees on a temporary basis over an extended period of time, a support employee shall be subject to termination or nonreemployment for inability to perform the essential job requirements if the employee is unable due to illness or accidental injury to return to work for his or her regularly scheduled hours and to perform all of the essential duties of the position (with or without

reasonable accommodation) within 12 work weeks or the number of work days equal to the employee's total accumulated sick leave days, whichever is longer, measured from the date of the first absence due to the condition resulting in the extended absence.

54. Unauthorized access of a computer, mobile phone or website.

RESIGNATION OF SUPPORT EMPLOYEES

Support employees may submit a written resignation from employment with the district at any time. The resignation must be written, dated, signed and specify the date upon which it is effective. An acknowledgment of receipt of hand delivered copies shall be placed on the face of the resignation.

The superintendent is authorized to accept the written resignation of any support employee and shall advise the support employee in writing that the resignation has been accepted. The superintendent shall advise the board of education of the support employee's resignation and whether he/she has accepted the resignation.

Payment of final compensation shall be processed and disbursed at the scheduled times.

EVALUATION OF SUPPORT PERSONNEL

An approved evaluation instrument will be used to evaluate the district support personnel on the basis of job performance as listed on their job description. A copy of the evaluation will be given to the employee and a copy will be placed in the employee's personnel file. Evaluations of support employees will be completed no later than May 15th of each year.

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Employees - Support* Adopted: August 1, 2016; Revised: September 3, 2019; August 3, 2020; August 5, 2024

ALCOHOL AND DRUG TESTING FOR BUS DRIVERS

Purpose

The purpose of this policy is to prevent accidents and injuries resulting from alcohol or controlled substance use by drivers of commercial motor vehicles. This policy is intended to comply with the school district's mandatory obligations under regulations issued by the United States Department of Transportation ("DOT").

Definition of Terms

Certain terms used in this policy have the following meaning unless the context plainly shows otherwise:

1. "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol.

2. "Alcohol concentration" means the number of grams of alcohol (for example: 0.04) in 210 liters of expired deep lung air.

3. "Alcohol confirmation test" means a subsequent test using an EBT (a breath testing device), following a screening test with a result of 0.02 or greater, that provides quantitative data about the alcohol concentration.

4. "Alcohol screening device" ("ASD") means a breath or saliva device, other than an EBT, that is approved by the National Highway Traffic Safety Administration ("NHTSA") and appears on the Office of Drug & Alcohol Policy & Compliance's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids" because it conforms to the model specifications from NHTSA.

5. "Alcohol use" means the drinking or swallowing any beverage, mixture or preparation, including any medication, containing alcohol.

6. "BAT" means a qualified breath alcohol technician.

7. "Cancelled test" means a drug or alcohol test that has a problem identified and cannot be or has not been corrected. A cancelled test is neither a positive or a negative test.

8. "CDL" means commercial driver's license.

9. "Clearinghouse" means the Federal Motor Carrier Safety Administration's (FMCSA) Commercial Driver's License Drug and Alcohol Clearinghouse.

10. ‘‘Collection site’’ means a place selected by the employer where employees present themselves for the purpose of providing a urine specimen for a drug test.

11. ‘‘Confirmatory drug test’’ means a second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite.

12. ‘‘Confirmed drug test’’ means a confirmatory drug test result received by a MRO from a laboratory.

13. "Controlled substance" means amphetamines, cannabinoids, cocaine, phencyclidine (PCP), opioids, or a metabolite of any of these substances.

14. ‘‘Designated employer representative’’ (‘‘DER’’) means an employee authorized by the employer to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the employer.

15. ‘‘Dilute specimen’’ means a urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

16. "Driver" means: (i) a school district employee who is required to have a CDL to perform the employee's duties; (ii) employees of independent contractors who are required to have CDLs; (iii) owner-operators; (iv) leased drivers; and (v) occasional drivers.

17. "EBT" means a device that is approved by NHTSA for the evidential testing of breath at the .02 and .04 alcohol concentrations, and appears on the Office of Drug & Alcohol Policy & Compliance’s Web page for ‘‘Approved Screening Devices to Measure Alcohol in Bodily Fluids’’ because it conforms to the model specifications available from NHTSA.

18. "Federal Act" means the Omnibus Transportation Testing Act of 1991 and the regulations issued by the United States Department of Transportation pursuant to that Act.

19. ‘‘Oklahoma Act’’ means the Oklahoma Standards for Workplace Drug and Alcohol Testing Act.

20. ‘‘Initial drug test’’ means the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

21. ‘‘Initial validity test’’ means the first test used to determine if a specimen is adulterated, diluted, or substituted.

22. ‘‘Invalid drug test’’ means the result reported by an HHS-certified laboratory in accordance with the criteria established by HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

23. ‘‘Medical review officer’’ (‘‘MRO’’) means a person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an

employer's drug testing program and evaluating medical explanations for certain drug test results.

24. "Safety-sensitive function" means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work.

25. "Screening Test Technician" ("STT") means a person who instructs and assists employees in the alcohol testing process and operates an ASD.

26. "Service agent" means any person or entity, other than an employee of the employer, who provides services to employers and/or employees in connection with DOT drug and alcohol testing requirements.

27. "Split specimen" means a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.

28. "Stand-down" means the practice 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 a verified test.

29. "Substance Abuse Professional" ("SAP") means a person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

30. "Substituted specimen" means a specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.

31. "Verified test" means a drug test result or validity testing result from a United States Department of Health and Human Services certified laboratory that has undergone review and final determination by the MRO.

Required Testing & Consent

The following testing is required of all drivers:

Pre-Employment Testing and Consent

A driver must pass an alcohol and controlled substance test prior to performing a safety-sensitive function. The test will be conducted during the hiring process or immediately before the driver first performs a safety-sensitive function.

1. Alcohol Testing

   A driver may not commence the performance of duties unless the test shows a concentration of less than 0.04. If the test shows a concentration of between 0.02 and 0.04, no safety-sensitive duties may be performed for at least 24 hours.

   A pre-employment alcohol test will not be required if:

i. The driver has undergone an alcohol test required by the Federal Act within the previous six weeks and tested under 0.04; and

ii. The driver provides evidence that no prior employer of the driver has any record of alcohol misuse by the driver within the previous six months.

2. Controlled Substances

The driver must receive a confirmed negative controlled substance test result from a medical officer, except that no testing is required if:

i. The driver has participated within the previous 30 days in a drug testing program meeting the requirements of the Federal Act; and

ii. While participating in the program, the driver either (a) was tested for controlled substances within six months prior to the date of employment application or (b) participated in a random controlled substance testing program for the 12 months prior to the date of the employment application; and

iii. The employer ensures that no prior employer of the driver of whom the employer has knowledge has records of a violation of this part or the controlled substance use rule of another DOT agency within the previous six months.

3. Preemployment Consent

The school district shall comply with the query requirements of the FMCSA, including participation in the Clearinghouse. This participation is described in detail in the District's policy on *Compliance with Regulations regarding the FMCSA Clearinghouse*. As part of this compliance, until January 6, 2023 the school district shall request the driver's written consent to obtain the following information from DOT-regulated employers who have employed the driver during the three (3) years before the date of the driver's application to a position requiring safety-sensitive duties:

i. Alcohol tests with a result of 0.04 or higher alcohol concentration;

ii. Verified positive drug tests;

iii. Refusals to be tested (including verified adulterated or substituted drug test results);

iv. Other violations of DOT agency drug and alcohol testing regulations; and

v. Documentation of the driver's successful completion of return-to-duty requirements (for those drivers who have violated a drug or alcohol regulation). If the previous employer does not have this

documentation, the school district shall request that the driver produce it.

A driver may not perform safety-sensitive functions if s/he refuses to consent in writing to the release of the above information.

This records check shall be in addition to any queries conducted on the Clearinghouse website. After January 6, 2023, the school district shall continue to seek records from employers to the extent required by FMCSA and DOT regulations and shall seek consents when such records checks are required.

Drivers are responsible for furnishing the district with accurate information regarding their employment history, including accurate identification of all former DOT-regulated employers.

The school district shall maintain a written, confidential record of the information obtained or of the good faith efforts made to obtain the information. This record shall be maintained for three years from the date of the driver's first performance of safety-sensitive functions.

Prior to the driver's first performance of safety-sensitive functions, the school district shall ask the driver whether s/he has tested positive, or refused to test, on any pre-employment drug or alcohol test (1) administered by a DOT-regulated employer, (2) in connection with a position for which the driver applied, (3) involving the driver's failure to obtain safety-sensitive transportation work, and (4) over the period of three years preceding the date of the employee's application for employment with the school district. If the driver admits to a positive test or a refusal to test within the past two years, the school district shall not allow the driver to perform safety-sensitive functions until and unless the driver documents successful completion of the return-to-duty process.

4. Consequences Associated with Preemployment Testing

The school district may decline to employ an applicant who fails drug testing, provides false information, or who fails to cooperate with the district in procuring testing and test results. To the extent the applicant has been offered employment or placed in an alternate position pending the receipt of test results, the offer may be withdrawn and alternate employment terminated in accordance with the district's policies and procedures applicable to employee termination.

Post-Accident Testing

1. Alcohol

As soon as practical following an accident, an alcohol test will be administered to the following drivers:

i. Each surviving driver who was performing safety-sensitive functions with respect to the vehicle, if the accident involves loss of life.

ii. Each surviving driver who received a moving traffic violation arising from the accident within eight hours of the occurrence, if the accident involved:

a. bodily injury to any person that necessitated immediate medical treatment away from the scene of the accident; or

b. at least one vehicle incurred disabling damage as a result of the accident that required the vehicle to be transported away from the scene by a tow truck or other vehicle.

If the test is not administered within two hours of the accident, the employer must prepare and maintain a record of why the test was not administered. If the test is not administered within eight hours of the accident, the driver's supervisor shall cease attempts to administer an alcohol test and shall prepare a written report explaining why a test was not given.

Drivers shall remain readily available for testing. A driver leaving the scene of an accident without a valid reason prior to submission to the test may be deemed to have refused to submit to testing.

A breath or blood alcohol test conducted by a law enforcement agency will be considered to meet these requirements if the test meets the requirements of the Federal Act and the test results are obtained by the school district.

2. Controlled Substances

As soon as practical following an accident, a test for controlled substances will be administered to the following drivers:

i. Each surviving driver who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life.

ii. Each surviving driver who received a moving traffic violation arising from the accident, if the accident involved:

a. bodily injury to any person that necessitated immediate medical treatment away from the scene of the accident; or

b. at least one vehicle incurred disabling damage as a result of the accident that required the vehicle to be transported away from the scene by a tow truck or other vehicle.

The test is to be administered within thirty-two (32) hours of the accident. If no test is made within that time period, then no test will be made and the driver's supervisor will prepare a written report stating the reasons for not administering a prompt test.

Drivers shall remain readily available for testing. A driver leaving the scene of an accident without a valid reason prior to submission to the test may be deemed to have refused to submit to testing.

A urine test for controlled substances administered by a law enforcement agency will be considered to meet these requirements if the test meets the requirements of the Federal Act and the results are obtained by the school district.

Random Testing

Random alcohol and controlled substances testing of drivers will be conducted throughout the year. Selection of the drivers to be tested will be made by a scientifically valid method, such as random-number table or a computer based random-generator matched with drivers' social security numbers, payroll identification numbers or other comparable identifying numbers. Dates for administering unannounced testing shall be unpredictable and spread reasonably throughout the calendar year.

Drivers are to be tested while performing safety-sensitive functions, just before performing those functions, or just after ceasing those functions. A driver who is notified of selection for random alcohol or controlled substances testing must proceed to the test site immediately, unless the driver is performing a safety-sensitive function other than driving, in which case the driver must cease performing the safety-sensitive function and proceed to the test site as soon as possible.

The minimum annual percentage rate for random alcohol testing will be ten percent (10%) of the average number of driver positions, subject to adjustment of the percentage by the Federal Highway Administration. The minimum annual percentage rate for random testing for controlled substances will be fifty percent (50%) of the average number of driver positions.

Reasonable Suspicion Testing

Alcohol and controlled substance testing will be conducted when there is reasonable suspicion to believe that a driver has violated a provision in this policy. Reasonable suspicion shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. Reasonable suspicion for controlled substance use may also be based on indications of the chronic and withdrawal effects of controlled substances.

Alcohol testing is authorized only if the observations are made during, just preceding, or just after the period of the work day that the driver is performing a safety-sensitive function. A written record must be made as to why an alcohol test was not made within two hours following a determination of reasonable suspicion of misuse. No test is to be made if eight hours passed after the determination.

Persons designated to determine whether reasonable suspicion exists shall receive at least sixty (60) minutes of training on performance indicators of probable alcohol misuse. The required observations shall be made by a supervisor who has received training in detecting the symptoms of alcohol/controlled substance misuse. The

supervisor who makes the determination that reasonable suspicion exists shall not conduct the alcohol test.

A written record will be made of the observations leading to a controlled substance reasonable suspicion test. The record will be signed by the supervisor who made the observations. The record will be made within twenty four (24) hours of the observed behavior or before the test results are received, whichever is earlier.

Return to Duty Testing

1. Returning after Reasonable Suspicion of Alcohol Abuse Determination

   A driver suspected of being under the influence of or impaired by alcohol will not be permitted to perform a safety-sensitive function until: (i) an alcohol test shows a concentration of less than 0.02; or (ii) 24 hours have elapsed following a determination that there was reasonable suspicion to believe the driver has violated the rules in this policy against alcohol misuse.

2. Returning after Violation of Prohibitions in this policy

   A driver who has engaged in conduct prohibited by this policy shall not be permitted to perform safety-sensitive functions until s/he first passes a controlled substance test and/or an alcohol test with an alcohol concentration of less than 0.02.

   A driver who has violated a provision in this policy cannot again perform any safety-sensitive duties for any employer until and unless the driver completes the SAP evaluation, referral, and education/treatment process.

Follow-up Testing

A driver who has been identified by a SAP as needing assistance in resolving problems with alcohol misuse or controlled substance use and who has returned to duty involving the performance of a safety-sensitive function will be subject to a minimum of six (6) unannounced follow-up alcohol and/or controlled substance tests over the following twelve (12) months. The SAP is the sole determiner of the number and frequency of follow-up tests, as well as whether the tests will be for drugs, alcohol or both. The SAP can direct additional testing during this period or for an additional period up to a maximum of sixty (60) months. The school district must carry out the SAP's follow-up testing requirements.

Test Procedures

Testing methodology will comply with the requirements of the Oklahoma Act, except that the requirements of the Federal Act stated in this policy supersede the provisions of the Oklahoma Act. Alcohol testing must be conducted in a location that provides visual and aural privacy to the driver, sufficient to prevent unauthorized persons from seeing or hearing the test.

Alcohol Testing Procedures

1. Initial Alcohol Screening Tests

i. Procedures for an Alcohol Screening Test Using an EBT or Non-Evidential Breath ASD

a. When the driver enters the testing location, the BAT or STT will require the driver to provide positive identification. If the driver requests, the BAT or STT will provide positive identification. The BAT or STT will explain the testing procedure. An individually-sealed mouthpiece is opened in the view of the driver and attached to the EBT. The driver will then blow into the mouthpiece for at least six (6) seconds or until the device indicates that an adequate amount of breath has been obtained. The BAT or STT will show the driver the displayed test result. If the EBT does not provide a printed result, the BAT or STT will record the test number, date, technician's name, location and test result in a log book. The driver will initial the log book. If the EBT provides a printed result, the result is either: (i) printed on the testing form; or (ii) affixed to the form with tamper-evident tape.

b. If the screening test result is less than 0.02, the BAT or STT will transmit the result in a confidential manner to the school district's DER, who is designated by the board of education or the school superintendent to receive and handle alcohol test results in a confidential manner.

c. If the breath test is 0.02 or higher, a confirmation test is required.

ii. Procedure for an Alcohol Screening Test Using Saliva ASD

a. When the driver enters the testing location, the STT will require the driver to provide positive identification. If the driver requests, the STT will provide positive identification. The STT will explain the testing procedure. The STT will check the expiration date on the device and show it to the driver. An individually wrapped package containing the device will be opened in the presence of the driver, and the driver will be instructed to insert the device into his or her mouth and use it in the manner described by the manufacturer. If the driver chooses not to use the device, the STT must insert the device into the driver's mouth and gather saliva.

b. If the screening test result is less than 0.02, the STT will transmit the result in a confidential manner to the school district's DER, who is designated by the board of education or the school superintendent to receive and handle alcohol test results in a confidential manner.

c. If the test result is an alcohol concentration of 0.02 or higher, a confirmation test is required.

2. Alcohol Confirmation Tests

i. All the confirmation tests must be conducted using an EBT. The confirmation test must occur no less than fifteen (15) minutes after the completion of the screening test and should occur no more than thirty (30) minutes after the completion of the screening test.

ii. Before a confirmation test is given, the BAT must conduct a "blank" test on the EBT to obtain a reading of 0.00. The remainder of the confirmation test is identical to the screening test for EBTs described in section 1.i.a above.

iii. If the confirmation test result is lower than 0.02, nothing further is required of the driver.

iv. If the confirmation test result is 0.02 or higher, the driver must sign and date the ATF. The BAT will immediately transmit the result to the DER in a confidential manner.

v. Refusal to take a required test has the same consequences as if the driver had tested 0.04 or more. The following constitutes a refusal to take a test: (1) failure to appear for any test within a time required to appear; (2) failure to provide an adequate amount of saliva or breath for testing without a valid medical explanation; (3) failure to cooperate with any part of the testing process; (4) failure to sign the alcohol testing form or ATF certification; (5) failure to remain at the testing site until the testing process is complete, unless the test is a pre-employment test; (6) failure to undergo a medical examination or evaluation due to insufficient breath sampling; (7) leaving the scene of an accident before being tested, except when reasonably necessary to receive medical treatment.

Controlled Substances Testing Procedures

In accordance with the Federal Act, testing for controlled substances may be conducted either through urine or oral fluid specimen testing. All collections must be collected as split specimens.

1. Procedures for Collection of Urine Specimens Under Direct Observation

i. The school district must direct an immediate collection under direct observation with no advance notice to the driver, if:

a. the laboratory reported to the Medical Review Officer ("MRO") that a specimen is invalid and the MRO has reported that there is not an adequate medical explanation for the result; or

b. the MRO reported that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed.

c. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen as negative-dilute and that a second collection must take place under direct observation

ii. The school district must direct a collection under direct observation of a driver if the drug test is a return-to-duty test or a follow-up test.

iii. A driver must receive an explanation of the reasons for a directly observed collection.

iv. If a driver declines to allow a directly observed collection, that driver will be considered to have refused to test.

2. Procedures for Testing for Controlled Substances

i. Testing for controlled substances shall be performed by a laboratory certified for testing by a specimen of that kind by the federal Department of Health and Human Services ("DHHS") under the National Laboratory Certification Program.

ii. Controlled substance testing may only be performed for the following five drugs or classes of drugs: (a) marijuana metabolites, (b) cocaine metabolites, (c) amphetamines, (d) opioids, and (e) phencyclidine (PCP).

iii. If the driver requests a test of a split specimen, the first laboratory will ship the unopened split specimen to a second DHHS-approved laboratory for testing. If the test of the split specimen fails to confirm the presence of a controlled substance, the entire test is cancelled.

iv. The driver must request a split specimen test verbally or in writing within 72 hours of being notified of a verified positive drug test or refusal to test because of adulteration or substitution.

v. If a driver does not make a request within 72 hours, the driver may present information to the MRO documenting that serious injury, illness, lack of actual notice of the verified test result, inability to contact the MRO, or other circumstances unavoidably prevented the driver from making a timely request.

vi. If a driver makes a timely request for a split specimen test, the school district must ensure that the MRO, first laboratory and second laboratory perform the split-specimen testing functions in a timely manner. If necessary, the school district must pay for the split specimen testing and seek reimbursement from the driver.

vii. The MRO will report split specimen test results to the DER and driver.

viii. The laboratory will report results directly to the MRO. The laboratory will not report the results to anyone else.

ix. When the MRO receives a confirmed positive, adulterated, substituted, or invalid test result from the laboratory, the MRO will attempt to contact the driver to determine whether the driver wants to discuss the test result. If the MRO cannot reach the driver after reasonable efforts to do so, the MRO must contact the DER but cannot tell the DER that the driver has a confirmed positive, adulterated, substituted, or invalid test result. The DER must then attempt to contact the driver. If the DER makes contact with the driver, the DER should simply direct the driver to contact the MRO immediately and inform the driver of the consequences of failing to contact the MRO within the next 72 hours. If the DER is unable to reach the driver after making three (3) attempts, spaced reasonably, over a 24-hour period, then the DER may place the driver on temporary medically unqualified status or medical leave. Documentation must be kept by the DER of any actual and/or attempted contacts with the driver, including the dates and times of the contacts. If the DER is unable to contact the driver within the 24-hour period, the DER must leave a message for the driver by voice mail, e-mail or letter to contact the MRO and inform the MRO of the date and time of this message.

x. ix. In the case of a urine test, if the MRO finds a negative test was dilute, the district will require the employee to submit to a retest. Such a retest will only be under direct observation if directed by the MRO.

xi. Confirmation testing for controlled substances will be performed in accordance with the Oklahoma Act, except when the Oklahoma Act conflicts with Federal law.

xii. The MRO may conduct additional testing of a specimen as authorized by the DOT if doing so is necessary to verify a test result

xiii. The MRO must verify a confirmed positive test result for marijuana, cocaine, amphetamines, semi-synthetic opioids (*i.e.* hydrocodone, hydromorphone, oxycodone, and oxymorphone) and/or PCP unless the driver presents a legitimate medical

explanation for the presence of the drug(s)/metabolite(s) in her or his system. In determining whether an employee's legally valid prescription consistent with the Controlled Substance Act for a substance in the categories constitutes a legitimate medical explanation, the MRO must not question whether the prescribing physician should have prescribed the substance.

xiv. The MRO must verify a confirmed positive test result for opiates in the following circumstances:

a. The MRO must verify the test result positive if the laboratory confirms the presence of 6-acetylmorphine (6-AM in the specimen)

b. In the absence of 6-AM, if the laboratory confirms the presence of either morphine or codeine at 15,000 ng/mL or above, the MRO must verify the test result positive unless the employee presents a legitimate medical explanation for the presence of the drug(s)/metabolite(s) in her or his system.

c. For all other opiate positive results, the MRO must verify a confirmed positive test result for opiates only if they determine that there is clinical evidence, in addition to the urine test, of unauthorized use of any opium, opiate or opium derivate.

xv. As part of the verification decision, the MRO must conduct a medical interview that includes reviewing the driver's medical history and any other relevant biomedical factors presented by the driver, as well as directing the driver to undergo further medical evaluation.

xvi. DOT tests must be completely separate from non-DOT tests in all respects, and DOT tests must take priority over non-DOT tests. DOT tests must be completed before a non-DOT test is begun. The results of a DOT test shall not be disregarded or changed based on the results of a non-DOT test.

Prohibitions

A driver will not be permitted to report to duty or to remain on duty requiring the performance of a safety-sensitive function if:

Alcohol

i. The driver has an alcohol concentration of 0.04 or higher as measured on a breath test.

ii. The driver displays behavior or appearance characteristics of alcohol misuse.

iii. The driver is under the influence of or is impaired by alcohol, as shown by behavioral, speech, and performance indicators of alcohol misuse.

iv. The driver possesses alcohol while on duty.

v. The driver uses alcohol during duty performance.

vi. The driver has used alcohol within the four hours prior to performing duties.

vii. The driver has had an accident within the last eight hours and has not taken a breath test showing clearance from prohibited alcohol levels.

viii. The driver has refused to take a breath test for alcohol use.

ix. The driver is taking any prescription or non-prescription medication containing alcohol, even if the driver has notified the driver's supervisor of the medication use.

Controlled Substances

i. The driver uses any controlled substance, unless the use is pursuant to a physician's written certification stating that the use does not adversely affect the driver's ability to safely operate a motor vehicle.

ii. A supervisor or administrative employee has actual knowledge that a driver has used a controlled substance.

iii. The driver has a verified positive test for a controlled substance.

iv. The driver displays behavior or appearance characteristics of controlled substance use.

v. The driver has refused to take a controlled substance test.

Refusal to Test

A driver has refused to take an alcohol or controlled substance test if s/he:

i. Fails to appear for any test as directed by the school district.

ii. Fails to remain at the testing site until the testing is complete.

iii. Fails to provide a urine specimen.

iv. Fails to provide a sufficient amount of urine when there is no adequate medical explanation for the failure.

v. Fails to permit a directly observed or monitored collection.

vi. Fails or declines to take a second test the school district or collector has directed.

vii. Fails to undergo a medical examination or evaluation as directed by the MRO as part of the verification process or as directed by the DER when the urine sample was insufficient.

viii. Fails to cooperate with any part of the testing process (e.g. refuses to empty pockets when directed to do so, behaves in a confrontational way that disrupts the collection process).

ix. Has a verified adulterated or substituted test result.

Standing Down Employees

Stand-down is "the practice 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."

i. DOT regulations prohibit employers from standing employees down, before the MRO has completed verification of the test result.

ii. A verified test is a drug test result or validity testing result from an HHS-certified laboratory that has undergone review and final determination by the MRO.

iii. The district may assign a driver non-driving duties pending the receipt of a verified test result when the district has reasonable suspicion to believe the employee is impaired.

iv. When the district does remove an employee from service, following verification of the drug test result, it will do so consistent with the confidentiality requirements, within its control, imposed by law.

Referral and Treatment

A driver who violates any of the prohibitions in this policy shall be advised of the resources available to the driver for evaluating and resolving problems associated with the misuse of alcohol or use of controlled substances, including the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs.

A driver who violates any of the prohibitions in this policy must be evaluated by a SAP who shall determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse or controlled substance use. The driver will not be permitted to perform safety-sensitive duties for any employer until and unless he or she completes the SAP evaluation, referral, and education/treatment process.

If the driver is identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, the driver must be evaluated by a SAP to determine if the driver has properly followed the prescribed rehabilitation program. The driver must be subject to unannounced follow-up alcohol and/or controlled substance tests upon return-to-duty.

The SAP will provide a written report directly to the DER highlighting the SAP's specific recommendations for a course of education and treatment with which the driver must comply prior to returning to the performance of safety-sensitive functions. Neither the driver nor the school district shall seek a second SAP's evaluation in order to obtain another recommendation. Only the SAP who made the initial evaluation may modify his or her initial recommendations.

If the SAP recommends that the driver continue treatment, aftercare or support group services after returning to safety-sensitive duties, the school district may require the driver to participate in the recommended treatment or services as part of the return-to-duty agreement.

These requirements do not apply to drivers refusing to be tested or drivers having a preemployment test of 0.04 or more.

The school district is not required to return a driver to safety-sensitive duties just because the driver complies with the SAP's recommendations.

Educational Materials

Each driver shall receive educational materials that explain: (1) the alcohol misuse prevention requirements; (2) the school district's policies and procedures; (3) the identity of a contact person knowledgeable about the materials; (4) factual information on the effects of controlled substance use and alcohol misuse on personal life, health and safety; (5) where help can be obtained, including information regarding the school district's Employee Assistance Program; (6) categories of employees subject to testing; (7) a description of prohibited conduct and the circumstances that trigger testing; (8) testing procedures and safeguards; (9) what constitutes a refusal to submit to testing and the consequences; (10) signs and symptoms of an alcohol or controlled substance problem; (11) consequences for drivers with an alcohol test level of 0.02 or more but less than 0.04; and (12) the consequences of violating the rules in this policy. The district's staff will prepare and distribute appropriate educational materials as provided for in this section.

Maintenance of Records

Upon written request, a driver is entitled to obtain copies of any school district records concerning the driver's use of alcohol or controlled substances, including test results.

The school district shall not release individual test results or medical information about a driver to third parties without the employee's specific written consent to the release of a particular piece of information to a particular person or organization. Notwithstanding this prohibition, the school district may release information pertaining to a driver's drug or alcohol test without the employee's consent in certain legal proceedings.

Disciplinary Action

Employees who violate any prohibition in this policy will be subject to disciplinary measures, including employment termination. Likewise, employees whose test results are positive for alcohol or controlled substances are subject to disciplinary actions, including employment termination. The same disciplinary consequences face individuals who provide false information in connection with the testing process or who fail to cooperate with the district's efforts to fulfill its testing obligations.

Clearinghouse Participation

The school district shall report to the Clearinghouse in any situation required by 49 C.F.R. §382.705(b) and shall supply all required information. MROs and SAPs shall also be required to report to the Clearinghouse any situation to which they are required to provide information under 49 C.F.R §382.705. The situations where reporting is required are described in detail in the school district's policy on *Compliance with Regulations regarding the FMCSA Clearinghouse*.

Other Policies

This policy does not supersede any other school district policy pertaining to alcohol misuse or controlled substance use by school district employees, except to the extent that this policy is specific to drivers performing safety-sensitive functions. To the extent permitted by federal law, this policy is to be interpreted consistent with Oklahoma's Act regarding drug and alcohol testing of personnel.

COMPLIANCE WITH REGULATIONS REGARDING THE FMCSA CLEARINGHOUSE

The District is committed to complying with all federal regulations and assuring the safety of its students. Therefore, it is the policy of the District to comply with all Federal Department of Transportation (DOT) agency regulations regarding mandatory use of the Federal Motor Carrier Safety Administration's (FMCSA) Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse (Clearinghouse) to screen its current and prospective CDL employees before and throughout their employment with the District. This policy supplements the District's existing drug and alcohol testing policies regarding bus drivers.

The District may contract with a Consortium/Third-Party Administrator (Consortium) to manage its compliance with this policy and law regarding the Clearinghouse, except its obligations to register and set up and account with the Clearinghouse and pay for queries.

Definitions

"CDL Employee" means an employee of the District who performs a safety-sensitive function and must hold a CDL as a condition of their employment. This definition expressly includes any individual subject to drug testing under the District's *Drug Testing for Bus Drivers* policy.

"Current CDL Employee" means an CDL employee who was hired prior to January 6, 2020.

"Prospective CDL Employee" means either:

- a current employee of the District who seeks to perform safety-sensitive functions for the first time after January 6, 2020, and must hold a CDL as a condition to perform those safety-sensitive functions, or
- an applicant for a position within the District who was or will be hired after January 6, 2020, for which holding a CDL is a condition of employment.

Non-Delegable Duties Regarding the Drug and Alcohol Clearinghouse

The District shall itself register and set up an account with the Clearinghouse and purchase queries from the Clearinghouse. It shall not contract with a Consortium to perform those duties.

CDL Employees Hired After January 6, 2020: Pre-Employment Screening

- The District shall require all prospective CDL employees to register themselves with the Clearinghouse and provide the District with digital consent to obtain all information available from a full query.
- Until January 6, 2023, the District shall also secure the prospective CDL employee's written consent to obtain from previous and current DOT-regulated employers the following information covering the past three (3) years:
    - Any verified positive, adulterated, or substituted controlled substances test result; any alcohol confirmation test with a concentration of 0.04 or higher; any refusal to submit to a test in violation of 49 C.F.R. § 382.211; or any employer has reported actual knowledge, as defined at § 382.107, that

the driver used alcohol on duty in violation of § 382.205, used alcohol before duty in violation of § 382.207, used alcohol following an accident in violation of § 382.209, or used a controlled substance, in violation of § 382.213.

- The District shall obtain the necessary consent and conduct a full query through the Clearinghouse for all prospective CDL employees and obtain results that confirm the prospective CDL employee's Clearinghouse record contains none of the violations listed in this section before permitting any prospective CDL employee to perform a safety-sensitive function for the District, including operating a CMV.
- Once a prospective CDL employee has been hired, the District will conduct query requirements on the employee to the same extent those required on Current CDL Employees.

Current CDL Employees: Conducting Queries from the Clearinghouse

- At least annually (defined as once per 365-day period), the District shall conduct queries (full or limited) from the Clearinghouse on each CDL employee to determine whether information exists in the Clearinghouse. Any query run on an employee (including any full query run on a prospective CDL employee) shall count towards this requirement.
- When the District runs full queries on its CDL employees, it shall require those employees to register with the Clearinghouse and provide digital consent for the District to obtain all information available from a full query.
- The District may, in lieu of full queries, annually obtain its CDL employees' written consent and perform limited queries of the Clearinghouse.
  - Should a limited query show that information exists within the Clearinghouse about a particular CDL employee, the District shall, within 24 hours of conducting the limited query, require the employee to register with the Clearinghouse (if not already registered) and provide digital consent for the District to obtain all information available from a full query; the District shall then conduct a full query to confirm the CDL employee's Clearinghouse record contains none of the prohibitions listed below.
  - If the District fails to conduct a full query with the prescribed 24 hours, it shall not permit the CDL employee to continue to perform safety-sensitive functions until the District obtains a full query showing none of the prohibitions listed below.

Prohibitions

- The District shall not permit a CDL employee to perform any safety-sensitive function if they refuse to provide the necessary consents or the results of a Clearinghouse query demonstrate any of the following:
  - a verified positive, adulterated, or substituted controlled substances test result; an alcohol confirmation test with a concentration of 0.04 or higher; a refusal to submit to a test in violation of 49 C.F.R. § 382.211; an employer has reported actual knowledge, as defined at § 382.107, that the driver used alcohol on duty in violation of § 382.205, used alcohol before duty in violation of § 382.207, used alcohol following an accident in violation of § 382.209, or used a controlled substance in violation of § 382.213, except where a query of the Clearinghouse demonstrates that:
    - (1) That the driver has successfully completed the Substance Abuse Professional (SAP) evaluation, referral, and education/treatment process

set forth in part 40, subpart O, of title 49; achieves a negative return-to-duty test result; and completes the follow-up testing plan prescribed by the SAP.

- (2) That, if the driver has not completed all follow-up tests as prescribed by the SAP in accordance with 49 C.F.R. § 40.307 and specified in the SAP report required by § 40.311, the driver has completed the SAP evaluation, referral, and education/treatment process set forth in part 40, subpart O, of title 49 and achieves a negative return-to-duty test result, and the employer assumes the responsibility for managing the follow-up testing process associated with the testing violation.

Recordkeeping Requirements

- The District shall retain for three (3) years a record of each Clearinghouse query it runs and all information received in response to each query made. The District shall additionally retain any written employee consent to limited queries for a period of not less than three (3) years from the last date a query was run on the employee.

Updating the Clearinghouse

- The District or a Service Agent on behalf of the District, shall, by the close of the third business day following the date on which it obtained information related to a CDL employee, update the Clearinghouse with all information required under 49 C.F.R. §382.705(b), in any of the following circumstances:
    - An alcohol confirmation test with a concentration of 0.04 or higher or a refusal to test for alcohol.
    - Refusal to test for drugs when the a determination by an MRO is not required.
    - Actual knowledge (defined by 49 C.F.R 382.107) that a driver has used alcohol on duty, used alcohol within four (4) house of coming on duty, used alcohol prior to a post-accident test, or has used a controlled substance.
    - Negative return-to-duty test results (drug and alcohol testing); and
    - Completion of a follow-up test.
- A SAP or MRO as defined in the *Drug Testing for Bus Drivers* policy shall report any information required by 49 C.F.R. 382.705 in the circumstances required pursuant to that regulation. The circumstances that must be reported include:
    - Verified positive, adulterated, or substituted controlled substance tests results (MRO);
    - Refusal-to-test determination by the MRO (MRO);
    - A negative return-to-duty test (SAP); and
    - An employer's report of completion of follow-up testing (SAP);

Use of the Drug and Alcohol Clearinghouse to Comply with 40 C.F.R. § 40.25

- As of January 6, 2023, the District shall use the Clearinghouse in accordance with 49 C.F.R. § 382.701(a) to comply with its obligations under 49 C.F.R. § 40.25 regarding its drug and alcohol testing requirements for CDL employees; except, where an employee subject to follow-up testing has not successfully completed all follow-up tests, the District shall then request the employee's follow-up testing plan directly from the previous employer in accordance with § 40.25(b).

Additionally, the District shall request information required under § 40.25 directly from those employers regulated by a DOT agency other than FMCSA if a prospective CDL employee was subject to an alcohol and controlled testing program under the requirements of a DOT Agency other than FMCSA.

STUDENT RECORDS

Purpose

This policy and the procedures included within it are intended to satisfy the requirements of the Family Educational Rights and Privacy Act (FERPA) and Oklahoma law. The board of education authorizes the superintendent to inform parents, students and the public of the policy and to take appropriate action to implement the policy and procedures.

Definitions

For purposes of this policy, the following definitions apply:

1. Student - Any individual who attends or has attended a program of instruction sponsored by the board of education of the district and for whom it maintains education records.

2. Eligible student - A student who has reached age 18 or is attending a postsecondary school.

3. Parent – A parent of a student, including a natural parent, a guardian or an individual acting as a parent in the absence of a parent or guardian. The district will assume that either parent has a right of access to records regardless of custody orders unless the district has been provided with evidence that the right of access has been revoked. Documents such as a court order or other legally binding document relating to such matters as divorce, separation or custody that specifically revoke the right to inspect and review records must be provided to the district to prevent parent access to student records.

4. Education records - Any record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche or other method of recording information) directly related to a student and maintained by the district or a party acting for the district, except:

    A. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

    B. Records of a law enforcement unit of the district, but only if education records maintained by the district are not disclosed to the unit, and the law enforcement records are maintained separately from education records; maintained solely for law enforcement purposes; and disclosed only to law enforcement officials of the same jurisdiction.

C. An employment record made and maintained in the normal course of business that is not available for use for any other purpose and that relates exclusively to a student in his or her capacity as a district employee. (This provision does not include employment activities for which a student receives a grade or credit in a course.)

D. Records on an eligible student that are:

i. Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in a professional capacity or assisting in a paraprofessional capacity;

ii. Made, maintained or used only in connection with treatment of the student (treatment does not include remedial educational activities or activities that are part of the program of school instruction); and

iii. Disclosed only to individuals providing the treatment.

E. Alumni records that relate to the student after he or she no longer attends classes provided by the district that are not directly related to the individual as a student.

F. Grades on peer-graded papers before they are collected and recorded by a teacher.

5. Personally identifiable information – The term includes, but is not limited to any information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty. The term also includes information requested by a person who the district reasonably believes knows the identity of the student to whom the education records relates. Personally identifiable information includes the student's name; the student's parents' or other family member's name; the student's or family's address; a personal identifier such as the student's social security number, student number or biometric record; and other indirect identifiers such as the student's date of birth, place of birth and mother's maiden name.

6. Dates of attendance -

A. The period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester or a first quarter.

B. The term does not include specific daily records of a student's attendance at an educational agency or institution.

7. Directory information - Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Student identification numbers, if displayed on school ID

badges, are also considered directory information *unless* the use of a password or PIN is required to authenticate the use of the ID number.

8. Authorized representative – An individual directly employed by a local or state educational agency, an entity designated by the local or state educational agency, or an individual employed by such entity engaging in audits, evaluations or any other compliance or enforcement activity.

9. Early childhood education program – Head Start or Early Head Start programs, state licensed or regulated childcare programs, and other similarly situated programs.

10. Education program – Elementary, secondary, postsecondary, career and technical institutes and schools or any program that is principally engaged in the provision of education.

Annual Notice

The district will notify parents and eligible students annually of their rights under FERPA by means of a district newsletter, newspaper notice, school handbook or individual notice. The notice will inform parents and eligible students that they have the right to:

1. Inspect and review the student's education records. The notice will also identify the procedure for exercising this right.

2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights. The notice will also identify the procedure for requesting amendment.

3. Consent to disclosures of personally identifiable information contained in the student' education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. The district will also include in the notice its policy for disclosing education records to schools in which the student subsequently seeks or intends to enroll, its criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

4. File a complaint with the U.S. Department of Education concerning the district's alleged failure to comply with FERPA.

The district will arrange to provide translations of its annual notice to non-English speaking parents in their native language and to effectively notify parents or eligible students who are disabled.

All rights and protections given parents under FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student."

The Right to Inspect and Review the Student's Education Records

Parents of students and eligible students may inspect and review 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. The parent or eligible student may also provide consent to have a representative inspect and review the records. Access will be provided during school hours and within no more than 45 days of the request.

Access to a child's confidential records will be provided upon request before any IEP meeting or hearing relating to the identification, evaluation or educational placement of a child or the provision of a free and appropriate education to the child and in all cases within no more than 45 days of a request.

The district will not withhold a parent's or eligible student's right to inspect and review student records because of debts owed the district.

The right to inspect education records also includes the right to an explanation and interpretation of the records by school officials.

Parents or eligible students should submit to the student's school principal a written request that identifies as precisely as possible the records he or she wishes to inspect. Since a student's records may be maintained in several locations, the school principals should 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 parents and eligible students wish to inspect records where they are maintained, school principals will make every effort to accommodate their wishes. The principal (or other 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.

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.

The district is not required to give an eligible student access to treatment records (as defined by the term "education records" in the Definitions section of this policy), but the student may have those records reviewed by a physician or other appropriate professional of the student's choice.

Provision of Records to Receiving Virtual Charter School

The District shall transmit a student's records to a virtual charter school within three (3) school days after receiving notice that the student has transferred to the virtual charter school.

Copies of Records

The district will provide the parent with a copy of the student's education records under the following circumstances:

1. If mutually agreed by both the parent or eligible student and the district.

2. If failure to provide copies would effectively prevent the parent or eligible student from exercising the right to inspect and review the records. This may arise when a valid reason, such as working hours, the distance between

record location sites or health, prevents a parent or eligible student from personally inspecting and reviewing a student's education record.

3. At the request of the parent or eligible student when the district has provided the records to third parties by the prior consent of the parent or eligible student.

4. At the request of the parent or eligible student when the district has forwarded the records to another school where the student seeks or intends to enroll.

The district will charge a fee for copies of education records. When a fee represents an unusual hardship, the record custodian may waive it in part or entirely. However, the district reserves the right to make a charge for copies such as transcripts it forwards to potential employers or to colleges and universities for employment or admissions purposes.

The district's fee for copies provided under FERPA will range from no cost to .25 per page (actual copying cost less hardship factor). The district will not charge for the costs of search and retrieval.

Types and Locations of Education Records in the District

TYPES	**LOCATION**	**CUSTODIAN**
Cumulative School Records (current students)	Building Site	Building principal
Cumulative School Records (former Students)	District Business Office	Superintendent or designee
Health Records	Building Site	Building principal or nurse
Speech Therapy Records Psychological Records Special Test Records	Lincoln Elementary or District Business Office	Special education director
Transportation Records	District Business Office	Superintendent or designee
Occasional Records (Student Education Records not identified above, such as those in superintendent's office, in the school attorney's office or in the personal possession of teachers.)	District Business Office	Superintendent or designee

Directory Information

The district designates the following information contained in a student's record as "directory information," and it will disclose that information without the prior written consent of the parent or eligible student:

1. The student's name;

2. The student's address;

3. The student's telephone listing;

4. The student's date and place of birth;

5. The student's dates of attendance;

6. The student's grade level (i.e., first grade, tenth grade, etc.);

7. The student's participation in officially recognized activities and sports;

8. The student's degrees, honors and awards received;

9. The student's weight and height, if a member of an athletic team;

10. The most recent educational agency or institution attended;

11. The student's photograph; and

12. The student's electronic mail address.

The district will notify parents and eligible students annually of the designated items of directory information by means of a district newsletter, newspaper notice, school handbook or individual notice. Parents and eligible students have the right to exclude directory information from public access by notifying the superintendent's office in writing of any or all of the items they refuse to permit the district to designate as directory information about that student. The student's records will be marked to indicate the items the district will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

Use and Disclosure of Student Education Records

District officials may release information from a student's education record if the student's parent or the eligible student gives his or her signed and dated prior written consent for the disclosure. The written consent must:

1. Specify the records that may be disclosed;

2. State the purpose of the disclosure; and

3. Identify the party or class of parties to whom the disclosure may be made.

The district will only release information from or permit access to a student's education record with a parent or eligible student's prior written consent, except in the following instances permitted by FERPA:

1. The disclosure is to other school officials, including teachers, within the district whom the district has determined to have legitimate educational interests.

   A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel; a person serving on the board; a person or company with whom the district has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The district will use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests. The district will ensure that its policy for controlling access to education records is effective and remains in compliance with the legitimate educational interest requirement of the FERPA regulations.

   A contractor, consultant, volunteer or other party to whom the district has outsourced institutional services or functions may be considered a school official provided that the outside party performs an institutional service or function for which the district would otherwise use employees; is under the district's direct control concerning the use and maintenance of education records; and is subject to the requirements of FERPA regulations governing the use and redisclosure of personally identifiable information from education records.

2. The disclosure is to officials of another school, school system or institution of post secondary education where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is related to the student's enrollment or transfer. (Parents and students have a right to obtain copies of the records disclosed under this provision).

3. The disclosure is to authorized representatives of the Comptroller General of the United States, the U.S. Secretary of Education, or state and local educational authorities. Military services representatives shall have access to student directory information unless the parent, legal guardian or the student age 18 or older specifically denies such access in writing. Military services representatives have the same access to secondary school students as is generally provided to post secondary institutions or prospective employers unless denied in writing by the parent, legal guardian or student age 18 or older.

4. The disclosure is in connection with financial aid for which the student has applied or that the student has received, if necessary to determine eligibility for the aid, the amount of the aid, the conditions for the aid, or to enforce the terms and conditions of the aid.

5. The disclosure is to organizations conducting studies for or on behalf of the district to develop, validate or administer predictive tests, administer student aid programs or improve instruction in compliance with Section 99.31(a)(6) of the FERPA regulations.

6. The disclosure is to accrediting institutions to carry out their accrediting functions.

7. The disclosure is to parents of eligible students if the parents claim the student as a dependent as defined in Section 152 of the Internal Revenue Code of 1986.

8. The disclosure is to comply with a judicial order or lawfully issued subpoena. The district will make a reasonable effort to notify the student's parents or the eligible student before making a disclosure under this provision unless:

   A. the disclosure is in compliance with a federal grand jury subpoena and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;

   B. the disclosure is in compliance with any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;

   C. the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning the investigation or prosecution of an offense listed in the Patriot Act or an act of domestic or international terrorism as defined by law;

   D. the district initiates legal action against a parent or student, the district may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the district to proceed with the legal action as plaintiff; or

   E. the parent or eligible student initiates legal action against the district, the district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the district to defend itself.

9. The disclosure is to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making this determination the district may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the district determines that there is an articulable and significant threat, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

10. The disclosure contains only "directory information" as defined in this policy, and the parent or eligible student has not refused to allow the district to designate that item as directory information for the student.

11. The disclosure is made directly to the parent or eligible student.

12. If a state law adopted before November 19, 1974, allows certain specific items of information to be disclosed in personally identifiable form from student records to state and local officials or authorities concerning the juvenile justice system and the system's ability to effectively serve the student whose records are released or if a state law adopted after November 19, 1974, allows such information to be disclosed to state or local officials concerning the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released.

Prior to the release of education records without a parent or eligible student's advance written consent, the district will require an authorized representative of the entity receiving the records to complete a written agreement. The agreement will state, at a minimum:

- the identity of the authorized representative
- the specific personally identifiable information that is to be disclosed
- a clear description of the activity and purpose for the disclosure
- the authorized representative will not re-disclose the personally identifiable information
- the authorized representative will destroy the personally identifiable information within the time set forth in the agreement

The district will use reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the district discloses personally identifiable information from education records.

Upon request, the student's parent or eligible student may obtain a copy of any records disclosed under this provision.

Record of Requests for Access and Disclosures Made From Education Records

The district will maintain an accurate record of each request for access to and each disclosure of personally identifiable information from the education records of each student. The district will maintain this record with the student's education records as long as the records are maintained.

For each request or disclosure the record will include:

1. The name of the party who requested or received personally identifiable information from the education records; and

2. The party's legitimate interests in requesting or obtaining the information.

The district will record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception in FERPA:

1. The articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and

2. The parties to whom the district disclosed the information.

As permitted by FERPA, the district may disclose personally identifiable information from an education record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the parent or eligible student. The district will inform a party to whom such disclosure is made of this nondisclosure requirement.

In the alternative, the district may disclose personally identifiable information with the understanding that the party receiving the information may make further disclosure of the information on the district's behalf if:

1. The disclosures meet the requirements of the Use and Disclosure of Student Education Records section of this policy (§99.31);

2. The district makes a record of the disclosure that includes the names of the additional parties to whom the receiving party may disclose the information on the district's behalf and the legitimate interests each additional party has in requesting or obtaining the information (§99.32(b)); and

3. The district maintains a record of the names of state and local educational authorities and federal officials and agencies that may make further disclosures of personally identifiable information from the student's education records without prior written consent and maintains this record with the student's education records as long as the records are maintained (§99.32(b)(2).

Procedures to Seek to Correct Education Records

Parents and eligible students have a right to seek to change any part of the student's record they believe is inaccurate, misleading or in violation of student rights. The district will not use this procedure to consider a request to change the grade a teacher assigns for a course. Absent authorization from the State Board of Education, the district will not modify sex or gender designations on any prior year records.

For purposes of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is alleged to be inaccurate, misleading or in violation of student rights. The term "correct" will be used to describe a record that is alleged to be 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 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 a change at several levels in the procedure.

First level decision - When a parent of a student or eligible student finds an item in the student's education record that he or she believes is incorrect, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error

and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the custodian cannot change the record to the requester's satisfaction or the record does not appear to be obviously incorrect, the custodian will provide the requester a copy of the questioned record at no cost; ask the requester to initiate a written request for the change; and 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: is inaccurate and why; is misleading and why; or violates student rights and why. The requester must sign and date the request.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (such as 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 he or she has made the change. 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 custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of his or her findings in the matter. He or she will transmit this summary and a copy of the written request to the superintendent.

Third level decision - The superintendent or designee 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 board of education (in executive session)). He or she will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it will take longer, the superintendent or designee will notify the requester in writing of the reasons for the delay and a date when the decision will be made.

If the superintendent or designee 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 he or she would if the change had been made at the second level.

If the superintendent or designee decides the record is correct, he or she will prepare a letter to the requester which will include:

1. The 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 designee 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 requester 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 or designee 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 one week after the hearing, the hearing officer will submit to the superintendent or designee 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 superintendent or designee will prepare the district's decision within two weeks of the hearing. That 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 or designee may overrule the hearing officer if he or she believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent or designee will take one of the following actions:

1. If the decision is that the district will change the record, the superintendent or designee 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 or designee will prepare a written notice to the requester, which will include:

   A. The 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. A notice that the requester may place in the student's education record an explanatory statement that states the reasons he or she disagrees

with the district's decision and/or the reasons he or she believes the record is incorrect.

Final administrative step in the procedure - When the district receives an explanatory statement from a requester after a hearing, it will maintain that statement as part of the student's education record as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record, and whenever the questioned part of the record is disclosed, the explanatory statement will also be disclosed.

Complaints

If a parent of a student, an eligible student or a citizen of the district believes that the district is violating FERPA, that person has a right to file a complaint with the Department of Education. The contact information is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5091
Telephone: (202) 260-3887

Availability of Policy

Copies of this policy will be available for parent and eligible student review in the principal's office of each school building and in the superintendent's office.

Reference: O.A.C. 210: 10-1-24

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that affords parents and "eligible students" over 18 years of age certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days from the day the district receives a request for access.

   Parents or eligible students must submit a written request to the school principal or appropriate school official that identifies the record(s) they wish to inspect. This school administrator will make arrangements for access to the education records and will notify the parent or eligible student of the time and place where these records may be inspected.

2. The right to request correction of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights.

   Parents or eligible students may ask the district to amend a record they believe is inaccurate, misleading or otherwise in violation of the student's privacy rights. They must submit a written request to the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or otherwise in violation of the student's privacy rights.

   If the district decides not make changes in the record as requested, the district must notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for correction. Additional information about hearing procedures will be provided to the parent or eligible student at the time of this notification.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (34 CFR § 99.31).

   School officials with legitimate educational interests are permitted disclosure without consent. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel; a person serving on the board; a person or company with whom the district has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

School districts may disclose, without consent, "directory" information; however, the district must inform parents and eligible students about directory information, allowing them a reasonable amount of time to request that the district not disclose directory information about that student.

School districts must notify parents and eligible students annually of their rights under FERPA by means of a special letter, inclusion in a Parent/Teacher Association (PTA) bulletin, student handbook and/or other means left to the discretion of each school district.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Directory Information Notice

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the district, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA), as reauthorized by the Every Student Succeeds Act (ESSA) of 2015, to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. Directory information will not be released to outside organizations for commercial or non-commercial purposes.

If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must notify the superintendent in writing. The district has designated the following information as "directory information," and it will disclose that information without prior written consent:

1. The student's name;
2. The student's address;
3. The student's telephone listing;
4. The student's date and place of birth;
5. The student's dates of attendance;
6. The student's grade level (i.e., first grade, tenth grade, etc.);
7. The student's participation in officially recognized activities and sports;
8. The student's degrees, honors and awards received;
9. The student's weight and height, if a member of an athletic team;
10. The most recent educational agency or institution attended;
11. The student's photograph; and
12. The student's electronic mail address.

No parent or eligible student can opt out of the requirement that a student wear his or her ID badge which shows the student's school ID number.

Agreement for Receipt of
Records Containing Personally Identifiable Information

Name of Entity Receiving Records: _____

Authorized Representative: _____

Activity or research being conducted which necessitates the disclosure of records:

_____
_____
_____

Records to be disclosed:

_____
_____
_____

Personally identifiable information contained in disclosed records:

_____
_____
_____

Initials

_____ I acknowledge that the records being released to me contain personally identifiable information regarding a student of the school district.

_____ I agree, as a representative of _____ _____ that this information will not be re-disclosed.

_____ I further agree, as a representative of _____ _____ that this information will be destroyed on or before _____ _____. The method of destruction will be: _____ _____.

I certify that I am an authorized representative of: _____
On behalf of the entity, I agree to abide by the terms and conditions set forth in this agreement.

_____ _____
Signature Date

DOCUMENT RETENTION

The district will maintain all documents and records in a manner consistent with current legal requirements and administrative best practices. School employees are required to treat confidential information appropriately and to take reasonable precautions to ensure that private information is not unnecessarily disclosed to those who do not need such access. Health records will always be stored separately from other student and employee files.

Paper records will be stored in secure locations based on the sensitivity of the information. Electronic records will be properly secured and will be archived with adequate safeguards implemented to ensure that technological advancements do not cause the records to become inaccessible. The district's technology director will regularly evaluate the district's overall document retention program to determine whether the district's retention practices are current. The technology director is responsible for making recommendations regarding the program as needed to the superintendent.

No document will be destroyed if it pertains to a pending claim, even if the document was otherwise scheduled for destruction.

Education Operations

The Superintendent is responsible for maintaining adequate records to effectively plan, operate, evaluate, and make required reports on the district's education program. These records will be maintained as long as the Superintendent determines appropriate based on the specific records.

Student Records

All student education records will be maintained in compliance with the district's policy regarding FERPA. In addition to those standards, school personnel will comply with the following document retention standards:

- Student Transcripts

  The High School Registrar is responsible for maintaining student transcripts for 80 years from the student's last day of enrollment in the district. The transcript shall contain the following information:

  - Name
  - Address
  - Telephone listing
  - Date / place of birth
  - Inventory of courses taken, with grades
  - GPA and/or class rank
  - All degrees conferred

- Medical

  The Superintendent's designee is responsible for maintaining medical records. Medical records include items such as immunization verifications, allergy or diabetes plans, and child abuse reports. These records will be maintained 5 years from the student's last date of enrollment.

- Special Education

  The special education director is responsible for maintaining special education records. All special education records will be retained for 5 years from the student's last date of special education services. Sixty days prior to destroying any special education record, the district will notify parents and eligible students of their right to retrieve the records rather than having the records destroyed.

- Other

  All other student records will be retained for 5 years from the student's last day of attendance in the district. The Student Information Coordinator is responsible for overseeing maintenance and destruction of these records. Thirty days prior to destroying these records, the district will notify parents and eligible students of their right to retrieve the records rather than having the records destroyed. This notification will occur by notice to the parent/student's[1] last known email or physical address.

Board Records and District Financial Records

The Office of the Superintendent is responsible for permanently maintaining all board agendas and minutes, as well as the deeds and titles to all district owned real property.

The Treasurer or the Superintendent's Designee is also responsible for maintaining records related to the district's banking transactions and all federal and state program expenditures. The duration of records retained under this section will be determined by the schedule maintained in Treasurer of the Superintendent's office.

Employee Records

The Human Resources Department or Superintendent's designee is responsible for retaining employee records. These records include wage and hour information, routine personnel records, and drug/alcohol testing records. The duration of records retained under this section will be determined by the schedule maintained in the Human Resources Department office.

Electronic Records

All district emails will be retained as long as is practical given the district's technology constraints.

[1] Destruction notices will be sent to the parent/guardian if the records pertain to a minor. Notices will be sent to the student if the records pertain to an individual who is over age 18.

TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION

The district adopts this policy pursuant to OKLA. STAT. tit. 10 § 620.5.

For 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 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 Vocational and Technical 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 OKLA. STAT. tit. 10A §1-1-105;

10. Persons and agencies subject to the rules promulgated by the agencies listed in (1) through (8); and

11. Statutorily-constituted juvenile bureaus.

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. The district will use the State of Oklahoma Standard Form Consent for the Release of Confidential Information.

The district will follow the rules promulgated by the State Department of Education for authorizing access to confidential information for the purpose of gathering statistical information or conducting studies or researches otherwise authorized by law.

The district shall charge $.25 per page for all copies made pursuant to this policy plus the actual cost of mailing the copies.

OPEN RECORDS

The board of education adopts this policy in connection with the Oklahoma Open Records Act (the "Act").

District's Philosophy

The school district, as a tax supported institution, recognizes that the public has a right to be fully informed concerning its operations. The school district strongly believes that informed citizens are vital to the successful functioning of the democratic government process which this school district desires to exemplify to its students.

In order to achieve these goals, the board of education hereby states that all records of the school district, except those records designated as confidential in this policy, or, otherwise, as required by federal or state law, shall be open to any person for inspection, copying and/or mechanical reproduction during regular business hours. All persons requesting the right to inspect non-confidential records of the school district shall be accorded prompt access to those records.

Confidential Records Not Available for Inspection

As permitted by the Act, the school district hereby designates the following records as confidential and not open for public inspection:

1. Records which can be kept confidential under federal or state law.

2. Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation.

3. Personnel records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, and employment applications submitted by persons not hired, and transcripts from institutions of higher education.

4. Bid specifications for competitive bidding prior to publication; contents of sealed bids prior to bid opening; computer programs or software (but not the data thereon); and appraisals relating to the sale or acquisition of real estate prior to the award of a contract – if disclosure would give an unfair advantage to competitors or bidders.

5. Personal communications received from a person exercising rights secured by the Oklahoma or United States Constitution, except for the fact that a communication has been received and that it is or is not a complaint. Any

response to such personal communications shall be confidential only to the extent necessary to protect the identity of the person exercising the right.

6. Individual student records, except for: (a) statistical information not identified with a particular student if such information is maintained in a composite form and (b) directory information as defined in the Act, if, pursuant to the Family Educational Rights and Privacy Act that information (i) has been designated by the school district as directory information and (ii) parents have been notified of and have not exercised their non-release rights.

7. Instructor lesson plans, tests and other teaching materials.

8. Personal communications concerning individual students.

9. Personal notes and personally created materials, when made prior to taking action, making a recommendation or issuing a report. Confidentiality does not extend to departmental budget requests prepared as an aid to memory or research leading to the adoption of a public policy or the implementation of a public project.

10. The home address of any person employed or formerly employed by the school district.

11. The home telephone number of any person employed or formerly employed by the school district, where disclosure would constitute a clearly unwarranted invasion of personal privacy.

12. Any contract for use of a student athlete's name, image, or likeness disclosed to a postsecondary institution pursuant to the Student Athlete Name, Image and Likeness Rights Act.

Records Custodian

The board of education hereby designates Robin Harbison in the Central Office as the person authorized to release non-confidential public records for inspection, copying or mechanical reproduction.

Under Oklahoma law, the board clerk is the custodian of the district's copy of required school board election related filings. Copies of these documents can be obtained by making a request through the clerk's designee, Robin Harbison in the Central Office .

Fees for Records and for Search for Records

The following fees shall be charged for records reproduction and any compensable search for records:

Paper Production:

8 ½" x 11"	$.25 per copy
8 ½" x 14"	$.25 per copy
11" x 17"	$.50 per copy

Electronic Production:

Document conversion (TIFF or PDF) $.25 per page

In addition to the costs noted above, when a request for public records would clearly cause excessive disruption of the district's essential functions or is solely for commercial purpose the district will charge a reasonable search fee equaling the actual hourly cost to the district. This cost may include the base salary, benefits, taxes, burdens, and retirement contributions paid by the district for the employee(s) involved in the search. The requestor will be charged this hourly rate for all search time, review time, and, if necessary, time spent redacting records prior to production.

The district does not consider publication in a newspaper or broadcast by news media as resale or use of data for trade or commercial purpose. However, the district shall charge the news media and others the direct cost of copying electronic data.

A search fee shall not be charged when the release of documents is in the public interest, including, but not limited to, release to the news media, scholars, authors and taxpayers seeking to determine whether those entrusted with the affairs of the government are honestly, faithfully, and competently performing their duties as public servants.

Costs associated with reproduction of public records shall be paid by, or on behalf of the requestor, at the time documents requested are to be picked up. In the event of a large records request or a request that involves an outside cost to the district, the district may request a deposit, to be set by the records custodian, to be made at the time of the request.

The district may require advance payment of the estimated fees when the estimated cost exceeds $75.00 or if the requestor has outstanding fees from previous requests. Any portion of an advance payment that exceeds the costs of responding to the request shall be returned to the requestor.

Request for Records

Requests for public records shall be made to the attention of the superintendent or the district's records custodian. The request shall identify with specificity the record or records sought. Where the request for records is unclear or confusing, the records custodian may request that the requestor provide a more precise explanation or description of the records requested. The district shall produce records requested promptly, taking into consideration the accessibility of the record, the number and type of records requested, and the press of school district business.

An individual requesting public records, may be required to use the district's request form. If a records request does not describe the requested records with reasonable specificity, the district will require the requestor to clarify the request. To have reasonable specificity, a request shall:

a. specify a general time frame within which the requested records would have been created or transmitted,

b. seek identifiable records, rather than general information without any qualifiers or other specifications, and

c. include search terms that are sufficiently specific to assist the public body in identifying the requested records.

If the district has engaged with the requestor to seek the information needed to fulfill the request and to identify the records sought by the requestor, including providing the requestor with general topics or a specific list of records related to the request, the request may be denied if it is still not reasonably specific.

Appeal of Denial of Records

If inspection of documents designated as confidential is denied, the person requesting access to such documents shall have a right to appeal the denial to the superintendent of schools.

Reference: OKLA. STAT. tit. 51, §§ 24A.16, 24A.5

OPEN RECORDS ACT SCHEDULE OF FEES

Black & white copy (not exceeding 8.5 x 14'' in size)	*.25 per page*
Color copy (not exceeding 8.5 x 14'' in size)	*Actual cost*
Certified copy	*$1.00 per page*
Oversized copy (exceeding 8.5 x 14'')	*Actual cost*
Video tape or DVD copy [2]	*$10.00 per tape*
Audio tape or CD copy [3]	*$10.00 per tape*
Mailing fee (if mail delivery is requested)	*Actual cost*
Research fee (for research, review, and redacting which exceeds 15 minutes)	*Actual cost*
Electronic data conversion (TIFF or PDF)	*$.25 per page*

[2] For each video tape or DVD copy requested, requestor must supply a new, blank standard VHS tape or DVD.

[3] For each audio tape copy requested, requestor must supply a new, blank standard audio cassette tape(s) or CD. No mini-audio cassette tapes will be accepted.

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Students* Adopted: August 1, 2016 Revised: September 5, 2017

STUDENT ENROLLMENT

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 (if offered) 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.

Termination of attendance before graduation from high school or before reaching the age of 18 may be permitted by mutual consent of the superintendent and the parent, legal custodian, or legal guardian of the student.

Regardless of the student's grade, the district will make reasonable efforts to enroll students at the school site nearest their residence. In the event the superintendent determines that it is in the district's best interest, the superintendent may assign/transfer a student to an alternate site. These discretionary assignments/transfers may only be used to serve a district interest and may not be used for parent-requested changes.

Reference: OKLA. STAT. tit. 70 § 1-114

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Students* Adopted: August 1, 2016 Revised: January 19, 2017; September 5, 2017; September 4, 2018; August 2, 2021; September 11, 2023; August 5, 2024

STUDENT RESIDENCY

The district is established for the purpose of serving the educational interests of resident students. This includes homeless students, students who are not documented citizens, and students whose parents/guardians are not documented citizens. The district will not inquire into a student or parent/guardian's citizenship status as a part of enrollment, and will only use information regarding a student's living situation to better serve the student. The district will periodically review its practices and the documents it seeks as a part of establishing residency within the district to ensure that its processes are not overly burdensome and do not discourage the enrollment of homeless students and/or undocumented students.

Definitions

For purposes of this policy, the terms listed below have the following meanings:

"Residence," "residency" and "legal residence" mean the student's present place of abode, provided that it is a place where important family activities (such as sleeping, eating, working, relaxing, and playing) take place during a significant part of each day. Mere presence alone is not sufficient to establish residency. Documentary evidence that may be submitted to establish residency is identified below.

"Person having legal custody" means a person who is legally responsible for the care of the child pursuant to the order of a court or placement by a governmental agency responsible for making custody determinations and/or placements.

Basic Residency Requirements

State law provides that a child's residence for school purposes is the school district in which the (1) parents, (2) guardian or (3) person having legal custody of the child holds legal residence. Children who are foster children are granted residency in the district if they attended the district prior to entering foster care, if their current/prior foster family is/was a resident of the district, or if another child in their current foster home attends school in the district pursuant to a transfer. The district does not permit students to establish residency based on the mere affidavit of a person who has assumed permanent care and custody of the child under OKLA. STAT. tit. 70 § 1-113 or based on an attorney in fact affidavit under OKLA. STAT. tit. 10 § 700.

Procedure for Resolving Residency Disputes

The district recognizes that there may be occasions when there is a dispute regarding residency. Upon enrollment in the school system the district will verify that the student is a resident of the district or is otherwise entitled to attend school in the district for any reason

authorized by law. As a part of this verification process the district will obtain an address from each student or the student's parent, guardian, or person having legal custody of the child. In providing an address to the district that is within the district's boundaries the student and student's parent, guardian, or person having legal custody of the child represent that this address is the student's residence. The district may also require, in order to verify residency, certified copies of court orders, guardianship documents, written agreements and any other information the district deems relevant.

If at any time a district administrator has a reasonable belief that the reported residence may not be the residence of the child for purposes of school attendance, the administrator shall notify the student's parent, guardian, or person having legal custody of the child that there is a question regarding the student's legal residency. The student's parent, guardian, or person having legal custody of the child shall be given an opportunity to submit information regarding the student's residency to the district's residency officer. All notices required by this policy shall be in writing. Additionally, reasonable alternative arrangements for documenting communications will be made for those persons who are visually impaired or otherwise unable to communicate in writing.

Information or documentation to prove student residency in the district shall include but not be limited to proof of provision of utilities, payments of ad valorem taxes, local agreements or contracts for purchasing/leasing housing, driver's licenses, income tax returns, notes, mortgages, contracts and any other source of proof that is not in conflict with statutory provisions relating to the residence of students.

Any question or dispute as to the residence of a student not deemed to be a "homeless student" shall be determined by the residency officer and the board of education pursuant to the following procedures:

1. The student's parent, guardian, or person having legal custody of the child must notify the residency officer in writing of the review request within three (3) school days from the date of written denial of admittance or from the date of written notification that the student is considered not to be a resident of the district. Upon receipt of a request for review, the residency officer shall allow the parent, guardian, or person having legal custody to provide additional pertinent information in accordance with the district's criteria and the statutory provisions regarding residency. This information must be submitted with the request for review.

2. The residency officer must render a decision and notify the student's parent, guardian, or person having legal custody of the child of the decision and reasoning therefore in writing within three (3) school days of receipt of the request for review.

3. If the student's parent, guardian, or person having legal custody of the child disagrees with the residency officer's decision, such person shall notify the residency officer in writing within three (3) school days of his or her receipt of the residency officer's decision. The residency officer will submit his or her findings and all documents reviewed to the board of education. The board of education will review the decision and the documents submitted on behalf of the district and the student and will render a decision at the next board meeting. The decision of the board of education shall be the final administrative decision.

4. In an effort to place students in school as quickly as possible, timelines shall be followed unless due to emergency circumstances both parties agree to an extension of timelines.

Miscellaneous Policy Provisions

Hearings involving more than one student where students are related or residing in the same household may be consolidated at the discretion of the residency officer and the board of education.

If the residency dispute involves an 18-year-old student, all notices will be delivered to the student.

If already enrolled and attending school in the district, a student or students involved in a dispute related to the student's residency may remain in school until available appeals are exhausted when the student or the student's parent, guardian, or person having legal custody of the child has filed an appeal in the manner and within the time permitted by this policy.

The residency officer shall be in charge of maintaining the files related to a residency dispute, ensuring that the principals or others directly involved in such a dispute forward their records of the dispute following their involvement, and otherwise keeping all communications involving the dispute intact.

The district's residency officer is the Student Information Coordinator who will work in conjunction with the school SRO and school based social worker to make residency decisions.

The board of education understands that there may be some instances where residency may be established on a date other than the date the student was enrolled in the district. For any period during which a student is enrolled in the district, but is not a resident of the district, the district may charge tuition if it is established that the student's parent, guardian, or person having legal custody of the child knew or should have known that the child or children who are the subject of the residency dispute were not residents of the district. The tuition shall be based on a per capita cost of educating a student in the district during the preceding year. This issue may be raised along with other issues related to the residency dispute and shall be heard in the same manner.

The district shall provide for educational services for homeless children as required by law.

The district reserves the right to require reverification of student residency at the beginning of each school term.

A copy of this policy shall be provided to the student's parent, guardian, or person having legal custody of the child as soon as possible following the inception of any residency dispute.

Special Definitions and Procedures Applicable to
Homeless Children and Youth

The *McKinney-Vento Homeless Assistance Act* (the "Act") applies to all children and youth who lack a fixed, regular, and adequate nighttime residence, such as a children living in homeless shelters, domestic violence shelters, runaway and homeless youth shelters, transitional living facilities, cars, campgrounds, motels or children and youth living doubled up, and homeless and migratory children.

The Act provides that homeless children and youth:

- do not need a permanent address to enroll in school;
- have a choice of school placement;
- cannot be denied school enrollment because school records or other enrollment documentation are not immediately available;
- have the right to participate in all federal, state, or local programs and activities for which they are eligible;
- cannot be isolated or separated from the mainstream school environment; and
- have the right to receive prompt resolution of any dispute regarding educational placement.

Therefore, in accordance with the Act, the district shall make reasonable efforts to identify homeless children, encourage their enrollment, and eliminate existing barriers to their education that may exist. The district will not stigmatize or segregate homeless students and youth, and these students shall have access to the same public school programs available to other students of the district. The district will identify and provide equal access to secondary education and support systems for homeless students, runaway youths and youths separated from public schools. The district will also work to identify and remove those barriers which prevent youths from receiving appropriate credit for full or partial coursework satisfactorily completed while attending a prior school.

Definitions

For purposes of the Act, and this policy, "homeless children and youth" means students who lack fixed, regular and adequate nighttime residence, and includes:

1. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or abandoned in hospitals;

2. children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

3. children and youths who are living in cars, parks, public spaces, buildings, substandard housing, bus or train stations, or similar settings; and

4. migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless.

Programs, Activities, and Social Services

The district will provide each homeless student or youth those programs, activities, and social services available to other district students which are determined to be in the student's best interests. The programs, activities, and services include the following:

- Preschool;
- Special education;
- Title I;
- Limited English Proficiency;
- Before and after school care;
- Academic and extracurricular activities;
- Magnet schools;
- Summer school;
- Career and technology education;
- Advanced placement;
- Online learning;
- Charter school;
- School meals; and
- Transportation.

The district will waive those fees which may present a barrier for homeless students or youths, including those associated with the school meal programs and transportation.

Enrollment, Records and Immunizations

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

Appeals Procedures

The district will make every effort to resolve disputes regarding homeless children at the lowest level possible by utilizing the following process:

1. At the time a homeless student seeks enrollment, the district will notify the student or his/her family of these procedures and provide the student/family with a copy of this policy.

2. The district will promptly notify the district's homeless coordinator that a homeless student seeks enrollment, and will seek to involve the coordinator in decisions regarding the student's education.

3. Students/families who disagree with a decision regarding the student's education may meet with the coordinator for an informal resolution. The coordinator will notify the student/family that a written complaint may be submitted within five (5) days (or longer if agreed upon by the parties).

4. If the coordinator receives a written complaint, the coordinator will prepare a decision (plan of action) and provide it to the student/family within five (5) days of receipt of the written complaint. The coordinator will also notify the student/family of the right to appeal to the superintendent.

5. Students/families who are still dissatisfied with a decision regarding the student's education may file a written appeal with the superintendent within five (5) days of receipt of the coordinator's plan. The superintendent will meet with the student/family within five (5) days of receipt of the appeal. The superintendent will issue a decision within five (5) days of the meeting with the student/family. The superintendent will also notify the student/family of the right to appeal to the board of education.

6. Students/families who are still dissatisfied with a decision regarding the student's education may file a written appeal with the board of education by submitting a written notice to the superintendent within five (5) days of the superintendent's decision. The appeal will be placed on the next agenda (or the following agenda, if the appeal is received after the agenda posting deadline) and the board's decision is final at the district level. Students/families who are still dissatisfied with a decision regarding the student's education may file an appeal with the Oklahoma State Department of Education utilizing the procedures established by the OSDE.

   A standard form adopted by the Oklahoma State Department of Education to identify any student who is a homeless child or youth shall be completed **annually** at enrollment by the parent or guardian of a student or by the student if he or she is not in the physical custody of a parent or guardian. A district shall report the results of the form-collected data to the Oklahoma State Department of Education no later than June 1 of each year.

The homeless status of a child or youth may be verified by the district's McKinney-Vento homeless liaison. Verification, ***at a minimum***, shall consist of the following steps:

   1. The child or youth shall be known to the person verifying his or her housing status; and

2. If verifying the status of a child or youth under eighteen (18) years of age, the person verifying shall:
    a. check the National Missing and Unidentified Persons System (NamUs) referenced in OKLA. STAT. tit. 74, § 151.3 for the name of the child or youth,
    b. send a letter by return receipt mail to the last known address of the parent or legal guardian of the child or youth informing the parent or legal guardian that the person verifying is assisting the child or youth in obtaining a REAL ID Noncompliant Identification Card, which shall be valid for a period of four (4) years from the month of issuance, and
    c. if no response from the parent or legal guardian objecting to the child or youth obtaining a REAL ID Noncompliant Identification Card is received within fifteen (15) business days, the person may prepare written verification stating that the child or youth is homeless.

The written verification shall be printed on the district's letterhead and shall be dated and signed by the person verifying the status and notarized.

Reference: OKLA. STAT. tit. 70, § 1210.210; 10 O.S. § 601.6d; OKLA. STAT. tit. 74, § 151.3

Special Definitions and Procedures Applicable to Students with Active-Duty Military Parents or Legal Guardians and Transitioning Military Children

"Children of military families" means a school-aged child(ren), enrolled in kindergarten through twelfth grade, in the household of an active duty member.

"Active duty" means full-time duty status in the active uniformed service of the United States, including members of the National Guard and Military Reserve on active duty orders pursuant to Title 10, Sections 1209 and 1211 of the United States Code.

"Military installation" means a base, camp, post, station, yard, center, homeport facility for any ship or other installation under the jurisdiction of the Department of Defense or the United States Coast Guard.

"Military student" means the child of a military family for whom the local education agency receives public funding and who is formally enrolled in kindergarten through twelfth grade.

"Transition" means (a) the formal and physical process of transferring from school to school or (b) the period of time in which a student moves from one school in the sending state to another school in the receiving state.

"Sending state" means the state from which a child of a military family is sent, brought, or caused to be sent or brought.

"Receiving state" means the state to which a child of a military family is sent, brought, or caused to be sent or brought.

"Uniformed service(s)" means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Services.

Establishing Residency

A student shall be considered in compliance with residency provisions of this policy and state law if he or she is a student whose parent or legal guardian is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order. The parent or legal guardian of such a student must provide proof of residence in the school district within ten (10) days after the published arrival date provided on their official documentation. The following may be used to establish proof of residency:

1. a temporary on-base billeting facility,
2. a purchased or leased home or apartment, or
3. federal government or public-private venture off-base military housing.

State law provides that transitioning military children placed in the care of a noncustodial parent or other person standing in loco parentis, may attend school in the school district in which the noncustodial parent or person standing in loco parentis to the transitioning military child holds legal residence. Similarly, transitioning military children placed in the care of a noncustodial parent or other person standing in loco parentis may continue to attend the school in which the student was enrolled while residing with the custodial parent. A special power of attorney relating to the guardianship of a military child and executed

under applicable law shall be sufficient for purposes of enrollment and all other actions requiring parental participation and consent.

Enrollment

For a student whose parent or legal guardian is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order, the district shall accept applications by electronic means, including enrollment in a specific school or program within the district and course registration.

The district will promptly accept unofficial or "hand-carried" educational records and transcripts in lieu of official education records and transcripts for transitioning military children. Upon receipt of such records, the district will promptly enroll the transitioning military child. However, upon enrollment, the district will request official educational records and transcripts from the school in the sending state. The district's residency officer will determine whether a student is a transitioning military student for purposes of establishing residency and promptly advise the parent or other person standing in loco parentis of the decision, both orally and in writing, if possible. A parent or other person standing in loco parentis who disagrees with the residency officer's determination may appeal the decision to the board of education under the procedure identified above.

Grade Level Placement

Transitioning military children, including children entering kindergarten, shall be able to enroll in the same grade level in which they were enrolled in the sending state, regardless of age, time of transfer or age requirements of the receiving state.

Course Level and Educational Program Placement

To the extent that this district is in a receiving state, the district may subsequently perform course placement and educational program evaluations of a transitioning military student. However, the district will initially place the transitioning military student in courses and programs comparable to those in which the student was a participant while in the sending state, including, but not limited to, Honors, International Baccalaureate, Advanced Placement, Gifted and Talented, English as a Second Language, Special Education and vocational, technical and career pathway courses. The district will make these accommodations whether or not the student has fulfilled the necessary prerequisites in the district or receiving state.

Extracurricular Activities

When appropriate, the district will provide transitioning military children the opportunity to participate in extracurricular participation, regardless of application deadlines.

Immunizations

Transitioning military children shall have thirty (30) days from the date of enrollment to obtain any immunizations required by Oklahoma law. For a series of immunizations, such children must obtain initial vaccinations within thirty (30) days.

Tuition

The district may not charge tuition to a transitioning military child placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a school district other than that of the custodial parent if the parent or other person standing in loco parentis lives within the boundaries of this district.

Reference: 42 U.S.C. §11301 et seq.; OKLA. STAT. tit. 70 §§ 510.1, 1-113, 8-103.1 (2021)

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Students* Adopted: September 3, 2019; Revised: August 2, 2021; December 6, 2021; September 6, 2022; October 3, 2022; September 11, 2023; July 15, 2024; September 8, 2025

STUDENT TRANSFERS

A request for a transfer into this district initiated by or on behalf of a nonresident student will be approved or refused in accordance with this policy.

A.

Inter-District Transfer Application Requests

1. Applications for transfer shall be processed in the order in which they are received and must be completed by the parent of a student on a properly completed application form specified by the State Board of Education, which can be downloaded here: https://sde.ok.gov/student-transfers. The term "parent" means the parent of a student or person having custody of the student as provided for in OKLA. STAT. tit. 70, § 1-113(A)(1). Upon receipt of the application, the District shall stamp the application with the time and date on which it was received to ensure that the District can review applications in the order in which they are received. The application shall also be filed with the superintendent of the District if the receiving school district is within this state or with the State Board of Education for transfers to school districts in another state.

2. Subject to the special considerations applicable to a student on an Individualized Education Program ("IEP") pursuant to the Individuals with Disabilities Education Act (20 U.S.C. §§ 1400 et seq.) ("IDEA") as set forth below, a transfer shall be automatically approved if a student's resident district does not offer the grade level the student is entitled to pursue.

3. A transferring student from another school district that offers the grade the student is entitled to pursue may seek a transfer to the same grade offered by the District. The transferring student will be allowed to attend a District school site that has not exceeded its capacity of the transferring student's grade level. If there are more than one District school sites available for the transferring student, the District retains the sole discretion to determine the school site the transferring student will attend.

4. Any child in the custody of the Oklahoma Department of Human Services in foster care who is living in the home of a student who transfers, may attend the District of the transferred student as long as the District has capacity and the child does not meet a basis for denial as set forth in this policy. Except for a student in the custody of the Oklahoma Department of Human Services in foster care, a student shall not transfer more than two (2) times per school year to one or more school districts in which the student does not reside, provided that the student may always reenroll at any time in his or her school district of

residence.

5. A student who is deaf or hearing-impaired and who wishes to transfer to a school district with a specialized deaf education program may submit a transfer application at any time and may transfer to the receiving school district at any time during the school year.

6. In the event the District exceeds its capacity at all school sites for the grade level sought by the transferring student, transfer requests shall be awarded to those students whose properly completed transfer request applications were received by the District in the order in which they were received.

7. Students approved for transfer into the district in accordance with this policy shall be granted one-year transfers. Transfer students shall automatically continue to attend the district in subsequent school years unless the district denies the continued transfer in accordance with Section D of this policy. At the end of each school year, the district shall review the records of transfer students for compliance with Section D of this policy. Written notice of the district's intention to deny the continued transfer shall be given to the parent or legal guardian of the student no later than July 15.

8. A transfer shall be automatically approved if a student's parent or legal guardian is employed by the District, regardless of District capacity, and so long as the student does not meet one or more of the bases for a transfer denial as set forth in this policy.

9. A student who has attended the District as a resident student for at least three (3) years prior to then becoming eligible to apply as a transfer student shall be allowed to transfer into the District regardless of capacity, and so long as the student does not meet one or more of the bases for a transfer denial as set forth in this policy.

B.

Special Considerations as to Transferring Student on an IEP

Prior to approving an application for a transfer student who is a child with a disability, as defined in 34 C.F.R. § 300.8, the District will establish (a) the availability of the appropriate program, staff, and services for the transferring student, and (b) conduct a joint conference with the IEP team at the transferring student's current school. The purpose of conducting these activities is to determine whether—at the time the transferring student's application is received—the District can provide the transferring student with a free appropriate public education in the least restrictive environment as required by the IDEA. In the event the District exceeds its capacity at all school sites for the grade level of a transferring child with a disability, the District shall "hold" a place for the transferring student in the order in which the transferring student submitted his or her properly completed application, In the event an opening occurs, a decision on the transfer will be made after consideration of the factors above.

Transfers made for the purpose of providing a free appropriate public education (FAPE) to special education students pursuant to OKLA. STAT. tit. 70, § 18-110(E) and OKLA. STAT. tit. 70, § 13-101 are not considered Open Transfers subject to this policy.

If a request to transfer a student with disabilities to a school district other than the school district of residence of the student pursuant to the Education Open Transfer Act is denied, the following provisions shall apply:

1. The parent or legal guardian of a student with disabilities or an 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 denial to the receiving school district board of education. The receiving school district board of education shall consider the appeal at its next regularly scheduled board meeting; and

2. If the receiving school district board of education denies the appeal, the parent or legal guardian of the student with disabilities or an 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 parent or legal guardian of the student with disabilities or the adult student with disabilities shall submit to the State Board of Education and the superintendent of the receiving school district a notice of appeal on a form prescribed by the State Board of Education. The appeal shall be considered by the State Board of Education at its next regularly scheduled meeting, where the parent or legal guardian of the student with disabilities or the adult student with disabilities and a representative from the receiving school district may address the Board. The State Board of Education shall promulgate rules to establish the appeals process authorized by this subsection which shall align with rules promulgated pursuant to 70, § 8-101.2.

The district's board of education shall annually submit to the State Department of Education the number of transfer requests for students with disabilities approved and denied and whether each denial was based on availability of programs, staff, or services.

A student shall not be precluded from enrollment prior to residency as provided in this subsection for any of the following:

(1) having an individualized education program or an individualized family service plan under the Individuals with Disabilities Education Act, 29 U.S.C., Section 1400 et seq.,

(2) receiving or qualifying for special education courses or services, or

(3) receiving or qualifying for accommodations or services under the Rehabilitation Act of 1973, 29 U.S.C., Section 504.

If the enrolling student is transferring with an individualized education program, an individualized family service plan, or a Section 504 plan, the district board of education shall take the necessary steps including, but not limited to, the transfer of records and any prior evaluations, the performance of reevaluations, if necessary, and meetings to ensure that comparable services are in place prior to the student's first day of school in the state.

C.

Special Considerations as to Inter-District Transfer Students who are Dependent Children of an Active U.S. Military Member

1. For purposes of this Section (C):

   a. "Active military duty" means full-time military duty status in the active uniformed service of the United States including members of the National Guard and Military Reserve on active duty orders; and

   b. "Military installation" means a base, camp, post, station, yard, center, homeport facility for any ship or other installation under the jurisdiction of the Department of Defense or the United States Coast Guard.

2. Students who are dependent children of a member of the active uniformed military services of the United States on full-time active duty status and students who are the dependent children of a member of the military reserve on active duty orders, shall be approved for transfer into the District regardless of capacity if:

   a. At least one parent of the student has a Department of Defense-issued identification card; and

   b. 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.

3. A student is in compliance with the residency provisions of this policy if he or she is a student whose parent or legal guardian is transferred or is pending transfer to a military installation within Oklahoma while on active military duty pursuant to an official military order. A parent or legal guardian of such student must provide proof of residency in the District within ten (10) days after the published arrival date provided on official documentation. A parent or legal guardian my may use the following addresses as proof of residence:

   a. A temporary on-base billeting facility,

   b. A purchased or leased home or apartment, or

   c. Federal government or public-private venture off-base military housing.

D.

Denial/Revocation of a Transfer Request

1. A transferring student's application may be denied/revoked if the transferring student is or has been subject to discipline for any of the acts and reasons outlined in OKLA. STAT. tit. 70, § 24-101.3(A)-(C) & (E). A transferring student's application shall be denied/revoked for any of the acts and reasons outlined in OKLA. STAT. tit. 70, § 24-101.3(F)(1) until such time as the District determines that the transferring student no longer poses a threat to self, other students, or District faculty or employees.

2. A transferring student's application may be denied/revoked if the transferring student has ten or more absences in one semester that are not excused due to illness or for the reasons provided for in OKLA. STAT. tit. 70, § 10-105(B).

3. An IDEA-qualified transferring student's application will be denied/revoked if—as of the time of the transferring student's application is received—the District determines that it cannot provide the transferring student with a free appropriate public education in the least restrictive environment as required by the IDEA.

4. A transferring student's application will not be considered if incomplete and will be denied/revoked if the parent makes a fraudulent, intentional, or material misrepresentation on the application.

5. The denial/revocation of a transfer request from a student seeking a transfer shall be communicated in writing to the parent, as defined in OKLA. STAT. tit. 70, § 1-113(A)(1). Proof of the date of mailing or transmission of the denial by electronic means shall constitute proof of communication of the denial to the parent.

6. The District shall not accept, deny or revoke any transfer application based on the student's race, color, sex, pregnancy, gender, gender expression, national origin, religion, disability, veteran status, sexual orientation, age, genetic information, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Failure to be approved for a transfer as set forth in this policy shall not be deemed to be rejection for a discriminatory reason.

E.

Transfer Application Request Notifications

1. The District will prominently post on its website the dates on which it will begin accepting transfer applications for the current and upcoming school year.

2. The District shall approve or deny the transfer application and notify the parent or legal guardian of the student within thirty (30) days of receiving an application.

3. If the District accepts a transfer application, the parent or legal guardian of the student must provide written notification to the District that the student will be enrolling within ten (10) days of receiving notice that the transfer application was approved. Failure of the parent or legal guardian to notify the District may result in the loss of the student's right to enroll in the District for that year only. If the parent or legal guardian fails to notify the District that the student will be enrolling, and the District chooses to cancel the transfer, the District shall provide written notice of the cancellation to the parent or legal guardian of the student immediately upon cancellation.

4. If the District receives notice that a student will be transferring, the District shall notify the student's resident school district within ten (10) days of receiving notice of the acceptance of the transfer.

F.

Determination of Grade Level Capacity

The superintendent of schools, or his/her designee, shall determine the criteria to be used in determining grade capacities for each school site, including the capacity for any full-time virtual education program offered by the District. The District's capacity determinations are attached hereto as Exhibit A. The District does not **currently** offer a full-time virtual education program. Each school site's grade level capacity and the capacity of any **future** full-time virtual education program offered by the District shall be (a) approved by the board of education prior to the first day of January, April, July and October of each school year, and (b) published in a prominent place on the District's website and reported to the State Department of Education.

G.

Appeal of Denial of Transfer

A parent may appeal the denial of a transfer request so long as the appeal is made within ten (10) calendar days of the notification of the written denial. If a timely appeal is made, the appeal shall be considered by the District's board of education at its next regularly scheduled meeting. The appeal shall be considered by the board of education only upon the written submissions of the District and the parent. Such written submissions shall state, at the minimum, the following in a statement not exceeding two pages in length:

a. The date of the parent's transfer request application;

b. The reasons for the denial by the District of the transfer request;

c. The factual reason(s) of the District or parent as to why the transfer request was/was not properly denied; and

d. The criteria set forth in this policy as to propriety of the denial of the transfer request.

The board of education will meet in executive session to review the appeal to protect the privacy of the student. The board of education will then return to open session to conduct its vote on whether to deny or accept the appeal.

If the District denies the parent's appeal for an inter-district transfer request, the parent may appeal the board of education's decision to the Oklahoma State Board of Education within ten (10) calendar days of notification of the denial. The parent shall submit to the State Board of Education and the superintendent of the District a notice of appeal on a form prescribed by the State Board of Education. The appeal shall be considered by the State Board of Education at its next regularly scheduled meeting, where the parent and a representative from the District may address the Board.

H.

District Reporting to the Oklahoma State Department of Education

1. Prior to the first day of January, April, July and October of each school year, the District shall report to the State Department of Education the capacity of the grade level of each District school site.

2. Prior to the first day of January, April, July and October of each school year, the superintendent of schools of the District shall report to the State Department of Education a statement showing the names of the students granted transfers to the District, the resident school district of the transferred students, and the transfer student's grade level.

3. At the frequency required by the Oklahoma State Department of Education, the District shall also submit to it (a) the number of student transfers approved and denied, and (b) whether each denial was based on capacity, the acts and reasons outlined in OKLA. STAT. 70, § 24-101.3, or a history of absences in the last full school semester that were not excused due to illness or for the reasons provided for in OKLA. STAT. 70, § 10-105(B).

I.

Athletic and Other Competitions

A transfer student granted enrollment in a school district in which the student is not a resident shall not be eligible to participate in school-related interscholastic competitions governed by the Oklahoma Secondary School Activities Association ("Association") for a period of one (1) year from the first day of attendance at the District, unless the transfer is from a school district not offering the grade the student is entitled to pursue. Whether a student granted a transfer under this policy will be eligible to participate in school-related interscholastic competitions shall be determined by the Association.

J.

Intra-District Transfers

Beginning July 1, 2024, a student *may* transfer between school sites within the district at any time during the year unless the student's grade level has reached capacity at the receiving site. The district's capacity determinations are attached hereto as Exhibit A.

Students who receive approval for an intra-district site transfer in accordance with this policy shall be granted one-year transfers. Transfer students shall automatically continue to attend their chosen school site in subsequent school years unless the district denies the continued transfer (i.e., revokes the transfer) in accordance with Section D of this policy. At the end of each school year, the district shall review the records of intra-district transfer students for compliance with Section D of this policy.

Excepting a student in Department of Human Services foster care, a student shall not transfer more than two times per school year, but a student may always re-enroll at any time at the student's site of residence.

For grade levels with limited capacity, the district shall give preference and reserve capacity to the following students submitting an intra-district transfer request. Following the acceptance of these students, the district will approve transfer requests in the order they were received.

1. Students who reside in the school site boundary.
2. Students who attended the school site the prior year.
3. Siblings of students who are already enrolled at the school site.
4. Children of school district employees who wish to attend a different school site within the school district.
5. Students who change residence within a school district and who wish to attend the same school site.

The District will approve an intra-district transfer request at any time during the school year for any child in the custody of the Department of Human Services and living in foster care who resides in the home of another student who transfers intra-district may attend the school site to which the student transferred.

A student's intra-district transfer request may be denied/revoked for any reason outlined in Section D of this policy (Denial of Transfer Request).

Notwithstanding any of the foregoing, the district ***shall*** allow students who are the dependent children of a member of the active uniformed military services of the United States on full-time active duty status, and students who are the dependent children of a member of the military reserve on active duty orders, provisional eligibility for intra-district transfers regardless of capacity. The number of intra-district transfers specific to military dependents shall be set as follows:

- two (2) military dependents per one hundred (100) enrolled students at the kindergarten through fifth grade level;
- four (4) military dependents per one hundred (100) students at the sixth through eighth grade level; and
- six (6) military dependents at the ninth through twelfth grade level.

The denial by the district of an intra-district transfer request shall be final and not appealable.

Reference: OKLA. STAT. tit. 70, §§ 8-101.1, 8-101.2, 8-103, 8-103.1, 8-103.2
OKLA. STAT. tit.70, § 18-110(E)
OKLA. STAT. tit. 70, § 8-113
OKLA. STAT. tit. 70, § 13-103(B)
OKLA. STAT. tit. 70, § 13-101
O.A.C. 210: 10-1-18
OKLA. STAT. tit. 70, § 1-114
OKLA. STAT. tit. 70, § 8-114

Exhibit A—Intra-District and Inter-District

Elementary Capacity

In making the decision to determine capacity at elementary sites, the District shall use class size limits specified in 70 O.S. § 18-113.1. If classroom space is not sufficient to accommodate that number of students due to a classroom being disproportionately sized, the district's capacity numbers will reflect a lesser amount based upon that classroom size.

Secondary Capacity

The District's capacity at the secondary sites is as follows.

Pryor Middle School
Grade 6: 225
Grade 7: 225
Grade 8: 225

Pryor High School
Grade 9: 225
Grade 10: 225
Grade 11: 225
Grade 12: 225

TRANSFERS PURSUANT TO THE DEPLOYED PARENTS SCHOOL ACT OF 2013

The district will grant a transfer to a student of a military family, regardless of the capacity of the district, if the following criteria are met:

1. The student's parent is a member of the active U.S. uniformed military service on full-time active duty; *or* the parent is a member of the military reserves on active duty orders; and

2. At least 1 parent has a Department of Defense issued ID card; and

3. At least 1 parent provides evidence that he/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 natural disaster requiring the use of orders for more than thirty (30) consecutive days.

In lieu of applying for a transfer under the Act, students of military families may also establish residency in the district and enroll in the district as outlined in the district's residency policy.

Reference: OKLA. STAT. tit. 70 § 8-103.1 (2021)

APPLICATION FOR TRANSFER UNDER THE DEPLOYED PARENTS SCHOOL ACT OF 2013

1. Full name of student as it appears on the student's birth certificate: _____

2. Date of student's birth: _____

3. Current address of student: _____

4. Full name(s) of student's parent(s): _____

5. Name of parent on active duty (copy of Department of Defense ID card required): _____

6. Full name of student's custodian(s) during parent's active duty: _____

7. Address of custodian(s): _____

8. Period of parent's active duty (copy of orders required): _____

9. School district in which student currently resides: _____

10. School district which student attends, if different from above: _____

11. Current or last completed grade of student: _____

12. Grade in which the student desires to enroll: _____

13. Courses in which the student desires to enroll in each semester in the coming school year:
_____
_____

14. If the student has been identified as a child with a disability, this district will need to review all such records to implement the student's current or anticipated Individualized Education Program (IEP) and conduct the statutorily-required joint IEP conference with the resident school district. Is the student currently, or has the student been, a child with a disability who received an IEP?
Yes _____ No _____

If Yes: Briefly describe the nature of the disability; the approximate time period in which the student has been, or was, under an IEP; and the names of the school districts which implemented the student's IEP:
_____
_____

15. Do you agree to complete the Consent for Release of Confidential Information, allowing this district to review all educational records of the student from all previous schools attended by the student?

Yes _____ No _____

STUDENT BEHAVIOR

Discipline Code

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson

2. Altering or attempting to alter another individual's food or beverage

3. Assault (whether physical or verbal) and/or battery

4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message

5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material

6. Academic Misconduct, including, but not limited to, cheating, plagiarism, unauthorized collaboration, alteration of academic materials or other academic misbehavior

7. Complicity in misconduct by others, including, but not limited to, attempting to or encouraging others to commit prohibited conduct. Apathy or acquiescence in the presence of prohibited conduct is violative of this policy.

8. Conduct that threatens or jeopardizes the safety of others

9. Cutting class or sleeping, eating or refusing to work in class

10. Disorderly conduct, including behaving in a disorderly, lewd, indecent manner or breaching the peace on school property or in school-sponsored activities. Examples include, but are not limited to, obscene language, profanity, inappropriate behavior or gestures, indecent exposure,

nonconsensual photography, video, or audio recording of another person on school premises or at school-sponsored events when recording causes or is likely to cause injury or distress

11, Disruption of the educational process or operation of the school— as to disruptive behavior in the classroom specifically, engaging in behavior that a reasonable person would view as substantial or repeated interference with the instructor's ability to teach the class or the ability of other students to benefit from instruction

12. Extortion

13. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval

14. Failure to comply with state immunization records

15. False reports or false calls

16. Fighting

17. Forgery, fraud, or embezzlement

18. Gambling

19. Gang related activity or action

20. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts

21. Hazing (whether involving initiations, admission into, affiliations with, or as a continued involvement in a group or organization or not) in connection with any school activity, regardless of location. Hazing, includes, but is not limited to, any activity that recklessly or intentionally endangers the mental or physical health or safety of a student. Likewise, engaging in any action or activity that causes or is likely to cause physical or mental discomfort or distress that may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants is violative of this policy.

22. Immorality

23. Inappropriate attire, including violation of dress code

24. Intimidation or harassment because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)

25. Physical or verbal abuse including, but not limited to, physically restraining or transporting someone against their will

26. Possession or distribution of a caustic substance

27. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)

28. Possession of synthetic urine, a warmer or any other item with the intent to use that item to tamper with a drug or alcohol test

29. Possession, without prior authorization, of a wireless telecommunication device

30. Possession, threat or use of a dangerous weapon[1] and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)

31. Possession, claimed possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.

32. Possession or claimed possession of illegal and/or drug related paraphernalia

33. Possession, claimed possession, distribution or claimed distribution of supplements, prescription medicine, and/or non-prescription medicine while at school and school related functions without prior district approval

34. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions

35. School Bus or Transportation Misconduct – While riding on any district school bus or other district-provided mode of transportation, engaging in any of the following acts is prohibited: (i) throwing any object; (ii) placing any part of one's body out of a window (bus moving or stationary); (iii) eating, drinking, and/or possessing food or drink while on a bus (lunches taken to school are excluded provided they are packed in a container and the container is not opened on the bus); (iv) failure to remain seated (feet on floor, facing front); (v) disrespectful words, comments or actions toward the driver or other passengers; (vi) blocking the aisle; (vii) pushing while loading/unloading or while bus is approaching; (viii) transporting unauthorized items; (ix) any type

[1] Students who are members of JROTC and are participating in an authorized school program may, with prior approval from the principal, bring an inoperable weapon to school for the sole and exclusive purpose of participating in the program. Students may only possess the inoperable weapon in a manner consistent with the authorization to participate in the program.

of harassment; (x) excessive noise; and (xi) improper street crossing during loading or unloading

36. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers

37. Theft

38. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications

39. Truancy

40. Use, possession, claimed possession, distribution or selling marijuana or marijuana related products in any form. "Marijuana" is defined as provided for in the district's policy on *Medical Marijuana, Hemp & Cannabidiol (CBD)*

41. Use, possession, claimed possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, and vapor products which includes noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. A vapor product also includes 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 not included are any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.

42. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school

43. Using racial, religious, ethnic, sexual, gender or disability-related epithets

44. Use of the school's technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law

45. Vandalism

46. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property

47. Vulgarity

48. Willful damage to school property

49. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

School Safety and Bullying Prevention Act (OKLA. STAT. tit. 70, § 24-100.2)

The Oklahoma Legislature established the *School Safety and Bullying Prevention Act* with the express intent of prohibiting bullying in all schools. In addition to the prohibition listed in the student discipline code, above, the board has adopted a separate policy prohibiting bullying and outlining the district's plan to address it.

Sample Disciplinary Options

- *Instructor or Administrator Intervention*

  May include, but is not limited to: warning conference with student, parent conference, referral to counselor, behavioral contract, restriction of privileges, requirement of corrective action by student, changing student's seat or class assignment, involvement of local authorities or agencies, or other appropriate action as required or indicated by the circumstances.

- *Detention or In-School Intervention*

  Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied. Detention may be assigned on a week-day or on a Saturday, as deemed appropriate.

- *Alternative In-School Placement*

  Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives. Any such placement will be made in accordance with applicable special education procedural safeguards.

- *Alternative Out-of-School Placement*

  Alternative out-of-school placement is an optional correctional measure specifically authorized in cases when a student has made electronic communications intended to terrify, intimidate, harass, or threaten injury or harm to faculty or students. Any such

placement will be made in accordance with applicable special education procedural safeguards.

- *School Service*

  School service may be required of students when an administrator believes that it would allow the student to understand the logical consequences of his/her conduct. Examples include, but are not limited to, cleaning after vandalism or littering, helping a teacher after disrupting a class, etc. School service will not be utilized to augment the district's workforce, in ways which are likely to endanger a student, or in a manner which is designed to unduly embarrass a student.

- *Out of School Student Suspension*

  Students may be suspended out of school pursuant to the district's policy regarding student suspension.

Corporal punishment will not be utilized at any school site. Corporal punishment will also not be administered to any student identified with a disability in accordance with the federal Individuals with Disabilities Education Act (IDEA).

Student Privileges While Under Suspension

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal to impose disciplinary or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

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

STUDENT SUSPENSION
(Out-of-school)

This policy applies only to out-of-school suspensions and, unless otherwise noted, all references to "suspension" in this policy mean out-of-school suspension. References to "parent" in this policy means a student's parent(s) or legal guardian(s). References to "principal" means the school principal or staff member to whom the principal has delegated the responsibility for student discipline.

Behavior or Conduct that May Result in Suspension:

Students may be suspended for:

1. violation of a school regulation (which includes but is not limited to any policy, rule, regulation, directive, etc.);

2. possession of an intoxicating beverage, low-point beer, as defined by OKLA. STAT. tit. 37, § 163.2, 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;

3. 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. Possession of a firearm shall result in suspension as provided in the district's policy related to firearms;

Students who are suspended under categories 1 or 2 will be provided with an education plan as outlined below. No education plan will be required for students who are suspended under category 3.

Violent Acts Toward School Personnel

Any student in grades 6 through 12 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 the school shall be suspended for the remainder of the current semester and the next consecutive semester. For good cause and considering the totality of the circumstances, the district's superintendent or designee may modify the term of the suspension. Final action as to any such suspension, including its term, remains with the board of education or designated hearing officer, pursuant to a timely appeal.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the

Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

District's Obligations Prior to Suspension

Before the district recommends suspension, other disciplinary options will be considered, including but not limited to: placement in an alternative school setting, reassignment to another classroom, and detention. The district will provide additional procedural safeguards as required by law for students identified as having disabilities under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act/Title II of the Americans with Disabilities Act.

Pre-Suspension Conference

When a student engages in behavior or conduct that may result in suspension the principal shall conduct an informal conference with the student.

At the conference the principal shall read the regulation that the student is charged with having violated and shall discuss the student's conduct. The student shall be asked whether he/she understands the regulation and be given a full opportunity to explain and discuss his/her conduct.

If the principal concludes that suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the suspension. The principal shall immediately notify the parent by phone and in writing that the student is being suspended and that other disciplinary options were considered and rejected. The written notice will state which alternative disciplinary options were considered and why they were rejected. Elementary and middle school students shall not be dismissed before the end of the school day without advance notice to the parent.

A student may be suspended without a pre-suspension conference only in situations when the principal reasonably believes that the student's continued presence in the building will constitute an immediate danger to the health or safety of students, school employees, school property, or would be a substantial disruption of the educational process. In such cases, a conference with the student and parent will be scheduled as soon as possible after the student has been removed from the building.

Conferences with Parents

The principal will seek to hold a conference with the parent as soon as possible after the suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is verbally notified that a suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.

At the conference, the principal will read the regulation the student is charged with having violated and will briefly outline the student's conduct. The principal will also explain the reason for rejecting other disciplinary options. The parent should be asked by the principal if he/she understands the regulation and the charges against the student.

At the conclusion of the conference the principal shall state whether he/she will terminate or modify the suspension. In all cases the parent will be advised of the right to have the suspension reviewed by the superintendent, board of education, a hearing officer appointed by the board, or the suspension committee as provided by this policy. If the parent is in agreement with the principal's decision, he/she will be requested to sign a waiver of review.

Individualized Plans

Suspensions in excess of five (5) days shall include an Individualized Plan ("Plan") that shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The Plan shall be prepared by the principal with the assistance of other school employees.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

A copy of the Plan shall be provided to the student and parent. The parent shall be responsible for providing a supervised, structured environment monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

Records

The principal will keep written records of each suspension conference. The records will contain the date of the conference, names of participants, time and duration of the conference, and the basis for rejecting alternative disciplinary options. The principal shall also maintain records related to the Plan and the student and/or parent's compliance with the Plan.

Suspension Terms

All suspensions will have a definite start and end date. The term of a suspension may be reduced if a student performs a specified remedial act if those conditions are agreed to at the time of the suspension. Suspension lengths will be as consistent as possible between students considering the nature of the conduct and the previous disciplinary history of the student.

Long-term suspensions are those suspensions in excess of ten (10) school days. Suspensions will not extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case a suspension shall be for a period of not less than one (1) calendar year. Suspensions involving firearms are governed by the school district's Gun-Free Schools Student Suspension policy.

Short-term suspensions are those suspensions of ten (10) or fewer school days.

Long-Term Suspension Appeals

A parent/student may appeal the suspension to the superintendent and board of education hearing officer appointed by the board. The principal shall inform the parent/student of the

right to appeal the suspension and the method for appealing. At the parent/student's option the appeal may be directly to the board's appointed hearing officer.

A written appeal must be received by the superintendent within five (5) calendar days after the parent/student receives the principal's decision. If the superintendent does not receive a written appeal within five (5) calendar days of the principal's decision, the principal's suspension decision is final.

Appeals to the Superintendent or Designee ("Superintendent")

If the superintendent receives a timely written appeal request, the superintendent will hold a conference with the parent or guardian as soon as possible. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.

At the conference, the superintendent will read the regulation the student is charged with having violated and will briefly outline the student's conduct. The parent will be asked if he/she understands the regulation and the charges against the student. The student/parent will be given an opportunity to provide his/her version of events.

At the conclusion of the conference the superintendent will state whether he/she shall terminate or modify the suspension. In all cases the parent shall be advised of the right to have the suspension reviewed by the board of education or a board-appointed hearing officer. If the parent is in agreement with the superintendent's decision, he/she shall be requested to sign a waiver of review by the board's hearing officer.

Appeals to the Board of Education Designated Hearing Officer

An appeal must be presented by letter to the superintendent within five (5) calendar days after the parent/student receives the superintendent's decision. If the superintendent does not receive a written appeal within five (5) calendar days of the superintendent's decision, the superintendent's suspension decision is final.

If the board receives a timely written appeal request, the board appointed hearing officer will hear the appeal as soon as possible. This decision is final and nonappealable.

The parent/student will be notified in writing of the date, time and place of the hearing and will have the right to choose an "open" or "closed" hearing. Reasonable efforts will be made to accommodate the work schedule of parents. The following procedures will be followed:

1. The board appointed hearing officer should:

    a. Announce that the next agenda item is a suspension review hearing.

    b. Ask whether the parent/student wants the hearing to be open to the public or in executive session. The offer of an open hearing and the response is to be made a part of the minutes of the meeting. If the parent/student requests a closed hearing, a

motion to go into executive session per their request should be made and voted on.

2. The board hearing officer should advise the parent/student:

   a. That they are entitled to legal counsel, if they desire it.

   b. That the administration will present its witnesses first and that after each witness the parent or their legal counsel will be given an opportunity to cross-examine.

   c. That the parent/student will be given an opportunity to call any relevant witnesses and present any relevant evidence, subject to cross-examination by the administration's legal counsel.

   d. That the board hearing officer will consider the evidence and documents and reach a decision that will be recorded by vote in open session.

   e. That the parent/student may ask any questions about the procedure.

3. Administration may call witnesses and present documents subject to cross-examination.

4. Parent/student may call any witnesses and present documents subject to cross-examination.

5. After each witness is presented the board hearing officer may ask the witness questions.

6. Parent/student's closing statement.

7. Administration's closing statement.

8. Deliberate in private. (If the hearing is not in executive session, the board hearing officer may deliberate in executive session only with permission of the parent/student.)

9. Return to open session and vote. After making certain findings of fact the board hearing officer must: (1) affirm the suspension; (2) modify the suspension (increase or decrease severity of the suspension); or (3) revoke the suspension.

Attendance at School Pending Appeal Hearing

Pending an appeal of the student suspension, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal the student's continued presence in the building will constitute an immediate danger to the health

or safety of students, school employees, school property, or would be a substantial disruption of the educational process.

Short-Term Suspension Appeals

A parent or student may appeal the suspension decision to a suspension review committee established by the superintendent. The principal shall inform the parent/student of the right to appeal the suspension and the method for appealing.

An appeal must be presented by letter to the principal within five (5) calendar days after the parent/student receives the principal's decision. If the principal does not receive a written appeal within five (5) calendar days of the decision, the principal's suspension decision is final.

Upon receipt of the request, the principal shall confirm that the student's suspension falls within the category of suspensions to which an appeal to the committee is authorized. If the principal determines that the suspension is a long-term suspension, or the original short-term suspension is extended beyond ten (10) school days prior to the hearing, the procedures applicable to long-term suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the board of education.

Hearing the Appeal

1. The superintendent shall appoint a review committee consisting of not less than three certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.

2. The superintendent shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent whenever possible. The parent/student will be notified in writing of the date, time and place of the hearing. The principal shall attend the hearing. Either party choosing to have legal counsel at the hearing shall give the other party twenty-four (24) hours advance notice. The failure to give such notice will preclude the party's right to have counsel attend the hearing.

3. The committee will conduct a full investigation of the student's suspension in an informal manner. The principal will briefly outline the student's conduct, read the regulation that the student's conduct violated, and present any evidence and witnesses that support the suspension decision. The parent/student will be asked by the committee if they understand the regulation and charges against the student. The parent/student will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.

4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the suspension. The committee's decision shall be confirmed in

writing and a copy will be mailed to the parent, the principal and the superintendent.

5. The decision of the committee shall be final and nonappealable.

Student Privileges While Under Suspension

Participation in school extracurricular activities is a privilege and not a right. Accordingly, students who are suspended are immediately ineligible to participate in extracurricular activities, notwithstanding the filing of an appeal. "Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

Reference: OKLA. STAT. tit. 70 § 24-101.3

GUN-FREE SCHOOLS STUDENT SUSPENSION

Any student who is determined to have:

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

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

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

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

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

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

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

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

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

Reference: OKLA. STAT. tit. 70 § 24-101.3

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Students* Adopted: August 1, 2016; Revised: September 11, 2023

STUDENT BULLYING

Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 et seq. ("Act"). The district intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the district's policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

Definition of Terms

A. Statutory definition of terms:

"Bully" 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.

"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.

"Electronic communication" means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.

Note: Bullying 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 bullying at school.

"At school" means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

B. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the discipline history and

physical characteristics of the alleged bully.

C. Types of Bullying

"Physical Bullying" includes harm or threatened harm to another's body or property, including but not limited to threats, 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.

"Emotional Bullying" includes the intentional infliction of harm to another's self-esteem, including but not limited to insulting or profane remarks or gestures, or harassing and frightening statements.

"Social Bullying" includes harm to another's group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage the target's current relationships, or deprive the target of self-confidence or the respect of peers.

"Sexual Bullying" includes harm of a sexual nature, including but not limited to making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target's body; engaging in off-campus dating violence that adversely affects the target's education opportunities; making threatening sexual statements directed at or about the target; or gossiping about the target's sexuality or sex life. Such conduct may also constitute sexual harassment which is prohibited by the district.

Understanding and Preventing Bullying

A. Student and Staff Education and Training

A full copy of this policy will be posted on the district's website and included in all district handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the district's annual written notice of the availability of the district's anti-bullying policy. Written notice of the policy will also be posted at various places in all district school sites.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the district's commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the district's other violence prevention efforts.

All staff will receive training regarding preventing, identifying, reporting, and managing bullying. The district's bullying coordinator and individuals designated as school site investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the district's strategy for counseling and referral for those affected by bullying. The training shall be completed the first year an administrator or district employee is employed by the district, and then once every fifth academic year.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Parents and guardians may participate in a parent education component.

B. Safe School Committees

Each 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 which interfere with and adversely affect school safety.

With respect to student bullying, each Committee shall assist the board in promoting a positive school climate. The Committee will study the district's policy and currently accepted bullying prevention programs (available on the state department website) to make recommendations regarding bullying. These recommendations must be submitted to the principal and cover: (i) needed staff development, including how to recognize and avoid bullying; (ii) increasing student and community involvement in addressing bullying, (iii) improving individual student-staff communication, (iv) implementing problem solving teams which include counselors and/or school psychologists, and (v) utilizing behavioral health resources.

Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form, and will help the student complete the form, if needed.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report.

Staff Reporting

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the school principal on an official report form. Any staff member who witnesses, hears about, or suspects bullying is required to submit a report.

Bullying Investigators

Each school site will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the district's website, and in the bullying prevention education provided annually to students and staff. The district's anti-bullying program is coordinated at the district level by its bullying coordinator, the assistant superintendent.

Investigating Bullying Reports

For any alleged incidents of bullying reported to school officials, the designated school official will investigate the alleged incident(s) and determine (i) whether bullying occurred, (ii) the severity of the incident(s), (iii) the potential for future violence and (iv) the reason for the actual or perceived bullying.

In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation.

Upon completion of an investigation, the school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. The district is not responsible for paying for these services. No school employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith.

The school may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 §1376 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

Parental Notification

The assigned investigator will notify the parents of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of the investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, within one (1) school day of the conclusion of the investigation, the investigator will contact the parents of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

Parental Responsibilities

All parents/guardians will be informed in writing of the district's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of 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:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the school immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a target of bullying and report those symptoms; and
- Cooperate fully with school personnel in identifying and resolving incidents.

Student Transfers

Students who are victims of bullying, and who report the incident(s) to school administrators, may choose to transfer to another school district. Any application for transfer must be made in accordance with the receiving school district's transfer policy.

Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 et seq., the district will identify a Bullying Coordinator who will serve as the district contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain updated contact information on file with the State Department of Education and the school district will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator.

A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the school district's Annual Performance Report.

Reference: OKLA. STAT. tit. 70 § 24-100.2; OKLA. STAT. tit. 70, § 24-100.4.

HAZING

Hazing constitutes unethical and unacceptable conduct that will not be tolerated in Pryor Public Schools. To that end the district adopts the following policy prohibiting hazing.

"Hazing" means any activity which recklessly or intentionally endangers the physical or mental health or safety of a student, required as a condition of membership in an organization, regardless of willing participation, including but not limited to physical brutality such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, alcohol, drugs, or other substances, and activities which would induce extreme mental stress such as prolonged sleep deprivation, prolonged isolation, and conduct which could cause extreme embarrassment or humiliation.

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

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

No organization having student members which is sponsored by the district or which is permitted to hold meetings or other events on district property (a "Student Organization") and no student member of a Student Organization shall engage or participate in or directly or indirectly condition membership on participation in or submission to a hazing activity.

Students violating these prohibitions shall not be permitted to participate in any extra-curricular activity sponsored by the district for a period determined by the administration based on the totality of the circumstances, shall be subject to disciplinary measures which may include suspension, and shall, when appropriate, be referred to local law enforcement authorities for prosecution.

Student Organizations which violate these prohibitions shall forfeit all rights, privileges, and recognition from the district for a minimum of one year, and shall be referred to local law enforcement authorities for prosecution.

Hazing will be dealt with as outlined in the Code of Student Conduct. School employees who are linked to hazing shall be subject to discipline - including dismissal or non-renewal.

STUDENT POSSESSION OF DANGEROUS WEAPONS

In order to provide a safe environment for the students and staff of the district, the board of education adopts this policy prohibiting the possession and/or use of dangerous weapons, replicas or facsimiles of dangerous weapons and items or instrumentalities which are used to threaten harm or are used to harm any person.

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

For the foregoing reasons and except as specifically provided in paragraph 10 below, possession by any student of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited. Further, use of any item or instrumentality by a student to threaten harm to any person or which is used to harm any person, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited.

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

A dangerous weapon includes, **BUT IS NOT LIMITED TO,** a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, stun gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife, regardless of the length or sharpness of the blade, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife, regardless of the length or sharpness of the blade, any pen knife, "credit card" knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, garrottes, choking devices, mace, pepper spray, and any item whose principal purpose is for use as a weapon, whether offensive or defensive, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person or any chemical, material or substance which can cause an irritation to or reacts with human tissue, or any chemical, material or substance used, given, applied to or administered to another person without that person's consent. The foregoing list of "dangerous weapons" is descriptive and by way of example only and is not to be considered an exclusive or limiting list of dangerous weapons. It will not be a defense to any disciplinary action under this policy that the student possessing the dangerous weapon did not know that it is dangerous weapon, but such claim of a lack of knowledge may be considered in mitigation of any disciplinary penalty.

Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous

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

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

If the superintendent or his/her designee learns that a student is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the superintendent or designee shall observe the following procedure:

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

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

3. Notify the superintendent or designee.

4. Notify the student's parents.

5. Cooperate fully with the police.

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

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

An exception to this policy may be granted for students participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, prior written approval by the superintendent is required. Students who participate in JROTC may also be granted an exception to bring an inoperable weapon onto campus for the limited purpose of participating in a school program. The principal must approve this exception in advance, the weapon must remain inoperable at all times while on campus, and the weapon must not be used in a manner which is inconsistent with the permission granted.

A student's inadvertent or unintentional possession of a dangerous weapon or replica or facsimile thereof on school property, a school bus or vehicle, or at a school activity is no defense or excuse to compliance to this policy, but may be considered in determining the

length or severity of any punishment for violation of this policy.

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

STUDENTS, DRUGS AND ALCOHOL

Illegal and Illicit Drugs and Alcohol

1. Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.

2. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of tobacco, alcoholic beverages, non-intoxicating alcoholic beverages (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs, or other mood-altering substances at school, while on school vehicles, or at any school-sponsored event.

3. "Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student.

4. ‘‘Mood-altering substances’’ include, but are not limited to, paint, glue, aerosol sprays, salts, incense, and other substances which may be used as an intoxicating substance.

5. Violation of this rule will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester.

6. Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities.

Necessary Medications

1. Students may not retain possession of and self-administer any medication at school for any reason, except for authorized medications such as inhaled asthma medications, anaphylaxis medication, insulin, or pancreatic enzymes.

2. Parents of students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medications to the school nurse or principal with a parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students.

3. Violations of this rule will be reported to the student's parents by the principal, and may result in discipline which can include suspension.

Distribution of Information

1. Information for students and their parents about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the principal or counselor at each student's school.

2. Copies of these Rules shall be provided to all students and their parents at the beginning of each school year.

STUDENT SEARCH AND SEIZURE

The superintendent or his/her designee is authorized to detain and search any student and any property in the student's possession while on school premises, at school activities, or in transit under authority of the school, for any item possession of which by the student is illegal or prohibited by school rules, or for property believed to have been stolen from another student, an employee, or the school. The search shall be conducted according to the following guidelines:

Reasonableness

1. The decision to search must be based upon a reasonable suspicion that

   A. A violation of the law or school rules has occurred or is occurring;

   B. The student to be searched has committed the violation; and

   C. Particular evidence of the violation will be discovered in the search.

2. In deciding whether a suspicion is reasonable, all the circumstances surrounding the case should be considered, including:

   A. The student's age, history, and record in school;

   B. The prevalence and seriousness of the suspected violation;

   C. The school officials' prior experience in detecting the problem or recognizing suspicious behavior;

   D. The need to make a search without delay and further investigation;

   E. The specificity and source of the information used as justification for the search; and

   F. The particular teacher or school official's experience with the student.

Scope

1. The scope or extent of the search shall be reasonably related to the kind of objects being searched for, and not excessively intrusive in light of the student's age and sex and the nature of the suspected violation.

2. A search commenced to discover a particular kind of item may be expanded or continued for additional items if circumstances warrant.

3. No student's clothing, except cold weather outerwear, shoes, and hand and head coverings, except religious head coverings, shall be removed prior to or during the conduct of any warrantless search.

Discovered Items

1. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.

2. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.

3. The Superintendent may designate school personnel to transport any dangerous weapons, controlled dangerous substances, alcoholic beverages, or missing or stolen property that might be in a student's possession from a school site 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 locked container.

Refusal to Submit to Search

A student who refuses to peaceably submit to a search based on reasonable suspicion or who refuses to turn over items discovered as a result of a search may be suspended for such refusals.

Reports

The person conducting the search shall prepare a report to be maintained by the superintendent including the date, time, place, names of witnesses, purpose, basis, and result of the search.

Reference: OKLA. STAT. tit. 70, § 24-102

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Students* Adopted: August 1, 2016; Revised: September 11, 2023

LOCKER SEARCH AND SEIZURE

In order to maintain discipline and to ensure the proper functioning of the educational process, school administrators must have access at all times to all school property, including lockers, desks, etc. assigned to students. The administration will maintain a confidential file of all lockers and their combinations and will retain master keys to all lockers, cabinets, etc., as applicable. Thus, although students have privacy rights in their locker contents as against other students, they do not have privacy rights in their locker contents as against school administrators. No school property will be used to store objects or materials that violate school regulations or state and local ordinances. The school maintains the right to ensure that lockers and desks are properly cleaned and that they do not contain items which should not be kept on school property. Lockers will be opened periodically for cleaning purposes and to locate overdue library and class materials. In addition, school administrators may open and examine student lockers, desks and all school property assigned to students for general and specific inspections at any time.

"Sniffer" dogs may properly be used to discover prohibited items concealed in school property assigned to students.

Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others will be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit. The Superintendent may designate school personnel to transport any seized dangerous weapons, controlled dangerous substances, alcoholic beverages, or missing or stolen property that might be in a student's possession from a school site 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 locked container.

Items which are used to disrupt or interfere with the educational process will be temporarily removed from student possession.

Reference: OKLA. STAT. tit. 70, § 24-102

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Students* Adopted: August 1, 2016 Revised: September 4, 2018; September 3, 2019; August 2, 2021; February 6, 2023; September 11, 2023; July 15, 2024; August 5, 2024

ADMINISTRATION OF MEDICINE TO STUDENTS

Purpose

The purpose of this policy is to identify when district personnel are authorized to administer medication to students, when students are authorized to self-medicate and how district personnel will maintain, administer, monitor and dispose of student medication.

Definitions

For purposes of this policy, these terms have the following definitions:

"Medicine" or ''medications'' includes prescription medications, opioid antagonists and over-the-counter medicines such as but not limited to aspirin, cough syrup, medicated ointments and any other item used to treat an illness, disease or malady. This term shall not include ''Sunscreen'' as defined below.

''Parent'' means a parent, a court appointed guardian or a person having legal custody.

''Sunscreen'' means a compound topically applied to prevent sunburn.

Policy

Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription and nonprescription medications and assist in applying sunscreen to students. Medications may be given only with written permission from the parent/guardian and/or physician order. A student's need for non-prescription medications will be assessed by the Registered Nurse and given per consulting physician order guidelines. Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer medication to students with legitimate health needs.

Except as provided in this policy and in the district's Student Diabetes Care and Management policy, students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the student's parent and may result in discipline, including out-of-school suspension.

As further set out below, the district retains the discretion to reject requests for the administration of medication or application of sunscreen and to discontinue the administration of medication or application of sunscreen.

The parent/guardian for each student must complete the non-prescription medication form included in the annual school registration online process in order for non-prescription medication to be administered to the student. The parent must deliver the student's medicine to the school nurse or school administrator in its original container with the parent's written authorization for administration of the medicine. Sunscreen for application by a school nurse must be delivered to the school nurse or school administrator in its original container with the parent's written authorization for application of sunscreen. The parent's authorization for either administration of medicine or application of sunscreen must identify the student, the medicine or sunscreen and include or refer to the label for instructions on administration of the medicine. The school nurse, an administrator or a designated employee will administer the medicine to the student or assist the student in applying sunscreen pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. The parent must complete a new authorization form annually and for each change of medication or sunscreen. The district will maintain the authorization form as a part of the student's health record. Authorization forms will be available in the front office of each site or on the district website under Health Services. A parent who chooses to do so may come to the school and personally dispense medication or apply sunscreen to the student.

The administration of each school will keep a record of the students to whom medicine is administered or sunscreen is applied, the date of administration or application, the person who administered the medicine or applied the sunscreen and the name or type of medicine or sunscreen administered.

Medications and sunscreen will be stored in a separate locked drawer or cabinet that is readily accessible only to the persons who will administer the medication or apply the sunscreen. Medications requiring refrigeration will be refrigerated in a secure area.

Any person administering medicine or applying sunscreen to a student will participate in training by October 1 of each year conducted by a school nurse or other health care professional. The training will include:

- Review of state statutes and school rules and regulations (including this policy) regarding administration of medication and application of sunscreen by school personnel;

- Procedures for administration, documentation, handling and storage of medication; and

- Medication needs of specific students, desired effects, potential side effects, adverse reactions and other observations.

Only those persons who successfully complete the training are authorized to administer medication or apply sunscreen. Each school site will maintain a current list of those authorized to administer medication and apply sunscreen at that site.

Students who are able to self-administer specific medications, such as inhaled asthma medication or anaphylaxis medication, replacement pancreatic enzymes, or use specialized equipment, such as an inhaler or Epinephrine injector, may do so provided such medication and specialized equipment are transported and maintained under the students' control in compliance with the following rules:

- A licensed physician or dentist must provide a written order that the student has a particular medical condition (asthma, anaphylaxis, cystic fibrosis, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent's responsibility to contact the physician and have the physician complete and return the required order.

- The parent must provide a written authorization for self-administration of medication.

- Parents who elect self-medication understand and agree that the district, its agents and employees shall incur no liability for any adverse reaction or injury the student suffers as a result of self-administration of medication and/or use of specialized equipment.

- The written authorization will terminate at the end of the school year and must be renewed annually.

- If the parent and physician authorize self-medication, the district is not responsible for safeguarding the students' medications or specialized equipment.

- Students who self-medicate are prohibited from sharing or playing with their medication or special equipment. If a student engages in these activities the parent will be contacted and a conference will be scheduled with the parent, student, nurse and other appropriate persons.

- Students will not be allowed to self-administer:

    - Narcotics;
    - Essential Oils and CBD Oils;
    - Prescription pain killers;
    - Medication used to treat ADD/ADHD or other psychological or behavior disorders; and
    - Other medication hereafter designated in writing by the district.

- Except as otherwise provided by an individual student's school health plan, students may self-administer non-diabetes and non-anaphylaxis-related injectables only in the school office in the presence of authorized school personnel. Diabetes-related injectables will be administered in accordance with the district's Management of Students with Diabetes policy.

- Students who self-medicate are encouraged to wear Medic Alert bracelets or necklaces.

- The parent will provide an emergency supply of a student's inhaled asthma medication or anaphylaxis medication or replacement pancreatic enzymes to be administered by school personnel, as required by state law.

Students who are able to self-apply sunscreen may do so provided such sunscreen is regulated by the Food and Drug Administration. Students may self-apply sunscreen without the written authorization of a parent, legal guardian or physician. All students are permitted to possess sunscreen that is regulated by the Food and Drug Administration.

Sunscreen

School staff will only assist the student in applying sunscreen with the parent's written authorization and according to label directions or, if applicable, written instructions from the student's physician. The sunscreen must be in the original container indicating:

- Ingredients; and
- Directions for Application.

Nonprescription Medication

School staff will only administer nonprescription medication with the parent's written authorization and according to label directions or written instructions from the student's physician. The medication must be in the original container that indicates:

- Student name (affixed to the container);
- Ingredients;
- Expiration date;
- Dosage and frequency;
- Administration route, i.e., oral, drops, etc.; and
- Other directions as appropriate.

School staff will only administer aspirin (acetylsalicylic acid) and products containing salicylic acid with written instructions from the student's physician. The parent must provide and maintain a supply of nonprescription medication for the student.

Prescription Medication

Except for district-wide Epinephrine injectors, district-wide Glucagon, and district-wide inhalers, school staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:

- Student name;
- Name and strength of medication and expiration date;
- Dosage and directions for administration;
- Name of the licensed physician or dentist;
- Date, name, address and phone number of the pharmacy.

The parent must provide and maintain the supply of prescription medication for the student. The initial dose of a new medication will NOT be given at school due to possible reaction. No more than a one-month supply of prescribed medication will be kept at school. The transportation of prescribed medication to and from school is the responsibility of the

parent/guardian. Medications, vitamins/herbs, essential oils, and CBD oils that are not approved by the FDA will not be administered at school.

The parent must reclaim any remaining medication by the last official day of school closing or within seven days after the prescribing physician discontinues the medication. The school nurse or designated employee will destroy in a nonrecoverable fashion in the presence of a witness any medication not timely reclaimed. The person who destroys the medication will record the following information:

- Date of destruction;
- Time of destruction;
- Name and quantity of medication destroyed; and
- Manner of destruction of medication

Any and all controlled substances will be destroyed according to state law.

The school nurse or designated employee will advise the principal or designee if discontinuance of medication to a student is appropriate and assist in informing the parent. Legitimate reasons for discontinuing administration of medication include, but are not limited to the following:

- A legitimate lack of space or facility to adequately store specific medication;
- Lack of cooperation by the student, parent and/or prescribing doctor and the district;
- An unexpected and/or adverse medical reaction to the medication at school, i.e., mood change, allergic reaction, etc., considered to be harmful to the health and well-being of the student;
- Any apparent change in the medication's appearance, odor, or other characteristics that raise reasonable doubts about the quality of the medication; and
- The medication expiration date has passed.

Narcotic medication will not be stored or administered at school by school personnel. Custodial parents/guardians of students being treated by a physician with prescription narcotic medication may administer such medication to their child during the school day. Parents/guardians administering the narcotic medication should report to the main office of the school to request their child for the administration of the medication.

Under state law, Pryor Public Schools and its employees shall not be liable for civil damages for any personal injuries to the student which result from acts of omissions of school employees in administering medication. In addition, the District, its agents, and employees shall incur no liability for any adverse reaction or injury suffered by students as a result of the self-administration of narcotic medication during school hours.

Emergency Use of District Epinephrine Injectors

The Board of Education and Oklahoma Law has authorized a licensed physician with prescriptive authority to provide a prescription for Epinephrine injectors in the name of the school district. This prescription will be of a quantity sufficient to provide two (2) Epinephrine injectors each district site.

Students shall be able to receive an emergency dose of district stock Epinephrine injection under the following conditions:

- The student's parent/guardian has provided the required annual written permission for their student to be given the stock Epinephrine and have waived liability to the district for any injury arising from the administration of stock Epinephrine injectors.

- Only the school nurse or designated school employee who has completed appropriate training shall administer the stock Epinephrine injectors.

- School employees are required to call 911 as soon as possible when a student is believed to be having an anaphylactic reaction or respiratory distress.

- Parents/guardians will be notified as soon as possible in the event of any emergency use of an Epinephrine injector.

The Superintendent will designate personnel at each school site to:

- Be responsible for obtaining and maintaining an adequate supply of Epinephrine injectors at each site;

- Ensure appropriate training on the administration of emergency use Epinephrine injectors for designated staff members;

- Distribute and maintain annual parent/guardian consent forms.

Annual written notice will be provided to all parents/guardians that trained employees are authorized to administer Epinephrine injections to any student who in good faith appears to be having an anaphylactic reaction **IF** the parent/guardian has given written consent and waived liability related to the good faith use of the injection. No Epinephrine injection shall be given if the proper written consent is not on file with the District.

Emergency Use of District Inhalers

The Board of Education and Oklahoma Law has authorized a licensed physician with prescriptive authority to provide a prescription for inhalers in the name of the school district. This prescription will be of a quantity sufficient to provide two (2) inhalers with spacers or holding chambers at each district site.

Students shall be able to receive an emergency dose of district stock inhaler under the following conditions:

- The student's parent/guardian has provided the required annual written permission for their student to be given the stock inhaler and have waived liability to the district for any injury arising from the administration of stock inhalers.

- Only the school nurse or designated school employee who has completed appropriate training shall administer the stock inhalers.

- School employees are required to call 911 as soon as possible when a student is believed to be having an anaphylactic reaction or respiratory distress.

- Parents/guardians will be notified as soon as possible in the event of any emergency use of an inhaler.

The Superintendent will designate personnel at each school site to:

- Be responsible for obtaining and maintaining an adequate supply of inhalers at each site;

- Ensure appropriate training on the administration of emergency use inhalers for designated staff members;

- Distribute and maintain annual parent/guardian consent forms.

Annual written notice will be provided to all parents/guardians that trained employees are authorized to administer inhaler to any student who in good faith appears to be having respiratory distress.

- "Respiratory distress" means the perceived or actual presence of coughing, wheezing or shortness of breath.

- "Inhaler" means a device that delivers a bronchodilator to alleviate symptoms of respiratory distress that is manufactured in the form of a metered-dose inhaler or dry-powder inhaler and that may include a spacer or holding chamber that attaches to the inhaler to improve the delivery of the bronchodilator.

Seizure-Rescue Medication (*Seizure-Safe Schools Act*)

Beginning January 1, 2022, at every school site that has a student enrolled who (1) has a seizure disorder and (2) has a seizure rescue medication or other medication prescribed to treat seizure disorder symptoms approved by the Food and Drug Administration and any successor agency that is prescribed by the student's health care provider, the district shall have at least one employee who has met the training requirements necessary to (1) administer or assist with the self-administration of seizure medication, and (2) recognize the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms. For purposes of this training, the district is permitted by law to use any adequate and appropriate training programs or guidelines for training of school personnel in the seizure disorder care tasks covered under this policy.

Before a seizure rescue medication can be administered to a student to treat seizure disorder symptoms, the student's parent or legal guardian shall do the following:

A. provide the school with **written authorization** to administer the medication at school;

B. provide a **written statement** from the student's health care provider that shall contain the following information:

- the student's name,
- the name and purpose of the medication,
- the prescribed dosage,
- the route of administration,
- the frequency that the medication may be administered, and
- the circumstances under which the medication may be administered;

C. provide the **prescribed medication** to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy; and

D. collaborate with school personnel to create a "**seizure action plan**," which means a written, individualized health plan designed to acknowledge and prepare for the health care needs of a student diagnosed with a seizure disorder.

The written authorization and seizure action plan shall be kept on file in the office of the school nurse or school administrator, and it shall be distributed to any school personnel or volunteers responsible for the supervision or care of the student. The written authorization and seizure action plan shall be effective only for the school year in which written authorization is granted and may be renewed each following school year upon fulfilling requirements A–D above. The district shall follow all administrative rules promulgated by the State Board of Education for the development and implementation of the seizure education program and the procedures for the development and content of seizure action plans.

Pursuant to state law, a school employee may not be subject to any disciplinary proceedings resulting from an action taken in compliance with *Seizure-Safe Schools Act*, and any employee acting in accordance with the provisions of that act shall be immune from civil liability unless the actions of the employee rise to the level of reckless or intentional misconduct. Any district-employed school nurse shall not be responsible for and shall not be subject to disciplinary action for actions performed by a volunteer.

District-Wide Use of Glucagon

The board of education has authorized the superintendent to obtain a prescription for Glucagon in the name of the school district.

The school district will:

- inform, in writing, the parent or legal guardian of each student with a diabetes medical management plan that a school nurse, school employee trained by a health care professional or a school employee who has volunteered and successfully completed training to be a diabetes care assistant may administer, with parent or legal guardian written consent but without a health care provider order, Glucagon to a student with diabetes whom the school nurse, trained employee, or a school employee who has volunteered and successfully completed training to be a diabetes care assistant in good faith believes is having a hypoglycemic emergency or if the student's prescribed Glucagon is not available on site or has expired;
- designate the employee responsible for obtaining Glucagon for each school site from a licensed physician with prescriptive authority; and

- maintain Glucagon at each school site in accordance with the manufacturer's instructions.

School employees are still required to call a student's parent or guardian and 911 in the event of an emergency, including any time an employee believes a student is experiencing a hypoglycemic emergency.

A waiver of liability executed by a parent or legal guardian must be on file with the school district prior to administration of Glucagon. Written consent and waiver of liability shall be effective for the school year in which it is granted and shall be renewed each subsequent school year.

Administration of Emergency Opioid Antagonists (e.g., Naloxone) by District Personnel

District medical personnel (certified school nurse or any other nurse employed by or under contract with the district) or any other person designated by the Superintendent may administer, regardless of whether there is a prescription or standing order in place, an emergency opioid antagonist for a suspected opioid overdose by a student or other individual exhibiting signs of an opioid overdose.

The Superintendent may authorize one or more district employees 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 overdose and administering an emergency opioid antagonist. The Superintendent may designate persons to receive this training who have been required to receive annual training in cardiopulmonary resuscitation and the Heimlich maneuver (70 Okla. Stat. §1210.199). Furthermore, if a person or persons designated and trained to administer an emergency opioid antagonist are absent, the Superintendent or designee may authorize any person, regardless of whether there is a prescription or standing order in place, to administer an emergency opioid antagonist to a student or other individual exhibiting signs of an overdose.

Any person administering an emergency 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 by Oklahoma's Good Samaritan Act. In the event of a suspected overdose, the district and its employees or designees shall be immune from civil liability in relation to the administration of an emergency opioid antagonist.

Any first responder who administers or provides an emergency opioid antagonist in good faith and in a manner consistent with addressing opioid overdose is not liable for any civil damages as a result of any acts or omissions by such first responder except for committing gross negligence or willful wanton wrongs in administering or providing such emergency opioid antagonist. Pursuant to OKLA. STAT. tit. 63, § 1-2506.1, for purposes of this section a "first responder" shall include medical personnel at schools including any public or charter schools, technology center schools and institutions of higher education. "Medical personnel at schools" means a certified school nurse or any other nurse employed by or under contract with a district, any licensed practitioner of the healing arts, or any person designated by the school administration to administer an emergency opioid antagonist.

As used in this section, ‘‘emergency opioid antagonist’’ means a drug including, but not limited to, naloxone that blocks the effects of opioids and that is approved by the United States Food and Drug Administration for the treatment of an opioid overdose.

Emergency Use of District Oxygen Therapy

The Board of Education has authorized a licensed physician with prescriptive authority to provide a prescription for Oxygen to be administered in emergency situations only in the name of the school district. This prescription will be of a quantity sufficient to provide one (1) Oxygen tank at each district site.

Students shall be able to receive emergency treatment of district stock Oxygen under the following conditions:

- The student's parent/guardian has approved the required annual written permission for their student to be given the stock Oxygen and have waived liability to the district for any injury arising from the administration of stock Oxygen.
- Only the school nurse shall administer the emergency stock Oxygen per standing orders Parents/Guardians will be notified as soon as possible in the event of any emergency use of Oxygen therapy for their student.
- School employees are required to call 911 as soon as possible when a student is believed to be having respiratory distress.

The Superintendent will designate personnel at each school site to:

- Be responsible for obtaining and maintaining an adequate supply of Oxygen tanks and supplies at each site;
- Ensure appropriate safety and storage of Oxygen tanks and training on the administration of Oxygen and for the designated staff members;
- Distribute and maintain annual parent/guardian consent forms.

Annual written notice will be provided to all parents/guardians that trained employees are authorized to administer Oxygen to any student who in good faith appears to be having respiratory distress.

- "Respiratory distress" means the perceived or actual presence of coughing, wheezing or shortness of breath.
- "Oxygen administration" means a colorless, odorless gas used to maintain adequate tissue oxygenation and provide life-saving aid for breathing emergencies.

Reference:

OKLA. STAT. tit. 70, § 1-116.2, 70 § 1-116.3
OKLA. STAT. tit. 70, § 1210.199
OKLA. STAT. tit. 70, §1210.242
OKLA. STAT. tit. 63, §1-2506.1
OKLA. STAT. tit. 70, § 1210.183
OKLA. STAT. tit. 70, §1210.196.3

GIFTED STUDENT PROGRAM

The board of education recognizes that educational programs are necessary for gifted children as defined by state law.

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.

Philosophy

Those special gifts which qualify an individual to be considered gifted and talented must be valued as irreplaceable natural resources. Recognizing this, educators and community members must ensure that these special gifts are not ignored. To this end, experiences must be provided that are consistent with the abilities and potential of the gifted and talented child so that every child feels important and is empowered to be a happy, successful, and responsible human being.

Definitions

Students identified as intellectually gifted demonstrate potential on group or individual nationally standardized intelligence tests. Students identified as talented demonstrate specific academic ability on school administered achievement tests.

Goal Statement

The long-range goal of the gifted and talented program is to identify all gifted and talented students in the school system; to provide a differentiated program which will give students the opportunity to develop a level of competency consistent with their aptitudes, goals, and interests; and to meet the needs of gifted students educationally, psychologically, and socially.

Objective

The learning community will foster skills of gifted and talented students in critical thinking, independent learning, problem finding/problem solving, creativity, specific academic abilities, and social interaction.

Identification

A gifted and talented program committee will function for each building. The committee is to be composed of the superintendent, counselor, and gifted and talented program coordinator. Committee involvement shall include program development, implementation, and evaluation.

The screening process for the gifted and talented program will be conducted according to the school system's schedule for administering group tests.

Multicriteria evaluations may include:

1. Referral: professional, peer, parent, self;

2. Measures of achievement;

3. Measures of performance; and

4. Scales, inventories, checklist.

All students scoring in the top three percentile on a nationally standardized intelligence test are considered gifted. Those students not scoring at or above the 97th percentile may be referred for an individual intelligence test. Referrals may be made by teachers, parents, guardians, peers, or students themselves.

All students scoring in the top five percentile on a nationally standardized achievement subtest (which may include total reading, total language, total math, social studies, and science) are considered talented in a specific academic area.

Placement Criteria

Students who score at the 97th percentile or above on a nationally normed test of intellectual ability shall be served in the gifted and talented program. Students who score at the 95th percentile or above on any subtest of a nationally normed test of achievement shall be served. Subtests may include total reading, total language, total math, social studies, and science. In addition, students who score in the top three percent of their local ethnic group on a nationally standardized achievement or intelligence test shall be served. The "standard error of measurement" may be used in placement decisions.

Notification

Parents will be notified in writing of their child's placement in the gifted and talented program. The district shall provide a gifted and talented program summary to the parents of identified students.

Procedural Safeguards

Specific areas of concern, including procedural safeguards are as follows:

1. Written parental consent must be obtained for individual evaluation or placement of a student in the gifted and talented program;

2. Parents may request retesting one time only. This request should be written, addressed to the superintendent;

3. Written appeals regarding placement may be directed to the gifted and talented program committee. Every effort will be made to meet with the parent within 15 days;

4. Test scores from other schools can be considered for possible placement by the gifted and talented program committee;

5. A review will be conducted annually on students' performance and progress; and

6. Parents may withdraw their child from the gifted and talented program. A written request is to be directed to the superintendent.

Program Description

A differentiated education designed to meet the gifted and talented students' needs and interests shall be provided through one or more of the following options:

1. Enrichment of content;

2. Acceleration of content;

3. Individualized instruction;

4. Honors classes;

5. Academic competition;

6. Cross-grade grouping;

7. Special interest classes;

8. Concurrent enrollment;

9. Guided research;

10. Resource room;

11. Learning centers;

12. Credit by examination;

13. Pull-out enrichment classes (for elementary gifted students only); and

14. Other.

STUDENT ATTENDANCE

The board of education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes to the extent possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90% each semester to earn credit for any course in which the student is enrolled.

Absences

Excused absence will be granted for the following reasons:

1. Illness of the student or immediate family member;

2. Family emergencies;

3. Death of an immediate family member;

4. Medical appointments;

5. Legal matters, including service on a grand, multi-county grand, or petit jury;
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6. Travel to and from and observance of holidays required by student's religious affiliation; and

7. Extenuating circumstances deemed necessary by the principal.

It is the responsibility of the parent to notify the school between 7:45 a.m. and 8:30 a.m. if the child is to be absent that day for one of the above reasons. Parents are required to contact the school and provide documentation regarding illnesses, court appearances, first attempts for driver's license, family emergencies or other reasons for student absence. The student must make up all work missed, and, if timely submitted, the district will accept it at full credit. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

Any student and/or parent of a student who exceeds the 90% attendance rule and feels that he or she has extenuating circumstances that explain the absences that exceed this number may request review by the district's attendance committee. The committee will consist of a building level administrator, two teachers and a counselor. This committee may, at the discretion of the superintendent be the same as the Internal Activities Review Committee ("IARC"). Consideration will be given as to the reason for the absences (such as extended illnesses of the student or immediate family members as documented by a physician, family emergencies or death of an immediate family member) as well as to the attempts by parents to minimize the absenteeism.

A student will also receive an excused absence from attending school for the purpose of receiving speech therapy, occupational therapy, or any other service related to the student's individualized education program developed pursuant to the Individuals with Disabilities Education Act (IDEA), ***provided*** (1) the parent, guardian, or other person having custody or control of the student submits a written request for the excused absence, and (2) the district receives documentation from the provider of the therapy or other service.

School Activities

1. Students involved in school sponsored activities are limited to ten absences per school year per class period. Ten additional absences may be granted for state and national events as long as the student has earned the right to participate *and* is participating in the state or national event.

2. Students will be allowed to make up any work missed while participating but must make up the work within the period established by the assigned teacher. Reasonable time to make up work missed shall not be unreasonably withheld.

3. Absences for the following reasons will not be charged against the ten absence limit:

    a. Activities held on campus, sanctioned by the superintendent;
    b. Serving as a Page in the Legislature;
    c. On campus visits by college representatives/vocational representatives;
    d. College entrance exams;
    e. Field trips in conjunction with a unit being taught in an academic class;
    f. Students excused to make appearances before local civic groups;
    g. Grade level field trips to area technology centers.

4. Students must assume responsibility for their absences. Student responsibilities include but are not limited to notifying instructors of an absence, a reasonable time prior to the absence, making arrangements with instructors to make up work, and working cooperatively with teachers and administrators when absences cannot or will not be approved even though a student's request is not otherwise unreasonable.

5. Principals will keep or cause to be kept a record of those days or class periods missed by students due to school sponsored activities. These records will be open for inspection by the student, parent or guardian of the students, sponsors, coaches and teachers with a need to know this information.

6. Absences that exceed the maximum permitted by this policy and which do not have the written permission of the IARC shall be counted as an unexcused absence in accordance with board policy.

Sponsor/Teacher or Coach Responsibilities

1. Sponsors/teachers or coaches are required to prepare a list of activities that the student may attend during the school year and provide students with the list. The same list must be furnished to the principal at the beginning of the school year but no later than fifteen days following the first day of school for students. The material prepared by sponsors/teachers or coaches shall

include the criteria for eligibility for the particular activity for which the sponsor/teacher or coach is responsible, the goals of the activity and the manner in which the goals meet school and community expectations.

2. Sponsors/teachers or coaches should assist students in selecting those activities that will benefit the student and/or the school.
3. Sponsors/teachers or coaches must check activity absences regularly in order to help students plan for future absences.

4. Sponsors/teachers or coaches must be fully familiar with this policy and capable of mentoring students to avoid unnecessary and unproductive absences from classes.

5. No sponsor/teacher or coach shall misrepresent the reason for a student's absence or sanction a student's absence from a class period that is not related to the school sponsored activity in which the student is involved.

Internal Activity Review Committee (for extracurricular activities)

The board of education has established an IARC composed of the following positions: the principal or principal's designee, regular classroom teacher (in a core subject), athletic director, coach/sponsor, parent. The individuals who shall serve on this committee shall be appointed annually by the board following a recommendation by the superintendent. The superintendent may suggest additional individuals to serve on the committee but shall not have fewer than 5 individuals recommended to serve on the committee. The committee shall resolve questions regarding excused or unexcused absences related to extracurricular activities using procedures that the committee shall designate which allow for consideration of the district's policy, emphasis on the importance of students attending classes on a regular basis, and an opportunity for the student and student's representatives and school representatives to be fully heard regarding the treatment of and consequence of an absence. The committee shall also be responsible for resolving any dispute regarding whether a student made up his or her work within a reasonable period designated by the instructor or administrator.

Any party who objects to a decision of the IARC may appeal the decision to the board of education by filing an appeal within 5 business days of the IARC's written decision with the clerk of the board of education with a copy of the appeal to the superintendent of Schools.

In addition to the above responsibilities the IARC shall review and recommend to the board policy changes or additions designed to ensure that the district's treatment of school attendance and opportunity for participation in extracurricular activities is consistent with applicable law, school board policies and rules and regulations adopted by the Oklahoma State Board of Education and athletics associations in which the district participates.

The board of education has final authority in deciding if a student's deviation from the ten day or class period rule shall be approved. The board can exercise this authority by conducting a hearing in which all sides shall be heard or can exercise its authority by voting to uphold a decision of the IARC or voting not to reconsider the IARC's decision or findings in a particular matter.

Unexcused Absence

This is any absence that does not fall within one of the above categories. Work will be made up with a grade adjustment.

Truancy

A student is considered truant when absent from school without the parents' knowledge or leaving school without permission of the principal or his/her designated representative. Students who are truant will be subject to disciplinary action and will be ineligible to participate in school activities for the day. Truant students will make up all missed work with a grade adjustment.

Tardies

1. A student is tardy who is not in the classroom when the bell to begin the period sounds.

2. A student who is more than fifteen (15) minutes late is counted absent for the period.

Reference: OKLA. STAT. tit. 70, § 10-105

WITHDRAWAL FROM SCHOOL

The 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.

Students are reminded that transcripts and other records will be forwarded to the new school only after proper clearance has been accomplished.

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 of school during the preceding quarter. A dropout is any student who is under the age of 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. 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.

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Students* Adopted: August 1, 2016; Revised: September 3, 2019

TESTING STUDENTS WITH REGARD TO THE USE OF ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCES

The board of education, with the intent that all students have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the student is on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event hereby adopts the following policy.

Statement of Purpose and Intent

1. The safety of students and employees of the district is of paramount concern to the board.

2. Students who are under the influence of alcohol or an illegal chemical substance when the student is on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event pose serious safety risks to students, employees and the public.

3. The use of alcohol and illegal chemical substances by students has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of education of all students.

4. The board recognizes that all students have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma. This policy will not infringe on those rights.

5. Due to the devastating impact that the use by students of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse affect on a student's ability to perform as a student, the board will not tolerate students who use, possess, distribute, purchase, sell or are under the influence (as defined in the policy) of alcohol or illegal chemical substances while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.

6. This policy will apply to all students of the district.

7. Violations of this policy will subject the student to disciplinary action, including out-of-school suspension from school.

Definitions

1. "Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs

obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By way of example only, the drugs which may be tested for are: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.

2. "Alcohol" means ethyl alcohol or ethanol and includes "low point" beer.

3. "Under the influence" means any student of the district who has any alcohol or illegal chemical substance or the metabolites thereof present in the student's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.

4. "Positive" when referring to an alcohol or drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health for drug or alcohol testing of students or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.

5. "School property" means any property owned, leased or rented by the district, including but not limited to school buildings, parking lots and motor vehicles.

6. "Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath or hair.

7. "Reasonable suspicion" means a belief that a student is using or has used alcohol or drugs in violation of this policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things:

   A. Observable phenomena, such as:

      i. the physical symptoms or manifestations of being under the influence of alcohol or a drug while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event; or

      ii. the direct observation of alcohol or drug use while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.

   B. A report of drug or alcohol use while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event, provided by reliable and credible sources;

   C. Evidence that a student has tampered with an alcohol or drug test; or

D Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.

Procedures for Alcohol or Illegal Chemical Substance Testing

1. Any alcohol or drug use test administered under the terms of this policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma State Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing, with all samples to be taken under the supervision of appropriate laboratory employees at a school site or site designated by the laboratory. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible and shall be conducted under reasonable sanitary conditions. The test sample shall be obtained in a manner which minimizes its intrusiveness.

   In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent confirming analysis of the first sample; the test monitor shall not observe any student while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that a student is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the student giving the sample.

   If a student is determined to have tampered with any specimen or otherwise engaged in any conduct which disrupts the testing process of any student, then the student will be deemed to have violated this policy and will be subject to disciplinary action, including out-of-school suspension from school.

   The test monitor shall give each student a form on which the student may, but shall not be required to, list any medications he has taken or any other legitimate reasons for having been in recent contact with alcohol or illegal chemical substances.

2. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use an equivalent scientifically accepted method of equal or greater accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by board rules. A student will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.

3. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted

method approved by rules of the State Board of Health, at the cutoff levels determined by board rules.

4. Upon written request, the student will be furnished with a free copy of all test results performed under this policy. All test records and results will be confidential and kept in files separate from the student's cumulative records. All tests required of a student by the district under this policy shall be at district expense.

5. Any student who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance while on school property, at a school sponsored event, in school vehicles or going to or from a school sponsored event will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the student asserts that the positive test results are caused by other than consumption of alcohol or an illegal chemical substance by the student, then the student will be given an opportunity to present evidence that the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. The district will rely on the opinion of the district's laboratory which performed the tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance.

6. The laboratory reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the district will not report on or disclose to the district any physical or mental condition affecting a student which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use of samples to test for any other substances will not be permitted.

Student Alcohol and Drug Use Tests - When Required

1. Any student whose behavior while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event creates a reasonable individualized suspicion that the student is under the influence of alcohol or an illegal chemical substance may be required to take an alcohol and/or drug use test. Nothing in this policy shall require alcohol and/or drug use testing of any student nor prohibit the district from disciplining any student in the absence of an alcohol or drug use test of the student.

2. Any student who refuses to take an alcohol or drug use test when so required under the provisions of this policy will be deemed to have violated this policy and will be subject to disciplinary action including out-of-schools suspension from school to the same extent as if the student tested positive for the presence of alcohol or illegal chemical substances.

Medical Marijuana

1. Pursuant to OKLA. STAT. tit. 63, § 420 *et. seq.*, unless failure to do so would cause the school district to imminently lose a monetary or licensing related benefit under Federal law or regulations, the school district will not discriminate against a student in enrollment or otherwise penalize a student solely on the basis of the student's status as a medical marijuana holder.

2. The school district will not subject a student holding a valid medical marijuana license to disciplinary action based solely on a positive drug test for marijuana or the metabolites thereof. Students who use, possess, sale, distribute, purchase or are under the influence of medical marijuana or medical marijuana product may be subject to discipline pursuant to this policy regardless of license holder status.

3. As used in this section, a determination of whether a student 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 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.

<u>Student Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of Alcohol or Illegal Chemical Substance</u>

Any student who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event or as a result of alcohol or drug use tests conducted under this policy will be subject to disciplinary action, including out-of-school suspension from school.

<u>Persons Authorized to Order Alcohol or Drug Testing</u>

The following persons have the authority to require alcohol or drug use testing of students under this policy:

1. The superintendent;

2. Any employee designated for such purposes by the superintendent or the board.

Out-of-School Suspension Due Process Procedures

Any student who is subject to an out-of-school suspension for the violation of this policy shall be afforded appropriate due process procedures allowed by the district's policy on student behavior.

Circulation of Policy

This policy shall be given broad circulation to all students of the district which shall include prominent posting at various places in the district.

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Students* Adopted: August 1, 2016; Revised: September 3, 2019

EXTRACURRICULAR ACTIVITIES
STUDENT ALCOHOL AND DRUG TESTING

The board of education, in order to protect the health and safety of students participating in extracurricular activities and to educate and direct students participating in extracurricular activities away from drug and alcohol use and abuse, thereby setting an example for all other students of the district, adopts the following policy for testing of students participating in extracurricular activities for the use of illegal drugs, alcohol and performance enhancing drugs.

Statement of Purpose and Intent

1. It is the desire of the board, administration and staff that every student in the district refrain from using or possessing alcohol and illegal or performance enhancing drugs. Notwithstanding this desire, the administration and board of education realize that their power to restrict the possession or use of alcohol and illegal or performance enhancing drugs is limited. Therefore, except as provided below, 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 supplement and complement all other policies, rules and regulations of the school district regarding possession or use of alcohol and illegal or performance enhancing drugs.

2. Participation in school-sponsored extracurricular activities at the school district is a privilege, not a right. Students who participate in these activities are respected by the student body and are expected to conduct themselves as good examples of behavior, sportsmanship and training. Accordingly, students who participate in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible example of conduct, which includes avoiding the use or possession of alcohol and illegal or performance enhancing drugs.

3. The purpose of this policy is to prevent alcohol and illegal or performance enhancing drug use, to educate students who participate in extracurricular activities as to the serious physical, mental and emotional harm caused by alcohol and illegal or performance enhancing drug use, to alert students participating in extracurricular activities who have possible substance abuse problems to the potential harms of use, to prevent injury, illness and harm as a result of alcohol and illegal or performance enhancing drug use, and to strive within the school district for an environment free of alcohol and illegal or performance enhancing drug possession and use. 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 who participates in extracurricular activities and who is found to be in violation of the policy to participate in extracurricular activities. There will be no academic sanction solely for a violation of this policy. Notwithstanding the foregoing, a student may be

disciplined, including suspended out of school, if a violation of this policy also results in a violation of the school district's student behavior policy.

Definitions

- Extracurricular - means any school district sponsored team, club, organization or activity in which student participation is not required as a part of the school district curriculum and in which students represent the school district in competitions sanctioned by the Oklahoma Secondary Schools Activities Association.

- Student extracurricular activities participant - means any student participating in any competitive extracurricular activity.

- Student Athlete - means a 6th-12th grade member of any school district sponsored interscholastic sports team, including athletes and cheerleaders.

- Coach/Sponsor - means any person employed by the school district to coach athletic teams of the school district, to act as a sponsor or coach of a cheerleader team of the school district, or to serve as sponsor for any other extracurricular activity.

- Athletics and athletic activity - means participation by a student athlete on any athletic team or cheerleader team sponsored by the school district.

- In-season - means anytime during the day, night, weekends or holidays, including all time in and away from school during the entire school year for all student extracurricular activities participants.

- Alcohol - means ethyl alcohol or ethanol and any alcoholic beverage and includes "low-point beer" as defined by Oklahoma law.

- 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, and paraphernalia to use such drugs.

- 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.

- Drug or alcohol use test - means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal or performance enhancing chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath or hair.

- Random selection basis - means a mechanism for selecting student extracurricular activities participants for drug and/or alcohol use testing that:

    - results in an equal probability that any student extracurricular activity

participant from a group of student extracurricular activity participants subject to the selection mechanism will be selected, and

- does not give the school district discretion to waive the selection of any student extracurricular activity participant selected under the mechanism.

- Positive - when referring to an alcohol or drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal or a performance enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug or alcohol use test.

- Reasonable suspicion - means a suspicion based on specific personal observations concerning the appearance, speech or behavior of a student extracurricular activity participants 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.

- Games/competitions - mean regular season, tournament and playoff games/competitions and do not include practice games and scrimmages.

Participation and Procedures

1. Alcohol and illegal or performance enhancing drug possession or use is incompatible with participation in extracurricular activities on behalf of the school district. For the safety, health and well-being of the student extracurricular activity participants of the school district, the school district has adopted this policy for use by all participating students at the 6th-12th grade level. Any student found to be in possession of, or having used alcohol or illegal or performance enhancing drugs, either by observation or drug or alcohol use test, will be considered to have violated this policy.

2. Each student extracurricular activity participant shall be provided with a copy of this policy and the "Student Extracurricular Activity Participant Alcohol and Illegal or Performance Enhancing Drugs Contract (the "Contract") which shall be read, signed and dated by the student, parent or custodial guardian and a coach/sponsor before such student shall be eligible to practice or participate in any extracurricular activity. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed Contract. Provided, however, the lack of a signature on the part of a coach/sponsor shall not invalidate consent to drug testing under the Contract.

3. The principal and sponsor, or, in the case of student athletes only, the athletic director and applicable coach, shall be responsible for determining whether a violation of this policy has occurred when an observation of possession or use of alcohol or illegal drug by a student extracurricular activity participant has been reported. If a violation of the policy is determined to have occurred by a student extracurricular activities participant other than a student athlete, the principal will contact the student, the sponsor, and the parent or custodial guardian of the student

and schedule a conference. If a violation of the policy is determined to have occurred by a student athlete, the athletic director will contact the student, the sponsor or head coach, the applicable principal, and the parent or custodial guardian of the student and schedule a conference. At the conference, the violation of the policy will be described and the restrictions explained.

4. The Contract shall signify consent on the part of the student extracurricular activity participant and his or her parent(s)/guardian(s) for the district to obtain a urine sample from the student extracurricular activity participant for the purpose of performing a drug and/or alcohol use test. Such drug use testing may occur upon any of the following events:

   A. For student athletes, as part of the annual physical examination, Student athletes who have physical examinations performed by their personal physicians must nonetheless sign the Contract and comply with all policy requirements.

   B. For student extracurricular activity participants other than student athletes, either

      (i) prior to the start of the season for the extracurricular activity in which a student extracurricular activities participant competes, or

      (ii) if the extracurricular activity has no established season, within one week after the first day of classes at the beginning of the school year;

   C. As chosen by the random selection basis described in paragraph 5 below; and

   D. at any time the principal, coach/sponsor, or—in the case of student athletes—the athletics director requests a drug and/or alcohol use test by a student extracurricular activities participant , based on reasonable suspicion of possession or use of alcohol and/or illegal or performance enhancing drugs.

5. Drug and/or alcohol use testing for student extracurricular activities participants will also be chosen on a random selection basis monthly from a list of all in-season student participants. The school district will determine a monthly number of student names to be drawn at random to provide a urine sample for drug and/or alcohol use testing for alcohol and/or illegal or performance enhancing drugs.

6. The school district will set a fee charge to be collected from each student when the Contract is signed and returned to the coach or sponsor.

7. Any alcohol or 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 using 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.

8. All aspects of the alcohol or drug use testing program, including the taking of

specimens, will be conducted so as to safeguard the personal and privacy rights of the student extracurricular activities participants to the 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 behind a closed stall. The principal or athletic director shall designate a sponsor or coach or other adult person of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. 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 insure 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 principal or athletic director who will then determine if a new sample should be obtained. If a student is determined to have tampered with any specimen or otherwise engaged in any conduct that disrupts the testing process of any student, then the student will be deemed to have committed a second offense under this policy and the sanctions for a second offense will be imposed. The monitor shall give each student a form on which the student may list any medications he/she has taken or any other legitimate reasons for having been in contact with illegal drugs or performance enhancing drugs in the preceding thirty (30) days. The medication list may be submitted to the lab in a sealed and confidential envelope.

9. If an 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 an equivalent scientifically accepted method of equal or greater accuracy. A specimen shall not be reported positive unless the second test is positive for the presence of an illegal drug or performance enhancing drug or the metabolites thereof. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method. The unused portion, if any, of a specimen that tested positive for alcohol or illegal or performance enhancing drugs shall be preserved by the laboratory for a period of six (6) months.

10. If the alcohol or drug use test for any student extracurricular activities participant has a positive result, the laboratory will contact the principal or the athletic director with the results. In the case of student extracurricular activities participants who are not athletes, the principal will contact the student, the sponsor, and the parent or custodial guardian of the student and schedule a conference. In the case of student athletes, the athletic director will contact the student, the sponsor or head coach, the applicable principal, and the parent or custodial guardian of the student and schedule a conference. At the conference, the principal or the athletic director will solicit any explanation for the positive result and ask for doctor prescriptions of any drugs that the student was taking that might have affected the outcome of the alcohol or drug use test. The principal or the athletic director will also inform the student and his/her parent or custodial guardian of the ability to re-test the remaining specimen described in paragraph 11 below.

11. If the student and his/her parent or custodial guardian desire another test of the remaining portion, if any, of the specimen, the principal or athletic director will arrange for another test at the same laboratory or at another laboratory agreeable to

the principal or athletic director. Any such re-test shall be at the expense of the student and his/her parent or custodial guardian. Such re-test must be requested during the conference described in paragraph 10. Should a re-test be requested, no determination shall be made as to whether there is a policy violation until the re-test has been completed; however, the student shall be ineligible for participation in extracurricular activities pending the results of such re-test. However, if the re-test returns a positive result, any days that a student is ineligible for participation in extracurricular activities under this paragraph shall be counted towards the sanction issued under this policy.

12. If during the conference described in paragraph 10, the student extracurricular activities participant asserts that the positive test results are caused by other than consumption of alcohol or an illegal or performance enhancing drug by the student, then the student will be given an opportunity to present evidence of such to the principal or to the athletic director. The school district will rely on the opinion of the original laboratory that performed the test in determining whether the positive test result was produced by other than consumption of alcohol or an illegal or performance enhancing drug. Should an alternative reason for the positive result be provided, no determination shall be made as to whether there is a policy violation until the original laboratory has been consulted; however, the student shall be ineligible for participation in extracurricular activities pending such consultation. However, if a policy violation is determined to have occurred, any days that a student is ineligible for participation in extracurricular activities under this paragraph shall be counted towards the sanction issued under this policy.

13. If a policy violation has been determined by the principal or the athletic director to have occurred, they will notify the student and his/her parent(s)/guardian(s).

14. A student who has been determined by the principal or the 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 appeal must be lodged within five (5) business days of notice of the initial report of the offense, during which time the student will remain ineligible to participate in any extracurricular activities. The superintendent or his/her designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be the sole and exclusive judgment and discretion of the superintendent which shall be final and nonappealable.

15. Before a student extracurricular activities participant who has tested positive in an alcohol or drug use test may rejoin his/her extracurricular activity after a first or second offense, such student may be required to undergo one or more additional alcohol or drug use tests to determine whether the student is no longer using alcohol or illegal or performance enhancing drugs. The school district will rely on the opinion of the laboratory which performed or analyzed the additional alcohol or drug use test in determining whether a positive result in the additional alcohol or drug use test was produced by alcohol or illegal or performance enhancing drugs used by the student before the offense or by more recent use. In addition, a student extracurricular activities participant who has tested positive in an alcohol or drug use test may be required to submit to one or more additional alcohol or drug use tests for up to a year following the date of the positive result, notwithstanding that such student has been permitted to rejoin his/her extracurricular activity.

16. All documents created pursuant to this policy with regard to any student will be kept in a confidential folder and will never be made a part of the student's cumulative folder nor be considered a "disciplinary" record.

Medical Marijuana

1. 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. 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 are under the influence of medical marijuana or medical marijuana product.

2. As used in this section, a determination of whether an applicant 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 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.

Violation

Any student who is determined by observation or by alcohol or drug use tests to have violated this policy shall be subject to the loss of the privilege to participate in extracurricular activities and offered educational and support assistance to stop using.

For the First Offense

Suspension from participation in all scheduled extracurricular activities (including all meetings, practices, performances and games/competitions) for 30 school days which may be reduced by 15 school days (five school days reduced for professional

drug/alcohol evaluation/assessment and ten school days reduced for participating in and successfully completing at least four (4) hours of substance abuse education/counseling provided by the school district or an outside agency). A student extracurricular activities participant must miss a minimum of two (2) games/competitions. If the student is not competing in an extracurricular activity during any suspension period due to injury, academic ineligibility or the games or competitions for that sport or activity are finished or have not begun for that school year and, therefore, does not miss a minimum of two games/competitions during the suspension period, then the student will be required to miss the next two games/competitions after he or she returns from the injury, becomes eligible or the games or competitions resume in the following school year or begin later in the same school year. These restrictions and requirements shall begin immediately following the determination of a violation of this policy. Such suspension will extend into a succeeding competition season if necessary to fulfill the suspension.

For the Second or Subsequent Offense (in the same school year)

Complete suspension from participation in all extracurricular activities including all meetings, practices, performances and competition for eighteen (18) continuous and successive school weeks from the date of the determination of a violation of this policy. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension. Offenses shall not accumulate from school year to school year; the eighteen (18) week suspension from participation in all extracurricular activities shall come into play only when two (2) or more offenses are committed in the same school year.

Self-Referral

As an option to the consequences for a first offense only, a student may self-refer to the principal or athletic director or to a coach or sponsor before being notified of a policy violation or prior to being asked or required to submit to an alcohol or drug use test. A student who self-refers will be allowed to remain active in all extracurricular activities after the following conditions have been fulfilled: a conference has been held with the student, the principal or athletic director, the sponsor or coach, and the parent or custodial guardian of the student to discuss the policy violation; an alcohol or drug use test is provided by the student that is not positive, and a participation commitment by the student and parent for four (4) hours of substance abuse education/counseling provided by the school or an outside agency. Documentation of successful completion of this commitment must be provided to the principal or athletic director by the student or parent. A student who self-refers will, however, be considered to have committed his/her first offense under this policy. A self-referral may be used only once in a student's time in the school district.

<u>Refusal to Submit to Alcohol or Drug Use Test</u>

If, after signing the Contract, a student extracurricular activities participant refuses to submit to an alcohol or drug use test authorized under this policy, such student shall not be eligible to participate in any extracurricular activities including all meetings, practice, performances and competition for eighteen (18) continuous and successive school weeks. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension.

Extracurricular Activities Participant Alcohol and Illegal or Performance Enhancing Drugs Contract

Statement of Purpose and Intent

Participation in school sponsored extracurricular activities at the school district is a privilege and not a right. Such privilege is governed by the attached policy on Testing for Alcohol and Illegal or Performance Enhancing Drugs. Alcohol and illegal or performance enhancing drug use of any kind is incompatible with participation in extracurricular activities on behalf of the school district. Students who participate in activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship and training. Accordingly, student extracurricular activities participants 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 alcohol or illegal or performance enhancing drugs.

Participation in Extracurricular Activities

For the safety, health and well-being of students, the district has adopted the attached policy and this "Student Extracurricular Activities Participant Alcohol and Illegal or Performance Enhancing Drugs Contract" (the "Contract") which shall be read, signed and dated by the student, parent or custodial guardian and sponsor or coach before such student shall be eligible to practice or participate in any extracurricular activity. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed Contract.

Student Section

I understand after having read the policy and this Contract that, out of care for my safety and health, the district enforces the rules applying to the consumption or possession of alcohol and illegal or performance enhancing drugs. As a student extracurricular activities participant, I realize that the personal decision that I make daily in regard to the consumption or possession of alcohol and illegal or performance enhancing drugs 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 the policy regarding the use or possession of alcohol and illegal or performance enhancing drugs any time during the school year, I understand upon determination of that violation I will be subject to the restrictions of my participation as outlined in the policy.

Student Name: _____ ID No.: _____

Student Signature: _____ Date: _____

Parent (and Adult Students) Section

We have read and understand the policy and this Contract. We desire that the student named above participate in the district's extracurricular activities and we hereby agree to abide by all provisions of the school district's policy. We accept and consent to the method of obtaining urine samples, testing and analyses of such specimens, and all other aspects of

the program. We agree to cooperate in furnishing urine specimens that may be required from time to time. We further agree and consent to the disclosure of the sampling, testing and results as provided for in this program. This consent is given pursuant to all state and federal privacy statutes and is a waiver of rights to non-disclosure of such test records and results only to the extent of the disclosures authorized in the program.

Parent Signature: _____ Date: _____

Adult student signature: _____ Date: _____

Athletes:
Obtain the signature of each sponsor/coach for all activities in which you are involved

Sponsor/Coach Signature	Team / Activity	Date
Sponsor/Coach Signature	Team / Activity	Date
Sponsor/Coach Signature	Team / Activity	Date
Sponsor/Coach Signature	Team / Activity	Date
Sponsor/Coach Signature	Team / Activity	Date

PROTECTION OF PUPIL RIGHTS AMENDMENT

For purposes of this policy, the following definitions apply:

"Instructional material" means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

"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.

"Parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). All rights provided to parents under this policy transfer to the student when the student turns 18 years old or is an emancipated minor at any age.

"Personal information" means individually identifiable information including (i) a student or parent's first and last name; (ii) a home or other physical address (including street name and the name of the city or town); (iii) a telephone number); or (iv) a Social Security identification number.

"Survey" includes an evaluation.

Inspection of Instructional Materials

All instructional materials, including teacher's manuals, films, tapes, or other supplementary instructional material that will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents of students in the district. However, teacher lesson plans and tests are confidential records under the Oklahoma Open Records Act. After request by a parent, review of instructional materials shall be at a time mutually convenient to the teacher involved and the parent. Any complaint by a parent regarding the parent's inability to inspect any instructional material shall initially be addressed to the principal of the school where the parent's child attends. If the parent is dissatisfied with the principal's decision, then the parent may request review by the superintendent, or his or her designee, who shall have final authority over the matter.

Establishing a curriculum and determining to include or remove particular materials within the curriculum are the legal responsibilities of the board of education subject to statutory and state board of education guidelines. Nothing in this policy is intended to grant or require prior parental approval or control of materials or parental control, approval or review of teaching techniques or methods.

Surveys

No student shall be required to submit to a survey, analysis, written examination or evaluation that reveals information concerning the following without the parent's prior consent:

1. Political affiliations or beliefs of the student or the student's family;

2. Religious practices, affiliations, or beliefs of the student or the student's parent;

3. Sexual behavior or attitudes;

4. Illegal, anti-social, self-incriminating or demeaning behavior;

5. Mental or psychological problems of the student or the student's family;

6. Critical appraisals of other individuals with whom the student has a close family relationship;

7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; and

8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents may inspect, upon request, a survey created by a third party before the survey is administered or distributed to students. Review of such surveys shall be at a time mutually convenient to the principal involved and the parent. Any complaint by a parent regarding the parent's inability to inspect any such survey shall be addressed to the superintendent, or his or her designee, who shall have final authority over the matter.

The district will take appropriate steps in compliance with the Family Educational Rights and Privacy Act to protect student privacy in the event of the administration or distribution of a student survey containing one or more of the items mentioned above.

Psychiatric or Psychological Examinations

Without the prior written consent of the parent or guardian, no student who is an unemancipated minor shall be required, as part of any applicable program, to submit to psychiatric or psychological examination, testing or treatment.

Notification and Opt-Out

The district will directly notify parents, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

1. Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information or providing that information to others for that purpose. These activities do not include information for the exclusive purpose of developing,

evaluating or providing educational products or services for or to students or educational institutions, such as:

A. College or other postsecondary education recruitment, military recruitment;

B. Book clubs, magazines, and programs providing access to low-cost literary products;

C. Curriculum and instructional materials used by elementary and secondary schools;

D. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic clinical, aptitude, or achievement information about students and the subsequent analysis and public release of the aggregate data from such tests and assessments;

E. The sale by students of products or services to raise funds for school-related or education-related activities; and

F. Student recognition programs.

2. The administration of any survey containing one or more items described above in the Surveys section of this policy; and

3. Any non-emergency, invasive physical examination or screening that is (i) required as a condition of attendance; (ii) administered by and scheduled by the school in advance; and (iii) not necessary to protect the immediate health and safety of the student or other students. This provision does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screening that is permitted without parental notification.

Inspection of Data Collection Instruments

The district will take appropriate steps in compliance with the Family Educational Rights and Privacy Act to protect student privacy in the event of such collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information or providing that information to others for that purpose. Parents and eligible students may inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to students. Review of such instruments shall be at a time mutually convenient to the principal involved and the parent. Any complaint by a parent regarding the parent's inability to inspect any such survey shall be addressed to the superintendent, or his or her designee, who shall have final authority over the matter.

STUDENT ORGANIZATIONS: SPONSORSHIP AND EQUAL ACCESS FOR LIMITED STUDENT FORUMS

The board of education is committed to the proposition that student participation in student activities and organizations can advance educational goals and otherwise benefit students and that district policies should further students' opportunities for participation. In allowing and furthering student activities and organizations, the board is mindful of the dictates of the United States Constitution and the federal Equal Access Act. This policy is adopted to implement these goals.

School-Sponsored Student Organizations

1. The district may sponsor student organizations that the board determines are in furtherance of and consistent with the educational objectives of the district and directly related to the district's curriculum ("school-sponsored student organizations").

2. An organization shall be considered to be directly related to the district's curriculum if it is: (1) an extension, expansion, or application of material taught in a class; or (2) part of or an adjunct to student government, carrying out special projects or responsibilities.

3. School-sponsored student organizations shall have a faculty sponsor, whose teaching field, education, background or other expertise is reasonably related to the purpose and goals of the group, and who shall receive extra-duty compensation.

4. Application for district sponsorship shall be made by the proposed faculty sponsor and at least five (5) students who intend to participate in the organization. Each proposed student organization will submit its membership requirements, organizational structure and provisions of a constitution or other document setting out organizational purpose and structure, subject to approval by the superintendent.

5. After the proposed organization and its constitution have received preliminary approval from the superintendent, the board shall review and approve or disapprove the organization for sponsorship based on the standards set out in this policy and, if requested, on an opinion rendered by the district's legal counsel that the proposed organization meets the standards of this policy.

Independent Student-Organized Groups

1. The senior high schools of this district shall make facilities available for meetings of independent student-organized groups (that is, student groups that are not officially sponsored by the district as stated in sections 1-5 above) subject to the following provisions. It is the district's intent to create a limited open forum under the federal Equal Access Act for independent student-organized groups pursuant to this policy.

2. Meetings of independent student-organized groups may be held only during non-instructional time, including before or after school, during lunch hour (if there are no

classes being conducted during the lunch hour) or other non-instructional time. No student may attend a meeting when he or she has a scheduled class or is required by school rules or schedules to be elsewhere.

3. All meetings shall be student-initiated and open to all students in the school. All student attendance at independent student-organized group meetings shall be voluntary.

4. No meeting may include any activity that is unlawful or that materially and substantially interferes with the orderly conduct of educational activities within the school.

5. An adult monitor, who may or may not be a school employee, shall be present at all meetings. The school employee shall be present only in the capacity of monitor and may not participate in any form or fashion in the meeting.

6. Independent student-organized groups may invite outside speakers to their meetings, but no non-school persons may direct, control, conduct, or regularly attend meetings.

7. If students wish to meet in independent student-organized groups under this policy, they must file a request to meet with the building principal that lists: 1) the room in which they wish to meet and the time during which they will meet; 2) the name of one student who will serve as the contact between the group and school authorities; and 3) the monitor who will be present. The principal shall approve a meeting if it meets the requirements of this policy and shall notify the student contact person of his or her approval or, if it does not meet the requirements of this policy, the reasons for disapproval, within two days of receipt of the request to meet. Once permitted to do so, an independent student-organized group may continue meeting for the remainder of the school year, unless it subsequently violates this or any other school policy.

8. In assigning meeting rooms to student organizations, the school shall not arbitrarily discriminate between or among school-sponsored and independent organizations. However, in assigning meeting rooms the school may consider the number of persons expected to attend and the needs of the organization.

9. Meetings of independent student-organized groups may be announced by notices posted on bulletin boards in the school. Such notices may contain only the name of the organization, the date, time and place of the meeting, and a brief identification of the subject of the meeting or a list of agenda items.

10. It is understood that participation in and the content and purposes of independent student-organized group meetings are neither approved nor disapproved by the district. The district is neutral as to the content of these meetings in that the district does not direct or control the student-organized group.

Notice Regarding Student Organizations and
Parental Right to Withhold Permission to Participate

1. The district shall provide annual notice to parents and guardians about school-sponsored student organizations in the student handbook and on the district's website. The notice shall include at least a list of the names of the clubs or organizations; their individual missions or purposes; and the names of the faculty advisors.

2. If school-sponsored student organizations are created or formed after the annual

notice is distributed, the district shall send supplemental notice through the district's website or by any other means it deems appropriate. Like the annual notice, the supplemental notice shall specify at least the name of the organization, its mission or purpose and the name of its faculty advisor.

3. Parents and guardians may notify the district that they are withholding permission for their student to join or participate in one or more extracurricular school-sponsored student organizations. However, parents and guardians may not withhold permission for student participation in clubs and organizations that are necessary for a required course of instruction.

4. Parents and guardians are solely responsible for preventing their student from participating in a club or organization for which they have withheld their permission. Parents and guardians are also solely responsible for retrieving their student from attendance at a club or organization for which permission has been withheld.

5. Nothing in this policy prevents a club or organization from meeting when a student who is not authorized to participate is present.

6. The district may, but is not required to provide annual (or supplemental) notice to parents and guardians about independent student-organized groups, as they are not groups directed or controlled by the district. If notice of such groups is provided, the notice shall indicate that the group is an independent student-organized group.

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Students* Adopted: August 1, 2016

TITLE IX AND SCHOOL SPONSORED SPORTS

Congress enacted Title IX of the Education Amendments in 1972. This Federal law prohibits discrimination on the basis of sex in any education program or activity when the district is a recipient of federal financial assistance, regardless of whether federal funds are received in connection with athletics. The district is committed to the prevention and avoidance of gender discrimination in connection with school sponsored extracurricular activities, including school sponsored sports. To ensure compliance by the district's athletic program with the mandates of Title IX the board requires:

- Annual notification to all staff members regarding the district's commitment to non-discrimination in all of its programs and activities, including school sponsored sports;

- Publication of the grievance procedure applicable to complaints of discrimination in the student handbook and on the school's website with identification of the district's Title IX Coordinator, to enable parents or students to notify the board and administration of any instances of perceived discrimination in the district's programs or activities, including sports;

- The conduct of a student interest survey no less than every three (3) years to ensure that the sports offered by the district are responsive to student interest;

- Annual review of the district's sports-related facilities to ensure that the district does not discriminate on the basis of gender in the planning, construction or assignment of facilities for practice or competition;

- Annual training of all administrative and athletic staff (and other staff as appropriate) regarding their respective responsibilities for providing programs free of discrimination and reporting perceived discrimination;

- Overseeing expenditures for school sponsored sports to ensure that monies spent neither discriminate nor perpetuate past discrimination with respect to coaches salaries, equipment, supplies, facilities or in other areas in which expenditures are made; and,

- Non-discriminatory treatment of athletes in all areas of participation in the district's sports program including, but not limited to: travel, uniforms, use of facilities, scheduling of games, equipment, supplies, spirit support, and coaching assignments.

HEALTH FOR STUDENT ATHLETES

Although there are numerous benefits to participating in school sponsored sports, student athletes may also experience adverse health consequences of such participation. The board of education recognizes that these injuries can have serious consequences if not properly evaluated and treated. Therefore, consistent with state law, the district will inform and educate student athletes and their parents/guardians of the nature and risk of sudden cardiac arrest and concussions or head injuries, including information on the dangers associated with continuing to play after collapsing without a head injury or after receiving a head injury.

Specifically, on an annual basis, and prior to a student athlete's participation in any athletic practices or competitions, information sheets shall be distributed to the student and his or her parent/guardian. Attached to the information sheet shall be an acknowledgement form which the student and his or her parent/guardian must sign to verify that they have read the information sheets and understand the content and warnings. The completed acknowledgement forms shall be returned to the principal's office prior to the student athlete's participation in practice or competition during that school year. The student-athlete may not practice or compete until the form has been received.

If the district's coaching personnel suspect that a student athlete has sustained a concussion or head injury during a practice or game, or if the student collapses or faints without a head injury, the coach shall immediately remove that student from participation and direct the student to obtain an appropriate examination by a licensed health care provider selected by the student's parent or legal guardian. The board of education has defined a licensed health care provider as follows: M.D.-Medical Doctor and D.O.-Doctor of Osteopathy. If the student has sustained a head injury, this licensed health care provider must be trained in the evaluation and management of concussions. The district shall not be financially responsible for any health care bills associated with the examination.

After suffering a concussion, a student's physical and cognitive activities should be carefully managed and monitored by the licensed health care professional. Any student athlete removed from participation shall not be allowed to participate in practices or games until he or she is evaluated by a licensed health care provider and receives the provider's written clearance to return to participation, a copy of which shall be provided to the district.

Reference: OKLA. STAT. tit. 70, § 24-155, 156

EMERGENCY MEDICAL SERVICES AT DISTRICT ATHLETIC PRACTICES, EVENTS OR ACTIVITIES

As required by OKLA. STAT. tit. 70, § 27-104 (*Riley's Rule*), prior to the beginning of the 2021-2022 school year, the board of education shall coordinate with emergency medical service providers that serve the area in which the district is located and develop an Emergency Action Plan ("Plan") for each facility and athletic practices, events or activities held at district facilities.

The Plan shall . . .

1. include maps and directions with appropriate contact information for emergency medical services;
2. assign a medical administrator who is a current district employee (e.g., coach, administrator, or athletic director);
3. define responsibilities and personnel on-site, both medical and school officials;
4. include a list of medical equipment that is available and location of the nearest automated external defibrillator — if available;
5. be posted in each district facility;
6. be distributed to all school officials involved in athletic practices, events or activities held at school district facilities; and
7. specifically document actions taken after any emergency to evaluate for debriefing purposes and to determine if there are necessary changes to the Plan.

The Plan shall be reviewed, updated, and rehearsed annually with school officials and local emergency medical services providers and placed on file with both the district and the emergency medical services provider. The Plan shall also be updated to reflect any potential significant changes that would affect implementation of the Plan.

Prior to each athletic event or activity where there are athletes participating from visiting schools, the Plan shall be digitally transmitted to the visiting school administrator or coach by the superintendent or designee, or it shall be posted on the district's website.

Reference: OKLA. STAT. tit. 70, § 27-104 (2021)

ATHLETIC EVENTS
BROADCASTING AND STREAMING RIGHTS

Beginning with the 2021-2022 school year and notwithstanding any policy of a school athletic association,[1] in all of the district's regular season high school athletic competitions in this state, the visiting team shall have the same rights to radio broadcast, video stream, and provide telegraphic play-by-play accounts as the district (home team), as long as the visiting team has either of the following:

1. A valid agreement to broadcast, video stream and/or provide telegraphic play-by-play accounts between a media organization and the school's board of education; or

2. The visiting team has a curricular program for students that typically provides streaming for the team's home games.

Pursuant to OKLA. STAT. tit. 70, § 27-102, a school athletic association is any private organization or association which charges the school or school district a membership fee, retains a portion of revenue generated by the interscholastic activities or contests of the member schools, and provides the coordination, supervision and regulation of the interscholastic activities and contests of the member schools.

The provisions of this policy shall apply to contracts for the rights to radio broadcast, video stream, and provide telegraphic play-by-play accounts entered into or renewed on or after July 1, 2021.

Reference: OKLA. STAT. tit. 70, § 27-105; OKLA. STAT. tit. 70, § 27-102

[1]Any private organization or association which charges the school or school district a membership fee, retains a portion of revenue generated by the interscholastic activities or contests of the member schools, and provides the coordination, supervision and regulation of the interscholastic activities and contests of the member schools.

STUDENT-ATHLETE
PLEDGE OF SPORTSMANSHIP

Athletes are advised and informed in writing that participation in athletics within Pryor Public Schools is a privilege and not a right.

All athletes' conduct is expected to bring both honor and respect to themselves and their teams and schools as well as to Pryor Public Schools. Any behavior bringing dishonor to the student, the team, the school, or the District will not be tolerated.

Grievous misconduct, as determined by the Superintendent or designee, may therefore result in permanent disqualification from participation in any and all athletic activities for the remainder of a student's enrollment in Pryor Public Schools. Grievous misconduct may include, but is not limited to, bullying, hazing, brutality in any form, physical attack upon an official or coach, violence of any nature, and/or any criminal act.

All athletes will be required to sign the following sportsmanship pledge:

As a Pryor Public Schools Student-Athlete, I understand the use of foul language, taunting, trash talking or the use of inappropriate physical contact, directed at opposing players, coaches or fans, is not in the spirit of fair play and sportsmanship the District expects of its students.

I understand that any unsportsmanlike behavior related to an athletic event may result in disciplinary action for me or my team.

I also understand that ***any*** *behavior bringing dishonor to me, the team, the school, or the District will not be tolerated. I agree and understand that grievous misconduct, as determined by the Superintendent or designee, may therefore result in my permanent disqualification from participation in any and all athletic activities for the remainder of a my enrollment in Pryor Public Schools. Grievous misconduct may include, but is not limited to, bullying, hazing, brutality in any form, physical attack upon an official or coach, violence of any nature, and/or any criminal act committed on or off school property.*

By signing this form, I agree that participation in interscholastic athletics is a privilege, not a right, and I pledge my efforts to promote and follow the principles of good sportsmanship throughout Pryor Public Schools.

Student Athlete: _____

Date: _____

CONDUCT AT STUDENT PERFORMANCES

This policy defines expected behavior of participants at student performances.

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

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

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

STUDENT DIABETES CARE AND MANAGEMENT

Purpose

The purpose of this policy is to implement the requirements of the Diabetes Management in Schools Act ("Act"), OKLA. STAT. tit. 70 § 1210.196.1 et seq.

Definitions

For purposes of this policy, these terms have the following definitions:

"Diabetes medical management plan" means the document a student's personal health care team develops that identifies the health services the student may need at school

"Personal health care team" means the team responsible for managing a student's diabetes and includes the principal or designee, the school nurse (if assigned to the school), the assistant, if any, the parent or guardian of the student, and to the extent practicable, the physician responsible for the student's diabetes treatment.

"School nurse" means a certified school nurse, a registered nurse contracting with the district or a public health nurse.

"Volunteer diabetes care assistant" means a district employee who has volunteered to be a diabetes care assistant and successfully completed the training required by this policy and state law.

Policy

Any district employee aware of a student who has diabetes-related needs while at school or while participating in school activities will promptly advise the principal or designee. The parent of any student who will have diabetes-related needs at school or in school activities should promptly advise the school principal or designee.

A personal health care team will develop a written Diabetes Medical Management Plan ("Plan") for each student who will seek care for diabetes while at school or while participating in a school activity. The Plan will identify the health services the student may need at school. Each member of the student's personal health care team, including the parent, will sign the Plan. The personal health care team will review the Plan at least annually. The school nurse assigned to the school is responsible for implementing the Diabetes Medical Management Plan, Section 504 plan, and training of other school personnel to be a volunteer diabetes care assistant in the absence of the school nurse. If the school nurse is not present, it is the responsibility of the school nurse assigned to the school to ensure at least one adult school employee who has received training per 70 O.S. § 1210.196.5 is present and can complete the diabetes care tasks in a timely manner. The management tasks must be followed while the student is at school, on field trips,

participating in school-sponsored extracurricular activities, and while being transported by the school. The district will not restrict the assignment of a student with diabetes to a particular school based on the presence of a school nurse or assistant.

District personnel will request that the parent provide written authorization for the school nurse or assistant to have access to the student's physician at all times. The district will maintain the Plan and related documentation as student health records.

Before undertaking responsibilities as an assistant, a volunteer must first complete training provided by the school nurse or the State Department of Health in accordance with the Act. The training will include instruction in the following:

- Recognizing the symptoms of hypoglycemia and hyperglycemia;
- Understanding the proper action to take if the student's blood glucose is outside the range indicated in the Plan;
- Understanding the details of the Plan;
- Performing finger sticks to check blood glucose levels, check urine ketone levels and record the results of those checks;
- Properly administering insulin and glucagon and recording the results of the administration;
- Recognizing complications that require the assistant to seek emergency assistance; and
- Understanding the recommended schedules and food intake for the student's meals and snacks, the effect of physical activity on blood glucose and the proper action to be taken if the student's schedule is disrupted.

To continue as an Assistant, the volunteer must annually demonstrate competency in the above training. The school nurse, principal or designee will maintain a copy of the training guidelines and the records associated with the training.

With parent permission, the district will provide each district employee responsible for supervising or transporting a student with diabetes a form with the following information:

- Student's name;
- Telephone number of a contact person in case of an emergency involving the student; and
- Potential emergencies that may occur due to the diabetes and appropriate responses to such emergencies.

Any district employee provided the above information will be informed of applicable health privacy policies.

In accordance with his or her individual Plan and this policy, a student may attend to the management of his or her diabetes, which may include:

- Performing blood glucose level checks;
- Administering insulin through the student's insulin delivery system;
- Treating hypoglycemia and hyperglycemia;
- Unless changed in accordance with this policy, possessing on his or her person at any time, any supplies or specialized equipment necessary to monitor and care for his or her diabetes; and
- Otherwise attending to the management of his or her diabetes in the classroom, any area of the school or grounds, or at any school related activity.

The school administration will provide a private area where the student can attend to his or her diabetes-related needs.

If a student uses a device providing continuous glucose monitoring with electronic access to glucose numbers, a school nurse, diabetes care assistant, or other school staff may access electronically monitored glucose numbers for the student *with written permission of the student's parent or guardian.* To monitor glucose numbers, staff members with appropriate permissions may download the necessary electronic application(s) or software to access electronically monitored glucose numbers to a school electronic device, or their personal electronic device in the absence of a school-provided device.

A school nurse, diabetes care assistant, or other school staff shall not be responsible for and shall not be subject to disciplinary action for lack of any monitoring of electronic glucose numbers outside of school hours or school-sponsored activities.

Students who manage their diabetes and personally possess the necessary specialized equipment and supplies under this policy are prohibited from sharing or playing with their equipment or supplies. If a student engages in these activities, the parent will be contacted and a meeting of the personal health care team will be scheduled. The district is not responsible for safeguarding the specialized equipment or supplies of a student who personally possesses those items.

Students with diabetes are encouraged to wear Medic Alert bracelets or necklaces.

No district employee will be subject to any penalty or disciplinary action for refusing to serve as an assistant. No district employee will be subject to any disciplinary proceeding resulting from any action taken in compliance with this policy. Any employee acting in accordance with this policy and law will be immune from civil liability unless the employee's actions rise to the level of reckless or intentional conduct. A school nurse will not be held responsible or subject to disciplinary action for the actions of an assistant.

The District will provide in either digital or printed format type 1 diabetes informational materials to parents/guardians of students when a student is initially enrolled in the District and when the student enters 6th grade. The diabetes informational materials provided will conform to the type 1 diabetes informational materials to be developed by the Oklahoma

State Department of Education.

Reference: OKLA. STAT. tit. 70, § 1210.196

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Students* Adopted: August 2, 2021; Revised: September 11, 2023; August 5, 2024

SUICIDE AWARENESS, TRAINING, AND PREVENTION

PURPOSE: Suicide is a leading causes of death among young people. The health and well-being of students is of utmost importance to the school district, and the school district is committed to actively preventing suicide through awareness, effective training, outreach, and prevention. This policy outlines strategies, procedures, and resources for preventing suicide, identifying potentially-suicidal students and high-risk behavior, as well as intervention and postvention mechanisms.

SCOPE: This policy is applicable to actions that occur in school district buildings, premises, or property, including vehicles, at school-sponsored functions and activities, and governs the entire school district community, including, but not limited to, staff, students, parents and guardians, and volunteers.

SUICIDE PREVENTION TRAINING: The school district shall provide training to all staff members in their first year employed by the school district, and then no less than once every fifth academic year, addressing suicide awareness and prevention. The training will include evidence-based approaches to suicide prevention or curriculum made available or approved by the Department of Mental Health and Substance Abuse Services, including how to recognize changes in behavior that may be indicative of distress, how to approach students to discuss concerns, and how to refer a parent or student to appropriate resources.

Beginning with the 2022-2023 school year, the school district may provide training to address suicide awareness and prevention to 7th through 12th graders.

PUBLICATION AND DISTRIBUTION: The course outline for the training curriculum shall be made available on the school district's website.

NOTIFYING PARENTS AND LEGAL GUARDIANS: Teachers, counselors, principals, administrators and other school personnel, upon determining a student is at risk for attempting suicide, shall notify the parents or legal guardians of the student immediately upon determining such risk exists.

IMMUNITY FROM EMPLOYMENT DISCIPLINE AND CIVIL LIABILITY: Teachers, counselors, principals, administrators and other school personnel shall be immune from employment discipline and any civil liability with respect to the following actions:

1. Calling 9-1-1, law enforcement, or the Department of Human Services if they believe a student poses a threat to themselves or others or if a student has committed or been the victim of a violent act or threat of a violent act;

2. Providing referral, emergency medical care or other assistance offered in good faith to a student or other youth; or

3. Communicating information in good faith concerning drug or alcohol abuse or potential safety threat by or to any student to the parents or legal guardians of the student, law enforcement officers or health care providers.

NO SPECIFIC DUTY OF CARE OR CAUSE OF ACTION: The training required by this policy, or lack thereof, shall not be construed to impose any specific duty of care. No person shall have a cause of action for any loss or damage caused by any act or omission resulting from the implementation of this policy or resulting from any training, or lack thereof, required by this policy, unless the loss or damage was caused by willful or wanton misconduct.

COMMUNITY INTERVENTION AND PREVENTION SERVICES: The school district may enter into agreements with designated youth services agencies for the provision of intervention and prevention services.

AWARENESS, TRAINING, AND PREVENTION PROCEDURES: The Superintendent, the Superintendent's designee, or a designated suicide prevention coordinator or taskforce shall establish procedures for identifying suicidal tendencies and high-risk behavior, including behavior that poses an immediate threat of serious harm to the student or others, and intervention and postvention measures such as when to assess a suicide risk, offer counseling, contact parents or legal guardians, and to call law enforcement, health care providers, or the Department of Human Services.

Reference: OKLA. STAT. tit. 70, § 24-100.7; OKLA. STAT. tit. 70, § 24-100.7

ASVAB TESTING AND STUDENT ACCESS TO MILITARY RECRUITERS

It is the policy of the board of education to take part in testing programs with the aim of providing all students with information designed to help them recognize their talents and to assist them in planning their education and career paths. Therefore, the district will provide students in grades ten through twelve (10–12) an opportunity to take the Armed Services Vocational Aptitude Battery test (ASVAB), or an alternative assessment as provided below, and to consult with a military recruiter.

The ASVAB or alternative assessment will be scheduled during normal school day hours and at a time that limits conflicts with extracurricular activities. The district will provide to students and their parents or legal guardians in grades ten through twelve (10–12) the date, time, and location of the scheduled administration of the ASVAB or alternative assessment.

At the discretion of the board of education, the district may administer an alternative assessment in lieu of the ASVAB, provided the alternative assessment meets the following criteria:

1. it assesses a student's aptitude for success in a career field other than a career field that requires postsecondary education;
2. is free to administer;
3. requires minimal training and support of school faculty and staff to administer the test; and
4. provides each student with a professional interpretation of the test results that allows the student to explore occupations that are consistent with each student's interests and skills and to develop strategies to attain career goals.

Regardless of whether the district offers the ASVAB or an alternative assessment, the district will permit each student taking the assessment with an opportunity to consult with a military recruiter. Individual student meetings with recruiters will be permitted on dates and times approved by the building principal or the principal's designee, which will be advertised to students and their parents and legal guardians.

Reference: OKLA. STAT. tit. 70, § 1210.508-5.

STUDENT MENTAL HEALTH CRISIS PROTOCOL

As required by OKLA. STAT. tit. 70, § 24-159, the District will develop and maintain a protocol for responding to students in mental health crisis with the goal of preventing student suicide, self-harm, and harm to others.

Provider Partners

The District shall develop, maintain and implement its student mental health crisis protocol (the "Protocol") in partnership with one or more local mental health treatment providers certified by the Oklahoma Department of Mental Health and Substance Abuse Services ("Provider Partner(s)"). At least one Provider Partner that participates in the Protocol shall meet the following criteria:

A. The provider must have the ability to serve all school-aged children regardless of insurance status; and

B. The provider must have the ability and certification to provide mental health crisis services in the region where students attend school.

Contents of Protocol

The District's Protocol shall:

A. Provide a definition of mental health crisis involving potential for harm to self or others.

B. Document how mental health crises may be identified by school administrators, teachers, support employees, and school-based mental health professionals.

C. Outline nonpunitive steps to safeguard student health and safety in response to an immediate or potential mental health crisis.

D. Identify local treatment providers and resources available to support students and families in mental health crisis and ensure appropriate referrals to treatment.

E. Outline a process for ensuring parent and caregiver notification and involvement during an actual or potential mental health crisis. In the event that a student who is under eighteen years of age is identified as being in or at risk of a mental health crisis, the Protocol shall call for District employees to inform the student's parent or legal guardian and offer the treatment referral information contained in the Protocol. The Protocol shall further provide that parent or legal guardian consent shall be required for any subsequent action taken by the District as part of the protocol except in cases of immediate and

life-threatening danger to self or others.

F. Document how student privacy will be protected in compliance with applicable state and federal laws, including, but not limited to the Health Insurance Portability and Accountability Act ("HIPAA") and the Family Educational Rights and Privacy Act ("FERPA").

Working Agreement

The Board of Education and each of the District's Provider Partner(s) shall enter into a working agreement establishing all obligations of the parties under the established Protocol and a strategy for regularly reviewing its effectiveness using anonymous, nonidentifiable data (the "Working Agreement").

Review and Updates

Not less than every two years, the District and its Provider Partner(s) shall jointly review the Protocol and Working Agreement and consider whether updates to the Protocol are necessary to better meet the needs of students. This process shall include a review of information gathered from the Oklahoma Prevention Needs Assessment Survey or an alternative survey conducted by the District as provided for in OKLA. STAT. tit. 70, § 24-158, to the extent the District has participated in such a survey and such information is available.

State Agency Review

The District will submit the most recent version of its Protocol and Working Agreement to the Oklahoma State Department of Education, which will in turn submit those documents to the Oklahoma Department of Mental Health and Substance Abuse Services. These agencies may require revisions to the Protocol in order to ensure compliance with applicable laws/regulations and/or established evidence-based practices.

Access/Training

The District will provide administrators, teachers, support employees and school-based mental health providers with ready access to the Protocol and regular training regarding the Protocol. In addition to regular training regarding the Protocol, the District shall require a training program for teachers which shall emphasize the importance of recognizing and addressing the mental health needs of students. This program shall be completed the first year a certified teacher is employed by the District, and then once every fifth academic year.

Reference: OKLA. STAT. tit. 70, §§ 24-158 and 24-159; OKLA. STAT. tit. 70, § 6-194.3..

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Students* Adopted: September 6, 2022

MENTAL HEALTH ACCOMMODATIONS

Purpose

Pursuant to OKLA. STAT. tit. 70, § 3-169, beginning with the 2023-2024 school year, the parent or guardian of a student shall have the option to disclose to the District prior to enrollment that the student has received certain types of mental health treatment so that a meeting can be scheduled to discuss whether the student requires accommodations.

Definition

For purposes of this policy, a "mental health facility" is defined as a public or private hospital or related institution offering or providing inpatient mental health services, a public or private facility accredited as an inpatient or residential psychiatric facility by the Joint Commission on Accreditation of Healthcare Organizations, or a facility operated by the Department of Mental Health and Substance Abuse Services and designated by the Commissioner of the Department of Mental Health and Substance Abuse Services as appropriate for the inpatient evaluation or treatment of minors.

Procedures

The following procedures apply to parent disclosures of mental health treatment and the holding of meetings to discuss accommodations that may be needed as a result of a student's mental health condition:

A. Prior to the enrollment of a student who has received inpatient or emergency outpatient services from a mental health facility in the previous twenty-four (24) months, the parent of that student shall have the option (but is not required) to disclose the student's history of mental health treatment to the District.

B. If a student's parent/guardian makes a disclosure to the District as set forth above, the District will schedule a meeting to determine whether the student is in need of any accommodations, including, but not limited to, an individualized education program ("IEP"). The participants in this meeting shall include:

   1. The parent or legal guardian of the student.

   2. One or more designated District employees, which may include members of the student's IEP team.

   3. One or more representatives of the mental health facility.

C. The meeting required by this policy may take place in person, via teleconference, or via videoconference.

D. The meeting shall be conducted in accordance with applicable state and federal laws, including, but not limited to the Health Insurance Portability and Accountability Act ("HIPAA") and the Family Educational Rights and Privacy Act ("FERPA").

Reference: OKLA. STAT. tit. 70, § 3-169; OKLA. STAT. tit. 43A, § 5-502.

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Students* Adopted: September 6, 2022

SAVE WOMEN'S SPORTS ACT

Pursuant to SB002 (2022), prior to the beginning of each school year, the parent or legal guardian of a student who competes on a school athletic team shall sign an affidavit acknowledging the biological sex of the student at birth. If a student is 18 years of age or older and competes on a school athletic team, the student shall sign an affidavit acknowledging his or her biological sex at birth.

If there is any change in the status of the biological sex of a student submitting an affidavit pursuant to this policy, the affiant shall notify the school within 30 days of such change.

School athletic teams shall be expressly designated as one of the following based on biological sex:

1. "Males," "men," or "boys";
2. "Females," "women," or "girls"; or
3. "Coed" or "mixed."

School athletic teams designated for "females," "women," or "girls" shall not be open to students of the male sex.

Reference: OKLA. STAT. tit. 70 § 27-106

The Save Women's Sports Act (OKLA. STAT. tit. 70, § 27-106(D)) requires as follows:

> Prior to the beginning of each school year, the parent or legal guardian of a student who competes on a school athletic team shall sign an affidavit acknowledging the biological sex of the student at birth. If the student is eighteen (18) years of age or older, the student who competes on a school athletic team shall sign an affidavit acknowledging his or her biological sex at birth. If there is any change in the status of the biological sex of the student, the affiant shall notify the school within thirty (30) days of such change.

Section 426 of Title 12 of the Oklahoma States provides that "whenever under any law of this state or under any rule, order or requirement made pursuant to the law of this state, any matter is required or permitted to be supported, evidenced, established or proved by the sworn statement, declaration, verification, certificate, oath or affidavit, in writing of the person making the same, the matter may with like force and effect be supported, evidenced, established or proved by the unsworn statement in writing of the person made and signed under penalty of perjury setting forth the date and place of execution and that it is made under the laws of this state."

Pryor Public Schools
Declaration of Biological Sex at Birth

The undersigned, under the penalties of perjury, declares:

1. _____(Name of Student) participates on a Pryor Public Schools athletic team.

2. The biological sex at birth of the student named herein was (check one):

   ____Male

   ____Female

3. I further understand Oklahoma law requires me to notify the school within 30 days of any change in status of the biological sex designated above.

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

   1.

_____ _____

(Date and Place) (Signature)

_____

(Printed Name)

RESOURCE INFORMATION ON STUDENT IDENTIFICATION CARDS

Pursuant to Senate Bill 1307 (2022), beginning July 1, 2023, for those students in grades seven (7) through twelve (12) who are issued student identification cards, such cards shall have printed on either side the telephone number for the National Suicide Prevention Lifeline, which can be accessed by calling or texting 988. The District, at its discretion, may also print on either side of student identification cards the telephone number of the Crisis Text Line, which can be accessed by texting "HOME" to 741741. These requirements shall apply to a student identification card issued for the first time or issued to replace a damaged or lost card.

On July 1, 2023, should the District have a supply of unissued student identification cards that do not comply with the paragraph above, the District may issue non-compliant cards out of this supply until the supply is depleted.

Reference: OKLA. STAT. tit. 70, § 24-100.10

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Students* Adopted: September 11, 2023

GRADUATION ATTIRE

It is the policy of this school district to allow enrolled students of a federally recognized Indian tribe or the tribe of another country to wear tribal regalia during the district's official graduation ceremonies, whether held at a public or private location. Nothing contained in this policy shall limit or alter the authority of district personnel to regulate student behavior pursuant to the School Safety and Bullying Prevention Act and any existing student conduct and behavior policies of the district.

For the purposes of this policy, tribal regalia means traditional garments, jewelry, other adornments such as an eagle feather, an eagle plume, a beaded cap, a stole or similar objects of cultural 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. The District may adopt guidelines which specify the characteristics of any garment, jewelry, other adornment, or object that the district finds will endanger the safety of a student or others or interfere with graduation ceremonies if worn by a student.

Reference: OKLA. STAT. tit. 70, § 24-160

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Discrimination* Adopted: August 1, 2016; Revised: October 7, 2019

NONDISCRIMINATION

There will be no discrimination in the district because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the district's non-discrimination policies:

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

Director of Special Services
Pryor Public Schools
(918) 825-3988
P.O. Box 548
Pryor, OK 74362

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

Assistant Superintendent
Pryor Public Schools
(918) 825-3932
P.O. Box 548
Pryor, OK 74362

Title IX Coordinator (for questions or complaints based on sex, pregnancy, gender, gender expression or identity)

Assistant Superintendent
Pryor Public Schools
(918) 825-3932
P.O. Box 548
Pryor, OK 74362

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

Assistant Superintendent
Pryor Public Schools
(918) 825-3932
P.O. Box 548
Pryor, OK 74362

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

Assistant Superintendent
Pryor Public Schools
(918) 825-3932
P.O. Box 548
Pryor, OK 74362

Outside Assistance may be obtained from:

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

DISCRIMINATION, HARASSMENT, AND RETALIATION

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

The district prohibits discrimination, harassment or retaliation based on real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. This prohibition applies to students, employees and board members in any aspect of the district's programs, including during school hours, extracurricular activities, school sponsored events, or outside of school hours if the conduct affects the education or working environment.

In accordance with OKLA. STAT. tit. 70 § 24-163, the district uses the International Holocaust Remembrance Alliance's Working Definition of Antisemitism, as adopted May 26, 2016, to evaluate harassment and discrimination against Jews.

Definitions

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

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

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

Examples of discrimination include, but are not limited to: Refusing to consider a person for a position or declining to enroll a student in a program based on legally discriminatory factors. Harassment can be a specific form of legally prohibited discrimination.

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

Examples of harassment include, but are not limited to: slurs, epithets, insults, jokes or derogatory comments; verbal or physical abuse; intimidation (physical, verbal or psychological); impeding or blocking a person's movement; unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities. Demeaning comments

about a student's ability to excel in a class historically considered a "boy's" or a "girl's" subject may also constitute harassment.

"Sexual harassment" is a type of harassment which includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which:

- is made an explicit or implicit term or condition of an employee's employment or a student's ability to obtain an education; or

- is used as a basis for decisions impacting either an employee's employment or a student's education; or

- has the purpose or effect of unreasonably or substantially interfering with an employee's work performance or a student's educational performance, or creating an intimidating, hostile, or offensive environment.

In order to constitute sexual harassment, the conduct at issue must be unwelcome. Sexual conduct between minor students and employees will always be considered unwelcome. Sexual harassment also includes conduct such as rape, sexual assault, stalking, and any other form of sexual violence.

Sexual harassment may occur between persons of the same gender or sex.

Nothing in this policy precludes legitimate, nonsexual physical contact to avoid physical harm to persons or property.

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

Reporting

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

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

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

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

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

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

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

Administrative Response

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

- A statement from the individual who was allegedly harassed;
- Appropriate and reasonable steps to separate and protect both the alleged victim and alleged harasser pending conclusion of the investigation and necessary remedial action;
- Reasonable updates to the alleged victim of the investigation's progress, subject to federal and state laws and regulations;
- Interviews with the alleged harasser, alleged victim and witnesses; and
- Review of relevant documents, including district files and records.

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

Confidentiality shall be maintained during and after the investigation to the extent reasonably possible. However, public disclosure of personal or confidential employee

information may be made during the course of any suspension, dismissal, non-renewal hearing or resulting litigation.

Penalties

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

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

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

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

Definitions

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

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

Coordinator(s): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title VI, IX, Section 504/Title II and the Age Act is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons, but each coordinator will receive relevant training in order to perform his/her duties.

Section 504/Title II Coordinators (for questions or complaints based on disability)

Director of Special Services
Pryor Public Schools
(918) 825-3988
P.O. Box 548
Pryor, OK 74362

Title VI Coordinators (for questions or complaints based on race, color and national origin)

Assistant Superintendent
Pryor Public Schools
(918) 825-3932
P.O. Box 548
Pryor, OK 74362

Title IX Coordinators (for questions or complaints based on sex, pregnancy, gender, gender expression or identity)

Assistant Superintendent
Pryor Public Schools
(918) 825-3932
P.O. Box 548
Pryor, OK 74362

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

Assistant Superintendent
Pryor Public Schools
(918) 825-3932
P.O. Box 548
Pryor, OK 74362

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

Assistant Superintendent
Pryor Public Schools
(918) 825-3932
P.O. Box 548
Pryor, OK 74362

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

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

Pre-Filing Procedures

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

Informal Resolutions

If the District Coordinator believes informal resolution is appropriate for a disclosed problem or a filed complaint, he or she will notify the complaining party of the availability of informal resolution. Participation in informal resolution is not required by the District and informal resolution will not require that the allegation be resolved directly with an alleged harasser without the District Coordinator. Informal resolution will not be permitted in instances where there is an alleged instanced of sexual assault. If both the complaining party and the alleged harasser voluntarily agree to informal resolution after allegations are

fully disclosed and both parties are informed of their right to proceed with a grievance, the district may initiate informal proceedings to resolve the problem or compliant. Either party may terminate informal proceedings at any time in favor of proceeding with a grievance. All timeframes under the grievance procedure will toll while the problem or complaint is pending informal resolution.

Filing, Investigation, Hearing and Review Procedures

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

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

The Coordinator will not delay the investigation of the discrimination complaint, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations, and the Coordinator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by the district's grievance policy.

As to complaints of discrimination by students, parents or guardians and school employees, the Coordinator will disclose the complaint, the identity of the Grievant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the complaint and only when the disclosure is required or permitted by law. If a Grievant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the district's ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with the investigation.

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

Within 5 days after completing the investigation, the applicable Coordinator will issue a written decision to the Grievant and Respondent. The report will include (a) a summary of facts, (b) an analysis of the appropriate legal standards applied to the facts, and (c) findings regarding whether the alleged discrimination occurred. If a finding is made that discrimination occurred, the Coordinator's report shall also contain (a) recommended interim and permanent steps, including examples of the range of possible disciplinary

sanctions and remedies available to address the discriminatory effects on the grievant and other, necessary to eliminate the discrimination, prevent its reoccurrence, and remedy its effects, as well as (b) the resources, including medical and counseling resources, that are available to students and witnesses. The decision will be based on a preponderance of evidence standard (i.e., it is more likely than not that the alleged discrimination occurred).
If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator, in writing, within 5 days and request an appeal to the superintendent. The written appeal shall contain a specific statement explaining the basis for the appeal.

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

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

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

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

The superintendent will notify the board of education, in writing, within 5 days after receiving the appeal. Within 30 days from the date of notification to the board of education the board will designate an impartial hearing officer to oversee the appeal. The hearing officer will act as an appellate official by reviewing the decisions and the evidence presented below, holding a hearing within 10 days to consider any additional evidence the parties may wish to present. The hearing officer will make arrangements to audiotape any oral evidence presented. The hearing officer will issue a written decision within 5 days of the hearing to both Grievant and Respondent.

General Provisions

Duty of District Employees to Report Alleged Discrimination: District employees, supervisors and administrators are required to immediately report any complaints, reports, observations, or other alleged information of alleged discrimination, including harassment and retaliation, to the designated coordinator, even if that district employee is investigating the alleged discrimination as part of the district's student or employee disciplinary process,

and provide the Complainant with information for filing a complaint form if requested, and contact information for the district's designated coordinator. If the district is using its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the district's standards for a prompt and equitable grievance procedure.

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

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

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

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

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

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

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

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

Director of Special Services
Pryor Public Schools
(918) 825-3988
P.O. Box 548
Pryor, OK 74362

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

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

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

DISABILITY ACCOMMODATIONS

It is the policy of the board of education to take reasonable steps to accommodate our patrons and students with disabilities.

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.

For the purposes of this policy, the term "reasonable accommodation" may include making existing facilities used by employees readily accessible to and usable by individuals with disabilities; and job restructuring, part-time or modified work schedules, re-assignment to a vacant position, acquisition or modification of equipment, modifications or examinations and training, the provision of qualified readers and other similar and reasonable accommodation.

Plan for Assessing Undue Hardship

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

The district will evaluate and determine whether a particular accommodation will impose an undue hardship on a case-by-case basis. The factors to be considered are as follows:

1. The nature and cost of the accommodation needed.

2. The financial resources of the facility making the accommodation, the number of employees at the facility, and the effect on expenses and resources of the facility.

3. The overall financial resources, size, number of employees, and type and location of facilities of the entity covered by the ADA.

4. The operation of the district including the structure and functions of the work force, geographic separateness, and administrative or fiscal relationship of the facility involved in making the accommodation to the larger entity.

5. The impact of the accommodation on the operation of the facility that is making the accommodation.

Each of the related factors will be considered in determining whether an accommodation will pose an undue hardship. The ADA compliance officer will investigate the

accommodations under consideration and will issue a report examining the accommodations in view of the factors listed.

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Discrimination* Adopted: August 1, 2016 Revised: September 4, 2018; September 3, 2019; August 3, 2020

SERVICE ANIMALS

Purpose

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

Policy

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

The district does **not** allow the following types of animals in its facilities and programs unless specifically authorized by the district's board of education:

1. "Emotional support animal" meaning an animal selected to reside with an individual with a disability that does not work or perform tasks for the benefit of an individual with a disability and does not accompany at all times an individual with a disability; and

2. "Therapy animal" meaning a personal pet who is certified to make therapeutic visits with a trained volunteer to places including, but not limited to, nursing facilities, schools and hospitals to bring therapeutic benefit, comfort and cheer to others.

The district will post in a conspicuous location outside the entrances of each of its facilities a sign stating which animals or types of animals are prohibited in its facilities and programs. The sign must also state that service animals are permitted.

Definitions

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

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

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

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

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

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

Procedures/Requirements for Employees and Students

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

A. The employee or student will submit a notification of the intent to use a service animal to the district's Special Education Director / Section 504 / Title II Coordinator. The notification will identify whether the service animal is required because of the person's disability, and, if so, identify and describe the manner in which the service animal will meet the individual's particular need(s).

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

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

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

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

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

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

1. The inclusion of the service animal is documented as required on district transportation forms; and

2. The service animal is under the control of the handler at all times, including entering and exiting the vehicle.

Procedures/Requirements for Visitors

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

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

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

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

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

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

D. When a visitor requires accommodations to be made to district policies, practices or procedure to allow a service animal to accompany the visitor on school property, the visitor must, whenever possible, provide prior written notice to the Superintendent or his/her designee no later than one (1) week before the service animal will be present on district property.

Procedures/Requirements for Service Animal Trainers

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

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

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

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

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

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

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

Control and Supervision of Service Animals and Service Animals in Training

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

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

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

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

1. The service animal or service animal in training is out of control and/or the service animal's handler does not effectively control its behavior;

2. The service animal or service animal in training is not housebroken;

3. The service animal or service animal in training poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications; or,

4. Permitting the service animal or service animal in training would fundamentally alter the nature of the service, program, or activity.

Liability

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

Appeals and Grievances

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

Requirements for Service Animals and Service Animals in Training

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

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

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

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

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

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

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

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

PROHIBITION ON RACE AND SEX DISCRIMINATION IN CURRICULUM AND INSTRUCTION

Race and Sex Discrimination Prohibited

The district does not engage in and prohibits discrimination on the basis of race or sex in the form of bias, stereotyping, scapegoating, classification, or the categorical assignment of traits, morals, values, or characteristics based solely on race or sex. The district does not and shall not engage in race or sex-based discriminatory acts through utilizing these methods which can result in treating individuals differently on the basis of race or sex or can result in the creation of a hostile environment.

As an accredited State of Oklahoma public school, the district is required to teach students history, social studies, English language arts, biology, and other subject matter areas consistent with the Oklahoma Academic Standards as adopted and approved by the State Board of Education and Oklahoma Legislature. In the performance of this obligation, no teacher, administrator, or other employee of the district shall require, or make part of a course, the following concepts or principles (the "Prohibited Concepts"):

- One race or sex is inherently superior to another race or sex.
- An individual, by virtue of his or her sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously.
- An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex.
- Members of one race or sex cannot and should not attempt to treat others without respect due to race or sex.
- An individual's moral character is necessarily determined by his or her race or sex.
- 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.
- An individual should feel discomfort, guilt, anguish, or any other form of psychological distress on account of his or her race or sex.
- Meritocracy or traits, such as a hard work ethic, (a) are racist or sexist, or (b) were created by members of a particular race to oppress members of another race.

Importantly, none of the Prohibited Concepts shall prevent the teaching of principles that align to the Oklahoma Academic Standards.

Further Prohibitions to Ensure Compliance

Additionally, the district does not and shall not:

- Provide, contract to provide, or sponsor any course[1] that includes, incorporates, or is based on any of the Prohibited Concepts.
- Use any public or private funds, property, or other assets or resources to engage in race or sex-based discrimination, including the Prohibited Concepts.
- Adopt programs or utilize textbooks, instructional material, curriculum, classroom assignments, orientation, interventions, or counseling that include, incorporate, or are based on the Prohibited Concepts.
- Execute contracts or agreements with internal or external entities, persons, companies, or businesses to provide services, training, professional development, or any other assistance that includes, incorporates, or is based on the Prohibited Concepts.
- Receive or apply to receive monies, including state, federal or private funds, that require, as a condition of receipt, the adoption of courses, policies, curriculum, or any other instructional material that includes, incorporates, or is based on the Prohibited Concepts.
- Adopt diversity, equity, or inclusion plans that incorporate Prohibited Concepts. Diversity officers are prohibited from providing any service or performing duties that include, incorporate, or are based on discriminatory practices identified in the Prohibited Concepts.
- Mandate diversity training that includes, incorporates, or is based on discriminatory practices identified in the Prohibited Concepts. This includes providing such training to employees, contractors, staff members, parents, students, or any other individual or group.
- Adopt policies, including grading or admissions policies, or provide any other benefit or service that applies to students or any school employee differently on the basis of race or sex, unless specifically permitted by Title IX of the Education Amendments of 1972. Except as permitted by Title IX in specific circumstances, this prohibition includes segregated classes, programs, training sessions, extracurricular activities, or affinity groups.
- Require students to complete surveys, or use the results from surveys, to teach discriminatory concepts identified in this policy.
- Join any group or association that requires, as a condition of membership, teachers, administrators or other employees of a school district, charter school, or virtual charter school to teach, provide instruction, or offer a course that includes, incorporates, or is based on discriminatory practices identified in this policy and violate state law.

Parent Right to View and Inspect Instructional Materials

Parents and legal guardians of students shall have the right to inspect curriculum, all instructional materials used by the district as part of the educational curriculum, classroom assignments, and lesson plans to ensure compliance with this Policy. This right of inspection is subject to any applicable limitations contained in existing law, including Oklahoma's Open Records Act (OKLA. STAT. tit. 51, §§ 24A.1-24A.32). Consistent with 25 O.S. § 2002, the district shall not interfere with or infringe upon the fundamental rights of parents to determine their child's education.

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[1] For the purposes of this policy, "course" means any forum where instruction or activities tied to the instruction are provided, including courses, training, seminars, professional development, lectures, sessions, coaching, tutoring, or any other class.

Reporting and Complaint Procedure

Any parent, student, teacher, district employee, or member of the public may file a Complaint alleging a violation of this Policy, which addresses the provisions of OKLA. STAT. tit. 70, § 24-157, and regulations regarding it adopted by the State Department of Education. To be accepted for investigation, the Complaint must:

(1) be submitted in writing;
(2) be dated;
(3) contain the handwritten or electronic signature of the complainant;
(4) identify the date(s) the alleged discriminatory act occurred; and
(5) explain the alleged violation(s) / discriminatory conduct and how Section 24-157 or an administrative regulation thereto has been violated.
(6) Identify witnesses the district may interview, if applicable, provided the district will not dismiss a complaint for failure to identify witnesses.

The district has designated the following individual(s) to receive reports of alleged violation(s) / discriminatory conduct (referred to as the Section 24-157 Coordinator"):

Dr. Tiffany Ballard
Lead Sec. 24-157 Coordinator
Pryor Public Schools
P.O. Box 548
Pryor, OK 74362
(918) 825-3932
ballardt@pryorschools.org

John Potter
Deputy Sec. 24-157 Coordinator
Pryor Public Schools
P.O. Box 548
Pryor, OK 74362
(918) 825-3932
potterj@pryorschools.org

The Section 24-157 Lead or Deputy Coordinator shall, within ten (10) days of receipt of the Complaint, notify the complainant that the Complaint has been received, whether it is legally sufficient (i.e., contains the mandatory information set forth above) and whether it will be investigated. The district shall ensure the employee(s) responsible for receiving and investigating complaints are unbiased and free from any conflicts of interest.

Investigation and Determination of Complaint

Within forty-five (45) days of receipt of a Complaint accepted for investigation, the Section 24-157 Lead or Deputy Coordinator will be responsible for ensuring that the district investigates and makes a determination as to whether a violation has occurred. The complainant will be notified of the district's determination of the Complaint, as well as the district's findings of whether a violation occurred.

Options for Filing Complaint

In lieu of filing a Complaint with the district, a complainant may file a Complaint directly with the State Department of Education. A complainant may not file a Complaint simultaneously with the district and State Department of Education. Additionally, a complainant who believes that the district has incorrectly refused to investigate a Complaint or has evidence that the district has reached an incorrect determination may file a Complaint with the State Department of Education upon conclusion of the district-based complaint process.

With regard to Complaints made to the district, the Section 24-157 Lead or Deputy Coordinator is required to report each Complaint to the State Department of Education within ten (10) days of resolution of the Complaint.

Anti-Retaliation

No individual shall be retaliated against for (1) filing a Complaint alleging a violation / discriminatory conduct prohibited by Section 24-157 or any regulation related to it with the district or the State Department of Education, or (2) exercising any right or privilege conferred by Section 24-157 or any regulation related to it (3)exercising any right or privilege secured by a law referenced in Section 24-157 or any regulation related to it . The district shall be prohibited from retaliating against any student, parent, district employee or any other individual for filing a complaint of exercising any right conferred by or referenced in Section 24-157 or any regulation related to it. Any school employee who retaliates against a complainant shall be subject to disciplinary action by the district, in accordance with district employee disciplinary policies, and the State Department of Education and State Board of Education. The State Department of Education shall be authorized to investigate complaints or retaliation filed pursuant to Section 24-157 or any regulation related to it.

Whistleblower Protection

Any teacher who files a complaint alleging a violation / discriminatory conduct prohibited by Section 24-157 or any regulation related to it with the district or the State Board of Education, or otherwise discloses information the teacher reasonably believes evidences a violation of Section 24-157 or any regulation related thereto shall be entitled to the Whistleblower Protections in applicable laws, including those at OKLA. STAT. tit. 70, § 6-101.6b.

False Reporting

Any teacher or other school employee who willfully, knowingly and without probable cause makes a false complaint alleging a violation / discriminatory conduct prohibited by Section 24-157 or any regulation related thereto with the district or the State Board of Education shall be subject to disciplinary action in accord with the district's employee conduct policies and by the State Department of Education and State Board of Education.

Complaints by School Staff

Any school employee who is discriminated against by the district in the form of race or sex-based harassment, bias, stereotyping, scapegoating, classification, or the categorical assignment of traits, morals, values, or characteristics based solely on race or sex in violation Section 24-157, may file an employment discrimination complaint with the Oklahoma Attorney General's Office of Civil Rights Enforcement.

References: OKLA. STAT. tit. 70, § 24-157
OKLA. ADMIN. CODE § 210: 10-1-23

TITLE IX—SEX DISCRIMINATION AND SEXUAL HARASSMENT

Introduction and Policy

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

The district condemns discrimination in its education programs and activities based on sex. Any district employee with actual knowledge of conduct that constitutes sex discrimination and/or sexual harassment is directed to notify the Title IX Coordinator as soon as possible.

Scope of the Policy

This policy applies to individuals working or participating in the district's education programs and activities in locations where the district exercises substantial control over both the respondent and the context in which discrimination or harassment occurred. Title IX may apply to any of the district's education programs or activities in the United States, whether such programs or activities occur on-campus or off-campus, including online instruction, admissions, recruiting, financial aid, academic programs, student services, counseling and guidance, discipline, class assignment, grading, recreation, athletics, and employment. Reports of violations of this policy may be made in person, by mail, by telephone, or by email, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. **Such a report may be made at any time, including during non-business hours, by using the telephone number or email address, or by mail to the office address listed for the Title IX Coordinator**.

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

Definitions

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

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

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

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

E. Deputy Coordinator: If desired by the district, this is a district employee designated by the Title IX Coordinator or the district to serve as the Coordinator where appropriate and to assist with the duties of the Title IX Coordinator. The Deputy Coordinator should not have a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that may affect the outcome of the grievance process.

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

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

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

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

    a. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct ("quid pro quo");
    b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive tat it effectively denies a person equal access to the district's education program or activity ("hostile environment"); or

c. Sexual assault, dating violence, domestic violence, or stalking as defined by federal law.

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

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

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

Examples of Supportive Measures:

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

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

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

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

Reporting

All forms of sex discrimination, including sexual harassment, may be reported to the Title IX Coordinator, any Deputy Title Coordinator, any district employee, or to law enforcement, no matter the severity. A report of sex discrimination and/or sexual harassment should be made as soon as possible but may be made at any time, regardless of length of time between alleged sex discrimination and/or sexual harassment, and the decision to report it. However, a delay in reporting may compromise subsequent investigation. The district will take reasonable steps to protect the privacy of the parties and witnesses during the pendency of the grievance process, provided that the steps do not restrict the ability of the parties to obtain and present evidence, consult with family members or other advisors, or otherwise prepare for or participate in the grievance procedures;

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

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

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

Pre-Investigation / Initial Response

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

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

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

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

Administrative Leave. A non-student employee may be placed on administrative leave during the pendency of the grievance process. By no means does this provision modify any

rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

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

Sex Discrimination without Harassment

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

Sexual Harassment

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

Written Notice of Complaint

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

a. Notice of the grievance process, including any informal resolution process;
b. Notice of the allegations of sexual harassment, including sufficient details (i.e., names of known parties, the conduct alleged to be sexual harassment, and the date and location of the conduct, if known);
c. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;
d. Notice of the parties' right to have an advisor (who may be, but is not required to be, an attorney) and to inspect and review evidence;
e. A statement that retaliation by the parties or district is prohibited;
f. A statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of the evidence; and
g. Notice that knowingly making false statements or providing false information in the grievance process is a violation of the code of conduct of students or a violation of performance and conduct standards for employees.

Dismissal of a Formal Complaint

The district must investigate the allegations in a formal complaint.

Mandatory Dismissal. A formal complaint must be dismissed when it is determined the conduct alleged in the formal complaint: 1) would not constitute sexual harassment as

defined herein even if proved; 2) did not occur in the district's program or activity; or 3) did not occur against a person within the United States.

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

Upon either a mandatory or permissive dismissal, the district will promptly notify the complainant of the basis for the dismissal and provide the procedures to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the district will also promptly notify the respondent of the dismissal, the basis for the dismissal and the complainant's opportunity to appeal. Notification of dismissal should be in writing and delivered simultaneously to the parties.

Dismissal of a formal complaint does not prevent the district from addressing allegations or taking action under another district policy, including but not limited to a different provision of the district code(s) of conduct.

Investigation

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

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

- Evidence that is protected under a privilege as recognized by federal or state law unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party's or witness's records that are made or maintained by a physician, psychologist or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the district obtains that party's or witness's voluntary, written consent for use in the district's grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless the evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sexual harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sexual harassment or preclude determination that sexual harassment occurred.

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

In the investigation process, the Investigator will:

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

Party Review of Evidence and Report.

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

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

Hearing

Absent extraordinary circumstances, a non-live hearing will be held. After the district has sent the investigative report to the parties and before reaching a determination regarding responsibility, the Hearing Officer must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not

relevant unless such questions and evidence about the complainants prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concerns specific incidents of the complainants prior sexual behavior with respect to the respondent and are offered to prove consent. The Hearing Officer must explain to the party proposing questions any decision to exclude a question as not relevant.

Determination

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

The written determination will include:

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

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

Appeal Procedures

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

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

Appeals must be submitted in writing to the Superintendent within five (5) working days of receiving the decision and reference the reason(s) for the appeal as identified above with

supporting argument(s). Failure to file an appeal within the prescribed time constitutes a waiver of any right to an appeal.

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

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

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

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

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

Informal Resolution

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

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

No appeal is available from an informal resolution, but at any time prior to agreeing to a resolution, any party has a right to withdraw from the formal resolution process and resume the grievance process. and any consequences resulting from participating in the informal resolution process including the records that will be maintained or could be shared. Further,

if the parties are unable to agree on a voluntary resolution, the matter will be referred by the Title IX Coordinator to a Title IX Hearing. No offers to resolve the conflict that were made or discussed during the informal voluntary resolution process may be introduced during the Title IX Hearing.

Outcomes

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

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

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

Student Respondent.

- Restriction – A limitation on privileges for a period of time and may include but not be limited to, the denial of the use of facilities or access to parts of campus, denial of the right to represent the district, or denial of participation in extracurricular activities.
- Service Project – Community service or an education class or project beneficial to the individual and campus or community.
- Probation – A specified period of time during which the student is placed on formal notice that he/she is not in good social standing with the district and that further violations of district policies will subject the student to suspension from school.
  Suspension – If warranted by the severity of the incident, removal from classes and other privileges or activities for a definite period of time not to exceed the remainder of the semester in which the incident occurred and the following semester and until the conditions which are set forth in the hearing outcome letter are met. Students who are suspended from the district are not permitted on campus or in campus buildings, facilities or activities at any time for any reason during the period of suspension, unless otherwise directed by Superintendent or designee. Conditions to conclude a suspension and reinstatement process will be stated in the written notification. Notation on the student's transcript will not be made; however, a permanent record of the action will be maintained in the student's record.
- Long-term Suspension – Suspension of student for an indefinite period not to exceed the maximum period permitted by law, typically reserved for a sexual violence/assault finding. The conditions for readmission, if any, shall be stated in the hearing outcome letter. In addition, a student, though readmitted to the school by operation of law, may be denied the opportunity to participate in extracurricular activities for as long as the student is enrolled in the district. Notation on the student's transcript will not be made; however, a permanent record of the action will be maintained in the student's record. Removal should be reserved and used only in cases involving the most severe instances of misconduct.

Employee Respondent.

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

Retaliation

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

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

Designees

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

Availability of other Complaint Procedures

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

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

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

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

Distribution

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

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Technology* Adopted: August 1, 2016; Revised: September 6, 2022; September 11, 2023

INTERNET AND TECHNOLOGY SAFETY

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

Definitions

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

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

Access to Inappropriate Material

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

Inappropriate Network Usage

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

Supervision and Monitoring

All employees are responsible for supervising and monitoring student use of the Internet in accordance with the district's technology policies, the Children's Internet Protection Act and Oklahoma law. The district's IT director shall establish and implement procedures

regarding technology protection measures. No individual will be permitted to use the district's technology resources in a manner inconsistent with the district's policies.

Personal Safety

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

Certification and Verification

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

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

Reporting

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

Employee Liability

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

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

PROVIDER VERIFICATION

STATE OF _____)
)
COUNTY OF _____)

The undersigned, under penalty of perjury, certifies to Independent School District No. 1 of Mayes County, Oklahoma (the "District") as follows:

1. I am a duly authorized representative of _____ (the "Provider").

2. The Provider has entered into a contract with the District to provide certain digital and online library database resources to the District.

3. I certify that the Provider agrees to abide by all terms of the District's policy on Internet and Technology Safety, and agrees that it is in compliance with Oklahoma law on digital or online library safety, as currently codified at Okla. Stat. tit. 70, § 11-202.

EXECUTED AND DELIVERED this _____ day of _____, 20___.

_____
Organization Name ("Provider")

By: _____
Name: _____
Title: _____

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

My Commission expires:

_____

_____
Notary Public

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20___.

ACCEPTABLE USE OF INTERNET AND ELECTRONIC AND DIGITAL COMMUNICATIONS DEVICES

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

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

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

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

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

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

methods. In the event an employee needs access to blocked content, he/she should make arrangements through the building principal or IT director.

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

Internet Access - Terms and Conditions.

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

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

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

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

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

Prohibited Use. Users specifically agree that they will not use the Internet to access material which is: threatening, indecent, lewd, obscene, or protected by trade secret. Users further agree that they will not use the district's electronic resources for commercial activity,

charitable endeavors (without prior administrative approval), product advertisement or political lobbying.

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

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

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

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

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

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

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

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

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

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

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

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

Vandalism. No user may harm or attempt to harm any of the district's electronic resources. This includes, but is not limited to, uploading or creating a virus or taking any action to disrupt, crash, disable, damage, or destroy any part of the district's electronic resources. Further, no user may use the district's electronic resources to hack vandalize another computer or system.

Inappropriate Material. Access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material. Access will be denied for material which is:

a. Obscene to minors, meaning (i) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (ii) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.

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

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

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

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

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

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

behavior. For employees, this means any action permitted by law, including termination of employment.

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

Reference: 70 O.S. § 6-401

Cyber Bullying and Internet Safety Fact Sheet

People can be bullied in lots of ways, including through cyber bullying. Cyber bullying is when someone sends or posts things (words, pictures, recordings) that are mean, embarrassing or make people feel scared, embarrassed or uncomfortable. Even if they don't do this at school sometimes cyber bullying makes things at school hard. No student is allowed to disrupt school through cyber bullying.

Cyber bullies work in lots of ways, but here's some of their most common:

- Send or post mean messages
- Make up websites or accounts with stories, cartoons, pictures or "jokes" that are mean to others
- Take embarrassing pictures or recordings (without asking first)
- Send or post stuff to embarrass others
- Hack into other people's accounts or read their stuff
- Hack into other people's accounts and send or post their private stuff
- Pretend to be somebody else to get someone to give them private info
- Send threats

If you're a cyber bully knock it off! Ask your principal/counselor how you can make things right.

If someone is cyber bullying you, there's something you can do about it:

- Don't respond to and don't ignore a cyber bully. Instead, tell an adult you trust. If cyber bullying follows you to school, tell your teacher, counselor or principal.
- Even if what the bully does is embarrassing, don't delete it. Instead, get a copy so you can prove what happened.
- Have an adult help you contact a company representative (cell phone company, Yahoo, Facebook, Twitter, etc.) about blocking or removing the bad stuff.

You can't always stop people from being mean, but there are ways to help yourself:

- Don't give out your personal info in electronic or digital communications
- Don't tell anyone but your parents what your login name, password or PIN number is
- Don't post or send embarrassing pics or recordings (even on your own sites) - bullies love to copy your stuff

Suggestions for Parents:

- Help your child understand how permanent electronic or digital communications are
- Talk to your child about understanding, preventing and responding to cyber bullying
- Contact your student's school for help if you suspect your child is being cyber bullied – or if you suspect your child is engaging in cyber bullying

PROHIBITED USE OF DISTRICT ISSUED TECHNOLOGY EQUIPMENT

The district may issue a wireless device to the employee such as a cell phone, IPad, or laptop. Employees who are issued these devices must carefully adhere to all other district technology policies.

For business and tax reasons the personal use of such equipment is not permitted and, as a result, any personal use should be limited to emergency circumstances. Any employee who utilizes a district wireless device for personal reasons must promptly notify his/her supervisor in writing, and all usage records are subject to audit for compliance with this policy. Employees who violate these requirements are subject to disciplinary action, including removal of the equipment or termination.

Any employee who is issued a district owned wireless device must protect the device from loss, damage, or theft. If the device is lost, the employee must promptly report the loss to his/her supervisor. If the device is stolen, the employee must immediately file a police report and notify his/her supervisor.

Employees must return all wireless devices, in good condition, upon request of the district or upon separation from employment, whichever is sooner.

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Technology* Adopted: August 1, 2016 Revised: September 4, 2018; September 3, 2019; August 4, 2025

PERSONAL WIRELESS DEVICES AND ELECTRONIC ACCOUNTS

The district requires that all individuals devote their full attention to education while at school or during education activities. Accordingly, the district expects both employees and students to limit their use of personal wireless devices (including, but not limited to, hand-held mobile telephones) and personal electronic accounts at school or when engaged in district-related activities. Wireless devices include, but are not limited to, cell phones, laptops, cameras, GPS systems, any type of device capable of intercepting or recording a conversation, any type of device capable of providing visual surveillance or images, recorders, Google Glass, etc. Electronic accounts include, but are not limited to, accounts that allow digital communication such as email and social media accounts.

Google Glass and similar technology is prohibited on campus by all individuals at all times. Regardless of the type of technology used, no individual may make any type of surreptitious recording of others on district property. Additionally, no person may use any type of technology to remotely monitor, listen to, or view actions occurring at school or school activities. Personal wireless devices not otherwise prohibited shall be turned off and out-of-sight in locations such as restrooms, locker rooms, changing rooms, etc. ("private areas"). The use of any audio/visual recording and camera features are strictly prohibited in private areas. Students who observe a violation of this provision shall immediately report this conduct to a teacher, coach, or the building principal. Employees who observe a violation of this provision shall immediately report this conduct to a supervisor, the building principal or other administrator.

Students

Pursuant to 70 O.S. §1-126, as amended, for the **2025-2026 school year**, students are **prohibited** from using cell phones and personal electronic devices while on the campus of the school district from bell to bell. "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.

Excepted from the prohibition on student use of cell phones and personal electronic devices on campus, are the following situations:

(1) Emergency use of cell phones or personal electronic devices by students during the school day; and

(2) Use of cell phones or personal electronic devices by students who use them to monitor health issues.

(3) As may be required by a student's disability pursuant to a state or federal law.

(4) School-issued or school-approved devices that are specifically limited for use in classroom instruction.

Following the **2025-2026 school year,** the Board of Education shall review this policy and determine whether the prohibition on personal device use should be extended or modified.

Students who violate this policy will have their personal wireless device confiscated until after a parent conference and may be subject to additional other discipline consistent with Board of Education Policy.

Employees

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

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

No individual may use any personal wireless device while operating a district vehicle or while conducting school business in a personal vehicle.

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

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

No employee may use a personal wireless device to engage in conduct which is illegal or which could be construed as inappropriate conduct with a student or students. In the event an employee receives an inappropriate electronic or digital communication from a student or parent, the communication must be promptly reported to the employee's supervisor.

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

Warning: Possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images, photographs, or communications, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and

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

Reference: 70 O.S. §1-126 (2025)

VIRTUAL ONLINE SCHOOL
FAMILY EDUCATION RIGHTS AND PRIVACY ACT ("FERPA")

The Family Educational Rights and Privacy Act (FERPA) provides parents and students over 18 years of age ("eligible students") certain rights regarding the student's education records. References to parent(s) also encompass a student's guardian(s). These rights are:

1. The right to inspect and review the student's education records within 45 days of the day Pryor Public Schools Virtual Online School ("VOS") receives a request for access.

   To request an inspection and review, the parent or eligible student should submit a written request to the program director that identifies the record(s) they wish to inspect. The program director makes arrangements for access and notifies the parent or eligible student of the time and place where the records may be inspected.

2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate.

   Parents or eligible students may ask VOS to amend a record that they believe is inaccurate. They should write the program director, clearly identify the part of the record they want changed, and specify why it is inaccurate. If VOS decides not to amend the record as requested, VOS notifies the parent or eligible student of the decision and advises him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures is provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA allows disclosure without consent.

   One exception that permits VOS to disclose information without consent is when VOS discloses information to VOS officials with legitimate educational interests. A VOS official is a person employed by or contracted to provide services to or designated by Pryor Public Schools to provide services to VOS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the board of education; a person or company with whom Pryor Public Schools has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another VOS official in performing his or her tasks.

   A VOS official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, VOS discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by VOS to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Ave., S.W.
   Washington, D.C. 20202-4605

5. FERPA requires that Pryor Public Schools, with certain exceptions, obtain a parent's or eligible student's written consent prior to the disclosure of personally identifiable information from a child's education records. However, VOS may disclose "directory information" without written consent unless the parent or eligible student has advised VOS in writing that he/she does not want all or part of the directory information disclosed. The method for objecting to disclosure of directory information is specified below. The primary purpose of directory information is to allow Pryor Public Schools to include the following information from education records in certain Pryor Schools or VOS publications or disclose it to certain parties. Examples include:

   - Shipment of VOS materials to and from student's home
   - Entry of student enrollment information into a computer database for use by VOS officials
   - Honor roll or other recognition lists

   Federal law requires VOS to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents or eligible students have advised VOS in writing that they do not want their student's information disclosed without prior written consent. Directory information will not be released to outside organizations for commercial or non-commercial purposes.

   Pryor Public Schools has designated the following information as directory information:

   - name
   - address
   - telephone number
   - e-mail address
   - photo
   - athletic information
   - honor roll status
   - grade level
   - activities and clubs
   - awards

   If there are certain items Pryor Public Schools has chosen to designate as directory information that parents/learning coaches do not want disclosed from their student's education records, without their prior written consent, parents/learning coaches are

encouraged to send an e-mail identifying the information they do not want disclosed, the student's name, and the name of the affiliate VOS in which the student is enrolled to the online education director. This e-mail must be sent within 30 days of the first day the student attends VOS.

Notice of these rights is available, upon request, on audiotape, in Braille, and in languages other than English.

Availability of Policy

A copy of this policy is available for review in the superintendent's office or, upon request, via electronic mail, regular mail, or facsimile. To the extent this policy is in conflict with the Pryor Public Schools policy for non-VOS students the conflict shall be resolved by reference to FERPA or, if not resolved by FERPA, the policy that provides the greater protection of the student's education records.

SUPPLEMENTAL ONLINE COURSE PROCEDURES

Upon request, the district will provide supplemental learning opportunities using online technology in a non traditional classroom setting to students enrolled in the district. Supplemental online courses are an optional avenue of instruction for district enrolled students. All existing requirements related to student progression including retention, promotion, and grade assignment are the same for the district's online students as they are for students enrolled in traditional courses. The district shall ensure that students have the opportunity to advance through the supplemental online course at their own pace so long as the supplemental online course completion corresponds with the standard course completion schedule of the district or the student's Individualized Education Program (IEP) or 504 Plan.

Definition of Terms

A. "Supplemental online course"

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 for student attendance and participation by the district.

B. "Educationally appropriate"

For the purposes of supplemental online courses, 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 or identical to the instruction that is currently offered in the school district. The determination of educationally appropriate will be made by the district.

Access to Supplemental Online Courses

Only public school students enrolled in the district will be granted access to supplemental online courses. The district provides enrolled students the opportunity to participate in supplemental online courses that comply with the standard curriculum of the district. Once a student has made a request to enroll in supplemental online course(s), the district will take necessary steps to determine the educational appropriateness of the request and to make online course(s) available to that student. Whether a requested online course is educationally appropriate for a student will be determined by the principal/curriculum director or his or her designee. Students may take supplemental online courses from online course providers selected and approved by the district that meet the criteria established by the Oklahoma State Board of Education (OSBE). The district shall not limit a student's access to supplemental online courses by either policy or application of internal or customary

procedures. However, students taking supplemental online courses from a remote location will be responsible for providing their own equipment and Internet access.

Funding

The district shall provide funding for an enrolled student's participation in online courses in an amount not to exceed the previous year's general fund per pupil expenditure. District students will be allowed to take up to the academic equivalent of five (5) hours of supplemental online instruction per day at no cost to the student. Students wishing to take more online course instruction may do so at their own cost. The district is not responsible to pay an online course provider for online course instruction expenses incurred by a student that exceed the pro-rated portion of the general fund per pupil expenditure for the student. The district will bear no responsibility for payment or collection of any outstanding funds or fees owed by a student to an online course provider.

School Day and Attendance Standards

Public school students enrolled at the district may take supplemental online courses from a location inside or outside of the school site location and may take supplemental online courses outside the normal school hours of operation. Students who elect to enroll in supplemental online courses, regardless of when or where taken, are still required to complete the equivalent number of hours of instruction as regularly enrolled students in the district and must satisfy the same attendance requirements of the district.

Students enrolled in supplemental online courses must meet all state mandated compulsory attendance requirements and are not exempt from state truancy laws. Attendance and participation in a supplemental online course shall be monitored in accordance with district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, and posting/submission of lessons. The student may be counted "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 district, reports that reflect daily attendance and participation. Such attendance/participation reports shall be provided to parents and the district on a weekly basis via electronic format. The supplemental online course provider must provide evidence that the student is making appropriate progress weekly and such reports shall be sent to the designated resident district office via electronic format.

Student Eligibility, Admissions and Enrollment

Online supplemental courses that are educationally appropriate shall be offered to all qualifying district students who meet the following criteria:

A. The district offers individual academically approved and educationally appropriate online supplemental courses to students who are enrolled in the district. Students enrolled in supplemental online courses must meet all enrollment and eligibility criteria set by the district's residency policy, the Oklahoma State Board of Education Rules, and state law. Only students who are enrolled in the district for the current school year are eligible to enroll in supplemental online courses.

B. The admission process for students taking one or more supplemental online courses through the district shall be the same for students enrolled in traditional coursework.

C. The district shall allow for ongoing and continuous enrollment for supplemental online courses that are compliant with state law and all applicable State Board of Education rules. Students may have input as to the selection of supplemental online course providers but the final determination and selection of the providers is left to the discretion of the district.

D. Students enrolled in supplemental online courses shall have their progress monitored by the supplemental online course provider weekly. Progress reports shall be transmitted to the district's designated representative and the student's parent or guardian via electronic format. Such reports shall be reviewed by the district at least twice per month.

E. All public school districts in Oklahoma shall recognize course credit issued for courses authorized through the Supplemental Online Course Procedures.

F. Online course providers shall officially notify the district and parents in writing of the completion of each course the student takes within five (5) business days of completion. Course grades must be reported in the form of a percentage or in a manner consistent with district grading policies. The district shall use its established grading scale to convert the percentage to a letter grade or other notation consistent with district grading policies for transcript purposes.

G. District policies regarding grading scales and credits earned shall be applied to supplemental online courses under the same criteria as courses offered by the district. A grade assigned for course credit from a supplement online course shall be treated the same as any other course offered by the district.

H. Online course providers must report any change in a student's status (moving, dropping a course, etc.) immediately upon discovery or notification of the student's change in status.

Appeal Process

If a student's enrollment in a supplemental online course is denied based on a determination by the district that the course is not educationally appropriate, the parents or guardians of the student may appeal that determination to the district Superintendent. The district will notify the OSBE, Director of Instructional Technology, of any denial of a student's enrollment in online supplemental course(s), the reason for the denial, and any correspondence or information the district received in support of the student taking the online course.

Grace Period

A student may withdraw from a supplemental online course within fifteen (15) calendar days from the first day of a supplemental online course enrollment without academic penalty. A student who withdraws from any supplemental online course is still obligated to complete the equivalent number of classroom hours of education instruction that is required of students in the district in accordance with state law and district policy. The district shall not

be required to pay an online course provider for any student enrollment of less that fifteen (15) calendar days.

Extracurricular and Co-curricular Activities

Students enrolled in one or more supplemental online course may participate in extracurricular activities sponsored by the district in accordance with district eligibility rules and policies, the Oklahoma Secondary Schools Athletic Association (OSSAA) rules and regulations, and any other rules and regulations of a private association governing regulation of the interscholastic activities and contests of schools.

Student Assessments

Each student enrolled in one or more online course will participate in required state-level academic assessments administered pursuant to state law in the same manner as other regularly enrolled students within the state. The results of the assessments shall be released to the district and the online course provider. No student will be allowed to enroll in an online course without submission of a signed Education Student Assessment Results Release Form or FERPA waiver.

Special Education Students

The district shall provide supplementary aids and services, program modifications, supports for personnel and accommodations set forth in a student's IEP or Section 504 Plan to enable a student to take supplemental online courses that have been determined to be educationally appropriate for the student by the student's IEP or 504 team members. Provisions in the IEP for related services shall be the responsibility of the district where the student is enrolled in accordance with the Individuals with Disabilities Education Act (IDEA). Enrollment in a supplemental online course does not abdicate, modify or alter the district's legal obligation under the IDEA.

Reference: OKLA. STAT. tit. 70 § 1-111

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Technology* Adopted: September 5, 2017; Revised: July 15, 2024

ACCEPTABLE USE OF FILE SHARING TECHNOLOGY

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

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

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

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

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

SOCIAL MEDIA AND SOCIAL NETWORKING

The Pryor School District (the "district") recognizes the appropriate use of social media as a method for communicating ideas and information. The forms of electronic and digital communications change rapidly. Social media includes all means of communicating or posting information or content of any nature on the Internet, including but not limited to one's own or another's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat-room, whether or not associated or affiliated with the district, as well as any other form of electronic communication. This policy addresses common existing forms of electronic and digital communication (e.g., email, texting, blogging, tweeting, posting, etc.) but is intended to cover any existing or new form of electronic or digital communication which utilizes a computer, phone, tablet or other digital or electronic device.

Definitions

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

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

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

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

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

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

"Social media account" means a personalized presence inside a social networking channel,

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

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

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

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

Official Use of Social Media

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

In the spirit of exchanging perspectives, the district welcomes third party contributions to its social media pages. Comments do not reflect the opinions or policies of the district, its board of education, administration, staff or students. Thus, the district is not responsible for comments or replies made by visitors to any of its official social media pages and reserves the right, at its sole discretion, to screen, hide, and/or remove any content that is significantly off-topic, including but not limited to content the primary purpose of which is to sell a product or a service; is racist, sexist, abusive, profane, violent, obscene, spam, or advocates illegal activity; contains falsehoods or is libelous; incites, or threatens or makes personal attacks on individuals or groups.

The social media channels of the district are for informational purposes only. As such, it is not recommended that individuals use comments, replies or direct messages to communicate official business with the district. Attempts to engage the district in this way do not constitute notice to the district in any fashion and individuals should not expect reply or action.

The superintendent, or their designee, will adopt Social Media Rules of Engagement to be posted on the district's website. A link to the rules will be posted in the bio section, or other conspicuous, static place, of each social media page operated by the district.

Professional Conduct

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

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

Expectations

District employees are role models and must exemplify ethical behavior in their relationships with students, parents/guardians, patrons, and other staff members. Online activity, including personal online activity, is public and therefore a reflection on the district as an organization. Employees should exercise good judgment and common sense, maintain professionalism, and immediately address inappropriate behavior or activity discovered on district networks. Inappropriate behavior or activity should be immediately communicated to a direct supervisor. The following should inform and guide employee judgment and actions:

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

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

3. Photos of and videos featuring students should not be posted on social media without

the informed consent of a parent/guardian. For personal protection, employees should never take a photo of an individual student.

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

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

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

7. Externally communicating any confidential information or information related to the district that is not intended for public dissemination is always forbidden and may be grounds for termination and legal action. Public information will be released through the superintendent or designee.

8. Copyright and fair use laws must be respected at all times. Trademarks such as logos, slogans, and digital content such as art, music, or photographs, may require permission from the copyright owner. It is the responsibility of the employee to seek and obtain written permission for any such trademarked content.

9. District employees are discouraged from sharing content or comments containing the following when it is directed at a colleague, parent, student or citizen of the State of Oklahoma or the United States:

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

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

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

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

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

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

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

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

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

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

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

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

Accountability

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

Staff-Student Relationships

Employees are prohibited from establishing personal relationships with students that are

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

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

Distribution of Policy

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

Reference: 74 O.S. §840-8.1

Rules of Engagement on Pryor School District Social Media

Pryor School District welcomes contributions to its social media pages in the spirit of sharing information and perspectives among students, faculty, staff, administration and the community.

All comments on our social media pages must be pertinent or germane to the purpose of the page and/or post. Comments do not reflect the opinions or polices of the district. Please show respect to your fellow community members by keeping the discussion respectful.

The district is not responsible for comments or replies made by visitors to any of its official social media pages. To the extent allowed by law, the district reserves the right, at its sole discretion, to screen, hide, and/or remove any content that is significantly off-topic, including but not limited to content the primary purpose of which is to sell a product or a service; is racist, sexist, abusive, profane, violent, obscene, spam, or advocates illegal activity; contains falsehoods or is libelous; incites, threatens, or makes personal attacks on individuals or groups.

The social media channels of the district are for informational purposes only. As such, it is not recommended that individuals use comments, replies or direct messages to communicate official business with the district. Attempts to engage the district in this way do not constitute notice to the district in any fashion and individuals should not expect reply or action.

CYBERSECURITY

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

Cybersecurity Protection Measures Generally

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

Security and Monitoring

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

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

The District Technology Director shall annually report to the board of education regarding the adequacy of the District's preventative measures, including any security incidents that have occurred, the District's responses to those incidents, and subsequent improvements to network security. The District Technology Director shall also conduct vulnerability assessments to monitor the efficacy of the District's preventative measures and make ongoing improvements or updates to security protocols, systems, hardware, and software as necessary.

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

Response and Reporting

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

Education

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

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

SCHOOL PERSONNEL DIGITAL AND ELECTRONIC COMMUNICATIONS WITH STUDENTS

Purpose

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

School Personnel

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

Policy

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

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

Violations

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

Reporting

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

Reference: 70 O.S. § 6-401

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Technology* Adopted: September 8, 2025

ARTIFICIAL INTELLIGENCE

Policy

Artificial intelligence (AI) remains a burgeoning technology that the District welcomes with reasonable guardrails. In general, AI should not be used except sparingly by employees and by students only when given express permission by their teacher. In all instances, caution must be exercised as AI users remain solely responsible for the content of their assignments or work product.

This policy aims to enhance educational outcomes, protect privacy, ensure ethical use, and mitigate risks associated with artificial intelligence (AI) technologies. This policy applies to all employees, students, contractors, and any other individuals who utilize AI technologies provided by or used within the District. Violations of this policy may result in disciplinary action in accordance with the District's disciplinary policies.

Definitions

1. Artificial Intelligence (AI): Technology that enables machines to perform tasks that typically require human intelligence, such as learning, reasoning, problem-solving, and understanding natural language. AI includes machine learning and generative AI.
2. Machine Learning (ML): A subset of AI that involves the development of algorithms that allow computers to learn from and make predictions or decisions based on data.
3. Generative AI: AI capable of generating text, images, or other media in response to prompts.

Acceptable Use

1. Teacher Permission: In general, the use of AI technology by students in the completion of an assignment will not be permitted absent permission from the teacher. Permission may be granted in blanket form to be applicable for the duration of the class or on a case-by-case basis. If a student has any question whether AI is permitted by an teacher or appropriate for use, it is the student's responsibility to confirm with the teacher prior to utilizing AI. Using AI without express permission may negatively impact a student's grade or result in dismissal from the class, applicable program, or technology center. Furthermore, AI use by students should be supervised and guided within the relevant educational framework.
2. Educational Enhancement: AI technologies may be used only to support educational objectives and improve learning outcomes. They should complement and enhance teaching and learning processes. Users of AI technologies should exercise good judgment when utilizing AI technologies and be cognizant of the risks associated with AI technologies, including but not limited to the generation of

erroneous information and the potential negative impact on learning, curriculum alignment, and academic work. Teachers and students are expected to review outputs generated by AI for accuracy, relevancy, and appropriateness before use.

3. Compliance with Laws and Policies: All AI applications must comply with relevant federal, state, and local laws, as well as District policies, including, but not limited to, those related to data privacy, copyright and intellectual infringement cybersecurity, and nondiscrimination.
4. Data Privacy: The use of AI must protect the privacy and security of student and staff data. Personally identifiable information (PII) must not be shared or processed through AI applications without explicit consent, except as permitted by law. Additionally, parties using AI are encouraged to review applicable privacy policies of the AI provider before use.
5. Transparency and Accountability: AI tools used in the District — such as those for grading, analyzing student data, or automating tasks — must be used transparently and responsibly. Staff should be clearly informed when they are using or receiving input from an AI system. For example: If a tool suggests grades or feedback, it should be clear that these come from AI. If a dashboard flags students for certain interventions or opportunities, staff should know it's based on automated analysis. While deep technical knowledge isn't required, users should have a basic understanding of what the tool does, what data it uses, and its limitations. AI should support, not replace, human judgment — especially when it comes to decisions affecting students.

Prohibited Use

1. Bias and Discrimination: AI systems must not be used in ways that perpetuate or amplify bias or discrimination. Regular "audits" should be conducted by users to identify and mitigate biases in AI algorithms. This might entail regularly evaluating how the tool behaves in real-world use and watching for signs of unfairness or inconsistency.
2. Unauthorized Access: Users must not attempt to circumvent AI security measures or access AI systems without proper authorization.
3. Ethical Concerns: AI applications that engage in unethical behavior, such as surveillance without consent or manipulation of users, are strictly prohibited.
4. Unequal Access: If any assignment permits the use of AI tools, the tools will be made available to all students, considering that some may already have access to such resources outside of school.
5. Replacement for Human Interaction: AI should not replace essential human elements of teaching and mentoring. While AI can augment teaching, it must not substitute human interaction or replace tailored and personalized instruction.
6. High-Stakes Decision Making: The use of AI for high-stakes decision making is improper. For instance, AI should not be utilized for grading, student progression, and discipline decisions without human oversight. AI should support, not replace, the professional judgment of educators.
7. Plagiarism: Use of AI to engage in plagiarism, cheating, or dishonesty or to substitute, in whole or in part, AI work for student work is strictly prohibited.
8. Harassment and/or Bullying: Students and employees are not to use AI to engage in bullying, harassment, and/or abuse. AI should not be used to circumvent compliance with district policy or law.

Reviewing and Monitoring

1. Regular Reviews: This policy will be reviewed annually to ensure it remains current with technological advancements and legal requirements.
2. Monitoring: The use of AI technologies will be regularly monitored to ensure compliance with this policy and to identify any areas for improvement.

CHILD FIND

In accordance with the requirements of the Individuals with Disabilities Education Act, the State Department of Education, Section 504 of the Rehabilitation Act, and Title II of the Americans with Disabilities Act, this policy addresses the district's Child Find system responsibility to identify, locate, and evaluate students suspected of having a disability, ages 3 through 21, who may need special education and related services, regardless of the severity of the disability or whether the student is advancing from grade to grade. As part of its child find duties, the district will be responsible for coordinating with the SoonerStart Early Intervention Program regarding the Child Find system for children ages birth to 3 years of age. The district's Child Find system includes the district coordinating with other agencies and promoting public awareness.

The district's Child Find system includes all children within the district's geographical boundaries including students who are:

- Enrolled in public school;
- Enrolled in charter schools, virtual charter schools, and alternative schools;
- Enrolled in home school;
- Enrolled in private elementary and secondary schools (including religious schools) located in the LEA; including out-of-state parentally-placed private school students with disabilities even if the students are not legal residents of 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 or treatment facilities;
- Not enrolled in elementary or secondary school, including children ages 3 through 5;
- Highly mobile students, such as migrant and homeless as defined by the McKinney Vento Homeless Assistance Act; and
- Wards of the state.

The district will take appropriate and necessary steps to ensure that its staff and the general public are informed of:

- The availability of special education services;
- A student's rights to a free and appropriate public education;
- Confidentiality protections; and
- The special education referral process.

The district may accomplish this by a variety of methods, including but not limited to distributing brochures or flyers throughout the community, including information in school or district publications, disseminating articles and announcements to newspapers, arranging for radio and television messages and appearances, speaking at faculty meetings or district professional developments, and making presentations, as well as electronic forms of communication.

In the identification process, the district may use screening or coordinated early intervention services. The district's general education interventions will not delay the initial evaluation for special education services of a student suspected of having a disability. The procedural rights under the Individuals with Disabilities Education Act and Section 504/Title II are afforded when the student is referred for a special education evaluation by the parent or the district.

If, through Child Find activities, a child is identified as possibly having a disability and needing special education services, the district may seek parent consent to evaluate the child. Special education referrals may be made for a variety of reasons, including but not limited to academic and/or behavioral concerns. All necessary evaluations will be conducted in compliance with federal and state laws and regulations.

INCLUDING STUDENTS WITH DISABILITIES IN ASSESSMENTS

School districts are required to assess students with disabilities as frequently and in the same manner as they do students without disabilities. Therefore, to the extent the district or state requires student participation in assessments, students with disabilities will be included in the assessment or provided an alternative method of assessment.

The Section 504/Title II team for each student with a disability (collectively referred to as the "Team") will make the decision regarding his or her participation in regular districtwide assessment on an individual basis, considering his or her unique needs.

Generally, an IEP Team shall meet to make such a determination after providing notification to the student's parent/guardian at least five days in advance (or earlier if mutually agreed by the district and parent/guardian). Such notification must indicate the purpose, date, time and location of the meeting and who, by title or position, will attend the meeting. The determination is based on criteria determined by the Oklahoma State Department of Education (OSDE).

Regular Districtwide Assessment

To make these determinations, Team members will be knowledgeable about the child's present level of educational performance and measurable annual goals; the general or alternate curriculum; the format and content of the; and the alignment between the curriculum and the academic content standards assessed by the assessment.

Based on a review of relevant information, the members of the Team will determine whether and how the student will participate in the assessment. For those students who are identified as needing accommodations, the Team will document in either the IEP or Section 504/Title II Plan which accommodations are necessary for the child to participate in the assessment. The Team may determine that the student can participate in some portions of the assessment without accommodations and identify accommodations for other portions of the assessment.

Alternate Assessment

The Team will not determine that participation in an alternate assessment is necessary based primarily upon poor attendance; English language learner status; social, cultural or economic differences; disruptive behavior; student reading level; expectations of poor performance; amount of time receiving special education services; low achievement in general education; categorical disability label; performance tied solely to a level, label or cut score; or the location where the child receives services. If the Team determines that student participation in an alternate assessment is necessary, the team will specifically identify the alternate assessment to be utilized on the IEP or Section 504/Title II Plan. The Team will select a mode of alternate assessment that measures the same content area(s) as the districtwide assessment.

A parent has the right to opt out of the Oklahoma Alternate Assessment Program (OAAP) by declining parent consent on an OSDE form. In such an event, the student will not be assessed using the OAAP, and the student will be administered the assessment given to regular education students for that grade level.

Students will not be required to participate in OAAP without a completed parental consent form as adopted by the Oklahoma State Department of Education. The district may proceed in requiring the student to participate in OAAP without parental consent in the following cases:

1. After documenting reasonable efforts to obtain parent/guardian consent and the parent/guardian has failed to respond; or
2. The district obtains approval through a due process hearing in accordance with 34 CFR § 300.506 et seq.

Reference: OKLA. STAT. tit, 70, § 16-114.6.

EDUCATIONAL SERVICES FOR STUDENTS UNDER SECTION 504 AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT

The district recognizes its responsibilities to children who are or may be qualified persons with disabilities under Section 504 of the Rehabilitation Act of 1973 ("Section 504") and Title II of the Americans with Disabilities Act ("Title II"). In an effort to ensure that district employees understand and implement the requirements of Section 504 and Title II, the board of education adopts the following policy.

Qualified Individual with a Disability

All qualified persons with disabilities within the jurisdiction of the district are entitled to a free appropriate public education ("FAPE"), regardless of the nature or severity of the person's disability. Section 504 and Title II define a person with a disability as any person who (a) has a physical or mental impairment that substantially limits one or more major life activities, (b) has a record of such an impairment or (c) is regarded as having such an impairment. The definition of disability shall be construed in favor of broad coverage of individuals, to the maximum extent permitted by Section 504 and Title II.

The term "physical or mental impairment" means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine; or (b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The phrase "physical or mental impairment" includes, but is not limited to, such contagious and noncontagious diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism. The following are excluded from the term "physical or mental impairment:" (a) an individual who currently engages in the illegal use of drugs; (b) homosexuality and bisexuality; (c) transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments, or other sexual behavior disorders; (d) compulsive gambling, kleptomania, or pyromania; and (e) psychoactive substance use disorders resulting from current illegal use of drugs.

The term "major life activities" includes, but is not limited to, functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A "major life activity" also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability. Also, an impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

Mitigating Measures

The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures such as:

1. medication, medical supplies, equipment, or appliances, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aids and cochlear implants or other implantable hearing devices, mobility devices, or oxygen therapy equipment and supplies;

2. use of assistive technology;

3. reasonable accommodations or auxiliary aids or services; or

4. learned behavioral or adaptive neurological modifications.

The ameliorative effects of the mitigating measures of ordinary eyeglasses or contact lenses shall be considered in determining whether an impairment substantially limits a major life activity.

For purposes of this policy, a "qualified person with a disability" is a person with a disability who is (a) of an age during which it is mandatory under Oklahoma law to provide such services to persons with disabilities; (b) of an age during which persons without disabilities are provided such services; or (c) a person for whom a state is required to provide a FAPE under the Individuals with Disabilities Education Act.

Appropriate Education

An appropriate education may comprise education in regular classes, education in regular classes with the use of related aids and services, or special education and related services in separate classrooms for all or portions of the school day. Special education may include specially designed instruction in classrooms, at home, or in private or public institutions and may be accompanied by related services such as speech therapy, occupational and physical therapy, psychological counseling and medical diagnostic services necessary to the child's education.

An appropriate education in the district will include:

- Regular or special education and related aids and services designed to meet the individual education needs of students with disabilities as adequately as the needs of nondisabled students are met;

- The education of each student with a disability with nondisabled students, to the maximum extent appropriate to the needs of the student with a disability;

- Evaluation and placement procedures established to guard against misclassification or inappropriate placement of students, and a periodic

reevaluation of students who have been provided special education or related services; and

- Establishment of due process procedures that enable parents and guardians to receive required notices, review their child's records and challenge identification, evaluation and placement decisions, and that provide for an impartial hearing with the opportunity for participation by parents and representation by counsel, and a review procedure.

The district will design education programs for student with disabilities to meet their individual needs to the same extent that the needs of nondisabled students are met. The district will provide the quality of education services to students with disabilities that equals the quality of services provided to nondisabled students. The district will provide teachers for students with disabilities who are trained in the instruction of individuals with disabilities. The district will provide comparable facilities for students with disabilities and make appropriate materials and equipment available. The district will not exclude students with disabilities from participating in nonacademic services and extracurricular activities on the basis of disability. The district will provide persons with disabilities an opportunity to participate in nonacademic services that is equal to that provided to persons without disabilities. These services may include physical education and recreational athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the district, and referrals to agencies that provide assistance to persons with disabilities and employment of students.

Educational Setting

The district will place students with and without disabilities in the same setting, to the maximum extent appropriate to the educational needs of the students with disabilities. The district shall place students in the regular education environment unless the district demonstrates that the education of the student in the regular education environment with the use of supplementary aids and services cannot be achieved satisfactorily. Students with disabilities will participate with nondisabled students in both academic and nonacademic services, including meals, recess and physical education, to the maximum extent appropriate to their individual needs.

As necessary, the district will provide specific supplementary aids and services for students with disabilities to ensure an appropriate education setting. Supplementary aids may include, but are not limited to, interpreters for students who are deaf, readers for students who are blind, and equipment to make physical accommodations for students with mobility impairments.

If the district places an individual with disabilities in another school, the district will take into account the proximity of the other school to the student's home.

Evaluation and Placement

The district shall annually undertake to identify and locate every qualified child with a disability residing in the district's jurisdiction who is not receiving a public education and take appropriate steps to notify children with disabilities and their parents or guardians of the district's duties under Section 504 and Title II.

Examples of situations in which school personnel may reasonably conclude that a student needs or is believed to need special education or related aids and services includes (a) when a teacher, based on observation of or work with the student, expresses a view that an evaluation is needed, or (2) when the parent of a student has requested an evaluation.

The district will make evaluation and placement decisions in accordance with appropriate procedures required by law. The district will conduct an individual evaluation before any action is taken with respect to the initial placement of a child who has a disability or before any significant subsequent change in that placement. The district will use tests and other evaluation materials that have been validated for the specific purpose for which they are used. The tests and other evaluation materials will include those tailored to assess the student's specific areas of educational need, not merely those designed to provide a single general intelligence quotient (IQ) score. Trained personnel will administer the tests and other evaluation materials in conformance with the instructions provided by their producer. The district will select and administer tests so as best to ensure that, when a test is administered to a student with impaired sensory, manual or speaking skills, the test results accurately reflect the student's aptitude or achievement level or whatever other factor the test purports to measure, rather than reflecting the student's impaired sensory, manual or speaking skills, unless those skills are the factors the test purports to measure.

In interpreting evaluation data and making placement decisions, the district will draw upon information from a variety of sources, including but not limited to aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background and adaptive behavior. Grades alone are an insufficient basis upon which to determine whether a student has a disability and may not be the determinative factor in deciding whether a student with a disability needs special education or related aids and services. Grades are just one consideration and do not provide information on how much effort or how many outside resources are required for the student to achieve those grades. A multidisciplinary group, including persons knowledgeable about the child, the meaning of the evaluation data and the placement options, will document and consider carefully information obtained from all such sources in making eligibility and placement decisions. A parent is a required participant if he or she is a person knowledgeable about the student.

The multidisciplinary group will consider reevaluation at least every three years for each student for whom the district is providing a FAPE or more frequently if conditions warrant or if the child's parent or teacher requests a reevaluation. While reevaluation does not require prior parental consent, parental notification prior to reevaluation is required. Reevaluation shall occur using the same evaluation criteria for an initial evaluation. The district shall reevaluate a student with a disability in the following circumstances, including, but not limited to, a reevaluation (1) in any area where a disability is suspected, (2) if the student's behaviors or needs have changed warranting a reevaluation, and (3) before any significant change in placement (including, for example, termination or significant reduction of educational or related services). Reevaluations will be completed within a reasonable period of time.

<u>Section 504/Title II Plan</u>

When the multidisciplinary group determines that a student is eligible for educational services under Section 504 and Title II, it will prepare a plan documenting how the district will provide FAPE for that student. The plan will identify the educational services, related services and supplementary aids and services needed to meet the student's individual educational needs in the least restrictive environment, the person(s) responsible for

implementing each component of the plan, the starting and ending dates for each component and a date, no less than annually, on which to review the plan.

The district will provide appropriate education and related aids and services free of charge to students with disabilities and their parents or guardians, except for fees equally imposed on nondisabled persons or their parents or guardians.

If the district is unable to provide a FAPE itself, it may place a person with a disability in, or refer the person to, a program other than the one it operates. However, the district will remain responsible for ensuring that the education offered to the student is appropriate, as defined by law, and for coverage of financial obligations associated with the placement. The district will ensure that adequate transportation is provided to and from any program in which it places the student that is not operated by the district, at no greater personal or family cost than would be incurred if the student were placed in the district's program.

Procedural Safeguards

The district will employ procedural safeguards regarding the identification, evaluation or educational placement of persons who, because of disability, need or are believed to need special instruction or related services. District personnel will notify parents or guardians of any evaluation or placement actions and parents or guardians will be allowed to examine the student's records. The district will provide parents or guardians with a copy of its *Section 504 of the Rehabilitation Act of 1973/Title II of the Americans with Disabilities Act Information and Procedural Safeguards form* annually at the student's Section 504 plan meeting and when the district (a) seeks parent or guardian consent for Section 504 evaluation or reevaluation, (b) receives a complaint from the parent or guardian alleging failure to comply with Section 504 or Title II requirements, (c) receives a request from the parent or guardian for a copy of the *Procedural Safeguards* form, and (d) takes any action with respect to the identification, evaluation, or educational placement of the student.

The district will provide an impartial hearing by an objective, neutral hearing officer that will allow parents or guardians to challenge identification, evaluation and placement procedures and decisions. If parents or guardians disagree with the district's decisions, they will be afforded an impartial hearing, with an opportunity for their participation and for representation by counsel. The district will make available an impartial administrative review procedure by an objective, neutral review officer to parents or guardians who want to challenge the hearing decision. If the parent or guardian wants to challenge the administrative review decision, he or she may file an action in state or federal court.

Retaliation

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

Persons with complaints or concerns about the application of this policy should contact the district's 504/Title II Coordinator:

Director of Special Services
Pryor Public Schools
(918) 825-3988
P.O. Box 548
Pryor, OK 74362

DISCIPLINARY REMOVAL OF CHILDREN WITH DISABILITIES

Definitions

For purposes of this policy, the following definitions apply:

"Child with a disability" includes students who have been identified as having a disability or for whom an initial evaluation has been sought under the Individuals with Disabilities Act, Section 504 of the Rehabilitation Act, or Title II of the Americans with Disabilities Act.

"Controlled substance" means a drug or other substance identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

"Illegal drug" means a controlled substance, but does not include a controlled 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.

"School day" means any day, including a partial day that children are in attendance at school for instructional purposes.

"Serious bodily injury" means bodily injury that involves –

1. a substantial risk of death;

2. extreme physical pain;

3. protracted and obvious disfigurement; or

4. protracted loss or impairment of the function of a bodily member, organ or mental faculty.

"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 pocket knife with a blade of less than 2½ inches in length.

Case-By-Case Determination

District personnel must consider any unique circumstances on a case-by-case basis when determining whether a change of placement is appropriate for a child with a disability who violates the district's code of student conduct.

Short-Term Disciplinary Removal

District personnel may remove a child with a disability who violates the district's code of student conduct from the child's current placement to an appropriate interim alternative educational setting, another setting or suspension, for not more than ten (10) consecutive school days and for additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those additional removals do not constitute a change of placement.

A change of placement occurs if --

1. the removal is for more than ten (10) consecutive school days; or

2. the child has been subjected to a series of removals that are ten (10) days or less during the same school year that constitute a pattern. School personnel determine whether a pattern exists by considering the following factors:

    a. the series of removals total more than ten (10) school days in a school year;

    b. the child's behavior is substantially similar to the child's behavior in previous incidents that resulted in the series of removals; and

    c. such additional factors as the length of each removal, the total amount of time the child has been removed and the proximity of the removals to one another.

However, in an effort to promote uniformity in the decision-making process, the board of education has determined that it is in the district's best interest that it not require school personnel to weigh these factors to determine the existence of a pattern in each instance. Instead, when the student's short-term removals exceed ten (10) school days over the course of the school year, the district will follow the process identified in this policy for implementing a long-term removal.

In school alternative placements for more than ten (10) consecutive school days or that may constitute a pattern of exclusion may be a change of placement if the student does not receive education services required under the student's IEP or Section 504/Title II Plan.

Educational Services During a Short-Term Disciplinary Removal

The district will provide a child with a disability the same level of services it provides children without disabilities during removals for ten (10) school days or less during the school year.

After a child with a disability has been removed from his or her current placement for ten (10) school days in the same school year, if a subsequent removal is imposed for not more than ten (10) consecutive school days and is not a change of placement, district personnel, in consultation with the child's special education teacher, will determine the extent to which services are needed, so as to enable the child to continue to appropriately progress in the general curriculum, although in another setting, and to appropriately advance toward meeting the goals set out in the child's IEP or Section 504/Title II Plan.

Notification

On the date on which the decision is made to make a disciplinary removal that constitutes a change of placement of a child with a disability because of a violation of the district's code of student conduct, district personnel will notify the child's parents of the decision and provide the parents of children who are eligible for special education and related services under the IDEA with a copy of the district's *Parents Rights in Special Education: Notice of Procedural Safeguards* form. District personnel will provide the parents of children who are eligible for special education and related services only under Section 504/Title II with a copy of the district's *Section 504 Information and Procedural Safeguards* form.

Special Circumstances

District personnel may also remove a student to an interim alternative educational setting for 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 or possesses a weapon at school, on school premises, or to or at a school function;

2. knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance at school, on school premises or at a school function; or

3. has inflicted serious bodily injury upon another person while at school, on school premises or at a school function.

Making a Manifestation Determination

Except for removals that will be for not more than ten (10) consecutive school days and will not constitute a change of placement, within ten (10) school days of any decision to change the placement of a child with a disability because of a violation of the district's code of student conduct, the child's IEP or Section 504/Title II team will meet to review all relevant information in the student's file, including the child's IEP or Section 504/Title II Plan, any teacher observations, psychological evaluation date related to the student's current behavior, and any relevant information provided by the parents 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 an inappropriate placement or the district's failure to implement the IEP or Section 504/Title II Plan.

The conduct will be determined to be a manifestation of the child's disability if the child's IEP or Section 504/Title II team determines that a condition in either (a) or (b) of this paragraph was met.

If the child's IEP or Section 504/Title II team determines that the conduct in question was the direct result of the district's failure to implement the IEP or 504 Plan, the district will take immediate steps to remedy those deficiencies.

Determination that Behavior Is a Manifestation of the Child's Disability

If the IEP team determines that the conduct was a manifestation of the child's disability, the team will either:

1. conduct a functional behavior assessment, unless the district had conducted a functional behavior assessment before the behavior that resulted in the change of placement occurred and further functional behavior assessment is deemed unnecessary, and implement a behavior intervention plan for the child; or

2. if a behavior intervention plan already has been developed, review the behavior intervention plan and modify it, as necessary, to address the behavior.

If the Section 504/Title II team determines that the conduct was a manifestation of the child's disability, the team will determine what, if any, modifications to the student's educational placement are necessary, including conducting a functional behavior assessment and developing or revising a behavior intervention plan (if appropriate).

Except as provided in section 6 of this policy, the IEP or Section 504/Title II team will return the child to the placement from which the child was removed, unless the parent and the district agree to a change of placement as part of the modification of the behavior intervention plan.

Determination that Behavior Is Not a Manifestation of the Child's Disability

If the behavior that gave rise to the violation of the district's code of student conduct is determined not to be a manifestation of the child's disability, then district personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities.

A parent or guardian who disagrees with the manifestation determination may file a complaint requesting an impartial due process hearing.

Educational Services During a Long-Term Disciplinary Removal

During a long-term disciplinary removal, a child eligible for special education and related services under the IDEA will:

1. continue to receive educational services so as to enable the child to continue to appropriately progress in the general education curriculum, although in another setting, and to appropriately advance toward achieving the goals set out in the child's IEP; and

2. receive, as appropriate, a functional behavior assessment and behavior intervention services and modifications that are designed to address the behavior violation so that it does not recur.

The child's IEP team will determine appropriate services and the location in which services will be provided. These services may be provided in an interim alternative educational setting determined by the IEP team.

During a long-term disciplinary removal, a child eligible for special education and related services only under Section 504/Title II will receive educational services to the same extent that a child without disabilities would receive educational services during a disciplinary removal for the same offense.

Appeal to Hearing Officer Under the IDEA

The parent of a child eligible for special education and related services under the IDEA who disagrees with any decision regarding placement or the manifestation determination under this policy, or the district, if district personnel believe that maintaining the current placement of the child is substantially likely to result in injury to the child or others, may appeal the decision by filing a due process hearing complaint seeking an expedited hearing.

In making the determination, the hearing officer may:

1. return the child with a disability to the placement from which the child was removed if the hearing officer determines that the removal was a violation of the applicable provisions of the IDEA or that the child's behavior was a manifestation of the child's disability; or

2. order a change of placement of the child to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of the child is substantially likely to result in injury to the child or to others.

These procedures may be repeated, if the district believes that returning the child to the original placement is substantially likely to result in injury to the child or to others.

When an appeal has been requested by either the parent or the district, the child will remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period set for the placement, whichever occurs first, unless the parent and the district agree otherwise.

The district may also seek a court order to remove a child with a disability from school or change the child's current educational placement if district personnel believe that maintaining the current placement of the child is substantially likely to result in injury to the child or to others.

Providing Records to Disciplinary Decisionmaker

If the district initiates disciplinary procedures that would constitute a change of placement for a child with a disability, district personnel will ensure that the child's special education and disciplinary records are provided for consideration to the school personnel making the final determination regarding the disciplinary action.

EXTENDED SCHOOL YEAR SERVICES

Extended school year ("ESY") services are special education and related services provided to a child with a disability (ages 3 through 21) beyond the district's normal school year in accordance with the child's IEP that are necessary for the child to receive a free appropriate public education in accordance with state standards and the Individuals with Disabilities Education Act, as amended ("IDEA"). It is the district's intent to make ESY services available at no cost to each child with a disability who is determined to need the services in accordance with this policy.

The IEP team for each child with a disability will determine his or her need for ESY services, regardless of the child's categorical disability. The IEP team will consider each child's ESY need at the child's annual review meeting, and any IEP team member may also raise the issue at any other time. The IEP team will determine ESY need in a timely manner to ensure that each child consistently receives a free appropriate public education.

The purpose of ESY services is to ensure that each child receives meaningful educational benefit. To determine whether a child needs ESY services, the IEP team will consider the following factors as relevant to the child:

- The child's degree of impairment;

- The child's actual/predicted degree of regression;

- The child's actual/predicted time necessary for recoupment of skills;

  ESY services may be appropriate when the team determines that a child has regressed or is predicted to regress to such a severe degree in a critical skill area that recovery of such skill loss following the break in programming is unlikely or would require an unusually long period of time to recoup skills obtained.

- The ability of the child's parents to provide educational structure at home;

  After affirming a parent's capacity to maintain a child's skills during the summer, an IEP team may determine that an appropriate ESY program consists totally or partially of such intervention. Even when significant regression/recoupment problem has previously been documented, the IEP team may determine that parents are capable of maintaining a child's skills over the summer months or beyond the normal school year.

- The child's rate of progress;

- The child's behavioral problems;
- The child's physical problems;
- The availability of alternative resources;
- The ability of the child to interact with nondisabled children;
- The area(s) of the child's curriculum that require continuous attention;
- The child's vocational needs;
- The least restrictive environment for services;
- Whether the 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.

In making the determination, the IEP team may review and analyze existing information and pertinent data, including, but not limited to, the child's impairment, educational history and present levels of academic achievement and functional educational performance, which could include the following:

- Criterion referenced and standardized tests, including pre-test and post-test data of a student's progress;
- Functional assessments used in natural environments (home, community, work and school);
- An analysis of data collected on a regular basis;
- Evaluations of those areas involving related services;
- Parent, student and/or service provider information;
- Interviews with teachers and parents on the success or potential success of ESY services; and
- An applied behavior analysis to directly assess student performance of IEP goals and benchmarks/objectives across time.

To document the decision concerning a child's need for ESY, the IEP team may use the OSDE form Consideration for Extended School Year (ESY) Services.

If the IEP team determines that the child needs ESY services, it will complete appropriate documentation to reflect the child's ESY program and placement. The IEP team will identify which goal(s) and objectives/benchmarks, if any, will be addressed by the child's ESY services. The IEP team will not unilaterally limit the type, amount or duration of ESY services, but will instead determine those services on an individual basis in accordance with state and federal law and regulations and this policy.

Parents or guardians may request a hearing under the IDEA to challenge the provision of a free appropriate public education for a child with a disability, or the child's identification, evaluation or educational placement.

PARENT REVOCATION OF CONSENT FOR SERVICES

The purpose of this policy is to comply with a directive from the State Department of Education, which requires each school district to adopt a policy in compliance with the Individuals with Disabilities Education Act (IDEA) concerning a parent's right to revoke consent for all special education and related services to his or her child.

A parent must submit a written request to revoke consent for services. Parents cannot revoke consent for less than all services.

Upon receipt of a written revocation request, the district will promptly submit a *Written Notice to Parents* form to the parent before ceasing services. In the *Written Notice*, district personnel may express disagreement with the parent's decision; however, the parent has the right to revoke consent despite such disagreement.

In completing the *Written Notice*, district personnel will use language that is understandable to the general public regarding the change in educational placement and services that will result from the revocation of consent. In the *Written Notice*, district personnel should include language informing the parent that the student will be treated as a nondisabled student for disciplinary purposes after the revocation takes effect. District personnel will also provide the parent with a copy of *Parents Rights in Special Education: Notice of Procedural Safeguards*. Unless the parent indicates to district personnel that the parent has changed his or her mind about the revocation, the child will be removed from all special education and related services and will be treated for all purposes as a general education student following expiration of no more than ten calendar days from the parent's receipt of the *Written Notice* form.

A child's removal from all special education and related services does not require removal of any documentation from the child's education records concerning his or her prior receipt of special education and related services. If a parent requests the removal of such information from the student's education records, then district personnel will follow the process set out in the district's Student Records policy.

At any time after revocation, the parent may request that the student be reenrolled in special education. The district will treat the request as a request for an initial IDEA evaluation.

If a parent revokes consent prior to the administration of a statewide assessment, the district will not provide the assessment accommodations that were previously included in the student's IEP. The student will not be eligible to take an alternate assessment.

A student age 18 or older may also revoke consent for services under the IDEA. In that case, the district will follow the policy stated above, except that district personnel will send the *Written Notice* and *Parents Rights* forms to both the student and the parent.

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Special Education* Adopted: August 1, 2016

PHYSICAL RESTRAINT OF STUDENTS WITH DISABILITIES

The purpose of this policy is to define the circumstances under which district personnel may use physical restraint for students with disabilities in compliance with those guidelines set forth in the SDE's Special Education Handbook ("Physical Restraint Guidelines").

For purposes of this policy, the term "physical restraint" is defined as a person restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. The term physical restraint does **not** include a physical escort. Physical escort means a temporary touching or holding of the hand, wrist, shoulder, or back for the purpose of inducing a student who is acting out to walk to a safe location.

Physical restraint should never be used for the purposes of discipline or as a punishment, to force compliance, as a convenience for staff or to prevent property damage. The use of chemical and/or mechanical restraint, as defined in the Physical Restraint Guidelines, is prohibited.

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

The use of physical restraint for students with disabilities shall also be subject to any written Procedures utilized by the district to further explain the responsibilities of district staff members.

PRYOR PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*Special Education* Adopted: August 1, 2016

SECLUSION OF STUDENTS WITH DISABILITIES

The purpose of this policy is to define the circumstances under which district personnel may use seclusion for students with disabilities in compliance with those guidelines set forth in the SDE's Special Education Handbook ("Seclusion Guidelines").

For purposes of this policy, the term "seclusion" means the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. This includes situations where a door is locked as well as where the door is blocked by other objects or held by staff. Any time a student is involuntarily alone in a room and prevented from leaving should be considered seclusion regardless of the intended purpose of the name applied to this procedure or the name of the place where the student is secluded. Seclusion does not include timeout, which is a behavior management technique implemented or the purpose of calming and redirecting.

Seclusion should never be used for the purposes of discipline or as a punishment, to force compliance, as a convenience for staff or to prevent property damage. Seclusion should not be used to manage behavior.

School personnel may use seclusion for students with disabilities only under the emergency circumstances identified in the Seclusion Guidelines and only if the elements identified by the Seclusion Guidelines exist.

School personnel may only utilize seclusion procedures if they have training in:

1. Conflict de-escalation;

2. The crisis cycle and interventions at each stage;

3. Possible effects of seclusion;

4. Appropriate use of seclusion rooms (including escorting and placing a student in a seclusion room);

5. Hold current CPR and First Aid certification; and

6. Monitoring the wellbeing of students.

Seclusion training should be recurrent and with annual updates and result in some form of certification or credential.

Any student placed in seclusion based on the criteria in the Seclusion Guidelines must be continuously monitored visually and aurally by a school employee. Additionally, (a) the student must be allowed to go to the bathroom upon request, (b) the student must be permitted water to drink upon request, and (c) immediate action must be taken if the student displays any signs of medical distress.

A "seclusion room" is defined as a room or other confined area in which a student with a disability is placed in isolation from other persons from which the student is prevented from leaving. A seclusion room must meet the following criteria:

1. It must be of adequate size permitting the student to sit or lie down;

2. It must have adequate lighting;

3. It must be equipped with heating, cooling, ventilation, and lighting systems that are comparable to those in other rooms throughout the building where the seclusion room is located;

4. It must be free of any objects that pose a potential risk of harm to the student with a disability;

5. If equipped with a door that locks, the lock must automatically disengage in case of an emergency, such as fire or severe weather; and

6. It must allow continuous visual and auditory monitoring of the student with a disability.

The use of seclusion for students with disabilities shall also be subject to any written procedures utilized by the district to further explain the responsibilities of district staff members.

DISPROPORTIONALITY

The district acknowledges that a student's social, cultural, environment and economic circumstances can be relevant factors when considering and determining the identification, disability category, educational placement and discipline of a student suspected of or having a disability covered by the Individuals with Disabilities Education Act. By way of this policy, the district reaffirms that on the grounds of race, color, or national origin, it does not discriminate in favor of or against (a) the identification of children as children with disabilities, including identification by disability category, (b) the placement of children with disabilities in particular educational settings, or (c) the incident, duration, and type of disciplinary action taken with respect to children with disabilities, including suspensions.

To ensure implementation of this policy, district employees, district multidisciplinary evaluation teams, and district individualized education program teams at all school sites must consider a student's social, cultural, environment and economic circumstances when:

- Referring a student for evaluation as a student with a disability and in addition to the student's current performance, area of disability, medical information, parental/teacher input and disability category;
- Evaluating the student as a student with a disability;
- Determining the disability category of a student with a disability;
- Determining the educational placement of student with a disability; and
- Considering and imposing discipline on student with a disability.

The purpose of considering a student's social, cultural, environment and economic circumstances is to ensure that students, because of their race, color, or national origin, are not being (a) over referred for evaluation as students with a disability, (b) over identified as students with a disability, (c) over/under identified as having particular disability categories, (d) limited to receiving educational services in a particular educational placement, and (e) subject to a particular discipline, including suspensions.

In implementing this policy, the superintendent is to ensure that school staff receives annual training, preferably in the fall of each school year, on all eligibility considerations regarding the identification of students with disabilities, including race and ethnicity. Additionally, the superintendent shall ensure that, annually, this policy is reviewed with input from representatives across the district and that any proposed revisions are timely brought to the board of education for consideration.

DIRECT THREAT

Definition

"Direct threat" means an individualized determination that a student with a disability poses a direct threat to the health or safety of others, based upon reasonable judgment that relies on current medial knowledge or on the best available evidence, to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices or procedures or the provision of auxiliary aids or services will mitigate the risk.

Policy

When the district intends to impose adverse action on a student with a disability based on a direct threat, notification in writing of the district direct threat inquiry will be provided to the parent of the student and/or adult student who is the subject of the direct threat inquiry. This notification, subject to exceptional circumstances (as defined below), will include:

1. An invitation to provide documents and other information related to the inquiry and notice that if a response is not received within 24 hours, the direct threat inquiry will proceed with the documents and other information the district has available;

2. The name and contact information of the district employee conducting the inquiry;

3. Notice that the student will not be subject to disciplinary action on the basis of unfounded fear, prejudice, and stereotypes;

4. The district's determination that a student poses a direct threat to the health or safety of others will be an individualized assessment based upon reasonable judgment that relies on current educational, psychological, medical knowledge, threat assessment inquiry, and any other available evidence, to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices or procedures or the provision of auxiliary aids or services will mitigate the risk

5. Notice that in exceptional circumstances, such as situations where safety is of immediate concern, the district may take interim steps pending a final decision regarding adverse action against the student so long as minimal due process (i.e., notice of the proposed action, the opportunity to present information on the student's behalf, and a right to appeal) is provided in the interim and due process is offered later;

6. Notice of the student's applicable appeal rights in the event of discipline or other adverse action; and

7. A copy of this policy.

The building principal shall be responsible for determining whether the student poses a direct threat. The principal may consult with the student's medical, psychological, or therapeutic professional providers, if the parent or adult student consents to such consultation.

If the principal determines that a student poses a direct threat to others, the district will communicate the nature of the adverse action to the parent of the student and / or the adult student. Additionally, the district may condition the student's future receipt of a benefit or service upon the student's provision of documentation showing the student is no longer a threat. Such evidence may include, but is not limited to, a treatment plan or periodic reports from a physician.

In cases resulting in the interim suspension or other adverse action, an appeal may be filed with the district's Superintendent. The adversely affected adult student or the student's parent shall have ten (10) calendar days from the notice of the interim suspension or other adverse action to appeal to the Superintendent. The Superintendent shall schedule a meeting to consider the interim suspension or other adverse action and the objections of the affected student. Following this meeting the Superintendent may adopt the decision of the principal, enter the Superintendent's own decision, adopt the relief requested by the affected student, or take other action deemed necessary to achieve a reasonable resolution of the appeal. The decision of the Superintendent shall be final. The Superintendent's decision shall be rendered within fifteen (15) calendar days from the appeal meeting scheduled to discuss and consider the appeal.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement are to occur when required by school board policy or Oklahoma laws.

Special Education Direct Threat Policy

When the district intends to impose adverse action on a student with a disability or perceived disability based on a direct threat, notification in writing of the district direct threat inquiry will be provided to the parent of the student and / or the adult student who is the subject of the direct threat inquiry, as well as, IDEA Parents Rights in Special Education: Notice of Procedural Safeguards or Section 504/Title II: Information and Procedural Safeguards, whichever is applicable. This notification, subject to exceptional circumstances (as defined below), will include:

1. An invitation to provide documents and other information related to the inquiry and notice that if a response is not received within 24 hours, the direct threat inquiry will proceed with the documents and other information the district has available;

2. The name and contact information of the district employee coordinating the inquiry;

3. Notice that the student will not be subject to disciplinary action on the basis of unfounded fear, prejudice, and stereotypes;

4. The district's determination that a student poses a direct threat to the health or safety of others will be an individualized assessment based upon reasonable judgment that relies on current educational, psychological, medical knowledge, threat assessment inquiry, and any other available evidence to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will occur; and whether reasonable modifications of policies, practices or procedures, or the provision of auxiliary aids or services will mitigate the risk;

5. Notice that in exceptional circumstances, such as situations where safety is of immediate concern, the district may take interim steps pending a final decision regarding adverse action against the student so long as minimal due process (i.e., notice of the proposed action, the opportunity to present information on the student's behalf, and a right to appeal) is provided in the interim and more extensive due process is offered later;

6. Notice of the student's applicable appeal rights in the event of discipline or other adverse action; and

7. A copy of this policy.

The building principal, in consultation with the Special Services Director and/or Assistant Superintendent shall be responsible for determining whether the student poses a direct threat. The principal will consult with individuals with in depth knowledge and experience in the area of the student's disability as part of the direct threat determination.

The principal may consult with the student's medical, psychological, or therapeutic professional providers, if the parent or adult student consents to such consultation.

If the district determines that a student poses a direct threat to others, the district will communicate the nature of the adverse action to the parent of the student. The process for the appealing the imposition of the adverse action shall be the same as those outlined in the district's Board of Education policies for D*isciplinary Removal of Children with Disabilities* and S*tudent Behavior*. If the conduct giving rise to the adverse action (a) significantly contributed to the direct threat, and (b) is a manifestation of the student's disability, the district may condition the future receipt of a benefit of service until a showing has been made that the student has eliminated the conduct. This showing can be made through evidence that includes, but is not limited to, a treatment plan or periodic report from a physician. If the conduct giving rise to the adverse action (a) significantly contributed to the direct threat, and (b) is determined not to be a manifestation of the student's disability, the student's IEP or Section 504/Title II team will meet prior to the end of the change of placement to reconsider the student's educational setting. In determining educational setting, the IEP or Section 504/Title II team will consider whether the student continues to pose a direct threat.