INTRODUCTION
POLICY MANUAL

Elgin School District Number I-16

Elgin, Comanche County, Oklahoma

The ElginSchool District 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, and the school administration implements those policies through regulations and procedures. The board will appraise the effects of its policies and make revisions as necessary.

This manual contains the policies, regulations, procedures, and exhibits which govern the Elgin School System. Policy development in a modern, progressive school system is a dynamic, on-going process. New problems, issues, and needs give rise to the continuing need to develop new policies or to revise existing ones. To facilitate periodic updating, the board uses a looseleaf format for the manual.

Each person, office, or agency should update its copy of this manual as new policies are distributed.

Manual Organization

This manual is organized according to the classification system used by the Oklahoma State School Boards Association. The system provides an efficient means of coding, filing, and finding policies. There are seven major classifications, each bearing an alphabetical code:

A - School District
B - School Board Operations
C - Business and Support Services
D - Personnel
E - Instruction
F - Students
G - Community Relations

Subclassification under each heading is based on logical sequence and alphabetical subcoding. A policy statement is first filed according to its major classification. Personnel policies are found in the D Section, student policies in the F Section, etc. Policies are then subcoded within various sections under the major classification. For example, FM is Student Activities, FMA is Extracurricular Activities, and FMAC is Cheerleaders and Spirit Groups. For an example of the subcoding system, examine the pages immediately following the tab for Section A - School District.

The pages that follow the tabs for each major section present the classification for that section and serves as a table of contents.

How to find Policy

There are two ways to find a policy in this manual:

> Consider where the policy would be filed among the seven major classifications. Turn to the table of contents for that section. Glance down the listing until you find the term that most closely fits the topic you are seeking. Use the code letters given for that term to locate the page that will appear in alphabetical order by code within that particular section. All pages of the manual are coded in the upper right corner.

or

> Turn to the cross-reference index, which is an alphabetical index of many terms used in education. Find your topic as in any index, find the code, and use the code to locate the correct page in the manual. The cross-reference lists more than 1800 terms, but no index of useful size could include every possibility. If the term you want is not included, use a synonym or a more general or specific term appropriate to that topic. If you can find the term and code but there is no policy, the school system probably has no written policy for that particular topic. All terms used in the codification system appear in the sectional tables of contents and the cross-reference to accommodate the coding, insertion, and finding of policies that may be adopted later. There is one other possibility. A brief statement related to the policy that you are seeking may be incorporated in a "superior" policy that covers that general area. This "superior" policy will be coded under a more general term. To find it, read up the classification system.

Legal References

Pertinent legal references are given to inform the reader as to where applicable statutes relating to a particular policy may be found. Unless otherwise noted, all legal references direct the reader to the Oklahoma Statutes Annotated. It is important to mention that other laws and court decisions may be applicable to a particular policy.

Cross-References

Certain policies are related to other policies. Cross-references may follow some statements to help the reader find all the related information regarding that particular topic.

Board Policies

Generally, the role of a board of education is to set policy, and the role of the school administration is to execute and support that policy. Following is the basic distinction between policies and regulations as set forth by the National School Boards Association:

> Policies are principles adopted by the board to chart a course of action. They tell what is what and may include why and how much. They are broad enough to indicate a line of action to be taken by the administration in meeting a number of day-to-day problems; they need to be narrow enough to give the administration clear guidance.
>
> Regulations are the detailed directions developed by the administration to put the board's policy into practice. They tell how, by whom, where, and when things are to be done. Often the state and federal governments require school boards to make detailed rules. Many regulations are established by law and the Oklahoma State Board of Education. Additionally, the public may demand that the board, not the administration, establish specific rules and procedures in certain sensitive areas. Therefore, for the purposes of this manual, all edicts of the state (even though regulations) are considered to be mandated board policy. Where the board has written regulations required by law or in particularly sensitive areas, and has incorporated them into policy, the entire statement is presented as policy.

This manual contains all the current written policies of the Elgin Board of Education. The need for reducing policies to writing, adopting new policies, and revising old ones is apparent. Further, state law and state school board regulations may change. Therefore, a policy manual can never be totally complete and current. Policy development is a continuing process. From time to time, new policies will be developed, coded according to the classification system, and issued for insertion in this manual.

Order of Precedence

Board policies must be read and interpreted in the light of appropriate Federal and Oklahoma Statutes and regulations and state school board regulations. If, and where, inconsistencies of interpretation arise, the law and state regulations prevail.

Acknowledgment

The undersigned members of the Elgin Board of Education hereby acknowledge an agreement between the board of education and the Oklahoma State School Boards Association. The OSSBA has agreed to develop a manual of school policies for the board of education on a contractual basis with the understanding that in adopting the school policies, said board releases the OSSBA from any and all liability that might arise as a result of the implementation of said policies.

ADOPTED:

_____ _____

_____ _____

_____ _____

Date _____

DISCLAIMER

The Elgin Board of Education does not intend that the contents of this policy manual will in any way constitute an employment contract and is not to be construed as an extension of any employment contract. All policies, regulations, procedures, and exhibits contained herein are subject to change as the board of education deems necessary and appropriate. Final interpretation and application of any statement herein is within the discretion of the board of education.

ELGIN PUBLIC SCHOOLS

SCHOOL POLICY MANUAL

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ELGIN BOARD OF EDUCATION

SCHOOL POLICY REFERENCE MANUAL
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PHILOSOPHY OF ELGIN PUBLIC SCHOOLS

In undertaking the planning of a school district, several major issues are apparent.

The primary concern of Elgin Public Schools is to educate its youth.

A second major consideration is recognizing that the teaching of the three R's, although important, is not sufficient. An educated child today must prepare himself/herself through knowledge and experience, and must have the ability to THINK without confusion.

With these responsibilities clearly before them, the Elgin Board of Education has outlined its basic goals to provide the children of this school district with the best possible educational opportunity.

Realizing that continued educational improvements are a major goal, the Board of Education has embarked on a building program, not only of facilities, but of better equipment and top quality teachers.

The physical shape of any school area is influenced by a number of factors and conditions, all of which must be considered and projected within the framework of the existing physical setting. The topography of the land itself and the existing structures influence to a great degree the logical and orderly projection of new facilities. It is the Board's desire to continue a plan of physical and academic improvement so that each step forward is toward a final goal.

The Elgin Board of Education expects our school to be a focal point within our community.

MISSION STATEMENT

The Elgin Board of Education believes that each student has a right and responsibility to succeed, to achieve to the limit of his or her ability, and to take pride in his or her achievements.

It is believed that every student is entitled to respect and dignity as an individual.

The board recognizes that achievement of educational excellence is a joint effort of the school, the home, and the community.

It is also recognized that education is a life-long process in which individuals of all ages can and should acquire new skills.

The board believes that each student should graduate with marketable skills and a solid foundation upon which future skills can be built.

EDUCATIONAL GOALS
BELIEF STATEMENTS

- We believe that an understanding of information technology is essential to the success of students and staff.
- We believe that all teachers must be provided with appropriate up-to-date classroom materials and teaching tools.
- We believe that instruction is structured and sequential in nature and must focus on skills and curriculum content that are considered essential and that are assessed and most valued.
- We believe that educationally appropriate and well-kept facilities foster a productive learning environment.
- We believe that all students can learn and succeed.
- We believe that all students deserve capable, caring, professional, well-trained, and dedicated teachers who have expectations for their learning success.
- We believe that all students are entitled to a learning environment in which they experience security, acceptance, and dignity as individuals.
- We believe that an effective school community requires respect for others, responsibility for actions, and accountability for results.
- We believe that teachers and principals should be empowered to implement innovative programs and techniques.
- We believe that the cultural and ethnic diversity of our system is an asset and enriches the overall learning experience.
- We believe that higher academic and behavioral standards will challenge students to reach their full potential.

NEPOTISM

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

Board Member's:

spouse
child
child's spouse (son-in-law, daughter-in-law)
parent
parent's spouse (stepmother, stepfather)
grandchild
grandchild's spouse (grandson-in-law, granddaughter-in-law)
grandparent
grandparent's spouse (step-grandmother, step-grandfather)
brother (half-brother)
brother's spouse/half-brother's spouse (sister-in-law)
sister (half-sister)
sister's spouse/half-sister's spouse (brother-in-law)

Spouse's:

child (adopted)
parents (mother-in-law, father-in-law)
grandchild (step-grandson, step-granddaughter)
grandparents (grandmother-in-law, grandfather-in-law)
brother/step-brother (brother-in-law)
sister/step-sister (sister-in-law)

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

The following relatives of a board member may be employed by the school district:

Aunt/Uncle (third degree)
Niece/Nephew (third degree)
Great-grandparent (third degree)
Great-grandchild (third degree)
Cousin (fourth degree)

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

REFERENCE: 70 O.S. §5-113, 5-113.1

BOARD MEMBERSHIP QUALIFICATIONS

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

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

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

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

CODE OF ETHICS FOR BOARD MEMBERS

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

As a member of the board of education I will:

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

DEVELOPMENT OPPORTUNITIES: BOARD MEMBERS

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

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

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

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

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

2. District-sponsored training sessions for board members.

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

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

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

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

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

DEVELOPMENT OPPORTUNITIES: BOARD MEMBERS (Cont.)

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

School board members are encouraged to attend workshops presented by the county, state, and national school boards associations. Professional journals and books in the school libraries shall be made available to every board member.

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

SCHOOL BOARD MEMBER CONTINUING EDUCATION

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

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

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

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

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

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

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

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

NEW BOARD MEMBER WORKSHOP

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

Newly elected board members are required by state law and by board policy to complete at least 12 hours of instruction on education issues, including school finance, Oklahoma education laws, and ethics, duties, and responsibilities of district board of education members. Board members may attend a two-day workshop to be held within the state by the State Department of Education, or other workshops, seminars, or classes presented by any SDE approved organization, including institutes of higher education and the Oklahoma State School Boards Association (OSSBA). The 12 hours of attendance must be accomplished during the first 15 months of the board members' tenure. The board will insure that new members are notified of the date and time of such workshops.

Upon completion of either the new members workshop or 12 hours of other workshops, an appropriate certificate of completion will be issued and the award of the certificate will be entered into board minutes.

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

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

REFERENCE: 70 O.S. §5-110

SCHOOL BOARD
INTERNAL ORGANIZATION

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

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

Board President

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

Board Vice-president

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

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

HEALTHY AND FIT SCHOOL ADVISORY COMMITTEE

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

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

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

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

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

The Healthy and Fit School Advisory Committee may be combined with the Safe School Committee.

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

BOARD OF EDUCATION
CLERK
(REGULATION)

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

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

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

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

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

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

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

REFERENCE: 70 O.S. §5-119, §5-122

BOARD OF EDUCATION MEETINGS AND NOTIFICATION PROCEDURES

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

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

The regular meeting of the Elgin Board of Education shall be the second Thursday of each month at 6:00 p.m. in the Elgin School Administration Building.

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

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

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

Notification of Meetings

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

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

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

3. At least 24 hours prior to a regular or special meeting, an agenda shall be posted which shall include the date, time, and place of the meeting and the business to be undertaken at the meeting.

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

BOARD OF EDUCATION MEETINGS AND NOTIFICATION PROCEDURES (Cont.)

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

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

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

SCHOOL BOARD MEETINGS
AGENDA PREPARATION AND DISSEMINATION

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

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

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

The agenda and any supporting material will be distributed to members of the board as far in advance of the meeting date as possible, but not less than one calendar day. Copies of the agenda will be made available to the media and the public upon request. *In addition, a copy of the agenda will be posted on the school district's Internet web site located at www.elgin.k12.ok.us.*

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

BOARD OF EDUCATION MEETING
PUBLIC PARTICIPATION

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

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

REFERENCE: 70 O.S. §5-118

BOARD OF EDUCATION MEETINGS
PUBLIC PARTICIPATION
(REGULATION)

Members of the public shall be allowed to attend all meetings of the board of education. In addition, the board of education will have an item on every agenda that affords citizens the right to speak on any item appearing on the agenda. The item will appear prior to any business being conducted by the board of education. Any individual wishing to address the board on any item appearing on the agenda shall sign in with the board clerk prior to the start of the meeting. The president of the board will then acknowledge only those individuals whose names are listed to address the board concerning any item appearing on the board agenda.

REQUEST TO ADDRESS BOARD OF EDUCATION

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

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____ _____

(Date) (Name)

_____

(Street Address)

_____

(City) (State) (Zip)

_____

(Representing)

ADMINISTRATION IN ABSENCE OF POLICY

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

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

REFERENCE: Department of Education, Administrator's Handbook

BOARD POLICIES

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

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

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

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

REFERENCE: 70 O.S. §5-105, et seq.

BOARD OF EDUCATION
EXECUTIVE OFFICER - SUPERINTENDENT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

14. The superintendent shall visit personally all the schools of the district as often as practical, carefully observing the methods of instruction and the classroom management of teachers; suggest improvements; provide remediation of professional skills, if necessary; advise as to the best methods of instruction and classroom management; 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.

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

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

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

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

EVALUATION OF THE SUPERINTENDENT

The Elgin Board of Education, in recognition of its accountability to the people of Elgin and its obligations under the statutes of the State of Oklahoma, shall conduct annual formal evaluations of the superintendent of Elgin Public Schools. The evaluations shall be conducted toward the goal of improving Elgin Public Schools 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 an executive session 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;

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

The board reserves the right to conduct additional evaluations.

REFERENCE: 70 O.S. §6-101.10

SUPERINTENDENT EVALUATION FORM

Name of Superintendent _____ Date _____

All items rated with a "1" require additional explanation. The reverse side of the page may be used for explanations and additional comments. * *Signifies the State Board of Education minimum criteria for effective administrative performance.*

3 - Commendable 2 - Meets Expectations 1 - Needs Improvement

ADMINISTRATION	3	2	1
1. The superintendent exerts strong educational leadership, develops a strong management team, and delegates responsibility.			
2. The superintendent provides a written site improvement plan that supports the districts' Comprehensive Local Education Plan describing school goals, objectives, and staff development activities. *			
3. The superintendent achieves the board's goals and policies successfully.			
4. The superintendent and staff develop goal statements which are the result of a needs assessment, a written analysis of student test scores and other data as well as community input. *			
5. The superintendent employs a team effort in analyzing, planning, implementing, and evaluating policies, programs, and personnel.			
6. The superintendent provides a written analysis of student test scores and other data to assure that the various student populations are benefiting from the instructional program. *			
7. The superintendent recommends for employment personnel who have proper certification and skills for the position.			
8. The superintendent organizes the roles and responsibilities of staff members so as to optimize their effectiveness and to encourage harmonious relationships among various segments of the school system.			
9. The superintendent provides to the board and the general public an organized and informative annual report on the state of the district.			
10. The superintendent maintains communications with state and federal legislators, as well as other outside agencies, in efforts to accomplish legislation needed for school improvement.			
11. Routine – The superintendent uses a minimum of instructional time for noninstructional routines thus maximizing time on task. *			

SUPERINTENDENT EVALUATION FORM (Cont.)

12. Discipline – The superintendent works with staff to develop and communicate defined standards of conduct which encourage positive and productive behavior. * _____

13. The superintendent provides written discipline policies to which students are expected to perform. * _____

14. Learning Environment – The superintendent establishes and maintains rapport with staff and students, providing a pleasant, safe and orderly climate for learning. * _____

COMMENTS: _____

_____

_____
Rating for this Category

In the area of administration, what is the superintendent's strongest asset? _____

_____

What specific area could be most improved? _____

_____

3 - Commendable 2 - Meets Expectations 1 - Needs Improvement

INSTRUCTION	3	2	1
1. The superintendent identifies and facilitates instruction and student achievement as the focal point of the school district.			
2. The superintendent works with the staff to develop a program to recognize academic achievement. *			
3. The superintendent works with the staff to assure that all learners are involved in the learning process. *			
4. The superintendent identifies instructional objectives for students and implements programs to meet their diverse needs.			
5. The superintendent assists the staff in monitoring student progress. *			
6. The superintendent provides needed resources for staff. *			
7. The superintendent works with staff to establish curriculum objectives, sequence and lesson objectives. *			

SUPERINTENDENT EVALUATION FORM (Cont.)

8. The superintendent maintains a working knowledge of current educational research, reports, and useful new concepts and shares that information with the board. _____

9. The superintendent keeps the board informed of the analysis, planning, implementation, and evaluation of instructional activities. _____

10. The superintendent keeps the community informed about the program of instruction and plans for school improvement. _____

COMMENTS: _____

_____

_____
Rating for this Category

In the area of instruction, what is the superintendent's strongest asset? _____

_____

What specific area could be most improved? _____

_____

3 - Commendable 2 - Meets Expectations 1 - Needs Improvement

RELATIONSHIP WITH THE BOARD 3 2 1

1. The superintendent works with the board in the areas of analyzing, planning, implementing, and evaluating policies. _____

2. The superintendent informs the board about issues, operations, the instructional program, and needs of the school system. _____

3. The superintendent informs the board about educational activities at the state and national levels. _____

4. The superintendent maintains a harmonious working and professional relationship with members of the board. _____

5. The superintendent interprets and supports board policy and decisions to the public and staff. _____

6. The superintendent provides board members with reports and information that will enable them to sufficiently review the operations of the district. _____

SUPERINTENDENT EVALUATION FORM (Cont.)

7. The superintendent gives constructive advice and guidance to the board regarding opportunities for district improvement. _____

8. The superintendent states his/her convictions in matters before the board. _____

9. The superintendent utilizes the strengths of individual board members and the board itself in the decision-making process. _____

10. The superintendent offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis. _____

COMMENTS: _____

_____

_____
Rating for this Category

In the area of board relationships, what is the superintendent's strongest asset? _____

_____

What specific area could be most improved? _____

_____

3 - Commendable 2 - Meets Expectations 1 - Needs Improvement

RELATIONSHIP WITH THE STAFF 3 2 1

1. The superintendent encourages the participation of faculty and staff in the establishment and implementation of district-wide goals, objectives, and programs. _____

2. The superintendent works with the staff in collegial and nonthreatening ways to promote and improve instruction. * _____

3. The superintendent sets high expectations for staff. * _____

4. The superintendent educates the staff to recognize and display the teaching criteria upon which evaluation is conducted. * _____

5. The superintendent promotes programs for staff growth and development. _____

SUPERINTENDENT EVALUATION FORM (Cont.)

6. The superintendent strives to maintain positive morale by:
   - A. Avoiding arbitrary decision-making and favoritism; _____
   - B. Offering fair and impartial treatment to all parties to a dispute; and _____
   - C. Granting recognition and appreciation for a job well done. _____
7. The superintendent instills confidence and self-respect among staff. _____
8. The superintendent meets and confers with employee groups and represents the interests and directives of the board. _____
9. The superintendent effectively communicates the concerns of employee groups to the board and board responses to these concerns to employee groups. _____

COMMENTS: _____

_____

_____
Rating for this Category

In the area of staff relationships, what is the superintendent's strongest asset? _____

_____

What specific area could be most improved? _____

_____

3 - Commendable 2 - Meets Expectations 1 - Needs Improvement

RELATIONSHIP WITH THE COMMUNITY 3 2 1

1. The superintendent facilitates communication within the community through an effective public information program based on the needs and successes of the district. _____
2. The superintendent seeks meaningful community involvement in the establishment, implementation, and evaluation of district-wide goals, objectives, priorities, and programs. _____
3. The superintendent develops and maintains a cooperative relationship with the news media. _____
4. The superintendent establishes a procedure for investigating and responding on complaints, criticisms, and concerns of individuals and/or the community. _____

SUPERINTENDENT EVALUATION FORM (Cont.)

5. The superintendent is actively involved in the community. _____

6. The superintendent maintains a professional posture with other public officials and community leaders. _____

7. The superintendent has the ability to face controversy and work through it effectively. _____

8. The superintendent understands and responds to the unique and changing needs of the community. _____

9. The superintendent solicits and considers input from interested groups and individuals in the decision-making process. _____

COMMENTS: _____

_____

_____
Rating for this Category

In the area of community relationships, what is the superintendent's strongest asset? _____

_____

What specific area could be most improved? _____

_____

3 - Commendable 2 - Meets Expectations 1 - Needs Improvement

PERSONAL QUALITIES 3 2 1

1. The superintendent defends professional principle and conviction in the face of pressure and partisan influence, yet is able to reasonably compromise. _____

2. The superintendent maintains high standards of ethics, honesty, and integrity in all matters. _____

3. The superintendent uses grammar effectively in dealing with staff members, the board, and the public. _____

4. The superintendent employs strong speaking skills before large and small groups, expressing ideas in a logical and forthright manner. _____

5. The superintendent accepts and shares failure as well as success. _____

SUPERINTENDENT EVALUATION FORM (Cont.)

6. The superintendent is able to identify and discuss his/her own strengths and weaknesses. _____

7. The superintendent welcomes questions and open discussion when presenting ideas. _____

8. The superintendent exercises good judgment and involves others as appropriate in the decision-making process. _____

9. The superintendent maintains a balance of professional development by reading, attending conferences, working on professional committees, visiting other districts, and meeting with other superintendents. _____

10. The superintendent plans time effectively so that matters of greatest importance are dealt with thoroughly. _____

COMMENTS: _____

_____

_____
Rating for this Category

In the area of personal qualities, what is the superintendent's strongest asset? _____

_____

What specific area could be most improved? _____

_____

3 - Commendable 2 - Meets Expectations 1 - Needs Improvement

FINANCIAL 3 2 1

1. The superintendent keeps informed of the needs of the school program--supplies, equipment, plant, and facilities. _____

2. The superintendent assumes responsibility for the overall financial planning of the district, including short-term priorities and long range planning. _____

3. The superintendent coordinates the preparation of the annual budget utilizing teacher and staff input, and submits the budget to the board for input and approval. _____

4. The superintendent evaluates the district's financial needs and makes timely recommendations for adequate funding. _____

SUPERINTENDENT EVALUATION FORM (Cont.)

5. The superintendent ensures that funds are spent and invested wisely and that adequate controls and accounting are achieved. _____

6. The superintendent provides leadership in solving major problems and achieving maximum utilization of resources. _____

COMMENTS: _____

_____

_____
Rating for this Category

In the area of finances, what is the superintendent's strongest asset? _____

_____

What specific area could be most improved? _____

_____

COMMENTS: _____

_____

_____

_____

Signed: _____
President of the Board

_____
Superintendent

Date: _____

LINE IN STAFF RELATIONS

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

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

Line Relationships

1. General

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

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

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

2. Instructional Program

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

   Assistant principal
   Counselors
   All teachers, including specialized teachers

3. Operational (Support Services)

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

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

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

   Secretaries
   Clerical aides
   Teachers' aides
   Cafeteria workers
   Custodians

LINE IN STAFF RELATIONS (Cont.)

Staff Relationships

1. Instructional

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

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

      Assistant superintendent
      Building principals
      The principal and instructional and curriculum specialists

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

2. Operational Staff (Support Services)

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

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

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

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

HANDBOOKS - ADMINISTRATIVE

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

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

Copies of all handbooks shall be provided to the board.

ADMINISTRATIVE REPORTS

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

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

REFERENCE: 70 O.S. §5-122

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

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

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

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

Legal Reference: **Sections 1118 and 8521 of ESSA**

INTERNAL CONTROLS

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

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

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

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

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

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

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

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

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

INTERNAL CONTROLS, Con't

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

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

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

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

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

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

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

INTERNAL CONTROLS, Con't

Components of the Control Activity

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

Personnel need to be competent and trustworthy, with clearly established lines of authority and responsibility documented in written job descriptions and procedure manuals. Organizational charts provide a visual presentation of

lines of authority and periodic updates of job descriptions ensures that employees are aware of the duties they are expected to perform.

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

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

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

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

INTERNAL CONTROLS, Con't

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

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

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

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

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

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

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

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

Managing an Audit

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

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

Access to Records by Auditor
Ensure original documents do not leave department premises without prior approval. If a request is ambiguous, ask the auditor for the purpose of reviewing the document. Be prepared to recommend alternate documents that would achieve the auditor's purpose. Unless absolutely necessary, do not allow full access to your file drawers, storerooms, etc. Auditors are expected to obtain permission and state their objective for accessing these areas. Have documents

INTERNAL CONTROLS, Con't

available upon their arrival. Maintain a list of records provided to the auditor. Review records you are providing to anticipate questions. If records will hurt the School District's interest, notify department management of the issue.

Responding to Audit Findings
Keep informed of issues throughout the audit. Ensure an exit interview is held. Use it to verify facts and respond to the audit. Ask a representative from the Treasurer's Office to attend if there are questioned or disputed findings. Ask for time to review findings, and then re-verify calculations and source data. Concede valid findings, but do not speculate on whether they apply to other areas on campus. Discuss with the auditor the dispositions of audit issues, i.e. verbal comment, exit item, management summary or report item. If necessary, appeal the auditor's conclusion with their supervisors.

"Must Do" Management Actions

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

1. Use only original signatures to approve documents.
2. Provide departmental reports

a. Review and document the reconciliations of the monthly department financial statements to the appropriate supporting documents to assure all items are authorized School District purchases/charges.
b. Budget the best annual estimate of the department's earnings and expenditures.
c. Compare actual results to the budget and follow up significant variances.

3. Issue Payroll

a. Reconcile labor distribution reports to timesheets/exception reports (including reconciling leave accrual amounts to leave slips).
b. Collect from Staff & Administration a signed Attendance Calendar for each pay period.
c. Collect from nonexempt and exempt staff a signed Attendance Calendar for each pay period.
d. Collect from hourly classified and student employees a signed positive timesheet for each pay period.
e. Have supervisors with direct knowledge of the actual time worked sign Attendance Calendars and positive timesheets.
f. Review the monthly departmental labor distribution report and reconciliation.
g. Budget the best annual estimate of the department's labor expenses.

4. Separate incompatible duties (e.g. pro-card holder/approval authority, cash receipts handling/accounts receivable posting, payroll preparation/verification, etc.) among different department staff members.
5. Identify active/inactive research accounts used by departmental faculty, and assure/implement a process through which the activity (including personnel requisitions, expenditures, and document retention) is approved by the Principle Investigator (PI) and periodically reviewed by the department chair and that this process is in accordance with School District and funding source (grant, department program, etc.) requirements (capital equipment approval, contract approval, etc.). Ensure that inactive project grants are closed according to School District procedures.
6. Count and balance your petty cash/change fund as determined necessary, and reconcile (by another person) as appropriate.
7. Issue Cash Receipts

a. Deposit daily or periodically with the Cashier's Office any cash/checks received in your department as authorized in the policy and procedures manual.
b. Issue a pre-numbered receipt for all cash transactions.
c. Collect sales tax when taxable goods are sold.

INTERNAL CONTROLS, Con't

d. Use a cash receipts form for all checks and cash and submit them to the central office for deposit.
e. Safeguard cash and checks against theft or loss.
8. Review purchases
a. Review in detail the supporting documentation for any action that you authorize, approve, review, or sign.
b. Use the School District account with _____ for as much of the departmental purchasing needs as possible.
c. Establish a mechanism for ensuring that all departmental purchases are appropriate.
d. All contracts and credit applications require Treasurer's Office approval.
e. ***Always submit original receipts as proof of payment.***
9. List and account for each equipment asset and its location valued at less than $25,000 (assets not included on the School District's inventory listing).
10. Reconcile external bank accounts and credit card transactions (if applicable) at least monthly.
a. Establish procedures to ensure that cardholders comply with the reimbursable business expense policy.

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

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

Legal Reference: 2 C.F.R. § 200.303

MANAGEMENT AND INVESTMENT OF FUNDS

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

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

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

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

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

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

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

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

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

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

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

MANAGEMENT AND INVESTMENT OF FUNDS (Cont.)

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

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

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

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

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

ANNUAL STATISTICAL/FINANCIAL REPORTS

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

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

REFERENCE: 70 O.S. §5-128
70 O.S. §5-134.1

SCHOOL FINANCE

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

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

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

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

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

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

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

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

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

ACTIVITY FUNDS

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

At the beginning of each fiscal year, the board shall approve all school activity fund subaccounts, all subaccount fund raising activities and all purposes for which the monies collected in each subaccount can be expended. The board will approve any activity fund raising events during the fiscal year.

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

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

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

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

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

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

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

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

These provisions shall not apply to funds collected by student achievement programs or parent-teacher associations and organizations that are sanctioned by the board of education. Guidelines adopted by the board for the sanctioning of such organizations and associations may include, but not be limited to, examinations of financial and performance audits performed on each such organization and association.

ACTIVITY FUNDS (Cont.)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ACTIVITY FUNDS (Cont.)

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

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

ACTIVITY FUNDS (REGULATIONS)

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

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

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

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

4. **Sponsor Receipt Books:** Each sponsor will have a classroom receipt book containing duplicate receipts. When a student turns in money for any purpose, the teacher will **immediately** prepare a receipt and provide the original of the receipt to the student. Each receipt will be properly dated and state the student's name and the purpose of the collection.

    - All receipt books are tri-copy. Sponsor receipts are to be distributed as follows:

      White: Customer Copy
      Yellow: To be forwarded to the Activity Fund Custodian along with corresponding deposit.
      Pink: To remain in receipt book

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

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

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

ACTIVITY FUNDS, REGULATIONS (Cont.)

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

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

9. **School Activity Funds:**

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

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

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

SPONSORS

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

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

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

SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS

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

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

   A. Officers and their duties;

   B. Election of officers and term limits;

   C. Purpose and goals;

   D. Dues structure, if any;

   E. Intended use of funds generated by the organization.

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

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

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

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

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

SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS (Cont.)

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

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

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

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

THIS POLICY REQUIRED BY LAW.

APPLICATION FOR SANCTIONING

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

Name of Applicant: _____

Applicant's Address: _____

_____

Applicant's Taxpayer I.D. Number: _____

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

Applicant's Telephone Number: _____

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

_____

_____

_____

_____

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

_____

_____

_____

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

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

APPLICATION FOR SANCTIONING (Cont.)

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

Instructions for Completing Application:

1. Complete this application and the attached financial statement. Please print or type. If necessary, use additional sheets of paper.
2. Sign and date this application.
3. Deliver the application to:

_____ (name)
_____ Public Schools
_____ address
_____

_____
Applicant

By: _____ Date: _____

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION FINANCIAL STATEMENT
UNAUDITED

Name of Organization/Association: _____

FINANCIAL ACTIVITY FOR SCHOOL YEAR _____

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

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

Officer/Director: _____ Date: _____

Title: _____

Received and reviewed by _____ Public Schools:

Name/Title: _____ Date: _____

SANCTIONING OF ORGANIZATIONS AND ASSOCIATIONS (PROCEDURES)

In compliance with the provisions of state law, the Elgin Public Schools district has established procedures to provide for sanctioning of organizations and associations exempted or applying to be exempted from statutory controls and board policies and procedures pertaining to school activity funds.

Organizations have the following options regarding the management of their funds related to the Elgin Public Schools district:

1. Funds may be deposited and expended through a board-approved school activity account at the local school site. Organizations that choose to deposit funds in a board-approved school activity account must follow the district's policies and procedures for school activity funds.

2. Funds may be deposited and expended through an organization's local bank account and shall be exempt from regulations of the district's school activity fund upon being granted sanctioned status by the board of education under the requirements of these procedures.

Organizations that have previously obtained IRS designation as 501(c)(3) organizations are still required to apply for sanctioning by the board of education.

Procedures for Sanctioning by the Board of Education

1. All organizations and associations wishing to be sanctioned shall make application to the board of education on an annual basis.

2. Application for sanctioning must be completed by the organization or association prior to July 1 each year.

3. The completed application form must be submitted for review to the superintendent of schools.

4. The superintendent will make a recommendation to the board concerning the organization seeking to be sanctioned.

5. The board will review the organization's application and determine whether to approve or decline the sanctioning request.

6. Sanctioning shall be approved by the board on a one-year basis only (July 1 to June 30). The board shall consider all sanctioning applications at the beginning of the fiscal year (normally the July and August board meetings).

7. The board of education's decision is final and nonappealable.

8. Following the first year of sanctioning, each organization or association shall provide, with its applications for sanctioning, a set of its unaudited financial statements.

SANCTIONING OF ORGANIZATIONS AND ASSOCIATIONS, PROCEDURES (Cont.)

In reviewing the annual application for sanctioning, the board may require the organization to provide additional financial information in any of the following formats:

1. A compilation of its financial statements prepared by a Certified Public Accountant (CPA) or Public Accountant (PA) who is licensed to practice public accounting in the State of Oklahoma.

2. A review of its financial statements prepared by a CPA or PA who is licensed to practice public accounting in the State of Oklahoma.

3. An audit of its financial statements prepared by a CPA or PA who is licensed to practice public accounting in the State of Oklahoma.

It should be noted that sanctioning by the board of education in no way grants the organization or association "tax-exempt" status for its operations, nor does it grant "tax-deductible" status to its donors. The organization or association should consult a tax professional for advice on these matters.

AUDITOR

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

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

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

REFERENCE: 70 O.S. §22-103, et seq.

DISTRICT ACCOUNTING

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

REFERENCE: 70 O.S. §5-135, §5-135.2

SALARY DEDUCTIONS

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

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

The board shall require a minimum of 5 employees to request deductions for any other specific payee.

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

PURCHASING AND DISTRIBUTION

It is the policy of the Elgin Board of Education to approve all encumbrances before purchases are made. To facilitate the orderly management of the school, the superintendent is authorized by the board of education to approve encumbrances up to $5,000 without prior board approval. Encumbrances that have been approved by the superintendent must be listed in summary by fund, purchase order number, and amount in the board's minutes no later than the next regularly scheduled board meeting following the date on which the purchase order is issued.

The board authorizes the business manager to issue warrants in payment of approved encumbrances, plus freight charges, upon receipt of merchandise or service provided. Upon receipt of merchandise or service provided, if the invoice exceeds 10% of the approved encumbrance, the encumbrance must be submitted to the school board at its next regularly scheduled meeting for final approval prior to payment being made by warrant.

The following steps are to be followed in completing the purchasing process.

1. The request for merchandise or services is initiated by a properly filled out requisition form submitted to the superintendent.
2. If requisition is approved by the superintendent it will be transmitted to the encumbrance clerk.
3. The encumbrance clerk fills out purchase order.
4. The board approves encumbrances at the next board meeting.
5. A copy of the approved purchase order is used as authority for the purchase.
6. Vendor ships merchandise or provides service and an itemized invoice or delivery ticket is provided to the school.
7. The designated school employee in charge of the purchase shall receive or certify receipt of the merchandise or service provided to the encumbrance clerk.
8. The business manager ascertains that the bill is supported by a properly itemized invoice which:
    A. Clearly describes each item purchased
    B. Shows the quantity, unit price, and total cost of each item
    C. Gives the total amount of the invoice
    D. Provides the identity of the school employee receiving delivery of the merchandise.
9. The business manager checks the invoice against the approved encumbrance for any adjustments made in price. Price adjustments in excess of 10% must be submitted to the board of education for final approval before warrant can be issued.
10. Business manager issues warrant in payment of purchase.

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

E-RATE RECORD RETENTION AND PROCUREMENT

Retention

It is the policy of Elgin Public Schools to retain E-Rate records for a period of ten years after the last date of service in accordance with FCC E-Rate Modernization Order (Para. 262, FCC 14-99, Adopted July 11, 2014).

Procurement

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:

1. Make a request for competitive bids for all eligible goods and/or service 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.

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

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

4. 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.

Gifts

The school district will adhere to gift rules under the E-rate program consistent with the gift rules applicable to federal agencies, which permit only certain *de minimis* gifts. Generally, the federal rules prohibit a federal employee from directly or indirectly soliciting or accepting a gift (*i.e.*, anything of value) from someone who does business with his or her agency or accepting a gift given as a result of the employee's official position. The federal rules do, however, permit two categories of circumscribed *de minimis* gifts: (1) modest refreshments that are not offered as part of meal (*e.g.*, coffee and donuts provided at a meeting) and items with little intrinsic value intended for presentation (*e.g.*, certificates and plaques); and (2) items that are worth $20 or less (*e.g.*, pencils, pens, hats, t-shirts, and other items worth less than $20, including meals), as long as those items do not exceed $50 per employee from any one source per calendar year

In determining the amount of gifts from any one source, the FCC will consider the aggregate value of all gifts from any employees, officers, representatives, agents, independent contractors, or directors of the service providers in a given funding year. The restriction on gifts is always applicable, and is not in effect or triggered only during the time period that competitive bidding process is taking place. 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. An exception for gifts to family and personal friends when those gifts are made using personal funds of the donor (without reimbursement from an employer) and are not related to a business transaction or business relationship.

BIDS AND QUOTATIONS

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

Public construction contracts equal to $50,000 but less than $100,000 shall be let and awarded to the lowest responsible bidder by receipt of written bids or awarded on the basis of competitive quotes to the lowest responsible qualified contractor. Public construction contracts for less than $25,000 may be negotiated with a qualified contractor. Public construction contracts are any contract for the purpose of making any public improvements or constructing any public building or making repairs to or performing maintenance on any school-owned building.

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

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

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

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

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

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

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

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

BIDS AND QUOTATIONS (REGULATIONS)

The superintendent or designee shall secure bids on all items purchased, either by oral price quotations, formal quotations, or advertised bids. In the interest of economy of time, informal quotations by telephone may be secured on purchases of less than $500.00. In determining whether formal quotations shall be obtained, the superintendent or designee shall weigh the necessity for speed of securing supplies or equipment and the possible savings that may be realized. If savings from quotations are insignificant, prices given by reliable vendors may be used.

When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding. The Oklahoma Department of Corrections will be placed on the mailing list and will be sent invitations to bid for all goods and services the department may provide and for which this district has a specific need.

All proposals to award public construction contracts shall be made as follows:

1. Notice shall be published in a newspaper of general circulation and published in the county where the work or the major part of the work is to be done. The notice shall be published in two consecutive weekly issues of the newspaper with the first publication at least twenty-one (21) days prior to the date set for opening bids; and

2. Notice shall be sent to one in-state trade or construction publication for their use and information whenever the estimated cost of the contract exceeds more than $100,000 for the purpose of erecting a building or making any improvements on school buildings or construction trade contracts or subcontracts exceeding Fifty Thousand Dollars ($50,000).

All bids must be submitted in sealed envelopes, addressed to the administrative office of the school district and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time and place specified and all bidders and other persons shall be invited to be present.

The board reserves the right to reject any or all bids and to accept the bid which appears to be in the best interest of the school district. The board reserves the right to reject any or all bids or any part of any bid, or to waive any informality, and to accept the bid which appears to be in the best interest of the school district. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

The bidder to whom the award is made may be required to enter into a written contract with the school district.

The superintendent or designee shall maintain a bid list. Any vendor shall be placed on the bid list upon written request. As an objective, the superintendent or designee will normally seek out sufficient bidders to have an uncontested low bid by virtue of having several bona fide bids.

All bidders shall be given an equal opportunity to qualify for school business.

Where two or more bidders are the same on quality and price, preference shall be given to the bidder whose business establishment is within the boundaries of the school district. Where the tie bidders are

from outside the district, preference may be given to the firm that has given the best sustained service to the district.

CREDIT CARDS

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

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

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

Employees, with the approval of the superintendent, may use the credit card for the following:

1. To register for workshops or events
2. To charge airfare and hotel expenses relating to workshops or events as well as other travel-related expenses including fuel, parking, etc…
3. To pay for services and or items that can not be paid for by purchase order.

However, if an employee fails to attend the event or cancels the registration, the employee shall be required to remit payment to the school district for any cancellation fees or penalties incurred and charged to the school district.

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

SCHOOL CREDIT CARD
ADMINISTRATIVE REGULATIONS

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

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

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

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

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

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

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

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

   C. The date the card is checked out.

   D. The date the card is checked in.

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

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

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

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

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

10. All bills received from oil companies or other credit card companies will be paid in full upon receipt and within the time period provided by the credit card company. Service charges for late payments cannot be paid by the district.

CREDIT CARD USE REPORT

When claiming expenses for more than one person, be sure to list names of each person for whom charges are made. All receipts should be itemized and attached to the credit card slips.

Card Used: _____

Person Using Card: _____

Card Designated To: _____ Date of Purchase/Trip _____

Purpose of Purchase/Trip _____ Destination _____

Types of Charges

Name of Person Using Card	Supplies/Equipment Amount Vendor	Gasoline Amount Vendor	Meals Amount Vendor	Lodging Amount Vendor	Other Amount Vendor

(If more space is needed, please use back of paper.)

****

I certify that the above-listed charges were all the purchases made with the _____ credit card while in my possession. All purchases made were for and in the conduct of official business of Elgin Public Schools.

_____ _____

Signature Date

NOTE:

Individuals making purchases with a school credit card for which no invoices are returned to the business office shall be responsible for the payment of the purchase.

SUSPENSION AND DEBARMENT COMPLIANCE

It is the policy of the Elgin Board of Education that all contracts and purchase orders reimbursed using federal funds need to include suspension and debarment language. The purpose of this certification is to protect the government from entering into business relations with unethical or otherwise irresponsible companies and individuals.

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 with whom it intends to do business is not excluded or disqualified.

THE SCHOOL DISTRICT IS REQUIRED BY FEDERAL LAW TO HAVE A POLICY FOR DEBARMENT AND SUSPENSION FROM PROGRAMS AND ACTIVITIES INVOLVING FEDERAL FINANCIAL BENEFITS. IF THE DISTRICT ELECTS NOT TO UTILIZE THIS POLICY, A POLICY ON THIS TOPIC WILL BE REQUIRED TO ENSURE THAT EITHER THE VENDOR OR THE SCHOOL DISTRICT IS VERIFYING THAT THE VENDORS ARE NOT LISTED ON THE EXCLUDED PARTIES LISTING SYSTEM ON THE FEDERAL WEBSITE OF THE SAME NAME.

RECYCLING PROGRAM

It is the policy of the Elgin Board of Education to aggressively pursue procurement practices that encourage solid waste reduction and the profitable disposal of recyclable materials and compost and shall whenever possible procure products containing recycled materials.

1. The superintendent is therefore directed to cause a report to be submitted annually by December 31 of each year to the Director of Central Services on forms provided by the Department of Central Services. The report shall contain the following:

   A. The amount and type of waste paper and other recyclable materials collected and sold during the previous fiscal year;

   B. The amount and type of purchased recycled paper products and other products manufactured with recycled materials; and

   C. The total amount of monies collected and expended to implement the Oklahoma State Recycling and Recycled Materials Procurement Act.

2. The superintendent shall designate a recycling coordinator and register the coordinator with the Department of Central Services. The coordinator shall represent the school and coordinate with the Department of Central Services in the implementation of the rules and the Act.

3. When accepting bids, price preference will be extended to recycled products. Price preference is determined by the Director of Central Services and shall not exceed five percent.

4. The superintendent will obtain the recycling catalog from Central Purchasing.

An exemption may be granted by the Director of Central Services upon the request of the school district showing a lack of market availability or that it is not economically feasible to follow and comply with the procedures and systems established by the Director of Central Services.

REFERENCE: 74 O.S. §85.55
Letter, Oklahoma Department of Central Services, January 7, 1993

RECYCLING PROGRAM
REPORT FORM

FY _____

PAPER AND OTHER RECYCLABLE MATERIALS SOLD

RECYCLABLE MATERIAL	AMOUNT RECYCLED (POUNDS)
Computer Paper (CPO)	
Ledger	
Mixed Paper	
Corrugated	
News Print	
Books	
Miscellaneous Plastic	
Aluminum	
Other Metals	
Batteries	
Wood Pallets	
Magnetic Tape	
Laser Printer Cartridges (number recycled)	
Other Materials Recycled:	

RECYCLED PRODUCTS PURCHASED

PRODUCT	AMOUNT PURCHASED (POUNDS)
White 20 lb. Copy Paper	
Tissue, Paper Towels, etc.	
Envelopes	
Other Printing Papers	
Laser Printer Cartridges (number purchased)	
Other Recycled Products Purchased:	

SAFETY PROGRAM

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

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

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

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

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

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

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

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

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

The committee shall meet *(annually) (as needed) (each semester) (by a specified date)*. The principal shall give consideration to recommendations of the committee.

SAFETY PROGRAM (Cont.)

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

EMERGENCY PLANS

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

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

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

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

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

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

SCHOOL SECURITY DRILLS

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

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

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

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

4. Teachers' immediate responsibilities shall be:

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

5. The principal shall close all hallway doors in the building.

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

7. Elgin Public Schools shall provide professional counseling to students, parents, and faculty after such a crisis is resolved.

A minimum of one lockdown drill will be conducted at each school site within the district on an annual basis. The board of education and administration shall make a determination each year as to the extent of student involvement in the lockdown drill. Staff shall be required to participate in the drill.

WARNING SYSTEMS
INCLEMENT WEATHER

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

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

Should the superintendent or, in the superintendent's absence, the principal decide to dismiss school because of weather conditions, the following media sources should be requested to make appropriate announcements: KSWO – TV Channel 7. Absent such announcements, students should assume that school will be in session.

Should it become necessary to dismiss school during a school day, KSWO – TV Channel 7 and all bus drivers will be notified by the administration. Students will be dismissed in an orderly fashion once buses have arrived.

SAFETY DRILLS

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

1. Lockdown drills. A minimum of two (2) lockdown drills shall be conducted at each site within the school district each school year. No lockdown drill can be conducted at the same time of day as a previous lockdown drill in the same school year, and no more than two drills shall be conducted in the same semester. Lockdown drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat on or near the school.

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

3. Intruder drills. Each school site shall conduct a minimum of two (2) intruder drills per school year. Intruder drills are conducted for the purpose of mitigating injuries or deaths by executing a plan as an alternative to the lockdown method. Each intruder drill shall be conducted within the first fifteen (15) days of each semester.

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

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

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

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

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

FIRE DRILLS
RULES AND PROCEDURES

In accordance with the policy of the board of education and Oklahoma law, fire drills will be scheduled by the principal at least twice each semester. The first drill shall be conducted within the first fifteen days of each semester. The second fire drill must occur after the first 30 days of each semester. The purpose of a fire drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside.

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

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

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

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

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

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

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

   A. Seeing that windows are closed.

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

   C. Maintaining order during the evacuation.

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

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

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

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

REFERENCE: 63 O.S. §176

TORNADO DRILLS
RULES AND PROCEDURES

In accordance with the policy of the board of education, tornado drills will be scheduled by the principal at least once for each two months that school is in session in order to ensure the best possible plan has been established and to ensure all students and personnel know what they are to do when a signal for a tornado drill is given. The first drill shall be conducted within the first month of school. The principal or designated staff member shall submit a copy of the drill plan for the building to the superintendent's office during the first month of school. Tornado drills are to be held on different days of the week at different hours of the day so that students will not be able to distinguish between tornado drills and actual tornadoes.

Definition of Terms .

A **tornado watch** indicates that, within a period of several hours, a tornado may strike in a designated area.

A **tornado warning** indicates a tornado has been spotted or indicated on radar and that the tornado is likely to strike in a designated area immediately or within the next hour.

Procedures

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

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

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

Refuge Areas

Students housed in single story buildings should be moved into a basement or the interior corridors that are not parallel to the tornado's path (usually from the southwest).

Students housed in single story buildings that do not have corridors should seek refuge under tables, desks, etc. preferably away from areas containing glass.

In situations where some of the students are housed in annexes adjacent to the main building, students should be moved from the annex into the main building when space is available.

Avoid the use of large enclosed areas, such as auditoriums, gymnasiums, cafeterias, or other rooms with wide, free-span roofs as places of refuge.

TORNADO DRILLS, RULES AND PROCEDURES (Cont.)

If a school bus is caught in the open when a tornado is approaching, the children will be escorted to a nearby ditch or ravine and made to lie face down, hands over their heads. They should be far enough away from the bus so that the bus cannot topple onto them.

Planning Security Drills

When developing a tornado security drill, selecting refuge areas to be used should be the first consideration. After refuge areas are determined, the following should be accomplished:

1. Assign and fit the students into the refuge areas. Adjustment may be necessary.
2. Conduct drills with one or two rooms at a time.
3. Determine the position(s) to be taken in the refuge areas and explain them to the students. The following positions are recommended:
   A. Down on knees, lean forward, cover as much of exposed body as possible by crossing arms and burying the face in the arms.
   B. Cross legs, sit on the floor, and cover face with folded arms. (Students should turn their backs to natural light.)
4. Determine the signal to be used for the security drill and ensure all school personnel and students know how to distinguish it from other signals. Establish a backup alarm to be used in the event of a power failure, e.g. a battery-operated bullhorn, hand-cranked siren, or hand bell.
5. Conduct a building drill and make any changes necessary to improve the plan.

Teacher Responsibility

The classroom teacher has the responsibility of preparing the students for the drills as well as the real emergency. Information given by the teacher will do much to protect the emotional health of the child. Statements by uninformed or poorly informed individuals can cause students to become emotionally upset. It would seem psychologically sound to teach all students the usable facts that can be understood at their intelligence level. There cannot be a quick course of instruction once a tornado has struck.

Preparation of the Building

Close the outside doors on the side from which the tornado is approaching.

Open outside doors on the side of the building opposite to the approaching tornado. Doors must be fastened securely so there is no danger of their blowing shut. Tapered wedges and/or doorstops should be used for this. All inside doors leading into corridors must be left open.

TORNADO DRILLS, RULES AND PROCEDURES (Cont.)

The custodian or alternate MUST turn off the gas on the outside of the building when a tornado warning has been received.

Variety

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

--From regular classrooms
--From regular classrooms with a blocked exit
--From assemblies
--When some of the students are in the classrooms and others are on the school grounds or in the cafeteria
--When students are in the process of changing classes
--Any other situation in which students might be found
--From the cafeteria
--From a bus

Informing Parents

A bulletin to parents, giving information about the school's tornado drill plan, is a MUST. This bulletin should include a sketch of the floor plan where refuge areas are located. Room numbers or names of teachers shown in relation to each refuge area will help parents know where their children will be placed during drills.

Dismissal from School

School will not be dismissed because of a tornado warning. (See also policy CKBB.)

Children will not be permitted to leave school during a tornado warning alert in the immediate area. However, parents may go to the school and get their children. Parents should contact the principal's office and let a member of the school staff get the student from the classroom. When parents go to the classroom, it excites the other students and disrupts teaching.

If, at dismissal time, a storm is approaching and it is believed the children will not have time to reach home before it strikes, children should be kept in the building until it is deemed safe to dismiss them. School buses will not be used during tornado warnings.

BOMB THREATS

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

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

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

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

BOMB THREAT PROCEDURES

In accordance with the policy of the board of education, these procedures shall be followed in the event of a bomb threat communicated to any employee or student of the public schools.

In the event that you receive a telephoned bomb threat, try to remain calm - do not manifest fear. If not placed in immediate danger, attempt to safely follow the following procedure. The attached form (see CKCB-E) should be located near each telephone and be accessible to each user. Have the form before you as you talk. Try to keep the caller as occupied as possible. Keep the caller talking as long as you can. In addition to the information on the form, ask for the caller's name; where the caller is calling from; why the caller wants to blow up the building; where the bomb is located; how and when the bomb is set to explode.

When the caller hangs up, notify immediately the following persons. Do not discuss the call with anyone else.

1. Fire department and police department.
2. Principal.
3. Superintendent, Assistant Superintendent, or designee.

BOMB THREAT PROCEDURES
(EXHIBIT)

Stay calm.

1. Keep the caller talking for as long as possible
2. Ask the caller to speak louder, slower, etc.
3. Ask caller to repeat

CHARACTERISTICS NOTED (Please complete as much of the following as possible)

1. CALLER'S EXACT WORDS _____

_____

_____

_____

_____

_____

(Use reverse of this paper if necessary)

2. WHAT BUILDING IS THE BOMB IN _____

   EXACT LOCATION _____

3. WHAT TIME IS THE BOMB SET TO EXPLODE _____

4. BACKGROUND SOUNDS _____

_____

5. CALLER'S DESCRIPTION

   Time and date _____

   a. age _____
   b. sex _____ Person receiving call _____
   c. race _____
   d. accent _____
   e. speech impediments _____
   f. attitude _____
   g. when bomb is to explode _____

BOMB THREAT PROCEDURES, EXHIBIT (Cont.)

6. PLEASE CIRCLE APPROPRIATE RESPONSE:

TONE	SPEECH	LANGUAGE	ACCENT	MANNER
Loud	Fast	Excellent	Local	Calm
Soft	Slow	Good	Not local	Angry
High Pitch	Distinct	Fair	Foreign	Coherent
Low Pitch	Distorted	Poor	Caucasian	Incoherent
Raspy	Stutter	Cursing	Black	Righteous
Pleasant	Nasal		Latin American	Emotional
				Rational
				Irrational
				Deliberate
				Laughing

ADDITIONAL COMMENTS:

DISASTER PLANS

Written plans and procedures shall be in place for protecting students, faculty, administrators, and visitors from natural and man-made disasters and emergencies. Such plans will be kept on file in each school building in the district and at each local emergency management organization within the district. Annual reports will be presented to the board of education detailing the status of emergency preparedness and identifying safety needs for each school.

With respect to the size of the Elgin school system, there will be 3 crisis team(s). The team will be composed of the superintendent, principal, and two teachers. The superintendent will be the team leader and media liaison.

Local agencies, as well as media agencies, will be contacted in regard to disaster assistance when needed.

In case of a disaster, the school will be used as the central office for coordination of activities stemming from the incident.

Handout formats are to be used in the event of a disaster.

Decisions to be made by the team and team leaders should a disaster occur include the following:

1. How the staff, student body, and community will learn of the disaster.
2. How to most accurately and efficiently provide information.
3. Schedule changes.
4. Opening or closing of school and resuming normal routines.
5. Plans for shielding the children from the media, if needed.

REFERENCE: 63 O.S. § 681

DISASTER PLAN
PROCEDURES

Intermediate Steps for Crisis Control

1. Provide support and counseling for students.
   A. Regular instruction will probably need to be suspended while the disaster is discussed.
   B. Individuals trained in counseling might target classrooms for their most immediate services where children are most severely affected.
   C. Teachers need to know how to get assistance from another professional quickly should the need arise.
2. Disseminate factual information about the crisis to parents.
   A. The most effective method of providing factual information to parents may be to prepare a letter to be sent home.
   B. Some parents may need to be contacted by phone, especially if their child's reaction to the disaster seems extreme.
3. Decide how to deal with funerals or memorial services if death(s) are involved in the disaster.
   A. When possible, have parents take their own children to the services.
   B. If parents are unable to go, staff members may volunteer to do this. Permission slips may be needed.
   C. Successful suicides should not be treated as honored heroes in school assemblies and funeral attendance should, in most cases, be only with parents accompanying the children.
   D. At times, school buses may be used. Permission slips may be needed.
   E. Plans for makeup work or forgiveness for assignments not completed due to attending services should be made and discussed with staff members so that a consistent plan is used.

Long-term and On-going Disaster Intervention

1. Provide for on-going opportunities to deal with the crisis. This might include:
   A. Continue to have additional support staff and outside professionals available to students.
   B. Make additional resources available to teachers who will be dealing with student reactions daily.
2. Think ahead to effects that might be delayed. For example:
   A. A similar incident in another location may trigger renewed feelings.
   B. The one-year anniversary of a disaster may provide an opportunity for planning a special remembrance; thereby diverting renewed reactions if the anniversary date is ignored.

TOBACCO USE PROHIBITED

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

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

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

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

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

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

6. The district will not accept donations of gifts, money, or materials from the tobacco industry. This district will not participate in any type of services, events, or programs that are funded ty the tobacco industry.

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

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

Employees are warned that violation of this policy may lead to dismissal action. Information about the Oklahoma Tobacco Helpline will be provided to staff members in violation of this policy in order to provide a resource for tobacco cessation. Patrons who violate this policy will be asked to leave the school premises. Students violating this policy will be disciplined.

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

HAZARDOUS MATERIALS

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

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

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

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

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

HAZARDOUS MATERIALS (REGULATION)

In accordance with the policy of the board of education, the following regulation establishes procedures for the use, storage, and transportation of hazardous materials in this school district.

Hazardous materials are defined to be those items listed in Oklahoma and federal law and regulations regarding the transportation of hazardous materials. Examples include, but are not limited to the following:

Non-building related asbestos materials;

Lead and lead compounds (included in school supplies, e.g., art supplies, ceramic glazes, etc.);

Compressed gases (natural gas), and explosive (hydrogen), poisonous (chlorine), or toxic gases (including exhaust gases such as carbon monoxide);

Solvents (gasoline, turpentine, mineral spirits, alcohol, carbon tetrachloride);

Liquids, compounds, solids or other hazardous chemicals that might be toxic, poisonous, or cause serious bodily injury;

Materials required to be labeled by the Department of Agriculture or the EPA (pesticides, algaecide, rodenicide, bactericides);

Regulated underground storage tank hazardous materials (including diesel fuel, regular and unleaded gasoline, oil (both new and used), and propylene glycol).

Each building principal or project manager is responsible for ensuring receipt, proper labeling and storage of hazardous materials received at their location. Copies of the current inventory will be provided to the superintendent no later than May 1 of each year. Inventory lists will be maintained and may be made available to appropriate police, fire, and emergency service districts as appropriate.

The superintendent or superintendent's designee will maintain a set of material safety data sheets (MSDS) for the district.

Purchase orders for hazardous materials will include a requirement that the shipment of any such materials include MSDS with any order or portion of order. Purchase orders also will note that failure to provide MSDS with the shipment may result in either the District's refusing to accept the shipment or conditionally accepting the shipment and refusing to pay for the material until the MSDS are provided. These procedures will apply to all hazardous materials regardless of the method of acquisition.

Storage of hazardous materials will be in compliance with any local ordinances and state and federal law and regulations. Hazardous materials will be separated and labeled according to hazardous characteristics and stored safely in storage areas appropriate to the risk posed by the materials. Where appropriate, storage cabinets may be locked and access to students or non-authorized staff limited. Containers will be labeled to show the date of receipt by the district, shelf life, and expiration date. Materials should be stored so that the oldest materials are used first.

HAZARDOUS MATERIALS, REGULATION (Cont.)

The superintendent or designee will maintain a master Chemical Information List (CIL) that shall contain the common and trade names of all hazardous substances used or stored within the district. Any new substances introduced into the district will be added to the master CIL within 30 days.

The superintendent or designee will maintain a CIL on each employee who works with or who has had chemical exposure at a workplace within the district. Such CILs shall be presented to any employee upon request and to all appropriate employees at least once annually. The master and individual CILs will be made available for inspection within 24 hours of an employee's request.

Each building principal will maintain a Chemical Information List (CIL) of hazardous materials used or stored in their respective building. Such CILs will be available for inspection by any employee working in the building or who is known to have had exposure to any chemical or other hazardous substance stored within the building.

REFERENCE: 40 O.S. §401, §403
40 O.S. §450, et seq.

HAZARD COMMUNICATION

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

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

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

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

HAZARD COMMUNICATION STANDARD (REGULATIONS)

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

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

The school plant manager will be the Hazard Communication Standard Program Manager and will be assisted by the maintenance director.

Container Labeling

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

The custodian in each section will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with the generic labels that have a block for identity and blocks for the hazard warnings.

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

Material Safety Data Sheets (MSDS)

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

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

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

Employee Training and Information

The school plant manager is responsible for the employee training program and will ensure that all elements specified below are carried out.

HAZARD COMMUNICATION STANDARD, REGULATIONS (Cont.)

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

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

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

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

List of Hazardous Chemicals

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

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

Hazardous Nonroutine Tasks

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

HAZARD COMMUNICATION STANDARD, REGULATIONS (Cont.)

This information will include:

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

Informing Contractors

It is the responsibility of the school plant manager to provide contractors (with their employees) the following information:

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

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

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

Fire Safety

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

Monitoring and Evaluation

The superintendent and plant manager will review the Hazard Communications Programs at least annually and update and make changes as necessary.

Other Areas of Responsibility

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

ASSAULTS UPON SCHOOL EMPLOYEES

It is the policy of the Elgin Board of Education to encourage the prosecution of any person who commits assault, battery, or assault and battery upon the person of a school employee or student or threatens and places an employee or student of the public schools in immediate fear of bodily harm while the employee or student is in the performance of his duties as a school employee or student. The following statement will be posted in at least one prominent location at each school site:

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

School employee is hereby defined to include any duly appointed person or employee of a firm contracting with a school system for any purpose, including personnel not directly related to the teaching process and including school board members during school board meetings.

REFERENCE: 21 O.S. §650.7

ASSAULTS UPON SCHOOL EMPLOYEES (REGULATION)

Assaults/battery upon school district personnel and/or students will not be tolerated. Appropriate action must be taken immediately. Procedures to be followed by the building administrator when an assault/battery has occurred are:

1. Restore order and contact proper law enforcement authorities, if necessary;
2. Secure medical assistance, if necessary;
3. Conduct a preliminary investigation;
4. Submit a written report to the superintendent.

After reviewing the written report of the incident, the superintendent may refer the matter to the district attorney.

Nothing herein shall be construed as limiting the individual employee's or student's right or duty to report such occurrence.

BUILDINGS, EQUIPMENT, AND GROUNDS

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

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

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

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

The superintendent shall have authority to let contracts for minor repair work not exceeding $5,000. Contracts beyond minor repair shall require board approval.

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

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

REFERENCE: 23 O.S. §10

EQUIPMENT ACCOUNTABILITY

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

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

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

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

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

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

INVENTORIES
(REGULATION)

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

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

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

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

Inventory of furniture and nonconsumable equipment is a responsibility of the building principal. Furniture and equipment inventories must be submitted to the building principal on teacher check out day of each school year. Copies of all inventories will be stored away from the specific location.

TEXTBOOKS: DISTRIBUTION AND CARE OF

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

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

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

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

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

REFERENCE: 70 O.S. §16-121

SCHOOL TRANSPORTATION

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

1. To ensure that children of our district school are transported in the safest manner possible (see also policy CNAB);
2. To ensure that the transportation services provided are cost effective to our district's taxpayers;
3. To ensure that all transportation services are rendered in an equitable manner.

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

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

1. Supervisor of Transportation--the person appointed by the board of education responsible for the operation of student transportation services.
2. School bus driver--any person who operates a vehicle transporting school children under the direct auspices of the board of education.
3. School bus, transportation equipment--any vehicle or conveyance used to transport school children from their homes to school and from school to their homes.
4. Auxiliary transportation equipment--includes, but is not limited to, equipment used for transporting students to and from extracurricular activities, but does not include transportation equipment used for transporting students from their homes to school and from school to their homes.

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

REFERENCE: 70 O.S. §9-104

APPENDIX 2
STUDENT CONDUCT ON BUSES

TO: Parents of Transported Students

FROM: Elgin Board of Education

The school bus driver has a great responsibility. Each day the bus carries a "precious cargo" and the driver's only concern should be to see that all passengers are transported to and from school safely. Unfortunately, there are times when children (young and old) do things that cause the driver to be distracted from the job. This is dangerous and cannot be allowed. It is necessary therefore, that Student Conduct Rules and Regulations be in force and that they be followed without question. Parents must see that their child understands the importance of good behavior while riding a bus.

Riding a school bus is not a right but a privilege granted to those who are eligible and are able to abide by the rules and regulations. It is not right that a student be allowed to ride a school bus when the student continues to jeopardize the safety of others. The board of education realizes that a hardship may result in having to take your child to and from school but it is sometimes necessary.

Therefore, the school system must have parents sign an agreement that their child will abide by the rules and regulations. If the rules are broken, punishment will be administered on an increased scale. Students will be given three opportunities to correct their behavioral problems. Students will have a choice of three alternatives each time. 1) Not riding the bus; 2) In-school suspension; 3) Punishment befitting the offense (for example, writing on seats will result in having to clean bus seats). On the fourth offense, the student will have no choice: he/she will no longer be allowed to ride the bus. Suspension will be for the remainder of the semester or the school year. This applies only to students in grades 5 through 12. There will be no counseling with them. They have read the rules and you have gone over it with them. Punishment will be immediate, and by the principal of the respective school.

If a student shows an uncontrolled malicious disregard for the safety and well-being of the passengers and driver, it is possible that immediate suspension will occur without going through the above procedure.

The bus driver accepts the responsibility of getting your child to and from school safely. Therefore, what the driver observes and reports to the principal is final. The driver is not there to determine the right or wrong of one student in a dispute with another, but is there to report any misconduct or behavior that might interfere with the proper operation of the school bus.

For students in K through 4th grades, counseling will be provided for controlling discipline and conduct problems, with occasionally some punishment assessed after counseling fails. Only in very rare cases is it necessary to deny riding privileges to students in grades K-4.

Any student who is involved in damage to a school bus will be required to pay for the damage.

APPENDIX 2, STUDENT CONDUCT ON BUSES (Cont.)

BUS RIDER RULES

Riding a school bus is a privilege and the privilege may be removed for not abiding by the bus rider rules.

Prior to loading, students should:

1. Be on time at the designated school bus stops--keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
4. Respect people and their property while waiting on the bus.
5. Receive proper school official authorization to be discharged at places other than the regular bus stop.

While on the bus, students should:

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. (The life you save may be your own.)
6. Treat bus equipment as they would valuable furniture in their own homes. Damage to seats, etc., must be paid for by the offender.
7. Should never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and keep the aisle clear.
9. Help look after the safety and comfort of small children.
10. Not throw objects into or out of the bus.
11. Remain in their seats while the bus is in motion.
12. Refrain from horseplay and fighting on the school bus.

APPENDIX 2, STUDENT CONDUCT ON BUSES (Cont.)

13. Be courteous to fellow students and the bus driver.
14. Remain quiet when approaching a railroad crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to their safety.

After leaving the bus, students should:

1. Go at least ten (10) feet in front of the bus, stop, check traffic, wait for bus driver's signal, then cross road.
2. Go home immediately, staying clear of traffic.
3. Help look after the safety and comfort of small children.

Extracurricular Trips

1. The above rules and regulations should apply to all trips under school sponsorship.
2. Sponsors should be appointed by the school officials.

TIPS FOR SAFE SCHOOL BUS RIDING

For a safe and enjoyable ride to and from school, follow these rules:

1. Leave home early enough to arrive at your bus top on time.
2. Wait for your bus in a safe place well off the roadway.
3. Enter your bus in an orderly manner and take your seat.
4. Follow the instructions of your school bus driver or bus patrol.
5. Remain in your seat while your bus is in motion.
6. Keep your head and arms inside the bus at all times.
7. Keep aisles clear at all times.
8. Remain quiet and orderly.
9. Be courteous to your school bus driver and fellow passengers.
10. Be alert to traffic when leaving the bus.

APPENDIX 2, STUDENT CONDUCT ON BUSES (Cont.)

PLEASE COMPLETE THE FORM BELOW. IN ORDER TO RIDE THE SCHOOL BUS, THIS FORM MUST BE RETURNED WITHIN THE FIRST TWO WEEKS OF SCHOOL.

(Turn in the form to your teacher, bus driver, or principal. Form may be included in student handbook with the Bus Rider Rules.)

To the Elgin Public School System:

We have read and discussed with our child(ren) the school bus policy and rules.

We agree with the school system that these rules should be in force and that any student who cannot abide by these simple rules should be disciplined and/or counseled with according to the school's policy.

As parents, we ask that the school contact us by telephone or written letter each time our children are involved in incidents so that we might further counsel our child(ren) on proper bus conduct.

Sincerely,

_____
Parent's Signature

_____ _____
Date Phone Number

Please write in the names and grade of each child in your family who will ride the school bus. This statement will be in effect for the current school year.

_____ Grade _____

_____ Grade _____

_____ Grade _____

_____ Grade _____

_____ Grade _____

SCHOOL TRANSPORTATION (REGULATIONS)

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

School Bus Maintenance

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

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

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

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

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

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

School Bus Drivers

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

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

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

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

SCHOOL TRANSPORTATION, REGULATIONS (Cont.)

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

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

7. Immediate suspension pending due process proceedings for termination of employment shall be made for any of the following reasons:

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

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

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

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

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

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

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

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

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

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

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

SCHOOL TRANSPORTATION, REGULATIONS (Cont.)

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

10. All school bus drivers shall dress appropriate to the operation of a school bus. Prohibited articles of clothing shall include:

    A. Halter tops or see-through blouses;

    B. Dresses shorter than three inches above the knee;

    C. Any article of clothing with logos promoting alcohol or tobacco products, phrases that are sexually implicit or suggestive, and phrases containing profanity;

    D. Any gang-related paraphernalia.

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

School Bus Safety

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

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

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

School Bus Route

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

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

3. All school bus routes shall be evaluated annually. If identifiable hazards exist on a school bus route, all drivers shall exercise due caution. Route and bus stop changes may be made at the discretion of the supervisor of transportation.

SCHOOL TRANSPORTATION, REGULATIONS (Cont.)

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

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

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

Auxiliary or Activity Transportation

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

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

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

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

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

Student Discipline

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

2. During a school assembly or upon enrollment, all students will be presented with a copy of the school bus rider rules. These rules must be discussed with each child by their parent or legal guardian and each parent or legal guardian must sign a written statement supporting the school district in the enforcement of these rules (see CN-A2).

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

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

   B. Two-day in-house suspension;

   C. Suspension of bus riding privileges.

SCHOOL TRANSPORTATION, REGULATIONS (Cont.)

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

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

School Bus Accidents and Emergencies

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

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

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

   B. The supervisor of transportation.

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

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

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

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

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

SCHOOL TRANSPORTATION, REGULATIONS (Cont.)

Parental Grievance Procedures

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

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

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

4. All complaints regarding any unsafe driving practices involving a school bus driver shall be directed to the school administration or superintendent for formal action.

REFERENCE: 47 O.S. §11-705

CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM

The Elgin Board of Education recognizes that childhood obesity has reached epidemic levels throughout the country. Overweight children are at a higher risk for developing severe long-term health problems, and overweight children are affected by discrimination, psychological stress, and low self-esteem. However, research indicates that obesity and subsequent diseases are largely preventable through diet and regular physical activity. Research also indicates that becoming physically active and maintaining a regular physical activity program significantly reduces the risk of some obesity and some cancers, diabetes, and other chronic diseases.

Children who eat well-balanced meals and are healthy are more likely to learn in the classroom. The board supports increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well-being of our district's youth. Therefore, it is the policy of the board to:

1. Provide students access to nutritious food;
2. Provide opportunities for physical activity and developmentally appropriate exercise; and
3. Provide accurate information related to these topics.

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

Child Nutrition Program

The Elgin Board of Education will operate a school lunch program that will include lunch, and may include breakfast, through participation in the Child Nutrition Programs. The superintendent, in conjunction with the food service supervisor and with the approval of the board of education, will establish and post meal prices.

As required for participation in the Child Nutrition Programs, the board prescribes that:

School lunch is to be made available to all students.

Free and reduced price lunches are to be made available for students who meet the federal income guidelines.

In the operation of the Child Nutrition Programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability. Discrimination complaints under these programs should be filed with the State Department of Education Child Nutrition Programs, 2500 North Lincoln Blvd., Oklahoma City, Oklahoma 73105-4599.

The district shall inform parents of the eligibility standards for free or reduced price meals. Reasonable efforts shall be made to protect the identity of students receiving such meals. A parent has the right to appeal to the superintendent any decision with respect to his/her application for free or reduced price food services.

CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM (Cont.)

The district's child nutrition program shall reflect the board's commitment to providing adequate time for instruction to promote healthy eating through nutrition education, serving healthy and appealing foods at district schools, developing food-use guidelines for staff, and establishing liaisons with nutrition service providers, as appropriate. Nutrition education topics shall be integrated within the sequential, comprehensive health education program taught at every grade level, pre-kindergarten through grade 12, and coordinated with the district's nutrition and food services operation.

The Elgin Board of Education will make nutritious foods available on campus during the school day to promote student and staff health. The District Child Nutrition Program will serve reimbursable meals that meet the United States Department of Agriculture (USDA) requirements and follow the Dietary Guidelines for Americans (DGA).

Specifically, The Elgin Board of Education will ensure that meals are:

Accessible, appealing, and attractive to all children.

Served in a clean, pleasant, and supervised setting.

High in fiber, free of added trans fats, and low in added fats, sugar, and sodium.

Respectful of cultural diversity and religious preference.

The Elgin Board of Education will ensure that schools:

Encourage students to start the day with a healthy breakfast.

Provide breakfast through the USDA School Breakfast Program.

The Elgin Board of Education will make clean drinking water available and accessible without restriction and at no charge at district facilities (including cafeterias and eating areas, classrooms, hallways) before, during, and after school.

Schools will ensure that:

Students will be provided drinking cups, glasses, or reusable water bottles in places where meals and snacks are served.

Students will be allowed to bring drinking water from home and take water into the classroom, provided that the water is in a capped container, such as a bottle, to prevent spills.

All water sources and containers will be maintained on a regular basis to ensure good hygiene standards (including drinking fountains, water jugs, hydration stations, and other methods for delivering drinking water.)

CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM (Cont.)

The Elgin Board of Education will promote activities to involve students and parents in the School Lunch Program by ensuring the following:

Inform families about the availability of breakfasts for students.

Distribute materials to inform families of the availability and location of free Summer Food Service Program meals for students when school is not in session.

Post information on the nutritional content and ingredients of school meals on the district website.

Send applications for reimbursable meal programs to families at the beginning of the school year and make applications available on the district website.

The Elgin Board of Education will provide sufficient lunch periods that are long enough to give all students (K-12) adequate time to be served and eat their lunches.

Competitive Foods and Beverages:

The Elgin Board of Education will ensure all competitive foods and beverages sold to students during the school day meet or exceed the USDA's Smart Snacks standards.

The following fundraiser exemptions are allowable to USDA's Smart Snacks standards:

Each school site shall designate a Smart Snacks in School Exempt Fundraiser contact person, who shall be responsible for maintaining up-to-date documentation regarding each exempt fundraiser held at the school site;

A limit of thirty (30) exempt fundraisers per semester may be held at each school site;

Exempt fundraisers are prohibited from taking place while meals are being served to students under the National School Lunch Program or the National School Breakfast Program and while afterschool snacks are being served to students under the Afterschool Snack Program;

The maximum duration of any individual exempt fundraiser shall be fourteen (14) days;
For each individual exempt fundraiser, documentation must be kept on file at the school site showing:

The school organization, activity, class, or other group that benefits from the fundraiser; and

The date(s) the fundraiser is conducted, with the duration not to exceed fourteen (14) days.

Prior to any fundraisers being conducted on school premises, the fundraiser will be approved by the board of education as per state law.

Food and beverages provided (not sold) on campus (e.g., for classroom parties and celebrations), are exempt from the USDA Smart Snack standards.

CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM (Cont.)

Nutrition Education:

The Elgin Board of Education will offer – and integrate into the core curriculum- nutrition education to all grades (K-12), providing students the knowledge and skills necessary for lifelong healthy eating behaviors, including:

What it means to eat healthfully, consume the proper nutrients, and maintain a wholesome and balanced diet.

How to read labels and understand the problems associated with unhealthy food marketing to children.

Schools will ensure that nutrition education:

Complies with state learning objectives and standards.

Provides opportunities for students to practice and apply the skills and knowledge taught in the classroom.

Is made available for staff.

Is promoted to families and the community.

Elgin Public Schools will not deny school meals for disciplinary action.

Nutrition and Health Food Promotion:

The Elgin Board of Education will promote healthy food and beverage choices and appropriate portion sizes by doing the following:

Exhibiting posters, signs, or other displays on the school campus that promote healthy nutrition choices.

Providing age-appropriate activities, such as contests, food demonstrations, and taste-testing that promote healthy eating habits.

Offering information to families and encouraging them to teach their children about nutrition and healthy eating behaviors.

Encouraging school staff to display healthy eating habits and physical activity choices to students.

Use of evidence-based strategies form The Smarter Lunchrooms Movement to encourage selection and consumption of healthy food choices in the cafeteria. Each school will complete the Smarter Lunchrooms Scorecard annually with a measureable goal of achieving Gold. This goal will be overseen by the Food Service Director.

CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM (Cont.)

Food and Beverage Marketing:

The Elgin Board of Education will ensure only foods and beverages that meet the USDA's Smart Snacks standards may be marketed on the school campus during the school day.

Physical Education and Physical Activity:

The Elgin Board of Education will ensure that all elementary 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.

The Elgin Board of Education will provide opportunities for all students to participate in a physical education class, athletic sport, or an extracurricular activity (e.g. marching band, dance) providing 60 minutes of physical activity weekly.

Annually, each school will partner with one community organization as a measureable goal to promote physical fitness (Jump Rope for Hearts, Spirit of Survival Run, Special Olympics).

Activities to Promote School Wellness:

The Elgin Board of Education recognizes that employee health is essential to student health and to creating healthy school environments. Accordingly, the district will promote heathy eating, physical activity, and overall health to its employees. The district may partner with community agencies and organizations to assist in providing education, services, and resources for staff.

The following are methods the district will utilize to support employee wellness:

Nutrition

Provide employees with access to a refrigerator, microwave, and sink with a water faucet.

Provide or partner with community organizations or agencies to offer nutrition education through activities such as seminars, workshops classes, meetings, and newsletters.

Partner with community organizations or agencies to offer staff accessible and free or low-cost healthy eating/weight management programs.

Physical Activity

Incorporate physical activity breaks into every hour of sedentary meetings, trainings, and other workplace gatherings.

Provide access to on-campus athletic facilities, such as gyms, running tracks, and basketball courts.

Provide information about local physical activity resources and facilities, such as walking trails, community parks, and recreation facilities.

CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM (Cont.)

General Wellness

Partner with community organizations or agencies to offer voluntary health screenings to staff, including fee or low-cost health assessments.

Partner with community organizations or agencies to provide stress management programs.

Promote tobacco prevention and provide referral information on cessations services through the Oklahoma Tobacco Helpline.

Ensure access to a private space (other than a restroom) that has an electrical outlet, and provide flexible break times to allow mothers to express breast milk.

Partner with community organizations or agencies to offer immunizations (flu, Tdap, etc.) to staff.

Provide or partner with community organizations or agencies to offer free or low-cost first aid and CPR training annually. Each school will designate two staff members to be CPR trained through the community organization or agency annually as a measureable goal.

Leadership:

The Elgin Board of Education directs the superintendent to facilitate the development of the school district wellness policy, oversee appropriate updates to the policy and ensure each school's compliance with the policy. The superintendent will ensure that the designated officials fully understand(s) the federal and state laws related to wellness policies.

Community Involvement:

The Elgin Board of Education will permit parents, students, representatives of the school food authority physical education teachers, school health professionals, the school board, school administrators, and the general public to serve on the school wellness policy committee and participate in the development, implementation, review, and update of the school wellness policy. To encourage broad public participation in the process, the district will do the following:

Actively notify parents and the community about the content and implementation of as well as any changes to the wellness policy (via the school website, for example.)

Educate community stakeholders on how they can participate in the development, implementation, review, and update of the wellness policy and let them know why their participation is important to the health and wellness of students and the broader community.

CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM (Cont.)

Assessment, Revisions, Policy Updates:

At least once every three years, The Elgin Board of Education will measure the extent to which schools are in compliance with the local wellness policy as well as progress made in attaining the policy's goals.

Parents, students, physical education teachers, school health professionals, the school board, school administrators, and the general public will be allowed to participate in the development, implementation and periodic review and update of the wellness policy.

The district will assess how its policy compares with the latest national recommendations on school health, and will update the policy accordingly.

The district will inform and update the public about the content and implementation of the local wellness policy via the district website.

The board of education designates the superintendent as the school official who shall be responsible for oversight of this policy to ensure compliance for the school district. The superintendent is directed to prepare rules and regulations to implement and support this policy, including such provisions as may be necessary to address all food and beverages sold and/or served to students at school (i.e., competitive foods, snacks, and beverages sold from vending machines, school stores, and fund raising activities and refreshments that are made available at school parties, celebrations, and meetings), including provisions for staff development, family and community involvement, and program evaluation.

REFERENCE: **70 O.S. §1-107**
7 CFR, Parts 210 and 220
7 CFR, Part 245.5

THIS POLICY REQUIRED BY
PUBLIC LAW 108-265, SECTION 204
AND PUBLIC LAW 111-296.

CHILD NUTRITION PROGRAMS (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the comprehensive nutrition programs in this school district.

School Cafeterias

1. Any student may eat in the school cafeteria or other designated place.
2. Students may bring or otherwise provide their own lunch. Milk or other beverages may be purchased in the dining hall, if desired. These students may eat their lunch in the school cafeteria or a designated area. Vending machine ("junk food") items shall not be consumed in the dining hall.
3. Meal prices will be established by the superintendent and food service supervisor, with the approval of the board of education, at the beginning of each year.
4. Meal prices will be conspicuously posted in each cafeteria.
5. A guest must be cleared through the food service supervisor by his/her host to be eligible to eat in the cafeteria.
6. Use of dining room facilities by nondistrict organizations or individuals must have approval of the superintendent.
7. The food service supervisor will develop in-service training programs, approved by the superintendent, for the food service staff.
8. Under federal law, a school that operates on a commodity program is prohibited from serving free meals to any adult, including employees of the district.
9. Qualifications for free and reduced-price lunches will vary annually in accordance with the annual eligibility schedule.

Definitions

1. **Competitive foods** means any food or drink sold in competition with the National School Lunch Program and/or School Breakfast Program in food service areas during the meal periods.
2. **Dietary Guidelines for Americans** means the current set of recommendations of the federal government that are designed to help people choose diets that will meet nutrient requirements, promote health, support active lives, and reduce chronic disease risks.
3. **Nutrition education** means a planned sequential instructional program that provides knowledge and teaches skills to help students adopt and maintain lifelong healthy eating habits.

CHILD NUTRITION PROGRAMS, REGULATION (Cont.)

4. **Foods of minimal nutritional value** means:

   A. In the case of artificially sweetened foods, a food that provides less than five percent of the Reference Daily Intakes (RDI) for each of eight specified nutrients per serving; and

   B. In the case of all other foods, a food that provides less than five percent of the RDI for each of eight specified nutrients per 100 calories and less than five percent of the RDI for each of eight specified nutrients per serving. The eight nutrients to be assessed for this purpose are protein, vitamin A, vitamin C, niacin, riboflavin, thiamine, calcium, and iron.

   C. Food that is classified into four categories:

      Carbonated soft drinks
      Chewing gum
      Water ices
      Certain candies made predominately from sweeteners such as hard candy, licorice, jellybeans, gumdrops, marshmallows, fondant, cotton candy, and candy-coated popcorn

5. **Food service area** means any area on school premises where child nutrition program meals are both served and eaten, as well as any areas in which such meals are either served or eaten.

6. **Meal period** means the period(s) during which breakfast or lunch meals are served and eaten, and as identified on the school schedule.

Nutrition Education

Nutrition education shall focus on students' eating behaviors, be based on theories and methods proven effective by research and be consistent with state and local district health education standards. Nutrition education at all levels of the district's curriculum shall include, but not be limited to, the following essential components designed to help students learn:

1. Age-appropriate nutritional knowledge, including the benefits of healthy eating; essential nutrients; nutritional deficiencies; principles of healthy weight management; the use and misuse of dietary supplements; safe food preparation, handling, and storage; and cultural diversity related to food and eating;

2. Age-appropriate nutrition-related skills, including, but not limited to, planning a healthy meal, understanding and using food labels, and critically evaluating nutrition information, misinformation, and commercial food advertising; and

3. How to assess one's personal eating habits, set goals for improvement, and achieve those goals.

CHILD NUTRITION PROGRAMS, REGULATION (Cont.)

In order to reinforce and support district nutrition education efforts, the building principal is responsible for ensuring:

1. Nutrition instruction is closely coordinated with the school's nutrition and food services operation and other components of the school health program to reinforce messages on healthy eating and includes social learning techniques. To maximize classroom time, nutrition concepts shall be integrated into the instruction of other subject areas where possible;

2. Links with nutrition service providers (e.g., qualified public health and nutrition professionals) are established to provide screening, referral, and counseling for nutritional problems; inform families about supplemental nutritional services available in the community (e.g., food stamps, local food pantries, summer food services program, child and adult care food program); and implement nutrition education and promotion activities for school staff, board members, and parents;

Nutrition and Food Services Operation

In order to support the school's nutrition and food services operation as an essential partner in the educational mission of the district and its role in the district's comprehensive nutrition program, the building principal is responsible for ensuring:

1. The school encourages all students to participate in the school's child nutrition program meal opportunities.

2. The school notifies families of need-based programs for free or reduced-price meals and encourages eligible families to apply.

3. The school's child nutrition program maintains the confidentiality of students and families applying for or receiving free or reduced-price meals *[or free milk]* in accordance with the National School Lunch Act.

4. The school's child nutrition program operates to meet nutrition standards in accordance with the Healthy Meals for Healthy Americans Act of 1994, as amended, and with applicable state laws and regulations.

5. The school sells or serves varied and nutritious food choices consistent with the applicable federal government Dietary Guidelines for Americans.

6. Food prices set by the district are communicated to students and parents. District pricing strategies will encourage students to purchase full meals and nutritious items.

7. Procedures are in place for providing to families, on request, information about the ingredients and nutritional value of the foods served.

8. The district will provide substitute foods to students with disabilities upon written parental permission and a medical statement by a physician that identifies the student's disability, states why the disability restricts the student's diet, identifies the major life activity affected by the disability, and states the food(s) to be omitted and the food or choice of foods that must be substituted.

CHILD NUTRITION PROGRAMS, REGULATION (Cont.)

9. Food service equipment and facilities meet applicable local and state standards concerning health; safe food preparation, handling, and storage; drinking water; sanitation; and workplace safety.

10. Students are provided adequate time and space to eat meals in a pleasant and safe environment. School dining areas will be reviewed to ensure:

    A. Tables and chairs are of the appropriate size for students;

    B. Seating is not overcrowded;

    C. Students have a relaxed environment;

    D. Noise is not allowed to become excessive;

    E. Rules for safe behavior are consistently enforced;

    F. Tables and floors are cleaned between meal periods;

    G. The physical structure of the eating area is in good repair;

    H. Appropriate supervision is provided.

Foods of Minimal Nutritional Value and Competitive Food Sales

In keeping with federal regulations, the district controls the sale of foods of minimal nutritional value and all competitive foods.

Accordingly the district will offer choices in vending machines from the following nutritional food items:

1. Canned fruits;

2. Fresh fruit (e.g., apples and oranges);

3. Fresh vegetables (e.g., carrots);

4. Fruit juice and vegetable juice (at least 50% full strength), and bottled water (within established district guidelines);

5. Low-fat crackers and cookies, such as fig bars and ginger snaps;

6. Pretzels;

7. Bread products (e.g., bread sticks, rolls, bagels, and pita bread);

CHILD NUTRITION PROGRAMS, REGULATION (Cont.)

8. Ready-to-eat, low-sugar cereals (e.g., granola bars made with unsaturated fat);
9. Low-fat (one percent) or skim milk;
10. Low-fat or nonfat yogurt;
11. Snack mixes of cereal and dried fruit with a small amount of nuts and seeds;
12. Raisins and other dried fruit;
13. Low-fat crackers.

(NOTE: The district may modify the list as necessary.)

Other Foods Offered or Sold

The district recognizes that federal government standards requiring schools to provide child nutrition program meals consistent with applicable Dietary Guidelines for Americans do not apply to competitive foods sold or served outside the food service areas as defined in this regulation.

Staff Development

Ongoing in-service and professional development training opportunities for staff, in the area of food nutrition, will be encouraged.

Family and Community Involvement

In order to promote family and community involvement in supporting and reinforcing nutrition education in the schools, the building principal is responsible for ensuring:

1. Nutrition education materials and cafeteria menus are sent home with students;
2. Parents are encouraged to send healthy snacks/meals to school;
3. Families are invited to attend exhibitions of student nutrition projects or health fairs;
4. Nutrition education workshops and screening services are offered;
5. Nutrition education homework that students can do with their families is assigned (e.g., reading and interpreting food labels, reading nutrition-related newsletters, preparing healthy recipes, etc.); and
6. School staff are encouraged to cooperate with other agencies and community groups to provide opportunities for student volunteer or paid work related to nutrition, as appropriate.

CHILD NUTRITION PROGRAMS, REGULATION (Cont.)

Program Evaluation

In order to evaluate the effectiveness of the school health program in promoting healthy eating and to implement program changes as necessary to increase its effectiveness, the building principal is responsible for ensuring:

1. Board policy and this regulation are implemented as written;
2. All building, grade-level nutrition education curricula and materials are assessed for accuracy, completeness, balance, and consistency with state and local district educational goals and standards;
3. Nutrition education is provided throughout the student's school years as part of the district's age-appropriate, comprehensive nutrition program;
4. Teachers deliver nutrition education through age-appropriate, culturally relevant, participatory activities that include social learning strategies and activities; and
5. Families and community organizations are involved, to the extent practicable, in nutrition education.

FOOD ALLERGY GUIDELINES (REGULATION)

The following guidelines are designed to reduce the risk of exposure to potentially life-threatening food allergens for our growing number of students with severe allergies. It is the district's goal to provide a school setting that minimizes the risk of accidental exposure while maintaining a safe, positive educational environment for all students.

Impact on the School

Every school should expect at some point to have students with food allergies. Schools must be prepared to deal with food allergies and the potential for anaphylaxis.

The student with an undiagnosed food allergy may experience a first allergy reaction while at school.

When a physician assesses that a child's food allergy will result in anaphylaxis, the child's condition meets the definition of "disability" and is covered under the Federal Americans with Disability Act (ADA), Section 504 of the Rehabilitation Act of 1973, and may be covered under Individuals with Disabilities Education Act (IDEA) if the allergy management affects the student's ability to make educational progress.

Adequate plans and staff, who are knowledgeable regarding preventive measures and are well prepared to handle severe allergic reactions, can save the life of a child.

Family Responsibility

It is the responsibility of the parent or guardian to:

1. Notify the school of a child's allergies and provide updates as necessary.
2. Help to establish a core team of, but not limited to, the child's physician, school principal, school nurse, teacher, guidance counselor, and food service manager to develop and implement a plan that addresses the child's needs, including the school transportation, classroom, cafeteria, assemblies, etc. A detailed food allergy action plan should also be included.
3. Provide written medical documentation, instructions, and prescribed medications, using the food allergy action plan as a guide. A photo of the child must also be included.
4. Provide the child with a medic-alert bracelet identifying the life-threatening allergy. The bracelet should be worn at all times while at school or school-sponsored events.
5. Replace expired and/or used medications as per the food allergy action plan.
6. Educate the child in the self-management of the food allergy, including: safe and unsafe foods, strategies for avoiding exposure to unsafe foods, symptoms of allergic reactions, how to communicate an allergy-related problem, how to read food labels (age appropriate). The child should not accept food from other students.
7. Review guidelines/procedures with the core team members as soon as possible following a reaction.

FOOD ALLERGY GUIDELINES, REGULATION (Cont.)

Student Responsibility

It is the responsibility of the student to:

1. Take a proactive role in the care and management of his/her food allergies (age appropriate).
2. Not accept food items from or trade food items with other students.
3. Avoid food items with unknown ingredients or known allergens.
4. Immediately notify any teacher, administrator, assistant, or school nurse of possible exposure to food allergen.
5 Wear a medic-alert bracelet at all times.

School Responsibility

It is the responsibility of school personnel to:

1. Keep informed of and follow all applicable federal laws, including ADA, IDEA, Section 504, and FERPA, as well as all state laws and district policies/guidelines that may apply.
2. Include food-allergic students in school activities. Students shall not be excluded from school activities solely based on their food allergies unless those activities pose a legitimate threat to the health of the students.
3. Inform and update all families registered in the district about known allergens in order to minimize the risk of life-threatening exposure. Extracurricular groups using school facilities will also be notified, and shall be excluded from using any area designated as "allergen-free."
4. Provide all families with a copy of food allergy guidelines as well as a listing of resources regarding food allergies, such as Food Allergy and Anaphylaxis Network (FAAN).
5. Identify a core team of, but not limited to, the child's physician, school principal, school nurse, teacher, guidance counselor, and food service manager to work with the parents and student (age appropriate) to establish a food allergy action plan specific to that child. Changes will be made as necessary with team participation.
6. Consult with local emergency management personnel to establish and/or update emergency protocols and drill procedures as needed.
7. Educate staff who interact with students with food allergies, on a regular basis so they understand food allergy, can recognize symptoms, can take emergency action, and will work with other school staff to eliminate the use of food allergens in the lunch program, educational tools, arts and crafts projects, or incentives.

FOOD ALLERGY GUIDELINES, REGULATION (Cont.)

8. Identify school personnel who are properly trained to administer medications in accordance with state nursing and Good Samaritan laws governing the administration of emergency medications.

9. Coordinate with the school nurse to assure that medications are stored appropriately (easily accessible, secure location such as the main office) and that an emergency kit is readily available and contains a physician's standing order for epinephrine.

10. Practice the food allergy action plan as a drill to assure the efficiency/effectiveness of the plan. Emergency protocols shall be updated as needed with team participation.

11. Review the food allergy action plan with core team members and physician as soon as possible following a reaction.

12. Work with bus companies to determine appropriate management of transportation needs.

13. Discuss planned field trips as a team to decide appropriate strategies for managing the child's food allergy. Encourage parents of the child to participate as chaperones.

14. Take seriously threats or harassment against an allergic child.

Everyone's Responsibility

1. Read information made available by the school regarding food allergies. Any questions regarding the food allergy guidelines should be directed to the school principal or school nurse.

2. Understand the seriousness of food allergies and consider how food choices may impact the lives of severely allergic students.

3. Promote understanding, acceptance, and compassion.

LATEX GLOVE USE
(REGULATION)

Symptoms of Latex Allergy

Latex allergies can produce a variety of symptoms, including skin redness, hives, itching, runny nose, sneezing, itchy eyes, scratchy throat, and asthma. While many cases are mild, in severe cases, exposure to latex may result in anaphylactic shock, a life-threatening condition. Symptoms may occur within minutes of exposure to latex or, in the case of allergic skin reactions, take up to two days to become evident.

Occurrence of Latex Allergies

Food service employees who repeatedly use latex gloves may be at risk of developing sensitivity to latex, which could result in their becoming allergic to a wide range of latex containing products. There is a concern that if food service employees continue to use latex gloves, a significant percentage may develop allergies to latex.

Consumers who are sensitized to latex can be at risk if they consume food that has been handled by workers wearing latex gloves. The allergens from the gloves can be transferred to the food and may cause a reaction in allergic individuals. Although reactions appear to be rare, sensitized people may be at risk of experiencing an allergic reaction should they eat food that has been handled with latex gloves.

Recommendations

Employees in school cafeterias should avoid the use of latex gloves. Good substitutes for latex gloves are available and include vinyl, nitrile, polyvinyl, chloroprene, or polyethylene gloves, and deli tissues and tongs. As always, good hand washing practices are critical in food service operations.

District employees, patrons, and students who have a sensitivity to latex or who have latex allergies should advise appropriate school employees.

PROCUREMENT

It is the policy of the Elgin Board of Education to follow acceptable practices in the procurement of food, products, supplies, or equipment with state and federal funds for this school district. Acceptable practices are those set forth in federal law, Oklahoma statutes, and Department of Education regulations.

No employee, officer, or agent of this school district shall participate in the selection of or in the award or administration of a contract for procurement if a conflict of interest, real or apparent, would be involved.

Conflicts of interest arise when any of the following has a financial or other interest in the firm selected for the award:

The employee, officer, or agent;
Any member of his/her immediate family;
His/her partner;
An organization which employs or is about to employ any of the above.

Officers, employees, and agents of this school district shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements. Prohibited favors include purchasing items for personal use at cost or at retail value from a vendor.

Officers, employees, contractors, and agents are expected to be aware of the penalties established by the Anti-Kickback Act of 1974 as codified by Oklahoma Statutes, Title 74, Section 3401, et seq.

The superintendent is directed to establish a regulation setting forth acceptable procurement procedures for this district.

REFERENCE **Oklahoma Department of Education Directive, dated June 6, 1988**
74 O.S. §3401, et seq.
7 CFR § 3016
2 CFR § 200.318

PROCUREMENT
(REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the procurement of products, equipment or supplies that are purchased with federal funds for this school district.

The method of procurement used will be determined by the aggregate amount of goods, equipment, and services purchased. "Aggregate" is defined as any purchase or group of purchases, e.g., milk and milk products, bread, canned and staple foods, fresh and frozen meats, etc., capable of being secured from a single source on a given date or during a purchase period. The procurement methods that will be used by this school district to purchase the goods, equipment, and services required by the program are as follows:

1. Small Purchase Procedures will be used to purchase goods, equipment, and services where the aggregate cost is less than $150,000, and fresh produce regardless of aggregate amount. Such procedures shall be utilized on an annual basis by the school district.

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

   A. The goods, equipment, or services to be purchased must be adequately and consistently described for each prospective supplier so that each one can provide price quotes on the same merchandise or service;

   B. Written or verbal "requests for quotations" for the goods, equipment, or services to be purchased may be made;

   C. An adequate number of qualified sources must be contacted to provide such quotes. NOTE: The term "adequate number" is determined by local market conditions;

   D. Responses to "requests for quotations" can be in either written form or verbal with a written confirmation;

   E. Cost plus a percentage of cost method of purchasing is prohibited;

   F. Price quotation responses will be retained by this school district with other program documentation and records for a period of five years after the end of the fiscal year to which they pertain.

2. Competitive Sealed Bids (Formal Advertising) will be used to purchase goods, equipment, and services where the aggregate cost is $150,000 or more, and when the selection of a successful supplier can appropriately be made principally on the basis of price. NOTE: Breaking up purchases with the intent of circumventing formal advertising procedures is contrary to federal procurement regulations. Any change in the district's normal purchasing practices, which results in the aggregate amount of purchases becoming less than $150,000, must be documented for review and audit purposes.

   When competitive sealed bids are used, the following conditions, stipulations, and terms must be met:

   A. The invitation to bid will be publicly advertised;

   B. Bids will be solicited from an adequate number of known suppliers in sufficient time prior to the date set for the opening of the bids;

PROCUREMENT, REGULATION (Cont.)

C. The invitations for bid will clearly define the goods, equipment, or services needed in order for the bidders to be able to properly respond. This includes product specifications and general purchasing conditions;

D. All bids will be opened publicly at the time and place stated in the invitations for bid;

E. A firm, fixed-price contract award will be made by written notice to the responsible bidder whose bid is lowest, assuming the bid conforms to the requirements in the invitation for bid;

F. Where specified in the bidding documents, factors such as discounts, transportation costs, and life cycle costs (for equipment), if applicable, will be considered in determining which bid is lowest;

G. Payment discounts will only be used to determine the low bid when prior experience of the school district indicates that such discounts are generally taken;

H. Any and all bids may be rejected when there are sound documented reasons that the best interest of the program will not be served by the potential suppliers;

I. Cost plus a percentage of cost method of contracting is prohibited;

J. All bids received must be documented and such documentation shall be maintained by this school district with other program records for five years after the end of the fiscal year to which they pertain.

3. Competitive Negotiation can be used when competitive sealed bids are determined to be inappropriate, infeasible, or impossible. This method of procurement is commonly used for the acquisition of professional services. The document used to solicit bids is commonly referred to as a request for proposal.

When competitive negotiation is used, the following conditions, stipulations, and terms must be met:

A. Proposals will be solicited from an adequate number (at a minimum, two) of qualified sources to permit reasonable competition;

B. The request for proposal will be publicized and reasonable requests by other sources to compete must be honored to the maximum extent possible;

C. The request for proposal will identify all significant evaluation factors, including price or cost where required, and their relative importance;

D. This school district will provide a mechanism: (1) for technical evaluation of the proposals received; (2) to determine which responsible bidders will be contacted for further written and verbal discussions; and (3) for selection of contract award;

PROCUREMENT, REGULATION (Cont.)

E. The contract will be awarded to the responsible bidder whose proposal is most advantageous to the school district when price or other factors are considered;

F. Cost plus a percentage of cost method of contracting is prohibited;

G. All requests for proposals received must be documented and such documentation shall be retained by the school district with other program records for five years after the end of the fiscal year to which they pertain.

4. Noncompetitive Negotiation is procurement through solicitation of a proposal from only one source and can only be used when the procurement is not feasible under small purchase procedures, competitive sealed bids (formal advertising), or competitive negotiation. The decision to use noncompetitive negotiation must be justified in writing and be available for audit and review. As with the methods of procurement, such documentation must be maintained with other program records for five years after the end of the fiscal year to which they pertain, and cost plus a percentage of cost method of contracting is prohibited.

   Circumstances under which a procurement may be made by noncompetitive negotiations are limited to the following:

   A. The merchandise or service is available only from a single source;

   B. A public emergency exists and the urgency for the requirement will not permit the delay involved with competitive sealed bids (formal advertising) or competitive negotiation;

   C. After solicitation from a number of sources, competition is found to be lacking.

TELEPHONES

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

School staff may possess, without permission, wireless telecommunications devices on school property or while attending any school-sponsored activities on or off school property. Wireless telecommunications devices include, but are not limited to, beepers, pagers, and cellular telephones. Devices should be turned off while teachers are in their instructional setting with students. Devices may not be used while the teacher or other staff are in control of students unless needed for an emergency or needed for duties and responsibilities of that position. Devices that include imaging capabilities shall not be utilized to take any photographs or create digital images on school premises.

Therefore, the superintendent is directed to establish a regulation to provide reasonable access to telephones for both students and staff.

TELEPHONES
(REGULATION)

In accordance with the telephone policy of the board of education, the following regulation shall govern the use of telephones by students and staff.

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 reimburse the district for the cost.

CELLULAR TELEPHONES AND OTHER WIRELESS TELECOMMUNICATIONS DEVICES

It is the policy of the Elgin Board of Education that a cellular telephone will be provided for use by designated personnel of this school district. The district may elect to issue certain communications devices to employees in order increase the efficiency of district operations. Issuance and use of district wireless telecommunications devices and other communication equipment shall be subject to the rules established by the superintendent and approved by the board.

Therefore, the superintendent is directed to establish a regulation to provide reasonable access to a cellular telephone or other communication devices by designated personnel.

DISTRICT-OWNED COMMUNICATIONS DEVICES (REGULATION)

In accordance with the policy of the board of education, the following regulations shall govern the use of cellular telephones and other approved wireless communications devices by students and staff.

1. Communications devices owned and issued by the school district may include, but not be limited to, cellular telephones, "Walkie-Talkies," personal digital assistants (PDAs), wireless laptop computers, CB radios either installed in vehicles or handheld, and pagers/beepers.

2. The use of approved communications devices will be carefully controlled and monthly itemized statements will be reviewed.

3. The communications devices will be kept in the office of the superintendent and may be checked out of the office by an activity sponsor or his/her adult designee.

4. It will be necessary for the sponsor or his/her adult designee to sign a checkout sheet upon receiving possession of a communications device and to sign in upon returning the communications device to the office of the superintendent.

5. Use of district-owned communications devices will be limited to school business use only and are not intended for personal use. Personal telephone calls are prohibited and all personal usage will be reimbursed to the district. Communications devices shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, in-services, or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of personal health or safety involved.

6. The cost of school business use of approved communications devices will be borne by the Elgin School District.

7. A written record of all personal cellular telephone calls is to be kept with the cellular telephone and turned in to the business manager after each use.

8. The person responsible for checking out a communications device will be responsible for the security and safekeeping of that communications device, and exercise reasonable efforts to ensure that the communications device is not lost, stolen, or damaged. Reckless or irresponsible use of district-owned communications devices resulting in loss or damage may result in the employee/designee being held responsible for the associated costs of replacement or repair.

9. In no case will any communications device issued by the district provide for a wireless, unfiltered connection to the Internet or which has the capability to take photographs of any kind.

10. District-owned communications devices are to be surrendered to the district immediately upon request.

DISABILITY ACCOMMODATIONS

It is the policy of the Elgin Board of Education to take reasonable steps to accommodate our patrons and students with disabilities.

Each facility or part of a facility constructed by, on behalf of, or for the use of the district will be designed and constructed in such manner that the facility or part of the facility is readily accessible to and usable by persons with disabilities. Alterations of facilities that affect or could affect their usability will, to the maximum extent feasible, be altered in such a manner that the altered portion is readily accessible to and usable by persons with disabilities.

This school district prohibits discrimination in any form against any person, persons, organizations, or other entity. Employment opportunities will not be withheld from any qualified person solely because of a known disability. The school district will make reasonable accommodations to the known physical or mental limitations of a qualified person, unless it can be shown that the accommodation would impose an undue hardship on the operation of this school district. This school district does not require pre-employment medical examinations except for bus drivers.

For the purposes of this policy, the term "reasonable accommodation" shall mean making existing facilities used by employees readily accessible to and usable by individuals with disabilities; and job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment, modifications of examinations and training, the provision of qualified readers, and other similar and reasonable accommodation.

In order to disseminate the content of this policy to all school district employees, the superintendent is directed to post appropriate notices in those common areas where employees may expect to find such notices.

REFERENCE: Public Law 101-336, The Americans With Disabilities Act (ADA)
70 O.S. §13-101, et seq.

DISABILITY ACCOMMODATIONS PROCEDURES

Any employee, student, or patron who believes that he or she has been discriminated against is encouraged to file a written complaint in accordance with district policies and procedures.

Should any employee, student, or patron have a disability for which reasonable accommodation is sought under federal or state law, he or she shall notify the ADA coordinator in writing describing the nature of the disability, why an accommodation is needed, and suggested possible accommodations.

The ADA coordinator shall investigate the request to determine, among other things, whether the disability is legally protected under federal or state law, whether it affects an essential job function, what reasonable accommodations are available, and the cost to the district. After conferring with the employee, student, or patron, a recommendation shall be made by the ADA coordinator. A report will be prepared and submitted to the superintendent.

If requested in writing, the superintendent shall review the report and recommendation and either accept, modify, or reject the recommendation, providing reasons for the decision.

If the employee, student, or patron is not satisfied, written request for a hearing before the board of education may be filed. The hearing shall be held within 60 days of receipt of the written request.

This procedure is not intended to apply to complaints or other due process hearings held pursuant to the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act. Complaints or hearings held pursuant to such acts shall be conducted in accordance with applicable federal or state law or regulations or the applicable policy of this district.

REFERENCE: Public Law 101-336, The Americans With Disabilities Act (ADA)

FAIR LABOR STANDARDS ACT

The Elgin Board of Education will comply fully with the Fair Labor Standards Act, its regulations, and relevant court decisions. This district will inform employees of the Act through proper posting of information as disseminated by the U.S. Department of Labor. The district will cooperate with all state agencies and maintain compliance.

The superintendent is directed to prepare a regulation supporting this policy and implementing the provisions of the Fair Labor Standards Act subject to approval of this board.

REFERENCE: Fair Labor Standards Act
State Department of Education, Outline for FLSA Policies

FAIR LABOR STANDARDS ACT (REGULATION)

In accordance with the policy of the board of education, the following regulation shall insure compliance with the Fair Labor Standards Act within this school district.

1. This district will pay all nonexempt employees at least the federal minimum wage and time and a half for all hours worked which exceed 40 hours per week, or permit compensatory time off at the rate of one and one-half hours off duty for each overtime hour worked. Provided, however, that for any overtime hours to be credited for overtime pay such overtime hours must be approved in advance by that employee's designated superior. Failure to get approval for overtime may result in disciplinary action being taken, which may include termination of employment.

2. This district will inform employees of the law by posting information disseminated by the U.S. Department of Labor.

3. This district shall establish, through separate administrative regulations, the process of time keeping and procedurally complying with the Act.

SEXUAL HARASSMENT

The policy of this school district forbids discrimination against any employee or applicant for employment on the basis of sex. The Elgin Board of Education will not tolerate sexual harassment by any of its employees. This policy applies to non-employee volunteers whose work is subject to the control of school personnel.

General Prohibitions

1. Unwelcome Conduct of a Sexual Nature

   A. Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.

   B. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.

   C. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

2. Sexual Harassment

   For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

   A. Submission to the conduct is made either an explicit or implicit condition of employment;

   B. Submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or

   C. The conduct substantially interferes with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

Specific Prohibitions

1. Administrators and Supervisors

   A. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.

   B. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.

SEXUAL HARASSMENT (Cont.)

2. Non-administrative and Non-supervisory Employees

   It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions as described below.

Report, Investigation, and Sanctions

1. It is the express policy of the board of education to encourage victims of sexual harassment to come forward with such claims. This may be done through the Employee Grievance policy.

   A. Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the alleged offending person, the report will be made to the next higher level of administration or supervision, unless it is the superintendent who is the alleged offender. In which case, the complaint shall be referred to the board president.

   B. Employees are also urged to report any unwelcome conduct of a sexual nature by supervisors or fellow employees if such conduct interferes with the individual's work performance or creates a hostile or offensive working environment.

   C. Confidentiality will be maintained; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.

3. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.

REFERENCE: **Title VII of the Civil Rights Act of 1964**
29 CFR §1604.1, et seq.
34 CFR Part 106
20 USC §§1681-1688
29 USC §794
42 USC §§2000d-2000d-7
42 USC §§2000e-2000e-17
42 USC §2000e-2

NONDISCRIMINATION

The Elgin Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student or a visitor.

The board directs the superintendent of schools to prepare necessary rules, regulations, and procedures to insure that all local, state, and federal laws, regulations, and guidelines are followed.

The following statement will be included in all course announcements, bulletins disseminated to all students, materials used for recruiting or describing programs and training, application or enrollment forms, brochures, and catalogs:

> "The Elgin Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, age, qualified handicap, or veteran status."

Inquiries concerning application of this policy may be referred to the superintendent who is the Title IX/504/ADA Coordinator.

District	Street Address
Telephone	City, State, Zip

REFERENCE: **Oklahoma Constitution, Article 1, Section 6**
Title 6, Title 7, Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972
Executive Order 11246, as amended by Executive Order 11375
Equal Pay Act, as amended by the Education Amendments of 1972
Rehabilitation Act of 1973, §504
Education for All Handicapped Children Act of 1975
Immigration Reform and Control Act of 1986
Americans With Disabilities Act of 1990, 42 U.S.C. §12101
Individuals With Disabilities Education Act, 20 USC §1400, et seq.

DISCRIMINATION COMPLAINTS PROCEDURES

The following procedures will be used by any person, including personnel and students for the filing, processing, and resolution of alleged discrimination complaints.

Definitions

1. Discrimination Complaint: A written complaint alleging any policy, procedure, or practice to discriminate on the basis of race, color, religion, national origin, sex, qualified handicap, veteran status, or other perceived discrimination.

2. Student Grievant: A student of the Elgin Public School District who submits a complaint alleging discrimination based on race, color, religion, national origin, sex, or qualified handicap.

3. Employee Grievant: An employee of the Elgin Public School District who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran status.

4. Public Grievant: Any person other than a student or employee or employment applicant who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran status.

5. Title IX, 504 and ADA Coordinator (Coordinator): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans With Disabilities Act of 1990, and other state and federal law addressing equal educational opportunity. The Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.

6. Respondent: The person alleged to be responsible for the violation alleged 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.

7. Day: Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

Pre-Filing Procedures

Prior to the filing of a written complaint, the grievant is encouraged to visit with the high school principal, and reasonable effort should be made to resolve the problem or complaint.

DISCRIMINATION COMPLAINTS, PROCEDURES (Cont.)

Filing and Processing Discrimination Complaints

1.	Grievant	Submits written complaint to Coordinator stating name, nature and date of alleged violation; names of persons responsible (where known); and requested action. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available in all school offices.
2.	Coordinator	Notifies respondent within 10 days and asks respondent to: 1. Confirm or deny facts, 2. Indicate acceptance or rejection of grievant's requested action, or 3. Outline alternatives.
3.	Respondent	Submits answer within 10 days to Coordinator.
4.	Coordinator	Within 10 days after receiving respondent's answer, Coordinator refers the written complaint and respondent's answer to the building principal. The Coordinator also schedules a hearing with the grievant, the respondent, and the building principal.
5.	Principal, Grievant, Respondent, & Coordinator	Hearing is conducted.
6.	Principal	Within 10 days after the hearing, issues a written decision to the grievant, respondent, and Coordinator.
7.	Grievant or Respondent	If the grievant or respondent is not satisfied with the decision, the Coordinator must be notified within 10 days and a hearing with the superintendent requested.
8.	Coordinator	Within 10 days of receiving a request for a hearing, schedules a hearing with the grievant, respondent, and superintendent.
9.	Superintendent, Grievant Respondent, & Coordinator	Hearing is conducted.
10.	Superintendent	Issues a decision within 10 days following the hearing.
11.	Grievant or Respondent	If the grievant or respondent is not satisfied with the decision, the Coordinator must be notified within 10 days and a hearing with the board requested.

DISCRIMINATION COMPLAINTS, PROCEDURES (Cont.)

12.	Coordinator	Notifies board within 10 days after receiving a request for hearing. Coordinator schedules the hearing with the board. The hearing is to be conducted within 30 days from the date of notification to the board.
13.	Board of Education or hearing panel established by the board, Grievant, Respondent, & Coordinator	Hearing is conducted.
14.	Board of Education	Within 10 days after the hearing, issues a final written decision regarding the validity of the grievance and any action to be taken.

General Provisions

1. 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 that the complaint is filed until the complaint is resolved shall be not more than 180 days.

2. Access to Regulations: The Elgin Public School District shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified handicap, or veteran status upon request.

3. Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personnel files. Complaint records shall be maintained on file for three years after complaint resolution.

4. If respondent and principal are the same person, the above procedures are adjusted accordingly with the first hearing being with the superintendent.

5. The middle school principal shall serve as an alternate Coordinator.

GRIEVANCE PROCEDURE
GENDER DISCRIMINATION

It is the policy of the Elgin Board of Education that the superintendent shall serve as Title IX coordinator for this school district. The superintendent shall direct the implementing of educational amendments and regulations as it pertains to prohibition of gender discrimination in education, and shall prepare a regulation governing gender discrimination grievance procedures.

The board shall appoint on a periodic basis a gender discrimination grievance committee that shall consist of an administrator, a parent, and a member of the certified teaching staff.

TITLE I, ESEA
COMPLAINT RESOLUTION

Any parent, individual, or organization with a complaint with regard to the Title I program at Elgin Public Schools may make the complaint known to the superintendent of schools in written form by filling out part I of the form, "Investigation Report on the Administration of ESEA Title I Program Activities." Within 30 days of receipt of the complaint, Elgin Public Schools will conduct an investigation of the allegations. The investigation shall include opportunities for the complainant or the complainant's representative to present evidence and question witnesses. Subsequent to the investigation, a report of findings will be filed with the State Department of Education and the complainant.

If the complaint has not been resolved to the satisfaction of the complainant, a hearing shall be conducted by the Elgin Board of Education within 30 days of receipt of written request for such a hearing. The hearing shall include opportunities for the complainant or complainant's representative to present evidence and question witnesses.

The complainant has the right to appeal the decision of the Elgin Public Schools to the State Department of Education, Compensatory Education Section, Oklahoma City, Oklahoma 73105.

A complaint made directly to the State Department of Education (SDE) without previously being filed with this school district will be reviewed by the SDE to determine if an investigation is warranted by the SDE because of the seriousness of the complaint or if the complaint shall be returned to the complainant to be filed with this school district. Complaints forwarded to this district shall be investigated within 30 days of receipt of the complaint by this district.

INVESTIGATION REPORT ON THE ADMINISTRATION OF ESEA TITLE I PROGRAM ACTIVITIES

1. **Complainant**
   - A. Name and Title
   - B. Address (*include ZIP code*)
   - C. Date complaint filed
   - D. Description of alleged violation(s)
   - E. From the list below, identify (check) the areas in which the complainant indicates violations of Title I regulations

§ A. Selection of attendance areas
§ B. Needs assessment
§ C. Selection of Title I participants
§ D. General aid
§ E. Supplanting state and local funds
§ F. Involvement of parents
§ G. Services provided private school children
§ H. Evaluation of Title I projects
§ I. Services to children living in institutions for neglected or delinquent children
§ J. Effect of Title I program on cultural or racial isolation
§ K. Coordination of resources with other programs
§ L. Dissemination of public information on Title I programs
§ M. Reporting requirements
§ N. Comparability
§ O. Other (specify)

FOR EACH AREA CHECKED, PROVIDE A DETAILED STATEMENT OF THE ESSENTIAL FACTS CONCERNING THE NATURE AND EXTENT OF THE VIOLATIONS. (If necessary, continue on attachments.)

_____
Signature of Complainant

2. **School District**
   - A. Name
   - B. Address (*include ZIP code*)
   - C. Total LEA Title I allocation
   - D. Fiscal Year
   - E. Name of Title I project coordinator at school district
   - F. Superintendent of school district
   - G. Population of school district

3. **Review Team**
   - A. Name and address of local officials conducting this investigation
   - B. Date of Investigation (*beginning and ending*)

	Mo.	Day	Year
BEGINNING			
ENDING			

   - C. Identify all Title I documents reviewed (*i.e., application proposal, evaluation reports, parental council records, fiscal control and accounting records, financial and audit reports, etc.*)
   - D. Indicate action taken to insure proper resolution of the complaint and of any deficiencies noted during the investigation (*if necessary, continue on attachments*)
   - E. Describe corrective action, if any (*if necessary, continue on attachments*)

Type or print name of superintendent	Signature of superintendent			Date Signed
Name of person who prepared this report	Area Code	Telephone Number	Extension	Date Prepared

RECORDS INVESTIGATION

The Elgin Board of Education believes that it has a responsibility to employ only those persons who are qualified in every respect. The board further believes that it should avail itself of means and methods provided by the legislature to assist in the selection of employees. Therefore, it is the policy of this board of education that a felony records check shall be conducted of all prospective employees. A written consent will be required from the prospective employee consenting to a felony records check to be conducted as authorized by Oklahoma law. The records check shall be initiated by the school district's written request, through the superintendent, to the State Department of Education. Effective November 1, 2012, the school district may contract with a third-party vendor who is a member in good standing with the National Association of Professional Background Screeners to perform any and all employment screenings, background checks, and credit checks.

Any person applying for employment as a substitute teacher shall only be required to have one such felony records search for the school year. Upon request of the substitute teacher, that felony records search results may be sent to any other school district in which the substitute teacher is applying to teach. The board of education may choose whether to require a national criminal history record check from a prospective substitute teacher who has been employed by the school district in the last year.

Any person employed as a full-time teacher by a school district in Oklahoma in the five (5) years immediately preceding an application for employment as a substitute teacher may not be required to have a national criminal history record check, if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was last employed stating the teacher left in good standing.

Any person employed as a full-time teacher by a school district in Oklahoma for ten (10) or more consecutive years immediately preceding an application for employment as a substitute teacher in the same school district is not required to have a national criminal history record check for as long as that person remains employed for consecutive years by that school. If the substitute teacher wishes to work in another Oklahoma school district, a national criminal history background check will be required.

If the applicant for employment meets all other criteria for employment in this school district, the applicant may be employed on a temporary basis for a maximum of sixty (60) days pending receipt of the felony records search results. The temporary employment of the prospective employee shall terminate after sixty (60) days unless the school district receives the results of the national criminal history records check. The sixty (60) day temporary employment period shall begin on the first day the prospective employee reports for duty at the employing school district. If the applicant is offered permanent employment following the review of the records search, the search fee will/will not be reimbursed in full.

REFERENCE: 70 O.S. §5-142

FELONY RECORDS SEARCH PROCEDURES

Pursuant to 70 O.S. §5-142, the Elgin School District will obtain the results of a national felony record search of the name and fingerprints of every prospective school district employee. During the first interview with each employment applicant, the applicant will be advised that:

1. The school district requires a national felony record search of every prospective employee's name and fingerprints as a condition of employment;

2. To enable the school district to request the search and obtain the results, the applicant must complete and sign an Authorization and Release form provided by the school district;

3. The school district will request a felony record search only if the superintendent of schools recommends employment of the applicant;

4. If the superintendent of schools recommends employment of the applicant, the applicant must pay the search fee, which will not exceed $50;

5. The school district will reimburse the applicant for the search fee unless the search discloses a prior felony offense conviction;

6. If the superintendent of schools recommends employment of the applicant, the applicant must permit the Oklahoma State Bureau of Investigation to fingerprint the applicant; and

7. The applicant, if placed on duty prior to receipt of the felony search results, will be classified as a temporary employee until the school district is notified that the search is clear of any felony record.

If the felony records search reveals a prior felony offense conviction or if the applicant provides a false response to one or more of the questions on the Authorization and Release, the applicant will be denied employment and, if placed on duty prior to receipt of the search results, will be deemed to have resigned from employment with the school district, effective upon acceptance by the board of education. The board of education may accept any employee's resignation at any time within thirty (30) days after the date the school district is notified of either the unsatisfactory search results or learns of the applicant's false response, whichever is later. Under these circumstances, the employee waives any due process procedures that might otherwise be available under federal and state law and school district policies and procedures.

The school district will also request a national felony record search of the name and fingerprints of any current school district employee if the board of education recommends a search of that employee's felony record.

RECORDS INVESTIGATION

CONSENT

The name and fingerprints of an applicant for employment with this school district may be submitted to the Oklahoma State Bureau of Investigation for a state and/or national felony records search. Such a search will require that you be fingerprinted by the OSBI, or designee, and that you pay the cost of the search up to $50.00. If you are subsequently employed or are employed for a temporary period pending the receipt of the search results, then the district will reimburse you for the cost of the search. The school district may conduct a national felony records search of any current school employee if the board of education recommends the search.

I state that I have read the above requirements and do consent to being fingerprinted. I will pay the fee for an OSBI felony records search if so requested by the school district.

Signed this _____ day of _____, _____.

_____
Applicant

OKLAHOMA STATE DEPARTMENT OF EDUCATION
APPLICATION FOR CRIMINAL HISTORY RECORD SEARCH

PART I
Personal Information of Individual Being Investigated

In accordance with Oklahoma State Statute Title 70 §5-142, the State Board of Education requests criminal history information on:
(Please type or print plainly in ink, do not use pencil. Scratch-outs, mark-overs, or whiteouts are not allowed. All information must be provided.)

Name (Print) _____
(last) (first) (middle)

AKA or Maiden Name (if applicable) _____ Social Security Number _____

Date of Birth _____ RACE _____ SEX _____

PART II
Superintendent's Request for Criminal History Record Search

The undersigned certifies that the information will not be disseminated except in compliance with Title 70 O.S. §5-142, and that the local board of education has approved the requesting of said information.

_____ _____
(School District Name) (Applicant's Position)

_____ _____
(School District Address) (Identify if Child Care Worker)

_____ _____
(School District Address) (School District Telephone Number)

_____ _____
(Superintendent or Designated Agent) (Date)

Select Type of Search (State or National) and Method of Payment

☐ **State Search** **Fee: $15**
(Searched by: Name, Social Security Number, and Date of Birth)
(Provides information of arrest, charges and/or convictions of serious misdemeanors or felonies that occurred in Oklahoma and were reported to the Oklahoma State Bureau of Investigation [OSBI])

☐ **National Search** **FEE: $41**
(Searched by: Fingerprints, Name, Social Security Number, and Date of Birth)
(Provides information of arrest, charges and/or convictions of serious misdemeanors or felonies reported to the Federal Bureau of Investigation [FBI] by all states)

Method of Payment:
(Select One)
☐ Money Order or Certified Check **(payable to the OSBI)**
☐ Public School District Purchase Order Number: _____

NOTE: All criminal history record information provided by the Oklahoma State Bureau of Investigation is based upon fingerprints taken by the contributing law enforcement or criminal justice agency at the time of arrest and/or incarceration. This information is furnished by the OSBI in compliance with the Oklahoma Open Records Act, 51 O.S. §24A.1., et seq., and may include arrest and/or conviction data for serious misdemeanors and felonies.

PART III

STATE DEPARTMENT OF EDUCATION USE ONLY

The undersigned certifies the State Board of Education has received this application from an approved requester.

_____
(Director, School Personnel Records)

_____
(Date)

OSBI USE ONLY

TEMPORARY CONTRACT
NOTICE OF LIMITED EMPLOYMENT

It is agreed by the employee and the Elgin School District that employment will begin as of the date below even though the results of the requested felony records search have not yet been received. It is specifically agreed by the district and the employee that the attached contract provides employment only up to the time the pending requested felony records search report is received by the district and that the **employee has no contractual or property rights of whatever nature in continued employment with the district past the receipt and review of the felony records search report or 60 days from the first day of district employment if no such report is received, whichever occurs earlier.** If the felony records search shows that the employee has a felony record, then the district, through its superintendent, will void this contract and will immediately terminate employment without further notice or hearing. Employment will automatically end if the felony records search report is not received within 60 days of the first day of service of employment duties. It is agreed that this temporary contract shall supersede any and all statements made otherwise in the attached regular employment contract.

If the felony records search report is received and shows no felony record, the employee and district shall enter into an employment contract. If a felony conviction is shown on the report, then employment will end when the report is received, unless the district, through its superintendent, decides to offer continued employment to the employee.

I acknowledge that I have read the above statement, that I understand my employment may cease prior to 60 days if the felony records search report shows a felony conviction, and that my employment will terminate at the end of 60 days if no felony search record is received during that time period.

Signed this _____ day of _____, ____.

_____

Temporary Employee

DO NOT SIGN A REGULAR CONTRACT WITH THE EMPLOYEE UNTIL THIS 60-DAY AGREEMENT EXPIRES.

AUTHORIZATION AND RELEASE

This authorization and release is executed under penalty of perjury on the _____ day of _____, ___, by _____, applicant for employment ("Applicant") with the Elgin School District No. ___, Comanche County, Oklahoma (School District).

Applicant understands that the School Districts' receipt of a clear state or national felony record search of his/her name and fingerprints is a condition of employment with the School District. Because Applicant desires employment with the School District, Applicant authorizes the School District to request and obtain the results of an Oklahoma or national felony record search of Applicant's name and fingerprints. Applicant hereby releases Applicant's felony record search results to the School District. Applicant also releases the 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 the School District's felony record search 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
1.	Entered a plea of guilty or nolo contendere to a state or federal felony charge?	____	____
2.	Been convicted of a state or federal felony offense?	____	____
3.	Been charged with a state or federal felony offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere?	____	____
4.	Entered a plea of guilty or nolo contendere to, or been convicted of, a state or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity?	____	____

Applicant understands that if Applicant is hired by the School District prior to receipt of the results of the felony record search, Applicant will be classified as a temporary employee until notified otherwise by the superintendent of schools. Furthermore, Applicant understands that if the felony record search reveals a prior felony offense conviction or if Applicant provides a false response to one or more of the above questions, then Applicant will be denied employment. If Applicant is employed prior to receipt of the search results that reveal a prior felony, then Applicant is deemed to have resigned Applicant's temporary employment with the School District, effective upon acceptance by the board of education. The board of education may accept Applicant's resignation at any time within 30 days after the date the School District was notified of either the unsatisfactory search results or the false response, whichever is later. 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 the School Districts' policies and procedures.

_____

Applicant's Signature

AUTHORIZATION AND RELEASE (Cont.)

VERIFICATION

STATE OF OKLAHOMA)
)§
COUNTY OF _____)

_____, Applicant, of lawful age and being first duly sworn upon oath, deposes and states that Applicant is familiar with the statements set forth above; that Applicant has read the foregoing Authorization and Release; and Applicant states that all the matters therein set forth are true and correct.

_____
Applicant

SUBSCRIBED AND SWORN to before me this _____ day of _____, _____.

_____
Notary Public

My Commission Expires:

_____
(Seal)

TEACHER ASSISTANTS

It is the policy of the Elgin Board of Education that teacher assistants are support employees entitled to due process prior to nonrenewal or termination of employment. Applicants must possess the required level of requisite skills as prescribed in the appropriate State Department of Education regulation except that a teacher's assistant or a volunteer will be used for each class of kindergarten through second grade which has more than 20 students and in which twenty percent of the students are eligible to participate in the National Child Nutrition Act.

Teacher assistants are paraprofessionals within the school district. All paraprofessionals must have earned a high school diploma or its equivalent. Paraprofessionals hired after January 7, 2002, to work with identified Title I students must have completed at least two years of study at an institution of higher education; obtained at least an associate's degree; or met a rigorous standard of quality and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, or mathematics or the instruction of readiness of these subjects. Paraprofessionals working with identified Title I students who were hired before January 8, 2002, have until the end of the 2005-2006 school year to meet these standards. The district will not hire Title I paraprofessionals who do not meet these standards. If the district becomes a school-wide Title I school district, all paraprofessionals in the district must meet these standards.

Exception to these requirements may be made with regard to paraprofessionals who act as translators or who coordinate parent involvement activities.

The superintendent and/or staff development committee shall develop an appropriate in-service training program for teacher assistants.

Teacher assistants are employed so that the professional teachers may direct their energies to the students' education. The basic objectives for the use of teacher assistants are:

1. To make it possible for teachers to use more variety in structuring classroom activities which will result in more meaningful education for children and youth.

2. To enable the teacher to do more creative teaching, and to use a greater variety of instructional media.

3. To enable the teacher to develop effective programs focusing upon the individual needs of each student.

4. To provide increased time for individualizing instruction, evaluating learning situations, student counseling and guidance for other instructional activities that will improve educational opportunities for boys and girls.

5. To relieve teachers of the numerous semi- and non-professional tasks which have become cumulative and which have come to consume a disproportionate amount of the teacher's time and energies.

The principal and supervising teacher are jointly responsible for making final decisions related to the duties and responsibilities to be assigned to an assistant. Assistants are not to discipline children. Classroom discipline shall be left to the certified teacher or building principal.

TEACHER ASSISTANTS (Cont.)

Teacher assistants will only be used to perform, or assist a classroom teacher to perform, the following duties:

* Hallroom duty
* Bus duty
* Playground duty
* Lunchroom duty
* Extracurricular activities involving school functions
* Other noninstructional duties as the superintendent may prescribe

The duties of teacher assistants may be further restricted or regulated by program requirements of the funding plan under which they are employed:

1. Title I funds provide assistants for the Remedial Reading Program.
2. Title IV-A funds provide assistants for Indian students.
3. Early Childhood Intervention (ECI) funds provide assistants for mainstreamed students with certain specific handicaps that require frequent or constant attention.

REFERENCE: 70 O.S. §6-127, §18-113.1, et seq.
P. L. 107-110, No Child Left Behind Act of 2001

THIS POLICY REQUIRED BY THE NO CHILD LEFT BEHIND ACT.

TITLE I PARAPROFESSIONALS

It is the policy of the Elgin Board of Education that Title I paraprofessionals will be employed for the school term only. If Title I funds are received by the district, employment will be offered if the educational need exists and if the applicant possesses the required level of requisite skills as prescribed in the appropriate State Department of Education regulations and the *No Child Left Behind Act*.

All paraprofessionals must have earned a high school diploma or its equivalent. Paraprofessionals hired after January 7, 2002, must have completed at least two years of study at an institution of higher education; obtained at least an associate's degree; or met a rigorous standard of quality and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, or mathematics or the instruction of readiness of these subjects. Paraprofessionals hired before January 8, 2002, have until the end of the 2005-2006 school year to meet these standards. The district will not hire Title I paraprofessionals who do not meet these standards.

Exception to these requirements may be made with regard to paraprofessionals who act as translators or who coordinate parent involvement activities.

The superintendent and/or staff development committee shall develop an appropriate in-service training program for paraprofessionals.

Paraprofessionals are employed so that the professional teachers may direct their energies to the students' education. The principal and supervising teacher are jointly responsible for making final decisions related to the duties and responsibilities to be assigned to a paraprofessional. Paraprofessionals are not to discipline children. Classroom discipline shall be left to the certified teacher or building principal.

REFERENCE: P.L. 107

THIS POLICY REQUIRED BY THE NO CHILD LEFT BEHIND ACT.

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

Teachers are charged with the education of the youth of this state. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles.

In recognition of the magnitude of the responsibility inherent in the teaching process and by virtue of the desire for the respect and confidence of their colleagues, students, parents, and the community; teachers are to be guided in their conduct by commitment to students and the profession.

PRINCIPLE I
COMMITMENT TO THE STUDENTS

The teacher must strive to help each student realize his or her potential as a worthy and effective member of society. The teacher must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the teacher:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.

2. Shall not unreasonably deny the student access to varying points of view.

3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.

4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.

5. Shall not intentionally expose the student to embarrassment or disparagement.

6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly:

A. Exclude any student from participation in any program,

B. Deny benefits to any students,

C. Grant any advantage to any student.

This includes antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews.

7. Shall not use professional relationships with students for private advantage.

8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted or required by law.

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)

PRINCIPLE II
COMMITMENT TO THE PROFESSION

The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In order to assure that the quality of the services of the teaching profession meets the expectations of the state and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate that encourages the exercise of professional judgment, achieve conditions which attract persons worthy of the trust to careers in education, and assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist entry into the teaching profession of any person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist an unqualified person in the unauthorized practice of the teaching profession.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decision or actions.

PRINCIPLE III

1. Pursuant to the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemployed for:

   A. Willful neglect of duty.

   B. Repeated negligence in performance of duty.

C . Mental or physical abuse to a child.

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)

D. Knowing and willful failure to report suspected child abuse or neglect;

E. Incompetency.

F. Instructional ineffectiveness.

G. Unsatisfactory teaching performance.

H. Commission of an act of moral turpitude.

I. Abandonment of contract,

J. Conviction of a felony,

K. After a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties, or

L. Failure to earn required staff development points.

2. A career teacher shall not be subject to dismissal or non-reemployment for items A, B, D, E, and F, above unless and until a written admonishment has been issued in accordance with relevant law.

3. A probationary teacher shall not be subject to dismissal or non-reemployment for inadequate teaching performance unless or until a written admonishment has been issued in accordance with relevant law.

4. Temporary teachers, substitute teachers, adult education teachers, and teachers employed in positions fully funded by private or federal grants shall not be protected by the provisions of the Teacher Due Process Act.

5. A teacher convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.

6. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties:

A. "Criminal sexual activity" means the commission of an act defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and

B. "Sexual misconduct" means the soliciting or imposing of criminal sexual activity (70 O.S. §6-101.22).

7. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person has, either in the presence of a minor or in a manner that such person has participated in making available to a minor online, engaged in sexual acts, acts that appeal to the prurient interest in sex as found by the average person applying contemporary community standards, or acts that excessively promote sexuality in light of the educational value of the material and in light of the youngest age of any student with access to said material.

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)

REFERENCE: 70 O.S. §6-101.21, et seq.

NOTE: In accordance with the referenced statutes, a copy of these standards of performance and conduct will be provided to each teacher.

THIS POLICY REQUIRED BY LAW.

CONFLICTS OF INTEREST

In order to protect the public trust and maintain confidence in the fairness of public education, conflicts of interest or even the appearance of conflict must be avoided. Therefore, it is the policy of the Elgin Board of Education that school district personnel shall not engage in any activity that would create a conflict of interest or the appearance of a conflict of interest.

Purpose

The purpose of this policy is, first, to identify activities of employees and board members that may constitute willful neglect of duty and, thus, should be prohibited and, second, to further identify activities that, although they do not constitute prohibited activities, should be disclosed to the superintendent and so create a duty to disclose those activities.

Scope

The policy applies to personnel of all levels within the district, including teachers, administrators, and all other employees. All references to "employees" in this policy shall apply to all of the foregoing.

Use of District Property

Personal property acquired by the district is intended for use by employees of the district within the scope of their employment. Use of school property, including, but not limited to, teaching materials, computer software and hardware, electronic equipment, and other equipment, outside of the scope of the employee's employment is prohibited without the express written consent of the superintendent. The district will consider the use of its property without such consent, even if the user intends to return the property to the district, to be willful neglect of duty and grounds for termination of employment.

Contracts and Business Arrangements

1. Contracts with Board Members

   All employees are expected to be aware of the provisions of 70 O.S. §5-124 with respect to prohibited contracts with members of the board of education. No employee shall enter into a contract or business relationship with any member of the board of education without notifying the superintendent in writing. If the superintendent determines that such business relationship or contract violates this or any other provision of law prohibiting such contracts, the superintendent may prohibit the employee from engaging in the proposed activity. Failure of an employee to comply with this provision or the directive of the superintendent shall be considered willful neglect of duty and grounds for termination of employment.

2. Disclosure of Other Contracts and Business Arrangements

   In addition to the foregoing, the board of education believes that certain business and contractual arrangements by employees, although not in violation of the foregoing statute, create such a potential for conflict of interest that such contracts or relationships should be disclosed to the superintendent. The following contracts or business relationships shall be disclosed in writing to the superintendent:

CONFLICTS OF INTEREST (Cont.)

A. Any two or more district employees who together enter into any business relationship, including, but not limited to, a partnership, corporation, or lessor/lessee relationship.

B. Any employee who has a substantial interest, directly or indirectly, in any person or entity that is providing services or sales of equipment or other goods or commodities to the district where such relationship would result in a direct or indirect monetary benefit to the employee.

Any violation of the foregoing reporting requirements will be considered willful neglect of duty and grounds for termination of employment.

3. Contracts or Employment Relationships Between Employees

District employees are not permitted to have other employees do personal errands or work for them during normal employment hours for personal gain.

District employees who hire or use the services of other district employees for personal benefit during times other than normal employment hours should do so in such a manner as to avoid the appearance that the work or employment is being done as a condition of employment or is being done during normal employment hours. Employees who hire or use the services of other employees are encouraged both to enter into such written agreements or keep such documentation as may be necessary to show that this policy is not being violated and to voluntarily disclose such written arrangements to the board of education through the office of the superintendent. Violation of this section will be considered willful neglect of duty and grounds for termination of employment.

School facilities, such as the bid assistance center, are available to the public at large. District employees who have an interest in businesses that may be using school services available to the public are encouraged to avoid situations that may cause the appearance of impropriety and are discouraged from heavy use of these types of services.

4. Other Prohibited Activities

In addition to the foregoing, the board of education prohibits any employee from receiving a monetary benefit as the result of any contract between a non-employee and the district without disclosure to the superintendent and the consent of the superintendent. Any gifts received by any employee that directly or indirectly relate to his or her employment shall be immediately reported to the superintendent. Violation of these rules will be considered willful neglect of duty and grounds for termination of employment. Without limiting the above, examples of activities that would violate this policy include receipt of gifts or money by employees in exchange for favors or other services rendered or arrangements whereby an employee receives a portion of a full or part-time teacher's salary in exchange for promoting such person for employment. All employees should be aware that such activities may constitute a criminal violation of either state or federal law. One of the purposes of this policy is to enable the district to identify in advance any arrangements that may violate the law.

CONFLICTS OF INTEREST (Cont.)

Outside Activities of Full-time Employees

This portion of the policy applies to full-time employees. A full-time employee shall be construed as any teacher, administrator, support employee, or other employee contracted as a full-time employee with the district and shall include all teachers and other employees who are engaged as full-time employees for only a portion of the year because of summer vacation or any other reason. All full-time employees shall report any outside business activities or employment in writing to the superintendent. The intent of this provision is not to prohibit such activities, but to allow the superintendent to be fully aware of activities that may give rise to violations of other provisions of this policy. Violation of the reporting requirement of this section will be considered willful neglect of duty and grounds for termination of employment.

It is the express policy of the board of education that full-time employees devote their full efforts to their assigned activities during their normal business hours on the campus. Employees are prohibited from engaging in outside business activities or employment while on duty on the campus as such activity can constitute willful neglect of duty and grounds for termination of employment.

ACCOMMODATIONS FOR LACTATING EMPLOYEES

The school district shall provide an appropriate private, secure and sanitary room, other than a restroom, for an employee to express breast milk or breastfeed her child. School administrators shall make available a clean, accessible room with a lock or privacy sign.

The district shall provide lactating employees a reasonable amount of break time to express milk. The employee shall, to the extent possible, take breaks to express milk concurrently with the break times that are otherwise provided to the employee.

Employees must inform the building principal of the need to express breast milk and work collaboratively to develop a plan to accommodate the needs of the employee while ensuring that the employee's students are appropriately supervised.

LEGAL REFERENCE: 70 O.S. § 5-149.3.

DRUG-FREE WORKPLACE

In recognition of the clear danger resulting from drug abuse, and in good faith effort to promote the health, safety, and welfare to employees, students and the community, it is the policy of this school district to provide a drug-free workplace in compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (P.L. 101-226).

The superintendent is directed to develop regulations that shall be incorporated into this policy.

DRUG AND ALCOHOL TESTING PROGRAM
BUS DRIVERS

Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate a school vehicle which transports 16 or more persons, including the driver, or which weighs 26,001 pounds or more. For the purposes of this testing program, the term "employees" includes applicants who have been offered a position to operate a school vehicle.

Employees operating a school vehicle as described above are subject to preemployment drug testing and random, reasonable suspicion, post-accident, return-to-duty, and follow-up drug and alcohol testing. Employees operating school vehicles shall not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy shall be subject to drug and alcohol testing beginning the first day they operate or are offered a position to operate school vehicles and will continue to be subject to drug and alcohol testing as long as they may be required to perform a safety-sensitive function as it is defined in administrative regulations. (See DCCB-R.) Employees with questions about the drug and alcohol testing program may contact the superintendent.

Employees who violate the terms of this policy will be subject to discipline up to and including termination.

It is the responsibility of the superintendent to develop administrative regulations to implement this policy. The superintendent shall also inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment, in the application form, and personally at the first interview with the applicant.

The superintendent shall also be responsible for publication and dissemination of this policy and its supporting administrative regulations to employees operating school vehicles.

DRUG AND ALCOHOL TESTING PROGRAM
BUS DRIVERS
(REGULATION)

The following administrative regulations support the drug and alcohol testing program policy of the board of education. It also establishes and explains the requirements of the district's drug and alcohol testing program required for employees operating school vehicles.

Questions regarding the drug and alcohol testing program policy, these supporting regulations, or the drug and alcohol testing program may be directed to the superintendent, or designee, who will be the school district contact person. The contact person will answer questions from employees and others about the program, receive the test results, receive identification numbers of the drivers and will notify those drivers selected for random testing.

Definitions

Air Blank: A reading by an evidentiary breath testing device (EBT) of ambient air containing no alcohol.

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohols.

Alcohol Concentration (or content): The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicted by an evidentiary breath test under the law.

Alcohol Use: The consumption of any beverage, mixture or preparation, including any medication, containing alcohol.

Breath Alcohol Technician: An individual who instructs and assists drivers in the alcohol testing process and operates an evidentiary breath testing device.

Canceled or Invalid Test: In drug testing, it is a drug test that has been declared invalid by a Medical Review Officer or a specimen that has been rejected for testing by a laboratory. In alcohol testing, it is a test that is deemed to be invalid under the law. A canceled drug test or alcohol test is neither a positive nor a negative test.

Chain of Custody: Procedures to account for the integrity of each urine or blood specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen. With respect to drug testing, these procedures require that an appropriate drug testing custody form be used from time of collection to receipt by the laboratory and that upon receipt by the laboratory an appropriate laboratory chain of custody form(s) account(s) for the sample or sample aliquots within the laboratory.

Collection Site: A place where drivers present themselves for the purpose of providing body fluid or a tissue sample to be analyzed for specific drugs or breath alcohol concentration.

Commercial Motor Vehicle: A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle 1) has a gross combination weight rating of 26,001 or more points inclusive of a towed unit with a gross vehicle weight of 10,000 or more pounds; or 2) has a gross vehicle weight rating

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)

of 26,001 or more pounds; or 3) is designed to transport 16 or more passengers, including the driver; or 4) is of any size used in the transportation of materials found to be hazardous for the purposes of the Hazardous Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials regulations.

Confirmation Test: For alcohol testing, it is a second test following a screening test with a result of 0.02 or greater breath alcohol concentration that provides quantitative data of alcohol concentration. For drug testing, it is a second analytical procedure (GC/MS) to identify the presence of a specific drug or metabolite which is independent of the initial test and which uses a different technique and chemical principle from that of the initial test in order to ensure reliability and accuracy.

Controlled Substances/Drugs: Marijuana, cocaine, opiates, amphetamines, phencyclidine.

Driver: Any person who operates a school vehicle. This includes, but is not limited to, full-time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to the school district or who operate a school vehicle at the direction of or with the consent of the school district. For the purposes of preemployment/pre-duty testing only, the term "driver" includes applicants for drivers of school vehicles positions.

Initial Test (or Screening Test): In drug testing, it is an immunoassay screen to eliminate "negative" urine specimens from further consideration. In alcohol testing, it is an analytic procedure to determine whether a driver may have a prohibited concentration of alcohol in a breath specimen.

Medical Review Officer (MRO): A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate a driver's confirmed positive test result together with the driver's medical history and any other relevant bio-medical information.

Non-suspicion-based Post-accident Testing: Testing of a driver after an accident without regard to whether there is any reasonable suspicion of drug usage, reasonable cause to believe the driver has been operating the school vehicle while under the influence of drugs, or reasonable cause to believe the driver was at fault in the accident and drug usage may have been a factor.

Performing a Safety-sensitive Function: A driver is considered to be performing a safety-sensitive function during any period in which the driver is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.

Random Selection Process: When drug tests are unannounced and every driver has an equal chance of being selected for testing.

Reasonable Suspicion: When the school district believes the appearance, behavior, speech or body odors of the driver are indicative of the use of drugs or alcohol.

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)

Refusal to Test: When a driver (1) fails to provide adequate breath for alcohol testing without a valid medical explanation after he or she has received notice of the requirement for breath testing in accordance with the provisions of the law, (2) fails to provide adequate urine for drug testing without a valid medical explanation after he or she has received notice of the requirement for urine testing in accordance with the provisions of the law, or (3) engages in conduct that clearly obstructs the testing process. A refusal to test is treated as a positive drug test result or an alcohol test result of 0.04 or greater breath alcohol concentration.

Safety-sensitive Function: All time from the time when a driver begins to work or is required to be in readiness to work until the time the driver is relieved from work and all responsibility for performing work. Safety sensitive functions shall include, but are not limited to:

1. All time at the district waiting to be dispatched.
2. All time inspecting equipment or otherwise servicing any commercial motor vehicle at any time.
3. All time spent at the driving controls of a commercial vehicle in operation.
4. All time in or on a commercial vehicle.
5. All time repairing, obtaining assistance, or remaining in attendance on a disabled vehicle.

School vehicle: A vehicle owned, leased, and/or operated at the direction or with the consent of the school district which transports 16 or more persons, including the driver, or weighs over 26,001 pounds and requires the driver to have/possess a commercial driver's license in order to operate the vehicle.

Split Specimen/Split Sample: The division of the urine specimen into thirty milliliters in a specimen bottle (the primary sample) and into at least fifteen milliliters in a second specimen bottle (the split sample).

Stand-down: Is prohibited by federal regulations and consists of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed verification of the test result.

Verified Test: A drug test or validity testing result from a federally certified laboratory that has undergone review and final determination by the MRO.

Covered Drivers

1. The following requirements apply for a driver to be covered by the drug and alcohol testing program:
   A. Drive a vehicle transporting 16 or more persons, including the driver, or drive a vehicle weighing over 26,001 pounds; and
   B. Require a commercial driver's license to hold the driver position.

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,REGULATION (Cont.)

2. Covered drivers include:

   A. Applicants seeking a position as a driver;

   B. Full-time, regularly employed drivers;

   C. Casual, intermittent, occasional or substitute drivers (including coaches, teachers, administrators, mechanics, etc.);

   D. Leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to a school district or who operate a school vehicle at the direction of or with the consent of a school district.

3. Drivers are subject to the drug and alcohol testing program and its requirements throughout the year, including the times when school is not in session or when the driver is on leave.

Prohibited Driver Conduct

1. Drivers shall not report to duty or remain on duty with a 0.04 or greater breath alcohol concentration.

2. Drivers shall not report for duty or remain on duty when using any drug except when a physician has advised the driver that the drug does not adversely affect the driver's ability to safely operate a school vehicle and the school district is informed in writing of the medication and doctor's opinion.

3. Drivers shall not use alcohol at least four hours prior to, or during the performance of, a safety-sensitive function.

4. Drivers shall not possess alcohol while on duty. This includes possessing prescriptions and over-the-counter medicines containing alcohol unless the packaging seal is unbroken.

5. Drivers required to take a post-accident alcohol test shall not use alcohol within eight hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first.

6. Drivers shall not refuse to submit to a drug or alcohol test. A refusal to test is considered a positive test result requiring the driver to undergo a substance abuse evaluation and subjecting the driver to discipline up to and including termination.

7. Drivers shall not report for duty or remain on duty performing a safety-sensitive function if the driver has a positive drug test result.

Alcohol Breath Testing Procedures

1. Driver's breath is tested for alcohol.

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,REGULATION (Cont.)

2. Evidentiary breath testing devices are used to conduct the screening test and, if necessary, the confirmation alcohol test.

   A. The screening alcohol breath test determines whether the driver's breath alcohol concentration is less than 0.02.

      1. A screening alcohol test result of less than 0.02 breath alcohol concentration allows the driver to continue to perform a safety-sensitive function.

      2. An initial alcohol test result of 0.02 breath alcohol concentration or greater requires a confirmation test.

   B. The confirmation alcohol breath test determines whether the driver may continue to perform a safety-sensitive function.

      1. A confirmation alcohol test result of less than 0.02 breath alcohol concentration allows the driver to continue to perform a safety-sensitive function.

      2. A confirmation alcohol test result of greater than 0.02 breath alcohol concentration but less than 0.04 breath alcohol concentration requires the driver to cease performing a safety-sensitive function for 24 hours.

      3. A confirmation alcohol test result of 0.04 or greater breath alcohol concentration requires the driver to cease performing a safety-sensitive function and undergo a substance abuse evaluation.

3. Alcohol testing is conducted at collection sites that provide privacy to the driver and contain the necessary equipment, personnel, and materials.

   A. Alcohol testing is conducted at a designated nonschool district facility unless the situation requires another location.

   B. In the event privacy cannot be assured, privacy will be provided to the extent practical.

4. Screening alcohol testing steps

   A. Once the driver is notified to submit to an alcohol test, the driver must complete the alcohol/drug test notification form and proceed immediately to the collection site. Collection site person will contact the superintendent or designated contact person immediately when a driver does not arrive at the specified time. Failure to arrive at the collection site in a timely manner is considered a refusal to test, absent an acceptable excuse.

   B. Upon arrival, the driver must provide a photo identification. Failure of the driver to produce a photo identification is considered insubordination as well as a refusal to test.

   C. The testing procedure is explained to the driver by the collection site person.

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,REGULATION (Cont.)

D. The collection site person, the breath alcohol technician, and the driver complete and sign the appropriate sections of the alcohol testing form.

1. Refusal of the driver to sign the form prior to the screening alcohol test is considered a refusal to test.

2. The school district is notified immediately of the driver's refusal to sign.

E. The driver forcefully blows into the evidentiary breath testing device mouthpiece for at least six seconds or until an adequate amount of breath has been obtained.

F. The initial test results are shared with the driver.

G. The driver and breath alcohol technician must sign the alcohol testing form following completion of the alcohol test. Failure to sign the form after the alcohol test is not considered a refusal to test. However, in the remarks section of the form, the breath alcohol technician notes the driver's refusal to sign.

H. Screening alcohol test results

1. An alcohol test result of less than 0.02 breath alcohol concentration is reported to the school district in a confidential manner and the driver may continue to perform a safety-sensitive function.

2. An alcohol test result of 0.02 or more breath alcohol concentration requires a confirmation alcohol test between 15 and 20 minutes after the screening test.

3. The breath alcohol technician provides the superintendent, or designated contact person, with a copy of the breath alcohol testing form if written communication was not used to report the test results.

I. Potentially incomplete or invalid breath alcohol tests are repeated with corrected procedures.

J. The breath alcohol test is stopped when the driver fails twice to provide an adequate amount of breath. In that case:

1. A physician analyzes the driver's inability to provide adequate breath.

2. Failure to provide adequate breath is considered a refusal to test unless the physician determines a medical condition caused the failure to provide adequate breath.

3. A refusal of the driver to try a second time to provide adequate breath is considered a refusal to test, unless a physician determines the driver is not physically capable of providing adequate breath.

5. Confirmation alcohol testing steps

A. The confirmation alcohol test is done between 15 and 20 minutes after the screening alcohol test whether or not the driver followed the requirements to not eat, drink, put any object or substance in his or her

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,REGULATION (Cont.)

mouth, and, to the extent possible, not belch during the 15-minute waiting period to avoid accumulation of mouth alcohol leading to an artificially high reading.

B. If a different collection site is used, the driver must be under the observation of the collection site personnel or school district personnel while in transit to the confirmation alcohol testing site or while waiting for the confirmation alcohol test.

C. If a different collection site person is used for the confirmation alcohol test, the driver must again provide photo identification.

D. The testing procedure is explained to the driver by the collection site person.

E. The collection site person, a breath alcohol technician, and the driver complete and sign the appropriate sections of the alcohol testing form.

1. Refusal of the driver to sign the form prior to the confirmation alcohol test is considered a refusal to test.

2. The school district is notified immediately of the refusal to sign.

F. The driver forcefully blows into the evidentiary breath testing device mouthpiece for at least six seconds or until an adequate amount of breath has been obtained.

G. The confirmation alcohol test results, which are the final and official test results, are shared with the driver.

H. The driver and breath alcohol technician must sign the alcohol testing form following completion of the alcohol test. Failure to sign the form after the alcohol test is not considered a refusal to test. However, in the remarks section of the form, the breath alcohol technician notes the driver's refusal to sign.

I. The breath alcohol technician informs the superintendent, or designated contact person, of the results of the test in a confidential manner.

1. An alcohol test result of less than 0.02 breath alcohol concentration is reported to the school district in a confidential manner and the driver may continue to perform a safety-sensitive function.

2. The breath alcohol technician notifies the superintendent, or designated contact person, immediately of confirmation of alcohol test results of 0.02 or more breath alcohol concentration.

3. The collection site person provides the superintendent, or designated contact person, with a copy of the breath alcohol testing form if written communication was not used to report the test results.

J. Potentially incomplete or invalid breath alcohol tests are repeated with corrected procedures.

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,REGULATION (Cont.)

K. The breath alcohol test is stopped when the driver fails twice to provide an adequate amount of breath. In that case:

1. A physician analyzes the driver's inability to provide adequate breath.

2. Failure to provide adequate breath is considered a refusal to test unless the physician determines a medical condition caused the failure to provide adequate breath.

3. A refusal of the driver to try a second time to provide adequate breath is considered a refusal to test, unless a physician determines the driver is not physically capable of providing adequate breath.

Drug Testing Procedures

1. Driver's urine is tested for marijuana, cocaine, opiates, amphetamines, phencyclidine, etc.

2. A split specimen urine drug test, often called "split sample test," is used to conduct the drug test.

   A. A negative drug test result allows the driver to continue to perform a safety-sensitive function.

   B. A positive drug test result on the primary sample requires the driver to be removed from performing a safety-sensitive function.

   C. A positive drug test result on the primary sample allows the driver an opportunity to request the split sample be tested by another certified laboratory for the specific drug found in the primary sample. A negative drug test result on the split sample results in a negative drug test result.

3. Drivers taking medication at a doctor's direction may perform a safety-sensitive function if the doctor determines there is not an adverse affect on performing a safety-sensitive function and the school district is informed in writing of the medication and doctor's opinion.

4. Drug testing is conducted at collection sites that provide privacy to the driver and where the necessary equipment, personnel, and materials are located.

   A. Drug testing is conducted at a designated nonschool district facility unless the situation requires another location. Public restrooms can be used as collection sites in exceptional circumstances.

   B. In the event privacy cannot be assured, privacy is provided to the extent practical. However, direct observation is allowed if:

      1. Reasons exist to believe the driver may alter or substitute the specimen.

      2. The driver presents a specimen with a temperature outside the allowed range and does not provide an oral body temperature or the oral body temperature varies from the specimen provided.

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,REGULATION (Cont.)

H. The driver may volunteer to have his or her oral temperature taken to provide evidence against alteration or substitution if there is some question about the temperature of the specimen.

I. The collection site person inspects the specimen for color and other signs of contaminants and notes any unusual findings.

J. Another specimen is required as soon as possible under direct observation if adulteration or substitution is suspected by the collection site person.

K. The specimen is divided into the primary and the split specimen, sealed, and labeled. The label is initialed by the driver.

L. The driver is required to read and sign the statement on the chain of custody form certifying the specimens are the driver's.

M. The collection site person is required to note on the chain of custody form any unusual behavior or appearance of the driver and any failure to cooperate.

N. The collection site person completes the chain of custody form and the driver signs the form indicating the collection is complete.

O. The specimens are packaged for shipping to the laboratory and are shipped immediately or placed in secure storage until they can be shipped.

6. Laboratory

A. The laboratory used by the school district's drug and alcohol testing program is certified by the U.S. Department of Health and Human Services. Certified laboratories meet the testing procedures, personnel, and record keeping requirements of the law.

B. Upon arrival of the specimen at the laboratory, the split specimen is stored and the primary specimen is tested.

1. A positive drug test result on the initial test of the primary specimen requires a confirmation drug test of the primary specimen.

2. The split specimen is discarded if the primary specimen has a negative drug test result.

7. Medical Review Officer (MRO) reviews drug test results

A. The MRO may release drug testing records of a driver to unauthorized individuals only with the written consent of the driver.

B. The MRO keeps a record of negative drug test results and reports negative drug test results to the school district, usually within two working days.

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,REGULATION (Cont.)

C. The primary role of the MRO is to review and interpret positive drug test results to determine whether a legitimate explanation exists for the positive drug test result.

1. After reviewing the chain of custody form and the laboratory drug test results, the MRO contacts the driver to discuss the positive drug test result prior to notifying the school district and to ask whether the driver requests a drug test of the split sample. The driver's request for a drug test of the split sample must be made within 72 hours of talking with the MRO.

2. Upon request by the driver, the split specimen is sent to a second certified laboratory for drug testing.

3. The MRO contacts the superintendent, or designated contact person, for assistance if the driver cannot be reached.

4. The superintendent, or designated contact person, must confidentially inform the driver to contact the MRO.

5. Upon contacting the driver, the superintendent, or designated contact person, must inform the MRO that the driver was contacted.

6. Drivers who cannot be contacted are placed on temporary medically unqualified status, sick leave, other available leave, or unpaid leave of absence.

D. The MRO may verify a positive drug test without talking to the driver if:

1. The driver declines the opportunity to discuss the positive drug test.

2. The driver fails to contact the MRO within five days after the superintendent, or designated contact person, has contacted the driver.

3. MRO verification of positive drug test results under these circumstances can be challenged by the driver if the driver presents the MRO with information documenting a serious illness, injury or other circumstances unavoidably preventing the driver from timely contacting the MRO. The MRO, based on this additional information, may find a legitimate explanation for the positive drug test result and declare the drug test negative.

E. The driver is notified of the drugs found in a positive drug test result by the MRO, the superintendent, or designated contact person, or by certified mail to the driver's last known address.

F. The school district receives a written report of the negative and positive drug test results from the MRO.

Pre-employment Testing

1. Drivers shall submit to a drug test if a job offer is made. The job offer is contingent upon:

A. A negative drug test result; and

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,REGULATION (Cont.)

B. A signed written statement authorizing former employers to release all information on the driver related to drugs and alcohol.

A pre-employment drug test may not need to be administered by the school district if the driver has participated in a drug testing program that meets the requirements of these regulations within the previous 30 days and while participating in that program, either was tested for drugs within the past six months from the date of application with the school district or participated in a random drug testing program for the previous 12 months from the date of application with the school district and the school district ensures that, to the school district's knowledge, no prior employer has records of a violation of the regulations within the previous six months.

If the school district chooses not to administer a pre-employment alcohol and/or drug test, the school district must contact the alcohol and drug testing program in which the driver participates or participated and obtain the following information:

name and address(es) of the program(s);
verification that the driver participates or participated in the program(s);
verification that the program(s) conform(s) to these regulations;
verification that the driver is qualified under these regulations, including that the driver has not refused to be tested for alcohol or drugs;
the date the driver was last tested for alcohol or drugs;
the results of any tests taken within the previous six months and any other violation of the regulations.

For applicants that have had a positive drug or alcohol test, based on information from a prior employer, the pre-employment test can serve as a return-to-duty test.

2. Prior to allowing a driver to perform a safety-sensitive function, and not later than 14 days after performing a safety-sensitive function, the following information must be obtained about the driver during the preceding two years from the date of the application:

A. Any alcohol test results of 0.04 or greater breath alcohol concentration;

B. Positive drug test results; and

C. Refusals to be tested.

The school district may obtain any information related to the driver from previous employers as long as the driver consents and the written consent regarding the requested information is presented to the previous employers. If this information is not obtained prior to the performance of a safety-sensitive function, the school district will document why the information was not obtained prior to the performance of the safety-sensitive function. The information may be obtained by the school district by personal interviews, telephone interviews, letter, or other method that ensures confidentiality. The school district will document the information received and will note that the information addresses only whether the driver can perform a safety-sensitive function and does not address the Americans with Disabilities Act considerations of alcohol or drug addiction.

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,REGULATION (Cont.)

Random Testing

1. Annually, 25% of the average number of drivers is selected for random alcohol tests and 50% of the average number of drivers is selected for random drug tests.

2. The drivers' identification numbers are selected by a scientific method giving each driver an equal chance to be selected.

3. Random tests are unannounced and spread throughout the year.

4. Drivers selected for random alcohol testing are notified just before, during, or just after performing a safety-sensitive function. The school district will document why some, if any, drivers were selected but not notified (i.e., illness, vacation, etc.).

5. Drivers selected for random drug testing are notified at any time. The school district will document why some, if any, drivers were selected but not notified (i.e., illness, vacation, etc.).

6. Once a driver is notified of being selected for a random test, the driver must proceed immediately to the collection site. However, drivers performing a safety-sensitive function must safely stop and proceed to the collection site as soon as possible.

Reasonable Suspicion Testing

1. A driver may be required to submit to a reasonable suspicion drug test at any time.

2. A driver may be required to submit to a reasonable suspicion alcohol test just before, during, or just after the driver performs a safety-sensitive function or just before, during, or just after the time the driver is required to be in compliance with the drug and alcohol testing program policy, these supporting administrative regulations, or the law.

   A. A reasonable suspicion alcohol test is performed within two hours and not later than eight hours of determining reasonable suspicion.

   B. If the alcohol test is not given within two hours, the reasons for the delay must be documented.

   C. If the alcohol test is not given within eight hours, attempts to test are stopped and the reason for not testing must be documented.

3. A reasonable suspicion test request is made by an employee who received training to determine reasonable suspicion. The reasons for the reasonable suspicion must be documented within 24 hours or prior to the release of the test results. If more than one employee trained to determine reasonable suspicion observed the driver, those employees must also document their reasons.

Post-accident Testing

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,REGULATION (Cont.)

1. Drivers are subject to both post-accident drug and alcohol testing as soon as possible after an accident in which:

   A. The driver received a citation and

      1. Bodily injury occurred to a person who, as a result of the injury, required immediate medical treatment away from the scene of the accident; or

      2. One or more motor vehicles incurred disabling damage as a result of the accident, requiring the vehicle(s) to be transported away from the scene by a tow truck or other vehicle; or

   B. A fatality occurred.

   If a citation is not issued against the driver within eight hours of the accident, no alcohol testing can be done. If the citation is issued prior to 32 hours, a drug test must be given. If the citation is issued too late for either the alcohol or drug test, the circumstances must be documented.

2. Drivers must remain readily available for post-accident testing.

   A. Drivers who leave the scene or who do not remain readily available are deemed to have refused to test.

   B. Necessary medical treatment cannot and should not be denied to a driver waiting to complete post-accident drug and alcohol tests.

3. Alcohol testing requirements

   A. The alcohol test is administered within two hours and not later than eight hours after the accident.

   B. The reasons for administering the test later than two hours after the accident must be documented.

   C. The reasons for not administering the test within eight hours of the accident must be documented.

   D. Drivers are prohibited from consuming alcohol for eight hours after the accident or until the alcohol test is completed.

4. Drug testing requirements

   A. The drug test is administered as soon as possible and not later than 32 hours after the accident.

   B. The reasons for not administering the test must be documented.

5. Results of drug or alcohol testing conducted by law enforcement officers or other officials on the scene with independent authority to conduct such tests are presumed valid if the testing conforms with the law. The school district must receive a copy of the results to use them.

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,REGULATION (Cont.)

School District Responsibilities

1. Drivers will be provided with information on the drug and alcohol testing requirements of the drug and alcohol testing program policy, these administrative regulations, and the law, including the driver's obligations. This information may be included in an employee handbook.

2. Supervisors of drivers or employees designated to determine reasonable suspicion must receive 60 minutes of training on alcohol misuse and 60 minutes of training on drug use. The training must address the physical, behavioral, speech and performance indicators of probable alcohol misuse and drug use.

3. Drivers will be provided with instructions prior to the driver operating a school vehicle to enable the driver to comply with the drug and alcohol testing requirements.

4. Drivers will not be allowed to report to work or perform a safety-sensitive function when the school district has actual knowledge of a driver's drug use, whether or not a drug test was conducted.

5. Drivers will not be allowed to report to work or perform a safety-sensitive function when the school district has actual knowledge of a driver with 0.02 or greater breath alcohol concentration, whether or not an alcohol test was conducted.

6. Through the school district's drug and alcohol testing program service provider, the school district will ensure that the quality assurance plan, developed by the manufacturer and approved by the National Highway Traffic Safety Administration for the evidentiary breath testing device used for alcohol testing of its drivers, describes the inspection, maintenance, and calibration requirements and intervals for the device.

7. Through the school district's drug and alcohol testing program service provider, the district will ensure that the collection site person using an evidentiary breath testing device is a certified breath alcohol technician.

Consequences of Violating the Drug and Alcohol Testing Program Policy, These Administrative Regulations, or the Law

1. Each violation is dealt with based on the circumstances surrounding the violation. The following consequences may result from a violation:

   A. Drivers may be disciplined up to and including termination.

2. Nothing in the drug and alcohol testing program policy, these administrative regulations, or the law relating to drug and alcohol testing limits, restricts the right of the board or superintendent to discipline, up to and including termination, a driver for conduct which violates the school district's policies, regulations, and procedures. .

Drug and Alcohol Testing Records

1. Drug and alcohol testing records are stored in locked files at limited access locations separate and apart from the driver's general personnel records.

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,REGULATION (Cont.)

2. The records are released only with the written consent of the driver. Only those records specifically authorized for release may be released. However:

   A. Records may be released to appropriate government agencies without a written consent.

   B. Records may be released to appropriate school district employees without written consent.

   C. The school district may, without written consent, make a driver's drug and alcohol test records available to a decision-maker in a lawsuit, grievance or other proceeding initiated by or on behalf of the driver and arising from the result of an alcohol or drug test under the drug and alcohol testing program policy, these regulations, or the law, or from the school district's determination that the driver violated the drug and alcohol testing program, these regulations, or the law. Such proceedings may include, but are not limited to, workers' compensation, unemployment compensation, or other proceeding related to a benefit being sought by the driver and in wrongful discharge or other termination matters.

3. With a written request, drivers may access and copy their drug and alcohol test records in accordance with the board policy related to employee records. A driver is not denied access to these records for failure to pay fees associated with other records. Drug and alcohol testing and related records shall include at least the following:

   drug and alcohol related information obtained from prior employers if the driver was hired after January 1, 1995, for school districts with 50 or more drivers and January 1, 1996, for school districts with less than 50 drivers;
   a "sign off" sheet signed by the driver indicating receipt of the drug and alcohol testing program policy and related information and agreeing to participate in the drug and alcohol testing program;
   the chain of custody form for each of the driver's drug tests;
   the alcohol test form and results for each of the driver's alcohol tests;
   any accident information related to the driver;
   MRO report of drug test results;
   any reasonable suspicion information related to the driver;
   any substance abuse professional evaluation and treatment information related to the driver; and
   any other information related to drug and alcohol testing particular to the driver.

4. The following records of the school district's drug and alcohol testing programs are maintained for the time period indicated:

   A. One year:

      1. Records of negative and canceled drug test results and alcohol test results of less than 0.02 breath alcohol concentration.
      2. Records related to the drug and alcohol testing process.
      3. Records related to a driver's test results.
      4. Records related to other violations of the law.

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,REGULATION (Cont.)

5. Records related to substance abuse evaluations.
6. Records related to education and training.

B. Two years:

Records related to the alcohol and drug collection process, except calibration of evidentiary breath testing devices, and training.

C. Five years:

1. Alcohol test results of 0.02 and greater breath alcohol concentration.
2. Verified positive drug test results.
3. Documentation of refusals to take required alcohol and/or drug tests.
4. Evidentiary breath testing device calibration documentation.
5. Driver substance abuse evaluations and referrals.
6. Annual calendar year summary.

DRUG AND ALCOHOL TESTING PROGRAM
NOTICE TO EMPLOYEES

Employees governed by the Drug and Alcohol Testing Program Policy are hereby notified they are subject to the school district's drug and alcohol testing program for pre-employment drug testing and random, reasonable suspicion, post-accident, return-to-duty and follow-up drug and alcohol testing as outlined in the policy, the supporting administrative regulations, and the law.

Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate a school vehicle and the school vehicle transports 16 or more persons, including the driver, or the school vehicle weighs 26,001 pounds or more. For the purposes of the drug and alcohol testing program, "employees" includes applicants who have been offered a position to operate a school vehicle. The employees operating a school vehicle shall be subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate a school vehicle and continue to be subject to the drug and alcohol testing program.

It is the responsibility of the superintendent to inform employees of the drug and alcohol testing program requirements. Employees with questions regarding the drug and alcohol testing requirements shall contact the superintendent or designated contact person.

Employees governed by the drug and alcohol testing policy are further notified that employees violating the policy, the supporting administrative regulations, or the law may be subject to discipline up to and including termination. Employees violating the policy, the supporting administrative regulations, or the law may be required to successfully participate in a substance abuse evaluation and, if recommended, a substance abuse treatment program. Employees required to participate in and who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program may be subject to discipline up to and including termination.

Employees governed by the drug and alcohol testing policy are further notified it is a condition of their continued employment to comply with the drug and alcohol testing program policy, the supporting administrative regulations, and the law. It is a condition of continued employment for employees operating a school vehicle to notify their supervisors of any prescription medication they are using. Drug and alcohol testing records about a driver are confidential and are released in accordance with the policy, regulations, and law.

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,REGULATION (Cont.)

3. The last specimen provided by the driver was determined by the laboratory to not meet specific gravity and urine creatinine concentration criteria.

4. The collection site person observes conduct of the driver to substitute or adulterate the specimen.

5. The driver has previously been determined to have used a drug without medical authorization and the particular test is for follow-up testing upon or after return to duty.

C. Direct observation is approved by the supervisor of the collection site person or the designated school district representative. Non-medical personnel performing direct observation must be of the same gender as the driver.

5. Drug testing steps

A. Once the driver is notified to submit to a drug test, the driver must complete the alcohol/drug test notification form and proceed immediately to the collection site. The collection site person contacts the superintendent, or designated contact person, immediately when a driver does not arrive at the specified time. Failure to arrive at the collection site in a timely manner is considered a refusal to test, absent an acceptable excuse.

B. Upon arrival, the driver must provide a photo identification. Failure of the driver to produce a photo identification is considered insubordination as well as a refusal to test. The driver may require the collection site person to provide proof of identification.

C. The driver may keep his or her wallet but must remove any unnecessary outer garments, purses, briefcases, and similar items at the request of the collection site person.

D. Immediately prior to providing a urine sample, the driver must wash his or her hands.

E. The driver must then provide 45 milliliters of urine and deliver it immediately to the collection site person.

1. A driver who cannot provide an adequate amount of urine will receive instructions for drinking water and trying again.

2. The drug test is stopped when the driver fails twice to provide an adequate amount of urine.

3. Failure to provide adequate urine is considered a refusal to test unless the physician determines a medical condition caused the failure to provide adequate urine.

F. The specimen is kept in view of the driver and the collection site person.

G. Upon receipt of the specimen, the collection site person immediately, and in no event later than four minutes from the time of urination, measures the temperature of the specimen.

DRUG AND ALCOHOL TESTING PROGRAM ACKNOWLEDGMENT FORM

I, _____ *(name of employee)*, have received a copy, read and understand the Drug and Alcohol Testing Program policy and the supporting administrative regulations. I consent to submit to the drug and alcohol testing program as required by the policy, the supporting administrative regulations, and the law.

I understand that if I violate the Drug and Alcohol Testing Program policy, the supporting administrative regulations, or the law, I may be subject to discipline up to and including termination or I may be required to successfully participate in a substance abuse evaluation and, if recommended, a substance abuse treatment program. If I am required to and fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program, I understand I may be subject to discipline up to and including termination.

I also understand that I must inform my supervisor of any prescription medication I use. I further understand that drug and alcohol testing records about me are confidential and may be released in accordance with this policy, the regulations, or the law.

_____ _____

Signature of Employee Date

DRUG AND ALCOHOL REASONABLE SUSPICION OBSERVATION

_____ _____
Employee's Name Date of Observation

Time of Observation: From _____ a.m./p.m. to _____ a.m./p.m.

Location: _____

Observed Personal Behavior: *(check all appropriate items)*

Speech: ___ Normal ___ Incoherent ___ Confused
___ Slurred ___ Whispering ___ Silent

Balance: ___ Normal ___ Swaying ___ Staggering ___ Falling

Walking and Turning: ___ Normal ___ Stumbling ___ Swaying ___ Falling
___ Arms raised for balance ___ Reaching for support

Awareness: ___ Normal ___ Confused ___ Paranoid
___ Sleepy or Stupor ___ Lack of coordination

Odor: ___ Normal ___ Alcohol ___ Burned rope

Other observed behavior/odor: _____
_____
_____
_____
_____

Reasonable suspicion of current use or impaired by ___ alcohol ___ drugs.

Above behavior witnessed by:

_____ _____
Signed Date

_____ _____
Signed (optional) Date

This form must be completed by each trained employee observing the driver suspected of drug use and/or alcohol misuse by behavior, speech, and/or odor while on duty, the earlier of within 24 hours of the determination of reasonable suspicion or prior to receiving the test results. The observations must be specific, contemporaneous, and articulable concerning the appearance, behavior, speech, and body odor of the driver.

DRUG AND ALCOHOL TESTING PROGRAM
PRE-EMPLOYMENT DRUG TEST ACKNOWLEDGMENT FORM

I, _____, have been informed of the requirement to submit to a drug test prior to being employed by the school district to perform a safety-sensitive function. I consent to submit to the drug and alcohol testing program as required by the Drug and Alcohol Testing Program policy, the supporting administrative regulations, and the law.

I understand that the results of my drug test will be shared with the school district. I also understand that if I have a positive drug test result, I will not be considered further for employment with the school district.

I further understand that the drug and alcohol testing records and information about me is confidential, and may be released at my request or in accordance with the law.

_____ _____

Signature of Applicant Date

SALARIES AND EXPENSES

It is the policy of the Elgin Board of Education that no teacher shall be paid less than the state schedule. Extra duties shall be compensated for as scheduled. A schedule of salaries and fringe benefits paid to administrators will be filed with the State Department of Education by October 1, each year. Hourly wages for support employees will be established by the board of education.

All teachers shall be paid not later than the 30th day of each month. If the 30th falls on a weekend or a holiday, teachers shall be paid on the last preceding school day.

All full-time employees who are exempt from the hourly wage requirements of the Fair Labor Standards Act will be paid on a twelve-month basis.

The board shall also provide for a staff leave program and reimbursement of approved expenses.

REFERENCE: **70 O.S. §1-110**
70 O.S. §5-141
70 O.S. §6-106
Atty. Gen. Op. No. 84-87 (July 24, 1984)

SALARY SCHEDULES

Teachers
When employed, teachers will be placed on the appropriate salary step on the teachers' salary schedule that corresponds to the number of years of experience credited by the State Department of Education.

Out-of-State Experience
For the purpose of placement on the teachers' salary schedule, individuals who are employed by the school district shall be provided with credit for all years of out-of-state experience upon verification by the State Department of Education. This is only for placement on the local salary schedule and does not apply to years of experience recognized by the Oklahoma Teacher Retirement System.

Documentation
Certified employees who begin their employment prior to providing all official documentation required of their position shall be compensated at a daily rate of pay equal to that of a substitute teacher. Official documentation provided within the first 35 teaching days of employment establishing retroactive qualification for the position shall result in a salary adjustment retroactive to the first of the semester. Official documentation provided after the above dates will result in salary adjustment on the date of receipt of such documentation.

Advancement
School district employees shall advance on the teacher salary schedule at the rate of one year for each year of creditable service after initial employment.

Legal Reference: 2 C.F.R. §430(a)(1).

BUS DRIVER COMPENSATION

The board of education recognizes the value and importance of the school bus program. The safe pick-up and delivery of school - aged children is paramount to the success of the school bus program. Central to that success is developing a team of safe, qualified bus drivers. Elgin Public Schools' policy is that any school employee excluding the superintendent, regardless of assigned position and/or extra duty assignment, is entitled to be be compensated as per the support salary schedule (approved at the beginning of every fiscal year) for driving a regular bus route before and/or after school as well as for any instances of substitute driving for a regular bus route before and/or after school.

PERSONNEL VACATIONS

The Elgin Board of Education will provide annual vacation with pay to those employees assigned to twelve-month positions.

Vacation days are noncumulative. All employees must use earned vacation days each year. When such vacation time is not used within one year, entitlement to such vacation will be forfeited. Upon retirement or termination, personnel having unused vacation time earned during their final year of employment are eligible to be reimbursed for such vacation.

Vacation Year

For certified 12 month employees:

A full year of service is from July 1 through June 30. Employees shall be eligible for the next higher vacation step on June 30 of the year in which they complete the required number of years service.

For non-certified 12 month employees:

A full year of service is from employment date through anniversary of employment date. Vacation days are calculated from January to December.

Approval of Vacation Dates

The dates for all vacations must be approved by the immediate supervisor, and will be limited to 10 working days in a row, unless otherwise approved by the superintendent.

Substitutes for Employees on Vacation

It is the responsibility of the immediate supervisor to arrange vacations at a time when a substitute will not be required.

Eligibility

Employees shall be eligible for vacation days according to the following:

Twelve-month Certificated Employees:

5 days per year after 1 year of service
10 days per year after 3 years of service
15 days per year after 10 years of service

Twelve-month Noncertificated Employees:

Years of Service	Days Per Year
1-3	5 days
4-10	10 days
10 or more	15 days

PERSONNEL, PROFESSIONAL AND SCHOOL BUSINESS LEAVE PROGRAM

The Elgin Board of Education recognizes that district employees must occasionally be absent from work. Therefore, leave time in different categories as required by law will be provided for employees to be absent when necessary. Leave categories will include sick leave, personal business leave, jury duty leave, and military leave.

It is also important for district employees to understand that the continuity of education services is best served when the regularly assigned employee is at work. Therefore, employees should use the leaves provided in a prudent and judicious manner. The abuse of leave by employees will not be tolerated and any employee abusing leave policies will be subject to disciplinary action up to and including termination of employment.

Deductions For Unpaid Authorized Absences

If a district employee believes there is a need to be absent from work for any reason not covered in the approved leave policies, the employee may request, in writing, unpaid leave for that purpose from the immediate supervisor.

If unpaid leave is granted by the immediate supervisor, an amount equal to one day's pay will be deducted from the employee's salary for each day of such approved absence.

If an employee is absent without securing approval for an unpaid absence, the employee shall be denied the salary for such absence and will be considered to be engaging in willful neglect of duty and, therefore, subject to disciplinary action up to and including termination of employment.

Notification Of Leave Accumulation

After July 1, an employee may get updated information on leave accumulation from the superintendent's office at a time mutually agreed upon by the employee and the superintendent or the superintendent's designee.

SICK LEAVE
CERTIFIED PERSONNEL
(REGULATIONS)

The board of education shall provide sick leave benefits to all certificated personnel in order to promote a sense of security and permit an ease of mind that is essential to the satisfactory performance of professional services. The board sets forth the following provisions for administering this policy:

1. The superintendent or designee shall administer this plan.

2. Teachers may be absent from duty because of personal accidental injury, illness or pregnancy, or injury, illness or death in the immediate family without loss of salary. The right to such sick leave shall be vested at the beginning of the school year. Certificated employees who have an eleven-month contract shall receive eleven sick leave days per year and those who have a twelve-month contract shall receive twelve days.

3. If sick leave is taken for bereavement purposes, the leave for that period may extend to the date of the funeral and a reasonable time thereafter to allow for travel as long as the employee has leave available to use.

4. Unused sick leave shall be cumulative to a total of 120 days and is transferable to any other school district in Oklahoma. Up to a maximum of 120 days of sick leave earned in another Oklahoma district may be transferred to this district. Sick leave so transferred must be certified by the sending district.

5. Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action as provided by contract and/or state law. Any employee may be required to submit appropriate evidence concerning the cause of his absence in order to qualify for sick leave benefits. Appropriate evidence may include the following:

   A. Physician's statement endorsed by the employee
   B. Employee statement endorsed by the principal or immediate supervisor
   C. Copies of claim submitted for insurance benefits
   D. Other information as may be indicated by the circumstances

6. Appropriate evidence will be submitted when requested by the principal, immediate supervisor, or the superintendent in the following situations:

   A. Sick leave claim on days of unusual or inclement weather
   B. Sick leave claim during the last four weeks of employment
   C. Sick leave claim on days immediately preceding or immediately following holidays or non-work days other than weekends
   D. Reasonable cause exists to believe that sick leave benefits are being abused

7. When a teacher's accrued sick leave is exhausted and the teacher is absent due to personal accidental injury, illness, or pregnancy, the teacher shall receive full salary less the amount that would be paid a substitute teacher for a maximum of 20 days.

SICK LEAVE, CERTIFIED PERSONNEL, REGULATIONS (Cont.)

8. After an employee has exhausted all accumulated sick leave, personal leave, and vacation time, the employee may be eligible for up to 12 work weeks of unpaid leave under the family leave policy.

9. Sick leave benefits may be paid in addition to workers' compensation benefits; however, the sum of the payments will not exceed 100% of the employee's net pay as it existed prior to injury.

REFERENCE: **70 O.S. §6-104**
Atty. Gen. Op. No. 84-12
Atty. Gen. Op. No. 91-632

SICK LEAVE
SUPPORT PERSONNEL
(REGULATIONS)

The board of education will provide sick leave benefits to all support employees in order to promote a sense of security and permit the ease of mind essential to the satisfactory performance of services. In compliance with Oklahoma Statutes, Title 70, Section 6-104, the following guidelines are set forth:

1. For the purposes of this policy, support employee is defined as a full-time employee of the school district as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee who is employed a minimum of 172 days and who provides those services which are not performed by certified teachers, principals, superintendents or administrators and which are necessary for the efficient and satisfactory functioning of a school district.

2. The superintendent of schools, or designee, shall be responsible for administering this plan.

3. A support employee may be absent from duty due to a personal accidental injury, illness, or pregnancy, or accidental injury, illness, or death in the immediate family without loss of salary. Benefits shall include paid sick leave of one day per month of employment. The one day sick leave per month equals the number of hours the employee normally works per day.

4. Unused sick leave shall be cumulative to a total of 120 days.

5. The sick leave granted to support employees under this policy shall be vested at the time of employment and each July 1st thereafter.

6. Accumulated sick leave may be transferred to another school district where a support employee is employed the next succeeding school year in accordance with that district's policies.

7. Support personnel who are employed for the first time in this district and who were employed at another school district during the year immediately preceding their employment with this district may transfer a maximum of 120 sick leave days.

8. Sick leave benefits may be paid in addition to workers' compensation benefits; however, the sum of the payments will not exceed 100% of the employee's net pay as it existed prior to injury.

REFERENCE: **70 O.S. §6-101.40**
70 O.S. §6-104
Atty. Gen. Op. No. 84-12
Atty. Gen. Op. No. 91-632

PERSONAL BUSINESS LEAVE
(REGULATIONS)

The board of education shall provide for a minimum of three days for personal business leave for teachers and support personnel. Such leave shall be limited to personal business matters that cannot be conducted before or after school hours or on weekends. Personal business leave is noncumulative.

Requests for personal business leave shall be made in writing and in advance when possible. If advance request is not possible, the written request shall be filed within one day after returning to work. The request shall be considered by the principal and superintendent who shall approve or disapprove.

REFERENCE: **70 O.S. §6-104**
Atty. Gen. Op. No. 77-217 (Aug. 19, 1977)

JURY DUTY SERVICE AND WITNESS LEAVE (REGULATIONS)

The board of education shall grant leave to employees who have been selected for jury duty or who have been subpoenaed as a witness in a criminal, civil, or juvenile proceeding. Employees shall be paid the full, current contract salary during such service. Monies necessary to pay substitute teachers shall not be deducted from the salary of a teacher performing jury duty.

It is the policy of the board that the school district will not provide teachers with paid leave for non-subpoenaed testimony as a witness in a child custody case involving a student in this district.

REFERENCE: 70 O.S. §6-104

MILITARY LEAVE
(REGULATIONS)

The board shall provide leave to qualified employees who are members of any component of the Armed Forces of the United States (Army, Navy, Marine Corps, Air Force, Coast Guard), including members of the Army and Air National Guard and the Reserve Forces and the commissioned corps of the Public Health Service, when the employee meets the requirements set forth below and the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA). A leave of absence for the period of active service shall be without loss of status or efficiency rating and without loss of pay during the first 30 days of such leave.

Reemployment Rights

In order to qualify for reemployment rights, the employee must be or must have been employed on a regular basis. Employees who are employed as temporary employees for a definite, nonrecurring period of time are not eligible. In order to qualify for reemployment rights, employees must be qualified as set forth in these regulations and in The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

Employees must provide advance notice of military service unless military necessity prevents such notice or unless notice is otherwise impossible or unreasonable. Such oral or written notice must be provided by the employee or by an appropriate officer of the service branch. In order to qualify for reemployment, the employee cannot be absent for a period greater than five years unless the employee qualifies for an exception as set forth below. The employee must be or have been separated from the service under honorable conditions.

If the service is less than 31 days or is for the purpose of taking a fitness-for-duty examination, the employee must report for reemployment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service plus additional time for safe travel back to the employee's residence plus eight hours.

If the service is for a period greater than 31 days but less than 181 days, the employee must submit an application for reemployment no later than 14 days following completion of service.

If the service is for a period greater than 181 days, the employee must submit an application for reemployment no later than 90 days following completion of service.

These time limits may be extended up to two years if the employee is hospitalized or is convalescing from an injury or illness caused by the military service. The two-year extension may be further extended if reporting is impossible or unreasonable due to circumstances beyond the employee's control.

An employee with less than 91 days of service will be immediately re-employed in the position the employee would have attained had the employee not been absent if all qualifications for the position are met. If the employee is not or cannot reasonably become qualified for the advanced position, reemployment will be offered in the same position held prior to military service if qualified. If the employee is not and cannot become reasonably qualified for the same position, a position of lesser status and pay will be offered.

An employee who is absent for more than 91 days will be offered reemployment under the same conditions as above except that a different position with equivalent pay, status, and seniority may be offered.

MILITARY LEAVE, REGULATIONS (Cont.)

Refresher training or "update" training will be provided if appropriate and necessary.

If a qualified employee applies for reemployment and has a service-related disability, reasonable accommodations will be made if possible. If reasonable accommodations cannot be made, a position providing equivalent seniority, pay and status will be offered. If neither of these options is possible because of the disability, a position as nearly equivalent as possible in seniority, pay and status will be offered.

Employees who are reemployed under these regulations are entitled to participate in any benefits available to employees on nonmilitary leaves of absence but must pay any employee participation costs that other employees pay.

An employee who is reemployed under these regulations will not be considered as having a break in service for purposes of any applicable pension plan and the military service time will be considered for benefit vesting and accrual consistent with any state regulations or law.

Health Insurance Coverage

If requested, the school district will maintain health insurance coverage on the employee (and the employee's family) for the first 30 days of military service regardless of whether the employee is called to active duty for more or less than 30 days. However, the employee must pay any employee participation costs that other employees pay. If the employee is called to active duty for more than 30 days, the military medical benefit will provide coverage. If the employee wishes to maintain private insurance after the first 30 days (for up to 18 months), the employee must pay the full cost of the premium.

The employee (and the employee's family) may choose to go back on the district health plan immediately upon return to district employment. There will be no waiting period and no exclusion of pre-existing conditions, other than for VA-determined service-connected conditions.

REFERENCE: **40 O.S. §209**
70 O.S. §6-105
USERRA, 1994 as amended

ABSENCE REPORT

Employee Name: _____ Date of Absence: _____
(Month/ Day/ Year)

Reason For Absence:

_____ Sick Leave

_____ Professional Leave, Workshops (advance approval from the Principal is required)

Name and location of workshop, seminar, meeting, etc.: _____

_____

_____ School Business (explain): _____

_____

_____ Driving School Activity Trip for _____
(list the activity, group, or organization that you are driving for)

_____ Personal Business Leave (advance approval from the Superintendent and Principal is required prior to absence)

Explain reason for leave: _____

_____

_____ Leave Without Pay (reason): _____

_____

_____ Jury Duty

_____ Vacation

_____ Military Leave

_____ Worker's Comp _____

_____ Comp Time (Must be pre-approved) _____

Name of Substitute: _____

___ Approved ___ Not Approved _____
Principal's/Supervisor's Signature

___ Approved ___ Not Approved _____
Superintendent's Signature

FAMILY MEDICAL LEAVE

If the district employs 50 individuals, the district is required to provide eligible employees with leave under the auspices of the Family Medical Leave Act (FMLA).

In order for school district employees to qualify for FMLA leave, three conditions must be met:

1. The school district must have 50 or more employees on the payroll for 20 workweeks during the current or preceding calendar year.
2. At least 50 employees must work within 75 miles of the district's worksite for the district to be covered; and
3. The employee must have worked for the school district for at least 12 months and for at least 1,250 hours during the last year.

Eligible employees are those district employees who meet the above requirements and who request leave for one of the following reasons:

1. Birth, adoption, or foster placement of a child by an employee;
2. To care for a spouse, son, daughter, or parent who suffers from a severe health condition; or
3. For a serious health condition the employee is experiencing.

Before an employee will be placed on unpaid family leave, the employee must first exhaust any accumulated sick leave, personal leave, and vacation time. Such sick leave, personal leave, and vacation time will be deducted from the 12 workweeks of eligibility. If both spouses are employees of this district, their total leave in any 12-month period will be limited to 12 weeks if the leave is taken (1) for the birth or adoption of a child or (2) to care for a sick parent. The right to take leave for the birth or placement of a son or daughter expires 12 months after the birth or placement with the employee.

If the superintendent deems it necessary or desirable, an employee may be required to provide certification from a physician of the necessity of any leave requested. The superintendent may require certification as to the date the medical condition began, the anticipated duration and prognosis, and medical facts about the medical condition and treatment.

If the superintendent deems it necessary or desirable, the superintendent may require a second opinion by a physician selected and paid for by the district. If the original opinion and the second opinion conflict, the district may require a third opinion at the district's expense. The conclusion of the third opinion will be final and binding upon the employee and the district.

If family leave is granted for a continuing health condition, subsequent recertification may be required at the discretion of the superintendent.

FAMILY MEDICAL LEAVE (Cont.)

Intermittent leave may be taken in lieu of continuous leave for the birth or adoption of a child only with the concurrence of the district. The employee must provide 30 days of advance notice or as many days of advance notice as are practical. Leave taken for serious health conditions of the employee or an eligible member of the employee's family may be taken intermittently without district concurrence. However, the employee may be transferred to another position that can better accommodate the employee's recurring absences. Such transfer will not reduce the employee's pay and benefits.

Upon completion of family leave, the employee will be entitled to return to the former position of employment with equivalent benefits and pay without loss of seniority or tenure. The employee will be deemed to be at work for the purposes of tenure accrual and retirement vesting and participation. The district will maintain the employee's medical insurance coverage. If the employee contributes toward the premiums, the employee will continue to pay the same rate while on leave.

REFERENCE: 29 CFR pt. 825
P.L. 103-3

APPLICATION FOR FMLA INTERMITTENT LEAVE OR LEAVE ON A REDUCED SCHEDULE

Name: _____
Current Address: _____
Position: _____
School or Worksite: _____

State whether you are requesting intermittent leave or leave on a reduced schedule:

_____ Intermittent leave
Beginning date of leave: _____
Ending date of leave: _____

_____ Leave on a reduced schedule
Schedule requested: _____
Beginning date of revised schedule: _____
Date reduced leave expected to terminate: _____

Describe the reason for a request of intermittent or reduced leave: _____
_____
_____
_____

If leave is based on medical necessity of an individual other than the employee state:
Family member: _____
Relationship to employee: _____
Name and address of Healthcare Provider(s): _____

If leave is requested in connection with the birth or placement of a child, please note that the leave is subject to the approval of the district.

EMPLOYEE'S STATEMENT

I hereby authorize _____ Public Schools district to contact my healthcare provider(s) to verify the reason for my requested leave or for any other information concerning my requested family or medical leave if the medical certification has not been received or has not been fully completed.

I understand that a failure to return to work at the end of my leave period may be treated as a resignation and will serve as a basis for discharge unless an extension has been agreed upon and approved in writing by the superintendent of schools.

_____ _____
Date Employee's Signature

Approved By:

_____ _____
Employee's Immediate Supervisor Superintendent of Schools

APPLICATION FOR FMLA INTERMITTENT LEAVE OR LEAVE ON A REDUCED SCHEDULE (Cont.)

MEDICAL RELEASE

I authorize the release of any medical information, necessary to process my leave request, by my physician or other healthcare provider to the Elgin school district.

_____ _____

Date Patient's Signature

CERTIFIED AND SUPPORT PERSONNEL ATTENDANCE BONUS

Certified

The Elgin Board of Education recognized the benefit to the district of having employees in attendance. Regular attendance not only enhances the quality of the education given to the students, but also benefits the Elgin School District financially.

In recognition of and to promote these benefits to the district and students of the district, the Elgin Board of Education hereby amends the current employment contracts of full-time employees as follows:

The Elgin Public School District will pay to the teacher at the end of the school year an attendance bonus of $50.00 per day, accumulative to $500.00, for every unused sick leave that a teacher has remaining for that year. This in no way changes the accumulative ten (10) days of sick leave per year to a maximum of 120 days. For every day of sick leave that a teacher uses during the school year, $50.00 per day will be deducted from the maximum $500.00 per year attendance bonus.

Certified personnel employed 12 months will be granted 12 days of sick leave per year, accumulative to 120 days, for personnel illness, illness in the immediate family, or death in the immediate family. At the end of the year, Elgin Public School District will pay to the 12-month certified employee an attendance bonus of $50.00 per day (accumulative to $600.00) for each day of unused sick leave the employee has remaining for that year. For every day of sick leave that the 12-month certified employee uses during that year, $50.00 per day will be deducted from the maximum $600.00 per year attendance bonus.

Personal business leave not used will be converted to sick leave at the end of the year. The Elgin Public School District will pay to the teacher and all 12-month certified employees at the end of the school year an attendance bonus of $50.00 per day, accumulative to $150.00 for every day of unused personal business leave that such employee has remaining for that year. This in no way changes the policy of converting unused personal business leave to sick leave at the end of the year. For every day of personal business leave that a teacher or 12-month certified employee uses during the school year, $50.00 per day will be deducted from the maximum $150.00 per year attendance bonus.

This attendance bonus payment will be made by a separate check as soon as reasonably possible following the end of the final work day of each employee for the current school year. Appropriate and applicable deductions will be made from that check for taxes, etc. required by law.

Provided, nothing in this policy shall be construed to affect or otherwise diminish any other leave policies. The payment of this bonus shall in no way diminish the employee's accrual or entitlement of sick leave, emergency leave, vacation leave, and personal business leave.

Support

The Elgin Board of Education recognized the benefit to the district of having employees in attendance. Regular attendance not only enhances the quality of the education given to the students, but benefits the Elgin School District financially.

In recognition of and to promote these benefits to the district and students of the district, the Elgin Board of Education hereby amends the current employment contracts of full-time employees as follows:

CERTIFIED AND SUPPORT PERSONNEL ATTENDANCE BONUS, CONT.,

Support personnel employed a minimum of 175 days shall receive one day of sick leave per month not to exceed the number of hours per day for which they are regularly employed.

All full-time support personnel employed 12 months will be granted 12 days of sick leave per year, accumulative to 120 days, for personal illness, illness in the immediate family, or death in the immediate family. At the end of the year Elgin Public School District will pay to the full-time 12-month support employee an attendance bonus of $50.00 per day (accumulative to $600.00) for every day of unused sick leave the support employee has remaining for that year. For every day of sick leave that the support employee uses during that year, $50.00 per day will be deducted from the maximum $600.00 per year attendance bonus.

All full-time support personnel employed 10 months will be granted 10 days of sick leave per year, accumulative to 120 days, for personal illness, illness in the immediate family, or death in the immediate family. At the end of the year, Elgin Public School District will pay to the full-time 10-month support employee an attendance bonus of $500.00 per day (accumulative to $500.00) for every day of unused sick leave the support employee has remaining for that year. For every day of sick leave that the support employee uses during that year, $50.00 per day will be deducted from the maximum $250.00 per year attendance bonus.

All full-time support personnel employed 9 months will be granted 9 days of sick leave per year, accumulative to 120 days, for personal illness, illness in the immediate family, or death in the immediate family. At the end of the year, Elgin Public School District will pay to the full-time 9-month support employee an attendance bonus of $50.00 per day (accumulative to $450.00) for every day of unused sick leave the support employee has remaining for that year. For every day of sick leave that the support employee uses during that year, $50.00 per day will be deducted from the maximum $450.00 per year attendance bonus.

All bus drivers employed 175 days will be granted 9 days of sick leave per year, accumulative to 120 days, for personal illness, illness in the immediate family, or death in the immediate family. At the end of the year, Elgin Public School District will pay to the bus driver an attendance bonus of $28.00 per day (accumulative to $252.00) for every day of unused sick leave that the bus driver has remaining for that year. For every day of sick leave that the bus driver uses during that year, $28.00 per day will be deducted from the maximum $252.00 per year attendance bonus.

Personal business leave not used will be converted to sick leave at the end of the year. At the end of the school year, Elgin Public School District will pay to the full time support employee an attendance bonus of $50.00 per day, (accumulative to $150.00) for every day of unused personal business leave that a support employee has remaining for that year. This in no way changes the policy of converting unused personal business leave to sick leave at the end of the year. For every day of personal business leave that a support employee uses during the year, $50.00 per day will be deducted from the maximum $150.00 per year attendance bonus.

Personal business leave not used will be converted to sick leave at the end of the year. At the end of the school year, Elgin Public School District will pay to the bus driver an attendance bonus of $28.00 per day, (accumulative to $84.00) for every day of unused personal business leave that the bus driver has remaining for that year. This in no way changes the policy of converting unused personal business leave to sick leave at the end of the year. For every day of personal business leave that the bus driver uses during the year, $28.00 per day will be deducted from the maximum $84.00 per year attendance bonus.

CERTIFIED AND SUPPORT PERSONNEL ATTENDANCE BONUS, CONT.,

This attendance bonus payment will he made by a separate check as soon as soon as reasonably possible following the end of the final work day of each employee for the current school year. Appropriate and applicable deductions will be made from that check for taxes, etc. as required by law.

Provided nothing in this policy shall be construed to affect or otherwise diminish any other leave policies. The payment of this bonus shall in no way diminish the employee's accrual or entitlement of sick leave, emergency leave, vacation leave, and personal business leave.

SICK LEAVE AND STAFF DEVELOPMENT POINTS TRANSFER

Date: _____

TO: _____
(School District Name)

_____
(School District's Address)

This is to certify that _____
(Employee's Name)

Left the employment of _____ on _____
(School District's Name and Number) (month/day/year)

Sick leave days accumulated _____
(Number)

Staff development points accumulated:

(Cycle Year)	(Points Earned)	(School Year)
#1	_____	_____
#2	_____	_____
#3	_____	_____
#4	_____	_____
#5	_____	_____
TOTAL	_____	

_____
(Administrative Officer)

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

_____
(Notary Republic)

My commission expires _____

EXPENSE REIMBURSEMENT

It is the policy of the Elgin Board of Education to reimburse itemized and necessary expenses incurred by employees or members of the board on educational trips authorized by the board and itemized and necessary expenses incurred transacting school business. The superintendent is directed to prepare a regulation supporting this policy and establishing a rate schedule for board approval.

REFERENCE: 70 O.S. §5-117

TRAVEL AND EXPENSES

It is the policy of the board of education that official school travel for board members must be approved in advance by the board and travel for employees will be approved in advance by the building administrator or the superintendent. Requests and arrangements for employee travel will originate from the appropriate building administrator's office. Travel requests will be made as early as possible and placed on the building calendar as well as the master calendar. Emergency travel will be placed on the respective calendars as soon as possible following the travel or notification of the emergency.

The school will reimburse reasonable costs, subject to the availability of funds, for approved and documented travel. Lodging expenses will be reimbursed at actual cost

The school will provide $50.00 per diem when overnight travel is involved. If overnight travel is not involved and/or a meal is not provided as part of a workshop or part of a legitimate business meeting relating to school business, reimbursement for meals will be reported as taxable compensation and run through payroll.

Expenses for registration, parking, toll charges, and similar expenses will be reimbursed when documented by receipts or notarized affidavits.

School vehicles, when available, may be used for official business only. Private vehicles may be used when school vehicles are not available. If a school gasoline credit card is used, mileage will not be reimbursed. Mileage expense will be reimbursed at at the current IRS approved rate per mile when a school gasoline credit card is not used.

Claim forms for travel expenses are available in the building administrator's office. The forms will be completed and approved in the respective building and hand-delivered to the business office for payment.

REFERENCE: 70 O.S. §5-117

STUDENT ACTIVITIES
EXPENSE REIMBURSEMENT

It is the policy of the Elgin Board of Education to reimburse pre-approved itemized and necessary meal and lodging expenses incurred by school district students and sponsors involved in authorized school-sponsored cocurricular activities.

Requests and arrangements for student travel will originate from the appropriate building administrator's office. Travel requests will be made as early as possible and placed on the building calendar as well as the master calendar.

The school may reimburse reasonable costs, subject to the availability of funds, for approved and documented lodging and meal expenses.

Claim forms for travel expenses are available in the building administrator's office. The forms will be completed and approved in the respective building and hand-delivered to the business office for payment.

The board of education will determine if reimbursement will be made from the general funds of the school district or from the school activity funds.

REFERENCE: 70 O.S. §5117

THIS POLICY REQUIRED BY LAW.

EXPENSE REIMBURSEMENT REPORT

OSF Form 19
(Revised 7/96)
STATE OF OKLAHOMA TRAVEL VOUCHER

FUND	AGENCY	ORDER NO.	CLAIM NO.	CLAIM OF:

FOR AGENCY USE

S. S. No. _____

ACCOUNT	SUB-ACTIVITY	OBJECT	CFDA	AMOUNT

IS CAR GOV. OWNED?
YES _____
NO _____
LICENSE NO. _____

IS CLAIMANT A STATE OFFICIAL OR EMPLOYEE?
YES _____
NO _____

OSF – Audited By:

TOTAL AMOUNT $

FOR
$ _____
AGAINST

Agency, Board, Comm., Dept.:

ASSIGNMENT
I hereby assign this claim to _____ and authorize the State Treasurer to issue a warrant in payment to said assignee.
Date: _____

WARRANT (LOCATION NO.)

OFFICIAL DUTY STATION	NATURE OF OFFICIAL BUSINESS	CLAIMANT SIGNATURE

Show point travel status began, each point visited and the point travel status ended. (Vicinity only travel should show general geographical area, e.g., Tulsa Vicinity)	Date Mo.	Date Day	Mileage Claimed Map	Mileage Claimed Vicinity	Travel Status Hour Entered	Travel Status Hour Ended	No. of Days	No. of Hrs.	Per Diem Rate	Per Diem Amount	Lodging Amount	TOTAL PER DIEM LODGING
TOTALS												
					TOTAL MILES @				PER MILE =			

MODE OF PUBLIC TRANSPORTATION & AMOUNT CLAIMED

AGENCY DIRECT PURCHASE _____ (x) TOTAL PUBLIC TRANSP.

ITEMIZED LOCAL TRANSPORTATION	ITEMIZED MISCELLANEOUS COSTS		
TAXI:	REGISTRATION FEE (# OF MEALS INCLUDED):		
SHUTTLE:	TELEPHONE:	TOLLS:	
RENTAL CAR:	PARKING:	TOTAL MISC.	
OTHER LOCAL TRANSP.:	OTHER MISC. COSTS:	TOTAL LOCAL TRANSP.	
		TOTAL AMOUNT CLAIMED	

I, _____, the undersigned, upon oath, do depose and say that I have full knowledge of the above and foregoing account, that said account is just, correct, due and according to law, and that the amount claimed after allowing all just credits, is now due and wholly unpaid, and that I am duly authorized to make this affidavit

_____
Claimant Signature

State of _____ County of _____

Subscribed and sworn before me _____, _____.

My Commission Expires _____, _____. _____
Notary Public (or Clerk or Judge)

I hereby approve this claim for payment and certify it complies with the travel laws of the State.

State Travel Reimbursement Act or _____

_____
Agency's Approving Officer

_____
Title Date

Agency, Bd., or Div. Use

LEAVE SHARING PLAN

The Elgin Board of Education has established a sick leave sharing plan for employee use of sick leave days donated from other employees of the district. The plan will permit the use of donated sick leave by a district employee who is pregnant or recovering from childbirth or who is suffering from or who has a relative or household member who is suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate employment.

The superintendent is directed to establish procedures to implement and support this policy.

REFERENCE: 70 O.S. §6-104.6

LEAVE SHARING PROGRAM (REGULATION)

This regulation implements and supports the Leave Sharing Program Policy established by the board of education.

For the purposes of this regulation, the following definitions shall apply:

"Relative of the employee" means a spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of the employee.

"Household members" means those persons who reside in the same home and who have duties to provide financial support to one another. The term includes foster children and legal wards even if they do not live in the household.

"Severe" or "extraordinary" means serious, extreme or life-threatening, including temporary disability resulting from pregnancy, miscarriage, childbirth, and recovery therefrom as determined by the board of education.

"District employee" means a teacher or any full-time employee of this school district.

In order for an employee to participate in the shared leave program, the employee must:

1. Meet the criteria described in this regulation; and
2. Have abided by district policies regarding the use of sick leave.

An employee may donate sick leave to another employee only pursuant to the following conditions:

1. The receiving employee or a relative or a household member of the employee must have a severe or extraordinary illness, injury, impairment, or physical or mental condition. Included within the definition of a severe or extraordinary condition is any temporary disability resulting from pregnancy, miscarriage, childbirth, and recovery therefrom.
2. The condition must have caused, or is likely to cause, the employee to take leave without pay or to terminate employment.
3. Donated sick leave will not be available until all sick leave that is available to the requesting employee is exhausted.
4. The amount of leave to be donated is within the limits set by the board, if any.

Employees may not donate excess sick leave that the donor would not be able to otherwise take and the board will determine the amount of donated leave an employee may receive, if any.

Prior to approving donated sick leave, the board shall require the requesting employee to provide a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

LEAVE SHARING PROGRAM, REGULATION (Cont.)

When using donated sick leave, the receiving employee shall be paid the regular rate of pay normally paid to the receiving employee. Shared sick leave usage records will be maintained separately from regular sick leave records.

Shared or donated sick leave may be used only by the recipient for the purposes specified in this policy and may not be used if the employee has been notified of a pending reduction in force or employment termination affecting the employee.

Any shared sick leave not used by the recipient during each occurrence of shared sick leave use shall be returned to the donating employee. If more than one employee donated sick leave to the recipient and all the donated sick leave was not used, the remainder will be prorated to the credit of the donating employees and its original value (based on donor's pay rate) shall be restored.

Participation in this policy is strictly voluntary. No employee shall be coerced, threatened, intimidated, or financially induced into donating sick leave for the purpose of this policy.

Elgin Public Schools Facebook, Twitter, Instagram Users Policy

The Facebook, Twitter, and Instagram Page(s) for the Elgin (OK) Public Schools was created to provide a means to keep families and school patrons updated on the great things happening in the district. Elgin Schools welcomes the involvement of Facebook, Twitter, and Instagram users to assist in this process and, to that end, encourages anyone with an interest in the Elgin Public Schools or its students to "like" or “follow” our pages.

Elgin Schools Social Media page(s) users have the discretion to "like" and "unlike" or “follow” and “unfollow” the page(s) as many times or as often as they wish.

The district realizes that not every patron will agree with every post made to this page. The district also believes in the right to free speech guaranteed by the United States Constitution. However, it is important that persons following the Elgin Schools Social Media page(s) use common sense with their postings and follow generally accepted rules of civility, politeness and decorum. This policy is intended to help clarify issues of this nature.

By "liking" or “following” the page(s), a user is agreeing to abide by the guidelines set forth in this policy.

Facebook, Twitter, and Instagram users should be aware that Elgin Public Schools will not tolerate postings of a sexual nature, involving racial slurs, making intentionally false statements, or using profanity. Any posting of this type is subject to immediate removal and the poster will be banned from further use of the page(s) without notice. Moreover, the appropriate law enforcement authority will be notified of users whose posts or convey threats to an individual or the school system.

Arguments involving two or more posters are subject to immediate removal at the discretion of the manager of the page(s), and an entire thread of comments that includes postings from individuals not associated with the argument may be deleted if deemed necessary to restore an air of civility.

If an individual posts a comment that is perceived by the page(s) manager to be an attempt to incite disagreement or argument, the poster will be warned that continued postings of this nature will be removed and the individual may be banned from use of the website. While a reasonable effort will be made to contact the poster, if no means of contact is readily available through Social Media, a ban may be imposed immediately.

Comments critical of individual students or teachers at any school are subject to immediate removal. Postings that are slanderous in nature will be removed and the poster will be warned.

Users of the page(s) do not have the ability to initiate comment threads, only respond to threads created by the district. Postings that are "off topic" are subject to deletion, even if it is only to avoid confusion.

Commercial solicitation of Elgin Schools students, employees, or schools is prohibited and posts will be deleted without warning. Business solicitations will result in the poster being banned from the site.

Individuals with specific issues involving students, teachers, administrators or Elgin Public Schools in general should be aware that the Elgin Schools Social Media page(s) is not the appropriate venue to resolve such issues. Those situations can be properly handled by contacting the appropriate teacher, principal or department head, superintendent or board of education member. Ideally, any issues should be addressed by contacting those individuals in that order.

Elgin Schools Administration Office is open weekdays from 8:00 a.m. until 4:00 p.m. (except on designated holidays or school breaks). Facebook, Twitter, and Intagram users wishing to contact the district for any reason may visit in person at 501 K Street , or call at 580.492.3663

HYGIENE AND SANITATION (BLOODBORNE PATHOGENS)

The Elgin Board of Education recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacteria or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid.

The superintendent is directed to prepare regulations establishing proper procedures for handling body fluids during normal housekeeping. Such procedures shall include methods for the handling and disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids.

The superintendent will also direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infectious materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. Such vaccinations will be provided at a reasonable time and place, under the supervision of a licensed physician or health care professional and according to the latest recommendations of the U.S. Public Health Service.

School district employees who have had an exposure incident to body fluids will participate in a follow-up confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if the employee consents, post-exposure prophylaxis, counseling and evaluation of reported illnesses. Health care professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccination following exposure. Information such as the employee's ability to receive the Hepatitis B vaccine must be supplied to the employer. All diagnoses must remain confidential.

REFERENCE: 63 O.S. §1-502, et seq.
29 CFR Part 1910.1030, OSHA

HYGIENE AND SANITATION (BLOODBORNE PATHOGENS) (REGULATION)

In accordance with the policy of the board of education, the following regulation and attached procedures contains guidelines for cleaning and disposal of body fluids. For the purpose of this regulation, the term "body fluids" shall include reference to blood, semen, feces, urine, vomit, drainage from scrapes and cuts, and respiratory secretions.

1. Wear gloves. All personnel will wear disposable gloves during the cleanup and disposal of any of the body fluids listed above. When in doubt about material, assume it to be a body fluid. After each use, gloves should be destroyed or disposed of. Under no circumstances should gloves be recycled or used for more than one incident.

2. If gloves are not available and contact with body fluids or open wounds is necessary, hands should be carefully washed as follows:

   A. Use liquid soap and water with vigorous washing under running water for at least 10 seconds;

   B. Dry hands thoroughly with a paper towel. Use the paper towel to turn off the facet and discard the towel in a proper container.

   C. Use hand lotion if desired. CAUTION: Dry, cracked hands provide openings in the skin for bacteria to enter.

3. A 1 to 10 solution of household bleach and water may be stored in proper containers in areas where soap and water are not readily available. Such containers should be clearly marked as to the contents. The solution may be used in cleaning body fluid spillage and hands (if soap and water are not available) following cleanup.

4. Materials used in the cleanup of body fluids or suspected body fluids will be sealed in a plastic bag and discarded in appropriate trash containers. Soiled clothing articles, including sanitary napkins will be sealed in plastic bags and discarded. Other non-disposable cleaning items such as mops, towels, buckets, and other items will be thoroughly rinsed in the bleach and water solution and carefully washed in hot, soapy water.

5. Personnel will use the same procedures for washing non-disposable cleaning equipment as for handling body fluids and soiled clothing or other personal apparel.

6. Sanitary absorbents may be used to clean spilled body fluids. The absorbent should be swept up or vacuumed. Carpets should also be shampooed with a germicidal rug shampoo. Sweepings or used vacuumed bags should be sealed in a plastic bag for disposal. Brooms, dustpans, and vacuum brushes should be washed in a solution of 1 part bleach to 10 parts water.

7. Any liquid disinfectant used in cleaning floors, equipment, or materials should be discarded in a suitable and appropriate sewage drain.

8. Clothing, towels, and similar cleaning equipment should be washed in hot soapy water with one-half to one cup of bleach added to the wash water.

HYGIENE AND SANITATION, BLOODBORNE PATHOGENS, REGULATION (Cont.)

9. Custodians and sanitation personnel should wear latex disposable gloves during any cleaning operation where the possibility of encountering body fluid exists whether or not the fluid is touched.

10. Careful handwashing is the single most effective method of preventing the spread of contagious diseases. Hands should be washed in hot soapy water before and after any cleanup operation.

11. A copy of the Routine Procedures for Sanitation and Hygiene When Handling Body Fluids will be provided to each employee and must be followed when appropriate and necessary. (See DIAF-P.)

ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS

Definitions

1. Bloodborne Pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

2. Contaminated means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

3. Contaminated Laundry means laundry that has been soiled with blood or other potentially infectious materials or may contain sharps.

4. Exposure Incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

5. Methods of Compliance - General-Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

6. Occupational Exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Equipment Needed

Water	Disposal Bags	Baggies
Hand Soap	Dust Pans/Brush/Broom	Paper Towels
Towelettes	Disposable Gloves	Utility Gloves
Trash Cans & Plastic Liners		Mops & Buckets
Sanitary Napkin Container		

Disinfectant - Should use one or more of these:

A. Sodium hypochlorite solution (household bleach)
One (1) part bleach to ten (10) parts water
Ex: 1½ cups bleach to 1 gallon of water
Needs to be prepared each time used on inanimate objects.

B. ViroGuard-Q - Distributed by Health Services
One (1) oz. of ViroGuard-Q to 128 oz. of water.
ViroGuard-Q is a germicidal product that is to be used on inanimate objects. ViroGuard-Q has bactericidal efficacy and fungicidal efficacy, mildew stat efficacy, virucidal efficacy, and sanitizing efficacy.

C. Hydrogen Peroxide 3% - to be used on skin surfaces.

ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS (Cont.)

D. Isopropyl Alcohol - to be used on some skin surfaces and for rinsing the hands.

E. Sanitary absorbing agent (e.g., chlora-sorb).

Procedure

1. General

   A. Wear disposable gloves before making contact with body fluids during care, treatment, and all cleaning procedures.

   B. Discard gloves after each use.

   C. Wash hands with germicidal soap after handling fluids and contaminated articles, whether or not gloves are worn.

   D. Discard disposable items including tampons, used bandages, and dressings in plastic lined trash containers; close bags and discard daily.

   E. Do not reuse plastic trash bags.

   F. Use disposable items to handle body fluids whenever possible.

   G. Use paper towels to pick up and discard any solid waste materials such as vomitus or feces.

   H. Use general-purpose utility gloves (e.g., rubber household gloves) for housekeeping chores involving potential blood contacts and for general cleaning. Utility gloves can be cleaned and reused but should be discarded if they are peeling, cracked or discolored, or if they have punctures, tears or other evidence of deterioration.

2. Handwashing

   A. Use germicidal soap and running water. Soap suspends easily removable soil and microorganisms, allowing them to be washed and rinsed away.

   B. Rub hands together for approximately ten (10) seconds to work up a lather.

   C. Scrub between fingers, knuckles, back of the hands and nails. Nails should be short and trimmed. Jewelry should not be worn.

   D. Rinse hands under running water. Running water is necessary to carry away debris and dirt.

ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS (Cont.)

E. Use paper towels to thoroughly dry hands.

F. Use paper towel to turn water off, discard paper towel.

3. Washable Surfaces (bottles, dishes, toys, tables, desks, etc.)

A. Use ViroGuard-Q solution or use household bleach solution, mixed fresh. Scrub as needed.

B. Rinse with water.

C. Allow to air dry.

D. When bleach solution is used, handle carefully.

1. Gloves should be worn since the solution is irritating to the skin.
2. Avoid applying to metal, since it will corrode most metals.

E. Toys that are placed in children's mouths should be cleaned with water and detergent, disinfected, and rinsed before handling by another child.

F. All frequently touched toys should be cleaned and disinfected daily.

G. The use of soft, non-washable toys in classrooms should be discouraged.

4. Floors

A. Use household bleach solution, mixed fresh, or multi-purpose disinfectant.

B. Use the two (2) bucket system: One bucket to wash the soiled surface and one bucket to rinse, as follows:

1. In bucket #1, dip, wring, mop up vomitus, blood, etc.
2. Dip, wring, and mop once more.
3. Dip and wring out mop in bucket #1.
4. Put mop into bucket #2 (rinse bucket) that has clean bleach solution.
5. Mop or rinse area.
6. Return mop to bucket #2 to wring out. This keeps the rinse bucket clean for second spill in the area.
7. After spills are cleaned, proceed with #3.

C. Soak mop in the bleach solution after use.

D. After cleanup is completed, discard contents of bucket #1. Bucket #2 is now bucket #1; mix fresh bleach solution for bucket #2.

ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS (Cont.)

E. Water and disposable cleaning equipment should be placed in a toilet or plastic bag, as indicated.

F. Rinse nondisposable cleaning equipment (dustpan, buckets) in disinfectant.

G. Dispose of disinfectant solution down the drainpipe.

H. Remove gloves, if worn, and discard in the appropriate receptacle.

I. Wash hands as described above.

5. Non-Washable Surfaces (rugs and upholstery, etc.)

A. Apply sanitary absorbing agent, let dry, vacuum.

B. If necessary, use broom and dustpan to remove soiled materials.

C. Apply rug or upholstery shampoo as directed. Re-vacuum according to directions on shampoo.

D. Spray soiled area with ViroGuard-Q solution, air dry.

E. Clean dustpan and broom, if used. Rinse in ViroGuard-Q solution or household bleach solution.

F. Wash hands as described above.

6. Soiled Washable Materials (clothing, towels, uniforms, etc.)

A. Rinse items under running water, using gloved hands, if appropriate.

B. Place items in plastic bag and seal until items are washed. Plastic bags containing soiled, washable material must be clearly identified.

C. Wash hands as described above.

D. Wipe sink with paper towels, discard towels.

E. Machine wash soiled items separately.

1. If material is bleachable, add ½ cup bleach to the wash cycle. If it is not bleachable, add ½ cup nonchlorine bleach (Clorox II/Borateem) to the wash cycle.
2. Wash in hot water: 160° F for 25 minutes, using detergent with disinfecting agent.
3. Discard plastic bag.
4. After handling soiled items, wash hands as described above.

ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS (Cont.)

7. To Clean Blood or Body Fluid Spills (blood from nose, mouth, and skin lesions)

   A. Put on gloves.

   B. Use disposable wipes, cotton balls, or gauze pads which have been immersed in 3% peroxide.

   C. Proceed to clean blood spills with the solution soaked materials.

   D. Place soiled materials in a plastic bag for disposal.

   E. Remove gloves, include with soiled materials and discard.

   F. Wash hands as described above.

8. Toileting and Diapering

   A. Toileting and toilet training equipment should be maintained in a sanitary condition.

   B. Diaper changing surfaces should be nonporous and sanitized between uses for different children.

   C. Soiled disposable diapers or soiled disposable wiping cloths should be disposed of in a secure plastic lined container.

   D. Diapers should be able to contain urine and stool and minimize fecal contamination of the children, providers, and environmental surfaces and objects.

   E. Diapers should have an absorbent inner lining attached to an outer covering made of waterproof material that prevents escape of feces and urine. Outer and inner lining must be changed as a unit and not reused.

   F. Fecal contents may be placed in toilet, but diapers must not be rinsed. Preferably, dispose of diaper and contents as a total unit.

   G. Diaper changing areas should never be located in food preparation areas and should never be used for temporary placement of foods.

9. Potty Chairs

   A. Potty chairs must be emptied into a toilet after each use, cleaned in a utility sink, and disinfected after each use.

   B. Gloves should be used if wiping a child. Leave gloves on until cleaning procedure is finished.

ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS (Cont.)

C. Staff should sanitize potty chairs, flush toilets, and diaper changing areas with the household bleach solution or ViroGuard-Q solution.

D. Wash hands as described above.

10. Sleeping Equipment

A. Each item should be used by only one child.

B. The sleeping equipment should be cleaned and sanitized prior to assignment to another child.

C. Crib mattresses should be cleaned and sanitized when soiled or wet.

D. Sleeping mats should be stored so that contact with the surface of another mat does not occur.

E. Bedding should be assigned to each child and cleaned when soiled or wet.

11. General Information

A. CPR - Use disposable mouth piece and/or face shield (will be kept in the clinic).

B. ViroGuard-Q will be requested from the school and kept in the clinic in a spray bottle, ready for use.

C. Prepare a "cleanup baggie" by placing in a baggie a towelette moistened with hydrogen peroxide. Keep cleanup baggie and gloves in your desk or pocket. Use for recess or duty, if not used pass it to the next person on the duty schedule.

D. P.E. teachers, coaches, and trainers need cleanup baggies ready for use in classes, at athletic events, and during team practice sessions.

E. Take cleanup baggies and gloves on field trips.

F. All cleaning supplies must be labeled regardless of container.

12. Personal Hygiene Measures

A. Wash hands in soap and water immediately after evacuating bowels or bladder and always before handling food or eating.

B. Keep hands and unclean articles or utensils that have been used for bodily purposes by others away from the mouth, eyes, nose, ears, and wounds.

ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS (Cont.)

C. Avoid using common or unclean eating utensils, drinking cups, towels, combs, handkerchiefs or disposable tissues.

D. Avoid exposure to other persons' spray from the nose or mouth as in coughing, sneezing, laughing, or talking.

E. Wash hands thoroughly after handling another person's belongings.

COMMUNICABLE DISEASE RISK EXPOSURE REPORT

The filing of this report and all information entered on it are to be held in strictest confidence in conformance with 63 O.S. Supp. 1988, Section 1-502.1, et seq.

EXPOSED WORKER SECTION (Please Print)

1. Employee Name:_____ 2. Birthdate: _____
(Last) (First) (Middle Initial) Mo/Day/Yr
3. Profession/Job Title:_____ 4. Employer/Company Name: _____
5. Work Site/Telephone:_____ Tel. Ext. #: _____
(Site) (Street Address)
6. Home Address/Telephone:_____ (____) _____
(Street) (City) (Zip) AC Telephone #
7. Supervisor's Name/Telephone:_____ Tel. Ext. #: _____
(Last) (First)
8. Date of Exposure: (Mo/Day/Yr) _____/_____/_____ 9. Time of Exposure:_____ AM or PM (Circle One)
10. Detailed Description of Potential Exposure: _____
_____
_____
11. Exposed Worker _____ has _____ has not completed the full series of Hepatitis B vaccine.
12. Source Person's Name:_____
(Last) (First) (Middle Initial)
13. Disposition of Source Person (include address):
_____
_____

TO BE COMPLETED BY EMPLOYER'S DESIGNEE

The employer agrees to be responsible for all reasonable charges incurred in the disposition of this risk exposure incident.

Employer Designee Reviewing Form:
14. Name _____ 15. _____ 16. _____/_____/_____
(Please Print) Signature (Mo/Day/Yr)

TO BE COMPLETED BY THE EMPLOYER'S PHYSICIAN

_____ In my professional judgment, this was a parenteral, permucosal, or significantly cutaneous exposure to blood or other body fluids which has the potential for transmission of a communicable disease such as Hepatitis B, HIV, or meningococcus. Post exposure evaluation procedures and counseling should be provided. The employee has been told about any medical conditions resulting from exposure that requires further treatment.

_____ This incident does not constitute an exposure under the OSHA standard. NOTE: If this exposure does not warrant medical follow-up, please return the form to the Employer's Designee and indicate to that individual why it does not need follow-up.

_____ The employee has received or is beginning the Hepatitis B vaccination series.

17. _____ 18. _____ 19. _____/_____/_____
Physician's Name (Please Print) (Physician's Signature) (Mo/Day/Yr)

HEPATITIS B VACCINE CONSENT/REFUSAL FORM

Employee's Name _____ Date: _____

Social Security No. _____ Position: _____

I understand that Hepatitis B is a serious disease that can lead to a chronic form of hepatitis, which may eventually result in death. I understand that I may be at increased risk for contracting the disease by the very nature of my job. Should I contract the disease, I could be potentially infectious, thereby exposing individuals with whom I may have intimate contact (including dental, sexual, to my unborn child should pregnancy occur, etc.).

I understand that although there are risks associated with taking the Hepatitis B vaccine, it does reduce the risk of serious disease should exposure to the Hepatitis B virus occur.

I further understand my decision to take or decline Hepatitis B vaccine will not adversely affect my employment or any benefits available to me through my employment.

_____ I hereby elect to receive the Hepatitis B vaccine series provided to me free of charge by the Elgin School District and hereby agree to hold the Elgin School District harmless for any reaction or side effect I may experience from the vaccine.

_____ I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

_____ _____

Employee's Signature Supervisor's Signature

Vaccine _____ Manufacturer _____

	Date	Site	Lot #	Given By
1.				
2.				
3.				
4.				

Repeat Anti-HB's _____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

EXPOSURE INCIDENT ASSESSMENT

Employee Name _____

School/Location _____

Date of Exposure Incident _____

Source of Exposure _____

_____

1. Was this exposure the result of a cut or puncture with a sharp object? _____
   Describe: _____
   _____
2. Did this exposure involve mucous membranes, such as eyes or mouth? _____
   Describe: _____
   _____
3. Did this exposure involve non-intact skin? _____
   Describe: _____
   _____
4. How much blood was involved? _____
   _____
5. Length of time that the area was exposed to blood/body fluids. _____
   _____
6. Did blood/body fluids soak through clothing? _____
   _____
7. What work or activity was being performed? _____
   _____
8. How was the incident caused (accident, equipment malfunction, etc.)? _____
   _____
9. Was personal protective equipment being used? _____
   Describe: _____
   _____
10. Was other potentially infectious material besides blood involved? _____
    Describe: _____
    _____

POST-EXPOSURE EVALUATION FORM

Date Form Completed: _____
Date of Exposure: _____

Employee Name: _____
SSN: _____

The above-named employee has had an occupational exposure to blood or body fluids while employed in the Elgin Public Schools. Enclosed is a copy of the Bloodborne Pathogen Exposure Incident Report and the employee's Hepatitis B vaccination status. The employee has been sent to his/her physician for testing and evaluation for bloodborne pathogen exposure. Evaluation and testing are covered by the Elgin Public Schools.

OSHA regulations require that an employer obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of a post-exposure evaluation.

Healthcare Professional's Written Opinion

Circle one, two, or three:

1. HBV vaccine is indicated for this employee; vaccine not received.
2. HBV vaccine is not indicated for this employee; vaccine not received.
3. HBV vaccine is indicated for this employee; vaccine received.

Check after completion:

_____ Employee has been informed of evaluation results.

_____ Employee has been told of any medical conditions resulting from exposure to blood or other potentially infectious materials that require further evaluation or treatment.

_____ All other findings or diagnosis shall remain confidential and shall not be included in this written report.

Healthcare Professional's Signature Title Date

OSHA BLOODBORNE PATHOGENS INFORMATION AND TRAINING ATTENDANCE RECORD FOR ELGIN PUBLIC SCHOOLS EMPLOYEES

_____ (name) has attended the Bloodborne Pathogen Standard training appropriate in content and containing at a minimum the following elements:

An accessible copy of the regulatory text of 29 CFR 1910.1030.

A general explanation of the epidemiology and symptoms of bloodborne diseases.

An explanation of the modes of transmission of bloodborne pathogens.

An explanation of an exposure control plan and the means by which the employee can obtain a copy of the written plan.

An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.

An explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices, and personal protective equipment.

Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.

An explanation of the basis for selection of personal protective equipment.

Information on the Hepatitis B vaccine: efficacy, safety, method of administration, benefits, offered free of charge to employee.

Post-exposure procedures, evaluations, and follow-up.

Explanation of the signs, labels, and color coding.

Opportunity for interactive questions and answers with person conducting the training session.

_____ Date

_____ Employee Signature

_____ School

_____ Social Security Number

_____ Job Title

_____ Signature of Trainer

WORK DAY
CERTIFIED PERSONNEL
(REGULATION)

In accordance with the policy of the board of education the following regulation shall govern the normal working day for teachers.

The school day for teachers shall begin at 8:00 A.M. and end after the buses have departed in the afternoon, unless special meetings are called or unless school is dismissed early. Classrooms and areas of normal supervision shall not be left unattended. If it becomes necessary for a teacher to leave the post, arrangements must be made with the principal so that a substitute may be provided.

Teachers shall be present in their classrooms when students are there. Teachers scheduled for playground duty must be prompt in assuming that responsibility. While students are in the hallways, teachers shall assist with traffic.

School bus monitoring and event monitoring (ticket taking, etc.) shall be on a voluntary basis if possible. If sufficient volunteers are not available, teachers shall be assigned to these duties.

PROFESSIONAL GROWTH AND DEVELOPMENT

It is the policy of the Elgin Board of Education that teachers and other employees shall continue their professional growth through seminar and workshop attendance and membership in professional organizations. The board believes that it has a responsibility to provide opportunities for the continual growth of its professional staff. Such opportunities may include, within budgetary limitation, special in-service training courses and workshops as recommended by a professional development committee and/or the board. Staff members are encouraged to seek additional and higher degrees, to obtain further certification, and to become more proficient not only in their subject area, but also in their ability to handle discipline, to motivate students, and to cope with both personal and job-related stress.

The professional development committee shall be composed of classroom teachers, administrators, and parents, guardians, or custodians of children in the district. A majority of the committee shall be composed of classroom teachers who will be selected by a designated administrator of the district from a list provided by the teachers in the school district. The members selected shall be subject to the approval of a majority vote of the teachers in the district. The administrators shall be selected by the board from a list provided by the superintendent. Parents shall be selected by the board from a list provided by the administration and the professional development committee. At a minimum, once every four years the committee shall include at least one school counselor in its membership.

When classes are dismissed for that purpose, teachers are expected to attend professional meetings or forfeit one day's pay for each day of the meeting unattended unless an emergency exists.

The board may authorize the attendance of teachers at educational conferences and may reimburse travel and lodging expenses. Authorization to attend shall be obtained from the board prior to the activity date. Written requests shall be submitted to the superintendent who will forward the request to the board.

REFERENCE: 70 O.S. §3-104.2
70 O.S. §6-192, et seq.
70 O.S. §6-194
70 O.S. §6-204.2

STAFF DEVELOPMENT ALTERNATIVE ACTIVITY REQUEST/REPORT

Sponsor Activity Date(s) Clock Hours

_____

_____

I, _____, request that the activity listed above be approved for _____ points as an alternative activity.

The following information is to be completed by the employee attending the activity:

I. Assessed need: _____

II. Training objectives: State specifically in terms of learner outcomes (staff and/or students).

1. _____
2. _____
3. _____

III. Outline the content/learning experiences (a brief description of concepts and activities that meet the objectives):

1. _____
2. _____
3. _____

_____

Signature of employee making request Date

_____

Signature of site principal who approved Date

STAFF DEVELOPMENT PROGRAM FORMS

PARTICIPATION FORM

Name: _____

School: _____

Date of participation: _____

Name of staff development activity: _____

Brief description and length of activity: _____

_____

Date: _____

Points requested: _____ Approved: _____

Disapproved: _____

_____
Principal Date

(Principal: File this portion with the Superintendent's Office.)

(Complete this portion and return to applicant)

Name: _____

Approved _____ Points allowed: _____

Disapproved _____

Reason: _____

_____

_____

_____
Principal Date

STAFF DEVELOPMENT PROGRAM FORMS (Cont.)

ACTIVITY POINTS FORM

SCHOOL YEAR _____ - _____

STAFF DEVELOPMENT POINTS

Accumulated by: _____
Name

Date of Activity	Points Earned	Type of Activity

Total points accumulated by February 1: _____

STAFF DEVELOPMENT PROGRAM FORMS (Cont.)

ACTIVITY EVALUATION FORM
for
Local - Cooperative In-service

Town _____ Grades Teaching _____ Date _____

Workshop Title _____

	AGREE				DISAGREE
I want more in-service on this topic.	5	4	3	2	1
This in-service activity was suitable for the grades I teach.	5	4	3	2	1

I would like in-service activities in the following areas:

STAFF DEVELOPMENT PROGRAM FORMS (Cont.)

TOTAL PROGRAM EVALUATION FORM

strong	weak	Needs/Objectives	met	not met

Was program cost effective? _____

_____

Were activities what was needed? _____

_____

Were new needs identified? _____

_____

Date of evaluation _____

_____

PROFESSIONAL GROWTH AND DEVELOPMENT (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern professional development.

Professional Development of Certified and Licensed Personnel

1. Membership in Professional Organizations

   The board of education feels genuine professional growth can be obtained by membership in the various professional organizations, but that membership should be on a voluntary basis and not compulsory.

2. Attendance at Required Meetings (all certified and licensed personnel)

   Certified and licensed persons are expected to attend all curriculum meetings planned by the professional development committee.

3. In-service Training

   A. A minimum of 75 professional development points shall be earned within a five-year period by each certified and licensed individual in order to maintain employment in this district. One point shall be equivalent to one clock hour.

   B. A minimum of _____ professional development points shall be earned annually by each certified and licensed individual in order to maintain employment in this district.

   C. _____ professional development points must be earned from the _____ professional days in August. Any exceptions must be submitted and approved by the professional development committee.

   D. At least once a year a program shall be offered on recognition and reporting of child abuse and neglect which all teachers will be required to complete. For those teachers who are unable to complete the program on the day offered, other arrangements will be made.

4. National Board Certification

   Districts may choose either of the following options:

   Teachers who have submitted an application for National Board Certification may utilize two (2) of their five (5) professional days for certification portfolio development.

   Or

   Teachers who have submitted an application for National Board Certification may receive two (2) professional days for certification portfolio development during which a substitute teacher shall be provided by the school district at no cost to the teacher.

PROFESSIONAL GROWTH AND DEVELOPMENT, REGULATION (Cont.)

Approved Professional Development Opportunities

1. Such workshops as shall be provided by the local professional development committee in response to analysis of needs assessments administered annually to all certified and licensed personnel.

2. Credit may be earned through the following alternatives:

   A. Professional Meetings (Sanctioned by State Department of Education or professional organizations where professional development points are awarded.)

      1. State and Zone O.E.A. Workshops and C.C.O.S.A. Meetings
      2. Summer and Saturday Workshops
      3. Coaches Clinics (for Summer Coaching Clinic in the absence of signed vouchers - 10 professional development points allowed with local voucher to be signed by superintendent)
      4. Vocational Workshops
      5. Teacher Visitation
      6. Etc.

   B. Professional Committees

      1. Textbook Committee
      2. Professional Development Committee
      3. Local certified personnel conducting workshops
      4. Local Teacher Association President (5 points/year)
      5. Curriculum Review Planning Committee
      6. Curriculum Review Chairpersons (1 point/year)

   C. College Courses and Credits (One semester hour of approved college credit shall equal 15 professional development points.)

   D. Additional kinds of experiences may be recommended as alternative activities to the professional development committee to be approved by the board of education.

   E. For each clock hour of participation in alternate activities, one professional development point will be awarded.

Record Keeping

1. Vouchers for workshops and individual records of professional development points will be kept by the Professional Development Representative in each building.

2. Turning in vouchers, evaluations, and signing the record of points is the responsibility of each individual.

PROFESSIONAL GROWTH AND DEVELOPMENT, REGULATION (Cont.)

3. Vouchers and evaluations must be turned in to the building representative no later than one week after a workshop. These points will be lost if this is not done during this time period.

4. An evaluation is to be filled out for every local workshop and returned to the building representative.

5. Lost vouchers result in points not being counted. Replacement vouchers will not be available.

6. A comparison check of each certified and licensed person's points will be made once each semester by the building representative and the representative from the central office.

7. Any questions concerning professional development should be directed to the building representative.

8. College credit earned during the summer must be turned in to the building representative no later than the end of the first full week beginning each school year. (A copy of the transcript or grades is needed to show the number of hours earned.)

Evaluation

1. Individual records of professional development points will be maintained as required by state statutes.

2. Cooperation of all certified and licensed personnel will be necessary to maintain an accurate professional development record for each person.

3. Failure to fulfill professional development training requirements result in action by the board of education according to state statutes.

Guidelines for Membership on Professional Development Committee

1. Classroom teacher and principal replacement members for the professional development committee will be elected for a two-year term. Terms for regular and alternate members will coincide.

2. The chairperson and co-chairperson will be chosen at the end of each school term to begin serving the following school year. The chairperson should be a professional development member with one year of experience on the committee.

PROFESSIONAL DEVELOPMENT PROGRAM COMMITTEES AND RESPONSIBILITIES

Following are descriptions of the responsibilities of the professional development coordinator and the various professional development program committees:

Professional Development Coordinator's Responsibilities

1. Coordinate activities of the professional development committees.
2. Work with the workshop planning committee to review the needs assessment data and previous year's evaluation; assist in writing needs, objectives, and activities.
3. Recommend any necessary changes in regulations to the regulations review committee.
4. Prepare the total program evaluation.
5. Present the revised professional development plan to the board of education at the April board meeting for its approval.
6. Have the assurance statement signed.
7. Submit the approved professional development plan to the state coordinator by May 10.

Workshop Planning Committee Responsibilities

1. Review all needs assessment data available and last year's evaluation; add or delete objectives based on evaluation of needs assessment data; plan for long-term and short-term objectives.
2. Meet with the cooperative representatives to plan the co-op in-service day program; serve as host/hostess at the meeting.
3. Mail the tentative program to cooperating schools.
4. Plan the local in-service day program.
5. Write needs, objectives, and activities and present them to the professional development committee for approval.
6. Distribute copies of needs assessment and objectives to the professional.
7. Minutes:
   A. Keep accurate minutes of all meetings.
   B. File minutes in the workshop planning committee folder.
8. Give the committee folder to the professional development coordinator when the task is completed.

PROFESSIONAL DEVELOPMENT PROGRAM, COMMITTEES AND RESPONSIBILITIES (Cont.)

Workshop Implementation Committee Responsibilities

1. This committee is responsible for the smooth and efficient functioning of the cooperative and local in-service days.
2. Check with the speaker to see what equipment and space needs are required for the presentation; for example: electrical outlets, extension cords, overhead projector, etc.
3. Consider interest vs. room capacity in assigning presentations to rooms.
4. Registration Table:
   A. Professional development forms for participants to sign
   B. Pens
   C. Programs: Obtain information from workshop planning committee, then print enough for all participants.
   D. Activity evaluation forms provided by the evaluation committee. Each participant should have a form for each session attended.
5. Refreshments:

   Doughnuts
   Coffee
   Soda
   Napkins
   Cups
   Ice
6. Provide attendance verification statements for each participant at each session if the presenter does not have enough.
7. Minutes:
   A. Keep accurate minutes of all meetings.
   B. File minutes in the workshop implementation committee folder.
8. Give the committee folder to the professional development coordinator when the task is completed.

PROFESSIONAL DEVELOPMENT PROGRAM, COMMITTEES AND RESPONSIBILITIES (Cont.)

Regulations Review Committee Responsibilities

1. One committee member will attend the State Department of Education workshop for professional development committees to keep abreast with the current state regulations concerning professional development plans.
2. Review the professional development plan.
3. Propose changes, if necessary.
4. Submit all proposed changes to the professional development coordinator by the first Friday in March.
5. Submit proposed changes to the professional development committee for approval.
6. Minutes:
   A. Keep accurate minutes of all meetings.
   B. File minutes in the regulation review committee folder.
7. Give the committee folder to the professional development coordinator when the task is completed.

Evaluation Committee Responsibilities

1. In-service Activity Evaluation
   A. Due Friday after August in-service days.
   B. Hand activity evaluation forms to all participants during registration.
   C. Advise participants of the importance of completing the form for each in-service activity attended. This input determines whether or not the activity meets the teachers' needs as stated in the professional development plan.
   D. Instruct participants to leave the activity evaluation form in the room in which the in-service was held. Forms will be picked up by committee members at the end of the day.
   E. Pick up forms after in-service is completed for the day.
   F. Tally results.
   G. Attach activity evaluation forms to the tally sheet and give to the coordinator.

PROFESSIONAL DEVELOPMENT PROGRAM, COMMITTEES AND RESPONSIBILITIES (Cont.)

H. Send untallied evaluations of cooperating schools to their respective schools if they desire this information.

2. Minutes:

   A. Keep accurate minutes of all meetings.

   B. File minutes in the evaluation committee folder.

3. Give the committee folder to the professional development coordinator when the task is completed.

PROFESSIONAL DEVELOPMENT PROGRAM SCHEDULE

September	Elect new professional development committee members and officers for planning next year's in-service activities.
October-February	Workshop planning committee will compile data into useful information to determine whether currently identified needs have been met.
	A new needs assessment survey is conducted.
	Workshop planning committee will compile a revised list of identified needs.
	Workshop planning committee will plan and schedule in-service activities to meet identified needs for the next school year.
February-March	State Department of Education workshops for professional development.
	Zone meeting workshops.
	Regulation review committee reviews regulations and recommends any needed changes.
March	The coordinator will revise the professional development plan and put it into a format that follows the State Department of Education's instructions for filing a revised professional development plan.
April	The coordinator presents the revised plan to the board of education for approval and has the assurance statement signed.
April/May/August	Workshop implementing committee makes arrangements for in-service days.
August	Evaluation committee duplicates forms for in-service days, has evaluation forms distributed during registration on in-service days, and tallies evaluation results. Results are given to the coordinator.

COLLEGE COURSE WORK
FEE WAIVERS

The Elgin Board of Education recognizes the benefit to the District of having employees, both certified and non-certified, who are highly educated and take additional college courses that will assist the District in providing quality education to its students.

The Elgin Board of Education may reimburse a portion of the cost of college tuition for certified and non-certified staff according to the availability of funds. In order to be entitled to the reimbursement, the employee must have received written approval from the Superintendent prior to taking the course. The course must be of benefit to the employee's current job functions. Upon completion of the course, the employee must present satisfactory documentation of passing grades and provide proof of the employee has paid the tuition for the college course. Reimbursement for this will be processed through payroll according to IRS guidelines.

As a condition of accepting the reimbursement, the employee agrees to repay the District an amount equal to the gross reimbursement received by the employee if the employee terminates employment with the District within three (3) years of having received the reimbursement.

TEACHER EVALUATION

The Elgin Board of Education believes that personnel evaluation is a mutual endeavor among all staff members and the board to improve the quality of the overall educational program. The improvement of the district's educational efforts must be a joint responsibility of the school district and the individual educator.

All certified staff members shall be evaluated using Tulsa's TLE Observation and Evaluation System. The completed evaluation shall be retained in the personnel file of the person being evaluated. The evaluation instrument is a confidential document and shall be protected accordingly.

Probationary teachers shall receive formative feedback from the evaluation process at least twice each year. Formative feedback shall occur during the fall semester, and at least once during the spring semester , each year. Career teachers shall be evaluated at least once each year except for career teachers receiving a "superior" or "highly effective" rating under the TLE, who may be evaluated once every two (2) years. Evaluations of teachers shall be made by the appropriate certified principal, or other designated certified and qualified administrative person.

During the 2013-2014 school year, one hundred percent (100%) of the evaluation rating of teachers and administrators shall be based on the qualitative component of the TLE. The school district will incorporate the student academic growth and other academic measurement quantitative components of the TLE in all school sites within the school district.

The evaluation shall be reviewed by the staff member and the evaluator. Either or both may attach written and signed comments to the evaluation instrument within two weeks of the evaluation, provided that no additional statements or comments shall be attached without the teacher's knowledge. The teacher's signature on the evaluation instrument shall serve only to reflect the teacher's acknowledgment that an evaluation was conducted. A copy of the completed evaluation instrument will be provided to the teacher.

Except by order of a court of competent jurisdiction, evaluation documents and the responses thereto shall be made available only to the evaluated person, the board of education, the administrative staff making the evaluation, the board and administrative staff of any school to which the evaluated person applies for employment, and such other persons given consent by the teacher in writing, and shall be subject to disclosure at a hearing or trial de novo.

If the evaluation discloses any area(s) in which improvement can be reasonably expected and desired, the principal shall discuss such area(s) with the teacher and offer suggestions and recommendations as to how improvement may be achieved. Such recommendations shall be recorded on the evaluation instrument.

When the evaluating administrator identifies poor performance or conduct that the administrator believes may lead to a recommendation for the career teacher's dismissal or nonreemployment, the administrator will admonish the teacher in writing and make reasonable effort to assist the teacher in correcting the poor performance or conduct; and establish a reasonable time for improvement, not to exceed two months.

If the career teacher does not correct the poor performance or conduct cited in the admonition within the time specified, the administrator shall make a recommendation to the superintendent for the dismissal or nonreemployment of the teacher. A probationary teacher will receive a plan of improvement if inadequate teaching performance exists.

The board shall review this evaluation policy on an annual basis following consultation or involvement by representatives selected by the teachers in this district.

TEACHER EVALUATION (Cont.)

REFERENCE: 70 O.S. §6-101.10, et seq.

THIS POLICY REQUIRED BY LAW.

TEACHER EVALUATION (Cont.)

ANNUAL REVIEW

Date of Review	Signature

TEACHER PERFORMANCE EVALUATION PROCEDURES

During the 2014-2015 school year, one hundred percent (100%) of the evaluation rating of teachers shall be based on the qualitiative component of the TLE. As required by 70 O.S. § 6-101.10 for purposes of testing the TLE, the school district will incorporate the student academic growth and other academic measurement quantitative components of the TLE in all school sites within the school district.

For purposes of establishing baseline data, the school district shall incorporate the student academic growth ("SAG") and other academic measures ("OAM") quantitative components of the TLE. Each teacher for whom a Value Added Result is not available shall utilize a student learning objective ("SLO") or student outcome objective ("SOO"). An SLO/SOO is a measureable, long term academic goal that a teacher ot teacher team sets at the beginning of the year for all students or subgroups of students.

The SLO/SOO cycle consists of five steps: (1) development, (2) approval, (3) midcourse check-in, (4) final review of SLO/SOO attainment and scoring, and (5) discussion of summative rating and impact on practice. Initially, each administrator shall visit with teachers for whom a value added result is not available and shall require that a SLO/SOO be developed. SLOs/SOOs must demonstrate SAG impacted by the teacher in order to provide actionable feedback. The process for development of the SLO/SOO is as follows:

1. Identification of core content and standards.
2. Gather and analyze student data.
3. Determine the focus of the SLO/SOO.
4. Select or develop an assessment.
5. Develop a growth target and rationale.

The SLO/SOO evaluation rating for each teacher will be based upon a scale of 1.00 to 5.00.

The board of education shall annually approve a list of other academic measures ("OAM") from the list of options which have been approved by the State Board of Education. OAM are alternative instruments ensuring a robust teacher evaluation, capturing unique facets of effective teaching, and reflecting student academic performance impact by the teacher. Each teacher shall have at least two options that are grade level appropriate. The teacher shall be required to select an other academic measure from the list approved by the board of education that is relevant to the job duties assigned to that teacher. The other academic measure should be selected by the teacher with the understanding that the measure is to be utilized to provide actionable feedback to the teacher. If there are not at least two options of OAM listed on the approved OAM list that are relevant to the job duties of a teacher, two other relevant options will be provided by the board of education that meet the definition of other academic measure adopted by the Oklahoma State Board of Education prior to the expiration of the first nine weeks of school.

The rating scale for each teacher shall be a 5 point scale, where 5 is Superior, 4 is Highly Effective, 3 is Effective, 2 is Needs Improvement, and 1 is Ineffective.

The timeline for the evaluation process shall be as follows:

1. During the first nine weeks of school, each teacher shall do each of the following:

    a. Determine an academic area of focus for the teacher's students that will guide the other academic measures for the teacher.

b. Administer a pre-assessment or locate data that can be used as a pre-assessment of the academic area of focus.

c. Select an other academic measure that will be used to measure the performance of the academic area of focus at the end of the school year (or after instruction for the academic area of focus is complete). Those teachers who receive an individual value added model score because they teach in a grade and subject that has state tests used for calculating individual value added model scores may substitute the value added model score (on a 5 point scale) for the other academic measure if they so choose.

d. Establish a SMART goal by the end of the first semester for the academic area of focus as measured by the other academic measure. SMART goals are Specific, Measureable, Attainable and Ambitious, Results-driven, and Time-bound. SMART goals should be established based on pre-assessment data. Teachers may collaboratively develop SMART goals and 5 point rating scales with peers.

e. Establish a 5-point rating scale, by the end of the first semester, for the SMART goal, where 5 is Superior, 4 is Highly Effective, 3 is Effective, 2 is Needs Improvement, and 1 is Ineffective.

f. By way of signature, receive agreement from the evaluator on the SMART goal and 5-point rating scale. If the teacher and the evaluator cannot agree on the SMART goal and 5-point rating process, the Superintendent shall provide mediation.

TEACHER PERFORMANCE EVALUATION PROCEDURES (Cont.)

2. At the end of the school year (or after instruction for the academic area of focus is complete), all teachers shall consult with their respective evaluators to determine if the SMART goal was reached and what score will be assigned based on the previously agreed upon 5-point rating scale for the OAM. Documentation of student performance should be provided.

3. Because the results of many OAM are unavailable until after evaluations must be completed for re-employment decisions, other academic measure results will be calculated as 15% of teacher evaluations during the year following their attainment.

4. If a teacher encounters an extenuating circumstance including, but not limited to, extended illness, acceptance of a student teacher, natural disaster, flu epidemic, or those situations that materially impact the achievement of the teacher's students after a SMART goal has been agreed upon, the teacher shall be evaluated via the development of a high quality reflective analysis of their student performance and factors that contributed to the teacher's inability to reach expected targets.

The district shall utilize the other academic measure sample worksheet provided by the State Department of Education.

Data shall be collected by the evaluator on an ongoing basis in compliance with the system of evaluation selected by the board of education. The data shall be maintained in an evaluation file for the teacher. Final scores for the other academic measure component shall be determined by the end of the school year.

EVALUATION SUMMARY
CERTIFIED TEACHING PERSONNEL

TEACHER _____ GRADE/SUBJECT _____

		OUTSTANDING 1	COMMENDABLE 2	COMPETENT 3	MARGINAL 4	UNSATISFACTORY 5
I.	MANAGEMENT					
II.	METHODS OF INSTRUCTION					
III.	PRODUCTS					
IV.	PROFESSIONAL RESPONSIBILITIES					
	OVERALL RATING					

COMMENTS:

A formal conference was held on _____ with my evaluator. Each of the characteristics above was discussed and specific suggestions for improvement were made. My signature below does not necessarily mean that I agree with this appraisal. Signed comments are attached by the

EVALUATOR_____TEACHER _____

DATE _____ TEACHER'S SIGNATURE_____

DATE _____ EVALUATOR SIGNATURE _____

DATE _____ SUPERVISOR SIGNATURE _____

EVALUATION SUMMARY, CERTIFIED TEACHING PERSONNEL (Cont.)

	1	2	3	4	5
I. MANAGEMENT					
A. The teacher plans for delivery of the lesson relative to short-term and long-term objectives.					
B. The teacher uses minimum class time for non-instructional routines, thus maximizing time on task.					
C. The teacher clearly defines expected behavior (encourages positive behavior and controls negative behavior).					
D. The teacher establishes rapport with students and provides a pleasant, safe, and orderly climate conducive to learning.					
II. METHODS OF INSTRUCTION					
A. The teacher communicates the instructional objectives to students.					
B. The teacher shows how the present topic is related to those topics that have been taught or that will be taught.					
C. The teacher relates subject topics to existing student experiences.					
D. The teacher uses signaled responses, questioning techniques and/or guided practices to involve all students.					
E. The teacher teaches the objectives through a variety of methods.					
F. The teacher gives directions that are clearly stated and related to the learning objectives.					
G. The teacher demonstrates desired skills.					
H. The teacher checks to determine if students are progressing toward stated objectives.					
I. The teacher changes instruction based on the results of monitoring.					
J. The teacher requires all students to practice newly learned skills while under the direct supervision of the teacher.					

EVALUATION SUMMARY, CERTIFIED TEACHING PERSONNEL (Cont.)

	1	2	3	4	5
K. The teacher requires students to practice newly learned skills without the direct supervision of the teacher.					
L. The teacher summarizes and fits into context what has been taught.					
III. PRODUCTS					
A. The teacher writes daily lesson plans designed to achieve the identified objectives.					
B. The teacher maintains a written record of student progress.					
C. The teacher utilizes grading patterns that are fairly administered and based on identified criteria.					
D. Students demonstrate mastery of the stated objectives through projects, daily assignments, performance, and test scores.					
IV. PROFESSIONAL RESPONSIBILITIES					
A. Demonstrates self-control.					
B. Complies with school rules, regulations and policies.					
C. Demonstrates respect for authority.					
D. Maintains good relations with other staff.					
E. Maintains good relations with parents.					
F. Uses techniques other than grade cards and required parent conferences to communicate with parents.					
G. Contributes to the total school program through involvement in the formulation of policies and procedures which affect the teacher's services, including curriculum, teaching materials, methods of instruction and school-community relations.					
H. Adheres to professional ethics as defined in board policy.					
I. Maintains and improves professional competence.					

EVALUATION SUMMARY, CERTIFIED TEACHING PERSONNEL (Cont.)

	1	2	3	4	5
J. Accepts responsibility for assigned extracurricular activities.					
K. Demonstrates dependability and punctuality in carrying out duties of the position.					
L. Is enthusiastic about the job and approaches the task in a positive manner.					
M. Demonstrates responsible attitude toward attendance/absences from the classroom.					
N. Is accurate and prompt with records and reports.					
O. Exercises concern about the proper use and care of building, equipment and supplies.					
P. Supports students outside of classroom, including attendance at variety of school activities.					
Q. Dresses appropriately in a neat, well-groomed, professional and non-distracting manner.					
R. Remains in classroom during assigned periods.					

COMMENTS: Additional comments will be attached if provided within two weeks of this evaluation.

LIBRARY MEDIA SPECIALIST EVALUATION

Name _____ School _____

Assignment _____ School Year _____

Date of Formal Observation _____ Career _____ Probationary _____

RATING SCALE:

Satisfactory	Meets or exceeds minimum criteria
Growth Desirable	Work needed in area specified
Unsatisfactory	Serious deficiency exists Needs immediate plan for improvement

I. LIBRARY MEDIA CENTER SUPERVISION	S	G	U
1. Plans and implements a sequential program of information skills and reading guidance in cooperation with teachers.			
2. Provides group instruction and user guidance in locating, evaluating, and using resources and equipment.			
3. Maintains and organizes information which is available not only in printed form but also in other forms of media such as films, recordings, microforms, videotapes, and computer applications.			
4. Evaluates and selects high quality print and nonprint resources which reflect the priorities of the instructional program.			
5. Plans with teachers to design and implement instructional units that effectively utilize available resources and equipment.			
6. Provides teachers with print and nonprint materials and equipment that support the instructional program.			
7. Is accurate and prompt with records and reports, including inventory and annual report.			
8. Evaluates the library media program regularly, establishes goals, and plans budget for improvements.			
9. Exercises concern about the proper use and care of buildings, equipment, and supplies.			
10. Manages time efficiently and maintains a flexible schedule in a businesslike manner.			

From the items listed above, what notable points were observed by the evaluator in classroom and other observations?

_____

_____

_____

LIBRARY MEDIA SPECIALIST EVALUATION (Cont.)

II. MANAGEMENT	S	G	U
1. Plans for delivery of the lesson relative to short-term and long-term objectives.			
2. Uses minimum class time for non-instructional routines, thus maximizing time on task.			
3. Defines expected behavior (encourages positive behavior and controls negative behavior).			
4. Establishes rapport with students and provides a pleasant, safe, and orderly climate conducive to learning.			

From the items listed above, what notable points were observed by the evaluator in classroom and other observations?

_____

_____

_____

_____

III. METHODS OF INSTRUCTION			
1. Communicates the instructional objectives to students.			
2. Shows how the present topic is related to those topics that have been taught or that will be taught.			
3. Relates subject topics to existing student experiences.			
4. Uses signaled responses, questioning techniques, and/or guided practices to involve all students.			
5. Teaches the objectives through a variety of methods.			
6. Gives directions that are clearly stated and related to the learning objectives.			
7. Demonstrates desired skills.			
8. Checks to determine if students are progressing toward stated objectives.			
9. Changes instruction based on the results of monitoring.			
10. Requires that all students practice newly learned skills while under the direct supervision of the teacher.			
11. Requires students to practice newly learned skills without the direct supervision of the teacher.			
12. Summarizes and fits into context what has been taught.			

LIBRARY MEDIA SPECIALIST EVALUATION (Cont.)

From the items listed above, what notable points were observed by the evaluator in classroom and other observations?

_____

_____

_____

_____

IV. PRODUCTS

1.	Writes daily lesson plans for each class or group that regularly use the library.		
2.	Evaluates progress through students' written responses and observation of their proficiencies.		
3.	Utilizes evaluations that are fairly administered and based on identified criteria.		
4.	Students demonstrate mastery of the stated objectives through projects, performance, and test scores.		

From the items listed above, what notable points were observed by the evaluator in classroom and other observations?

_____

_____

_____

_____

V. PROFESSIONAL QUALITIES & RESPONSIBILITIES

1.	Willing to serve on faculty & curriculum committees.		
2.	Follows established school policies, rules, and regulations.		
3.	Displays an enthusiastic, cooperative, positive attitude.		
4.	Supports the total school program.		
5.	Exhibits professional manner & attitudes.		

LIBRARY MEDIA SPECIALIST EVALUATION (Cont.)

From the items listed above, what notable points were observed by the evaluator in classroom and other observations?

_____

_____

_____

_____

VI. EVALUATOR'S COMMENTS:

VII. LIBRARY MEDIA SPECIALIST COMMENTS: Library Media Specialist is invited to make any comments that he/she may wish to include as part of the evaluation. Library Media Specialist comments can be added as an attachment to the evaluation.

I certify this evaluation has been discussed with me. I understand my signature does not necessarily indicate agreement.

_____

Signature of Library Media Specialist Date

_____

Signature of Evaluator Title Date

COUNSELOR'S CONFIDENTIAL EVALUATION

Counselor's Name _____ School _____

Assignment _____ School Year _____

Date of Formal Observation _____ Career _____ Probationary _____

Satisfactory	Meets or exceeds minimum criteria
Growth Desirable	Work needed in area specified
Unsatisfactory	Serious deficiency exists
	Needs immediate plan for improvement

I. COUNSELING SERVICE AND RESPONSIBILITY	S	G	U
1. Actively participates in pupil placement decisions.			
2. Provides liaison and spokesman services to the community and its agencies.			
3. Uses an approach that reflects a humanitarian concern for dignity, confidentiality, and the personal integrity of the student.			
4. Consults regularly with staff concerning student needs.			
5. Provides good orientation for new students.			
6. Involves parents in seeking solutions to school related problems.			
7. Communicates and interacts effectively with colleagues, parents, and students.			
8. Regularly initiates both individual and group counseling, activities that reflect problem alleviation, and/or growth in specific skills.			
9. Provides written evaluation summaries of group counseling, program assessments.			
10. Is accurate and prompt with records and reports.			

COMMENTS: _____

_____

_____

COUNSELOR'S CONFIDENTIAL EVALUATION (Cont.)

II. CLASSROOM GUIDANCE AND MANAGEMENT

	S	G	U
1. Plans for delivery of the lesson relative to short-term and long-term objectives.			
2. Uses minimum class time for non-instructional routines, thus maximizing time on task.			
3. Clearly defines expected behavior (encourages positive behavior and controls negative behavior).			
4. Establishes rapport with students and provides a pleasant, safe, and orderly climate conducive to learning.			

COMMENTS: _____

_____

_____

III. METHODS OF INSTRUCTION FOR CLASSROOM GUIDANCE

1. Communicates the instructional objectives to students.			
2. Shows how the present topic is related to those topics that have been taught or that will be taught.			
3. The counselor relates subject topics to existing student experiences.			
4. Uses signaled responses, questioning techniques, and/or guided practices to involve all students.			
5. Teaches the objectives through a variety of methods.			
6. Gives directions that are clearly stated and related to the learning objectives.			
7. Checks to determine if students are progressing toward stated objectives.			
8. Changes instruction based on the results of monitoring.			
9. Requires all students to practice newly learned skills while under the direct supervision of the counselor.			
10. Requires students to practice newly learned skills without the direct supervision of the counselor.			
11. Summarizes and fits into context what has been taught.			

COMMENTS: _____

_____

COUNSELOR'S CONFIDENTIAL EVALUATION (Cont.)

IV. EVALUATION COMMENTS:

V. COUNSELOR'S COMMENTS: Counselor is invited to make any comments that he/she may wish to include as part of the evaluation. Counselor's comments can be added as an attachment to the evaluation.

This evaluation is based on counselor conferences and personal knowledge collected by evaluator.

I certify this evaluation has been discussed with me. I understand my signature does not necessarily indicate agreement.

Signature of Counselor Date

Signature of Evaluator Title Date

EVALUATION OF ADMINISTRATIVE PERSONNEL

Except for the superintendent of schools, who shall be evaluated by the board of education, all certified and non-certified administrators shall be evaluated at least annually by the certified administrative personnel designated by the superintendent. All evaluations shall be made in writing.

Evaluation documents and responses thereto are to be maintained in a personnel file for each administrator. The same evaluation form shall be used for both certified and non-certified administrators. The evaluator may omit any criterion or indicator on the evaluation form that is not applicable to the administrative position being evaluated. The evaluation instrument is a confidential document and shall be protected accordingly.

The general areas of administrative effectiveness shall include the indicators, which are included in the Oklahoma Minimum Criteria for Effective Administrative Performance or other minimum criteria developed by the State Board of Education, and any supplemental indicators that are included on the approved evaluation form.

This policy and the evaluation form utilized to effectuate this policy shall promptly be made available to all persons subject to this policy.

All certified and non-certified administrators shall be evaluated and the evaluation form completed no later than February 1 of each school year.

The board of education shall evaluate and complete the evaluation form on the superintendent of schools at least 10 days prior to the board taking any action to renew or not renew the superintendent's contract.

The board shall review this evaluation policy on an annual basis.

ADMINISTRATOR EVALUATION

Name of Administrator _____
Administrative Assignment _____
School _____ Date of Evaluation _____

The rating scale assumes that every practitioner can improve or change. In some areas activities or skills may need immediate attention, some are possible areas of growth, while in other areas activities and skills are appropriate for the present situation. * *Signifies the State Board of Education minimum criteria for effective administrative performance.*

A = appropriate level of performance
U = unsatisfactory level of performance
I = information not available

Evaluator's Assessment				(Optional) Administrator's Self-Assessment		
A	U	I		A	U	I
			1. Provides leadership and supervision for instruction			
			2. Maintains productive relationship with staff			
			3. Provides leadership for students			
			4. Resourceful in coping with problems			
			5. Efficiently organizes school operation			
			6. Actively promotes positive community relations			
			7. Continues professional development			
			8. Provides leadership for innovations			
			9. Maintains facilities conducive to learning			
			10. Has personal characteristics related to school administration			
			11. Maintains productive relationship with board of education (for superintendents only)			
			12. Other items not previously included (describe)			

_____

Attach additional explanation, if necessary.

ADMINISTRATOR'S EVALUATION (Cont.)

It is recommended that this administrator:

_____ Continue in present assignment

_____ Be reassigned

_____ Be terminated immediately

_____ Be non-renewed for the next school year

_____
Signature of Evaluator

_____ I have seen this evaluation report.

_____ I wish to attach clarification statements.

_____
Signature of Administrator

ADMINISTRATOR'S EVALUATION (Cont.)

CRITERIA FOR ADMINISTRATOR EVALUATION

1. Provides leadership and supervision for instruction

   A. Helps staff develop meaningful goals for the school.

      1. Provides a written site improvement plan that supports the districts' Comprehensive Local Education Plan describing school goals, objectives, and staff development activities. *

      2. With the staff, develops goal statements that are the result of a needs assessment, a written analysis of student test scores and other data as well as community input. *

   B. Assists teachers in establishing meaningful goals, objectives, and evaluation procedures.

      1. Provides a written analysis of student test scores and other data to assure that the various student populations are benefiting from the instructional program. *

      2. Assists the staff in monitoring student progress. *

      3. Works with staff to establish curriculum objectives, sequence and lesson objectives. *

   C. Assists teachers in evaluating their methods and materials.

   D. Regularly visits classrooms.

   E. Assists and encourages teachers to adjust their educational program to meet individual student needs and abilities.

   F. Assists teachers in using community resources in their instructional program.

   G. Assists teachers in providing a classroom atmosphere conducive to good learning situations.

   H. Works with the staff to assure that all learners are involved in the learning process. *

   I. Assists teachers in developing satisfactory growth in basic skills for all students.

   J. Systematically supervises and evaluates teacher utilization of teaching supplies and care of equipment and facilities.

   K. Abides by district policy and philosophy in work and activities.

   L. Provides leadership and assists in the development of philosophy, policy, and curriculum in school.

   M. Uses a minimum of instructional time for noninstructional routines thus maximizing time on task. *

ADMINISTRATOR'S EVALUATION (Cont.)

2. Maintains productive relationship with staff

   A. Works with the staff in collegial and nonthreatening ways to promote and improve instruction. *

   B. Sets high expectations for staff. *

   C. Educates the staff to recognize and display the teaching criteria upon which evaluation is conducted. *

   D. Stimulates staff participation in all phases of the operation for which responsible.

   E. Maintains positive and equitable performance appraisal procedures for staff. Uses tact in its administration.

   F. Maintains a respect for the dignity of all the individuals concerned in disciplinary action.

   G. Provides staff members security and freedom to do good work.

   H. Works with staff in cooperatively establishing fair and equitable teaching and non-teaching responsibilities.

   I. Develops staff morale that supports staff members so they feel successful and identify with the school effort.

   J. Provides opportunities for selected professional development experiences for staff.

3. Provides leadership for students

   A. Works with staff to develop and communicate defined standards of conduct that encourage positive and productive behavior. *

   B. Provides written discipline policies to which students are expected to perform. *

   C. Administers discipline with student learning rather than punishment as the objective.

   D. Aids students in developing responsibility for their own conduct.

   E. Encourages students to assume responsibility for the behavior of their peers and the neatness of their school.

   F. Encourages students to respect the rights, properties, and opinions of others.

   G. Understands and respects students as individuals.

   H. Encourages in students an appreciation for their civil rights and responsibilities of our democratic institutions.

ADMINISTRATOR'S EVALUATION (Cont.)

I. Encourages the development of student behavior based on a sense of moral and spiritual values.

J. Works with the staff to develop programs to recognize academic achievement. *

4. Resourceful in coping with problems

A. Anticipates problems.

B. Supports staff in conflict situations.

C. Involves students and staff in developing and maintaining reasonable standards of conduct.

D. Assumes leadership in solving school problems.

E. Helps teachers understand the sources of important problems they are facing.

F. Has the relevant facts before making important decisions.

5. Efficiently organizes school operation

A. Provides clear and consistent written and oral directions.

B. Minimizes classroom interruptions.

C. Plans and holds staff meetings only as needed.

D. Does not require unnecessary paperwork.

E. Administers attendance policies.

F. Assumes responsibility for health and safety of students in the school.

G. Is willing to make decisions that may be unpopular yet be best for the overall program.

6. Actively promotes positive community relationships

A. Provides opportunities for community members to become involved in school activities.

B. Solicits input from the community to develop goals for the school.

C. Makes use of educational resources from the community.

D. Constructively interprets the school program and the policies to the community.

ADMINISTRATOR'S EVALUATION (Cont.)

E. Keeps the community informed concerning the school program.

F. Encourages teachers to maintain communications with parents.

7. Continues professional development

A. Uses ideas from professional magazines and bulletins.

B. Attends and contributes to professional meetings.

C. Takes advantage of opportunities for professional growth that are available beyond the requirements of the district.

8. Provides leadership for innovation

A. Develops projects to focus on special problems.

B. Supports teachers who systematically plan innovative projects and techniques.

C. Plans carefully the goals, objectives, and evaluation of new projects and procedures.

D. Makes decisions about continuation based on evaluation information.

E. Is receptive to new ideas.

9. Maintains facilities conducive to learning.

A. Establishes and maintains rapport with staff and students, providing a pleasant, safe and orderly climate for learning. *

B. Provides for availability of supplies and equipment.

C. Provides needed resources for staff. *

D. Maintains neat, attractive office.

E. Effectively maintains plan with the resources available.

F. Maintenance and utility costs of buildings compare favorably with like schools in the area.

G. Encourages students to show school pride in the buildings and school.

H. Leads the school or office in economical use of materials and supplies.

ADMINISTRATOR'S EVALUATION (Cont.)

10. Has personal characteristics related to school administration

    A. Exercises administrative discretion in a manner which is not arbitrary, capricious, unfair, or unreasonable.

    B. Shows respect, concern, and warmth for others and an understanding of individual problems of both students and adults.

    C. Attempts to correct personal habits and mannerisms that detract from effective leadership.

    D. Is enthusiastic about the school.

    E. Accepts constructive criticism profitably.

    F. Gives full consideration to majority and minority opinions.

    G. Shows initiative required of an administrator.

11. Maintains productive relationship with board of education (for superintendents only)

    A. Board members are kept fully and accurately informed about the school program.

    B. Notices and detailed explanations are sent well in advance of special and regular board meetings.

    C. Accurate financial accounting of all school monies is given at every regularly scheduled board meeting.

    D. Works with the board members to develop and maintain the currency of a school board policies manual.

    E. Makes effort to nominate fully qualified candidates for appointment to the school staff.

    F. Keeps the board members informed on all new legislation affecting education.

    G. Keeps the board members informed of new innovations in education.

    H. Works with board members to develop a policy for systematic evaluation of the performance of all school staff.

12. Other items not previously included.

    Other items that have not previously been included, but, in the opinion of the teacher and/or evaluator, are significant, should be rated here. Explain the nature of these items on the reverse side of the appraisal form.

PERSONNEL FILES
CERTIFIED STAFF

A file of personnel records shall be maintained in the superintendent's office for each certificated employee of the Elgin Public Schools. A file shall be kept for all resigned or retired employees, including such essential information as shall seem appropriate to the administration as specified by state and federal laws.

Confidentiality

Personnel information concerning district employees is generally confidential and may be reviewed only on a "need to know" basis under conditions which guarantee management's right of access to information necessary to make judgments and the protection of the employees of the district against unnecessary invasion of privacy. Some personnel information is "public record" and must be released to any person upon request.

Files containing medical information regarding an employee will be kept separate from other personnel files.

Types of Information

It shall be the responsibility of each certificated employee to see that there is filed with the district any record of prior teaching experience. In addition, if the teacher has rendered military service, the proof of discharge from the service must be furnished. It is the obligation of the certificated employee to see that information that will maintain the employee's personnel file on a complete and up-to-date basis is sent to the superintendent's office. The records shall contain the following information:

1. The correct name and the current address and telephone number of the employee;
2. An accurate record of the work experience of the employee;
3. Current data on education completed, including the transcripts of all academic work;
4. Proof of requirements fulfilled in order to be eligible for salary;
5. Current data on credentials;
6. Any current data requested concerning the health of the employee, or medical examinations that the employee may have undergone;
7. Records of assignment;
8. Evaluations of performance;
9. Letters of commendation, reprimand, or omission of duty;
10. Other materials mutually agreed upon between the principal and the teacher.

PERSONNEL FILES, CERTIFIED STAFF (Cont.)

Use of Personnel Records

All the contents of the personnel records file shall be available for inspection by the employee concerned. The district reserves the right to have a member of the superintendent's office staff present at the time the employee inspects his or her personnel file for the purpose of explaining and interpreting the information therein. Similarly, at the time the record is reviewed, the employee shall have the right to have present a representative of his or her own choosing, if desired.

The teacher shall have the right to respond to all materials contained in the personnel file and to any materials to be placed in the file in the future. Responses shall become part of the file.

Parental Notice

If the school district receives Title I funds, the No Child Left Behind Act requires the district to provide parents with notice that they may request information about the professional qualifications of classroom teachers. The notice to parents must include the following:

1. Whether the teacher has met state qualifications for the grade levels and subject areas taught.
2. Whether the teacher is teaching under emergency or other provisional status.
3. The baccalaureate degree of the teacher and any other graduate certification or degree held by the teacher, and the subject area(s) of the certification or degree.
4. Whether the child is provided services by paraprofessionals, and, if so, their qualifications.

If a parent requests the above-listed information, the district is required to provide the information in a timely manner. If the district has hired a teacher who is not highly qualified and the teacher has taught a child for four or more weeks, the district is required to provide the parents notice that their child has been taught by a teacher who is not highly qualified.

REFERENCE: **51 O.S. §24A.7.**
70 O.S. §6-101.11
P. L. 107-110, No Child Left Behind Act of 2001
The Americans With Disabilities Act

THIS POLICY REQUIRED BY THE NO CHILD LEFT BEHIND ACT.

TERMINATION OF EMPLOYMENT
TEACHERS

It is the policy of the Elgin Board of Education that professional employees, who for any reason intend to resign or who intend to retire, are encouraged to indicate their plans in writing to the board as early in the school year as plans may become firm and the decision to leave the district is made. Resignations become effective at the end of the school year in which they are submitted. Resignations to become effective earlier than at the end of the school year require a release by the board and must be considered on an individual basis. Resignations for the subsequent school year likewise require a release by the board and will be considered on an individual basis. Letters of resignation must be mailed to the board by registered or certified mail.

Career teachers will be subject to dismissal at any time - or will not be eligible for reemployment - for:

1. Willful neglect of duty,
2. Repeated negligence in the performance of duty,
3. Mental or physical abuse to a child,
4. Incompetency,
5. Instructional ineffectiveness,
6. Unsatisfactory teaching performance,
7. Commission of an act of moral turpitude,
8. Abandonment of contract,
9. Conviction of a felony,
10. After a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties, or
11. Failure to earn required staff development points.

Probationary teachers may be terminated for cause or nonrenewed by the board at its discretion subject to any statutory due process requirements in effect at the time such teacher is recommended for dismissal or nonrenewal.

Procedures for dismissal of certified employees are governed by state law and all actions of the school district and the board are clearly identified in the statutes. However, nothing in this policy shall be construed to prevent layoffs due to lack of funds or work. No action regarding dismissal or nonrenewal of an employee shall be taken until the employee has received due process (see DO-R).

The board of education may vote to offer employment or to not offer employment for the subsequent school year in advance of the statutory deadline. Until a written contract is executed or until the statutory deadline passes, the board may vote to not reemploy a certified employee.

TERMINATION OF EMPLOYMENT, TEACHERS (Cont.)

The superintendent is directed to prepare procedures for the termination of career and probationary teachers in support of this policy.

REFERENCE: 70 O.S. §6-101, §6-101.20, et seq.
70 O.S. §18-123

TEACHER TERMINATION PROCEDURES

In accordance with the policy of the board of education, the following procedures shall be followed in terminating the employment of career and probationary teachers.

Whenever the superintendent recommends to the board of education that a teacher employed within this school district be dismissed or not reemployed, the superintendent's written recommendation shall set forth the basis for the recommendation. The recommendation shall include the specific statutory grounds on which a career teacher should be dismissed or not reemployed, or the cause for which a probationary teacher should be dismissed or not reemployed, and shall include the underlying facts supporting the recommendation.

Whenever the board of education receives a recommendation for the dismissal or nonreemployment of a teacher, the board or individual designated by the board shall mail, or cause to be mailed, a copy of the recommendation to the teacher, by personal delivery to the teacher with a signed acknowledgement of receipt, or serve the recommendation and notice of hearing by process server. If mailed, such mailing will be by certified mail, restricted delivery, return receipt requested. The notice must specify the statutory grounds - for career teachers - or the cause - for probationary teachers - upon which the recommendation is based and shall include the teacher's right to a hearing before the board and the date, time, and place set by the board for hearing. Such hearing shall be held within the school district no sooner than twenty days nor later than sixty days following the teacher's receipt of notice. The board delegates the superintendent, as its agent, to set a time, date, and place for the hearing after consultation with the board president.

Hearing procedures for teachers shall be as follows:

1. The parties to the hearing are the teacher and the superintendent or designee, and they shall be afforded the following rights at any hearing held pursuant to these regulations:

   A. The right to be represented.

   B. The right to present witnesses in person or to present their testimony by interrogatories, affidavits, or depositions if agreed to by the parties. A list of all witnesses and exhibits shall be furnished to the other party at least five (5) days before the hearing.

   C. The right to cross-examine witnesses.

   D. The right to testify in his/her own behalf and present evidence and argument on all issues involved.

   E. The right to have an orderly hearing.

   F. The right to have an impartial decision based upon the evidence presented.

2. The board president or, in case of absence, a designee, shall be the presiding officer at the hearing.

3. The hearing shall be convened by the board president who shall state the purpose of the hearing, introduce the parties, and administer the oath to all persons who will testify.

TEACHER TERMINATION PROCEDURES (Cont.)

4. Upon the request of either party, the presiding officer may exclude from the hearing room the witnesses not at the time under examination, except that a party to the proceeding and his/her representative shall not be excluded.

5. At the hearing, the burden of proof shall be on the superintendent and the standard of proof shall be by a preponderance of the evidence.

6. The local board of education shall maintain such a record (including a tape or other electronic or digital recording of the hearing and any documents or evidence presented to the board) for two (2) years from the date of the hearing.

7. Informal disposition of any recommendation for dismissal or nonrenewal may be made by written stipulation, agreed settlement, consent order, or default.

8. The order of the procedures shall be:

   A. Opening statement by the superintendent.

   B. Opening statement by the teacher.

   C. Presentation of the superintendent's evidence, followed by cross-examination of witnesses by the teacher.

   D. Questions by the board members.

   E. Presentation of the teacher's evidence, followed by cross-examination of witnesses by the superintendent.

   F. Questions by the board members.

   G. Presentation of rebuttal and surrebuttal evidence as necessary.

   H. Closing argument by the superintendent.

   I. Closing argument by the teacher.

   J. Deliberation by the board members.

   K. Vote by the board to accept or reject the superintendent's recommendation and recitation of findings of fact upon which the decision is based.

9. Presentation and consideration of evidence shall abide by the following:

   A. Only evidence that reasonably relates to the issues before the board, as reflected in the notice to the teacher, should be deemed relevant.

TEACHER TERMINATION PROCEDURES (Cont.)

B. Strict rules of evidence as required by a court of law shall not apply in these hearings.

C. Rulings on admissibility of evidence will be made by the presiding officer.

D. Documentary evidence may be received in the form of copies or excerpts.

E. Documentary evidence presented to the board shall be marked with a distinguishing number or letter such as Teacher's Exhibit #1 or Superintendent's Exhibit #1.

F. While hearings are open to the public, no questions or statements will be allowed by members of the public attending the hearing except through the parties or their council.

The board of education may convene into executive session to deliberate findings of fact. After due consideration of the evidence and testimony presented at the hearing, the board of education shall vote in open meeting whether or not to dismiss or nonreemploy the teacher. The board's decision shall include a recitation of the basic or underlying facts relied upon by the board in reaching its decision. The teacher shall be notified in writing of the board's decision by certified mail, restricted delivery, return receipt requested, or substitute process as authorized by law within ten (10) business days of the hearing. The decision of the board regarding a teacher shall be final and nonappealable.

The board of education must forward hearing information concerning teachers to the State Board of Education on a prescribed form available from the administrative office.

SUPPORT PERSONNEL
SUSPENSION, DEMOTION, NONRENEWAL, OR TERMINATION

The Elgin Board of Education has adopted the following procedure for the suspension, demotion, or termination of support personnel in accordance with Title 70 of Oklahoma Statutes, Sections 6-101.40 through 6-101.47.

For the purpose of this policy, "support employee" means a full-time employee as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee who is employed a minimum of one hundred seventy-two days (172) and who provides those services which are not performed by certified teachers, principals, superintendents or administrators and which are necessary for the efficient and satisfactory functioning of a school district. Those support employees who work less than one hundred seventy-two days (172) are not entitled to due process and shall be employed on an at-will basis.

No support employee who has been employed in the school district for more than one year may be suspended, discharged, or nonrenewed except within the provisions of this policy. However, this policy shall not be construed to prevent layoffs or reductions-in-force for lack of funds or work.

When the immediate suspension of a support employee is in the best interest of the school, the superintendent may suspend the employee with or without pay without a hearing. If an employee is suspended for a period exceeding 10 days, the superintendent shall initiate termination proceedings immediately upon the beginning of suspension. However, in a case involving a criminal charge, the suspension may be delayed until the case is adjudicated at trial. Nothing herein shall prevent proceeding against the employee for termination of employment during or after the suspension.

If the district has received notice of felony investigation into a support employee by a law enforcement agency, the employee shall be placed on administrative leave. If the district does not place a non-certified employee on administrative leave during the time such employee is under investigation by law enforcement for a felony; and that employee is convicted of a felony, pleads guilty to a felony, or pleads nolo contendere to a felony at the conclusion of that investigation; the district shall be given a health and safety deficiency by the State Department of Education.

Prior to demotion, termination, or nonrenewal and after any suspension, the support employee shall receive notice of his or her right to a board hearing if so requested. Employees will be notified by certified mail of a superintendent's recommendation to demote or terminate employment, and the support employee must request a hearing by certified mail to the board clerk within 10 working days of said notice, or the employee shall be deemed to have waived his or her right to a hearing.

If a hearing is requested, the hearing shall be conducted at the next succeeding regular meeting of the board if the request is received by the board clerk at least 10 days prior to such meeting. However, a special meeting may be conducted if requested by the employee or at the discretion of the board of education. Such special meeting shall be conducted no sooner than 10 days, nor later than 30 days, after receipt of the hearing request. The decision of the board shall be final.

The procedures of this policy only protect employees who have been employed more than one year immediately preceding adverse employment action and are suspended or discharged during a contractual period of employment or are nonrenewed.

In accordance with Title 70 of the Oklahoma Statutes, Sections 6-101.40 through 6-101.47, the board hereby adopts the following causes for suspension, demotion, termination, or nonrenewal of support personnel:

SUPPORT PERSONNEL, SUSPENSION, DEMOTION, NONRENEWAL OR TERMINATION (Cont.)

1. Leaving workstation without authorization prior to lunch periods or end of workday.
2. Excessive unexcused absenteeism.
3. Chronic absenteeism for any reason.
4. Excessive tardiness.
5. Persistently wasting time or distracting others during working hours.
6. Leaving work area during working hours without proper notification and permission.
7. Falsification of personnel or other records (personal or another employee's records).
8. Possession of weapons on the premises at any time.
9. Removing district property, records, or confidential information from premises without proper authority.
10. Willful abuse, misuse, defacing, or destruction of district property, including tools, equipment, or other property of other employees.
11. Theft or misappropriation of property of employees, students, or of this district.
12. Sabotage.
13. Refusal to follow instructions of supervisor.
14. Refusal or failure to do work assignment.
15. Unauthorized operation of vehicles, machines, tools, or equipment.
16. Threatening, intimidating, coercing, abusing or interfering with employees, supervisors, or students at any time.
17. The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, students, or the district.
18. Creating or contributing to unsanitary conditions.
19. Practical jokes injurious to employee's or district property.
20. Possession, consumption, or reporting to work under the influence of alcohol, nonprescribed drugs, or controlled substances.
21. Creating disturbances on the premises at any time.
22. Disregard of known safety rules or common safety practices.

SUPPORT PERSONNEL, SUSPENSION, DEMOTION OR TERMINATION (Cont.)

23. Unsafe operation of motor driven vehicles.
24. Operating machines or equipment without safety devices provided.
25. Participating in or witnessing gambling, lottery, or any other game of chance on district property.
26. Unauthorized distribution of literature, written, or printed matter of any description on district property.
27. Posting or removing notices, signs, or writing in any form on bulletin boards of district property at any time without specific authority of the administration.
28. Poor workmanship.
29. Immoral conduct or indecency including abusive and/or foul language.
30. Making or receiving personal telephone calls or texting, posting to Facebook, or use of other social media during working hours.
31. Walking off the job.
32. Continued poor or negative attitude while on the job, including poor relationship with other staff or students.
33. Smoking in unauthorized area or at unauthorized time.
34. Failure to dress appropriately for work assignment.
35. Refusal of job transfer within the district when transfer does not result in demotion.
36. Abuse of rest periods or meal period policies.
37. Inappropriate and/or unauthorized use of the school district's computer network or Internet connections.
38. Insubordination of any kind.
39. Racial discrimination, including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another employee, a student or a visitor. This includes antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews.
40. Violation of any district rule or policy.
41. Violation of any administrative rule or order.
42. Failure or inability to perform the essential functions or duties of the assigned position
43. If it is in the best interest of the school district, any support person may be suspended, demoted, or terminated.

Violations of any of the above may lead to the suspension, demotion, or termination of the support employee.

SUPPORT PERSONNEL, SUSPENSION, DEMOTION OR TERMINATION (Cont.)

The school district shall not take disciplinary action against support employees for:

1.Disclosing public information to correct what the support employee reasonably believes evidences a violation of the Oklahoma Constitution or law or a rule promulgated pursuant to law;

2. Reporting a violation of the Oklahoma Constitution or state or federal law; or

3. Taking any of the above action without giving prior notice to the support employee's supervisor or anyone else in the relevant chain of command.

REFERENCE: 70 O.S. §6-101.40, et seq.
Accreditation Standard 210:35-3-86

THIS POLICY REQUIRED BY LAW.

REDUCTION-IN-FORCE
CERTIFIED PERSONNEL

It is the policy of the Elgin Board of Education that, in the event it becomes necessary to reduce the professional staff of this school district, reduction-in-force at any level may be based on any of the following conditions:

Decrease in revenue,
Decrease in student enrollment,
Changes in educational programs or curriculum,
Cancellation of programs, or
Any other circumstances determined by the board.

Definitions

Career teacher means a teacher who:

a. for teachers employed by a school district during the 2011-12 school year, has completed three (3) or more consecutive complete school years as a teacher in one school district under a written continuing or temporary teaching contract, or

b. for teachers employed for the first time by a school district under a written continuing or temporary teaching contract on or after July 1, 2012:

(1) has completed three (3) consecutive complete school years as a teacher in one school district under a written continuing or temporary teaching contract and has achieved a rating of "superior" as measured pursuant to the Oklahoma Teacher and Leader Effectiveness Evaluation System (TLE) as set forth in Section 6 of this act for at least two (2) of the three (3) school years, with no rating below "effective",

(2) has completed four (4) consecutive complete school years as a teacher in one school district under a written continuing or temporary teaching contract, has averaged a rating of at least "effective" as measured pursuant to the TLE for the four-year period, and has received a rating of at least "effective" for the last two (2) years of the four-year period, or

(3) has completed four (4) or more consecutive complete school years in one school district under a written continuing or temporary teaching contract and has not met the requirements of subparagraph a or b of this paragraph, only if the principal of the school at which the teacher is employed submits a petition to the superintendent of the school district requesting that the teacher be granted career status, the superintendent agrees with the petition, and the school district board of education approves the petition. The principal shall specify in the petition the underlying facts supporting the granting of career status to the teacher;

Probationary teacher means a teacher who:

a. for teachers employed by a school district during the 2011-12 school year, has completed fewer than three (3) consecutive complete school years as a teacher in one school district under a written teaching contract, or

REDUCTION-IN-FORCE, CERTIFIED PERSONNEL (Cont.)

b. for teachers employed for the first time by a school district under a written teaching contract on or after July 1, 2012, has not met the requirements for career teacher as provided in paragraph 4 of this section;

Licensed Teacher: A teacher who has been issued an emergency or provisional certificate.

In the event any of the above conditions occur, every effort will be made to accomplish the necessary reduction by attrition, voluntary resignation, or voluntary retirement. Otherwise, reduction-in-force will be made according to the following procedures:

1. The position will be the determining factor in a reduction, not the teacher occupying the position.

2. The order of termination will be as follows:

   A. A licensed teacher in an eliminated position will be terminated first.

   B. A probationary teacher in an eliminated position will be terminated second. However, if a probationary teacher is certified for a position held by a licensed teacher, the probationary teacher will be reassigned to that position, and the licensed teacher will be terminated.

   C. A career teacher in an eliminated position will be placed in a retained position in which the teacher is, at the time of the presentation of the recommendation to reduce force, certified by standard certification, provided the position is occupied by a probationary or licensed teacher.

   D. If a career teacher is qualified for standard certification in a position held by a probationary or licensed teacher but does not have such a certificate, then such career teacher must have evidence of eligibility for such certification on file in a personnel file in the office of the superintendent at the time of the presentation of the recommendation to reduce force.

   E. If there is more than one career teacher assigned to the position that is subject to being eliminated, the following criteria, in this order, will be used to determine which of the career teachers will be retained:
      1. Certification in a retained teaching position that is open. A career teacher with standard certification for the retained position will be retained over a probationary teacher, and a probationary teacher will be retained over a licensed teacher.

      2. Seniority in continuous, full-time, contracted, certified employment in the district. (Approved medical leave shall not result in a break in service.)

      3. If certification and seniority are the same according to the above criteria, the determining factors in order of importance are:

         a. Years of teaching experience in the retained position in the local school district.
         b. Academic degree status:

REDUCTION-IN-FORCE, CERTIFIED PERSONNEL (Cont.)

A teacher with a doctor's degree will be retained over a teacher with a master's or a bachelor's degree; a teacher with a master's will be retained over a teacher with a bachelor's degree.

F. If there is more than one probationary teacher or more than one licensed teacher in the position being reduced, the criteria listed in E, 1 through 3, will be used in determining which probationary teacher or licensed teacher will be retained.

NOTICE OF HEARING
REDUCTION-IN-FORCE

(Date)

(Name)
(Address)

RE: Notice of Hearing on Recommendation for Nonreemployment Due to Reduction-in-Force

Dear _____:

This is to notify you that on the _____ day of _____, _____, at _____ p.m., the Elgin Board of Education will hold a hearing at _____ (address), at which time the board will consider and determine whether to accept my recommendation that your position be eliminated due to a reduction-in-force. This reduction-in-force will take effect on _____.

The cause or causes and the underlying facts for the recommendation are as follows: _____
_____
_____
_____.

Also enclosed with this letter is a copy of my recommendation, which sets out the cause or causes and underlying facts on which the recommendation is based.

You have the right to appear before the board at the hearing and present your position and witnesses and other evidence as to why a reduction-in-force is not necessary, why your specific teaching position should not be eliminated, and why your teaching contract for the _____-_____ school year should be renewed. You will be given an adequate opportunity to present your side of the matter to the board of education.

If you have any questions concerning the procedures to be followed at the hearing, please feel free to contact me.

Very truly yours,

Superintendent of Schools
Enclosure

(TO BE PERSONALLY DELIVERED TO INDIVIDUAL AND TO BE MAILED BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED, ADDRESSEE ONLY.)

NOTICE OF NONREEMPLOYMENT
REDUCTION-IN-FORCE

(Date)

(Name of Employee)
(Address of Employee)

RE: Notice that Nonreemployment (Dismissal) Due to Reduction-in-Force has been Approved by the Board of Education

Dear _____:

On the _____ day of _____, _____, the Elgin Board of Education voted to eliminate your employment position and to not renew your contract for the _____-_____ school year because of a reduction-in-force.

The basis for the board's decision is: _____
_____
_____
_____.

The decision of the board of education is final and nonappealable.

If the board decides to reinstate your specific position within the next school year, you will be notified and may be eligible to be reemployed.

Very truly yours,

Superintendent of Schools

(TO BE PERSONALLY DELIVERED TO INDIVIDUAL AND TO BE MAILED BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED, ADDRESSEE ONLY.)

REDUCTION-IN-FORCE
SUPPORT PERSONNEL

The Elgin Board of Education believes that every reasonable effort should be made to avoid a reduction in force at any level. However, if it should become necessary to reduce the number of full-time support employees due to lack of funds or lack of work in a particular area, the position or program will be the determining factor and not the individuals who occupy the position or serve the program.

An employee is considered to be a full-time employee if the number of hours worked is the number of hours customarily worked in that position and if that position is designated as a full-time position by the board.

A reduction in force may occur for lack of funds, lack of work because of a decline in enrollment, consolidation of programs or positions, elimination of positions, or other circumstances as determined by the board.

If termination of employment should become necessary, notices of such terminations will be made as set forth in the policy governing suspension, demotion, or termination of support employees found elsewhere in this manual.

Any necessary terminations shall begin by dismissing temporary, seasonal, or part-time employees within the job category affected. These employees shall be terminated at the discretion of the board or the board's designee. Job categories are listed alphabetically as follows:

a. Assistants for handicapped students
b. Bus drivers
c. Classroom assistants
d. Food service
e. Maintenance/custodial
f. Media/library assistants
g. Office personnel/assistants

If normal attrition and the release of temporary and part-time employees do not sufficiently reduce the support staff, the following items will be considered in the reduction process in the order listed:

1. Job qualification by training and years of experience
2. In the event that two or more employees in the affected category are equal in the above factor, termination shall be made on the basis of seniority within each general job category.

Supervisors and directors shall serve at the pleasure of the board and shall not be subject to the prescribed seniority order for reductions in force. Personnel whose positions are eliminated in one category may be considered for a position in another category.

Seniority shall be defined as the total length of service as a support employee within this district. Employees who are terminated and subsequently reinstated shall retain cumulative seniority for all periods worked except for the period of termination.

Demotions in position shall follow the same procedure as terminations.

An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of termination shall be returned to a higher position or a position with more hours as vacancies become available, if the employee chooses to return.

EMPLOYMENT OF TEACHERS

It shall be the policy of the Elgin Board of Education that recommendations for renewal or nonrenewal of teachers' contracts shall be made by the principal to the superintendent. The superintendent shall make recommendations to the board prior to the first Monday in June. Principals may be requested to attend when such recommendations are to be considered by the board.

Professional staff positions are created only with the approval of the board of education. Before any new position is established, the superintendent shall present for board approval a job description specifying the required qualifications and performance responsibilities.

REFERENCE: 70 O.S. §6-101

QUALIFICATIONS
TEACHERS

The Elgin Board of Education shall employ teachers on a professional basis without regard to age, race, color, sex, or national origin.

Every teacher employed in this school system must possess a valid license or certificate and shall execute a written contract with the board of education. Teacher contracts shall be considered for renewal before April 10 each year.

Applications shall be considered by the principal and the superintendent. Selected applicants shall be interviewed by the administration and a recommendation shall be made to the board of education who shall make the final employment determination.

School districts receiving Title I funds must ensure that teachers hired in a program supported by such funds are "highly qualified." By the end of the 2005-2006 school year, all teachers within this school district are required to be "highly qualified." The No Child Left Behind Act defines "highly qualified" as an elementary or secondary school teacher who has obtained full state certification and has not had certification requirements waived on an emergency, temporary, or provisional basis.

Elementary teachers who are new to the profession must hold at least a bachelor's degree and have demonstrated, by passing a rigorous state test, subject knowledge and teaching skills in reading, writing, mathematics, and other areas of the basic elementary curriculum. Middle and secondary school teachers, new to the profession, will be deemed to be highly qualified if the individual teacher holds at least a bachelor's degree and has demonstrated a high level of competency in each of the academic subjects in which the individual teaches by passing a rigorous state academic subject test in each such academic subject; or has successfully completed a grade degree with coursework that is equivalent to an undergraduate major, or advanced certification or credentialing for each academic subject that the individual teaches.

Veteran regular teachers currently employed by the district will be identified as highly qualified if they:

1. Hold at least a bachelor's degree; and
2. Have met the applicable standard for a teacher who is new to the profession, which includes an option for a test; or
3. Demonstrate competence in all the academic subjects in which the teachers teach, based upon a high objective uniform state standard of evaluation.

Special education teachers currently employed by the district will be identified as highly qualified if they:

1. Have obtained full state certification as a special education teacher or passed a state special education teacher licensing examination;
2. Hold a license to teach special education and have not had certification or licensure requirements waived on an emergency, provisional, or temporary basis;
3. Have earned at least a bachelor's degree; and
4. Meet NCLB requirements regarding subject matter competence.

QUALIFICATIONS, TEACHERS (Cont.)

Additional qualifications and terms of employment for teachers may be found in the standard teacher contract. Specific duties may be found in the teacher job description found elsewhere in this manual. Nothing in this policy manual shall be construed as limiting or expanding the terms of the employment contract.

REFERENCE: **70 O.S. §6-101.20, et seq.**
P. L. 107-110, No Child Left Behind Act of 2001
Individuals with Disabilities Education Improvement Act of 2004

THIS POLICY REQUIRED BY THE NO CHILD LEFT BEHIND ACT.

SUBSTITUTE TEACHERS

The Elgin Board of Education realizes that teachers may occasionally be absent from the classroom and recognizes the need for qualified substitute teachers.

No noncertified, non-degreed substitute teacher shall be employed for a total period of time in excess of 90 days per school year and may not be employed for the same assignment for more than 90 days during a school year.

No substitute teacher with a lapsed or expired certificate shall be employed for a total period of time in excess of 100 days per school year and may not be employed for the same assignment for more than 100 days during a school year.

Substitute teachers who do not hold a valid certificate and who are employed to teach special education for physically handicapped students or learning disabled students are not subject to these restrictions if no certified teachers are available to teach such students and the students would be denied instruction in special education if the substitute teacher were not employed. The district will provide in-service training for a substitute teacher employed to teach special education for more than 15 consecutive days or 30 total days in the same assignment.

REFERENCE: 70 O.S. §6-105
Atty. Gen. Op. No. 80-112 (June 16, 1980)

SCHOOL LIBRARY MEDIA CENTER

It is the policy of the Elgin Board of Education that efforts be made to staff and maintain a school library media center adequate for the needs of students and teachers.

The superintendent is directed to develop regulations governing the selection of materials for and the use of the library media center.

SCHOOL LIBRARY MEDIA CENTER SELECTION OF MATERIALS (REGULATION)

The responsibility for the selection of library media center materials rests with the Elgin Board of Education. Authority for the selection of proper materials shall be delegated to the library media center staff. Materials shall be selected in accordance with the principles established by the School Library Bill of Rights as approved by the American Association of School Librarians. Final selection will be made by the media specialist subject to approval by the board. Suggestions from the administration, the faculty, and from the students are encouraged.

The superintendent shall prepare regulations that support this policy.

The Board of Education and the media staff of the Elgin Public Schools subscribe in principle to the following statement of policy expressed by the American Association of School Librarians:

BILL OF RIGHTS FOR LIBRARY MEDIA CENTER PROGRAMS

The professional staff of school media centers is concerned with the development of informed and responsible citizens. To this end, the American Association of School Librarians reaffirms the Library Bill of Rights of the American Library Association and asserts that the responsibility of the school media center is:

To provide materials that will enrich the student as an individual and support the curriculum, taking into consideration individual needs, and the varied interests, abilities, socioeconomic backgrounds, and maturity levels of the student served.

To provide materials that will stimulate growth in knowledge and develop literary, cultural, and aesthetic appreciations and ethical standards.

To provide materials on all sides of issues, beliefs, and ideas so that young citizens may develop the habit of critical thinking, reading, listening, and viewing, thereby enabling them to develop an intellectual integrity in forming judgments.

To provide materials which accurately reflect all religious, social, political, and ethnic groups, and their contributions to our American heritage as well as knowledge and appreciation of world history and culture.

To provide a comprehensive collection of instructional materials which, when selected in compliance with basic selection principles, can be defended on the basis of their appropriateness for the users of the media center.

<u>Responsibility for Selection</u>

The board of education, the governing body of the school district, is legally responsible for the selection of instructional materials. This authority is delegated to the professional personnel of the district for the selection of these materials.

Materials for the library media center are selected primarily by the librarian with input from the Review Committee.

SCHOOL LIBRARY MEDIA CENTER, SELECTION OF MATERIALS, REGULATION (Cont.)

Review Committee

Library Media Specialist
Principal
Counselor
Classroom Teacher

This committee must be approved by the superintendent.

Types of Material for Purchase

1. Instructional materials are chosen because they are of interest and have learning value for the student in the community. Materials are not excluded because of race, nationality, religion, or political views of the writer.

2. Insofar as it is practical, materials are provided which present all points of view concerning the problems and issues of our time: international, national, and local. Books and materials of sound factual authority are not removed or banned from library media center shelves because of partisan or doctrinal disapproval.

3. Periodicals and newspapers that supplement the curriculum needs shall be chosen for accuracy, objectivity, accessibility, demand, and prices.

4. Multiple items of outstanding quality and much in demand media are purchased as needed.

5. Nonfiction subjects that are topics of criticism are carefully considered before selection. Among these are:

   A. Religion -- Factual unbiased material that represents all major religions may be included in the library media center collection. Bibles and other sacred writings are acceptable. Publications from religious bodies may be selected if they have general value or appear in magazine indexes.

   B. Ideologies -- The library media center should, without making any effort to sway the reader's judgment, make available basic factual information on the maturity level of its reading public of ideologies or philosophies that are of current or continuing interest.

   C. Science -- Medical and scientific knowledge suitable to the development stage of the student should be made available without any biased selection of facts.

Criteria for Selection

1. Selections are made for, and in accordance with, the different maturity levels of the students.

2. Materials are selected which fill a need related to the curriculum and/or contribute to the development and enrichment of the student.

SCHOOL LIBRARY MEDIA CENTER, SELECTION OF MATERIALS, REGULATION (Cont.)

3. Interests, needs, abilities of the students, and correlation of materials with the curriculum are dominating factors in the selection of materials.

Criteria for Evaluation

1. The author or producer should be qualified as a subject specialist.
2. Concepts, content, and vocabulary should be appropriate for the potential user.
3. Facts presented should be accurate and up-to-date.
4. Information should be logically arranged.
5. Subject matter should hold the attention of the student.
6. Format of the material should be attractive and durable.
7. Illustrations should be pertinent and well executed.
8. Each medium should meet a real or potential need.
9. Evaluation from standard selection aids should be given consideration.

Selection Tools

In selecting materials for purchase, the media specialist evaluates the existing collection and consults reputable, unbiased, professionally prepared selection aids, such as:

Booklist
Bulletin of the Center for Children's Books
Children's Catalog
The Elementary School Library Collection
Hornbook
Oklahoma Department of Libraries Book
School Library Journal
Junior High & Senior High School Catalog
Fiction Catalog

When possible, audiovisual materials shall be previewed before purchase or ordered with return privilege guaranteed.

SCHOOL LIBRARY MEDIA CENTER, SELECTION OF MATERIALS, REGULATION (Cont.)

Gift Books and Materials

1. Gift books and materials are accepted with the understanding that they must meet the same selection criteria as materials purchased with board of education funds. The practice of a donor's purchasing new books or materials as library media center gifts is discouraged. It is preferable that donors make monetary gifts for the purchase of books and materials because the school receives a discount and can purchase more books for the same amount of money.

2. Gift books and other materials, once accepted by the Elgin Public Schools, become the property of the Elgin Public Schools.

Procedures for Reconsideration of Materials

It is recommended that a student or the student's parent should have this right to reject the use of library media center materials which seem incompatible with the student's values or beliefs. It is further recommended that classroom assignments involving library media center materials provide for alternative choices. This procedure is consistent with the National Council of Teachers of English Statement on Students' Right to Read, which is endorsed in its entirety. However, no parent has the right to determine the reading matter for students other than his/her own children. Books and other materials shall not be removed or banned solely because of partisan or doctrinal disapproval.

If an objection to a selection is made by the public, the procedures are as follows:

Be courteous and inform the patron of the process of media review. Make no commitments.

Invite the complainant to file his/her objections in writing on forms provided through the principal's office.

Completed forms are to be returned to the principal.

An informal conference with the principal will be held.

If unable to satisfy the complainant, refer the complaint to the Review Committee.

Material is not to be withdrawn without referring to the Review Committee, which determines whether the material should be withdrawn.

Material is reviewed and judged by this committee as to conformity with selection criteria and instructional goals.

The decision of the committee is submitted to the complainant and a file of the objection and decision is kept by the library media specialist and the principal.

SCHOOL LIBRARY MEDIA CENTER, SELECTION OF MATERIALS, REGULATION (Cont.)

In the event that the complainant does not accept the decision of the Review Committee, he/she may appeal to the board of education through the superintendent.

Final decision rests with the board of education.

Weeding and Discarding

Worn or missing standard items will be replaced periodically.

Out-of-date or no longer useful media are withdrawn from the collection.

Definition of Critical Terms

Selection -- the act or process of selecting materials.

Instructional Materials -- materials that fill a need related to the curriculum or contribute to the development and enrichment of the student. Evaluation -- to examine and judge the quality of materials.

Inquiry -- an information request, usually informal, that seeks to determine the rationale behind the presence of a particular item in a collection.

Expression of Concern -- an inquiry that has judgmental overtones. The inquirer has already made a value judgment on the material in question.

Complaint -- an oral charge against the presence and/or appropriateness of the material in question.

Challenge -- a formal written complaint filed with the library media center questioning the presence and/or appropriateness of specific material.

Attack -- a publicly worded statement questioning the value of the material, presented to the media and/or others outside the library media center organization, in order to gain public support for further action.

Censorship -- the removal of material from open access by any governing authority or its representative (boards of education/trustees, principals/library media center directors, etc.).

TEXTBOOK SELECTION POLICY

It is the policy of the Elgin Board of Education to appoint a committee for the purpose of selecting textbooks to be used in this school district. The committee will be composed of the superintendent or his designee - who shall be a principal or a curriculum specialist, and six classroom teachers. The superintendent or his designee shall serve as chairperson.

The superintendent is directed to prepare a regulation implementing this policy and establishing procedures to be followed by the committee in the selection of textbooks. The administration will ensure that all textbooks necessary for completion of assigned work are routinely available to every student.

Books will be numbered when issued. The same textbooks shall be returned as issued. Normal wear and tear is expected, but undue abuse will be charged to the student. The price of lost books will be determined by the condition of the textbook when issued. Please help take care of school textbooks. They must last at least six years. Textbooks are the responsibility of the student until turned in at the end of the year.

REFERENCE: 70 O.S. §16-111

TEXTBOOK SELECTION COMMITTEE (REGULATION)

In accordance with the policy of the board of education, this regulation shall govern the textbook selection process for this school district.

The textbook selection committee members will be appointed on an ad hoc basis as needed and will not be compensated. The committee will be composed of at least three but not more than nine members. The committee shall have teachers employed in the district, a majority of whom shall be classroom teachers. The superintendent, or the superintendent's designee (who shall be a principal or a curriculum specialist), will serve as the chairperson.

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. Only examination copies of textbooks selected by the State Textbook Committee will be reviewed by the textbook selection committee.

Only textbooks appearing on the multiple list selected by the State Textbook Committee will be adopted by the board.

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.

COMPUTER USE

The Elgin Board of Education believes that the availability of computers and computer technology will enhance the learning opportunities of our students and the teaching capabilities of our teachers. The board also believes that students and faculty members should be provided freedom in a safe and responsible manner to explore the world of technology and to benefit from the educational opportunities it provides. It is the policy of this board that equal access to educational opportunities be provided to all students and faculty. However, the privilege of using the district's computers may be revoked if any user is found to be in violation of the district's policies and regulations concerning proper computer use. The board recognizes that new technology also provides opportunities for some to violate the rights and privileges of others and such activity is strictly prohibited.

Technology shall include but not be limited to information technology, telecommunications technology and implemental technology. Information technology shall include but not be limited to computers, computer hardware, scanners, multimedia material, facsimile, e-mail, computer software, CD ROM material or other magnetic media, computer simulations, video, the World Wide Web (WWW) or Internet, Listservs, multiuser domains and other technology used in distance learning or distance education. Telecommunications technology shall include but not be limited to local area networks and wide area networks. Implemental technology shall include but not be limited to implements, equipment, instruments, or devices that promote the technology education process and are employed in the science or study of the practical, industrial, or mechanical arts or applied sciences.

The board has directed the superintendent to develop rules, regulations, and procedures governing the use of computers and computer technology in this district.

Such rules and regulations are incorporated into this policy and are a part of this policy. References to this policy shall include any rules and regulations attached to it or incorporated within it.

REFERENCE: 70 O.S. §1-107.1

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY

The Elgin Public Schools district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

Personal Responsibility

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another or his or her property.

Term of the Permitted Use

A student or staff member who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

Acceptable Uses

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for educational purposes *only*. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)

2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

   A. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.

   B. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

   C. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.

   D. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.

3. **Netiquette.** All users must abide by rules of network etiquette, which include the following:

   A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

   B. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

   C. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.

   D. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)

4. *Cyber Bullying* - Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

- Sending mean or threatening messages via email, IM (instant
- messaging), or text messages.
- Spreading rumors about others through email, IM, or text messages.
- Creating a Web site or MySpace (or other social-networking) account that targets
- another student or other person(s).
- Sharing fake or embarrassing photos or videos of someone with others via a cell
- phone or the Web.
- Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Elgin Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.

2. **Personal Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.

3. **"Hacking" and Other Illegal Activities.** It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)

supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. We are using internet filtering software for our technology protection measure to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

   Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

   The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

   - taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

   - depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

   - taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

6. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Privacy

Network and Internet access is provided as a tool for the user's education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

Failure To Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)

Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

Updates

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

REFERENCE: 21 O.S. §1040.75, §1040.76
Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)
Communications Act of 1934, as amended (47 U.S.C. 254[h], [l])
Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

THIS POLICY REQUIRED BY LAW.

CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities. The district may monitor use of district technology at any time. All Internet and computer network users are hereby informed that there shall be no expectations of privacy in that school officials may monitor users at any time.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information that may be injurious to a person or a person's property.
8. Illegal activities are strictly prohibited: transferring offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school district's staff and student policies; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
10. No charges for services, products, or information are to be incurred without appropriate permission.
11. Do not use the network in such a way that you would disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.

CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS (Cont.)

13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks that may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.

14. Report security problems to the supervising teacher or system administrator.

15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

INTERNET ACCESS CONDUCT AGREEMENT

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me. I understand I have no expectation of privacy with regard to my use of the school district's technology.

User's Name (print clearly) _____ Home Phone: _____

User's Signature: _____ Date: _____

Address: _____

Status: Student _____ Staff _____ Patron _____ I am 18 or older _____ I am under 18 _____

If I am signing this policy when I am under 18, I understand that when I turn 18, I will have to sign another policy.

Parent or Guardian: (If applicant is under 18 years of age, a parent or guardian must also read and sign this agreement.) As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the school district's Acceptable Use and Internet Safety Policy for the student's access to the school district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this policy and agree to indemnify and hold harmless the school, the school district, and the Data Acquisition Site that provides the opportunity to the school district for computer network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's or ward's use of his or her access to such networks and/or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school district's computer network and the Internet.

Parent or Guardian (please print): _____ Home Phone: _____

Signature: _____ Date: _____

Address: _____

This agreement is valid for the _____ school year only.

WEB PAGES

The Elgin school district encourages the publication of web pages to foster creativity and communication and to provide students a place to demonstrate what they have learned. All web pages must comply with district web page guidelines.

Failure to comply with this policy and applicable administrative regulations will result in discipline, including suspension of district Internet privileges and/or referral to law enforcement, if appropriate.

District Web Site

The district's web site provides a resource for obtaining information about the district and for informing patrons about classroom activities and board policies. Information concerning the time, date, place, and agenda for the district's board meetings will also be posted on the district's web site. Requests for publication of information on the district web site should be directed to the district [webmaster]. District administrators (transportation supervisor, food service director, business manager, etc.) may publish web pages as part of the district's web site. Personal information, not related to education, will not be permitted.

Staff Web Pages

Staff may create web pages to use in class activities or to provide a resource for other staff members. Staff web pages must reflect the educational goals and objectives of the district.

Staff members linking outside sites to the district server are responsible for checking all material and links prior to submission.

Individual Student Web Pages

Students may, with staff sponsorship, create web pages for publication on the district's web site that are primarily academic, educational, and research oriented.

Student work may be published, with parent permission, only if related to a class project or other school activity. Such work shall not reveal personally identifiable information or prohibited directory information.

Student-created web pages reflect the individual and do not represent the district. Concerns about the content of any page created by a student should be directed to the building principal.

Student web pages may be removed at the end of the school year unless special arrangements are made.

Clubs and Organizations

Web pages published by clubs and organizations may provide information about extracurricular and other school-authorized activities, as well as general information relating to the district.

Others

The district may allow other organizations, e.g., parent-teacher groups, booster clubs, etc., to publish web pages.

REFERENCE: Family Educational Rights and Privacy Act, Sec. 438, 20 U.S. Sec. 1232g (1988)
Copyrights, Title 17, as amended, United States Code

WEB SITE GUIDELINES

All web pages must follow district guidelines and be approved by the building principal and/or [webmaster] prior to publication.

Content

All web pages must:

1. Contain name, address, and district e-mail address of the author. Student web pages shall use the sponsoring staff member;
2. Be grammatically correct with no spelling errors. Spell checking and proofreading are required;
3. Contain current and accurate information;
4. Include a copyright statement, if appropriate;
5. Use district templates;
6. Contain a created or modified date and the name or initials of the person responsible;
7. Identify district affiliation and contain a link to return to the district's home page.

Links to other than district sites are subject to approval by the [webmaster]. All links should be checked regularly and revised as necessary.

Use of web pages for financial gain is prohibited.

Standards

Web page authors shall:

1. Comply with board policies, administrative regulations, these guidelines, and copyright laws;
2. Respect the rights of others;
3. Maintain the privacy of others;
4. Use web sites for academic, educational, and research purposes only;
5. Use conventions of standard English or other languages.

Web page authors shall not:

1. Display abusive, harassing, libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit, or illegal material;
2. Use web site for commercial, purchasing, or illegal purposes.

WEB SITE GUIDELINES (Cont.)

Disclaimer

The following disclaimer will be published on all web pages:

> The accuracy and quality of information cannot be guaranteed. The district will not be responsible for any information that may be lost, damages, or unavailable due to technical or other difficulties.
>
> OR
>
> The district has made every reasonable attempt to ensure that the district's web pages are educationally sound and do not contain links to any questionable material or anything that can be deemed in violation of the district's electronic communications policy.

Student Safeguards

1. Web page documents may include only the first name and the initial of the student's last name.
2. Documents may not include a student's phone number, address, names of other family members or names of friends.
3. Published e-mail addresses are restricted to staff members or to a general group e-mail address where mail is forwarded to a staff member.
4. Decisions on publishing student pictures will be made by the supervising teacher, after checking with the school office to determine if the student's parents have objected to such publication.

Maintenance

Maintenance of web pages, including the timely update of information and periodic checks of links, is the responsibility of the author. Web pages not up to date may be removed by the [webmaster].

The district reserves the right to remove web pages and, if necessary, access to user accounts, without prior notice, if the content is unacceptable.

Privacy

There shall be no expectation of privacy for information stored on or transmitted with district equipment. The district [webmaster] may review web pages to maintain system integrity and to monitor appropriate use of district equipment. Illegal activities will be reported to the appropriate authorities.

WEB SITE GUIDELINES (Cont.)

PERMISSION

_____ I give my permission to allow my student to construct and publish an Internet web page.

INTERNET PUBLICATION PERMISSION

I understand that my child's work (writing, drawings, etc.) may occasionally be published on the Internet and be accessible on a World Wide Web server. I give my permission to publish my child's work with identification as specified below.

Please circle "yes" or "no" for each of the following:

1.	My child's work (writing, drawings, etc.) may be published on the Internet.	Yes	No
2.	My child's first name may be used to identify his/her work.	Yes	No
3.	My child's class (teacher/grade level/school) may be used to identify his/her work.	Yes	No

Please list any other restrictions you wish to place on the identification of your child's published work.

_____

_____

_____

_____

Parent or Guardian name (print) _____

Parent or Guardian signature _____ Date _____

Student name (print) _____

Student signature _____ Date _____

Sponsoring Teacher Name (print) _____

Signature _____ Date _____

THIS DOCUMENT SHALL REMAIN VALID UNTIL REVOKED IN WRITING BY USER OR PARENT/GUARDIAN.

WEB SITE GUIDELINES (Cont.)

PHOTOGRAPHIC PUBLICATION PERMISSION

I understand that my child's photograph (individual or as part of a group) may occasionally be published on the Internet and be accessible on a World Wide Web server. I give my permission to publish my child's photograph with identification as specified below.

Please circle "yes" or "no" for each of the following:

1. My child's photograph (individual or as part of a group) may be published on the Internet. Yes No
2. My child's first name may be used to identify his/her photograph. Yes No
3. My child's class (teacher/grade level/school) may be used to identify his/her photograph. Yes No

Please list any other restrictions you wish to place on the identification of your child's published photograph.

_____
_____
_____
_____

Parent or Guardian name (print) _____

Parent or Guardian signature _____ Date _____

Student name (print) _____

Student signature _____ Date _____

Sponsoring Teacher Name (print) _____

Signature _____ Date _____

THIS DOCUMENT SHALL REMAIN VALID UNTIL REVOKED IN WRITING BY USER OR PARENT/GUARDIAN.

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS

The board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

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

A "course" shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons, training sessions, seminars, professional development, lectures~~,~~ coaching, tutoring, or any other classes.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

(A) Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
(B) Identify the dates the alleged discriminatory act occurred;
(C) Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
(D) Include relevant information that would enable a public school to investigate the alleged violation; and
(E) Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates Sandy DeFilippo as the employee responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest. Complaints may be provided via telephone at 580-492-3663 and via email to sdefilippo@elginps.net. This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within <u>forty-five (45)</u> days of receipt of a claim. Within

ten days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

PROHIBITION OF RACE AND SEX DISCRIMINATION, Con't

No individual shall be retaliated against for (1) filing a complaint (2) exercising any right or privilege conferred by or referenced within 210:10-1-23 of the Accreditation Standards; (3) exercising any right or privilege secured by a law referenced in 210:10-1-23 of the Accreditation Standards. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

LEGAL REFERENCE: **70 O.S. § 24-158**
State Accreditation Standard 210:10-1-23

A policy on this issue is required by the Standards of Accreditation for Oklahoma Schools

BASIC INSTRUCTIONAL PROGRAM

The Elgin Board of Education will provide reasonable educational opportunities to enable all children to succeed, both personally and as citizens.

Instructional programs will be developed with the view toward maintaining a balanced curriculum which will serve the general academic needs of all school-aged children and provide opportunities for individual children to develop specific talents and interests.

The board will encourage and support the professional staff in its efforts to investigate new curricular ideas, develop and improve programs, and evaluate results.

The board will appoint a committee composed of administrators, teachers, and parents to annually evaluate the curriculum to determine whether each child in the school system is receiving basic skill instructions.

The committee shall have access to all materials pertaining to the school curriculum, class schedules, and other information as long as the materials are not confidential or personal information. Members of the committee may visit with other staff members, students, former graduates, parents, and business people in the community for input into their evaluation.

The committee chairperson shall prepare a written report of the findings of the committee to the superintendent prior to the first day of February each year. This report should list the strengths and recommendations for each basic skill area.

The superintendent shall present the report to the board of education at a regular or special meeting. The board will consider each recommendation made by the committee. Any changes in methods of instruction, scheduling, or curriculum changes will be left entirely up to the superintendent and the board of education.

This committee shall be appointed to serve for a one-year term. However, individual members may be appointed to succeed themselves if the board so desires.

At all levels, provisions will be made for a wide range of individual differences through use of a variety of materials, adjustment in studies, and modified courses.

In all instances, the curriculum will meet the educational requirements established by state law.

The goals of the evaluation committee will be to permit and assist every child to acquire the following:

1. An understanding of himself and of his worth as an individual and a member of society.
2. A mastery of the basic skills in the use of the language arts -- listening, speaking, writing, reading, spelling, and grammar.
3. A mastery of mathematics for obtaining information, communicating effectively, thinking critically, reasoning logically, and solving problems.

BASIC INSTRUCTIONAL PROGRAM (Cont.)

4. Basic understanding of the principles of the natural, physical, biological, and social sciences and current events.

5. The desire and the ability to express himself creatively in one or more of the fine and creative arts and to appreciate the aesthetic expressions found in the art of others.

6. The attitudes associated with responsible citizenship for effective participation in the community, the state, the nation, and the world.

7. An understanding of career roles and how to relate learning experiences to real life.

8. An understanding of the values and principles of freedom upon which this country was established and sustains itself.

The Board will encourage and support the professional staff by providing the opportunity for them to: utilize community resources, become aware of curricular trends, provide innovative instruction, develop and improve programs, establish instructional objectives, and to evaluate instructional results.

REFERENCE: 70 O.S. §11-103

BASIC INSTRUCTIONAL PROGRAM (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the curriculum development committee:

1. Selection of chairperson:
   A. An administrator, usually a principal, will be chosen by other principals in the district to serve as chairperson.
2. Selection of members:
   A. Principals of each building will suggest teachers from their building to serve as potential members.
   B. If the curriculum study is confined to secondary grades (7-12), only junior and senior high teachers will be selected. If the study is limited to elementary grades (K-6), only elementary teachers will be selected. Studies that encompass grades K-12 will have teacher memberships that represent all grades and buildings involved.
   C. Individual teachers will be confirmed by the appropriate building principal for serving on the committee after a review of the teacher's educational background, length of service in the district, and potential for worthwhile contributions.
   D. The number of teachers to be selected from each building will depend upon the size of the faculty in each school. The total committee size will vary depending on the size of the district.
3. Responsibilities of chairperson:
   A. To keep the superintendent informed concerning progress and direction of the committee.
   B. To set meeting times and places with members of the committee.
   C. To help determine appropriate outside consultation services, if deemed necessary by the committee membership.
   D. To help determine parent and student membership on the committee. At least three parents should be involved with the committee.
   E. To keep an accurate record of individual committee members' attendance at all meetings.
   F. To report to the superintendent and the board of education the results of the curriculum study.
4. Responsibilities of committee members:
   A. To participate actively in the committee's study.
   B. To attend all meetings and report back to building faculties on the progress of the committee at appropriate times. Ideas and suggestions from teachers not on the committee will be sought by the committee members to create total faculty involvement in the study.

CHILD IDENTIFICATION, LOCATION, SCREENING, AND EVALUATION NOTICE TO PARENTS

Elgin Public Schools is responsible for establishing and implementing an ongoing Child Find system to locate, identify, and evaluate students suspected of having a disability, ages 3 through 21 years, who may need special education, regardless of the severity of the disability. The district is also responsible for coordinating with SoonerStart Early Intervention (EI) Program regarding the Child Find system for children ages birth to 3 years of age. The district may appoint an individual to coordinate the development, revision, implementation, and documentation of the Child Find system.

State Law recognizes the following disability categories:

- Autism
- Deaf-Blindness
- Deafness-Hearing Impairment
- Developmental Delay
- Emotional Disturbance
- Intellectual Disabilities
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Dyslexia
- Speech or Language Impairment
- Traumatic Brain Injury
- Visual Impairment including Blindness

The Child Find system includes all students within the local education agencies (LEA) geographic 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 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
- Wards of the state.

Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

CHILD IDENTIFICATION, LOCATION, SCREENING, AND EVALUATION NOTICE TO PARENTS (Cont.)

Referral

Preschool children, ages 3–5, and students enrolled in PK–12 who are suspected of having disabilities which may require special education and related services may be referred for screening and evaluation through the local schools. District staff coordinates with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services beginning at three years of age.

Screening

Screening activities may include vision, hearing, and health. Other screening activities may include review of records and educational history, interviews, observations, and specially developed readiness or educational screening instruments.

Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the state provides educational screening. No child shall be educationally screened whose parent/guardian has filed written objection with the school district. Students shall be screened as needed or upon request of the parent/guardian or teacher.

Evaluation

Evaluation means procedures used in accordance with federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. Included are procedures used selectively or procedures used with all children in a school, grade, or class. Written consent of the parent/guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services.

Collection of Personally Identifiable Information

Educational records containing personally identifiable information collected by the schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and the Oklahoma Special Education Handbook.

PHYSICAL EDUCATION

Health and Fitness Curriculum

The superintendent shall adopt and implement a comprehensive health and fitness curriculum, which will provide opportunities for developmentally appropriate instruction for grades K-12. Evaluation procedures will utilize classroom-based assessments or other strategies and will be in place by the end of the _____ school year.

All students in grades kindergarten through five are required to complete an average of sixty (60) instructional minutes per week of physical education and sixty (60) minutes of physical activity. The time students participate in recess shall not be counted toward the sixty minutes per week physical education requirement. The sixty (60) minutes of physical activity may include, but is not limited to, physical education, exercise programs, fitness breaks, recess, classroom activities, and wellness and nutrition education. All high school students are strongly encouraged to complete two units or sets of competencies of physical and health education as part of the core curriculum. District high schools are encouraged to offer a variety of health and fitness classes for each grade in the high school.

Suitable adapted physical education shall be included as part of individual education plans for students with chronic health problems, other disabling conditions, or other special needs that preclude such students' participation in regular physical education instruction or activities.

In addition to required physical education, students at the elementary level should have the opportunity to participate in daily recess and physical activity. The district shall provide daily recess period(s) for elementary school students, featuring time for unstructured but supervised active play. The district is encouraged to provide adequate co-curricular physical activity programs, including fully inclusive intramural programs and physical activity clubs; and to promote the use of school facilities for physical activity programs offered by the school and/or community-based organizations outside of school hours

Cardiopulmonary Resuscitation Courses

Students in grades nine through twelve may be taught the techniques of cardiopulmonary resuscitation as part of their physical education program.

REFERENCE: 70 O.S. §1-107
70 O.S. §11-103, §11-103.9
70 O.S. §1210.199
7 CFR, Parts 210 and 220
7 CFR, Part 245.5

THIS POLICY REQUIRED BY PUBLIC LAW 108-265, SECTION 204.

EQUAL EDUCATION OPPORTUNITIES

It is the policy of the Elgin Board of Education that the right of a student to participate fully in classroom instruction shall not be abridged or impaired because of age, sex, race, religion, national origin, handicap, pregnancy, parenthood, marriage, or for any other reason not related to individual capability.

Student participation in extracurricular activities shall be dependent upon the maintenance of minimum academic standards established by the board, the student's individual ability in the extracurricular activity, and such other factors as may be determined by the administration.

The administration shall insure that no student suffer discrimination by any school employee or any other student in curricular, cocurricular, or extracurricular activities of the school district.

REFERENCE: Title 6, Civil Rights Act of 1964; Title 7, Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972: Executive Order 11246, as amended by Executive Order 11375: Title 9, Education Amendments of 1972 (Public Laws 92-318)

SECTION 504: THE REHABILITATION ACT (REGULATIONS)

In an effort to comply with procedural requirements of Section 504 of the Rehabilitation Act of 1973, it is the intent of Elgin Public Schools to not discriminate on the basis of disability and to ensure that students who are disabled, within the definitions of Section 504, are identified, evaluated, and provided with appropriate educational services.

Section 504 mandates that, "No otherwise qualified individual with handicaps in the United States shall, solely by reason of her or his handicap, as defined in section 706(8) of this title, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance or under any program or activity conducted by any executive agency or by the United States Postal Service." (29 U.S.C. Sec. 794)

Qualification for 504 eligibility is based on the results of an evaluation that accurately and completely assesses the nature and extent of the disability, and provides sufficient information to determine appropriate services. Determination of eligibility and services must be made by a group of persons knowledgeable about the student. A person is considered to have a disability under Section 504 if:

1. The person has a physical or mental impairment which substantially limits one or more of such person's major life activities, including activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

2. Has a record of such an impairment.

3. Is regarded as having such impairment.

Examples of students who might be eligible for special accommodations due to a substantial limitation could be students with conditions such as cancer, juvenile diabetes, asthma, ADD/ADHD, or Tourette's Syndrome. It is the responsibility of the school site team to gather and review data, consider the impact upon the student in the educational setting, and to make the necessary accommodations and/or modifications for the student to receive services comparable to those of his/he non-disabled peers.

For information concerning Section 504 or referral procedures, contact your school counselor or district Section 504 coordinator.

REFERENCE: Public Law 94 – 142 & IDEA 1997

SPECIAL EDUCATION

Elgin Public Schools provides special education services to all eligible children who reside within the geographic boundaries of the district.

If valid and reliable testing and full and individual evaluation materials appear to have led to the overrepresentation of students who are members of a particular race, national origin or cultural group in any special education category, the district shall conduct a thorough self-evaluation in order to determine:

1. Whether additional or substitute materials and procedures, which have at least equal predictive validity, but do not have such an adverse effect on members of a particular racial, national origin or cultural group, can be identified.

2. Whether any of the following resulted in racial or cultural bias:
   a) The use of tests with inherent content or language bias;
   b) The use of tests that lack validity for a group of persons with whom or the purposes for which they are used;
   c) The use of tests that lack reliability for a group of persons with whom they are used;
   d) The presence of culturally and linguistically incompetent test administration;
   e) Student unfamiliarity with test behaviors and assumptions;
   f) Student discomfort with the test administrator or testing environment;
   g) Lack of student motivation to perform well; or
   h) The failure to integrate full and individual evaluation information from multiple sources or to reconcile inconsistent or conflicting full and individual evaluation results.

The school district will utilize the policies and procedures for special education services set forth by the Oklahoma State Department of Education.

REFERENCE: **70 O.S. §1-107**
70 O.S. §13-101 through §13-113
70 O.S. §18-109.5
Individuals with Disabilities Education Act, 20 USC §1400, et seq.

CHILD IDENTIFICATION, LOCATION, SCREENING, AND EVALUATION NOTICE TO PARENTS

The Elgin Public Schools makes a continuing effort to locate any children in the district ages 3-21 who may be disabled and/or developmentally delayed who are not currently being served by the school. State law recognizes the following qualifying conditions: autism, deaf-blindness, hearing impairment, other health impairment, serious emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment, or developmental delay.

Anyone knowing a child who might be in need of services is asked to notify the local superintendent, principals, or special education teacher at 580-492-3663 or email at nmeraz@elginps.net.

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in coordination with the Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

Referral

Preschool children, ages 3–5, and students enrolled in K–12 who are suspected of having disabilities which may require special education and related services may be referred for screening and evaluation through the local schools. Local school districts coordinate with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services beginning at three years of age. The Oklahoma Areawide Service Information System (OASIS), through a toll free number (1-800-42-OASIS), also provides state-wide information and referrals to local schools and other service providers.

Screening

Screening activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history, interviews, observations, and specially developed readiness or educational screening instruments.

1. Readiness Screening: Personally identifiable information is collected on all kindergarten and first grade students participating in school-wide readiness screening to assess readiness for kindergarten and first grade entry. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be educationally screened for readiness or evaluated without notice to the child's parent or legal guardian.

2. Educational Screening: Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the state provides educational screening. No child shall be educationally screened whose parent or legal guardian has filed written objection with the school district.

   Educational screening is implemented for all first grade students each school year.

CHILD IDENTIFICATION, LOCATION, SCREENING, AND EVALUATION, NOTICE TO PARENTS (Cont.)

Second through twelfth grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher.

Students entering the public school system from another state or from within the state without previous educational screening, shall be educationally screened within six months from the date of entry.

Evaluation

Evaluation means procedures used in accordance with federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services.

Collection of Personally Identifiable Information

Educational records containing personally identifiable information collected by the schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and the Policies and Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the local school administrator.

EXTENDED SCHOOL YEAR SERVICES

In recognition that some children need educational services in excess of the 180 days provided during the traditional school year, the Elgin Public Schools has developed an extended school year program in order to provide students with a free, appropriate, public education. Whether a student is entitled to extended year services will be determined on a case-by-case basis. Once a student is deemed to require additional educational services, the student's IEP team will determine what areas of the curriculum will be included in each individual student's extended school year program. This program and its attendant procedures do not supersede or preempt the prerogative of the individualized education planning team. The intent is to assure thorough review and careful consideration of the individual needs of our student population who will benefit from extended school year services.

REFERENCE: 70 O.S. §13-101
300.320 IDEA Regulations

EXTENDED SCHOOL YEAR PROGRAM STANDARDS (REGULATIONS)

In accordance with the policy of the board of education, the following regulations shall govern the standards for the Extended School Year (ESY) program. The school district will strictly follow the requirements as set forth in *Policies and Procedures for Special Education in Oklahoma* and the technical assistance document *Extended School Year (ESY) Services for Children and Youth With Disabilities*.

Individuals over the age of twenty-one and under the age of twenty-six years, who are legal residents of this school district, may be entitled to receive educational privileges and opportunities in order to complete a secondary education program when they have been unable to complete the twelfth grade due to physical disability or military service. Legal residents of this school district nineteen years of age or older, who are not enrolled in a high school program and have not completed the twelfth grade, may attend adult high school completion programs if such programs are established by the school district and approved by the Oklahoma State Department of Education (SDE).

This school district is responsible for providing Free Appropriate Public Education (FAPE) for ages 3 through 21 years when it is determined, on an individual basis, by the individualized education program (IEP) team that the services are needed to receive FAPE.

Extended school year (ESY) services are defined as special education and related services provided by this school district to children with disabilities beyond the regular instructional year as a necessary part of FAPE. The type, amount, or duration of ESY services may not be unilaterally limited, but must be determined on an individual basis by the IEP team. Even the time period during which ESY may be offered may not be restricted, but will be determined on an individual basis by each student's IEP team.

A student with a disability will be eligible for ESY services when it is determined that in the absence of such services the student will regress to such a marked degree that the student will be unable to recoup the loss within a reasonable time. Many factors will be considered in evaluating a student's need for an ESY program. Some of these factors are:

1. **Nature of the disability:** Certain children, by the nature of their disability, may be predisposed to severe regression and limited recoupment. Such disabilities include autism, severe emotional disturbance, severe or profound mental retardation, degenerative impairments with mental involvement, and severe multiple disabilities. However, ESY services will not be limited based upon particular categories of disabilities.

2. **Severity of disability:** Children with more significant disabilities are most likely to need services.
3. **Availability of Home Stimulus During Summer Months:** In many instances it is feasible for a parent to monitor and implement a child's program during the summer break. When such a non-school program can be implemented by the student's parents and/or peers, it may provide a child the dual benefit of a vacation break from school without severe regression.

4. **Other Factors:** Other factors to be considered in determining the need for ESY include, but are not limited to: the degree of the child's disability; the parents' ability to provide education in the home; the child's rate of progress; the child's need for interaction with nondisabled peers and vocational training; and whether the requested services are an integral part of a program for children with similar disabilities.

EXTENDED SCHOOL YEAR PROGRAM STANDARDS, REGULATIONS (Cont.)

The following factors **must** be considered by the Individual Education Program (IEP) team in determining need for ESY programming:

Degree of impairment;
Degree of regression;
Recovery time from this regression;
Ability of parents to provide educational structure at home;
Child's rate of progress;
Child's behavioral problems;
Child's physical problems;
Availability of alternative resources;
Ability of the child to interact with children and youth who are not disabled;
Area(s) in curriculum that need continuous attention;
Child's vocational needs;
Whether the requested service is extraordinary for the child's condition, as opposed to an integral part of a program for those with the child's condition; and
Other relevant factors as determined by the IEP team.

Determination of the need for ESY services must be made on an individual basis and addressed appropriately on the IEP.

ESY services may also be appropriate for some children who have received SoonerStart services. To determine need for ESY services, the Individualized Family Service Plan (IFSP) and IEP teams (including family members) will meet and consider all pertinent information including background information, current evaluations, and information provided by SoonerStart. IEP team participants will include:

an administrator or administrative representative;
the child's regular education teacher;
a special education teacher qualified to provide special education in the area of the suspected disability;
the child's parent(s);
the child, as appropriate;
other individuals at the discretion of the parent(s) or this district; and
a member of the multidisciplinary evaluation team or a representative of the district or some other person who is knowledgeable about the evaluation procedures and the results.

ESY Review Procedures

The IEP review may occur at any time the team member(s) considers appropriate. However, a review must occur on or before the anniversary date of the IEP (i.e., at least once a year). The review requires participation of team members as described under Team Participants in this section. Any team member, including a parent, may initiate a review of placement when revision of the IEP is needed. The IEP should reflect the specific amount and type of special education and related services provided to a child at all times.

EXTENDED SCHOOL YEAR PROGRAM STANDARDS, REGULATIONS (Cont.)

The educational progress and appropriateness of the placement for each eligible child shall be reviewed on at least an annual basis. The review of the IEP shall be accomplished with reference to the schedules and procedures for evaluation of the goals and objectives specified in the IEP. The IEP team continues to provide: ongoing review of the effectiveness and appropriateness of the child's special education and related services; need for changes in type, frequency, or duration of services; and whether the child's placement continues to be the least restrictive environment or needs to be changed.

A review of placement meeting should occur following reevaluation or consideration of new information concerning the educational program of the child. The purpose of this meeting would be to review the present placement, services and any necessary change in services in relation to the new information.

Extended School Year (ESY) services are provided to children with disabilities who meet requirements of this ESY policy. ESY services must be determined and documented through the IEP. Special education and related services shall be provided beyond the regular instructional year as a necessary part of a free appropriate public education, for individual children determined eligible for ESY. Such determinations shall be made on an individual basis.
All special education students will be considered for an ESY program and screened upon request of a parent or other member of the IEP team. However, because of their propensity toward severe regression and slow recoupment, multi-disabled and trainable mentally disabled students will automatically be screened, each year, for the need of ESY.

Data and Evaluation Information to Determine ESY Needs

The IEP team must determine a child's need for ESY services by collecting, reviewing, and analyzing existing information and pertinent data, including, but not limited to, the child's disability, educational history, and present levels of performance/educational functioning and needs. Examples of data and information could involve a review of the following:

Criterion-referenced and standardized tests, including pretest and posttest data of a student's progress;

Functional assessments used in natural environments (e.g., home, community, work, school);

Analysis of data collected on a regular basis;

Evaluations and progress records for related services;

Parent, student, and/or service provider information;

Attendance records;

Behavior and disciplinary records;

EXTENDED SCHOOL YEAR PROGRAM STANDARDS, REGULATIONS (Cont.)

Health/medical information;

Interviews with teachers and parents, students; and

Progress reports and assessments to determine the child's performance of IEP annual goals and objectives or benchmarks across time.

Screening Process

1. All special education students will be considered for an ESY program at their annual IEP team meeting and provision will be made on the IEP at that time if the team determines that an ESY program is necessary. Likewise, notation will be made on the IEP if a determination has been made that the student does not need or desire an ESY program.

2. For those students identified as in need of ESY, the district will prepare recommendations as to the nature, duration, and frequency of services needed to assure that significant regression will not occur to such a degree that recoupment cannot be accomplished within a reasonable period of time.

3. At either the spring IEP review or a specially convened IEP team meeting, the team shall be advised of the referral for ESY and the recommendation, if any, that the student be placed in an ESY program for the summer. The advantages and disadvantages of such a program shall be explained to the parent as well as the basis for the referral and recommendation.

If the parent rejects the ESY, such should be recorded on the IEP. If the parent accepts the recommendation for an ESY, the IEP team should complete an amendment to the IEP with regard to services to be provided.

ESY services may be necessary for a free appropriate public education; therefore, procedural safeguards include the right to request a due process hearing. Parents or guardians may request a hearing to challenge the identification, evaluation, or educational placement. Mediation must be available as an option whenever a hearing is requested. However, parents and schools may use mediation to resolve a dispute regarding ESY without a request for a due process hearing.

TITLE I PARENT INVOLVEMENT

Elgin Public Schools has adopted the following parental involvement policy. This policy is not Title I specific. It provides direction and leadership to the district and makes it clear that parental involvement is a priority to Elgin Schools.

Elgin Public School's goal is to develop strong partnership with the home. Parents and schools working together will build achievement and positive relationships between home and school.

Policy:

1. A district-wide committee of parents, teachers, and administrators will guide overall programs and serve as a network.

    a. Parent surveys will be conducted.
    b. The committee recommendations will be considered to create the best possible learning experience for each child.

2. Parents are encouraged to take an active role in the education process.

    a. Parents are encouraged to visit the teachers at parent-teacher conferences and any other time they feel a conference is needed.
    b. Parents are encouraged to attend Open House.
    c. Parents are encouraged to volunteer in their child's school.
    d. School handbooks are encouraged to be read by parents and students together.

Elgin Staff will work closely and continually with parents to ensure a clear understanding of student progress and status.

REFERENCE: P. L. 103-382, Improving America's Schools Act
P. L. 107-110, No Child Left Behind Act of 2001

THIS POLICY REQUIRED BY THE NO CHILD LEFT BEHIND ACT.

PARENT PARTICIPATION (Cont.)

h. the right to review test results,

i. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes,

j. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes,

k. the right to receive a school report card,

l. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes,

m. the right to public review of courses of study and textbooks,

n. the right to be excused from school attendance for religious purposes,

o. policies related to parental involvement pursuant to this section,

p. the right to participate in parent-teacher associations and organizations that are sanctioned by the board of education of a school district, and

q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record.

8. Additional parents rights may be specified in Oklahoma Administrative Code.

Parents may submit a written request for information during regular business hours to either the school principal at the school site or the superintendent at the office of the school district. Within ten (10) days of receiving the request for information, the school principal or superintendent, shall deliver the requested information to the parent or provide a written explanation of the reasons for the denial of the requested information. If the request is denied or the parent does not receive the requested information within fifteen (15) days after submitting the request, the parent may submit a written request for the information to the board of education. The board of education shall formally consider the request at the next scheduled public meeting if the request can be properly noticed on the agenda. If the request cannot be properly noticed on the agenda, the board of education shall formally consider the request at the next subsequent meeting of the board of education.

LEGAL REFERENCES: **70 O.S. § 10-106**
70 O.S. § 11-103.3
70 O.S. § 11-103.6
70 O.S. § 11-105.1
70 O.S. § 11-106
70 O.S. § 1210.192
70 O.S. § 1210.301 through § 1210.308
70 O.S. § 1210.508E

THIS POLICY REQUIRED BY LAW.

LIMITED ENGLISH PROFICIENCY INSTRUCTION

The Elgin Board of Education will provide a program of language instruction to students who have limited English proficiency. Student participation in any language instruction program or instruction in English as a second language is voluntary and requires written parental permission.

Students who meet any one or more of the following criteria shall be identified as being limited in English proficiency:

A student who:

1. Was not born in the United States or whose native language is a language other than English and comes from an environment where a language other than English is dominant;

   or

2. Is a Native American or Alaskan Native or who is a native resident of the outlying areas and comes from an environment where a language other than English has had a significant impact on the student's level of English language proficiency;

   or

3. Is migratory and whose native language is other than English and comes from an environment where a language other than English is dominant;

   and

4. Who has sufficient difficulty speaking, reading, writing, or understanding the English language and whose difficulties may deny such individual the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

Tutorial Programs

Students who are certified to receive educational services through the State Migrant Education Department in cooperation with the State Department of Education are offered 30-minute tutorial help during the school day in the areas of reading, math, and language arts. Criteria for eligibility include students who have moved into a district within the last six years from another district or state and whose parents seek either seasonal or temporary employment in agriculture.

No Child Left Behind Act of 2001

If this district receives federal funding for Limited English Proficient (LEP) Programs, the following will be provided:

1. Parents will be notified of their student's placement in a language program and their options associated with that placement. Notification will include the reasons for identifying the child as LEP and the reasons for placing the child in the specified program.

LIMITED ENGLISH PROFICIENCY INSTRUCTION (Cont.)

2. Students will participate in regular assessments in a manner that will yield an accurate assessment. (See also policy EK.) Test waivers may be granted on a case-by-case basis for LEP students who demonstrate unusual and unique circumstances; however, students who have been educated in the United States for three years are required to participate in reading/language arts assessment in English.

3. Certification that teachers in the program are fluent in English as well as other languages used in instruction (if the district receives subgrants).

4. Evaluation of the program and the academic success and language achievement of the students in the program. Parents will be notified of:

   A. Their child's level of English proficiency and how such a level was assessed.

   B. The status of their child's academic achievement.

   C. The method of instruction used in the program in which the child is placed, and the methods of instruction used in other available programs.

   D. Information as to how the program will meet their child's educational strengths, assist him/her to learn English, and meet age-appropriate academic achievement standards.

   E. Exit requirements for the program.

   F. If the child has a disability, a statement as to how the LEP will meet the objectives of the child's IEP.

Consequences of inadequate yearly progress include notification of parents, development of improvement plans, and restructuring of programs or the district will lose federal funds.

For non-English speaking parents, the district will arrange to provide translations of this information in their native language.

REFERENCE: P. L. 107-110, No Child Left Behind Act of 2001

THIS POLICY REQUIRED BY THE NO CHILD LEFT BEHIND ACT.

ONLINE INSTRUCTION

Online instructional programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Elgin Board of Education. The proposed course(s) may be evaluated by the State Department of Education.

Definitions

Synchronous instruction occurs when the instructor and student's primary interactions are in real-time. Regular classroom instruction is synchronous instruction, as well as two-way interactive video. Web-based instruction that requires real-time interaction between student(s) and instructor as the primary format of instruction is also synchronous instruction.

Asynchronous instruction is not dependent on instructor and student interaction in real time. Asynchronous instruction allows the student to engage in learning activities anywhere at any time. For instruction to be considered asynchronous, the primary format of instruction does not depend on real-time interaction of the participants.

Supplemental online course is an online program that allows students who are enrolled in a public school to supplement their education by enrolling part time in online courses that are educationally appropriate for the student, which are equal to the equivalent of classroom instruction time required by student attendance and participation in the district.

Educationally appropriate means an instructional delivery method best suited for an individual student to advance the student's academic standing toward meeting the learning expectations of the district and State graduation requirements for the student. The determination of educationally appropriate will be made at the local school district level.

Web-based instruction uses the World Wide Web as the primary medium of instruction, with a computer serving as the primary tool of instruction. Web-based instruction may be synchronous or asynchronous.

Two-way interactive video instruction provides for real-time (synchronous) interaction between student(s) and instructor by means of an electronic medium that provides for both audio (sound) and video (sight) signal. Students and instructors participating in two-way interactive video instruction may both see and hear each other in an approximation of real-time.

Guidelines

Prior to offering an online instructional course, the board of education shall comply with the following guidelines recommend by the State Department of Education:

1. Web-based and two-way interactive video instruction shall be viewed as methods by which the school district can expand the course offerings and access to instructional resources. These technologies should not be viewed solely as substitutes for direct, face-to-face student and teacher interactions, but as a means of expanding the ability of the district to bring the world of knowledge to the students.

2. The board of education will grant students credit for completion of courses offered by means of online instruction. School district policies governing grading scales and credits earned shall be applied to Oklahoma Supplemental Online Course Program courses under the same criteria as courses offered by the school district. A grade assigned for course credit that was completed through the supplemental online program shall be treated the same as any other course offered by the district.

ONLINE INSTRUCTION (Cont.)

3. Only students who are enrolled in this district will be granted access to supplemental online courses.

4. Requests for enrollment in supplemental online courses shall be as follows:
   a. Interested students shall be required to fill out a request for enrollment in supplemental online course(s) form.
   b. The principal or designee shall evaluate the application and determine whether the supplemental online course is educationally appropriate for the student.
   c. If the supplemental online course is not deemed to be educationally appropriate, notification shall be provided to the student in writing as to the reasons in support of the principal's recommendation and the student shall be afforded the opportunity to appeal the principal's decision to the local school board. The decision of the local board with regard to whether a course is educationally appropriate is final and nonappealable. A copy of the notification shall be provided to the Director of Instructional Technology at the State Department of Education.

5. If enrollment in the supplemental online course is allowed, the principal shall appoint a certified staff member to serve as the building level contact person to assist students enrolling in on-line courses and to serve as a liaison to the on-line teachers and provider(s). Students shall have a grace period for withdrawal from a supplemental online course of fifteen (15) calendar days from the first day of a supplemental online course enrollment without academic penalty. A written request for withdrawal should be provided to the principal from the student prior to the expiration of the fifteen (15) day period.

6. Students earning credit by means of online instruction shall participate in required state-level academic assessments in the same manner as other regularly enrolled students within the district. No student shall be allowed to participate in these assessments at a place other than the school site at which the student is enrolled.

7. Courses offered for credit by means of online instruction shall be aligned with the Priority Academic Student Skills (PASS).

8. Student progress shall be monitored on a weekly basis by the supplemental online course provider. Attendance/participation in a supplemental online course shall be monitored in accordance with local district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, posting/submission of lessons. The student may be counted "present" or "in attendance" when the supplemental online course provider provides evidence of student/teacher/ course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Supplemental online course providers shall make available to students, parents, and the school district reports that reflect daily attendance/participation, progress reports, and grades. Such attendance/participation reports, progress reports, and grades shall be provided on a regular weekly basis to parents and the school district via electronic format. The district will review progress reports and grades twice per month.

9. The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation in online instruction courses shall be used for any purposes other than those that support the instruction of the individual student.

ONLINE INSTRUCTION (Cont.)

10. District level aggregated data obtained through participation in online instruction courses shall be utilized for education purposes only and shall not be provided to commercial entities.

11. All federal and state statutes pertaining to student privacy, the posting of images on the World Wide Web, copyright of materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district. (See cross-referenced policies concerning these issues.)

12. Prior to the beginning of instruction, cooperating school districts sharing courses by means of two-way interactive video technology shall, by means of contractual agreement, address such issues as the instruction costs, bell schedules, school calendars, student behavior, teacher evaluation, textbooks, class periods, student grades and grading policies, teacher load, and instructor employment.

13. Contractual agreements shall be established between the school district and parent(s), or legal guardian, of students participating in alternative instructional delivery system courses prior to the beginning of instruction. These contracts may address such issues as grading criteria, time allotted for course completion, student attendance, and the responsibility for course costs and equipment.

14. Instructors of online courses shall be: (a) certified in Oklahoma or another state to teach in the content area of the course offered, or (b) a faculty member at an accredited institution of higher education, possessing the specific content expertise necessary to teach the course.

15. Students at remote sites who participate in the online courses offered by the district will be responsible for providing their own equipment and Internet access.

16. Annually, the board of education shall establish fees or charges for the provision of alternative instructional delivery system courses. The district shall not be liable for payment of any fees or charges for any online course for a student who has not complied with district policies and procedures.

REFERENCE: 70 O.S. §1-111

A POLICY ON THIS SUBJECT IS REQUIRED BY LAW.

PROMOTION AND RETENTION

The Elgin Board of Education believes the primary goal of the educational process is to educate. The board also believes that since each child develops physically, mentally, emotionally, and socially at an individual rate, not all children will complete twelve grade levels of work at the same rate. Therefore, for some children, more than twelve years of public education are necessary to achieve the minimal standards of an appropriate education.

Students in special education are excluded from this policy and will be advanced or retained in accordance with their Individual Educational Program as created by their IEP team.

Grade level placement in the elementary and in the junior high school will be based upon the child's maturity (emotional, social, mental, and physical), chronological age, school attendance, effort, and marks achieved. Standardized test results can be used as one means of judging progress. The grade marks earned by the child throughout the year shall reflect the probable assignment for the coming year. Assignment of grade marks will not be used as a means of discipline or reward under any circumstances.

Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not receive a passing grade in a course; the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board.

A grade mark on a report card at the end of the grading period shall not fulfill the teacher's responsibility in reporting a child's progress to the child's parent(s) or guardian. Informal notes and personal conferences are necessary to help the teacher and the parent(s) or guardian understand the child's development and progress. The parent(s) or guardian shall be informed, and a conference scheduled if the parent(s) or guardian desire, when it becomes apparent that a child may need to remain at a grade level.

Upon request of the student, or the student's parent(s) or guardian, a student who has been recommended for retention, is failing a grade, or seeks advancement will be given the opportunity to demonstrate proficiency in the Priority Academic Student Skills (PASS) for the applicable grade level or course. Proficiency will be demonstrated by some means of assessment or evaluation appropriate to the curriculum area, for example: semester test, portfolio, criterion-referenced test, thesis, project, product, or performance. (See also policy EIAE.)

Students demonstrating proficiency in a set of competencies at the 90% level shall be advanced to the next level of study in the appropriate curriculum area(s). This decision will take into consideration such factors as social, emotional, physical and mental growth. The school will confer with parents or guardians in making such promotion/acceleration decisions.

Elementary, middle level, or high school students may demonstrate proficiency in the PASS Outcomes for grades 9-12 high school curriculum areas. Appropriate notation will be placed on the high school transcript. The unit(s) shall count toward meeting the requirements for the high school diploma.

PROMOTION AND RETENTION (Cont.)

The superintendent is directed to establish a regulation containing criteria to be used by the administration in considering students for promotion or retention.

REFERENCE: 70 O.S. §24-114.1
70 O.S. §11-103.6

GRADING

In accordance with the policy of the board of education the following grading system will be used for all subjects, including special education:

100 - 90	=	A
89 - 80	=	B
79 - 70	=	C
69 - 65	=	D
64 - Below	=	F
Incomplete	=	I

A grade mark of 'I' is an incomplete and will be changed when the course is completed within the time limit set by the teacher.

PARENT-TEACHER CONFERENCES

It is the policy of the Elgin Board of Education that parent-teacher conferences will be scheduled as required by the teacher, or when requested by the parent. However, parent-teacher conference days will normally be limited to one for each grading period.

REFERENCE: 70 O.S. §10-105.2
Department of Education, Administrator's Handbook

PARENT-TEACHER CONFERENCE REPORT FORM

Location of Meeting _____

Date _____ Time _____

Student's Name _____ Present Grade _____

Subjects Involved _____

Parent/Guardian _____ Counselor _____

Teacher(s) _____

Teacher Comments: _____

_____

_____

_____

Parent/Guardian Comments: _____

_____

_____

_____

Counselor Comments: _____

_____

_____

_____

_____ _____ _____

Parent/Guardian Teacher Counselor

PROFICIENCY BASED PROMOTION

1. Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.

   A. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product or performance. Proficiency in all laboratory sciences will require students to perform relevant laboratory techniques.

   B. Students shall have the opportunity to demonstrate proficiency in the core areas twice each year: once before the beginning of the school term and at the end of the school term as identified in 70 O.S. §11-103.6:

      1. Social Studies
      2. Language Arts
      3. The Arts
      4. Languages
      5. Mathematics
      6. Science

   C. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment of demonstration.

   D. Qualifying students are those who are legally enrolled in the local school district.

   E. The district will not require registration for the proficiency assessment more than one month in advance of the assessment date.

   F. Students will be allowed to take proficiency assessments in multiple subject areas.

   G. Students not demonstrating proficiency will be allowed to try again during the next assessment period.

   H. Exceptions to standard assessment may be approved for those students with disabling conditions.

2. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.

   A. The school will confer with parents in making such promotion/acceleration decisions. Such factors as social 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. The statement shall be included in the permanent record of the student.

PROFICIENCY BASED PROMOTION (Cont.)

C. Failure to demonstrate proficiency will not be noted on the transcript.

D. Students must progress through a curriculum area in a sequential manner. Elementary, middle level, or high school students may demonstrate proficiency and advance to the next level in a curriculum area.

E. If proficiency is demonstrated in a 9-12 curriculum area, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirement for the high school diploma.

F. Units earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma.

3. Proficiency assessment will measure mastery of the priority academic student skills in the same way that curriculum and instruction are focused on the priority academic student skills. In other words, assessment will be aligned with curriculum and instruction.

4. Options for accommodating student needs for advancement after demonstrating proficiency may include, but are not limited to, the following:

   A. Individualized instruction;

   B. Correspondence courses:

   C. Independent study;

   D. Concurrent enrollment;

   E. Cross-grade grouping:

   F. Cluster grouping;

   G. Grade/course advancement;

   H. Individualized education programs.

5. Each year the school district will disseminate materials explaining the opportunities of proficiency based promotion to students and parents in the district. Priority Academic Student Skills and type of assessment or evaluation for each core curriculum area will be made available upon request.

Appropriate notation will be made for elementary, middle level or high school level students satisfactorily completing a 9-12 high school curriculum area. Completion will be noted with a "P" for passing. This unit will count toward meeting the requirements for the high school diploma.

RELEASED TIME COURSES

The board of education will approve released time courses for elective credit. A released time course is defined by law as a period of time during which a student is excused from school to attend a course in religious or moral instruction taught by an independent entity off school property. Any independent entity that would like to offer a course to be considered for elective credit shall discuss the proposal with the superintendent or superintendent's designee. The proposal shall include a course syllabus, a calendar of when the course will be offered, the methods of assessment utilized in the course, the qualifications of the course instructor, and a template written consent form that will be provided by the independent entity to parents or legal guardians for student's enrollment in the released time program. The school superintendent, principal for the school site where the student is enrolled, or their designees shall have reasonable discretion over the scheduling and timing of released time courses.

The superintendent shall then present the item to the board of education to consider at a lawfully convened meeting under an appropriately worded agenda item.

At the board meeting, the board of education will evaluate the course in a neutral and secular manner that does not involve any test for religious content or denominational affiliation. The secular criteria utilized to evaluate the released time course is limited to:

1. The amount of classroom instructional time.
2. The course syllabus which reflects requirement and materials utilized in the course.
3. Methods of assessment that will be utilized in the course.
4. The qualifications of the course instructor.

If a course is approved for elective credit, students may be excused from school to attend the released time course for no more than three class periods per week or a maximum of 125 class periods per school year. In order for the student to be eligible to participate in the released time program and receive an excused absence, the following must occur:

1. The student's parent or legal guardian must provide written consent prior to the student's participation in the released time course.
2. No school funds may be expended, and no school district personnel, equipment or resources may be involved in providing the instruction.
3. The independent entity must maintain attendance records for students and make them available to the school district and board of education.
4. Transportation provided to and from the place of instruction is the sole responsibility of the independent entity, the student, or the student's parent or legal guardian.
5. The independent entity or the student's parent or legal guardian indemnifies the school district and holds it harmless with regard to any conduct that does not occur on school property under the control or supervision of the school district and the independent entity maintains adequate insurance for that purpose.

RELEASED TIME COURSES (CON'T)

6. The student assumes responsibility for any missed schoolwork as a result of the excused absence.

7. The student may not be excused to participate in a released time course during any class in which the subject matter being taught is subject to state assessments.

Students who participate in released time courses are considered in attendance in the school district and the time is calculated as a part of the school day. Upon successful completion of the course elective credit will be provided to students when the work completed is substantiated by a transcript from the independent entity providing the course.

The school district, board of education and school employees shall not be liable for any claim arising or occurring as a result of a student's participation in a released time program when the student is not under the control or supervision of the school district.

Legal Reference: 70 O.S. Section 11-101.3

GRADUATION REQUIREMENTS

The Elgin Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the board of education that a minimum of 23 units of credit be earned in the subject areas listed below to be eligible for graduation.

Students entering the eighth grade in the 2025- 2026 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, shall complete a minimum of the following 23 curriculum units or sets of competencies at the secondary level:

4 units of English to include Grammar, Composition, Literature, or any English course;

4 units of mathematics, two of which shall be Algebra I and either Algebra II or Geometry. The other two units may include Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Statistics, Math of Finance, Computer Science, college courses approved for dual credit, an approved full-time postsecondary career and technology program, or locally approved math-based application course, or any mathematics course with content and/or rigor above Algebra I;

3 units of laboratory science approved for college admission requirements including one unit of life science meeting the standards for Biology I, one unit of physical science meeting the standards for Physical Science, Chemistry or Physics; and one unit from the domains of physical science, life science, or earth and space science, or approved full-time postsecondary career and technology program or locally approved science-based application course, or any course with content and/or rigor above Biology I or Physical Science;

3 units of history and citizenship skills including one unit of American History, ½ unit of Oklahoma History, ½ unit of United States Government, and one unit from the subjects of History, Government, Geography, Economics, Civics or non-Western culture;

6 pathway units which align with the student's Individual Career and Academic Plan (ICAP) which may include, but are not limited to, any additional math, science, English, history, world or non-English language, computer technology, Junior Reserve Officers' Training Corp, internship or apprenticeship programs, career and technology education courses, concurrently enrolled courses, advanced placement courses, International Baccalaureate courses approved for college admission requirements, music, art, drama, speech, dance, media arts, or other approved courses; and

3 units of elective courses.

Beginning with the 2024-2025 school year, a student whose parent or legal guardian approves modification of the student's existing graduation track, subject to school approval, may complete a minimum of 23 curriculum units or sets of competencies at the secondary level as listed above. All other students graduating prior to 2030, in order to graduate from an Oklahoma public school, will be required to complete the "college preparatory/work ready curriculum units or sets of competencies" at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student. Current state graduation requirements will be deemed to be the "core curriculum" option. The "college preparatory/work ready curriculum" will include the following:

GRADUATION REQUIREMENTS (Cont.)

4 units of English to include Grammar, Composition, Literature, or any English course approved for college admission requirements;

3 units of mathematics, limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;

3 units of laboratory science, limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;

3 units of history and citizenship skills, including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements;

2 units of the same world or non-English language or two units of computer technology approved for college admission requirements, whether taught at a high school or technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

1 additional unit selected from the above categories or career and technology education courses, concurrently enrolled course, Advanced Placement courses or International Baccalaureate courses approved for college admission requirements; and

1 unit or set of competencies of fine arts, such as music, art, or drama, or 1 unit or set of competencies of speech.

In order to graduate from the district with a standard diploma, students shall complete the following core curriculum units at the secondary level:

Language Arts
4 units or sets of competencies
- 1 unit of Grammar and Composition
  and
- 3 units which may include
  - American Literature
  - English Literature
  - World Literature
  - Advanced English Courses
  - Other English courses with content and/or rigor equal to or above grammar and composition

Social Studies
3 units or sets of competencies
- 1 unit of United States History
- ½ to 1 unit of United States Government
- ½ unit of Oklahoma History
- ½ unit to 1 unit which may include:
  - World History
  - Geography
  - Economics
  - Anthropology
  - Other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma history

GRADUATION REQUIREMENTS (Cont.)

Mathematics
3 units or sets of competencies
- 1 unit of Algebra I [1]
  and
- 2 units which may include:
  - Algebra II
  - Geometry [1]
  - Trigonometry
  - Math Analysis or Precalculus
  - Statistics and/or Probability
  - Calculus
  - Computer Science I and II
  - Intermediate Algebra
  - Mathematics of Finance
  - Contextual mathematics courses that enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the tenth, eleventh, or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the district board of education
  - Mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the tenth, eleventh, or twelfth grade upon approval of the State Board of Education and the district board of education
  - Other mathematics courses with content and/or rigor equal to or above Algebra I
  - A science, technology, engineering and math (STEM) block course.

The Arts and Computer Education
1 unit or set of competencies which may include, but is not limited to, courses in Visual Arts and General Music and 1 unit or set of competencies of computer technology, whether taught at a high school or a technology center school, including computer programming, hardware and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing classes

Science
3 units or sets of competencies of laboratory science approved for college admission requirements:
- 1 unit or set of competencies of life science, meeting the standards for Biology I:
- 1 unit or set of competencies of physical science, meeting the standards for Physical Science, Chemistry or Physics; and
- 1 unit or set of competencies from the domains of physical science, life science or earth and space science such that content and rigor is above Biology I or Physical Science.

Electives
8 units or sets of competencies

In addition to the curriculum requirements, students shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act.

All students are strongly encouraged to complete two units or sets of competencies of ~~foreign~~ world language classes and two units or sets of competencies of physical and health education as part of the core curriculum.

Credit may be given for the above-referenced classes for the college preparatory/work-ready and core curriculum diploma pathways when the courses are taken in the seventh or eighth grades if the teachers are certified or authorized by law to teach the subjects for high school credit and the required course rigor is maintained.

Courses offered by a supplemental education organization that is accredited by a national accrediting body and that are taught by a certified teacher, and which provide for the teaching and learning of the appropriate skills and

GRADUATION REQUIREMENTS (Cont.)

knowledge in the OAS may, upon approval of the State Board of Education and the school district board of education, be counted for academic credit and toward meeting state graduation requirements.

No student will be allowed to receive credit more than once for completion of the same unit or sets of competencies. All of the above-referenced classes may not be offered by the district. However, sufficient courses shall be offered to allow students to meet the graduation requirements during the secondary grade years of the student.

The remaining units need to consist of coursework designed to meet the individual needs and interests of the student. However, all students in grades nine through twelve are required to enroll in a minimum of six periods, or the equivalent in block scheduling, of rigorous academic and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes, and physical education classes.

Students who transfer into this school district from out of state after their junior year of high school shall not be denied, because of differing graduation requirements, the opportunity to be awarded a standard diploma. This applies to students who would be unable to meet the specific graduation requirements listed above without extending the date of graduation. Exception from the graduation requirements will be based on rules established by the State Department
of Education. All exceptions and the reasons therefor shall be reported to the State Department of Education on or before July 1 of each year.

All course credit earned through examination by students in required curriculum areas shall be appropriately noted on the student's transcript and/or student record. Completion may be recorded with a letter grade or pass notation, credits earned by a student through examination in accordance with the provisions of 210:35-27-2 shall be transferrable to or from any other school district within the State of Oklahoma in which the student was enrolled, is currently enrolled, or may be enrolled. Credit for units of secondary coursework in curriculum areas required for graduation count toward meeting the requirements for the high school diploma.

Beginning with the 2015-2016 school year, all students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between ninth grade and high school graduation. A school administrator may waive this requirement for an eligible student who has a disability. A student may also be excused from this requirement if a parent or guardian of the student objects in writing.

Students are required to complete an assessment in order to graduate with a standard diploma. The assessment required will be one that is required or has been required by the Oklahoma School Testing Program or an alternate assessment as approved by the superintendent. The highest-achieved score on the assessment and any business and industry-recognized endorsements attained will be reflected on the student's transcript.

Beginning with ninth graders in the 2021-2022 school year, in order to graduate from a public high school accredited by the State Board of Education, students shall pass the United States naturalization test. The United States naturalization test shall be provided at least once per school year, beginning as early as

eighth grade. Students may retake the exam upon request and as often as desired until earning a passing score. A passing score shall be 60 out of 100 questions. The district shall exempt students with disabilities whose individualized education program (IEP), consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternative Assessment Program (OAAP).

GRADUATION REQUIREMENTS (Cont.)

Students shall be allowed to earn released time elective credit in accordance with state law and the Oklahoma Accreditation Standards.

REFERENCE: 70 O.S. § 11-101.3
70 O.S. § 11-103.2c
70 O.S. § 11-103.6
70 O.S. § 1210.199
70 O.S. § 1210.508

HIGH SCHOOL CREDIT

Full-time programs at Great Plains Tech Center shall meet at least 175 days per school year and be accredited for three (3) units. Comprehensive schools may elect to give the student four (4) units of credit each year if the technology center class meets for a length of time equal to that where four (4) units of credit are offered in the comprehensive school. Requests for courses to be offered for less than three (3) units of credit on a pilot basis must be made to and approved by the Oklahoma Department of Career and Technology Education and the Accreditation Section of the State Department of Education.

SCHOOL COUNSELOR

The school counselor is a member of the teaching team. The counselor is concerned for the welfare of the child, instructional goals of the teachers, and communication between home, school, and the community.

Student referrals to the school counselor are made by the principal and teachers. Parents wishing a conference may contact the counselor from 8:00 a.m. to 9:00 a.m. each school day. Students may make arrangements to visit the counselor through their homeroom teachers.

SUICIDE AWARENESS AND TRAINING

The Elgin Board of Education recognizes that self-destructive behavior and suicide occurs among children and adolescents in our country. Students identified as self-destructive are in need of appropriate help as quickly as possible. The primary obligations of school personnel working with a depressed or suicidal student are support, calling the 911 emergency telephone number, law enforcement, the Department of Human Services, parental contact, and referral. Notification must be made immediately upon determining that a risk of harm exists. To that end, student confidentiality may be waived in life-threatening situations.

The district shall provide district-wide training to all staff on a biennial basis addressing suicide awareness and prevention. The training provided shall utilize curriculum provided by the Department of Mental Health and Substance Abuse Services. The course outline for the curriculum shall be made available to the public online through the school district's website. The district shall:

1. Provide a suicide preventing training program which includes as a core element evidence-based approaches;
2. Provide the curriculum made available by the Department of Mental Health and Substance Abuse Services; or
3. Provide a suicide prevention training program that is selected by the school district from a list maintained by the Department of Mental Health and Substance Abuse Services to school district staff that addresses suicide awareness and prevention. The training may be combined with any other training program provided by the school district addressing bullying prevention.

With the intent of contributing to the prevention of suicide among students where possible, the board directs that an adolescent suicide awareness program be initiated, including:

1. In-service education--to increase the awareness of all building staff about the seriousness of the problem and possible suicide "warning signs",

2. Establishment of referral/response procedures in each school--to facilitate assisting students identified as possibly suicidal,

3. Infusion into the curriculum of appropriate understandings and information--to help students deal appropri ately with feelings, to recognize possible suicide "warning signs" in themselves and others, and to increase awareness of alternatives and resources available for assistance,

4. Parental awareness--to increase understandings of parents about the problem and the resources available, and

5. Procedures in each school for dealing appropriately with tragedies--to ease the impact on students, staff, and community in the event of a student suicide.

District personnel cannot be expected to treat the suicidal adolescent. Rather, they need to recognize that they are in a position to aid in the identification of young people who may be prone to suicide, and to intervene in order to link these young people and their families to treatment programs in the community. In addition, school personnel need to be prepared to relate to suicidal young people following a suicide attempt, and to deal with the intense emotions/reactions of the school community following an actual suicide.

MENTAL HEALTH CRISIS PROTOCOL

The Elgin School District supports student health and wellness protocols to include mental health support. It is the policy of the district to align access to mental health support by providing community resources for students and guardians focused on mental health treatment options and crisis response intervention. It is also the policy of the district to provide mental health and crisis response training to personnel. This process will involve consistent collaboration between the district and community mental health partnerships.

This policy supplements and does not replace existing policies which mandate reporting abuse or neglect to the Department of Human Services and/or local law enforcement in accordance with state law and policy FFG.

Mental Health. Includes emotional, psychological, and social well-being and affects how individuals think, feel and act. Mental health also determines how individuals manage stress, relate to others, and make healthy choices.

Mental Health Crisis. Any situation in which a person's behavior or verbalized distress puts them at risk of hurting themselves or others and/or prevents them from being able to care for themselves or function effectively in the community. The 988 Mental Health Lifeline operates 24/7, offering anyone who dials 9-8-8 access to mental health crisis services.

Crisis Response. Refers to the advance planning and actions taken to address natural and manufactured disasters, crises, critical incidents, and tragic events. Of course, in an emergency, it is always best to call 911.

Crisis Intervention. Can mitigate adverse reactions, facilitating and planning, assist in identifying and accessing available support, normalize reactions to a crisis, and access capacities and need for further support or referral to the next level of care. The Three main goals of crisis intervention are: stabilize, reduce symptoms, return to adaptive functioning/facilitate access to continued care.

All protocols will comply with the privacy requirements of the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).

Staff shall be trained to recognize warning signs. Signs of a mental health crisis episode may not always be apparent in a student/child. Keeping the following warning signs in mind, teachers, principals, and other staff members can begin to identify the need for intervention.

Abusive Behavior. Often a student in mental distress will show abusive behavior to themselves and others. This may include self-harm, substance abuse, physical abuse, etc.

Inability to Perform Daily Tasks. This can include even the most simple tasks such as bathing, brushing teeth and/or hair, and putting on clean clothes.

Increased Agitation. Children showing signs of increased agitation may use verbal threats, be violently out of control, destroy property, and more.

Isolation. Children and young adults in mental health crisis tend to isolate themselves from family and friends at school and at work.

Loses Touch with Reality (Psychosis). Psychosis encompasses the following behaviors: showing signs of confusion, having strange ideas, thinking they are someone they are not, not understanding what people are saying, hearing voices and seeing things that are not there.

MENTAL HEALTH CRISIS PROTOCOL (Cont.)

Paranoia. Paranoia manifests in suspicion and mistrust of people or their actions without evidence or justification.

Rapid Mood Swings. Increased energy levels, the inability to stay still, pacing, sudden depression, and withdrawal, and becoming suddenly happy or calm after a period of depression may be indicative of a student in crisis.

Other warning signs may include, but are not limited to, changes in school performance, pulling away from people and things, having low or no energy, having unexplained aches and pains, such as constant stomachaches or headaches, feeling helpless or hopeless, excessive smoking, drinking, or drug use, including prescription medications, eating or sleeping too much or too little, worrying a lot of the time, feeling guilty, but not sure why, having difficulty readjusting to home or work life, thinking about suicide, inability to perceive changes in their own feelings, behavior or personality.

A person experiencing a mental health crisis may not always clearly communicate their thoughts, feelings, needs or emotions, they may also find it difficult to understand what others are saying. It is important to emphasize and connect with the person's feelings, stay calm, and try to deescalate the crisis.

Steps to take when addressing warning signs or managing disclosures regarding a mental health crisis:

1. Assess the situation.
   Is the person in danger of hurting themselves, others, or property?

   Do you need emergency assistance?

   Immediately call 911 for emergency assistance if medical attention is needed.

2. Talk to the person in crisis in a safe space. All staff members' responses should be calm, supportive, and nonjudgmental.
   Keep your voice calm.
   Listen.
   Ask questions, but do not push.
   Express support and concern.
   Ask how you can help.
   Gently announce actions before initiating them.

3. Walk with the student to the counselor's office. Students should always have adult supervision.

4. The counselor and/or principal should follow district safety protocol and refer the student for crisis services at ***Jim Taliaferro Community Mental Health Center.***

5. Immediately following the incident, appropriate staff members should document steps taken on the mental health referral packet. The parents/guardian on file will be contacted as soon as possible. The administration shall set up a time to meet with the parent/guardian to review the emergency student crisis notification and to provide any collateral referrals and contact resources.

MENTAL HEALTH CRISIS PROTOCOL (Cont.)

6. If a student is out for more than two days, a caregiving/student/counselor meeting should be held prior to the student's return to school.
    a. The school counselor should require a meeting with the student and their parent/guardian.
    b. This group should discuss and document a reentry procedure and what would help to ease the transition back into the school environment to address any concerns the student or parent/guardian may have.
    c. All accommodations should be documented.
    d. A designated staff person should periodically check in with the student to help with readjustment to the school community and address any ongoing social or academic concerns.
    e. The school counselor should periodically check in with parents/guardians to update progress or concerns.
    f. The counselor should meet with the student's faculty to share information about curriculum and social concerns prior to the student's return.
    g. The school counselor should be available to teachers to discuss any concerns they may have regarding the student after re-entry.

The school district shall provide to the State Department of Education information regarding the dissemination of Oklahoma Prevention Needs Assessment (OPNA) survey data and other mental health data. In accordance with state and federal law, parents/legal guardians shall have the right to opt out of their child taking this assessment. This opt out is addressed at policy EK-R1.

This policy will be reviewed every two years with partnering mental health providers to consider any updates to better meet student needs. This review will include information collected from the OPNA survey as a part of the review process.

A copy of this policy and any additional protocols created shall be provided to the State Department of Education.

TESTING PROGRAM

It is the policy of the Elgin Board of Education to take part in testing programs with the aim of providing information designed to help all students recognize their abilities and to help in planning their school work. A well-rounded testing program has been developed that can be very valuable to each student. The board recognizes that information relative to the personality, environment, home life, parental or family relationships, economic status, religious beliefs, patriotism, sexual behavior or attitudes, or sociological problems of a student is privileged and confidential. Such information shall not be tested for and if revealed shall be discarded.

The following guidelines exist for the participation of children with disabilities in district-wide assessments: Each student's IEP shall address guidelines for participation in district assessments, with appropriate modifications and accommodations. The IEP team may determine that the student is unable to participate in standard district assessments. Such a determination will be noted in the child's IEP.

Annually, on a date to be determined by the superintendent, the district will provide information to the district's students, parents of students, and the public at large about the proper meaning and use of tests administered pursuant to the Oklahoma School Testing Program Act. Additionally, each school site within this district shall notify each student's parents of the school's performance levels in the Oklahoma School Testing Program at the end of each school year.

The superintendent is directed to establish a regulation governing the use of testing programs. Such regulation, when approved by the board, shall be incorporated into this policy and shall be made a part thereof.

REFERENCE: 20 U.S.C. §1232h(a)
70 O.S. §11-107
70 O.S. §1210.507

TESTING PROGRAM
STUDENT SURVEYS
(REGULATION)

The board of education recognizes surveys can be a valuable resource for schools and communities in determining student needs for educational services. Such collection of input from students and parents may be used to assist school staff in decision-making related to curriculum and instruction and in program development and operations. To this end, the board supports the use of appropriate surveys in accordance with the guidelines contained in these regulations.

Administrators, teachers, other staff members, and the board of education may use surveys for many purposes, which may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or unit. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys used in any experimental program or research project will be subject to the requirements outlined in policy found elsewhere in this manual. (See GVA-P.) Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

Prior to administering a survey, the board of education must approve all those that are received by the superintendent that include reference to any of the factors listed below. No student may, without prior parental consent, take part in a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
8. Religious practices, affiliations, or beliefs of the student or the student's parent.

Prior consent to any such survey, analysis, or evaluation means the prior written consent of the student's parent or guardian or, if the student is emancipated, of the student.

Surveys conducted for other agencies, organizations, or individuals must have the recommendation of the superintendent of schools and the approval of the board of education as to content and purpose. The results of such approved surveys must be shared with the board of education.

TESTING PROGRAM, STUDENT SURVEYS, REGULATION (Cont.)

Parents/guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student. Such requests shall be made in writing with a response to be at least two weeks in advance of any survey to be given.

Overall survey results following decisions must be shared with all parties who request such information.

Parents/guardians shall be notified at least annually, at the beginning of the school year, of this policy and when enrolling students for the first time in district schools. This notification must explain that parent/guardians, or students 18 or older, have the right to "opt the student out of participation," in writing, in the following activities:

1. The collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students, such as:

   A. College or other postsecondary education recruitment, or military recruitment;

   B. Book clubs, magazines, and programs providing access to low-cost literary products;

   C. Curriculum and instructional materials used in schools;

   D. Tests and assessments;

   E. Student recognition programs; and

   F. The sale by students of products or services to raise funds for school-related activities.

2. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above; or

3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.

Parents/guardians of a student shall also have the right to inspect, upon request, any instructional material used as part of the educational curriculum.

Definitions

The term "survey" includes an evaluation.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

TESTING PROGRAM, STUDENT SURVEYS, REGULATION (Cont.)

The term "personal information" means individually identifiable information, include a student's or parent's name, address, telephone number, or social security number.

The term "instructional material" means instructional content that is provided to a student, regardless of format. It does not include tests or academic assessments.

These terms do not include ordinary classroom activities or teaching techniques.

THIS POLICY REQUIRED BY THE NO CHILD LEFT BEHIND ACT.

STRONG READERS ACT

To identify students who have a reading deficiency including students with characteristics of dyslexia, every student enrolled in kindergarten, first, second, and third grades shall be assessed at the beginning, middle, and end of each school year using a screening instrument approved by the State Board of Education for reading skills including, but not limited to, phonological awareness, decoding, fluency, vocabulary, and comprehension. Any student who is assessed and found not to be meeting grade level targets shall be provided a program of reading instruction designed to enable to the student to acquire the appropriate grade level reading skills. The program of reading instruction required shall be based on scientific reading research and shall align with the subject matter standards adopted by the State Board of Education. A program of reading instruction shall also include, but not be limited to:

1. Sufficient additional in-school instructional time for the acquisition of phonological awareness, decoding, fluency, vocabulary, and comprehension;

2. If necessary, and if funding is available, tutorial instruction after regular school hours, on Saturdays, and during the summer; however, such instruction may not be counted toward the 180 day or 1080 hour school year required by law;

3. Assessments identified for diagnostic purposes and periodic monitoring to measure the acquisition of reading skills including, but not limited to, phonological awareness, decoding, fluency, vocabulary, and comprehension, as identified in the student's program of reading instruction;

4. High-quality instructional materials grounded in scientifically based reading research, and

5. A means of providing every family of a student in prekindergarten, kindergarten, first, second, and third grade access to free online evidence-based literacy instruction resources to support the student's literacy development at home.

A student enrolled in kindergarten, first, second, or third grade who exhibits a deficiency in reading at any time based upon the screening instrument shall receive an individual reading intervention plan no later than thirty (30) days after the identification of the deficiency in reading. The reading intervention plan shall be provided in addition to core reading instruction that is provided to all students. The reading intervention plan shall:

1. Describe the research-based reading intervention services the student will receive to remedy the deficiency in reading,

2. Provide explicit and systematic instruction in phonological awareness, decoding, fluency, vocabulary, and comprehension as applicable,

3. Monitor the reading progress of each student's reading skills throughout the school year and adjust instruction according to the student's needs; and

4. Continue until the student is determined to be meeting grade-level targets in reading based on screening instruments or assessments.

STRONG READERS (Cont.)

The district strong readers plan shall be adopted and annually updated, with input from school administrators, teachers, and parents and legal guardians, and if possible a reading specialist, and which shall be submitted to and approved by the State Board of Education. This plan shall include a plan for each site that includes an analysis of the data provided by the Oklahoma School Testing Program and other reading assessments utilized which outlines how each school site shall comply with the provision of the Strong Readers Act.

Beginning with the 2022-2023 school year, any student enrolled in first, second, or third grade who is assessed through the Strong Readers Act and is not meeting grade level targets in reading after the beginning of the year assessment shall be screened for dyslexia. Screening may also be requested for a student by his or her parent or guardian, teacher, counselor, speech-language pathologist or school psychologist.

REFERENCE: 70 O.S. §1210.508A, et seq.

NOTE: Referenced statute requires each school district to adopt and annually update a district plan that includes a plan for each site, and which outlines how each school site will comply with the provisions of the Strong Readers Act.

FLAGS

It is the policy of the Elgin Board of Education that the American flag will be flown at the school during school hours except in bad weather.

The school day will begin with a flag salute. However, students not wishing to participate in the pledge shall not be required to do so. A notice to this effect will be posted in a conspicuous place in each school building and/or classroom.

No other flags shall be flown on school property, at any time, without the permission of the school administration. In the event other flags are flown on school premises without the permission of the school administration, individuals involved will be directed to remove them from the premises.

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

VOLUNTARY PRIVATE PRAYER AND MOMENT OF SILENCE

It shall be the policy of the Elgin Public Schools Board of Education that no sectarian or religious doctrine shall be taught or inculcated into the curriculum or activities of the school. However, those students who wish to do so may participate in voluntary prayer so long as it is during noninstructional time and does not interfere with the rights of other students.

School employees are free to engage in private religious prayer during school events, including sporting events and graduation ceremonies, when employees are free to attend briefly to personal matters and students are engaged in other activities in accordance with the holding in *Kennedy v. Bremerton School District.,* 142 S.Ct. 2407 (2022).

Each school site within the district shall observe one minute of silence each day for the purpose of allowing each student to meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their choice. All school personnel are to afford these options to all students, who will individually make the selection as to which of these behaviors they will engage in during the moment of silence. These options will also be included in the student handbooks.

The minute of silence will be held during daily announcements.
The minute of silence will be announced over the intercom at the appointed time as follows: "We now pause for a minute of silence in which students may reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices"

If the district or a school employee is sued for providing a moment of silence to students, the district must notify the Attorney General within five (5) days. The Attorney General will provide legal representation to the district or employee named as a defendant in an action related to this statutory requirement.

Individuals who wish to file a complaint regarding a violation of 70 O.S. §11-101.1 or §11-101.2 should notify the building principal in writing of the specific issue that has occurred. The building principal will notify the superintendent that a complaint has been received. The building principal shall investigate the issue and determine whether a violation of the law has occurred. If the law has been violated, a plan of corrective action should be taken to address the issue.

REFERENCE: **70 O.S. §11-101.1**
70 O.S. §11-101.2
Accreditation Standard 210:35-3-251
Accreditation Standard 210:35-3-252
Kennedy v. Bremerton School Dist., 142 S. Ct. 2407 (2022)

ANIMALS IN SCHOOL

It is the policy of the Elgin Board of Education that students, staff, and/or patrons will not bring animals onto school premises except in connection with an organized and approved school activity, or as otherwise authorized by the appropriate building principal. Written permission must be obtained from the appropriate building principal before animals are brought to school or to any school activity. Service animals will be allowed in accordance with federal law. Members of the public, staff, and students shall not be allowed to bring emotional support animals and therapy animals which do not meet the definition of a service animal on school property. An exception may be made by the superintendent for emotional support animals and therapy animals to be brought onto school premises by the school counselor for the benefit of the student body. The district shall post a sign in a conspicuous location outside the entrance of each school building stating which animals or types of animals are prohibited in accordance with Oklahoma law. The sign posted will indicate that service animals are permitted in accordance with federal law.

Authorized animals must be adequately housed and cared for while on school grounds. Only the teacher, or students designated by the teacher, may handle the animals. If dogs are allowed to be on school grounds by the principal, the dogs must be leashed at all times and not permitted to run at large.

If animals are to be kept on school grounds on days when classes are not in session, arrangements must be made for their care.

If a staff member or student has been bitten by an animal and the skin has been pierced, the incident must be reported immediately to the school office by the student or the supervising adult. The principal will notify public health authorities and cause the animal to be impounded for observation. Public health authorities will determine the appropriate term of confinement of the animal and method of observation.

Service animals perform some of the functions and tasks that individuals with disabilities cannot perform themselves. Service animals are not pets. There are several kinds of service animals that assist individuals with disabilities. Examples include, but are not limited to, animals that:

1. Assist individuals who are blind or have severe sight impairments,
2. Alert individuals with hearing impairments to sounds,
3. Pull wheelchairs or carry and pick-up items for individuals with mobility impairments, and
4. Assist individuals with mobility impairments with balance.

The district shall not assume or take custody or control of, or responsibility for, any service animal or the care or feeding thereof. The owner or person having custody and control of the service animal shall be liable for any damages to persons, premises, property, or facilities caused by the service animal, including, but not limited to, clean up, stain removal, etc. If a service animal is not "house broken" the service animal will be denied access to school district property.

If, in the opinion of the Superintendent or designee any service animal is out of control in the school setting or during District transportation, the matter shall be immediately reported to local law enforcement. The parent or guardian of the student having custody and control of the service animal will be required to remove the service animal from District premises immediately.

LEGAL AUTHORITY: 4 O.S. § 801

SEXUAL HARASSMENT OF STUDENTS

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy DA applies to sexual harassment of employees.

1. Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

   a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct. This is referred to as quid pro quo sexual harassment;

   b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student equal access to the school district's educational program or activity; or

   c. Sexual assault, dating violence, domestic violence or stalking as defined by federal law.

   For the purpose of this policy, examples of sexual harassment include, but are not limited to:

   Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.

   Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.

   Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately. Use of e-mail, the internet, or technology may constitute sexual harassment as much as use of in-person, postal mail, handwritten or other communication.

   Any of the aforementioned conduct that effectively deprives a student of equal access to educational opportunities or benefits provided by the school.

2. Specific Prohibitions

   A. Administrators and Supervisors

      1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.

      2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

3. The "off-duty" conduct of school personnel that has or will have a negative impact on the educational process of the school or constitutes an illegal or inappropriate relationship with a student may subject the employee to disciplinary action which could include termination of employment. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 20 constitutes a crime under Oklahoma law and will most likely result in the suspension of certification by the State of Oklahoma.

3. Notice of this policy and grievance procedure, including how to file or report sexual harassment and how the district will respond shall be provided to applicants for admission and employment, students, parents or legal guardians, and unions or professional organizations holding agreements with the school district.

4. Reporting Allegations of Sexual Harassment

A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims.

1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person. The employee to whom the report was made will provide notice of the report to the Title IX coordinator. The Title IX coordinator ~~may~~ should then provide the appropriate paperwork to the student or parent/guardian so that the student (complainant) may file a formal complaint with the Title IX coordinator by mail, e-mail or as directed by the Title IX coordinator.

2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

B. Upon notice from an employee that a student or parent/guardian has reported possible sexual harassment, the Title IX coordinator will promptly contact the student (alleged victim) to discuss the availability of supportive measures, consider the student's wishes with regard to supportive measures, and explain the process that will be involved with a formal complaint.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

5. Grievance Procedure.

   A. Equitable Treatment. Both the alleged victim (complainant) and the alleged respondent (respondent) will be treated equitably by the school district.

   B. Objective Evaluation of Evidence. All evidence both inculpatory and exculpatory will be evaluated objectively. Credibility determinations will not be made based upon the party's status as complainant, respondent, or witness.

   C. Conflict of Interest. Any person serving as the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate the process shall not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent.

   D. Presumption. There will be a presumption that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of the grievance process.

   E. Timeliness. The grievance process will proceed in a timely manner. Any delay in the process for good cause such as law enforcement involvement, absence of a party, witness or advisor, translation, or accommodation needs will be documented, and written notice provided to both parties explaining the reason for the delay.

   F. Possible outcomes. A description or listing of possible disciplinary outcomes and remedies that may be implemented following a determination of responsibility must be provided to both parties.

   G. Standard of Review. The school district will utilize (a preponderance of the evidence standard) or (a clear and convincing evidence standard) to determine responsibility. *** The standard selected by the school district will need to be the same standard that is applied to all formal complaints including those against employees.

   H. Privileged Information. The school district will not require, allow or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

6. Written Notice. Upon receipt of a formal complaint, the school district will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. The written notice must include:

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

   B. Notice of the allegations, including sufficient details to allow the respondent to prepare a response;

   C. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;

   D. Notice of the parties' right to have an advisor and to inspect and review evidence. The advisor may but is not required to be an attorney.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

E. Notice of any provision in the student discipline code that prohibits knowingly making false statements or providing false information in the grievance process.

If in the course of an investigation, the school district obtains additional information about the respondent or complainant that was not included in the original written notice, notice of the additional allegations must be provided in writing to both parties.

7. Investigation of the Allegations. The school district will designate an investigator to conduct a thorough investigation of allegations. Contact information for the investigator will be provided to both the complainant and the respondent.

A. The burden of proof and of gathering evidence remains on the school district.

B. An equal opportunity will be provided to both parties to present witnesses and evidence during the investigation.

C. Neither the complainant or respondent will be prohibited from discussing the allegations or gathering and presenting evidence to the investigator.

D. Both parties will have the opportunity to have others present during interviews or related proceedings. This may include an advisor who may but is not required to be an attorney.

E. Written notice of the date, time, participants, purpose and location of any investigate interview, hearing, or other meeting shall be provided to the party who is invited or expected to attend.

F. Both parties and their advisors, if any, will be provided an opportunity to review all evidence that is directly related to the allegations in the formal complaint. This would include any evidence on which the school district does not intend to rely and any exculpatory or inculpatory evidence from any source. Such evidence must be provided prior to the completion of the final investigation report and in time to give the parties at least ten (10) days to prepare a written response, which the investigator must consider prior to completing the investigation report.

G. A written investigation report will be provided that summarizes the relevant evidence. This report will be provided to the parties and their advisors, if any, for their review and written response at least ten (10) days before a hearing or determination of responsibility.

8. Hearing. The Title IX coordinator will determine whether a live hearing is necessary on a case-by-case basis if both parties request or consent to such a hearing (the live hearing component is optional for K-12 schools). Regardless of whether a live hearing is held, or a written hearing is conducted, each party will have ten (10) days from the receipt of the investigation report to submit written, relevant questions that the party wants asked of another party or witness. Both parties will be provided with the answers and follow up questions. Federal law determines when questions regarding a complainant's prior sexual behavior or sexual predisposition are considered relevant in a hearing provided by a school district.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

9. Determination of Responsibility. A decisionmaker, who is not the Title IX coordinator or the investigator, will apply (a preponderance of the evidence standard) or (a clear and convincing evidence standard) to determine responsibility, and will issue a written determination of responsibility that:

A. Identifies the allegations that potentially constitute sexual harassment;

B. Describes the school district's procedural steps taken from the receipt of the complaint to the determination;

C. Includes findings of fact to support the determination;

D. Includes conclusions regarding applicants of the discipline code to the facts;

E. Includes a statement of, and rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the school's educational programs or activities will be provided to the complainant; and

F. The procedures and permissible basis for appeals.

10. Appeals. Within ten (10) days of a determination of responsibility, dismissal of a complaint or any allegations therein either party may appeal for one of the following reasons:

A. A procedural error affected the outcome.

B. New evidence that was not reasonably available at the time of the determination and could affect the outcome;

C. Conflicts of interest on the part of the Title IX coordinator, investigator or decision maker that affected the outcome.

If an appeal is made, the school district will provide written notice to both parties of the appeal. Both parties will be provided an equal opportunity to submit a written statement in support of or challenging the determination within ten (10) days of the written notice to both parties of the appeal being filed. The appeal will be heard by an appeal decision maker who is not the Title IX coordinator, the investigator or the original decision maker. The appeal decisionmaker cannot have a conflict of interest or bias against complainants and respondents generally or the particular complainant and respondent. The appeal decisionmaker will receive training as mandated by law. The decision of the appeal decisionmaker will be final and nonappealable. The written decision of the appeal decisionmaker will be provided within ten (10) days of the deadline for written statements supporting or challenging the initial determination. The written decision will be provided simultaneously to both parties.

11. Recordkeeping. The school district will keep records related to reports of alleged sexual harassment for a minimum of seven (7) years. Records maintained will include investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken including supportive measures. Records will document in each instance that the school district's response was not indifferent and that measures were taken to restore or preserve equal access to educational programs or activities. If the school does not offer supportive measures in response to a report, the records should document why the response was not clearly unreasonable under the known circumstance.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

12. Retaliation. The board of education prohibits retaliation by the school district or any employees of the school district against any person for the purpose of interfering with Title IX rights or because the person has participated or refused to participate in any manner in a proceeding under Title IX regulations. Complaints of retaliation will be addressed under the district's grievance process.

Charging a person with a discipline violation or code of conduct violation based on a person's knowingly making a materially false statement in bad faith in an investigation is not retaliation.

REFERENCE: **Title VII of the Civil Rights Act of 1964**
42 U.S.C. §2000e-2
29 C.F.R. §1604.1, et seq.
U.S. Department of Education of Education, OCR, Title IX Regulations Addressing Sexual Harassment.

GRIEVANCE PROCEDURE
SEX DISCRIMINATION/HARASSMENT

It is the policy of the Elgin Board of Education that the superintendent shall serve as Title IX coordinator for this school district. The superintendent shall direct the implementing of educational amendments and regulations as they pertain to prohibition of sex discrimination in education or sexual harassment, and shall prepare a regulation governing sex discrimination/harassment grievance procedures.

The board shall appoint on a periodic basis a sex discrimination/harassment grievance committee that shall consist of an administrator, a parent, and a member of the certified teaching staff.

This Grievance Procedure policy and the accompanying regulations will be provided to students and parents each year.

Title IX Coordinator Contact Information:

Email: nmeraz@elginps.net
Phone: (580)492-3663

GRIEVANCE PROCEDURES
SEX DISCRIMINATION/HARASSMENT
(REGULATION)

In accordance with the policy of the board of education, the following regulation governs the processing of student sexual harassment grievances in this school district.

1. Any student of this school district who wishes to file a sexual harassment grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with the superintendent, principal, or counselor. The administrator taking the complaint will document the time, place, complainant, and incident and immediately forward the complaint to the grievance committee. The grievance committee will appoint a senior administrator to investigate the grievance. The grievance shall set forth the circumstances of the incident and the identity of the student(s) or employee(s) involved.

2. The superintendent, or appointed administrator, shall initiate an investigation of the incident and shall protect the confidentiality of the grievant.

3. During the investigation of the incident, the superintendent or appointed administrator who interviews the grievant shall ensure that a staff member who is the same sex as the grievant will be present. This may help the grievant to feel more comfortable.

4. The investigation shall be completed within ten days of the filing of the grievance. Results of the investigation, along with recommendations and suggestions, shall be shared with the grievant, unless it violates another student's confidentiality.

5. If the grievant believes the issues are not resolved after considering the recommendations and suggestions of the superintendent or the investigating administrator, the grievant may request a hearing by the grievance committee.

6. Upon receiving a request for a hearing, the grievance committee shall schedule the hearing to occur within twenty days from the date of the request.

7. Both the grievant and the person against whom the complaint was made (respondent) may be represented by legal counsel at the hearing.

8. Within ten days of the hearing, the grievance committee shall furnish a written report of its findings and recommendations to both the grievant and the respondent while maintaining confidentiality.

9. The superintendent shall, within five days of the receipt of the grievance committee's report, act upon the recommendations of the committee or furnish a written report to the grievant explaining why the recommendations will not be implemented.

10. Upon receipt of the superintendent's report, the grievant may file a written appeal with the board of education. The board of education shall, within thirty days from the date the appeal was received, review the report and affirm, overrule, or modify the decision of the grievance committee.

STUDENT RESIDENCY

It is the policy of the Elgin Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody within the district as defined in 70 O.S. §1-113 (C). Provided that such parent, legal guardian, person, or institution having legal custody contributes in a major degree to the support of such child. Provided, further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions concerning legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with 70 O.S. §1-113.

An adult who does not fall within the categories listed above, who holds legal residence in the district, and who has assumed permanent care and custody of the child may file an affidavit with the school district attesting that custody has been assumed. The affidavit must include the reasons for assuming custody. The residency officer shall consider the facts of each case and shall approve residency only if it is demonstrated that the custody arrangement is permanent and the adult contributes in a major degree to the support of the child.

The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend the public schools or programs without payment of nonresident tuition. Such evidence may include, but is not necessarily limited to, the following:

1. Proof of payment of local personal income tax or ad valorem taxes;
2. Title to residential property in the district, or a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides;
3. Proof of provisions of utilities;
4. A valid, unexpired motor vehicle operator's permit or motor vehicle registration;
5. Maintenance of voter registration;
6. Notarized affidavit verifying residency and that the affiant has assumed the permanent care and custody of the student. (The filing of a false affidavit shall be subject to punishment in accordance with 70 O.S. §1 113(A)(1).)

<u>Homeless Students</u>

In accordance with the Federal McKinney Homeless Assistance Act, homeless children shall have access to the same free and appropriate public education as provided to other children. The board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their education that may exist in district policies or practices. No child or youth shall be discriminated against in this school district because of homelessness.

Children are deemed to be homeless under the following conditions:

1. A child who is lacking a fixed regular and adequate nighttime residence and who has a primary nighttime residence that is a publicly or privately operated shelter designed to provide temporary living accommodations, a temporary residence prior to institutionalization, or a place not designed or ordinarily used as a regular sleeping accommodation for human beings.

STUDENT RESIDENCY (Cont.)

2. A child who is placed in a transitional or emergency shelter before placement in a foster home or home for neglected children.

3. A child who is temporarily living in a trailer park or camping area due to lack of adequate living accommodations.

4. A child who is living in doubled-up accommodations due to loss of housing or other similar situation.

5. A migratory child who is staying in accommodations not fit for habitation.

6. A child who has run away from home and lives in a runaway shelter, abandoned building, the street, or other inadequate accommodations.

7. A child who is placed in a state institution because s/he has no other place to live.

8. A child who has been abandoned by his/her family and who is staying in a hospital.

9. A child whose parents or guardian will not permit him/her to live at home and who lives on the street, in a shelter, or in other transitional or inadequate accommodation.

10. School-age unwed mothers or expectant mothers who are living in homes for unwed mothers because they have no other available living accommodations.

The district administration shall attempt to remove existing barriers to school attendance by children in foster care and homeless children:

1. Enrollment requirements that may constitute a barrier to the education of a child in foster care or the homeless child or youth shall be waived. If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

2. Fees and charges that may present a barrier to the enrollment or transfer of a child in foster care or a homeless child or youth may shall be waived at the discretion of the superintendent.

3. Customary transportation policies and regulations shall be waived.

4. Official school records policies and regulations shall be waived.

5. The district shall make a reasonable effort to locate immunization records from information available or shall arrange for students to receive immunizations through health agencies and at district expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of board policy on immunizations. (See policy FFAB.)

STUDENT RESIDENCY (Cont.)

6. Other barriers to school attendance by homeless youth shall be waived.

The district will provide to each homeless child such school services that are comparable to services offered to other students in the district and that are determined to be in the child's best interest. Such services will include:

1. Public preschool programs;
2. Special education, Title I, and limited English proficiency programs for which they are eligible;
3. Vocational education programs;
4. Gifted and talented programs;
5. Before and after school programs;
6. School meal programs; and
7. Transportation services.

Residency Officer

The school district designates the high school prinicipal as residency officer. The residency officer may be contacted by calling the school district at 580-492-3663 or by writing to the residency officer at the following address, or by personally visiting the residency officer at 501 K Street, Elgin, OK 73507.

If this school district denies admittance of a student who claims to be a resident of the district, the parent, guardian, or person having care and custody of the student may request a review of the residency officer's decision. Such request for review shall be in writing and must be received by the residency officer within three school days of the denial of admittance. The request for review shall include any additional pertinent information that may justify the admittance of the child to the school district.

Upon receipt of a written request for review, the residency officer will render a decision and notify the parent of the decision within three school days of the receipt of the request for review.

If the parent disagrees with the findings of the residency officer, the parent will notify the residency officer within three school days of the receipt of the decision. The residency officer will submit his/her findings and all documents reviewed to the board of education.

The board of education will review the decision and the documents submitted by both the residency officer and the student and render a decision at the next board meeting. The board's decision may be appealed only pursuant to procedures utilized by the State Department of Education.

The Superintendent will designate a Point of Contact (POC) to coordinate activities relating to the District's provision of services to children placed in foster care, including transportation services.

STUDENT RESIDENCY (Cont.)

The District will collaborate with Child Welfare Agencies when transportation is required to maintain children placed in foster care in a school of origin outside their usual attendance area or the district when in the best interest of the student. Under the supervision of the Superintendent/designee, the District POC will invite appropriate District officials, Child Welfare Agencies, and officials from other districts or agencies to consider how such transportation is to be promptly arranged and funded in a cost effective manner.

DEFINITIONS

"Foster Care" means 24-hour care and supportive services provided to children placed away from their parents, guardians, or person exercising custodial control or supervision and for whom the foster parent has placement care and responsibility.

"School of origin" means the school in which a child is enrolled at the time of placement in foster care.

"Best Interest" means a case -by-case determination of the appropriateness of the current educational setting and the proximity of placement as required by ESEA section 1111(g)(1)(E)(i). Factors be utilized in this determination include, but are certainly not limited to, the following:

1. Safety considerations;
2. Proximity of the resource family home to the child's present school;
3. Age and grade level of the child as it relates to the other best interests factors;
4. Needs of the child, including social adjustment and well-being;
5. Child's performance, continuity of education and engagement in the school the child presently attends;
6. Child's special education programming if the child is classified;
7. Point of time in the school year;
8. Child's permanency goal and likelihood of reunification;
9. Anticipated duration of the placement;
10. Preferences of the child;
11. Preferences of the child's parent(s) or education decision maker(s)
12. The child's attachment to the school, including meaningful relationships with staff and peers;
13. Placement of the child's sibling(s);
14. Influence of the school climate on the child, including safety;
15. Availability and quality of the services in the school to meet the child's educational and socio-emotional needs;
16. History of school transfers and how they have impacted the child;
17. How the length of the commute would impact the child, based on the child's developmental stage;
18. Whether the child is a student with a disability under the IDEA who is receiving special education and related services or a student with a disability under Section 504 who is receiving special education or related aids and services and, if so, the availability of those required services in a school other than the school of origin; and
19. Whether the child is an EL and is receiving language services, and, if so, the availability of those required services in a school other than the school of origin, consistent with Title VI and the EEOA.

STUDENT RESIDENCY (Cont.)

REFERENCE:70 O.S. §1-113, §1-114
70 O.S. §18-111

A POLICY ON THIS TOPIC IS REQUIRED BY LAW.

STUDENT RESIDENCY AFFIDAVITS

PERMISSION TO RELEASE EDUCATIONAL RECORDS

(to be submitted by the actual parent or guardian)

STATE OF OKLAHOMA §
§
COUNTY OF COMANCHE §

I, _____, the undersigned person, being of lawful age, being first duly sworn, on oath, state that I am the lawful parent or guardian of _____. I further state that my rights as parent or guardian to access educational records have in no way been restricted, modified, terminated, or extinguished by any court order, decree, or custody arrangement.

I hereby grant _____ Public Schools permission to release any and all educational records including grades as defined under the Family Educational and Privacy Rights Act to _____ who has assumed the permanent care and custody of _____. In the event that _____ is not a relative of _____, I hereby state that he/she contributes the major degree of support to the child.

I hereby agree to hold Elgin Public Schools harmless in any, and all manner, which may arise out of the release of any, and all, educational records to _____.

I acknowledge that willful misstatement in this affidavit, known by me to be false, shall be a misdemeanor punishable by imprisonment not to exceed one (1) year or a fine not to exceed five hundred dollars ($500) or both such fine and imprisonment.

_____
Affiant

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

_____
Notary Public or officer administering oath

My commission expires:
_____

(Seal)

STUDENT RESIDENCY AFFIDAVITS (Cont.)

AFFIDAVIT
(to be submitted by person with permanent care and custody)

[Acceptance for enrollment is a district option]

STATE OF OKLAHOMA §
§
COUNTY OF _____ §

I, _____, the undersigned person, being of lawful age, being first duly sworn, on oath, state that I have assumed the permanent care and custody of _____ and that I contribute the major degree of support to _____. I further state that I am a bona fide resident of _____ Public School District. I desire that _____ be enrolled in _____ Public School on the basis of my affidavit.

I acknowledge that willful misstatement in this affidavit, known by me to be false, shall be a misdemeanor punishable by imprisonment not to exceed one (1) year or a fine not to exceed five hundred dollars ($500) or both such fine and imprisonment.

_____
Affiant

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

_____
Notary Public or officer administering oath

My commission expires:
_____

(Seal)

STUDENTS:
ENROLLMENT REQUIREMENTS

It is the policy of the Elgin Board of Education that children who are at least four (4) years of age but not more than five (5) years of age on or before September 1 and have not attended a public school kindergarten may be enrolled in either a half-day or full-day non-compulsory, early childhood program free of charge. No child shall be enrolled in Kindergarten unless the child has reached five years of age on or before the first day of September of the year the child intends to enroll. No child shall be enrolled in the first grade unless the child will have reached the age of six (6) on or before September 1 of the school year. Age may be verified by a birth certificate.

The superintendent or designee will be responsible for the receipt of all applications for admission, the conduct of registration procedures, and for certification that all admission requirements and prerequisites have been properly met by the student. Placement in a specific class or grade level will be based on administrative determination.

All children between the ages of 5 and 21 on or before September 1 who reside within this school district are entitled to attend public school regardless of nationality or citizenship provided other age and residence requirements are met. Maximum age to which students may attend school tuition-free is twenty-one except that any person between the ages of 21 and 26 may attend school if it was impossible for the person to have finished the twelfth grade before the age of 21. Such person must show an inability to attend school for definite periods of time because of a physical disability or service in the armed services.

Termination of attendance before graduation from high school or before reaching the age of eighteen may be permitted by mutual consent of the superintendent and the parent, legal custodian, or legal guardian of the student.

A student who has been suspended out-of-school from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in this school district until the terms of the suspension have been met or the time of suspension has expired.

This district shall not provide education services in the regular school setting to any student who has been removed from any public or private school in Oklahoma or any other state until the district determines that the student no longer poses a threat to himself or others.

The district may consider providing alternative educational services such as home-based instruction. If the student is on an individualized education plan (IEP), education services will be provided according to that plan.

REFERENCE: 70 O.S. §1-114
70 O.S. §5-132
70 O.S. §18-108, §18-111

ATTENDANCE POLICY
(REGULATION)

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. The board recognizes, however, that the cocurricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in cocurricular activities._

ABSENCES

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury *
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by student's religious affiliation.
6. The parent takes responsibility for the student's absence.

It is the responsibility of the parent to notify the school if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:

    a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,

ATTENDANCE POLICY, REGULATION (Cont.)

b. The student is on pace for on-time completion of the course as required by the school district,

c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or

2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

*** LEGAL REFERENCE:** **38 O.S. §37**
70 O.S. § 10-105
70 O.S. § 3-145.8

ATTENDANCE POLICY, REGULATION (Cont.)

LEAVING SCHOOL GROUNDS
CLOSED CAMPUS

It is the policy of the Elgin Board of Education that the schools will have a closed campus. Students will remain on campus from the time they arrive in the morning until the completion of the school day.

When a student arrives at school in the morning (whether walking, riding a bus, or driving a vehicle), the school day starts for that student. Each student should plan to arrive at school before the 8:20 bell, allowing time to get books, organize for the morning and be ready to meet the first class.

Upon arrival on campus, the student is to go to an approved area to wait for the first bell. Sitting in a vehicle is not permitted.

Students having arrived at school may not leave the school premises at any time during the day without first receiving permission from the principal's office. For special occasions at school, students will not be allowed to leave campus to dress or undress unless extenuating circumstances exist.

Before permission can be granted for a student to leave at any time other than at noon:

1. The principal's office must have received a note or a phone call from the student's parent/guardian stating the reason why the student needs to leave school (a note must be brought in soon enough to be verified).
2. The principal or office personnel must talk personally with the parent/guardian.
3. The principal will then issue a slip that verifies the student's right to leave campus.
4. The student must then sign the sign-out sheet (and must sign back in if returning before school is out).

Before permission can be granted for a student to leave the campus during the lunch period:

1. The student's parent/guardian must notify the principal's office that the student will be leaving.
2. Only the parent/guardian may pick up the student. (If a custodial parent does not wish the child to be released to a noncustodial parent, appropriate written instruction should be filed with the school. A parent who is awarded legal custody of a child by court action shall file with the school a copy of the court decree awarding such custody.)
3. The parent/guardian must sign the student out through the principal's office before the student is allowed to leave.
4. The student must be picked up and returned at the front sidewalk only.
5. The student must sign back in upon returning to campus.
6. Students are not permitted to drive from the campus at noon if planning to return for afternoon classes.

LEAVING SCHOOL GROUNDS, CLOSED CAMPUS (Cont.)

Any student who fails to abide by these policies will be considered truant and could be subject to discipline or loss of parking privileges.

STUDENT TRANSFERS

Open Transfers previously granted by the school board will remain in effect unless the board of education takes action to deny a future year's attendance based upon capacity, discipline, or attendance as addressed within this policy.

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to capacity, disciplinary action or attendance issues. The district will not require parents resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence. Any brother or sister of a student who is already enrolled on a transfer may also transfer into the district, regardless of capacity, provided the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;

2. The transferring student has not been disciplined for:

    a. violation of a school regulation,

    b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or

    c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.

3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

TRANSFER POLICY(Cont.)

By the first day of January, April, July and October, the board of education shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

In making the decision to determine capacity, the board of education shall review class size limits specified in 70 O.S. § 18-113.1. For elementary grades PK through 4th grade, the class size limit of 20 will be multiplied by the number of regular education classroom teachers employed by the school district at each grade level in PK through 4th grade.

For secondary grades 5th through 12th, the class size capacity is set based on the class size limit of 20 multiplied by the number of regular education English Language Arts (ELA) sections for each grade level. The district will multiply those limits by the number of sections taught by certified classroom teachers within the school district at each grade level. This allows the district to plan for in-district growth.

A student shall be allowed to transfer to a district in which the parent or legal guardian of the student is employed as a teacher as per 70 O.S. § 8-113.

The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application. Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card; or

2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than thirty (30) consecutive days.

If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to capacity or for disciplinary reasons or a history of absences.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. If notice is after the deadline for posting, the board shall consider the appeal at a special meeting of the board of education.

TRANSFER POLICY(Cont.)

During the appeal, the board will review the action of the administration to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall vote to overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education.

REFERENCE: 70 O.S. §1-114
70 O.S. §1-113
70 O.S. §5-117.1
70 O.S. §8-101, et seq.
70 O.S. §24-101, et seq.; §24-102
Family Education Rights and Privacy Act
Atty. Gen. Op. No. 87-134, April 1, 1988

THIS POLICY REQUIRED BY LAW.

STUDENT TRANSFERS FOR CHILDREN OF EMPLOYEES

Children or wards of individuals employed by the school district shall be allowed to transfer into the school district without regard to other transfer policies. A student who enrolls pursuant to this policy may or may not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance (unless the transfer is from a school district which does not offer the grade the student is entitled to pursue) due to eligibility requirements being governed by the Oklahoma Secondary School Activities Association and not the local school.

REFERENCE: 70 O.S. §8-113
70 O.S. §8-103.2

STUDENT TRANSFERS FOR CHILDREN OF ACTIVE DUTY MILITARY MEMBERS

The school district shall allow the transfer of students who are dependent children of a member of the active uniformed military services of the United States on full-time active duty status and for whom Oklahoma is the home of record and students who are the dependent children of a member of the military server on active duty orders and for whom Oklahoma is the home of record. Transfers will be approved if:

a. At least one parent of the student has a Department of Defense-issued identification card;

b. At least one parent can provide evidence that he or she will be on active duty status or orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation, or a natural disaster requiring the use of orders for more than thirty (30) consecutive days; and

c. The student will be residing with a relative of the student who lives in the receiving school district or who will be living in the receiving school district within six (6) months of the filing of the application for transfer.

REFERENCE: 70 O.S. §8-103.1

POLICY REQUIRED BY LAW
EFFECTIVE November 1, 2013

TRANSFERS FOR SPECIAL EDUCATION STUDENTS

If a transfer application is received for a child with disabilities to a school district other than the district of residence of the child pursuant to the Education Open Transfer Act, the following provisions shall apply:

1. The school district shall establish availability of the appropriate program, staff, and services prior to approval of the transfer;

2. Prior to the approval of the transfer of a student on an Individualized Education Program (IEP), a joint IEP conference shall be required between the district of residence and the receiving district; and

3. Upon approval of the transfer, the receiving district shall claim the student in the average daily membership for state and for federal funding purposes and shall assume all responsibility for education of the student. For state funding purposes, the State Department of Education shall include the appropriate grade level weight and all category weights to which the pupil is assigned pursuant to the provisions of Section 18-201.1 of this title when calculating State Aid pursuant to the provisions of Section 18-200.1 of this title, regardless of whether the receiving district provides education to the student using traditional in-class means or via online instruction. When applicable, the receiving district may apply to the Oklahoma Special Education Assistance Fund for assistance in meeting any extraordinary costs incurred.

Once a student transfer application is received, the superintendent or their designee shall review the application. The review process shall include:

1. A joint IEP conference between the previous district and the receiving district to review the services the student has received at their previous district;
2. A determination as to whether the district has the availability of the appropriate program, staff and services to provide appropriate services to the student who has applied for a transfer.

If a transfer request is denied by the school district, the district shall provide notification of the denial in writing to the parent by either hand-delivery, by U.S. Mail or electronic mail. The notification shall include:

1. An explanation including but not limited to any citation of the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the district for transfers of students with disabilities;
3. A copy of the State Board of Education rule governing appeals (after adoption); and
4. The date upon which the appeal will be due.

The parent or legal guardian of a student with disabilities or an adult student with disabilities who is age 18 or older but under the age of 22 may appeal the denial within 10 days of notification of the denial to the board of education. The board shall consider the appeal at its next regularly scheduled board meeting. If notification was hand-delivered, the appeal period shall begin the day after the notification is delivered. If notification is sent by U.S. Mail, the appeal period shall begin three (3) days after the notification is mailed. If notification is sent via electronic mail, the appeal period shall begin the day after the notification is sent. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. The board of education shall accept an otherwise untimely appeal if a parent of a student can establish that they did not receive actual notice of the notification denying the transfer request, and the appeal was submitted within 10 days after the parent of the student received notice.

TRANSFER POLICY(Cont.)

The appeal to the board of education shall be submitted to the office of the superintendent. The appeal shall include the following:

1. The name, address and telephone number of the parent of the student and the student for whom the appeal is being taken;
2. The date the district gave notice denying the transfer request;
3. The basis for appealing the decision of the school district; and
4. The name, address and telephone number of the legal representative, if applicable.

During the appeal, the board will review the action of the administration and the appeal paperwork submitted by the parent of the student to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall return to open session to vote to overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

If the board of education votes to deny an appeal of a request to transfer, the board of education shall instruct the superintendent to provide notification of denial in writing to the parent of the student by either hand-delivery, by U.S. Mail, or by electronic mail. The notification shall include:

1. An explanation, including the legal citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the board of education for determining the number of transfer students the district has capacity to accept;
3. A copy of the State Board of Education's prescribed form for an appeal; and
4. A copy of the rule adopted by the State Board of Education which identifies the Accreditation standard for appealing the denial of a student transfer.

If the board of education denies the appeal, the parent or legal guardian of the student with disabilities or the adult student with disabilities who is age eighteen (18) or older but under the age of twenty-two (22) may appeal the denial within ten (10) days of notification of the appeal denial to the State Board of Education. The appeal shall be considered by the State Board of Education at its next regularly scheduled meeting.

The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education. The superintendent shall immediately provide a copy of the appeal to each member of the board of education. Upon receipt of notice of an appeal, but not later than five (5) days prior to the date at which the State Board of Education is scheduled to consider the appeal the

TRANSFER POLICY(Cont.)

board of education may submit a written response to the appeal. Responses should not exceed five (5) pages. If not submitted by the parent, the board of education shall provide a copy of the policy adopted to determine the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The parent and the school district will have an opportunity to appear in person or by authorized representative or by attorney to address the State Board at the meeting.

REFERENCE: 70 O.S. §13-103

HEALTH:
STUDENTS

The Elgin Board of Education believes that the goals of educators should include training that helps our children to grow into productive and responsible adults.

While the general health and physical maintenance of a child is the responsibility of the parent, the board believes that teachers and administrators should encourage students to become aware of the value of a healthy mind and body.

If a teacher or an administrator becomes aware of a health problem involving a student, the parents or legal guardian of the student shall be notified and a conference with the parents be scheduled. If efforts to resolve the problem through consultation with the parents are not successful, the administrator shall consider referring the matter to the Department of Human Services.

Health education shall, whenever possible, be incorporated into the subject matter of all courses of instruction. There shall also be established definite time allocations for the teaching of health education.

Any child who is determined to be afflicted with a contagious disease, as currently defined by the Oklahoma Department of Health, or with head lice shall be prohibited from attending school until a health officer has determined that the child is free of head lice or the contagious disease or that the disease is no longer contagious.

REFERENCE: 70 O.S. §5-117, §10-105, §11-103, §1210.194
63 O.S. §1-507

CONTAGIOUS AND LIFE THREATENING DISEASES

The Elgin Board of Education is concerned for the health and well-being of students and staff of the public schools. While the general health and physical well-being of a student is the responsibility of the parent, the board believes that teachers and administrators should promote and encourage the maintenance of a healthy body and mind.

Oklahoma law (70 O.S. §1210.194 and 63 O.S. §1-507) prohibits any child afflicted with a contagious disease from attending a public, private, or parochial school until such time as the child is free from such contagious disease.

Oklahoma law (70 O.S. §10-105 [1]) also permits the exclusion of a child by reason of mental or physical disability as determined by the board of education upon a certificate of a duly-licensed and practicing physician.

The board of education recognizes the possibility of students and staff acquiring and/or transmitting a contagious disease. Children may be excluded from school when the board believes exclusion is necessary to promote the safety and well-being of students and staff.

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

The Elgin Board of Education believes that its primary responsibility is to provide the opportunity for an education to each school-age child who resides within this district and who is qualified under Oklahoma law to attend school.

Acquired Immune Deficiency Syndrome (AIDS) is a disease in which the body's immune system is impaired by the Human Immunodeficiency Virus (HIV). The virus leaves its victim unable to fight off infections. As a result, persons with AIDS are susceptible to serious secondary infections, such as pneumonia and certain malignancies. Some, but not all, persons infected with HIV develop AIDS.

To assist the school district and infected students, it is the policy of this board of education that students who have contracted AIDS, or students who are infected with HIV will not be denied educational opportunities.

REFERENCE: 63 O.S. §1-502.2

HIV/AIDS MEDICAL INFORMATION RELEASE CONSENT FORM

I, _____, the parent or

legal guardian of _____

hereby give consent for the disclosure of the following medication information (check as many as apply):

_____ HIV antibody test result

_____ AIDS diagnosis

_____ Summarized medical record

_____ Details of symptoms, signs, and diagnostic test results (specify: _____

_____)

_____ Psychiatric, other mental health, and/or developmental evaluation records (specify: _____

_____)

_____ Names of medical care and/or support service providers (specify: _____

_____)

to (name/s) _____,

role(s) _____,

for the express purpose of _____.

This release is limited to a single disclosure of the above listed information to the above named individuals. Any disclosure of information not listed above or disclosure to individuals not listed above is expressly prohibited. Disclosure to any other persons that those listed above requires my informed, written consent. This release expires one year from the date it is signed.

Signature: _____

Date: _____

MEDICATION:
ADMINISTERING TO STUDENTS

It is the policy of the Elgin Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a nonprescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:

A. student's name,
B. name and strength of medication,
C. dosage and directions for administration,
D. name of physician or dentist,
E. date and name of pharmacy, and
F. whether the child has asthma or other disability which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

A. purpose of the medication,
B. time to be administered,
C. whether the medication must be retained by student for self-administration,
D. termination date for administering the medication, and
E. other appropriate information requested by the principal or the principal's designee.

2. Self-administration of inhaled asthma medication by a student for treatment of asthma, an anaphylaxis medication used to treat anaphylaxis, and the self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.

B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

C. Permission for the self-administration of asthma, anaphylaxis medication, or replacement cystic fibrosis enzymes is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.

MEDICATION: ADMINISTERING TO STUDENTS (Cont.)

D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler, ~~or~~ anaphylaxis medication, or replacement pancreatic enzyme medication at all times.

E. Definitions:

1. **Medication** for purposes of self-administration, means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine, prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.

2. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.

3. Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.

4. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

5. The school district will inform the parent or guardian of each student, in writing, that a school nurse or school employee trained by a health care professional or trained online or in person by the school nurse or a recognized food allergy and anaphylaxis training program in correlation with the State Department of Health's Diabetes Management Annual School Training Program may administer, with parent or guardian permission but without a health care provider order, an Epinephrine injection to a student whom the school nurse or trained school employee in good faith believes is having an anaphylactic reaction. Only those students who have a waiver of liability executed by a parent or guardian on file with the school district may be administered an Epinephrine injection. A school employee will contact 911 as soon as possible if it is believed that a student is having an anaphylactic reaction. If Epinephrine is administered to a student, a school employee shall contact 911 as soon as possible. The school district shall notify the parent or guardian of any student who experiences a possible allergic reaction as soon as possible.

MEDICATION: ADMINISTERING TO STUDENTS (Cont.)

6. The school district will inform the parent or guardian of each student, in writing, that a school nurse or school employee trained by a health care professional may administer an inhaler to a student whom the school nurse or trained employee in good faith believes is having respiratory distress. A school employee designated by the superintendent will notify the parent or guardian of a student after the administration of an inhaler.

The district will require annual training for teachers and school employees who are directly responsible for students on the topics of food allergies, recognizing anaphylaxis, and instruction on how to administer Epinephrine. The training shall be completed before the school year begins or upon hiring the teacher or school employee. Documentation certifying completion of the required training shall be retained in the personnel file of the teacher or school employee. The training may be provided online or in person by the school nurse or a recognized food allergy and anaphylaxis training program.

The administrator, or administrator's designee, will:

A. Inform appropriate school personnel of the medication being administered
B. Keep an accurate record of the administration of the medication
C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
D. Return unused prescription medication to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

REFERENCE: 10 O.S. §170.1
59 O.S. §353.1
70 O.S. §1-116, et seq.

SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION

In compliance with state law, the Elgin Public Schools permits the self-administration of inhaled asthma medication by a student for treatment of asthma. The parent or guardian of the student must provide the district with written authorization for the student to self-administer the medication. The parent or guardian must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

1. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.

2. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

3. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.

4. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.

5. Definitions:

   A. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.

   B. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.

REFERENCE: 70 O.S. §1-116.3

VEHICLE USE AND PARKING
STUDENTS

Students with valid drivers license will be permitted to drive to and from school. Students will park only in designated student parking areas. They must leave the vehicle upon arrival to school and not remain sitting in the vehicle. EHS will not be responsible for vandalism/theft to vehicles parked on school grounds.

Transportation will be limited to arrival and departure from school. Students driving a vehicle during school hours, without special permission from the administration, will be subject to disciplinary action, to include loss of all driving privileges/suspension from school.

Students driving to and from Cameron will be limited to arrival and departure. Passengers must be approved through the office.

Vo-tech students who drive to school may ride the vo-tech bus. The vo-tech bus will depart from Elgin High School at 8:10 a.m. each school day and 11:00 a.m. for the afternoon route.

Only by parent/administration permission will students be allowed to haul passengers other than immediate family members to school/vo-tech.

Student's vehicles will not be driven during the normal school day without administration permission from the office.

Students must show proof of valid drivers license and vehicle insurance in order to have driving privileges.

Vehicles parked incorrectly will be towed away at the driver's expense.

All cars must be parked by 8:05 a.m.

The Elgin Board of Education will permit student use and parking of motor vehicles on the high school campus only. Students driving a motor vehicle to the high school campus may park the vehicle only in the parking lot designated for student parking. Students will not park vehicles in the parking lot(s) designated for staff and visitors. The vehicle will not be used during the school day. In the event of an emergency, permission may be granted for a student's use of a vehicle.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of student automobiles when on school property. The interior of student vehicles may be inspected whenever a school authority has a reasonable suspicion that illegal or unauthorized materials may be contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.

STUDENT AUTOMOBILE USE (REGULATIONS)

In accordance with the policy of the board of education, the following rules and regulations shall govern student parking at the public schools:

1. Students who drive vehicles to school park at their own risk and must understand that the school will not be held responsible for damage to a vehicle. Although the parking areas are monitored, students are encouraged to keep vehicles locked.

2. Students who wish to park a motor vehicle in any school parking area must register the vehicle with the school and must possess an appropriate and valid Oklahoma operator's permit or license.

3. Once parked, student vehicles may not be driven until school is dismissed for the day unless the student is excused to leave school for the day.

4. Students may not sit in, or upon, or congregate around vehicles at any time during school.

5. Vehicles shall not be driven on any grass area, or upon or into any area not designated as a driveway or parking area.

6. Students may drive motor vehicles to lunch during lunch period.

7. Tags, bumper stickers, signs, or flags that suggest profanity, advertise tobacco or drugs, or are inflammatory or degrade another person because of race, gender, creed, or culture are prohibited.

8. All state laws, city laws, ordinances, and school rules and regulations shall be strictly enforced.

9. Stereos should be used in a manner that does not disturb school operations or neighbors. Failure to observe this regulation will be cause enough to have the student barred from driving to school.

10. Any student in violation of any of these rules shall, on the first offense, be suspended from operating a vehicle on school premises for two (2) weeks. A second violation shall result in the permanent suspension of driving privileges on school premises.

ACKNOWLEDGMENT
STUDENT PARKING AREAS

I acknowledge and understand that:

1. Students are permitted to park on school premises as a matter of privilege, not of right;
2. The school district retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property;
3. The school district may inspect the interiors of student automobiles whenever a school authority has reasonable suspicion to believe illegal or unauthorized materials are contained inside the automobiles;
4. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant; and
5. If I fail to provide access to the interior of my car upon request by a school official, I will be subject to school disciplinary action.

_____
Student

_____
Date

SCHOOL BUS PROGRAM

The Elgin Board of Education believes that the purpose in maintaining and operating school bus transportation as a part of the general school program shall be to provide transportation to and from school for those students identified below and on such auxiliary trips as the board shall approve.

The board may provide school bus transportation to students who live outside a one and one-half mile radius of school, at any designated pick-up points, and to each child who is participating in a Head Start program. The provision of school bus transportation is not a right of students, but is a privilege extended by the board of education. Because the potential for property damage and personal injury is great, the superintendent is directed to establish rules and regulations governing the conduct of school bus passengers. Strict adherence to such rules and regulations shall be required.

REFERENCE: 70 O.S. §9-101, et seq.

REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT

In accordance with Oklahoma law, teachers are required to report suspected cases of physical abuse or neglect involving students to the county office of the Department of Human Services. The board of education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services in the county in which such suspected abuse occurred by telephone or in person followed by a written report. The employee shall also inform the building principal who will advise the superintendent that the report was made using Form FFG-E.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor, or administrator who discharges, discriminates, or retaliates against such person shall be liable for damages, costs, and attorney fees. Any person who knowingly and willfully fails to promptly report any incident of child abuse may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

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

REFERENCE: **10 O.S. §7101, et seq.**
21 O.S. 1981, §846, 847
63 O.S. §1-120 (G)
Atty. Gen. Op. No. 78-202 (Dec. 28, 1978)

SUSPECTED CHILD ABUSE REPORT FORM

CHILD'S NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____ SCHOOL: _____

PARENT(S)/LEGAL GUARDIAN: _____

ADDRESS: _____

I hereby acknowledge that I have a statutory duty to report any suspected abuse to DHS. I further understand that merely filing this report does not absolve me of my statutory duty to report this directly to DHS.

A copy of this suspected child abuse or neglect report may be filed with the Department of Human Services, the supervising administrator and the Superintendent of Schools. The supervising administrator will also need to contact the DHS.

Describe the nature and extent of the suspected child abuse or neglect: _____

_____

_____

Describe any evidence of previous suspected child abuse or neglect: _____

_____

Names of persons present during the interview with the child: _____

_____

Name of investigating social worker with the Department of Human Services (if known): _____

Signature of Person Filing Report: _____

Signature of Supervising Administrator: _____

STUDENT RECORDS

It is the policy of the Elgin Board of Education that the principal of each school will be the legal custodian of all student records for that school.

Students and parents will have access to their school records. The school will notify parents and adult students annually of the following:

1. The type of records kept;
2. The procedure for inspecting and copying these records;
3. The right for interpretation;
4. The right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement;
5. The right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented.

Additionally, the district will notify parents annually of the district's policy on the collection or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

The educational records or school records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his or her own use, and which are not available to others are exempted from this definition.

The school will require a prior written consent before information other than directory information may be divulged to third parties. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools in which the student seeks to enroll. A school district in which a student is enrolled or is in the process of enrolling in may request the student's education records from any district in which the student was formerly enrolled to ascertain safety issues with incoming students and ensure full disclosure. The records, including the student's disciplinary records, will be forwarded to the requesting district within three (3) business days. Disciplinary records shall include but not be limited to all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potential dangerous threat to students or school personnel.

When schools transfer records to new educational institutions, the schools must notify parents of the transfer, and of their right to review and contest the material. An exemption exists for material under court order. Parents must be notified of such order prior to release.

The district will release individual student records from the current or previous school year to a school district where the student was previously enrolled if the release of such records is for the purposes of evaluating educational programs and school effectiveness.

STUDENT RECORDS (Cont.)

The district may disclose, without the consent or knowledge of the eligible student or parent, personally identifiable information in the educational records of a student to the Attorney General of the United States or his or her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. The district is not required to record such disclosure of information and is protected from liability for disclosing such information in good faith.

The superintendent is directed to establish procedures to ensure compliance with the Family Educational and Privacy Act and other applicable acts and regulations.

REFERENCE: **34 CFR 99.1**
18 USC §§2331 and 2332(g)(5)(B)
20 USC 1232
P. L. 107-110, No Child Left Behind Act of 2001
51 O.S. §24A.16
70 O.S. §6-115
70 O.S. §24.101.4
70 O.S. §24-114

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

DEFINITIONS

For the purpose of this regulation, the school district has used the following definitions of terms:

Student

Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

Eligible Student

A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

Parent

Either natural parent of a student unless his or her rights under the Family Education Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Education Records

Any item of information or record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:

   A. It was made as a personal memory aid;

   B. It is in the sole possession of the individual who made it; or

   C. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;

2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or

3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

Personal Identifier

Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

ANNUAL NOTIFICATION

Within the first three weeks of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;

2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or, (3) under certain limited circumstances, as permitted by the FERPA;

3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);

4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and

5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

LOCATIONS OF EDUCATION RECORDS

TYPES	LOCATION	CUSTODIAN
Cumulative School Records	Building Site	Principal
Cumulative School Records (Former Students)	Building Site	Principal
Health Records	Building Site	Principal
School Transportation Records	Building Site	Principal
Speech Therapy Records	Special Education Office	Sp. Ed. Director
Psychological Records	Special Education Office	Sp. Ed. Director

PROCEDURE TO INSPECT EDUCATION RECORDS

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes.

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

The parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record or records he or she wishes to inspect.

The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

FEES FOR COPIES OF RECORDS

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. However, the district reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes. The school district may deny copies of records to third parties (not parents or students) in the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student that warrants the denial of copies.

The FERPA requires the school district to provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student;
2. At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student; or
3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. The fee will be from no cost to ten cents per page. (Actual copying cost, less hardship factor.)

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience, will be from ten cents to thirty-five cents per page (actual search, retrieval, and copying cost) plus postage, if incurred.

DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

1. The student's name, address, and telephone number;
2. The names of the student's parents;
3. The student's date and place of birth;
4. The student's major field of study and class designation (i.e., first grade, tenth grade, etc.);
5. The student's extracurricular participation;
6. The student's achievement awards or honors;
7. The student's weight and height if a member of an athletic team;
8. The student's photograph;
9. The student's electronic mail address;
10. The students dates of attendance; and
11. The most recent educational institution the student attended prior to the student enrolling in this school district.

Within the first three weeks of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

At the end of the two-week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who are school officials. An official is:

1. A person duly elected to the school board;
2. A person certified by the state and appointed by the school board to an administrative or supervisory position;
3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

The school district will only release information from, or permit access to, a student's education record with a parent's or eligible student's prior written consent except that the school superintendent, or a person designated in writing by the superintendent, may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student prior to such a transfer of records; the parent or eligible student has a right to obtain copies of records transferred under this provision);

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district;

3. The parties who provide or may provide financial aid to a student to:

   A. Establish the student's eligibility for the aid,

   B. Determine the amount of financial aid,

   C. Establish the conditions for the receipt of the financial aid, or

   D. Enforce the agreement between the provider and the receiver of financial aid;

4. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction;

5. To accrediting organizations to carry out their accrediting functions;

6. To comply with a judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision);

7. If the disclosure is an item of directory information, and the student's parent or eligible student has not refused to allow the district to designate that item as directory information for the student; or

8. In response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;

2. The information is necessary and needed to meet the emergency;

3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; or

4. Time is an important and limiting factor in dealing with the emergency.

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

The school district officials may release information from a student's education record if the student's parent or the eligible student gives prior written consent for disclosure. The written consent must include at least:

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or the class or organizations to whom the disclosure is to be made;
4. The parent's or eligible student's signature; and
5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent or the eligible student may obtain a copy of any records disclosed under this provision.

The school district will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be redisclosed without the parent's or eligible student's prior written consent.

RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

The school district will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, the student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, and local officials for the purpose of auditing or enforcing federally supported educational programs.

The record will include at least:

1. The name of the person or agency that made the request;
2. The interest the person or agency had in the information;
3. The date the person or agency made the request; and
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The district will maintain this record as long as it maintains the student's education record.

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

The record will not include:

1. Requests for access or access granted to the parent of the student or to an eligible student;
2. Request for access granted to officials of the school district who have a legitimate educational interest in the student;
3. Requests for, or disclosures of, information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent;
4. Requests for, or disclosure of, directory information designated for that student; or for
5. Requests for, or disclosure of, information contained in the student's education record if the request is in response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under the FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.)

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

First Level Decision

When a parent of a student or an eligible student finds an item in the student's education record that he or she believes is inaccurate, misleading, or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

If the record custodian cannot change the record to the requester's satisfaction, or if the record does not appear to be obviously incorrect, the record custodian will:

1. Provide the requester a copy of the questioned record at no cost;
2. Ask the requester to initiate a written request for the change; and
3. Follow the procedure for a second level decision.

Second Level Decision

The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:

1. Is inaccurate and why;
2. Is misleading and why; and/or
3. Violates student rights and why.

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the district's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that the change has been made. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the record custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of the findings in the matter. The record custodian will transmit this summary and a copy of the written request to the school superintendent.

Third Level Decision

The school superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney, or the school board (in executive session). The superintendent will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the superintendent will notify the requester, in writing, of the reasons for the delay and a date when the decision will be made.

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

If the superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as at the second level.

If the superintendent decides the record is correct, he or she will prepare a letter to the requester, which will include:

1. The school district's decision that the record is correct and the basis for the decision;

2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing;

3. Instructions for the requester to contact the superintendent, or an official he or she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing (the district will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes); and

4. Advise that the request may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

Fourth Level Decision

After the requester has submitted (orally, or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the district will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record (second level).

Within a week after the hearing, the hearing officer will submit to the school superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The school superintendent will prepare the district's decision within two weeks of the hearing. The decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the district's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent may overrule the hearing officer if the superintendent believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

1. If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester that will include:

   A. The school district's decision that the record is correct and will not be changed;

   B. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and

   C. Advice to the requester that he or she may place in the student's education record an explanatory statement which gives the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

FORM A: REQUEST TO INSPECT RECORDS
(Applicable only to parents of students under 18)

I, _____ , the parent or legal guardian of
(Name)
_____, a student at _____, _____ Public Schools,
(Name) (School)

1. Request to inspect the records of the above student at the above school on _____ in the
(date) (time)
principal's office or such other reasonable time and place as the principal may indicate.

OR

2. If I and the above-mentioned student no longer live in the school district, I request that the records be sent to me at the following address:

   Name _____
   Street Address _____
   City, State, Zip _____

   Enclosed is $_____ for reproduction and mailing.

_____
Signature

The portion below this line may be completed but is not required by law.

INSPECTION REPORT

Date _____

The above student's education record was inspected on this date.

Remarks (if any): _____
_____

_____
Signature of Parent or Guardian

_____
Signature of Principal

FORM B: REQUEST TO INSPECT RECORDS

I, _____, a student, 18 years of age or older (date of birth _____ _____ _____),
(Name) (Month) (Day) (Year)
at _____, _____ Public Schools, request to inspect my records
(School)
at the above school on _____ _____ in the principal's office or such other reasonable time and place as the
(Date) (Time)
principal may indicate.

OR

If I no longer live in the school district, I request that the records be sent to me at the following address:

Name _____
Street Address _____
City, State, Zip _____

Enclosed is $_____ for reproduction and mailing.

_____
Signature

The portion below this line may be completed but is not required by law.

INSPECTION REPORT

Date _____

The above student's education record was inspected on this date.

Remarks (if any): _____
_____

_____
Signature of Student 18 or over

_____
Signature of Principal

FORM C: AUTHORITY TO TRANSFER EDUCATION RECORDS

Date: _____

I, _____, the parent or legal guardian of
(Name)
_____, authorize the transfer of all of the above
(Name)
student's education records

From: _____ _____Public Schools
(School) _____, Oklahoma

TO: _____ _____
(School Official) (School District)

_____
(State) (Zip Code)

the school at which the above student seeks or intends to enroll or is enrolled, or the following parts of the education record, if applicable:

_____ Scholastic Record
_____ Census Data
_____ Attendance Record
_____ Test Record
_____ Activity Record
_____ Health Record
_____ Behavioral Record
_____ Personal Recommendations

Others (list) _____

I have been given the opportunity to inspect and challenge the above record.

_____
Signature of Parent or Guardian

_____
Principal

_____
Date

FORM D: AUTHORITY TO TRANSFER EDUCATION RECORDS

Date: _____

I, _____, a student 18 years of age or over
(Name)
(date of birth _____ _____ _____, authorize the transfer of all my education records
(Month) (Day) (Year)

From: _____ _____Public Schools
(School) _____, Oklahoma

TO: _____ _____
(School Official) (School District

_____
(State) (Zip Code)

in which I am enrolled or seek or intend to enroll; or the following parts of the education record, if applicable:

_____ Scholastic Record
_____ Census Data
_____ Attendance Record
_____ Test Record
_____ Activity Record
_____ Health Record
_____ Behavioral Record
_____ Personal Recommendations

Others (list) _____

I have been given the opportunity to inspect and challenge the above record.

_____
Signature of Student 18 or over

_____
Principal

_____
Date

FORM F: EDUCATION RECORD CHALLENGE

Date: _____

I, _____, a student 18 year of age or over (date of birth _____ _____ _____),
(Name) (Month) (Day) (Year)
inspected my record on _____ and challenge the following items:
(Date)

1. _____
   _____ Inaccurate
   _____ Misleading
   _____ Otherwise violates the privacy or other right of the student

2. _____
   _____ Inaccurate
   _____ Misleading
   (Continue on back if necessary) _____ Otherwise violates the privacy or other right of the student

Date: _____ _____
Signature of Student 18 or over

Received by Principal _____ _____
(Date) Signature of Principal

Action taken (records purged before hearing, hearing granted)

_____

_____

_____

_____

Date: _____ _____
Signature of Principal

FORM G: NOTICE OF HEARING TO CONTEST RECORD CONTENT

You are hereby notified that a hearing to contest the content of the record of _____ (Student)

will be held at _____ (Place) on _____ (Date) at _____ (Time).

The hearing officer will be _____.

You have the following rights:

A. To present testimony within a reasonable time limitation,

B. To introduce written evidence,

C. To question adverse evidence, and

D. To appeal the hearing officer's decision to the board of education.

FORM H: SUMMARY OF HEARING TO CONTEST RECORD CONTENT

1. Date of request by parent or eligible student for contest hearing. _____

2. Date of hearing set (within reasonable time after request. _____

3. Date notice of hearing (Form G) sent to parent or eligible student. _____

4. Hearing officer (superintendent or his designee): _____

   A. Parent or eligible student given reasonable time to present testimony. _____

   B. Parent or eligible student allowed to introduce written evidence. _____

   C. Parent or eligible student allowed to question adverse witnesses. _____

   D. Action taken by hearing officer:

   Record purged _____
   Record changed _____
   to read:

   _____
   _____

   Reasons: _____
   _____
   _____

   E. Parent or eligible student notified in writing of conclusions and actions taken. (A copy of this completed form may serve as written notice.) File copy of written notice of decision kept for documentation.
   _____

   F. Parent or eligible student, if aggrieved by hearing officer decision, notified of right to appeal to board of education. _____

5. Appeal Contest:

   A. Parent or eligible student informed of appeal hearing date. _____

   B. Parent or eligible student given time to present arguments. _____

   C. Board of education: affirmed _____ reversed _____

FORM I: PERMISSION OF PARENT OR LEGAL GUARDIAN FOR THIRD PARTY ACCESS TO STUDENT'S EDUCATION RECORD

I, _____ , the parent or legal guardians of
(Name)
_____, a student at _____, _____
(Name) (School)
Public Schools, request that the following part of the above student's records

_____

_____

be made available to _____ for the purpose of
(Name)

_____

_____

Date: _____ _____
Signature of Parent

_____ Please send me a copy of the records released at the following address:

Name _____
Address _____
City, State, Zip _____

_____ Please send a copy to the above student at the following address:

Name_____
Address _____
City, State, Zip _____

Enclosed is $_____ for reproduction and mailing.

FORM J: PERMISSION OF STUDENT EIGHTEEN OR OVER FOR THIRD PARTY ACCESS TO STUDENT'S EDUCATION RECORD

I, _____, a student at _____, _____
(Name) (School)
Public Schools, being 18 years of age or older (date of birth _____ _____ _____), request the following
(Month) (Day) (Year)
part of my record:

_____

_____

_____

be made available to _____ for the purpose of:
(Name)

_____

_____

Date: _____

_____
Signature of Student 18 or over

_____ Please send a copy to the above student at the following address:

Name _____
Address _____
City, State, Zip _____

Enclosed is $_____ for reproduction and mailing.

FORM K: RECORD OF THIRD PARTY ACCESS (REQUIRED OF ALL THIRD PARTIES, TO BE KEPT IN STUDENT FILE)

I, _____, request access to the education records of
(Third Party)

_____ in whole _____, in part _____, (specify part seen)
(Name)

_____

_____

for the following legitimate educational or other interest:

_____

_____

_____

_____

The above information was transferred to me only on the condition that I will not permit any other party to have access to such information without the written consent of the parent or legal guardian of the above student.

Date: _____ Signed: _____

FORM L: TRANSFER OF RECORDS UNDER JUDICIAL ORDER OR LAWFULLY ISSUED SUBPOENA

I, _____, the parent or legal guardian of
(Name)
_____, a student at _____, _____ Public Schools,
(Name) (School)

OR

I, _____, a student, 18 years of age or over
(Name)
(date of birth _____ _____ _____,) at _____, _____Public Schools,
(Month) (Day) (Year) (School)
have been notified prior to compliance that a judicial order or lawful subpoena has been issued demanding the records of the above student in whole or in part.

Date: _____ Signed:_____

REQUEST FOR RECORDS DENIED
INCOMPLETE FORMS

_____

_____

_____ (Name and Address)

Dear Sir or Madam:

We will be unable to comply with your request for the records of _____(student) until you complete the enclosed forms and return them to us. If you have substantially similar forms, we will accept them, provided the parental or eligible student notification signature is attached. Such signature is necessary in order to comply with the Family Educational Rights and Privacy Act of 1974.

Sincerely,

_____

REQUEST FOR RECORDS INFORMATION DENIED

_____

_____

_____ (Name and address)

Dear Sir or Madam:

We are unable to honor your request for information from student files unless you inform us in writing of:

1. Your authority to act as representative of (a) the Comptroller General of the United States, (b) the Secretary of H.E.W., (c) an administrative head of an education agency, or (d) state educational authorities.

2. The federally supported education program or state law pursuant to which you request the information.

3. The specific authorization by federal statute to receive personally identifiable information, if you seek such information.

We are sorry for the delay but feel restrained by the Family Educational Rights and Privacy Act of 1974.

Sincerely,

_____

REVIEW OF STUDENT RECORDS
NOTIFICATION TO PARENT

_____

_____

_____ (Name and address)

Dear Parent:

In the course of your child's education, the school district will keep records as deemed necessary to provide programs to meet your child's needs and interests. You have the right to inspect and review any and all records, files, and data related to your child; they will be available for such review at any time during the regular school day. If you have any concern regarding the accuracy or appropriateness of any information or record maintained by the school, please do not hesitate to inform the principal of that concern.

Very truly yours,

_____
Principal

_____ (School)

_____ (Address)

_____ (Telephone)

NOTICE TO PARENTS OF ACCESS TO RECORDS REQUEST

To: _____ concerning the school records
(Parent's/Guardian's Name)

of _____.
(Student's Name)

This is to notify you that a request to have access to the school records of your child has been made by _____

_____ for the following purposes:

_____

_____

These records will not be released without your written permission. If you wish for the records to be released to this individual or agency, please complete the enclosed authorization form and return it to the principal's office. If you wish to release these records, it is your right to examine them prior to their release.

_____ _____
Date Signature of School Principal

_____
Name of School

RECORD OF INDIVIDUALS, AGENCIES, ORGANIZATIONS WHO HAVE REQUESTED AND/OR EXAMINED SCHOOL RECORDS

Student's Name _____

Parent's/Guardian's Name _____

Date	Requesting Individual, Agency, or Organization	Reason for Request	Request		Records Examined	
			Denied	Approved	Date	Signature of Examiner

NOTICE OF RIGHTS UNDER FERPA AND NOTICE FOR DIRECTORY INFORMATION

Dear Parent or Student:

The Family Educational Rights and Privacy Act (FERPA), a federal law, affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

   Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal/school official will make arrangements for access and notify the parent or eligible student of the time and place were the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

   Parents or eligible students may ask the school district to amend a record believed to be inaccurate or misleading. They should write the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

   If the district decides not to amend the record as requested by a parent or eligible student, the district will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student participating in a school service program or 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 professional responsibility.

   Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

NOTICE OF RIGHTS UNDER FERPA AND, NOTICE FOR DIRECTORY INFORMATION (Cont.)

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 is:

   Family Policy Compliance Office
   U. S. Department of Education
   400 Maryland Avenue
   SW Washington, DC 20202-4605

5. FERPA also requires that _____ Public Schools, 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.

   If you do not want the _____ Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within ten (10) days of receiving this notice. The district has designated the following information as directory information, which may be released without obtaining parental consent: **(NOTE: The district may, but does not have to, include all the information listed.)**

   Student's name, address, telephone listing, and date and place of birth

   Parent or lawful custodian's name, address, and telephone listing

   Major field of study and grade level classification (example: elementary, 7th grade, sophomore)

   Student's participation in officially recognized activities and sports

   Weight and height of members of athletic teams

   Photograph

   Electronic mail address

   Dates of attendance, dates of enrollment, withdrawal, re-entry

NOTICE OF RIGHTS UNDER FERPA AND, NOTICE FOR DIRECTORY INFORMATION (Cont.)

Diplomas, certificates, awards, and honors received

Most recent previous educational agency or institution attended by the student

6. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the district that they do not want their student's information disclosed without their prior written consent.

7. Pursuant to a court issued "ex parte" order, personally identifiable information in the student's records may be released to the Attorney General of the United States or his/her designee in response to an "ex parte" order issued in connection with the investigation or prosecution of terrorism crimes.

REQUEST OF NON-PARENT FOR EXAMINATION AND/OR COPIES OF STUDENT RECORDS

The undersigned hereby requests permission to examine the following Elgin Public Schools records of:

_____, _____
Legal Name of Student | Date of Birth

****

The undersigned requests copies of the following records of the above student: _____

_____

The undersigned certifies that he/she is (CHECK ONE):

1. An official of another school system in which the student intends to enroll. ( )
2. An authorized representative of the Comptroller General of the United States. ( )
3. An authorized representative of the Secretary of the United States Department of Education. ( )
4. An administrative head of an education agency as defined in Section 408 of the Education Amendments of 1974 ( )
5. An official of the Oklahoma State Department of Education. ( )
6. A person connected with the student's application for, or receipt of, financial aid (SPECIFY DETAILS ABOVE). ( )

The undersigned agrees that no other person will have access to any records or information obtained through this request without the written permission of the parents of the student, or the student if the student is over the age of 18 years.

_____
Signature

APPROVED:

_____
(Title)

_____ Date: _____
Title: _____ Address: _____
Date: _____ _____

Telephone No.: _____

CUMULATIVE RECORDS

It is the policy of the Elgin Board of Education that a cumulative record shall be kept as the official file of each student enrolled in this school district. The record shall contain the progress of the student from kindergarten throughout the remaining school years, and shall include, but not be limited to, grades, attendance data, health and immunization history, results of testing programs, school activities, and personal and family background. Permanent student records should never be destroyed.

REFERENCE: 70 O.S. §24-114

TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION

It is the policy of the Elgin Board of Education to adhere strictly to Oklahoma and Federal law concerning the transfer and release of confidential information including student records.

For the purposes of this policy, "confidential information" means any information regarding a child receiving services supported in whole or in part by state or federal funds, a family member of such child, or other persons residing in the home of such child, and which is required by state or federal law or regulation to be maintained in a confidential manner.

The school district will transfer and release confidential information in accordance with this policy to:

(1) The Department of Human Services,

(2) The Department of Mental Health and Substance Abuse Services,

(3) The State Department of Health,

(4) The State Department of Education,

(5) The State Department of Career and Technology Education,

(6) The Oklahoma Commission on Children and Youth,

(7) The J.D. McCarty Center for Handicapped Children,

(8) The Department of Corrections,

(9) Private agencies receiving public funds pursuant to a grant or contract with one of the agencies listed in (1) through (8) and providing institutional, community residential or community-based services as defined by Title 10, Section 7001-1.3 of the Oklahoma Statutes, to children and family,

(10) Persons and agencies subject to the rules promulgated by the agencies listed in (1) through (8),

(11) Statutorily-constituted juvenile bureaus, and

(12) Other school districts upon their request and in compliance with state law.

Unless otherwise permitted by state or federal law or regulation, confidential information will only be released to the above-described entities pursuant to (1) a court order or (2) an informed consent that has been executed by (a) the parent or guardian of the child or other person authorized by state or federal law to execute such consent, if the subject of the confidential information is a child or (b) the individual who was the subject of the confidential information or other person authorized by law to execute such consent on his or her behalf, if the subject of the confidential information is an adult. A copy of the school district's informed consent form may be found at FLE-E.

TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION (Cont.)

The school district will follow the rules promulgated by the State Department of Education for authorizing access to and the transfer or release of confidential information for the purpose of gathering statistical information or conducting studies or research otherwise authorized by law.

The school district shall charge $.10 per page for all copies made pursuant to this policy plus the actual cost of mailing the copies.

REFERENCE: **10 O.S. §620.1, et seq.**
10 O.S. §7001-1.3
70 O.S. §24-101.4

PERMISSION FOR THE TRANSFER AND/OR RELEASE OF CONFIDENTIAL STUDENT INFORMATION

I, _____, the parent or legal guardian(s) of _____, a student at
(Name) *(Name)*
_____, _____ Public Schools, request that the following part of the
(School)
above student's records

_____

_____

be made available to _____ for the purpose of
(Name)

_____

_____

Date: _____ _____
Signature of Parent

_____ Please send me a copy of the records released at the following address:

Name _____
Address _____
City, State, Zip _____

_____ Please send a copy to the above student at the following address:

Name _____
Address _____
City, State, Zip _____

Enclosed is $_____ for reproduction and mailing.

INFORMATION COORDINATOR

The school district has designated a representative to coordinate requests for information from the Oklahoma State Bureau of Investigations when the release of such information has been authorized by a parent, legal guardian of the student, or by court order. Information regarding past and present students in the district may be released to law enforcement officers subject to court order or by parental consent.

Such information includes but is not limited to:

1. Student's name, address, telephone listing, and date and place of birth;
2. Parent or lawful custodian's name, address, and telephone listing;
3. Major field of study and grade level classification (example: elementary, 7th grade, sophomore);
4. Student's participation in officially recognized activities and sports;
5. Weight and height of members of athletic teams;
6. Dates of attendance, dates of enrollment, withdrawal, re-entry;
7. Diplomas, certificates, awards, and honors received;
8. Most recent previous educational agency or institution attended by the student;
9. Discipline records.

REFERENCE: 70 O.S. §10-103.2
34 CFR 99.1
20 USC 1232

THIS POLICY REQUIRED BY LAW.

STUDENT ACTIVITIES
SCHOLASTIC ELIGIBILITY

It is the policy of the Elgin Board of Education that only those students who are fully eligible scholastically will be permitted to represent the school in any capacity. Teachers will submit eligibility lists to the office each Friday. If a student is failing in more than one core subject, the student may not participate in any school activity during the following week. The board declares its intent to rigorously adhere to the eligibility rules of the Oklahoma Secondary School Activities Association. The superintendent is directed to establish a regulation governing eligibility. Such regulation, when approved by the board, shall be incorporated into this policy and become a part thereof.

NOTE: ***In compliance with the Family Education Rights and Privacy Act, under no circumstances should student eligibility or ineligibility lists be publicly posted in any manner.***

EXTRACURRICULAR ACTIVITIES

The Elgin Board of Education believes that extracurricular activities are those activities that primarily involve students in other than classroom situations.

The board believes that participation in such activities should be available only to those students who are performing acceptable work in all other school-related areas.

Therefore, the superintendent is directed to establish a regulation, subject to approval of the board, governing participation in extracurricular activities.

STUDENT CLUBS AND ORGANIZATIONS SPONSORS

The Elgin Board of Education believes that certain extracurricular and social activities can enhance the learning environment of our schools. The board of education shall annually notify parents or guardians of students about clubs and organizations sponsored by or under the direct control and supervision of the school district. The annual notification shall be placed on the school district's Internet website. The annual notification shall include, but is not limited to, the following information about each club or organization:

1. Name;
2. Mission or purpose; and
3. Name of the faculty advisor, if known.

Parents or guardians of students will notify the school administration that they are withholding permission for their child(ren) to join or participate in one or more clubs or organizations. Parents or guardians shall be responsible for preventing their child from participating in a club or organization in which permission is withheld. Parents or guardians are also responsible for retrieving their child(ren) from attendance at a club or organization in which participation is withheld.

If clubs or organizations are created or formed after the annual notification is distributed, the school district shall send additional notification to the parents or guardians containing the above-listed information regarding the additional clubs or organizations by way of a message added to the school district's website.

LEGAL REFERENCE: 70 O.S. § 24-105

A POLICY ON THIS ISSUE IS REQUIRED BY LAW

STUDENT CONDUCT

The Elgin Board of Education believes that an important responsibility of any school system is to teach acceptable social conduct. We believe that such conduct may be taught by example and by providing appropriate incentives. The board also believes that reasonable standards of conduct are to be established and that adherence to those standards insisted upon.

For the purpose of this policy, a student is defined as any person regularly enrolled in an educational program provided by, or approved by, the board of education and carried on in premises owned or controlled by the school district. Students in school buildings, on school grounds, using district property, or attending a district-sanctioned event shall not engage in any of the following:

1. Any conduct, the purpose of which is to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any other activity sponsored or approved by the board of education.

2. Physical, emotional, or mental abuse of, or threat of harm to, any person on school owned or controlled property or at any school attended, sponsored, or supervised event or function. This includes antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews.

3. Damage, or threat of damage, to property of the school, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on school owned, controlled, attended, or supervised premises.

4. Forceful or unauthorized entry into or upon, or occupation of, school district facilities including buildings and grounds.

5. Unlawful use, possession, distribution, sale, or trade of drugs, alcohol, or controlled substances, or any substance or material believed to be drugs, alcohol or controlled substances, or any substance which is capable of causing or producing mood alteration or behavioral changes.

6. Conduct or speech that violates commonly accepted standards of society within the community.

7. Failure to comply with the reasonable and lawful directions of school district officials or law enforcement officers, acting in the performance of their duties, or failure to identify themselves to such officials or officers when directed to do so.

8. Any conduct constituting a breach of any federal, state, or city law or ordinance or duly adopted policy of the board of education.

Any student knowingly violating any of these policies and regulations will be subject to warning, reprimand, probation, suspension, or expulsion in addition to any civil or criminal proceedings or prosecution.

HAZING

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees.

A copy of this policy will be furnished to each student and teacher in this school district.

REFERENCE: 21 O.S. §1190

HARASSMENT

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

As used in the School Safety and Bullying Prevention Act,"bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;

2. Repeated remarks of a demeaning nature;

HARASSMENT (Cont.)

3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

A copy of this policy will be furnished to each student and teacher in this school district.

REFERENCE: 21 O.S. §850.0
70 O.S. §24-100.2

THIS POLICY REQUIRED BY LAW.

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (INVESTIGATION PROCEDURES)

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

Definitions

1. "Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

   "Electronic communication" means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.

   "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.

2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.

3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.

4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The building principal shall make the determination as to whether the conduct is actually occurring.

INVESTIGATION PROCEDURES (Cont.)

5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within 5 (five) days of the conclusion of the investigation.

7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within 5 (five) days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The Superintendent shall be responsible for enforcing this policy. The building principal should notify the superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal should notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

HARASSMENT/BULLYING INCIDENT REPORT FORM

Date: _____ Time: _____ Room/Location: _____

Student(s) Initiating Bullying/Harassment:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Student(s) Affected:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Type of Harassment Alleged:

Racial _____ Sexual _____ Religious _____ Other _____

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

____ Name Calling
____ Stalking
____ Inappropriate Gesturing
____ Staring/Leering
____ Writing/Graffiti
____ Threatening
____ Taunting/Ridiculing
____ Inappropriate Touching
____ Other _____

_____ Spitting
_____ Demeaning Comments
_____ Stealing
_____ Damaging Property
_____ Shoving/Pushing
_____ Hitting/Kicking
_____ Flashing a Weapon
_____ Intimidation/Extortion

Describe the incident:

_____

_____

Witnesses Present: _____

Physical evidence: Graffiti _____ Notes _____ E-mail _____ Web sites _____ Video/audio tape _____
Other _____

Staff signature _____

Parent(s) contacted: Date _____ Time _____

Administrative response taken:

_____

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (REGULATION)

The Elgin Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.

2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.

3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.

4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.

5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.

6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.

7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING, REGULATION (Cont.)

Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:

   70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms " bullying," as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will:

   A. Harm another student;

   B. Damage another student's property;

   C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or

   D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

2. The "Reasonable Person" Standard

   In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

3. General Display of Bullying Acts

   Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING, REGULATION (Cont.)

A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Elgin Public Schools.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

1. Student and Staff Education and Training

   All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Elgin Public Schools is committed to providing appropriate and relevant training to staff regarding

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING, REGULATION (Cont.)

identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

B. Elgin Public Schools' Safe School Committee

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with an adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. (See also policy BDFC.)

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the building principal. . Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the building principal.

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING, REGULATION (Cont.)

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Discipline of Students

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING, REGULATION (Cont.)

from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

Publication of Policy

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at www.elginps.org and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING ALCOHOLIC BEVERAGES OR CONTROLLED DANGEROUS SUBSTANCES

It is the policy of the Elgin Board of Education that any administrator, teacher, or counselor who has reasonable suspicion that a student may be under the influence of, or has in his or her possession, alcoholic beverages - including the legally nonintoxicating beverage commonly referred to as 3.2 beer (low-point beer) - or a controlled dangerous substance as defined by law shall immediately notify the principal of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student's possession of a controlled or counterfeit substance or suspected abuse thereof.

Any search, seizure, or subsequent disciplinary action shall be subject to applicable school policies, regulations, state laws, or student handbook rules.

Every administrator, teacher, or counselor employed by the board of education who has reason to believe that a student is under the influence of, or has possession of, alcoholic beverages (including 3.2 beer) or a controlled dangerous substance and who reports such information to appropriate school officials shall not be subject to civil liability unless such referral was made in bad faith or with malicious purpose.

This policy shall be distributed to each classroom teacher. Receipt shall be acknowledged in a form to be determined by the superintendent.

REFERENCE: **70 O.S. §24-138**
63 O.S. §2-101, et seq.
70 O.S. §24-102
37 O.S. §163.2

DRUG-FREE SCHOOLS

It is the policy of the Elgin Board of Education that in recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety, and well being of students, employees, and the community, the board has implemented a developmentally based drug and alcohol education and prevention program for grades Kindergarten through twelve (K-12).

Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful. Therefore, standards of conduct that are applicable to all schools in this district, prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state, and federal laws, up to and including probation and suspension, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office.

The standards of conduct and the disciplinary sanctions imposed by this policy will be part of the required notification to parents and students that will include the following:

"The Drug Free Schools and Communities Act Amendments, P.L. 101-226 requires that State, as well as local educational agencies, must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees." (Federal Regulations can be examined through the school office.)

Parent/Guardian signature certifies receipt of a Student Handbook of Guidelines and Policies for Students and Parents that includes district policy relating to adoption and implementation of a drug prevention program for students.

REFERENCE: Public Law 101-226
70 O.S. §1210.221, et seq.

STUDENT DRUG TESTING POLICY

Purpose and Intent

In an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, the Board adopts the following policy for drug testing of students who participate in competitive extra-curricular activities ("Activity Students") as well as any other student who voluntarily wishes to be tested. This policy supplements and complements all other policies, rules, and regulations of the District district regarding possession or use of illegal and/or performance-enhancing drugs.

Although the Board, administration, and staff desires that every student in the District refrain from using or possessing illegal drugs, District officials realize that their power to restrict the possession or use of illegal and/or performance-enhancing drugs is limited. Therefore, this policy governs performance-enhancing and/or illegal drug use by students participating in competitive extra-curricular activities and those who voluntarily participate in the drug testing program. The sanctions imposed for violations of this policy by an Activity Student will be limited to the opportunity of such student to exercise the privilege of participating in competitive extra-curricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy

In addition to Activity Students, any student who does not participate in any competitive extra-curricular activities may voluntarily consent to being tested on a random and a reasonable suspicion basis, with permission of a parent, legal custodian, or legal guardian. This would allow parents and guardians to be notified as to a potential drug problem and enable them to seek help.

Participation in school-sponsored competitive extracurricular activities at the District is a privilege. Students who participate in these activities should be respected by the student body as well as the District and the community they represent. Accordingly, students in competitive extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs. Illegal and performance-enhancing drug use of any kind is compatible with the physical, mental, and emotional demands placed upon participants in extra-curricular activities and upon the positive image these students project to other students and to the community on behalf of the District. For the safety, health, and well being of students in extra-curricular activities, the District has adopted this policy for use by all participants in competitive extra-curricular activities in grades 7-12.

The purposes of this policy are five-fold:

1. To educate students of the serious physical, mental and emotional harm caused by illegal and/or performance-enhancing drug use.

2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.

3. To ensure that students adhere to a training program that bars the intake of illegal and/or performance-enhancing drugs.

4. To prevent injury, illness, and harm for students that may arise from illegal and/or performance-enhancing drug use.

5. To offer students practices, competition, and school activities free of the effects of illegal and/or performance-enhancing drug use.

STUDENT DRUG TESTING POLICY (Cont.)

The administration may adopt regulations to implement this policy.

Definitions

1. **"Activity Student"** means a member of any middle school or high school District sponsored extra-curricular organizations which participates in interscholastic competition. This includes any student who represents the District in extra-curricular activities in interscholastic competition, including but not limited to FFA, FCCLA, Academic Bowl Team, Band, Vocal, Cheerleading, Athletics, Dance Team, Math Counts and Batters Up.

2. **"Drug use test"** means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person's urine.

3. **"Random selection basis"** means a mechanism for selecting Participating Students for drug testing that:

   A. Results in an equal probability that any Participating Student from a group of Participating Students subject to the selection mechanism will be selected, and

   B. Does not give the District discretion to waive the selection of any Participating Student selected under the mechanism.

4. **"Illegal drugs"** means any substance which an individual may not sell, possess, use, distribute, or purchase under either Federal or Oklahoma law. "Illegal drugs" include, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. "Illegal drugs" shall also include alcohol.

5. **"Participating Student"** means all Activity Students and any student voluntarily participating in the District's drug testing program which is the subject of this Drug Testing Policy.

6. **"Performance-enhancing drugs"** include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term "performance-enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions.

7. **"Positive"**, when referring to a drug use test administered under this policy, means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

8. **"Reasonable suspicion"** means a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches/administrators/sponsors/teachers of subtle changes in the appearance, speech, or behavior of an activity student; the reasonable inferences that are drawn from those observations; and/or information of illegal or performance-enhancing drug use by student supplied to school officials by credible sources. In order for a student to be referred for testing on a "reasonable suspicion" basis, the student's activity sponsor or teacher and at least one (1) building administrator must agree to the reasonable suspicion.

ACTIVITY STUDENT DRUG TESTING (Cont.)

The name and identity of any student referred on "reasonable suspicion" will be kept confidential. "Reasonable suspicion" would not include overtly recognizable signs of present illegal drug use or alcohol use, or perceptive odor of alcohol. Instances such as these would subject the student to ordinary disciplinary action apart from this policy.

Procedures

1. **Consent Form: Activity Students:** Each Activity Student shall be provided with a copy of the form "Student Drug Testing Consent : Activity Student" which shall be read, signed, and dated by the student, parent or guardian, and coach/sponsor before such student shall be eligible to practice or participate in any competitive extracurricular activities. The consent requires Activity Students to provide a urine sample and submit to drug testing: (a) as part of the Activity Student's annual physical or for eligibility for participation; (b) when the Activity Student is selected by the random selection basis to provide a urine sample; (c) at any time when there is reasonable suspicion to test for illegal and/or performance-enhancing drugs. No Activity Student shall be allowed to practice or participate in any competitive extra-curricular activities involving interscholastic competition unless the Activity Student has returned the properly signed Consent Form. An Activity Student who moves into the District after the school year begins will have to provide a Consent Form and undergo a drug test before he/she will be eligible for participation in any competitive extra-curricular activity.

2. **Consent Form: Non-Activity Students:** Other students who wish to participate in the District's drug testing program shall be provided a copy of the form "Student Drug Testing Consent: Non-Activity Student." No coach/sponsor signature is required on this form. Non-activity students who volunteer to participate in the drug testing program consent to provide a urine sample when the student is selected to test for illegal or performance-enhancing drugs.

3. **Orientation:** Prior to the commencement of drug testing each year, an orientation session will be held to educate Participating Students of the sample collection process, privacy arrangements, drug testing procedures, and other areas which may help to reassure the student and help avoid embarrassment or uncomfortable feelings about the drug testing process.

   Each Participating Student shall receive a copy of the Student Drug Testing Policy. The administration will be responsible for explaining the policy to all Participating Students and for preparing an educational presentation to acquaint the students with the harmful consequences of drug and alcohol use and abuse.

4. **Testing:** Drug use testing for Participating Students will also be chosen on a random selection basis from a list of all Participating Students. The District will determine a number of Participating Student names to be drawn at random to provide a urine sample for drug use testing for illegal drugs or performance-enhancing drugs. In addition, any Participating Student for whom the administration has reasonable suspicion of illegal and/or performance-enhancing drug use by that particular student will be included with the random tests and will not be identified in any way as separate from the random group.

   Any drug use test will be administered by or at the direction of a professional laboratory chosen by the Elgin Public Schools district. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.

ACTIVITY STUDENT DRUG TESTING (Cont.)

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal/athletic director shall designate a coach, sponsor, or school employee 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/athletic director, who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications legally prescribed for the student he or she has taken in the preceding thirty (30) days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by district employees.

An initial positive test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six months or the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

Confidentiality

The laboratory will notify the relevant principal/athletic director or designee of any positive test. To keep the positive test results confidential, the principal/athletic director or designee will only notify the student, the head coach/sponsor (if applicable), and the parent or custodial guardian of the student of the results. The principal/athletic director or designee, will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal/athletic director or to the lab. The District will rely on the opinion of the laboratory which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal and/or performance-enhancing drug.

Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

Appeal

An Activity student who has been determined by the principal/athletic director to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. An Activity Student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and nonappealable.

ACTIVITY STUDENT DRUG TESTING (Cont.)

Consequences

Any Activity Student who tests positive in a drug test under this policy shall be subject to the following consequences. These consequences and requirements shall begin immediately and be consecutive in nature, unless a review appeal is filed following receipt of a positive test. However, a student who on his or her own volition informs (self-refers) the athletic director, principal, or coach/sponsor of illegal and/or performance-enhancing drug usage before being notified to submit to a drug test will be allowed to remain active in all activities covered under this policy. Such student will, however, be considered to have committed his/her first offense under the policy and will be required to re-test only once during the time he/she spends in the District.

First Offense: The parent/guardian will be contacted immediately and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian, athletic director, and principal concerning the positive drug test. In order to continue participation in the activity the student and parent/guardian must, within five (5) days of the joint meeting, show proof that the student has received drug counseling from a qualified drug treatment program or counseling entity. Additionally, the student must voluntarily submit to a second drug test to be administered within fifteen (15) days in accordance with the testing provisions of this policy. After the initial fifteen (15) days, a re-test must be clean or determined at a substantially lower level. After the first offense, the student will automatically be included with the next two (2) groups of random testing. If parent/guardian and student agree to these provisions, the student will continue to participate in the activity. Should the parent/student not agree to these provisions, the consequences listed in this policy for the second offense will be imposed.

Second Offense (same school year): An Activity Student who commits a second offense under this policy will be suspended from participation in all activities covered under this policy for fourteen (14) calendar days, and will be required to successful completion of four (4) hours of substance abuse education/counseling provided by the school. Parents should also consider seeking additional assistance, including the possibility of drug treatment centers. The student may not participate in any meetings, practices, scrimmages, or competitions during this period. The student will be randomly tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the principal/athletic director, or designee.

Third Offense (same school year): An Activity Student who commits a third offense under this policy will be suspended from participation in all extra-curricular activities including all meetings, practices, performances, and competition for the remainder of the school year or eighty-eight (88) school days (one semester) whichever is the longer. Parents should strongly consider additional assistance from outside sources, including, but not to be limited to, the possibility of drug treatment centers. School officials will co-operate to help expedite this procedure, if it is determined necessary by the student and parents.

Refusal to Submit to Drug Use Test

A Participating Student who refuses to submit to a drug test authorized under this policy shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performance and competitions for the remainder of the school year. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the District.

STUDENT DRUG TESTING CONSENT: ACTIVITY STUDENTS

Student Printed Name: _____

Student Date of Birth: _____ Student Grade: _____

Student Consent

I have read and understood the "Student Drug Testing Policy" and "Student Drug Testing Consent". I understand that, out of care for my safety and health, the District enforces the rules applying to the consumption or possession of illegal and/or performance-enhancing drugs. If I choose to violate school policy regarding the use or possession of illegal and/or performance-enhancing drugs any time while I am involved in in-season or off-season activities, I understand upon determination of that violation I will be subject to the restrictions on my participation as outlined in the Policy.

_____ YES, I CHOOSE TO PARTICIPATE IN THE DRUG TESTING PROGRAM.

_____ NO, I CHOOSE NOT TO PARTICIPATE IN THE DRUG TESTING PROGRAM.

Student Signature: _____ Date: _____

Parent Consent

I have read and understood the "Student Drug Testing Policy" and "Student Drug Testing Consent". I desire that the student named above participate in the extra-curricular interscholastic programs of District, and I hereby voluntarily agree to be subject to its terms. I accept the method of obtaining urine samples, testing and analysis of such specimens, and all other aspects of the program. I further agree and consent to the disclosure of the sampling, testing and results as provided in this program.

_____ YES, I AGREE TO THE TERMS OF THIS POLICY.

_____ NO, I DO NOT WANT MY SON/DAUGHTER TO BE TESTED ACCORDING TO THE TERMS OF THIS POLICY.

Printed Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Printed Coach/Sponsor Name: _____

Coach/Sponsor Signature: _____ Date: _____

STUDENT DRUG TESTING CONSENT: NON-ACTIVITY STUDENTS

Student Printed Name: _____

Student Date of Birth: _____ Student Grade: _____

Student Consent

I have read and understood the "Student Drug Testing Policy" and "Student Drug Testing Consent". I understand that, out of care for my safety and health, the District enforces the rules applying to the consumption or possession of illegal and/or performance-enhancing drugs.

_____ YES, I CHOOSE TO PARTICIPATE IN THE DRUG TESTING PROGRAM.

_____ NO, I CHOOSE NOT TO PARTICIPATE IN THE DRUG TESTING PROGRAM.

Student Signature: _____ Date: _____

Parent Consent

I have read and understood the "Student Drug Testing Policy" and "Student Drug Testing Consent". I desire that the student submit to testing, although the student does not intend to participate in competitive extra-curricular activities, and I hereby voluntarily agree to be subject to its terms. I accept the method of obtaining urine samples, testing and analysis of such specimens and all other aspects of the program. I further agree and consent to the disclosure of the sampling, testing and results as provided in this program.

_____ YES, I AGREE TO THE TERMS OF THIS POLICY

_____ NO, I DO NOT WANT MY SON/DAUGHTER TO BE TESTED ACCORDING TO THE TERMS OF THIS POLICY.

Printed Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

PRESCRIPTION MEDICATIONS

Please list any medications that you have been legally prescribed and that you have taken in the preceding 30 days. Your parent or legal guardian will be able to confirm the medication list submitted during the 24 hours following any drug test.

This medication list will be submitted to the lab in a sealed and confidential envelope and shall not be viewed by District employees.

Medications:

1. _____

2. _____

3. _____

4. _____

5. _____

Student Name: _____ Date: _____

WEAPONS-FREE SCHOOLS

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer.

   The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

   Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

   Such firearm or weapon will be confiscated and released only to a law enforcement authority.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below:

   > "...any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed."

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act. If the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for up to 45-calendar days at the discretion of the superintendent. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten days and placed up to 45 days in an alternative educational setting. The school district must take immediate steps to remedy any deficiencies found in the child's IEP or placement, or the implementation of the IEP. The child must be placed in an appropriate setting determined by the IEP team and continue to receive special education and related services.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. (See Note 2, below.)

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Disciplinary action will be determined on a case-by-case basis.

WEAPONS-FREE SCHOOLS (Cont.)

Students found to be in violation of this policy shall be referred to the appropriate criminal or juvenile justice system. Any firearms found on the premises shall be reported to law enforcement and will immediately be turned over to local law enforcement as per state law requirements.

REFERENCE: **18 U.S.C. §921**
21 O.S. §1271.1, §1280.1
70 O.S. § 24-132.1

NOTE 1: **The district is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965, a description of the circumstances surrounding any expulsions imposed under this policy, including the name of the school; the number of students expelled from the school, and the type of weapons concerned.**

NOTE 2: **Firearms and weapons are allowed on school property and deemed not in violation as follows: A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law, or a handgun carried in a vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property; a gun or knife used for the purposes of participating in the Oklahoma Department of Wildlife Conservation certified hunter training education course or any other hunting, fishing, safety, or firearms training courses, or a recognized firearms sports event, team shooting program or competition, or living history reenactment, provided the course or event is approved by the principal or chief administrator of the school where the course or event is offered, and provided the weapon is properly displayed or stored as required by law pending participation in the course, event, program, or competition; and weapons in the possession of any peace officer or other person authorized by law to possess a weapon in the performance of his/her duties and responsibilities. Although state law allows weapons on school premises, federal law dictates that students in possession of a firearm on school premises are to be suspended for one calendar year. The administration may modify this on a case-by-case basis.**

THIS POLICY REQUIRED BY LAW.

SEARCH OF STUDENTS

The Elgin Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. The superintendent is instructed to establish a regulation for board approval that supports this policy.

REFERENCE: 70 O.S. §24-102

SEARCH OF STUDENTS
(REGULATION)

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.

2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.

3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.

4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.

5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.

6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search.

7. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.

SEARCH OF STUDENTS, REGULATION (Cont.)

8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

REFERENCE: **70 O.S. §24-102**
70 O.S. §24-101.3

PERSONAL ELECTRONIC DEVICES

Students are prohibited from using cell phones and personal electronic devices while on the campus of a public school district from bell to bell. Exceptions may be made as follows:

1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety or urgent personal matters. This includes, but is not limited to:

   a. Medical Emergencies – Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure).; or

   b. Natural Disasters or Lockdowns – Communicating with law enforcement or family during events like tornados, fires, lockdowns, or other emergencies affecting the school; or

2. Use of cell phones or personal electronic devices by students who use them to monitor health issues. This includes, but is not limited to, glucose monitoring which may occur multiple times during the school day; or

3. Students with special needs may use cell phones or personal electronic devices during class time or during the school day if their IEP, Medical Plan, or 504 Plan explicitly requires it as assistive technology for medically or educationally necessary purposes. To qualify for this exception, the use must be listed as a documented accommodation necessary for instruction or communication within the student's IEP, Medical Plan, or 504 Plan.

"Bell to bell" means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time.

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

Students found to be in possession of or using a personal electronic device in violation of the rules shall be subject to disciplinary action under the student discipline policy. Punishment for violation will be determined by the administration on a case-by-case basis.

REFERENCE: **70 O.S. §1-126**
70 O.S. §24-101.1, et seq.
70 O.S. §24-102

THIS POLICY REQUIRED BY LAW.

STUDENT DISCIPLINE

The Elgin Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

The seriousness of the offense;
The effect of the offense on other students;
Whether the offense is physically or mentally injurious to other people;
Whether the incident is isolated or habitual behavior;
The manifestation of a disability;
Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention/late room
6. Smoking
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property

STUDENT DISCIPLINE (Cont.)

16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
17. Sexual Harassment
18. Gang related activity or action

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances

Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.

Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

STUDENT DISCIPLINE (Cont.)

REFERENCE: **10 O.S. §7115**
70 O.S. §6-114
70 O.S. §24-101.3

THIS POLICY REQUIRED BY LAW.

CORPORAL PUNISHMENT

It is the policy of the Elgin Board of Education to administer corporal punishment only as a last resort after other reasonable corrective measures have been used without success. However, under no circumstances shall any child in DHS custody be administered corporal punishment.

At the beginning of the school year, parents and legal guardians will be provided the opportunity to request the nonadministration of corporal punishment to their children. (See also Form FOB-E1.) If a request for the nonadministration of corporal punishment has not been signed, the administration shall notify a parent or legal guardian that corporal punishment is being planned. At that time, the parent or legal guardian may request that corporal punishment not be administered.

Corporal punishment must be administered only in the presence of another professional, certificated staff member, preferably an administrator. Careful documentation of each occasion shall be made by the teacher or the administrator or both. Such documentation will identify the student and set forth the behavior necessitating the punishment; the person who administered the punishment; and the name of witnesses.

Under no circumstances shall other students or non-certificated personnel observe the administration of corporal punishment. The student shall be carefully advised of the nature of the rule infraction for which the punishment is being administered.

If a parent or legal guardian has requested that corporal punishment not be administered to the student, alternative discipline will be considered and may include suspension from school.

REFERENCE: **10 O.S. §7115**
70 O.S. §6-113.1
70 O.S. §6-114

CORPORAL PUNISHMENT (REGULATIONS)

Corporal punishment will be administered in accordance with board policy and the following regulations:

1. The determination as to whether to administer corporal punishment will be made by the principal, assistant principal, or designee after reviewing the student's records to determine whether parental permission exists to administer corporal punishment.

2. In each specific incidence, corporal punishment must be administered by the principal, or principal assistant. The principal or assistant principal may administer the corporal punishment after conferring with the teacher. If the principal administers the punishment, it is recommended that the teacher who referred the student be one of the witnesses.

3. Before administering corporal punishment, the administrator must explain the nature of the offense to the student in the presence of the witness.

4. No unusual or cruel punishment may be administered. Striking any part of the student's head is strictly forbidden. Neither teacher nor principal may authorize students to inflict corporal punishment, even under the guise of a game.

5. All cases of corporal punishment will be recorded in writing with a copy mailed to the parent(s) or legal guardian and to the superintendent. The report must include the name of the witness.

6. Parents or guardians shall be contacted as soon as possible after the corporal punishment has been administered.

7. Corporal punishment shall not violate the law: A person having care or custody of child may not willfully cause or permit the child to suffer, inflict unjustifiable physical pain and mental suffering, cause or permit life or limb to be in danger, or place the child in a situation that causes danger to life or limb.

CORPORAL PUNISHMENT CONSENT FORM

1. I authorize and give my consent for Elgin Public Schools officials to administer corporal punishment (paddle) to _____ (*name of student*) as outlined in board policy. This consent is valid for the _____ school year.

2. I do not consent to the administration of corporal punishment to _____ _____ (*name of student*). This consent is valid for the _____ school year.

_____
Parent or Guardian

Date: _____

CORPORAL PUNISHMENT REPORT FORM

Student's Name _____

School _____ Grade _____

Date _____

Reason for Disciplinary Action: _____

_____

_____

_____

_____

_____

Action Taken: _____

_____

_____

_____

_____

_____

_____ _____

Signature of Administrator Signature of Witness

STUDENT SUSPENSION POLICY

Oklahoma Statutes Section 23-101.3 of Title 70 (Amended for Elgin Public Schools Policy), reads as follows:

Students who are guilty of any of the following acts may be suspended out of school by the administration of the school or district:

A. Violation of a school regulation; including, but not limited to, the following:

1. Open or persistent defiance of authority. Students who show disrespect for teacher (cuss, mouth, or argue will be placed in AISP for 20 days (1st offense) and suspended for 10 days (2nd offense). Students will be assigned by the teacher.
2. Verbal/physical assault upon student or school personnel (including verbal or written threats, notes and arguing).
3. Creating or attempting to create a disturbance.
4. Unauthorized absence from classes.
5. Excessive tardiness.
6. Willful disobedience, profanity, or vulgarity.
7. Showing disrespect for school property or causing damage to school property.
8. Possession, threat, or use of a dangerous weapon defined by the state statute.
9. Possession, selling, or under the influence of a narcotic or dangerous drug, or illegal possession of drugs, including but not limited to marijuana, LSD, heroin, barbiturates, non-narcotic intoxicants, inhalants, glue, unprescribed cough medicine, gasoline, paint thinner, beer, or any type of intoxicating liquor or alcohol, as well as imitation dangerous controlled substances.
10. Possession of any explosive materials including ammunition of any type.
11. Verbal or implied threats or threatening gestures by an individual or group.
12. Stealing/extortion.
13. Conduct which jeopardizes the safety of others.
14. Any violation of state or local law or ordinance occurring on school property.
15. Possession/use of tobacco products.

B. Immorality

C. Adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, “violent offense” shall include those offenses listed as the exceptions to the term “non-violent offense” as specified in Section 571 or Title 57 of the Oklahoma Statutes. “Violent offense” shall include the offense of assault with a dangerous weapon, but shall not include the offense of assault.

D. Possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, 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.

E. Possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in paragraph 2 of this subsection.

Any student found in possession of a firearm while on any public school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers shall be suspended out of school for a period

STUDENT SUSPENSION POLICY (Cont.)

of not less than one (1) year, to be determined by the district board of education pursuant to the provisions of this section. The term of the suspension may be modified by the district superintendent on a case-by-case basis. For purposes of this paragraph the term "firearm" shall mean and include all weapons as defined by 18 U.S.C., Section 921.

When a student violates a school rule or regulation, the principal (or staff member designated by the principal) shall conduct an informal conference with the student. At the conference, the administrator shall read the rule or regulations, which the student is charged with violating, and shall discuss the conduct of the student, which is in violation of the rule or regulation.

The student will be asked whether he understands the rule or regulation, and be given a full opportunity to explain and discuss his conduct. If it is concluded that a suspension is appropriate, the student will be advised that he is being suspended and the length of suspension. The administration will attempt to notify the parents by phone, or in cases where the parents cannot be contacted by phone, they would be notified by letter.

The parents should be advised of their right to a conference with the principal at the time they are notified that a suspension has been imposed. At this conference, the parents or guardians will be read the rule or regulations, which the student has been charged with violating, and a brief outline of conduct on the part of the student. The student and his parents or guardians will be given the opportunity to present their side. If the parents are not in agreement with the principal's decision, they should be advised of their right to have the suspension reviewed (If suspension is 10 days or less it is reviewed by appeals committee, if the suspension is 11 days or more then it is reviewed by the superintendent or his designee).

Before a student is suspended out of school, the school or district administration shall consider options, such as placement in an alternative school setting, reassignment to another classroom, in-school detention, or any other disciplinary action the administration deems appropriate.

Students suspended out of school will be given an educational plan. Students who are suspended or placed in an alternative setting for disciplinary reasons will not be allowed to participate in or attend any school functions at home or away.

An education plan is not required for any student who has been adjudicated as a delinquent for a violent offense as defined in 57 O.S. section 571, or for possession of a dangerous weapon or controlled dangerous substance.

Students suspended out of school for 10 days or less have the right to appeal the decision to the appeals committee. The appeals committee decision will be final. Students suspended for 11 or more days have the right to request a review of the principal's decision to the superintendent or his designee. The student may appeal the review of the decision of the administration to the Board of Education. Such student or parents of the student will give notice in writing to the Superintendent within 2 school days after his/her suspension if they request a review of the Superintendent's decision by the Board of Education or a hearing officer delegated by the Board of Education will conduct a full hearing of the matter. The Board or

hearing officer shall determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. The hearing shall be conducted at the next special or regularly scheduled board meeting of the district. The decision of the Board of Education shall be final.

STUDENT SUSPENSION POLICY (Cont.)

Except for possession of a firearm, no out-of-school suspension shall extend beyond the current semester and the succeeding semester.

The following provisions shall apply to students who are suspended out of school.

1. Upon the out-of-school suspension, the parent or guardian of a student suspended out of school pursuant to the provisions of this subsection shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The school administration shall provide the student with an education plan designed for the eventual reintegration of the student into the school, which provides for the core units which the student is enrolled. A copy of the education plan shall also be provided to the student's parent or guardian. The core units shall consist of the minimum English, mathematics, science, social studies, and art units required by the State Board of Education for grade completion in grades kindergarten through eighth and for high school in grades nine through twelve. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed.

2. A student who has been suspended out of school from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll the student, until the terms of the suspension have been met or the time of suspension has expired.

3. No public school of this state shall be required to provide education services in the regular school setting to any student who has been adjudicated as a delinquent for an offense defined in Section 571 of Title 57 of the Oklahoma Statutes as an exception of a nonviolent offense or convicted as an adult of an offense defined in Section 571 of Title 57 of the Oklahoma Statutes as an exception to a nonviolent offense or who has been removed from a public or private school in the State of Oklahoma or another state by administrative or judicial process for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students until the school in which the student is subsequently enrolls or re-enrolls determines that the student no longer poses a threat to self, other students or faculty, the school may provide education services through an alternative school setting, home-based instruction, or other appropriate setting.

4. Students suspended out of school who are on an individualized education plan pursuant to the Individuals with Disabilities Education Act, P.L. No. 101-476, or who are subject to the provisions of subsection F of this section and who are on an individualized education plan shall be provided the education and related services in accordance with the student's individualized education plan.

5. A student who has been suspended for a violent offense, which is directed towards a classroom teacher, shall not be allowed to return to that teacher's classroom without the approval of that teacher.

6. No school board, administrator or teacher may be held civilly liable for any action taken in good faith which is authorized by this section (70-24-101.3).

STUDENT SUSPENSION POLICY (Cont.)

REFERENCE: 10 O.S. §7005-1.2
10 O.S. §7303-5.3
10 O.S. §7307-1.2
37 O.S. §163.2
70 O.S. §24-101.3, §24-102, §24-103, et seq.

THIS POLICY REQUIRED BY LAW.

STUDENT DISCIPLINE
OUT-OF-SCHOOL ACTIONS

The Elgin Board of Education recognizes that out-of-school conduct of students attending school within this district is not normally a concern of the board. However, the board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of this board that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct which, in the opinion of the school administrators, has an adverse impact upon the school, even if such misconduct occurs off school property and during non-school time. Such activity includes, but is not limited to, the following:

1. Damaging school property, e.g. a school bus;
2. Engaging in activity that causes physical or emotional harm to other students, teachers, or other school personnel;
3. Engaging in activity that directly impedes discipline at school or the general welfare of school activities.

REFERENCE: 70 O.S. §6-114

SUSPENSION OF DISABLED STUDENTS

1. Short-Term Suspensions

   The school district may suspend a disabled student for a period of ten consecutive school days or less for any conduct that would warrant suspension for a non-disabled student. The school district will follow its policy and procedures for the suspension of non-disabled students in conjunction with the short-term suspension of disabled students.

2. Long-term Suspensions

   Before implementing the suspension of a disabled student for more than ten consecutive school days, the school district will notify the student's parent or guardian in writing of the proposed suspension and convene a meeting of the student's I.E.P. team. The I.E.P. team will determine whether additional evaluation of the student is necessary and whether the misbehavior for which suspension is proposed is caused by the student's disability.

3. Emergency Suspensions

   If the student poses an immediate threat to his or her own safety or to the safety of others, the school district may immediately suspend the student for up to ten school days. During the suspension period, the student's I.E.P. team will meet to determine whether the misbehavior is caused by the student's disability and whether further evaluation is necessary.

4. Relationship Between Misbehavior and Disability

   A. Misbehavior Caused by Disability

      If the I.E.P. team determines that the student's misbehavior is caused by his or her disability, the team will consider whether the student's current educational placement is appropriate and what, if any, modifications to the I.E.P. should be made. These modifications may include a more restrictive placement. If the I.E.P. team determines that the student's placement should be modified, the school district will give the student's parent or guardian written notice of the proposed modification and allow at least ten calendar days for response. The school district will also advise the parent that the student is entitled to all due process procedures available under the Individuals With Disabilities Education Act ("IDEA") and applicable state policies and procedures. The school district will maintain the student's current placement during the ten-day period, unless the student's parent or guardian agrees to the modification before the period expires or an emergency suspension is necessary under Section 3 or 5 of this policy. If the I.E.P. team determines that the student's disability caused his or her misbehavior, the school district will not suspend the student as discipline for the misbehavior.

   B. Misbehavior Not Caused by Disability

      If the I.E.P. team determines that the misbehavior is not caused by the student's disability, the child may be suspended from school as discipline for the misbehavior. If the school district proposes a suspension that will cause the student's days suspended to total more than ten during the current school year, the

SUSPENSION OF DISABLED STUDENTS (Cont.)

school district will give the student's parent or guardian written notice of the proposed suspension and allow at least ten calendar days for response before implementing the suspension. The school district will also advise the student's parent or guardian that the student is entitled to all due process procedures available under the IDEA and applicable state policies and procedures, as well as the due process rights available to a disabled student for whom suspension has been recommended. The school district will not implement the suspension during the ten-day period, unless the student's parent or guardian agrees to the suspension before the period expires or an emergency suspension is necessary under Section 3 or 5 of this policy.

5. Stay Put

If either the student or the school district initiates due process proceedings under the IDEA, the student will remain in his or her current educational placement until those proceedings have been completed, unless the school district and the parent or guardian agree otherwise. However, if the student poses an immediate threat to his or her own safety or the safety of others, the school district may bring a civil action to enjoin the student from attending school for the duration of the due process proceedings or to seek other appropriate relief.

6. Continuing Educational Services

The school district will not provide educational and/or related services to disabled students during short-term suspensions. The school district will provide appropriate educational and/or related services during long-term suspensions to any student who is categorized as disabled under the IDEA, whether or not the student's misbehavior is caused by his or her disability. The student's I.E.P. team will determine an appropriate educational program for the student during the term of the suspension.

7. Multiple Suspensions

The school district may suspend a disabled student for multiple periods of ten consecutive school days or less. When the student has been suspended for a total of 11 days during the current school year, the school district will implement the procedures described in Sections 2 and 4 of this policy for any subsequent suspension.

SATURDAY SCHOOL

Saturday School will be from 8:30 – 11:30 a.m. There will be one five-minute break at 10:00. Students must be in the classroom and seated by 8:30 (our clock) or he/she will not be allowed to attend Saturday School. (They will be counted absent.) Students who are tardy/absent or removed from Saturday School will be placed in AISP (10 days) or 5 days suspension (except when they are attending voluntarily to make up an unexcused absence). Students must have paper, pencil, books, and classroom assignments from the teacher. Students are not allowed to talk, leave the room, nor have any of the following: gum, candy, drinks, food, magazines, newspapers, etc. Parents are responsible for transportation. (Students who miss Saturday School because of illness or emergencies must contact the school on the following Monday to provide explanation.) *Note: Saturday School will not be reassigned due to school activities, work, and etc. (Saturday School may be assigned by teachers for disciplinary problems.)

Students who skip and/or miss Saturday School will be under the rule (three strikes and you're out).

Strike one – 2 choices:

1. 5 days in AISP
2. 3 day suspension

Strike two – 2 choices:

1. 10 days in AISP
2. 5 day suspension

Strike three – 1 choice:

1. 5 day suspension

Students who have been assigned to Saturday School a second time before completing the first Saturday School assignment will automatically be placed in AISP for 10 days.

STUDENTS:
FEES, FINES, AND CHARGES

It is the goal of the Elgin Board of Education to provide a free, appropriate, public education to all the children of this district. However, there are certain areas in which the payment of fees, fines or charges may be required. The superintendent is directed to establish a regulation designating such areas and setting forth methods of payment.

PUBLIC INFORMATION PROGRAM

The superintendent, as a representative of the district, is given the responsibility of informing the public as to the purpose, goals, methods, and progress of the educational program. Accuracy, reliability, and leadership in this area will develop confidence and understanding, thereby creating better relationships between the school district and the community. All school personnel are responsible for good public relations.

Therefore, all written notices, bulletins, newsletters, and matters pertaining to students are to be submitted to the principal prior to release. Matters that pertain to the district will be submitted to the superintendent of schools prior to release.

Non-school-originated material shall not be disseminated.

The policy is not intended to interfere with the responsibility of district personnel to communicate with the parents or legal guardians of a particular student. It is intended to insure that prompt, reliable, and accurate information is provided to parents and patrons of this district.

OPEN RECORDS ACT

It is the policy of the Elgin Board of Education to recognize and facilitate the public's right of access to and review of public records. The district is not required to release information contained in its education records except in conformity with the provisions of the Open Records Act, Title 51, Oklahoma Statutes, Section 24 A.l. and only to the extent that said act does not violate federal law. (See GBA-R.)

Gloria Middleton shall be the district's custodian of public records and shall be responsible for the preservation and care of those public records. At least one person shall be available at all times to release records during the regular business hours of the school district. Additionally, the superintendent may establish reasonable rules of procedure by which public records may be inspected.

The superintendent shall charge a fee to recover the reasonable direct costs of copying district records. The superintendent shall also charge a fee for the direct costs of searching for district records sought for solely commercial purposes or for searches that cause excessive disruption to the district's essential functions. In no case shall a search fee be charged for records sought in the public interest including, but not limited to, releases to the news media, scholars, authors, and taxpayers seeking to determine whether officials of the district are honestly, faithfully, and competently performing their duties as public servants. Fees for copies shall be paid in advance before the copies are made. A deposit may be required for search fees. The fee schedule for searching for and copying of district records shall be as follows:

Copies:		Research:
8 1/2" X 11" or		$20.00 per hour
8 1/2" x 14"	$.10 per copy	
11" x 17" ledger	$.50 per copy	
certified copy	$1.00 per page	

All confidential student records as defined by state and federal law shall remain confidential and accessible only to authorized personnel.

REFERENCE: 51 O.S. §24 A.l, et seq.

NOTE: If regular business hours are not maintained, the school district is required by law to post and maintain a written notice at the main office of the school district and with the county clerk, which notice shall include the following: (1) the hours records are available for inspecting, copying, and reproduction; (2) the name, address, and telephone number of the individual in charge of the records; and (3) detailed procedures for obtaining access to the records at least two days of the week, excluding Sunday.

OPEN RECORDS ACT (REGULATION)

In accordance with the policy of the board of education to recognize and facilitate the public's right of access to and review of the district's public records, the following regulations shall apply:

Public access to district records shall be provided in accordance with applicable federal and state laws and regulations. The district shall implement the following procedures to provide prompt and reasonable access to its records in a manner that protects the integrity and organization of its records and prevents excessive disruptions of its essential functions.

1. Records specifically exempted by law from public inspection and copying are also exempted from this policy, including but not limited to:

   A. Records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation.

   B. Records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, employment applications submitted by persons not hired by the public body, and transcripts from institutions of higher education maintained in the personnel files of certified public employees (may disclose degree obtained and curriculum on the transcripts of certified public employees).

   C. Records of what transpired during meetings of the district's board of education lawfully closed to the public, such as executive sessions authorized under the Oklahoma Open Meeting Act. The following information may be kept confidential:

      1. Investigative evidence of a plan or scheme to commit an act of terrorism;

      2. Assessments of the vulnerability of government facilities or public improvements to an act of terrorism and work papers directly related to preparing the assessment of vulnerability;

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

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

      5. Information technology of a public body or public official but only if the information specifically identifies:

         a. Design or functional schematics that demonstrate the relationship or connections between devices or systems;

         b. System configuration information;

         c. Security monitoring and response equipment placement and configuration;

         d. Specific location or placement of systems, components, or devices;

OPEN RECORDS ACT, REGULATION (Cont.)

e. System identification numbers, names, or connecting circuits;

f. Business continuity and disaster planning, or response plans; or

g. Investigation information directly related to security penetrations or denial of services; or

6. Investigation evidence of an act of terrorism that has already been committed.

The term "terrorism" means any act encompassed by the definitions set forth in Section 1268.1 of Title 21 of the Oklahoma Statutes.

D. The home address or social security number of any employee or former employee.

2. Requests for the inspection and copying of district records will be accommodated by district personnel designated to release district records for inspection and copying as soon as it is determined the requested records are not exempt from inspection and copying. Such determination may require the consideration of the superintendent and/or the district's attorney. Records shall only be available during the regular business hours of the district's administration building.

3. The superintendent shall charge a fee to recover the reasonable direct costs of copying district records. The superintendent shall also charge a fee for the direct costs of searching for district records sought for solely commercial purposes or for searches which cause excessive disruption to the district's essential functions. Search fees shall not be charged for records sought in the public interest, including, but not limited to releases to the news media, scholars, authors, and taxpayers seeking to determine whether officials of the district are honestly, faithfully, and competently performing their duties as public servants. Fees for copies shall be paid in advance before the copies are made. A deposit may be required for search fees. The fee schedule for searching for and copying of district records shall be as follows:

Copies: 8 1/2" x 11" - $.10 per copy
8 1/2" x 14" - $.10 per copy

Search fee: $20.00 per hour

The referenced fees shall be posted at the principal office of the school district and with the county clerk.

4. The following records shall be kept confidential by the district:

A. Individual student records;

B. Teacher lesson plans, tests, and other teaching material; and

C. Personal communications concerning individual students;

OPEN RECORDS ACT, REGULATION (Cont.)

D. Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation; or

E. Personnel records whose disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, or employment applications submitted by persons not hired by the public body.

5. An employee of the district shall have a right of access to the employee's own personnel file.

REFERENCE: 51 O.S. §24A.5
51 O.S. §24A.27

CROSS-REFERENCE: Policy BEC, Executive Sessions

NEWS MEDIA RELATIONS

The Elgin Board of Education recognizes its responsibility to provide accurate information concerning the school district to the community and seeks to establish a good working relationship with the news media.

Therefore, it is the policy of the board of education to cause any information that is to be released to the media to be carefully monitored. Such monitoring is intended to insure accuracy and to prevent any potential liability for the unauthorized disclosure of confidential information. The school district will comply fully with the Freedom of Information Act and Open Records Act.

Any issue that appears to be sensitive or which may involve confidential information shall be cleared through the superintendent or the superintendent's designee. It may, in the superintendent's discretion, be necessary to submit issues that could lead to community disruption to the board of education.

The welfare of our students and the community is important and information that could cause embarrassment to either should be carefully screened prior to release.

SCHOOL VISITORS

It is the policy of the Elgin Board of Education that all visitors to any school facility obtain a visitor's pass at the building principal's office. Parents are requested not to send or allow siblings to visit students in the classroom.

Staff members are not normally expected to have personal visitors during the school day.

Agents or other persons shall not visit teachers during school hours for the purpose of selling books or other articles without written consent from the superintendent.

The superintendent or principal of any school shall have the authority to order any person[1] out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes. This authority shall extend to the removal of any individual attending an official school activity or field trip where students are present, including an activity or field trip not on school property, when the superintendent or principal determines that a threat to the peaceful conduct of students exists. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than $500.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment.

Any person who is requested to leave the premises shall be unable to return to the premises without the written permission of the administration for a period of six months. A grievance or an appeal may be filed by the individual as per district policy GJ-P.

REFERENCE: 70 O.S. §24-131
21 O.S. §§ 1375, 1376

THIS POLICY REQUIRED BY LAW.

[1] Does not include students, officers, or employees of the district.

SCHOOL VISITORS
(GRIEVANCE/APPEALS PROCESS)

Any person who has been removed from this institution or from a school activity or event whether held on or off the premises shall be given written notice of the procedures for requesting a hearing and filing a grievance or appeal with the board of education by their receipt of a copy of this policy.

Filing a Grievance or Appeal

Within five (5) working days of being directed to leave premises, the individual ("complainant") may request a hearing before the board of education regarding their removal from school premises. The request shall be submitted in writing to the superintendent. Such request shall be mailed certified mail, return receipt requested. If the complainant fails to request a hearing within five (5) working days of being directed to leave the premises, the right to a hearing shall be deemed to be waived.

Upon receipt of the complainant's request for a hearing, the administration shall prepare a written summary of the reason(s) why the individual was directed to leave school premises. The written summary may include the date, time, place, witness statements, and reasoning behind the administrator's decision to direct the individual to leave school premises. The written summary prepared by the administration shall be mailed to the complainant no later than ten (10) days prior to the date set for hearing before the board of education.

Hearing

The hearing shall be conducted by the board of education as follows:

1. The administration shall present each of the board members with a copy of the written summary provided to the complainant;

2. The complainant shall present each of the board members with a copy of a written response to the administration's paperwork;

3. Members of the board of education shall be afforded the opportunity to ask questions related to the summary and response;

4. The board of education shall vote to accept, amend, or reject the recommendation of the administration with regard to the directive to complainant[1].

The decision of the board of education shall be final and unappealable.

THIS POLICY REQUIRED BY LAW.

[1] Agenda language will need to reflect the individual's name.

STUDENT RECRUITMENT
ACCESS TO STUDENTS AND DIRECTORY INFORMATION

The following policy provides two options. The board is required to select ONE of these options as district procedures for military recruiter access to students and directory information. Please delete the option not selected.

The Elgin Public School District may disclose any of the items listed as directory information without prior written consent, unless notified in writing to the contrary. The parent, legal guardian of the student, or the student age 18 or over may also provide written notification to the school administration requesting directory information not be released to military service recruiters. (See policy FLD for listing of directory information items.)

Subject to the provisions of state and federal laws, this district shall provide the same directory information and on-campus recruiting opportunities to representatives of the armed forces of the United States of America and state armed services as are offered to nonmilitary recruiters, recruiters for commercial concerns, and recruiters representing institutions of higher education.

The board shall also provide full access for the recruitment of students by regional career-technology centers, regional vocational agricultural centers, inter-district magnet schools, trade schools, charter schools, and inter-district student attendance programs.

The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meeting where the holding of such meeting will materially and substantially interfere with the proper and orderly operation of the school. Organizations wishing to recruit at the high school must make arrangements with the principal or designee who will determine the schedule for the recruitment meeting. Scheduled visits by recruiters will be made known to the student body. On-campus follow-up meetings with individual students will be permitted only upon the request of the student(s) and with the approval of the building principal or designee.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the board of education by filing a written request with the superintendent of schools.

This district will notify parents of the types of student directory information released. The notice will include:

1. An explanation of the parent's right to request that information not be disclosed without prior written consent;
2. Notice that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent; and
3. Notification on how the parent may opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

The notice will be provided to parents on an annual basis.

STUDENT RECRUITMENT, ACCESS TO STUDENTS AND DIRECTORY INFORMATION (Cont.)

REFERENCE: 10 U.S.C. §503 as amended by The National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107)
20 U.S.C. §7908 (§9528 of the ESEA) as amended by the No Child Left Behind Act of 2001 (P.L. 107-110)

CROSS-REFERENCE: Policy FLD, Student Directory Information
Policy GJ, School Visitors
Policy GK, Use of School Property

NOTE: Cited provisions of federal law apply to all LEAs receiving ESEA funds. A district's failure to comply with ESEA regulations may result in loss of funds.

THIS POLICY REQUIRED BY THE NO CHILD LEFT BEHIND ACT.

USE OF SCHOOL PROPERTY

The Elgin Board of Education believes that the first priority in the use of its school property is the education of children in the district. However, local citizens are encouraged to use the property for other reasonable general public use including religious, political, literary, community, cultural, scientific, mechanical, agricultural, or parental involvement purposes.

The board shall exercise its authority to fix and collect rentals, rates, and charges for the occupancy or use of school property in such amounts and in such manner as may be determined.

The superintendent is directed to establish rules and regulations in support of this policy. The rules and regulations will require evidence of appropriate liability insurance coverage. The school district will not permit the use of school property or equipment by any person or organization that does not furnish evidence of sufficient insurance coverage.

If the district has provided classroom space or other school facilities for a federally sponsored Head Start program and is planning to make a material change in the arrangement, the superintendent will give notice to the director of the Head Start program at least seven (7) days prior to a school board hearing on the matter.

REFERENCE: **20 USC §7905**
70 O.S. §5-130
70 O.S. §11-103.7

NOTE: **Senate Concurrent Resolution 60 of 1994 recommends that school districts make school transportation equipment available to community-based organizations in transporting elderly persons.**

DISCIPLINARY ACTION FOR MISUSE OF SCHOOL BATHROOMS AND CHANGING FACILITIES

The board of education has adopted this policy to provide disciplinary action for individuals who refuse to:

A. Use the multiple occupancy restroom or changing area designed for their Sex;

B. Designate multiple occupancy restrooms or changing areas for the exclusive use of one Sex; or

C. Provide access to a single-occupancy restroom or changing area to an individual who does not wish to utilize the multiple occupancy restroom or changing area designed for their Sex; provided that such individual is authorized to be on the school premises.

All individuals are expected to comply with Oklahoma law. Individuals who fail to comply with Oklahoma law regarding the use of school bathrooms or changing facilities may be disciplined as follows:

1. Students. Students may be subject to the disciplinary methods listed in the student discipline code.

2. Staff. Staff members may be subject to disciplinary action. Due process procedures will be followed as required by law or negotiated agreement.

3. Patrons. Patrons may be removed from the premises for interfering with peaceful orderly conduct in accordance with 21 O.S. §§ 1375 and 1376.

If a complaint is filed with the State Department of Education that the district or an employee is not complying with Oklahoma law on this topic, the board of education will have fifteen (15) days to request an opportunity to appear before the State Board of Education and/or submit a written response to address the allegations.

USE OF SCHOOL PROPERTY (REGULATIONS)

Obtain from the district office the necessary application forms.

Application must be submitted at least one week in advance.

Return the forms to the district office.

If a rental charge is required, it shall be paid in the district business office. All checks shall be made payable to: Elgin Public Schools.

School property shall not be available on occasions or during hours that have been scheduled in advance by the various school principals for school exercises or functions in connection with regular schoolwork.

Persons or organizations using school property that include a stage and stage equipment shall not be permitted to remove or displace furniture or apparatus. Pianos shall not be moved on or off the stage, except under the direction of the district personnel in charge.

Access to rooms or facilities, including playing fields, other than approved by application, shall not be permitted.

No intoxicants or narcotics shall be used in or about school buildings, premises, and transportation equipment, including playing fields; nor shall profane language, quarreling, fighting, or gambling be permitted.

Smoking in school buildings is prohibited. Violations of this rule by any organization during occupancy shall be sufficient cause for denying further use of school premises to the organization. The school district's policy regarding tobacco use will be provided, which policy discloses the school's rules regarding tobacco products on school premises.

Juvenile organizations must have adequate adult sponsorship and supervision.

The person or group receiving the permit shall be responsible in case of loss or damage.

No preparation shall be used on the floors at any time by groups using a building for dancing.

A school employee must be on the school grounds at all times when facilities are being used by outside groups. When custodians are normally not on duty, any group using school facilities must reimburse the school for all employment costs incurred by the district for such employment of school personnel, in addition to any rental fee as prescribed. The custodian is paid at his/her time and one-half rate.

All functions must close by midnight unless special arrangements have been made with the school principal.

Any person applying for the use of school property on behalf of any society, group, or organization shall be a member of such applicant group and must present written authorization from such applicant group to make such application.

USE OF SCHOOL PROPERTY, REGULATIONS (Cont.)

It is the responsibility of the organization to provide proof of liability insurance before using any facility or transportation equipment.

The school district reserves the right to reschedule any or all school property for another purpose or group should a priority need arise.

During School Hours

School buildings, property, or equipment may be used only by student groups for student group meetings or activities that are related to the curriculum during normal school hours. Such use shall be arranged according to the official school schedule.

The use of school buildings, property, or equipment by students during normal school hours shall be free of charge. However, consent of the superintendent must be obtained. The building custodian and a member of the faculty must be present at the school.

During Non-School Hours

School buildings, property, or equipment may be made available to student or non-student groups for non-curriculum use of a general public interest during non-school hours.

These regulations shall be made available to applicants and the observance of these regulations is a condition of the use of the facilities.

Schedule of Fees, Rates, and Charges for Non-Student-Led Groups

Will be annually approved by the Board of Education.

Other buildings, property, or equipment may be available for use as described above at the discretion of the board of education.

REQUEST FOR USE OF SCHOOL PROPERTY

Request for use of _____
(School Property)

Date of use _____

Starting time _____ Ending time _____

Request made by _____
(Sponsoring Group or Organization)

Purpose of use _____

Admission charge: Yes _____ No _____

The following stipulations apply to non-school-related individuals, groups, and organizations.

The undersigned user of school property hereby agrees to:

1. Observe the rules and regulations for the use of school property as established in Section GK of the adopted board policy.
2. Assume full responsibility for loss or damage to school district property resulting from such use.
3. Assume full responsibility for personal injury sustained by any person as a result of such use and waive all school district liability.
4. Pay the usual and customary fee for such use.
5. Sign a hold-harmless agreement with the District.

_____
Signature

Request approved _____ Fee _____

PARENT PARTICIPATION IN THE SCHOOL DISTRICT

The board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote and encourage the involvement of parents and guardians of children within the school district.

1. Parent participation in the schools is encouraged to improve parent and teacher cooperation in such areas as homework, attendance and discipline. At the beginning of each school year, each teacher shall provide parents with contact information so that a parent has the opportunity to contact the teacher or administration to address concerns related to homework, attendance and discipline.

2. Parents may request additional information from the administration to learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.

3. Parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality or religion. Parents are hereby informed that the withdrawal of a child from any state mandated courses could prevent their child from being eligible to receive a high school diploma.

4. If the school district offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rules adopted by the State Board of Education, parents may opt their child out of sex education instruction if the child's parent provides written objection to the child's participation in the sex education curricula.

5. Parents are hereby notified and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes;

6. Parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, as well as extracurricular clubs and activities that have been approved by the school. A list of school clubs that have been approved by the board of education is available from the administration upon request.

7. Specific parent rights and responsibilities provided under the laws of this state, include the following:
    a. the right to opt out of a sex education curriculum if one is provided by the school district,

    b. open enrollment rights,

    c. the right to opt out of assignments,

    d. the right to be exempt from the immunization laws of the state pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes,

    e. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statues,

    f. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes,

    g. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes,