

AGENDA  
Shawnee Public Schools  
Board of Education - Administration Building  
326 N. Union Ave.  
Shawnee, OK 74801  
Monday, August 1, 2022  
6:00 PM

Regular Session

NOTE: The Shawnee School District Board of Education may discuss, vote to approve, disapprove, table, or decide not to vote or take action on any item on this agenda.

- A. Call to Order
  - 1. Roll Call
  - 2. Moment of Silence and Invocation led by John Wiles, Director of Transportation
  - 3. Flag Salute led by Clif Harden, Board Member
- B. Opportunity for Public Comment
- C. Central Office Reports
  - 1. Regular Report of the Superintendent
- D. Board Reports and Communications
- E. Consent Docket Items: All of the following items will be approved by one vote unless any Board Member desires to have a separate vote on any or all of these items. Possible action by the Board of Education to approve:
  - 1. Retirements, Resignations and Transfers
  - 2. Minutes of the June 27, 2022, Special Board Meeting
  - 3. Treasurer's Report
  - 4. Encumbrance Registers for 21-22 FY  
GENERAL FUND 11 ENCUMBRANCES 1831-1831  
GIFT FUND 81 ENCUMBRANCES 75-92
  - 5. Encumbrance Registers for 22-23  
GENERAL FUND 11 ENCUMBRANCES 285-787  
BUILDING FUND 21 ENCUMBRANCES 128-145  
GIFT FUND 81 ENCUMBRANCES 1-5
  - 6. Encumbrance Change Orders for FY21 and FY22
  - 7. School Activity Fund Transfers for the 22-23 FY
  - 8. Out of State Trip request:
    - 1) Julie Moore and Jessica Burdine to Overland Park, KS, to Fourth Annual Richard L. Simpson Conference on Autism from October 5, 2022, to October 7, 2022.
    - 2) Danny Zarrella to Fishers, IN, to Filewave 2022 Training Day from October 5, 2022, to October 7, 2022.
  - 9. Approve selection of ACT(instead of SAT) as our 11th grade measure of academic achievement for the 22-23 SY.

10. Approve the following agreements:
  - 1)Oklahoma Public Consulting Group, Inc. (Medicaid School-Based Health Services)
  - 2)Jennifer R. Gates, M.S. CCC-SLP (Speech)
  - 3)SSM Health (Sports Medicine and Athletic Training Services)
  - 4)Consultant Contract (Educational Consultant Services)
- F. Business Requiring Board Action:
  1. Discussion and possible action regarding Board Policy Revisions: **BH Sexual Harassment**; **BJ Internet Access and Acceptable Use Policy**; **BR Prohibition of Race and Sex Discrimination**; **EA General Student Policies** **EB Admission, Residency, Placement, Transfer and Withdrawal**; **ED Military Recruiters** as presented.
  2. Discussion and possible action regarding the Student Handbook Revisions:
    - a) 2022-2023 Elementary Schools/Shawnee Early Childhood Center
    - b) 2022-2023 Secondary Handbook
  3. Discussion and possible action regarding Cooperative Agreement with Pleasant Grove School to allow a student to participate in Shawnee Middle School Football for 22-23 SY.
  4. Discussion and possible action regarding agreement with Dale Public Schools regarding Special Education Students.
  5. Discussion and possible action regarding the contract between Shawnee Public Schools and Nabholz Construction for construction management services for the Shawnee Elementary Project.
- G. Proposed Executive Session to discuss:
  1. Master Contract with Shawnee Association of Classroom Teachers (SACT) for the 2022-2023 SY pending ratification by SACT. Oklahoma Statutes Title 25 §307(B)(2)
  2. Negotiated Agreement with Shawnee Federation of School Employees (SFSE) for the 2022-2023 SY pending ratification by SFSE. Oklahoma Statutes Title 25, §307(B)(2)
  3. Employment of Certified Personnel as presented in Addendum A, Oklahoma Statutes Title 25, §307(B)(1).
  4. Employment of Support Personnel as presented in Addendum B, Oklahoma Statutes Title 25, §307(B)(1).
  5. Employment of Athletic Personnel as presented in Addendum C, Oklahoma Statutes Title 25, §307(B)(1).
  6. Vote to convene or not convene into Executive Session
- H. Acknowledge to return to Open Session
- I. Board President's Statement of Executive Session Minutes.
- J. Possible action regarding the Master Contract with Shawnee Association of Classroom Teachers (SACT) for the 2022-2023 SY pending ratification by SACT.
- K. Possible action regarding the Negotiated Agreement with Shawnee Federation of School Employees (SFSE) for the 2022-2023 SY pending ratification by SFSE.
- L. Possible action regarding Certified Personnel Addendum A for the 22-23 SY.
- M. Possible action regarding Support Personnel Addendum B for the 22-23 SY.
- N. Possible action regarding Athletic Personnel Addendum C for the 22-23 SY.

- O. New Business: New business means any matter not known about or which could not have been reasonably foreseen prior to the time of posting. 25 31(A)(9).
- P. Adjournment

Any persons with a disability and needing special accommodations to attend the Board of Education Meeting should notify the Superintendent's Office at least 24 hours prior to the scheduled time of the meeting, if possible. The telephone number is 273-0653, extension 3125.

Shawnee Board of Education  
326 North Union (Front & South Doors)

Posted by Keli Kinsey Executive Administrative Assistant to the Superintendent/Board Minutes Clerk

Posted this \_\_\_ at \_\_\_ at front and south glass doors of the Shawnee Board of Education Central Offices, Shawnee Public Schools, 326 N. Union, Shawnee, Oklahoma 74801

## AUGUST 1, 2022 - PERSONNEL BOARD ACTION

### NAME

### JOB & SITE

### EFFECTIVE DATE

#### **RETIREMENT: CERTIFIED**

#### **RESIGNATIONS: CERTIFIED**

1 Howard, Jenel	2nd Grade/WR	end of contract
2 Lemmings, Samantha	Science Teacher/SMS	end of contract
3 Lynch, Emily	PE Teacher/WR	end of contract
4 Pennington, Cherity	Coordinator, Comm & Library	7/28/22
5 Rolette, David	Teacher/JTA	end of contract
6 Speers, Reba	PreK Teacher/SECC	end of contract
7 Stutzman, Hunter	Asst. Band Director/SHS	end of contract
8 Taylor, Tia	Counselor/SECC	end of contract

#### **SUPPORT**

9 Duvall, Destiny	Paraprofessional/Jefferson	end of contract
10 Leonard, Conner	Bus Driver/Transportation	end of contract
11 Osborne, Angela	Custodian/SEQ	end of contract
12 Parker, Benjamin	Paraprofessional/SMS	end of contract
13 Patterson, Billy	Bus Driver/Transportation	end of contract
14 Reyes, Shyann	Paraprofessional/Jefferson	end of contract
15 Thomas, Angela	Custodian/SHS	08/01/22
16 Thompson, Ashlee	Health Aid Para/WR	end of contract

#### **TRANSFERS:**

#### **CURRENT POSITION**

#### **REASSIGNED POSITION**

16 Davenport, Victoria	Administrative Intern/SECC	Asst. Principal/SECC
17 Ealy, Bobby	Custodian/SHS	Bus Monitor/Transportation
18 Gragg, Stephanie	Administrative Intern/SHS	Asst. Principal/SHS
19 Manion, Tennille	Interim Director Nutrition/CO	Executive Asst to Asst Superintendent/CO
20 Zarrella, Danny	Network Technician/CO	Director of Technology/CO

Minutes of the Monday, June 27, 2022, Board Meeting

The Board of Education of Independent School District No. 93, Pottawatomie County, met in Special Meeting on Monday, June 27, 2022, at the Board of Education - Administration Building, 326 N. Union Ave., Shawnee, OK 74801.

A. Call to Order

DRAFT

1. Roll Call

Attendance Taken at 6:00 PM

Present: Keith Sandlin	President
Turner Bass	1 <sup>st</sup> Vice President
Bobby Canty	Clerk
Larry Walker	Member
April Stobbe	Member
Absent: Clif Harden	2 <sup>nd</sup> Vice President
Kristen Wilson	Member

B. Consent Docket Items: All of the following items will be approved by one vote unless any Board Member desires to have a separate vote on any or all of these items. Motion and vote by Board of Education to approve:

Motion was made by Larry Walker and seconded by Turner Bass to Approve. Motion carried.

Clif Harden: Absent, Kristen Wilson: Absent, Larry Walker: Yes, Keith Sandlin: Yes, April Stobbe: Yes, Bobby Canty: Yes, Turner Bass: Yes  
Yes: 5, No: 0, Absent: 2

1. Retirements, Resignations and Transfers

2. Minutes of the June 6, 2022, Board Meeting

3. Treasurer's Report

4. Encumbrance Registers for the 2021-2022 FY

GENERAL FUND 11 ENCUMBRANCES 1812-1830

BUILDING FUND 21 ENCUMBRANCES 245-253

CHILD NUTRITION FUND 22 ENCUMBRANCES 75-75

5. Encumbrance Registers for the 2022-2023 FY

GENERAL FUND 11 ENCUMBRANCES 1-284

BUILDING FUND 21 ENCUMBRANCES 1-127

6. Encumbrance Change Orders for the 2021-2022 FY

7. Public Gifts to Shawnee Public School (Policy BB)

8. Transfer various School Activity Funds to the Refunds & Reimbursement account #942

9. School Activity Fund Transfers for the 21-22 FY

10. 2022-2023 School Activity Fund Sub-Accounts
11. "Certificate of Municipal Order" Brent Houston, School Treasurer
12. District Purchasing Officer for the 2022-2023 FY
13. District Encumbrance Clerk and Minutes Clerk for the 2022-2023 FY
14. School Nutrition Accounts Payable Clerk for 2022-2023 FY
15. Guidelines for Tax Exempt Bonds in accordance with the U.S. Department of Treasury
16. 2022-2023 Travel Reimbursement
17. Disposal of Surplus School Property
18. Organizations Requesting Sanctioning for 22-23 SY
  - a) Sequoyah Parent/Teacher Association
  - b) Shawnee FFA Booster Club
  - c) Shawnee Band Booster Club
19. Approve the following agreements:
  - a) City of Shawnee Police Service contract (Site Security)
  - b) Kellogg & Sovereign Consulting, LLC (E-Rate Management Services)
  - c) Seesaw (Learning Management System Agreement PK-5th)
  - d) Instructure/Canvas (Learning Management System Agreement 6th-12th)

DRAFT
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C. Business Requiring Board Action:

1. Discussion and possible action regarding award of Child Nutrition Service Contract to Ondemand Restaurant Service.

Motion was made by April Stobbe and seconded by Turner Bass to Approve Ondemand Restaurant Service. Motion carried.

Clif Harden: Absent, Kristen Wilson: Absent, Larry Walker: Yes, Turner Bass: Yes, Bobby Canty: Yes, April Stobbe: Yes, Keith Sandlin: Yes  
 Yes: 5, No: 0, Absent: 2

2. Discussion and possible action regarding the awarding of bid to School and Office Products for bleacher seating paid with Pottawatomie County Sales Tax Funds.

Motion was made by April Stobbe and seconded by Turner Bass to Approve bid to School and Office Products for bleacher seating. Motion carried.

Clif Harden: Absent, Kristen Wilson: Absent, Bobby Canty: Yes, Turner Bass: Yes, April Stobbe: Yes, Larry Walker: Yes, Keith Sandlin: Yes  
 Yes: 5, No: 0, Absent: 2

3. Discussion and possible action regarding the awarding of bid to AAA Playgrounds for SECC playground rubber mulch paid with Pottawatomie County Sales Tax Funds.

Motion was made by April Stobbe and seconded by Larry Walker to Approve bid to AAA Playgrounds for SECC playground rubber mulch. Motion carried.

Clif Harden: Absent, Kristen Wilson: Absent, April Stobbe: Yes, Keith Sandlin: Yes, Turner Bass: Yes, Larry Walker: Yes, Bobby Canty: Yes  
 Yes: 5, No: 0, Absent: 2

4. Discussion and possible action regarding the awarding of bid to McGregor Brick and Stone for masonry work at PAAC building paid with Pottawatomie County Sales Tax Funds.

Motion was made by Turner Bass and seconded by April Stobbe to Approve McGregor Brick and Stone for masonry work at PAAC building. Motion carried.

Clif Harden: Absent, Kristen Wilson: Absent, Turner Bass: Yes, Bobby Canty: Yes, April Stobbe: Yes, Larry Walker: Yes, Keith Sandlin: Yes

Yes: 5, No: 0, Absent: 2

D. Proposed executive session to discuss the employment of the Director of Elementary Education, Elementary Principal, Certified, Support, and Athletic Personnel. Oklahoma Statutes, Title 25 § 307 (B)(1) as listed:

1. Certified Personnel as presented in Addendum A

2. Support Personnel as presented in Addendum B

3. Athletic Personnel as presented in Addendum C

4. Vote to convene or not convene into Executive Session

Motion was made by Larry Walker and seconded by April Stobbe to Vote to convene into Executive Session. Motion carried.

Clif Harden: Absent, Kristen Wilson: Absent, Turner Bass: Yes, Bobby Canty: Yes, Keith Sandlin: Yes, April Stobbe: Yes, Larry Walker: Yes

Yes: 5, No: 0, Absent: 2

E. Acknowledge to return to Open Session

Returned to Open Session at 6:23pm

F. Board President's Statement of Executive Session Minutes.

G. Discussion and possible action regarding the Director of Elementary Education for the 22-23 SY.

Motion was made by Larry Walker and seconded by April Stobbe to Approve recommendation to hire new Director of Elementary Education, Jackie Noble. Motion carried.

Clif Harden: Absent, Kristen Wilson: Absent, April Stobbe: Yes, Bobby Canty: Yes, Larry Walker: Yes, Turner Bass: Yes, Keith Sandlin: Yes

Yes: 5, No: 0, Absent: 2

H. Discussion and possible action regarding an Elementary Principal for the 22-23 SY.

Motion was made by April Stobbe and seconded by Turner Bass to Approve Molly Wilson for Elementary Principal at Will Rogers. Motion carried.

Clif Harden: Absent, Kristen Wilson: Absent, Bobby Canty: Yes, Larry Walker: Yes, Turner Bass: Yes, April Stobbe: Yes, Keith Sandlin: Yes

Yes: 5, No: 0, Absent: 2

I. Discussion and possible action regarding Certified Personnel Addendum A for the 22-23 SY.

Motion was made by April Stobbe and seconded by Larry Walker to Approve Certified Personnel in Addendum A. Motion carried.

Clif Harden: Absent, Kristen Wilson: Absent, Larry Walker: Yes, April Stobbe: Yes, Bobby Canty: Yes, Keith Sandlin: Yes, Turner Bass: Yes

Yes: 5, No: 0, Absent: 2

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J. Discussion and possible action regarding Support Personnel Addendum B for the 22-23 SY.  
Motion was made by April Stobbe and seconded by Larry Walker to Approve Support Personnel in Addendum B. Motion carried.

Clif Harden: Absent, Kristen Wilson: Absent, April Stobbe: Yes, Larry Walker: Yes, Keith Sandlin: Yes, Turner Bass: Yes, Bobby Canty: Yes  
Yes: 5, No: 0, Absent: 2

K. Discussion and possible action regarding Athletic Personnel Addendum C for the 22-23 SY.  
Motion was made by April Stobbe and seconded by Larry Walker to Approve Athletic Personnel in Addendum C. Motion carried.

Clif Harden: Absent, Kristen Wilson: Absent, Larry Walker: Yes, Turner Bass: Yes, Keith Sandlin: Yes, Bobby Canty: Yes, April Stobbe: Yes  
Yes: 5, No: 0, Absent: 2

L. New Business: New business means any matter not known about or which could not have been reasonably foreseen prior to the time of posting. 25 O.S. 311(A)(10).

No new business

M. Adjournment

Motion was made by Keith Sandlin to President Keith Sandlin adjourned meeting at 6:25pm. Motion Unseconded.

ATTEST: \_\_\_\_\_ President

Clerk: \_\_\_\_\_

I hereby certify that I accurately transcribed the forgoing minutes and furnished copies to the executive officers, the board clerk and all board members prior to this meeting, but the original of the same was retained at all times in the administrative office of the School District and that the provisions of the 1977 Open Meeting Law (Title 25, Section 201-314 of Oklahoma Statutes) were adhered to.

Approved: \_\_\_\_\_

Secretary: \_\_\_\_\_

DRAFT

**SEXUAL HARASSMENT**

District is committed to providing equal employment and educational opportunities and, therefore, forbids sexual harassment as defined below by or against any employee, student, or applicant for employment. This policy also applies to non-employee volunteers whose work is subject to the control of District personnel.

**Definitions:**

- A. Appeal Officer: The person designated to hear an appeal from a determination of responsibility for sexual harassment. The Appeal Officer will not be the Compliance Officer, Investigator, or Decision Maker. The Superintendent is designated as the Appeal Officer.
- B. Complaint: A written complaint filed by a Complainant or signed by the Compliance Officer alleging sexual harassment and requesting that District investigate. This may be referred to as the Formal Complaint.
- C. Complainant: A student, an employee, or any other person who submits a Complaint as defined above.
- D. Compliance Officer: An employee who is designated to coordinate compliance efforts with Title IX and to investigate complaints under Title IX. The Assistant Superintendent is designated as the Compliance Officer and may be reached at 326 N. Union Street, Shawnee, OK 74801-7053, twilkerson@shawnee.k12.ok.us, or by telephone at (405) 273-0653.
- E. Dating Violence: As defined by the Violence Against Women Act (“VAWA”), dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
  - 1. The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- F. Day: Day means a working day; the calculation of days in processing a complaint shall exclude Saturdays, Sundays, and holidays.
- G. Decision Maker: This person will determine sanctions and remedies after the investigation is completed. The Executive Director of Personnel and Curriculum A panel of three (3) District and site administrators who have received Title IX training

and have not had any previous involvement with the Complaint or the investigation will make a determination of responsibility and determine sanctions and remedies after the investigation is completed. The Title IX Coordinator shall appoint the Decision Makers from a pool of eligible administrators. is designated as the Decision Maker.

- H. Domestic Violence: A felony or misdemeanor crime of violence committed by:
1. a current or former spouse or intimate partner of the victim;
  2. a person with whom the victim shares a child in common;
  3. a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
  4. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state; or
  5. any other person against an adult or youth victim who is protected from that person's acts under domestic or family violence laws.
- I. Investigator: The party-person(s) in charge of gathering facts and interviewing parties and witnesses. The Principal or designee is Compliance Officer will designate person(s) who have received Title IX training to serve ~~as~~ as the Investigator for these matters.
- J. Respondent: The person alleged to be responsible for the sexual harassment alleged in the Complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the Complaint.
- K. Sexual Assault: As defined by the Clery Act, sexual assault is any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent, including the following:
1. Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim.
  2. Fondling: The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent incapacity.
  3. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  4. Statutory Rape: Sexual intercourse with a person who is under the age of consent.
- L. Sexual Harassment: Sexual harassment includes:
1. Any instance of "quid pro quo" harassment by a school employee;
  2. Any unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activities;
  3. Any unwelcome sexual advances, requests for sexual favors, and other verbal

- or physical conduct that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment;
4. Any instance of sexual assault, dating violence, domestic violence, or stalking as defined in this policy.
- M. **Stalking:** Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.
- N. **Supportive Measures:** Supportive Measures are free, individualized services designed to restore or preserve equal access to education, protect safety, or deter sexual harassment. Supportive measures are not punitive or disciplinary and do not unreasonably burden any other person. Supportive measures may be provided to both the Complainant and the Respondent, and no Formal Complaint is necessary to implement the measures. Supportive measures will be kept confidential and will be implemented by the Compliance Officer. Supportive measures may include, but are not limited to, counseling services, extension of deadlines, modifications of work or class schedules, mutual restrictions on contact between individuals, and/or modified schedules.
- O. **Unwelcome Conduct of a Sexual Nature:** Unwelcome conduct of a sexual nature may include, but not be limited to, the following:
1. verbal or physical sexual advances, including subtle pressure for sexual activity, flirtation, advances, and/or propositions of a sexual nature;
  2. touching, pinching, patting, or brushing against;
  3. unwarranted displays of sexually suggestive or sexually explicit objects or pictures, including greeting cards, articles, books, magazines, or cartoons;
  4. sexual assault;
  5. comments regarding physical or personality characteristics of a sexual nature; and
  6. sexually-oriented kidding, teasing, double meanings, and jokes.

**Sexual Harassment:** Sexual harassment can occur in a variety of circumstances, including, but not limited to, the following:

1. the individual who is sexually harassed, as well as the harasser, may be female or male and does not have to be of the opposite sex from the harasser;
2. the harasser can be the supervisor of the individual who is sexually harassed, an agent of the employer, a supervisor in another area, a co-worker, a subordinate, an instructor, or a non-employee. An administrator or teacher who engages in a sexual relationship with a student will be considered guilty of sexual harassment;
3. the individual who is sexually harassed does not have to be the specific person to whom the harasser directs the conduct which constitutes sexual harassment but must be a person who was directly affected by the offensive conduct of the

harasser; and

4. unlawful sexual harassment may occur without economic injury to or discharge of the individual who is sexually harassed.

**Posting Requirements:** District will post, on its website, all materials used to train the Compliance Officer or Title IX Coordinators, Investigators, Decision-makers, and any other person who facilitates an informal resolution process.

**Burden of Proof:** Title IX proceedings require a “preponderance of the evidence” burden of proof, meaning that in order to prevail, the Complainant must introduce sufficient evidence that his/her claims are more likely true than not. 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 shall be investigated and considered.

### **Reporting and Investigation:**

- A. Victims of sexual harassment are encouraged to report such claims by utilizing the process set forth in this policy. Students may also report complaints of sexual harassment to the principal of the building at which the student attends school.
- B. Once an allegation of sexual harassment has been reported, District is deemed to have actual knowledge and must act. Actual knowledge may be attributed to any District employee. Once District has actual knowledge, District will notify the Complainant and the Respondent, or the parent/guardian of either the Complainant or the Respondent if either of the parties are under the age of eighteen (18), of the accusation of sexual harassment.
- C. If the Complainant does not proceed with a Formal Complaint, no further investigation or action will take place unless the Compliance Officer determines to initiate a Formal Complaint.
- D. If the Complainant desires to proceed with a Complaint, then, within ten (10) days of an alleged violation, the Complainant shall submit a written and signed Complaint to the Compliance Officer and such action shall be considered a Formal Complaint. The Complaint shall, at a minimum, state the Complainant’s name, the nature of the alleged violation, the date of the alleged violation, the names of persons responsible, any witnesses, and the requested action or relief sought.
- E. Upon receiving a Formal Complaint, the Compliance Officer will conduct an initial assessment, may offer supportive measures, will notify parents if students are involved, and will notify the designated Investigator who will investigate allegations of discrimination. Additionally, the Compliance Officer may direct an investigation without a Formal Complaint according to the procedures set forth herein whenever the Compliance Officer deems such action to be appropriate.
- F. During the initial assessment, the Compliance Officer will determine whether the

allegations rise to a violation of this Policy. The Compliance Officer will consider whether the allegations meet the definition of Sexual Harassment, whether the conduct occurred on District property or during District-sponsored activities, whether the Complainant is still a District student, whether the Respondent is no longer enrolled in District or an employee of District, and whether there are any other circumstance which would prevent the Investigator from gathering evidence sufficient to reach a determination as to the Formal Complaint and its allegations. If the Compliance Officer determines to dismiss a Complaint at the initial assessment stage, the Compliance Officer will provide written notice of the dismissal to the Complainant and the Respondent. If a Complaint is dismissed and the Respondent is a student, the District may address the issue under its Student Code of Conduct. If a Complaint is dismissed and the Respondent is an employee, the District may address the alleged conduct as a personnel matter. A Complainant or a Respondent may appeal the dismissal of the Complaint as set forth below.

- G. After receipt of ~~the~~ a Formal Complaint from the Compliance Officer, the Investigator shall provide written notice to the Complainant and the Respondent of the allegations of the Complaint including if known, the identities of the parties, the date and location of the incident, and the specific alleged Policy violations. The notice will include a copy of the Title IX procedures, will state the Respondent is presumed not responsible until the determination of responsibility is final, and advise of the right to have an advisor of their choosing. Additionally, if the Compliance Officer determines that the Formal Complaint may be resolved without an investigation by providing the relief sought by the Complainant, the Compliance Officer may resolve the Formal Complaint.
- H. The Investigator will conduct a fair, thorough, and impartial investigation and provide both parties with an equal opportunity to present facts, witnesses, and evidence to support their positions. The Investigator may request that the Respondent submit a written answer or response which shall confirm or deny the facts upon which the allegation is based, indicate acceptance or rejection of the Complainant's requested action, and/or outline alternatives. The Respondent may also identify witnesses who should be contacted to provide input during the investigation.
- I. The Investigator shall initiate an appropriate investigation which may include, but is not limited to, interviewing both the Complainant and the Respondent and any witnesses identified by either party, identifying any documents or tangible evidence supporting or opposing the Complaint, and undertaking any further investigation deemed appropriate by the Investigator. If reasonably possible, the investigation should be concluded within one hundred twenty (120) days after receiving the Complaint, but the Investigator may extend the period of time for an investigation by notifying the Complainant and the Respondent. Additionally, when a law enforcement agency is conducting an investigation into the same alleged conduct, an investigation may be delay temporarily so as not to interfere with the law enforcement investigation and so as to meet the needs of the law enforcement investigation.
- J. Each party is entitled to select an advisor of their choosing to advise them during the

investigation. An advisor may not be a witness in the investigation and may not be someone whose participation will create a conflict of interest. An advisor shall not act in a manner that obstructs or disrupts the investigative process.

- K. After completion of the investigation, the Investigator shall ~~render prepare~~ a written ~~decision report~~ and shall provide a copy of the written ~~decision report~~ to the Complainant, the Respondent, and the Compliance Officer. The written ~~decision report~~ shall ~~include a time line, be~~ a summary ~~of the investigation including the statements of all persons interviewed, report containing~~ a synopsis of the evidence, ~~and any applicable credibility determinations and findings of fact as well as the conclusion regarding the Complaint~~ (“Investigative Report”). ~~The Investigator shall include in an appendix all relevant physical or documentary evidence.~~
- L. The Complainant and the Respondent shall have ten (10) days to review the Investigative Report and provide written feedback and/or responses to the Investigator about the information contained in the Investigative Report. After the ten (10) day review period, the Investigator shall incorporate relevant elements of the parties’ written responses into the Investigative Report, finalize the Investigative Report and provide it to both parties. ~~If the Investigator determines that the allegations of the Complaint are substantiated, the Investigative Report shall also be provided to the Decision Maker to take appropriate disciplinary action.~~
- M. The Investigator shall also refer the Investigative Report to the selected Decision Makers to make a determination regarding responsibility and, if applicable, take appropriate disciplinary action.
- N. Within ten (10) days of receipt of the final Investigative Reporter’s decision, if either the Complainant and/or the Respondent is not satisfied with the decision of the Investigator, either may submit a written, relevant questions that the party wants asked of another party prior to request to the Compliance Officer for a hearing the of determination of responsibility. Both parties will be provided with answers and follow-up questions.
- ON. After the Within ten (10) days to submit written questions, the Compliance Officer shall send a Nnotice of Decision-making to the parties and the Decision Makers. The Notice of Decision Making shall include a description of the alleged violation, a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential disciplinary actions. of receiving a written request for a hearing or determination of responsibility, the Compliance Officer shall determine if a hearing is necessary on a case-by-case basis. If the Compliance Officer determines that a hearing is necessary, the Compliance Officer shall notify the parties in writing that a written hearing will be conducted. A written hearing consists of each party having ten (10) days from notification of acceptance of an appeal 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.
- K. Determination of Responsibility: Within sixty (60) days of receipt of the Notice of Decision Making, Tthe Decision Makers will review the Investigative Report to

determine responsibility and will issue a written Determination of Responsibility which:

1. Identifies the allegations that potentially constitute sexual harassment;
2. Describes the District's procedural steps taken from receipt of the Complaint to the determination;
3. Includes Findings of Fact to support the determination;
4. Includes Conclusions regarding applicable discipline;
5. 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 District's educational programs or activities will be provided to the Complainant; and
6. The procedures and permissible basis for appeals.

**Appeals:** Within ten (10) days of receipt of Decision Maker's determination of responsibility or dismissal of a Complaint, either party may appeal for one of the following reasons:

1. A procedural error affected the outcome.
2. New evidence that was not reasonably available at the time of the determination and could affect the outcome;
3. Conflicts of interest on the part of the Compliance Officer, Investigator, or Decision Maker that affected the outcome.

If an appeal is made, District will provide written notice of the appeal to both parties. 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 receipt of the written notice to both parties of the appeal being filed. The appeal will be heard by an Appeal Officer who is not the Compliance Officer, the Investigator, or the Decision Maker. The Appeal Officer cannot have a conflict of interest or bias against complainants and respondents generally or the particular complainant and respondent. The Appeal Officer will receive training as mandated by law. The decision of the Appeal Officer be final and nonappealable. The written decision of the Appeal Officer 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.

**Extension of Time:** Except as otherwise provided, any time limits established by this policy and these procedures may be extended by mutual consent of the parties involved.

**Retaliation:** No person shall take any retaliatory action against a Complainant, a Respondent, or any person who participated in the investigation of alleged discrimination. Employees or students who engage in prohibited retaliation may be disciplined as set forth in District policies.

**Confidentiality of Records:** All records, complaints, notes, documents, and statements made during or relating to allegations of discrimination shall be maintained on a confidential basis by the Compliance Officer. However, in the event official proceedings relating to such allegations are initiated by a party or District, such records may become public in accordance with law. District shall

maintain information pertaining to Complaints under this policy for three (3) years after completion of the investigation.

Adopted:

Revised: December 22, 2021; July 11, 2022

**INTERNET ACCESS AND ACCEPTABLE USE POLICY**

**General:** The Internet is an electronic highway connecting a multitude of computers throughout the world. Through the Internet, students and employees have access to electronic mail (e-mail), news, databases, library resources, and a wide variety of other information sources. District provides various opportunities for students and employees to use District's computers to access the Internet. Through the Internet, it is possible to access material which may contain illegal, defamatory, inaccurate, pornographic, and/or offensive content. Due to the nature of the Internet, District cannot guarantee that students and employees will not access such material. However, District is committed to enforcing a policy of Internet safety, teaching appropriate online behavior, and monitoring the Internet activities of its students and employees.

District makes no warranties of any kind, either express or implied, regarding the Internet access being provided. District shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. Nor shall District be liable for the accuracy, nature, or quality of information stored on District's computer equipment or of information gathered through Internet access provided by District. However, the Administration shall develop, implement, and maintain regulations and forms to restrict the use of the District's computers and Internet access to legitimate and acceptable purposes and to regulate students' and employees' privilege of access and use.

**Acceptable Uses:** District's computers, equipment, and software are intended for administrative, educational, and research purposes only and shall be used only in accordance with Administrative Regulations. Acceptable uses of District's computers and the Internet are activities which support learning and teaching or which promote District's mission and goals.

**Prohibited Uses:** According to Administrative Regulations, District's computers and available Internet access (including e-mail) provided by District shall not be used:

- a. To violate an individual's right to privacy;
- b. To access materials, information, or files of another person or organization without permission;
- c. To violate the copyright laws or software licensing agreements;
- d. To spread computer viruses;
- e. To deliberately attempt to vandalize, damage, disable, or disrupt District's property or the property of any other individual or organization;

- f. To locate, receive, transmit, store, or print files or messages which are profane, obscene, or sexually explicit, or which use language that is offensive or degrading to others;
- g. To distribute religious materials;
- h. To campaign for or against any political candidate or ballot proposition or for political lobbying, except as authorized by law;
- i. For any commercial purpose unless authorized by the Administration or Board;
- j. To engage in any illegal activity; or
- k. To engage in cyberbullying at school or in the workplace.

**Consequences for Misuse:** The use of District's computers and the Internet access provided by District is a privilege, not a right. Any student or employee who inappropriately uses District's computers or the Internet may have the privilege of using the computers or the Internet denied, revoked, or suspended and may be subject to other disciplinary sanctions.

**No Expectation of Privacy:** No student or employee shall have any expectation of privacy in any computer usage, electronic mail being sent or received by District's computers or District-provided Internet access. District's system operators may access any electronic mail or computer usage and may delete any inappropriate material found, sent or received using the District's computers or District-provided Internet access. In addition, discipline may be imposed for improper usage.

**Use of Software:** Students are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware. Employees are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware without the express written consent of the copyright holder and the approval of the appropriate administrator or system operator.

**Remote Internet-based Courses:** District may allow for students to complete required course work through remote Internet-based courses in accordance with the rules, regulations, and/or guidelines adopted by the State Board of Education.

**Internet-based Instruction:** District may allow for students to complete required course work through Internet-based courses in accordance with rules, regulations, and/or guidelines adopted by the State Department of Education. Only regularly enrolled students of District shall qualify for such course credit and students enrolling in Internet courses shall be full-time students unless designated as suspended students or dropout students.

**Education:** District will educate all students who are granted access to the Internet regarding appropriate on-line behavior including: safety and security when using electronic mail, interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness and response, and other forms of direct electronic communications, and the disclosure, use, or dissemination of personally identifiable information.

**Web Filtering:** All internet usage will be monitored and recorded to ensure compliance with the Children’s Internet Protection Act (“CIPA”), as codified at 47 U.S.C. § 254. District shall provide filtered access to the Internet per standards pursuant to CIPA. Technology protection measures shall be in place that safeguards Internet access by all users to visual depictions that are obscene, related to child pornography, or other content that may be deemed harmful to minors. The Board delegates to the Administration the authority to determine matter that is inappropriate for minors.

District will enforce the operation of the technology protection measures on its computers with Internet access. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure during an audit, to enable access for bona fide research, or other lawful purposes.

**Records Retention:** District will retain its Internet Safety policy documentation according to the Record Retention and Archival of Electronic Mail Transmissions Policy - BM.

**Employee and Student Use of Social Media:** District recognizes the value and benefit of using electronic media to communicate digitally with students, families and fellow employees in an effort to engage stakeholders and enhance the learning experience. Whether or not an employee chooses to participate in online social networking or any other form of online publishing or discussion is his or her own decision. Free speech protects educators who want to participate in social media, but the laws and courts have ruled that schools can discipline students and employees if their speech, including online postings, interferes with the learning environment or causes a disruption to the normal operations at school, violates district policy or the laws of the State of Oklahoma.

District recognizes that the line between professional and personal relationships is blurred within a social media context. When employees choose to join or engage with students, families or fellow employees in a social media context that exists outside those approved by the district, they are advised to maintain their professionalism as district employees and take responsibility for addressing inappropriate behavior or activity on these networks, including requirements for mandatory reporting.

**I. Definitions:**

A. Social media refers to any user generated content sites generally available to the public or consumers that include, but are not limited to sites like Facebook, Flickr, YouTube, Twitter, Instagram, Snapchat, Google apps, Skype, Wikis, social networks, podcasts, forums, blogs, and other content sharing sites.

B. District approved password-protected social media tools are those that fall within the district's electronic technologies network or which the district has approved for educational use.

**II. Employee Guidelines:** District's employees are expected to serve as positive ambassadors for our schools and remember they are role models to students in this community. Because readers of social media may view the employee as a representative of the district, they are required to observe the following rules when referring to the district, its schools, students, programs, activities, employees, volunteers and communities on any social media:

- A. An employee's use of any social media and an employee's postings, displays, or communications on any social media network must comply with all state and federal laws and any applicable district policies.
- B. District employees should exercise discretion and maintain professionalism when communicating with students or groups of students via computer or wireless telecommunication devices. Employees should limit communication with students to matters concerning a student's education, or extracurricular activities for which the staff member has responsibility.
- C. District employees are discouraged from engaging in private electronic media exchanges with students. Only on rare occasions or in emergency situations should individual communication with students occur.
- D. District employees are personally responsible for all comments/information they publish online. Respect and professionalism should be maintained in all communications - by word, image or other means. Employees shall not use obscene, profane or vulgar language on any social media network or engage in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior, sexual harassment, or bullying.
- E. Externally communicating any confidential or privileged information related to District, its employees or students, not intended for public dissemination is prohibited and may be grounds for disciplinary action. District employees may not disclose information on any social media network that is confidential or proprietary to the district, its students, or employees or that is protected by data privacy laws such as FERPA. Posting images on any social media network of co-workers without the co-worker's' consent is prohibited. Information or images of students may NOT be posted on any social media network without written parental consent.
- F. Employees may not act or purport to act as a spokesperson for the district or post comments as a representative of the district, except as authorized by the superintendent or the superintendent's designee. District employees must make clear that any views expressed are the employee's alone and do not necessarily reflect the views of the district.

- G. When using forms of electronic communication to share information with students, district employees are directed to inform parents in writing (handbook, syllabus, etc.) to the extent this form of communication will be used, establish guidelines for such use, and allow them the option to opt out.
- H. District's name/logo may not be used on any social media network without permission from the Superintendent, or designee. Nonpublic images of the district premises and property, including floor plans, may not be posted or shared.
- I. District employees should be aware that persons classified as "friends" or persons who can access a personal social networking site may have the ability to download and share the employee's information and photographs with others. Employees are strongly encouraged to set and maintain social networking privacy settings at the most restrictive level.
- J. Employees shall not engage in personal use of social media during contract hours unless online activity has been assigned to an employee and/or is related to an employee's work assignment. Use of an employee's personal social media account to discuss school business with parents and students is prohibited.

### **III. Student Guidelines:**

- A. Remember that social media venues are very public and leave a digital footprint for all to see, including future employers. To protect yourself, please observe social media policy guidelines when referring to the district, its schools, students, programs, activities, employees, volunteers and communities on any social media networks.
- B. Students should be aware that social posts must adhere to all state and federal laws and any applicable district policies. Students will be held accountable for the content of their electronic communications in relation to school, staff and students that might harm or cause harm to another student or teacher, specifically that which constitutes bullying, harassment, threats, or advocates or depicts illegal activity and/or causes a substantial disruption to the normal operations at school. Illegal behavior is subject to punishment as appropriate and available. Students who engage in cyberbullying also risk civil and/or criminal charges and/or lawsuits that may be filed against them by victims or victim's families. The district will fully cooperate with law enforcement agencies in any and all investigations involving students, electronic devices and social media.
- C. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures.
- D. Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
- E. Use of social media during the school day is prohibited unless specific permission has been granted by District.

**IV. Consequences for Violations of Social Media Policy:** Reports of a violation of this policy may result in an investigation of the user's posts, files, internet usage, or other electronic/digital media. The investigation and its scope will be reasonable, calculated to disclose the existence and nature of the alleged violation. If warranted, consequences will be determined in accordance with the collective bargaining agreements and state and federal laws, considering the type of violation, past history, and level of the user.

Consequences may include, but are not limited to the following:

- A. Loss of internet access (while on school property) and/or network access, for a determined amount of time according to the offense.
- B. Student offenses will include notifying the student's parent/guardian of an incident and possible disciplinary action appropriate to the severity of the offense.
- C. Staff misuse may result in disciplinary action that may include a recommendation for dismissal or non-reemployment.

Adopted: July 23, 2018  
Revised: August 7, 2019; June 29, 2022

**PROHIBITION OF RACE AND SEX DISCRIMINATION**

District does not discriminate on the basis of race or sex and shall comply with 70 O.S. §24-157 and Oklahoma Administrative Code 210: 10-1-23 in the enactment of this policy. In addition, the provisions provided for herein shall not prohibit the teaching of concepts that align to the Oklahoma Academic Standards.

No teacher, administrator, or other employee of the District shall require or make part of a course the following concepts:

- A. One race or sex is inherently superior to another race or sex,
- B. An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- C. An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- D. Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- E. An individual's moral character is necessarily determined by his or her race or sex,
- F. 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,
- G. Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- H. Meritocracy or traits such as hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

Students, parents, teachers, school staff, and members of the public may file a complaint alleging a violation of 70 O.S. §24-157 or 210: 10-1-23. 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 70 O.S. §24-157 or 210: 10-1-23 have been violated;
- D. Include sufficient relevant information to enable District to investigate the alleged violation; and
- E. Identify witnesses the school may interview, if applicable, provided the school will not dismiss a complaint for failure to identify witnesses.

District designates Assistant Superintendent of Human Resources/Title IX Administrator to

receive reports of violations of this policy. District will ensure that the Assistant Superintendent of Human Resources/Title IX Administrator is unbiased and free of any conflicts of interest. Assistant Superintendent of Human Resources/Title IX Administrator may be reached via e-mail at hr@shawnee.k12.ok.us or via telephone at (405) 878-1022. Within ten (10) days of receipt of the complaint, Assistant Superintendent of Human Resources/Title IX Administrator will notify the complainant that the complaint has been received and whether it will be investigated. District shall investigate all legally sufficient complaints and make a determination as to whether a violation has occurred. Except as specifically provided for herein, District will receive, process, and investigate complaints filed pursuant to this policy in the same manner in which it processes and investigates all other complaints of discrimination, see Policy BI. The investigation will be completed within ~~forty-fiveninety~~ (4590) days of receipt of the complaint and the complainant shall be notified in writing of the final determination, including District's findings of whether a violation occurred. Within ~~tenhirty~~ (310) days of resolution of the complaint, Assistant Superintendent of Human Resources/Title IX Administrator shall report the resolution to the State Department of Education ("SDE").

No individual shall be retaliated against for: filing a complaint; or exercising any right or privilege conferred by or referenced within 210: 10-1-23 of the Accreditation Standards; or exercising any right or privilege secured by a law referenced in 210: 10-1-23 of the Accreditation Standards. ~~the purpose of interfering with any right or privilege secured by federal civil rights laws and regulations.~~ Any employee who retaliates against a complainant shall be subject to disciplinary action by the District or the State Board of Education ("SBE"). Any teacher who files a complaint pursuant to the provisions of this policy or who otherwise discloses information the teacher reasonably believes evidences a violation shall be entitled to applicable Whistleblower Protections. However, any teacher or other employee who willfully, knowingly and without probable cause makes a false report may be subject to disciplinary action by the District or the SBE.

Adopted:

Revised: April 6, 2022

**GENERAL STUDENT POLICIES**

**School Calendar:**

Annually, the Superintendent or the Superintendent's designee shall prepare and present for Board approval a school calendar which indicates the dates of the opening and the closing of school and all applicable instructional and professional days. The number of instructional hours shall be not less than one thousand, eighty (1,080) hours, **over a minimum of 165 day as is required by law**. In addition, the superintendent shall have the authority to make short-term adjustments to the calendar as necessary, including but not limited to distance learning schedules and related planning and redefining attendance and absence requirements for students and staff.

**School Day:** A school day shall consist of not less than six (6) hours devoted to school activities except as allowed by law, or as a result of extenuating circumstances such as a health and safety emergency. The Administration shall establish the school hours within the school day and class schedules for the schools within District and may provide for flexible scheduling and a longer school day to accommodate flexible scheduling. That information will be provided to students, parents and the public in the school handbooks.

**Class Size:** The Administration shall maintain appropriate class sizes as required by state law and applicable regulations.

**School Ceremonies and Observances:** According to state law, each school may conduct a daily pledge of allegiance to the flag of the United States of America and may fly the United States and Oklahoma flags on school grounds on school days when weather permits. Schools within District may observe the holidays of various religions and present assembly programs with songs and decorations in accordance with the traditional and historical significance of the religious holiday. Schools within District may conduct programs commemorating events in the history of Oklahoma and the United States. Student assemblies shall be considered part of the school program and shall be held during school hours.

**Minute of Silence:** At the beginning of each school day in which students are present at school, District shall observe approximately one minute of silence for the purpose of allowing each student, in the exercise of his or her choice, to 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. Students or staff shall not coerce or attempt to coerce any person to engage in any particular activity during the minute of silence. After a minute of silence, the administrative staff shall indicate that the minute of silence is concluded.

**Release of Students:** All students are to remain on the school campus between the time of arrival and the close of the school day. Parents and/or guardians must check out students through the school office before taking the student from campus. Students shall only be released from schools to a parent or guardian unless the parent or guardian has provided the Principal with a written statement authorizing the release of the student to a third party without proper authorization. The Principal may contact the parent or guardian to authenticate or verify the written authorization. Students who leave campus without permission shall be subject to disciplinary action.

Adopted: July 23, 2018

Revised: September 9, 2019

September 14, 2020

**ADMISSION, RESIDENCY, PLACEMENT,  
TRANSFER, AND WITHDRAWAL**

**Admission:** The following students shall be admitted to District if they meet the age, immunization, and good standing requirements set forth in this policy:

- A. Students who are legal residents of District;
- B. Students who have a legal transfer into District;
- C. Students who have been accepted by District on a tuition basis; and
- D. Foreign students who have been accepted by District as Non-immigrant (F-1) Students.

A home-schooled student who wishes to be admitted to District may only be enrolled on a full-time basis. Part-time admission or enrollment is not allowed.

**Age Requirements:**

- A. Minimum Age: A child must be four (4) years old on or before September 1 in order to enroll in District's early childhood program. A child must be five (5) years old on or before September 1 in order to enroll in kindergarten. A child must be six (6) years old on or before September 1 in order to enroll in first grade, unless otherwise entitled to enroll by law.
- B. Maximum Age: All students who have not completed the twelfth grade shall be eligible to attend school in District until they reach twenty-one (21) years of age on or before September 1 of the school year in which enrollment is sought; provided that upon submitting evidence to the Board of Education showing that the student was unable to attend school because of physical disability or service in the United States Armed Forces or auxiliary organizations by reason of which it was impossible to complete the twelfth grade before the age of twenty-one (21), a student may attend school in District until the student attains the age of twenty-six (26).
- C. Students with Disabilities: Students with disabilities may be entitled to attend school from three (3) years of age. District's Special Education Director should be contacted to determine eligibility of students with disabilities for early admission.
- D. Proof of Age: Unless identified as homeless in accordance with the McKinney-Vento Homeless Education Assistance Act, any student who is enrolling in school for the

first time shall present upon enrollment a birth certificate which verifies the student's age. If a birth certificate is not presented within four (4) weeks after its request, the student's enrollment may be terminated depending on the circumstances.

**Immunization Requirements:** No student shall be permitted to enroll in District unless the student presents to the school at the student's initial enrollment either:

- A. Certification from a licensed physician or authorized representative of the State Department of Public Health that such student has received, or is in the process of receiving, immunizations required by the Department of Public Health, or that such student is likely to be immune as a result of the disease; or
- B. A Certificate of Exemption form stating that the child is exempt from the immunization requirements on the ground that (1) the physical condition of the student is such that immunization would endanger the life or health of a student, signed by a physician; (2) the parent, guardian or person having legal custody of the child objects to such tests or immunizations for religious reasons; or (3) the parents, guardian or person having legal custody of the student claims an exemption for personal reasons. A copy of the Certificate of Exemption will be forwarded to the Department of Public Health for review and approval.

**Good Standing Requirement:** A student must be in good standing at the time of withdrawal from any previous school in order to enroll in District. A student who has been suspended from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in District, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

**Residency Requirements:**

Categories of Residency: The following students shall be considered legal residents of District:

1. Students whose parent, legal guardian or legal custodian holds legal residence in District.
2. Students who have been placed in a foster home within District (a) by the person or agency holding legal custody pursuant to court order, or (b) by a state agency having legal custody; provided that "foster home" means a family home, other than the home of a parent, step-parent, grandparent, brother, sister, uncle, or aunt, which provides full-time care for five or fewer children.
3. Qualified students under a Special Power of Attorney as required by the Compact on Educational Opportunity for Military Students.

4. Students whose full-time care and custody is provided by an orphanage or a child care facility supported by charity.
5. Students who reside in District and are supporting themselves entirely by their own efforts.
6. Students who have been placed in a public or private residential child care or treatment facility and whose place of legal residence cannot be determined.
7. Students who are homeless persons as defined by the law.
8. Any other students provided for by law.

Procedures for Determining Residency - The following procedures shall be used to determine the residency of a student in District:

1. An admissions form shall be completed for each student initially enrolling to attend school in District. All other students may be requested to complete an admissions registration form at enrollment or at other times at the discretion of the Administration.
2. In determining the residency of a student, the Administration may require proof of residency and/or affidavits or verification of residency. Such proof may include but is not limited to proof of payment of local ad valorem taxes, proof of rental payment or title to residential property in district, utility bill voter or car registration.
3. If a student is denied admission to a school in District by the Administration, the student shall be notified of the reasons for the denial in writing. The student may appeal the denial to District's Residency Officer in writing, stating the reasons for the appeal. District's Residency Officer shall be the Superintendent. District's Residency Officer shall consider the appeal and shall notify the student of the appeal decision in writing, stating the reasons for the decision. The decision of District's Residency Officer shall be final.
4. If a student has been admitted to attend school in District after establishing a bona fide legal residence in District, and thereafter moves and is no longer a resident of the district, the student shall be permitted to complete the current school year; provided that, if District determines that the student did not in fact establish a bona fide legal residence in District, the student's permission to attend school shall be revoked and tuition shall be charged for the days attended.

Residency by Military Order – A student whose parent or legal guardian is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order will be considered in compliance with the residency requirements as provided by law. District shall accept enrollment applications by electronic means, including enrollment in a specific school or program within the District and course registration. The parent or legal guardian shall provide proof of residence in the District within ten (10) days of the published arrival date provided on the official documentation. The following may be provided to show proof of residence:

1. A temporary on-base billeting facility,
2. A purchased or leased home or apartment, or
3. Federal government or public-private venture off-base military housing.

For purposes of this policy:

“Active military duty” means a full-time military duty status in the active uniformed service of the United States including members of the National Guard and Military Reserve on active duty orders; and

“Military installation” means a base, camp, post, station, yard, center, homeport facility for any ship or other installation under the jurisdiction of the Department of Defense or the United States Coast Guard.

**Power of Attorney:** A parent or legal custodian of a child, through a properly executed power of attorney and without compensation, may delegate to another person, for a period to exceed twenty-four (24) hours but not to exceed one (1) year, certain powers regarding the care and custody of the child as provided in law. The parent or guardian may withdraw or revoke the power of attorney at any time. The attorney-in-fact shall have those powers specified by law, including the right to enroll the child in school and to have access to all education records., or those powers specifically delegated to the attorney-in-fact.

**Withdrawals:** Students who attend school as resident students may be withdrawn from school:

- A. By the submission of proof that the student’s residence for school purposes has changed or is about to change to another school district;
- B. By the submission of proof that the student has attained the age of eighteen (18);
- C. If the student has attained the age of sixteen (16), upon written agreement between the principal and the parent, guardian or custodian of the student that such withdrawal is in the best interests of the student and/or community, and that the student shall thereafter be under the supervision of the parent, guardian or custodian until the student has reached the age of eighteen (18); and

- D. By administrative action, if the student has had ten (10) consecutive unexcused absences.

**Placement and Assignment:** Students, including students who have been home-schooled, shall be assigned to a grade level or class based upon an assessment of the student's age, maturity, grades received, standardized test results, and/or abilities in accordance with Administrative Regulations.

Students transferring into District from a school not accredited by the Oklahoma State Department of Education (OSDE) or enrolling in District immediately after being a home-schooled student, shall be required to take comprehensive written examinations in the subjects studied or grades attended in the nonaccredited school. Results of the examinations will be utilized in determining the academic units or grade levels for which a student is to receive credit. In order for a student to enroll in courses that have prerequisites, the student must have passed the proficiency exam for that prerequisite. Proficiency must be demonstrated by exam on all courses required for graduation from District. Exams will be given only for courses offered at District. Copies of the exams and their results will be placed in the student's file.

A parent or guardian of multiple-birth siblings may request that the children attend the same school and be placed in the same classroom or in separate classrooms if the children are in the same grade level at the same school and meet the eligibility requirements of the class. The parent or guardian must request the classroom placement no later than fourteen (14) days after the first day of each school year or fourteen (14) days after the first day of attendance of the children during a school year if the children are enrolled in the school after the school year commences. The school may recommend classroom placement to the parents and provide professional education advice to the parents to assist them in making the best decision for their children's education. A school must provide the placement requested by the children's parent or guardian, unless the Board makes a classroom placement determination following the school principal's request. At the end of the initial grading period, if the school principal, in consultation with the children's classroom teacher, determines that the requested classroom placement is disruptive to the classroom environment, the school principal may request that the Board determine the children's classroom placement.

**Placement of Student Victims:** Upon the Superintendent's receipt of notice from a juvenile bureau that a student of District has been adjudicated, or that adjudication has been withheld, an offense subject to the Juvenile Sex Offender Registration Act, District shall notify the victim and parent or guardian of the victim of their right to request to be separated from the offender at school and during school transportation. If the victim requests to be separated from the offender, District shall take appropriate action as required by law. The decision of the victim shall be final and not reversible.

**Student Transfers:** Subject to certain exceptions provided for by law, the transfer of a student from the district in which the student resides to District shall be granted at any time during the school year unless the requested transfer exceeds the capacity of the grade level sought for each school site within the District. District's Board will meet by the first day of January, April, July and October each year to establish the number of transfer students the school has the capacity to accept in each grade level for each school site within the District. District's capacity will be published on

District's website and reported to the State Department of Education ("SDE"). ~~As of January 1, 2022,~~ District's capacity is as follows:

- **Pre-kindergarten:** No more than 20 students per classroom or 10 students per adult in the classroom.
- **Kindergarten:** No more than 20 students per teacher (excluding PE and Music classes), unless an additional class would have fewer than 10 students or unless a teacher's assistant is hired.
- **Grades 1-3:** No more than 20 students per teacher (excluding PE and Music classes), unless an additional class would have fewer than 10 students or unless a teacher's assistant is hired.
- **Grades 4-6:** No more than 20 students per teacher (excluding PE and Music classes), unless an additional class would have fewer than 16 students.
- **Secondary:** No more than 140 students per day (excludes PE and music classes).

In order for a student to be transferred, the parents of the student must first submit an application form specified by the State Board of Education ("SBE") to the District Superintendent. If the capacity of a grade level for each school site within the District is insufficient to enroll all eligible students, District shall select transfer students in the order in which District received the student transfer applications.

A transfer may be denied if it will exceed enrollment capacity, or for student discipline as provided for in § 24-101.3 or for attendance issues. "Attendance Issues" are defined as 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. District will begin receiving applications for the subsequent school year on or after January 1<sup>st</sup> each school year. District will not approve or deny transfer applications until after the Board's July 1<sup>st</sup> capacity determination.

~~All student transfers are good only for the school year during which the transfer is granted. For all subsequent school years, students already attending school in the District on a transfer will be automatically placed at the top of the applicant list for the following school year. District may deny the continued transfer of a student based on the same criteria considered for a new transfer, which includes capacity, student discipline and attendance issues. All student transfers previously granted will remain in effect unless the District takes action to deny a future year's attendance based on discipline or attendance issues as previously stated herein. If District intends to deny a student's continued transfer, the parents or guardians will be notified by or before July 15<sup>th</sup>.~~

If the grade a student is entitled to pursue is not offered in the student's resident district, the transfer will be automatically approved. ~~In addition, a~~ student whose parent or legal guardian is employed as a teacher in the District shall be allowed to transfer to the District regardless of capacity. In addition, any student who has attended school as a resident student for at least three (3) years prior to moving out of the District may be allowed to transfer regardless of capacity, provided that the student does not meet a criteria for denial as provided for herein.

Any child in the custody of the Department of Human Services ("DHS") in foster care who is living in the home of a student who transfers to the District may attend the District as provided

for by law.

~~The brother or sister of a student who transfers to District may attend school in the District so long as the District has capacity and the brother or sister does not meet the criteria as a basis for denial.~~ The brother or sister of a student who transfers to District may attend school in the District regardless of capacity so long as the brother or sister does not meet the criteria for denial provided herein. Applications will be considered in the order in which they are received by the District and a separate application must be submitted for each student who desires a transfer.

On or before the first day of January, April, July and October, the Superintendent will file with the SBE and each resident district a statement showing the names of the students who were granted transfers, their resident districts and their grade levels.

If a transfer request is denied by the District, the parent of the student may appeal the denial to District's Board within ten (10) days of the notification of the denial as provided for by law and regulation. District's Board will consider the appeal at its next regularly scheduled board meeting so long as the appeal is received prior to the statutory deadline for posting the Board agenda. If the appeal is not received prior to the deadline for posting the agenda, the Board shall schedule a special meeting to consider the appeal. The appeal process will be paper-only and the review of documents will take place in executive session in order to protect student privacy. During executive session, the Board will review written documentation from the Superintendent regarding reasons for the transfer denial and information from the parent/guardian regarding why the transfer should have been approved. The vote to uphold or reject the Superintendent's transfer denial will be held in open session.

If the Board upholds the denial, the parent may appeal the denial to the SBE within ten (10) days of the notification of the Board's decision. The SBE will adopt guidelines for this process.

**Special Education and Gifted Education Transfers:** Transfers regarding these students will be considered in accordance with law and SDE regulations.

**Military Parent Transfers:** 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 reserve on active duty orders and for whom Oklahoma is the home of record shall be eligible for admission to the District regardless of its capacity if: a) at least one (1) parent of the student has a Department of Defense-issued identification card; ~~and~~ b) at least one (1) parent can provide evidence that he or she will be on active duty status or active duty orders, meaning that 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 District or who will be living in the District within six (6) months of the filing of the application for transfer.

**McKinney-Vento Act:** The Education for Homeless Children and Youth ("EH CY") program is authorized under the McKinney-Vento Homeless Assistance Act ("McKinney-Vento Act"), as amended by Every Student Succeeds Act ("ESSA"). The mission of the EH CY program at the Oklahoma State Department of Education ("OSDE") and District is to ensure educational

equity and success for students experiencing homelessness by providing support according to the McKinney-Vento Act.

Homeless children and youth are defined as those who lack a fixed, regular, and adequate nighttime residence. Determinations will be made on a case-by-case basis as provided for in the Student Handbook. The District McKinney-Vento Liaison is \_\_\_\_\_ and may be reached at (phone) \_\_\_\_\_. Each site will also have a McKinney-Vento liaison, who can be reached through the Administration office at each school site.

The McKinney-Vento Act provides homeless children and youth the following rights:

1. To immediately enroll in school;
2. To attend school in school of origin or in the attendance area where the family currently resides;
3. To receive transportation to school of origin if requested by parents/guardians/unaccompanied youth and is in the best interest of the child;
4. To receive comparable services as other schoolmates including but not limited to transportation and supplemental services;
5. To attend school along with children who are not homeless;
6. To have their rights posted in all schools and other places around the community that low-income families and high-risk families may visit.
7. To be free of segregation and stigmatization with the nature of their living situation remaining confidential under the Family Educational Rights and Privacy Act (“FERPA”).

District Responsibilities: District will immediately enroll the child or youth, even without records that are normally required for enrollment, or if the child or youth has missed application or enrollment deadlines during a period of homelessness. District will assist with obtaining immunizations or other required health records. District will presume that the school of origin is in the child’s best interest and will continue such enrollment even if the child becomes permanently placed during the academic year unless contrary to the request of the parent, guardian or unaccompanied youth. District will enroll the homeless child or youth with non-homeless students who live in the attendance area in which the child or youth is living and eligible to attend. District will consider student-centered factors related to the child or youth’s best interest and will provide a written explanation of the reasons for the decision, including information regarding the right to appeal if District sends the child to a school other than the one requested. District will enroll the child or youth immediately in the school in which enrollment is sought if a dispute arises pending final resolution of the dispute and will provide services comparable to those received by other students in the school. Information regarding the homeless child or youth’s living situation will be confidential and coordination efforts with local agencies providing services to homeless children or youth and their families will be made.

Dispute Resolution: Parents, guardians, or unaccompanied youth experiencing homelessness may disagree with District on issues related to McKinney-Vento services, enrollment, and/or school selection. In most cases, issues can be resolved without outside intervention. When a dispute arises over eligibility, school selection, or enrollment and cannot be resolved independently, the following procedures will be invoked:

- The child or youth “shall be immediately enrolled in school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
- The parent, guardian, or unaccompanied youth must be provided with a written

explanation of any decisions related to school selection or enrollment made by the school, district or state involved, including the rights of the parent, guardian, or unaccompanied youth to appeal such decisions.

- The parent, guardian, or unaccompanied youth must be referred to the local liaison, who will carry out the dispute resolution process as expeditiously as possible.

McKinney-Vento dispute procedures apply to any dispute arising under the McKinney-Vento Act, including disputes over questions such as: eligibility, school selection, participation, and transportation. Every effort will be made to resolve the complaint or dispute at the District level before it is taken to the OSDE. District will inform the Complainant of District's Complaint Resolution Procedure when a question concerning the education of a homeless child or youth arises.

1. Notify District's homeless liaison:
  - a. Request a copy of or access to District's Board policies addressing the education of homeless children and youth and review them. Make an appointment with the homeless liaison to discuss the complaint.
  - b. If the dispute is not resolved at the point, Complainant may file a Complaint in writing to District's homeless liaison for further review.
  - c. The Complaint should include a request that a written proposed resolution of the dispute or a plan of action be provided within five (5) days of the date the Complaint was received by the homeless liaison. A review of the proposal or plan of action with the homeless liaison should follow. An extension may be mutually agreed upon; however, every effort should be made to resolve the Complaint in the shortest time possible.
2. If the dispute is not resolved at the District homeless liaison level, the Complaint may be forwarded to the Superintendent for review followed by a meeting with the Superintendent to discuss the dispute. The Complainant should request from the Superintendent a written resolution within five (5) days of the date of the discussion. The parties may mutually agree upon an extension; however, every effort should be made to resolve the Complaint in as short a time as possible.
3. If the dispute is not resolved at the Superintendent level, the Complainant may take the matter before the Board for resolution. If this effort for resolution fails, the Complaint may be taken to the OSDE.

Adopted: July 23, 2018

Revised: July 7, 2021; October 25, 2021; June 20, 2022; July 11, 2022

**GRADING, PROMOTION, RETENTION, AND GRADUATION**

**Grading:** The grading system is designed to promote continuous evaluation of student performance, communicate student progress, and celebrate student successes. Administrative Regulations or Student Handbook may set forth District's grading system, including class ranking. Any students attending school on a virtual platform will be subject to the same grading scale and policies as all other District students.

**Testing:** No minor student shall be required to submit to psychiatric or psychological examination, testing or treatment without the prior written consent of the parent or guardian. No District employee (without written parental consent) shall elicit by written survey or written examination from any student information of a personal or private nature concerning any of the following areas:

1. Political affiliations;
2. Religious beliefs;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Mental or psychological problems potentially embarrassing to the student or his family;
6. Critical appraisals of other individuals with whom the student has a close family relationship;
7. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians and ministers; and
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

This policy does not require parental consent to regular classroom activities, the curriculum, or any teaching techniques or methods.

**Homework:** Teachers may assign homework to students. The type, frequency, and quantity of homework to be assigned shall be determined by the teacher based on the needs of the students and the subject matter being taught.

**Supplies:** Students may be required to buy material for use in classroom activities or projects that are optional and/or extra-curricular projects that may be taken home when student has completed the project.

**Report Cards and Progress Reports:** District shall make report cards available to parents and/or guardians each 9 weeks. In addition, teachers may send progress reports, may make telephone calls, and may schedule personal visits as needed to report student progress to parents and/or guardians. Parent-teacher conferences are scheduled periodically.

**Transcripts:** A transcript is any record of a grade or grades given to a student by a teacher such as a report card. Students requesting a copy of their transcript shall be provided a copy. However, if a student has failed to return any textbook or failed to make payment for a textbook which has not been returned, District shall withhold the transcript until such time as payment is made. The Superintendent may waive the withholding of a student's transcript because of failure to return a textbook or failure to remit payment for a textbook depending on the circumstances involved.

**Promotion:** Students may be promoted based on proficiency as provided by law and the regulations of the State Department of Education.

**Retention:** In general, students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of students from grade to grade, with students spending one year in each grade. However, some students may benefit from staying another year in the same grade, and under certain circumstances, a student may be retained more than once.

Each school shall form a committee to review and make decisions regarding retention and promotion. The committee shall be composed of a classroom teacher, a counselor when available, the building principal, and any additional personnel assigned by the principal. Criteria to be considered by the committee shall include attendance, testing, assignments, and the student's level of maturity. Retention may be considered when:

1. The student is achieving significantly below ability and grade level;
2. Retention would not cause an undue social and emotional adjustment; and
3. Retention would have a reasonable chance of benefitting the student's development.
4. In addition, retention of certain students may be mandated by state law if the student achieves below the requisite score on statewide criterion-referenced tests.

Whenever the committee recommends that a student be retained at the present grade level or recommends that a high school student not be passed in a course, the student's parent or guardian shall be notified of such recommendation. If the student's parent or guardian is dissatisfied with the recommendation for retention on the basis of items 1-3 set forth above, the parent or guardian may appeal the decision to the Board by submitting a written request for an appeal to the Superintendent. The decision of the Board shall be final. There shall be no appeal procedure for mandatory retention on the basis of item 4 set forth above.

**Reading Sufficiency Act:** Each student enrolled in kindergarten in a public school shall be screened at the beginning, middle, and end of each school year for reading skills. Children at risk for reading difficulties at the beginning of the year will be monitored to measure mid-year and year-end reading progress. Kindergarten students who are not meeting grade-level targets by mid-year in reading shall be provided a program of reading instruction designed to enable the student to acquire the appropriate grade-level reading skills.

Any student enrolled in first, second, or third-grade shall be assessed at the beginning, middle and end of each school year using a screening instrument approved by the State Board of Education. The assessment shall determine the acquisition of reading skills including, but not limited to, phonemic awareness, phonics, reading fluency, vocabulary and comprehension. Any student who is assessed and who is not meeting grade-level targets in reading shall be provided a reading instruction program to help them acquire the appropriate grade level reading skills, as provided for by law. This program shall continue until the student is determined, through the results of approved reading assessments, to be meeting grade-level targets.

District shall update its reading sufficiency plan annually taking into consideration all of the requirements prescribed in law as well as the input of school administrators, teachers, parents, and if possible a reading specialist. Any first-grade, second-grade, or third-grade student who demonstrates end of year proficiency in reading at the third grade level through a screening instrument which meets the reading skills criteria pursuant to law shall not be subject to retention. Upon demonstration of proficiency, the District shall notify the parent(s) or guardian(s) of the student that they have satisfied the requirements of the Reading Sufficiency Act and the student will not be subject to retention.

If a third-grade student is identified at any point during the academic year as having a significant reading deficiency, meaning the student is not meeting grade-level targets on a screening instrument which meets the reading skills criteria, the District will immediately begin a student reading portfolio and provide notice to the parent or guardian of the deficiency. If a student has not satisfied proficiency requirements by the end of their third-grade year and still has a significant reading deficiency, has not accumulated evidence of third-grade proficiency through a portfolio, or is not subject to a good cause exemption, the student will not be eligible for automatic promotion to the fourth grade.

The minimum criteria for grade-level performance of third-grade students pursuant to the Reading Sufficiency Act shall be that students are able to read and comprehend grade-level text.

A student not eligible for automatic promotion as provided for under the above listed paragraph and who does not meet the criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide third grade assessment may be evaluated for “probationary promotion” by the Student Reading Proficiency Team. The student shall be promoted to the fourth grade if the team members unanimously recommend “probationary promotion” to the principal and the superintendent and the principal and the superintendent approve the recommendation that promotion is the best option for the student.

If a student is allowed “probationary promotion”, the team will continue to review the reading performance of the student and repeat the process above each academic year until the student demonstrates grade-level reading proficiency through a screening instrument that meets the reading skills criteria for the corresponding grade level in which the student is enrolled or transitions to a locally designed remediation plan after fifth grade which shall have the goal of ensuring that the student is on track to be college and career ready. .

Students who do not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide third grade criterion-referenced test, who are not subject to a good cause exemption as provided below, and who do not qualify for promotion or “probationary promotion” as provided in this subsection, shall be retained in the third grade and provided intensive instructional services and supports.

The parent of a student who is determined to have a reading deficiency and is not meeting grade-level reading targets and has been provided a program of reading instruction as provided for by law shall be notified in writing of the following:

- a. That the student has been identified as having a substantial deficiency in reading;
- b. A description of the services being provided to the student pursuant to a conjoint measurement model such that a reader and a text are placed on the same scale;
- c. A description of the proposed supplemental instructional services and supports that will be provided to student and are designed to remediate the identified area of reading deficiency;
- d. That the student will not be promoted to the fourth grade if the reading deficiency is not remediated by the end of the third grade, unless the student is otherwise promoted as provided for by law or is exempt for good cause as set forth below;
- e. Strategies for parents to use in helping the student succeed in reading proficiency;
- f. The grade-level performance scores of the student;
- g. That while the results of the statewide criterion-referenced tests administered pursuant to law are the initial determinant, they are not the sole determiner of the promotion and that portfolio reviews and assessments are available; and
- h. The specific criteria and policies of District for midyear promotion implemented as provided for by law.

No student will be assigned to a grade level based solely on age or other factors constituting social promotion.

**Good Cause Exemptions:**

- a. English language learners who has had less than two (2) years of instruction in an

English language learner (ELL) program;

- b. Student with a disability 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);
- c. Student who demonstrates an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
- d. Student who demonstrates mastery of the state standards beyond the retention level, through a student portfolio, the student is reading on grade level;
- e. Student with a disability who participates in the statewide criterion referenced tests and who have an IEP that reflects that the student has received intensive remediation in reading and has made adequate progress in reading pursuant to the student's individualized education program;
- f. Student who has received intensive remediation in reading through a program of reading instruction for two (2) or more years but still demonstrates a deficiency in reading and who was previously retained in prekindergarten for academic reasons, kindergarten, first grade, second grade, or third grade; and
- g. Students who have been granted an exemption for medical emergencies by the State Department of Education.

Requests to exempt students from retention based on one of the good cause exemptions, shall be as follows:

- 1. The teacher of the student shall submit documentation to the school principal that indicates the student meets one of the exemptions and promotion is appropriate. The documentation shall include only: the alternative assessment results or student portfolio work and the IEP, as applicable;
- 2. The principal shall review and discuss the documentation with the teacher and, if applicable, the Reading Proficiency Team. If the principal determines that the student meets one of the exemptions and should be promoted based on the documentation provided, the principal shall make a written recommendation to the District Superintendent; and
- 3. After review, the superintendent shall accept or reject the recommendation to the principal in writing.

A retained student who can demonstrate that he or she is successful and independent reader, is reading at or above grade-level targets, and is ready to be promoted to fourth grade may be promoted mid-year. District may reevaluate the student using multiple tools, including: screening assessments, alternative assessments, and portfolio reviews, in accordance with the rules of the SBE. Retained students may only be promoted midyear prior to November 1 and only upon demonstrating

that the student has met the performance criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide third-grade assessment administered pursuant to law, or upon demonstrating proficiency in reading at the third-grade level through a screening instrument administered pursuant to law, and upon showing progress sufficient to master appropriate fourth-grade-level skills, as determined by the school. A midyear promotion shall be made only upon agreement of the parent or guardian of the student and the school principal.

A student who is otherwise promoted as provided herein or is promoted for good cause shall be provided intensive reading instruction that includes specialized diagnostic information and specific reading strategies for each student until the student meets grade-level targets in reading. The District will annually report to the State Department of Education the number of students promoted to the fourth grade, as required by law.

**Dyslexia Screening:** ~~Beginning with the 2022-2023 school year and for each school year thereafter, a~~Any student enrolled in kindergarten-third grade in an Oklahoma public school who is assessed through the Reading Sufficiency 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 by a parent or guardian, teacher, counselor, speech-language pathologist or school psychologist. All processes and characteristics of the dyslexia screening shall follow State Department of Education guidelines.

**Acceleration:** Based on results of assessments, students may be accelerated ahead of grade level. Such acceleration shall only occur after discussion with the student's teachers and counselors and approval of the student's parent or guardian and principal.

**Credit for Advanced Courses:** The Board believes that an important part of the educational process is the encouragement of students to strive for their intellectual limits.

**Concurrent College Enrollment:** As an additional opportunity, and in compliance with state law, the Board will approve the enrollment of high school students in college courses. Students who meet the concurrent enrollment credits established by the State Regents and the State Board of Education shall be entitled to receive a tuition waiver for up to eighteen (18) credit hours during their senior year. Subject to the concurrent enrollment program for seniors being fully funded, each high school junior who meets the eligibility requirements for concurrent enrollment shall be entitled to receive a tuition waiver for up to nine (9) credit hours during their junior year.

**Individual Career and Academic Plan (ICAP):** Beginning with students entering the ninth grade in the 2019-2020 school year and for each school year thereafter, every student shall be required to complete the process of an ICAP in order to graduate with a standard diploma. An ICAP is an individualized plan developed by the student and the student's parent/legal guardian, in collaboration with the student's school counselors, school administrators, teachers and other school personnel. The ICAP is used to help establish personalized academic and career goals, explore postsecondary career opportunities, including but not limited to, military careers, apprenticeship programs, and career and technology programs leading to certification or licensure, educational opportunities, align coursework and curriculum, apply to postsecondary institutions, secure financial aid, and ultimately enter the workforce. Each year following a student's ninth grade year, students shall update their ICAP. The ICAP shall include, but not be limited to:

- a. career and college interest surveys,
- b. written postsecondary workforce goals and information of progress toward these goals,
- c. intentional sequence of courses that reflect progress toward the postsecondary goal,
- d. the student's academic progress, including courses taken, assessment scores, any remediation or credit recovery, and any Advanced Placement, International Baccalaureate, concurrent or dual enrollment credits earned and/or career certificate(s), certification(s), or endorsements, and
- e. experience in-service learning and/or work environment activities.

**Graduation Requirements:** In order to graduate from District, students must complete certain course requirements and tests and be enrolled in District as set forth in Administrative Regulations or Student Handbook and state law.

**Graduation Exercises:** Graduation exercises are an important event in the educational process, and student participation in and student conduct at graduation exercises shall be governed by Administrative Regulations or Student Handbook.

Adopted: July 23, 2018  
Revised: August 7, 2019; August 17, 2020; June 29, 2022

**AUGUST 1, 2022 - PERSONNEL BOARD ACTION**

<b><u>NAME</u></b>	<b><u>JOB &amp; SITE</u></b>	<b><u>EFFECTIVE DATE</u></b>
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**CERTIFIED:****HIRE TEMPORARY CONTRACT**

1 Bloom, Megan	Elem Instructional Coach/SECC	07/20/22
2 Cornett, Megan	English Language Arts/MS	08/05/22
3 Hayhurst, Hannah	English Lang Arts Teacher/MS	08/05/22
4 Johnson, Shelly	Family & Consumer Science/MS	08/05/22
5 Key, Nancy Kiersten	Social Studies Teacher/SMS	08/05/22
6 Leach, Sonja	Elementary Special Education/WR	08/05/22
7 Lord, William	Science Teacher/SHS	08/05/22
8 Martin, Kendric	1st Grade Teacher/WR	08/05/22
9 Meyer, Casey	Elementary Teacher/WR	08/05/22
10 Riesenberg, Madison	Band Director/MS	08/05/22
11 Temple, Destiny	Social Studies Teacher/SHS	08/05/22
12 Waldroupe, Robin	1st Grade Teacher/Jeff	08/05/22

**AUGUST 1, 2022 - PERSONNEL BOARD ACTION**

<b><u>NAME</u></b>	<b><u>JOB &amp; SITE</u></b>	<b><u>EFFECTIVE DATE</u></b>
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**SUPPORT:  
RECOMMEND TO HIRE**

1 Cummings, Carla	Special Education Para/Jefferson	08/08/22
2 Lantz, Tammy	Paraprofessional/SECC	08/08/22
3 Russell, Charlie	Bus Driver	08/08/22
4 Talton, Nykita	Indian Education Para/WR	08/08/22
5 Wilson, Antaiwan	Network Technician/Central Office	07/18/22

**AUGUST 1, 2022 - PERSONNEL BOARD ACTION****ATHLETICS:****BASEBALL**

- 1 Brown, Chris      JV Head  
 2 Eppenbach, Andrew HS Assistant  
 3 Lord, Landon      Freshman Head

**SOFTBALL**

- 13 Ledinski, Emily      HS Assistant      (adjunct)

**BASKETBALL****BOYS**

- 4 Murphy, Don      HS Assistant      (adjunct)

**TENNIS**

- 14 Brown, Luke      HS Asst Boys  
 15 Knowles, Christal      HS/MS Assistant  
 16 Tipton, Jan      HS      (volunteer)

**GIRLS**

- 5 Gearer, Christie      HS Assistant

**CROSS COUNTRY**

- 6 St. Cyr, Madelyn      HS Head Girls      (adjunct)

**VOLLEYBALL**

- 17 Stapleton, Jaylin      HS Assistant  
 18 Temple, Destiny      HS Assistant

**CROSS COUNTRY/TRACK**

- 7 Mastin, William      HS/MS Head Boys      (adjunct)

**FOOTBALL**

- 8 Brannon, Zachary      9th Grade Asst      (adjunct)  
 9 Kinsey, Connor      9th Grade Asst      (adjunct)

**WRESTLING**

- 19 Lomeli, Justin      HS Assistant      (adjunct)  
 20 McGuire, Todd      HS Assistant  
 21 Smith, Stephen      MS Head

**GOLF**

- 10 Chamblin, Kathy      9th Head B/G  
 11 Ricks, Braden      HS Head Girls      (adjunct)

**SOCCER**

- 12 Watson, Josh      HS Asst Boys

**AUGUST 1, 2022 - PERSONNEL BOARD ACTION**

<b><u>NAME</u></b>	<b><u>JOB &amp; SITE</u></b>	<b><u>EFFECTIVE DATE</u></b>
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