



AGENDA FOR BOARD OF EDUCATION REGULAR MEETING

Bartlesville Public Schools

Education Service Center - Board of Education Meeting Room, 1100 SW Jennings Ave,
Bartlesville, OK 74003

Monday, September 15, 2025 at 5:30 PM

- I. Call Meeting to Order
- II. Flag Salute
- III. Spotlight
 - III.A. Recognition of Vicki Howell for 40 years of service
 - III.B. Recognition of National Merit Semifinalists

- Jackson Boudreaux
- Jackson Miller
- Adit Paul
- Griffin Salerno
- Adrianna Van Eman

IV. Public Comment

The Board of Education invites public comment at this point in the regular meeting ONLY for items on tonight's agenda. Please sign up on the form provided prior to the meeting. Please Keep Comments to Five Minutes. Board members and administrative staff will not respond to questions from the public at the Board meeting. The Board will not be able to vote on matters brought forward by the public during participation time if such matters are not specific agenda items (Board Policy BDC).

- Bartlesville Education Association Representative
- Bartlesville Education Classified Personnel Organization Representative

V. Superintendent's Report

V.A. Cenergistic Update

V.B. Teaching & Learning Update

V.C. Financial Update

V.D. Upcoming Board of Education Meetings

- Regular Meeting - Monday, October 20, 2025; 5:30 p.m.

VI. Consent Agenda

All the following items which concern reports and items of a routine nature normally approved at Board meetings will be approved by one vote unless any Board member desires to have a separate vote on any or all items. The Consent Agenda consists of discussion, consideration, and vote.

VI.A. Approval of Minutes as set out on Attachment "A"

- August 18, 2025 (Regular Meeting)

VI.B. Approval of Purchase Orders to date as set out on Attachment "B"

VI.C. Acceptance of Financial Reports for August 2025 as set out on Attachment "C"

VI.D. Approval of Personnel - Appointments, Resignations, Changes of Status - as set out on Attachment "D"

VI.E. Acceptance of Donations/Interest Earnings as set out on Attachment "E"

VI.F. Acceptance of Treasurer's Report as set out on Attachments "F"

VI.G. Acceptance of Activity Fund Report as set out on Attachment "G"

VI.H. Approval of Activity Fund Transfers, Expenditures and Fundraisers as listed on Attachments "H"

VI.I. Approval of Lease Purchase Items as set out on Attachment "I"

VI.J. Approval of the revised School Resource Officers service agreement with the City of Bartlesville as set out on Attachment "J"

VI.K. Approval of Site Sudden Cardiac Arrest Plans as set out on Attachment "K"

VII. Action Topics

VII.A. Discussion and possible action on the Budget for Fiscal Year 2026 as set out on Attachment "A"

VIII. Discussion Topics

IX. Public Comment

The Board of Education invites public comment at this point in the regular meeting for items NOT on tonight's agenda. Please sign up on the form provided prior to the meeting. Please Keep Comments to Five Minutes. Board members and administrative staff will not respond to questions from the public at the Board meeting. The Board will not be able to vote on matters brought forward by the public during participation time if such matters are not specific agenda items (Board Policy BDC).

X. New Business

Under this item, the Board can consider and vote on any business that could not have been foreseen or known about at the time the agenda was posted.

XI. Adjournment

Posted at the front door of the Education Service Center, 1100 South Jennings Avenue, Bartlesville, Oklahoma, at 5:30 p.m., MONTH DAY, 2025, by Laci Harris, Minutes Clerk of the Board.



Minutes Clerk of the Board

Cenergistic®



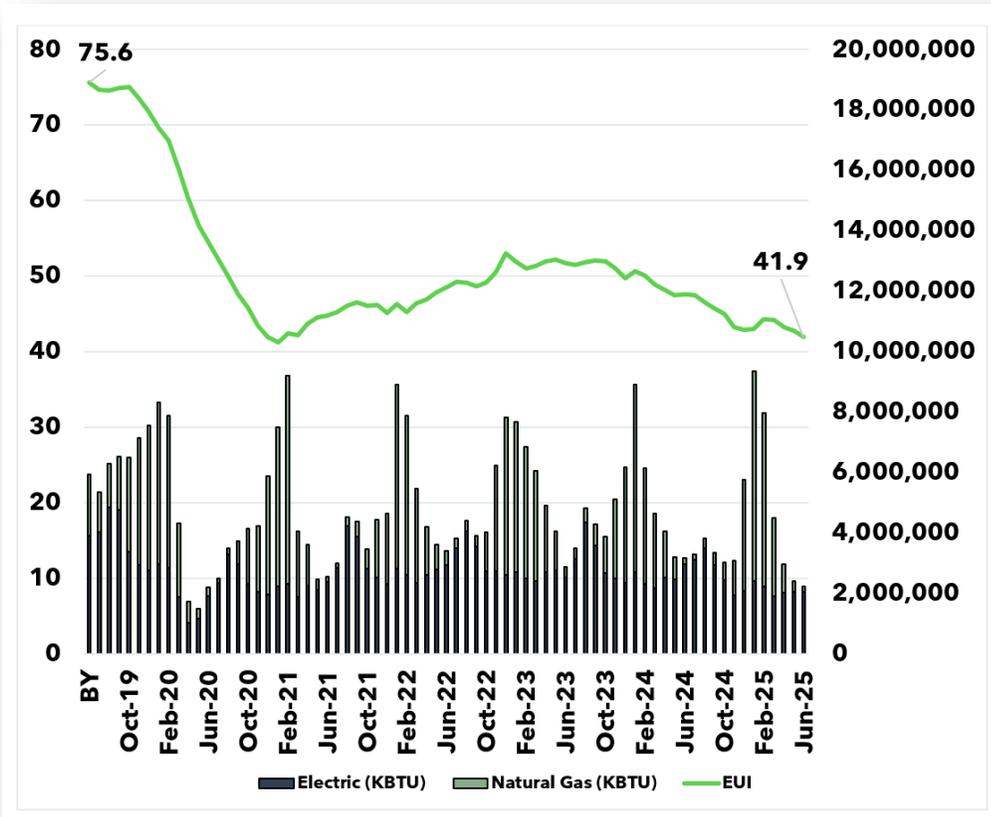
Energy Program Update Bartlesville Public Schools

September 2025

Reporting Dates: June 2019 – March 2025



Energy Use Trend & Unit Cost Analysis



measures energy use per square foot

▼ **44.6%**
Energy Use Reduction

Commodity	Unit Cost		
	Base Year	Current	Change
Electric (kWh)	\$0.0741	\$0.0984	↑ 33%
Natural Gas (dtherm)	\$4.40	\$7.48	↑ 70%
Water/Sewer (Gal)	\$0.0122	\$0.0173	↑ 42%



Cost/Usage Avoidance Breakdown

Commodity	Usage Avoidance	Usage Avoidance %	Cost Savings \$	Cost Savings %
Electricity	22,125.195 kWh	28.1%	\$1,921,672	27.0%
Natural Gas	112,238 dtherms	42.4%	\$516,819	34.2%
Water/Sewage	8,427,747 Gal	9.1%	\$116,150	8.3%



Total Program Savings

\$2,550,531

Program savings measures the impact of the energy program on utility consumption and cost. This is the **value of energy not used.**

25.3% Overall Savings



Environmental Impact



2,678

homes' energy use for one year



4,671

vehicles taken off the road for one year



46,172

barrels of oil consumed



7,047

tons of waste recycled



**BEST
HIGH SCHOOLS**

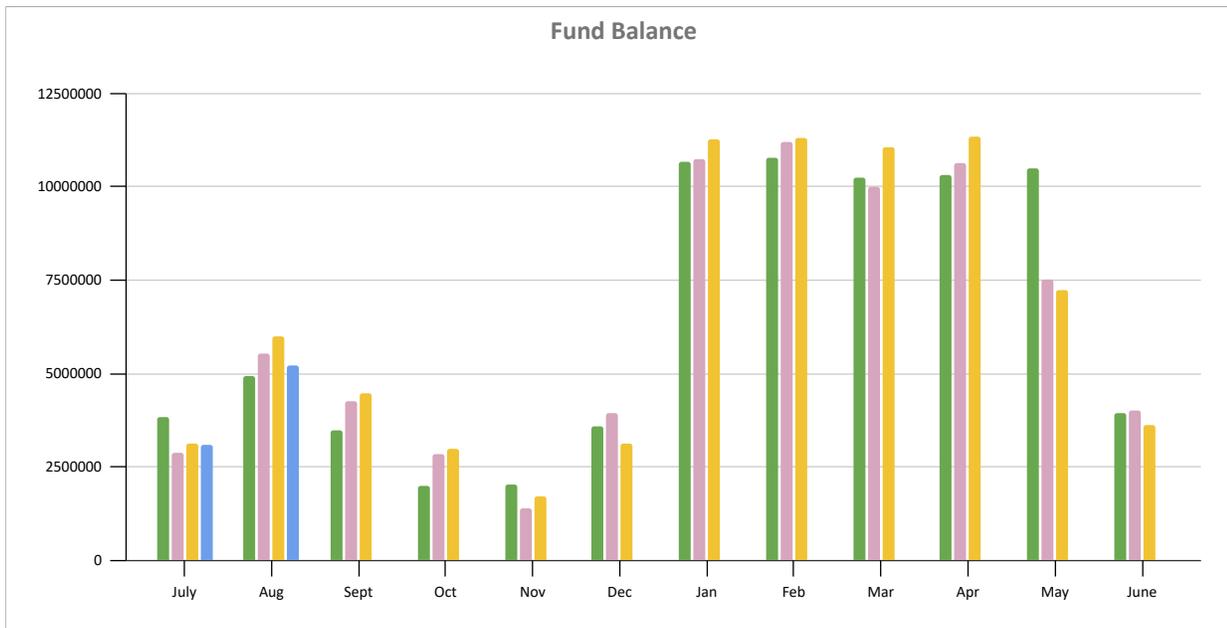
U.S. News & WORLD REPORT

RANKINGS
2025-2026



Bartlesville Public Schools
General Fund Cash Flow/Fund Balance Analysis
Fiscal Years 2023-2026

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
FY 23	3,849,461	4,937,743	3,495,740	2,009,542	2,034,853	3,581,279	10,680,690	10,779,483	10,262,132	10,302,023	10,511,033	3,931,988
FY 24	2,870,004	5,541,192	4,276,609	2,838,027	1,377,252	3,961,327	10,752,812	11,197,027	9,987,169	10,624,299	7,524,869	4,012,343
FY 25	3,114,772	5,993,256	4,486,033	2,993,607	1,728,160	3,137,351	11,284,980	11,297,975	11,049,841	11,326,872	7,252,189	3,608,806
FY 25	3,108,625	5,203,689										
FY26-FY25	(6,147)	(789,567)	(4,486,033)	(2,993,607)	(1,728,160)	(3,137,351)	(11,284,980)	(11,297,975)	(11,049,841)	(11,326,872)	(7,252,189)	(3,608,806)



Bartlesville Public Schools
General Fund Cash Flow/Fund Balance Analysis

	August	2025-26 Year to Date Total	2024-25 Year to Date Total	2023-24 Year to Date Total
Beginning balance	\$ 3,108,625	\$ 3,608,806	\$ 4,012,343	\$3,931,988
Local	154,856	293,929	200,821	404,752
County	20,722	41,502	106,043	41,179
State	3,360,134	3,524,968	3,726,586	3,561,392
Federal	104,601	730,204	1,016,999	1,336,895
Other sources	2,929	3,806	3,230	3,516
	<u>3,643,242</u>	<u>4,594,409</u>	<u>5,053,679</u>	<u>5,347,734</u>
Total cash available	6,751,867	8,203,215	9,066,022	9,279,722
<u>Requirements:</u>				
Salaries	686,085	1,163,062	1,150,482	1,154,822
Benefits	193,513	538,832	448,090	410,585
Professional services	26,385	48,521	201,285	26,067
Property services	326,421	633,234	603,378	664,195
Other purchased services	18,745	78,508	65,340	850,140
Supplies & materials	267,617	463,370	539,166	547,133
Property		32,849	32,723	52,903
Other uses	29,412	41,150	32,302	32,685
	<u>1,548,178</u>	<u>2,999,526</u>	<u>3,072,766</u>	<u>3,738,530</u>
Ending balance	<u>5,203,689</u>	<u>5,203,689</u>	<u>5,993,256</u>	<u>5,541,192</u>

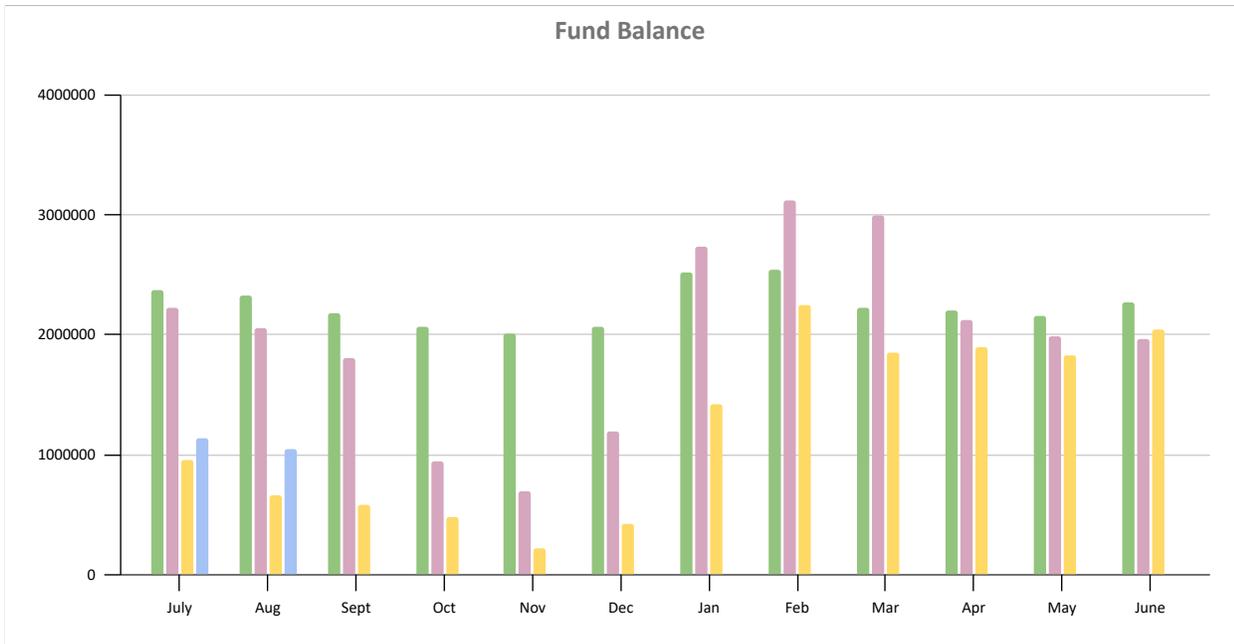
**Bartlesville Public Schools
General Fund Revenue Detail**

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	2025-26 Total
1110 Ad valorem tax - current													-
1121-1122 Ad valorem tax - prior	73,921.84	50,534.24											124,456.08
1130 In lieu of tax	0.08												0.08
1190 Other taxes													-
1213-1214 Testing fees	666.25												666.25
1230-1290 Tuition													-
1310 Interest on investments	52,920.40	31,413.29											84,333.69
1351													-
1352 Interest on unapport. Tax	122.64	47.17											169.81
1353													-
1410 Rent													-
1440 Sale of equipment													-
1510 Insurance loss recoveries													-
1530 Damage recovery													-
1580 Activity trip reimb	9,466.32	7,391.25											16,857.57
1590 Miscellaneous reimb	976.00	5,648.90											6,624.90
1610 Donations	1,000.00	59,750.00											60,750.00
1680 Refunds		71.00											71.00
1690 Miscellaneous													-
2100 County-wide 4-mill	9,380.65	6,207.03											15,587.68
2200 Mortgage tax	11,399.68	14,514.63											25,914.31
2300 Resale Property													-
3110 Gross production tax	3,184.08	2,196.23											5,380.31
3120 Motor vehicle tax	59,992.81	246,432.22											306,425.03
3130 Rural electric tax	4,413.73	5,876.53											10,290.26
3140 State school land earnings	93,133.81	65,952.92											159,086.73
3150 Vehicle tax stamps	797.89	436.94											1,234.83
3160 Farm implement tax stamps													-
3210 Foundation aid		2,451,057.99											2,451,057.99
3250 FBA		459,231.25											459,231.25
3310 Alternative education													-
3412 NBCT Stipend													-
3414													-
3415 Reading Sufficiency													-
3420 State textbooks		35,908.72											35,908.72
3430 Education matching	3,311.38												3,311.38
3436		93,041.47											93,041.47
3437													-
3440 Drivers education													-
3470													-
3620													-
3690 Other state													-
3811 Vocational programs													-
3812 Vocational programs													-
3892 Lottery Fund													-
4140 Title VII	125,903.90												125,903.90
4162 Flood Control													-
4210 Title I - Part A	240,195.39												240,195.39
4271 Title II	20,495.34												20,495.34
4281 Title III	290.10												290.10
4310 IDEA B - Special Education	196,695.03												196,695.03
4340 Preschool													-
4442 Title IV reimb		32,528.85											32,528.85
4470 Title VI	6,773.70												6,773.70
4550 Johnson-O'Malley		72,071.90											72,071.90
4611 Title II - Adult Education	35,249.42												35,249.42
4617 Rehab services													-
4689 Other federal													-
4740													-
4821 Carl Perkins													-
5150-5160 Activity trip reimb	876.43	2,929.03											3,805.46
6140 Estopped Warrants													-
	951,166.87	3,643,241.56	-	-	-	-	-	-	-	-	-	-	4,594,408.43
													3,582,106.16
													8,176,514.59

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Bartlesville Public Schools
Building Fund Cash Flow/Fund Balance Analysis
Fiscal Years 2023-2026

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
FY 23	2,373,307	2,325,652	2,179,139	2,067,799	2,013,071	2,061,346	2,515,458	2,539,550	2,224,587	2,205,420	2,153,904	2,265,535
FY 24	2,224,183	2,052,836	1,807,955	947,532	692,259	1,192,603	2,737,169	3,118,725	2,998,442	2,125,142	1,991,800	1,960,216
FY 25	953,273	661,858	581,905	484,299	223,041	421,413	1,426,056	2,252,268	1,846,065	1,895,367	1,830,499	2,042,084
FY 26	1,133,076	1,046,523										
FY26-FY25	179,803	384,665	(581,905)	(484,299)	(223,041)	(421,413)	(1,426,056)	(2,252,268)	(1,846,065)	(1,895,367)	(1,830,499)	(2,042,084)



Bartlesville Public Schools
Building Fund Cash Flow/Fund Balance Analysis

	<u>August</u>	<u>2025-26 Year to Date Total</u>	<u>Prior Year Year to Date Total</u>
Beginning balance	\$ 1,133,076	\$ 2,042,084	\$ 1,960,216
 <u>Revenue:</u>			
Local	11,382	31,103	17,742
State		-	61
Other sources		-	
	<u>11,382</u>	<u>31,103</u>	<u>17,803</u>
 Total cash available	 1,144,458	 2,073,187	 1,978,019
 <u>Requirements:</u>			
Professional services	10,000	30,000	31,800
Property services	76,200	148,503	157,651
Other purchased services		819,391	900,771
Supplies & materials	4,885	9,590	9,963
Property	6,850	19,180	215,976
Other uses		-	
	<u>97,935</u>	<u>1,026,664</u>	<u>1,316,161</u>
 Ending balance	 <u>1,046,523</u>	 <u>1,046,523</u>	 <u>661,858</u>

2025-2026 Fiscal Year
Encumbrance Orders for Approval
September 15, 2025

The following list of Encumbrance Orders (Purchase Orders), totaling \$1,019,452.18 is submitted for consideration by the Bartlesville Board of Education for the dates of August 14, 2025 through September 10, 2025 from 2025-2026 Fiscal Year funds for Funds

I, Preston Birk, hereby certify the amount of each encumbrance order has been entered against the designated appropriation accounts and all these encumbrance orders are within the authorized available balance of said appropriations for the 2025-2026 Fiscal Year.



Preston Birk

RECOMMENDATION: That the Board of Education adopts a motion to approve Purchase Orders (as listed in the attached reports) in the amount of \$1,019,452.18.

Submitted to the Board of Education

2025-2026 Fiscal Year

	FUND	P.O. #'s	AMOUNT
11	General	600 - 767	\$ 227,423.02
21	Building		
22	Child Nutrition Fund	33	\$ 9.05
31	2019 Bond - Projects		
32	2021 Bond - 2023 Projects		
33	2021 Bond - 2024 Projects	68	\$ 3,800.00
34	2023 Bond - 2025 Projects	67 - 94	\$ 788,220.11
39	Bond Interest		
81	Gifts Fund		
	TOTAL		\$ 1,019,452.18

GRAND TOTAL: \$ 1,019,452.18

Bartlesville Public Schools
Encumbrance Register
11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
600	08/14/2025	OK SECONDARY SCHOOLS ACTIVITY ASSOC	DUES & FEES-026/IM/BHS	100.00
601	08/14/2025	OK SECONDARY SCHOOLS ACTIVITY ASSOC	DUES & FEES-026/IM/BHS	232.00
602	08/14/2025	BENJAMIN P PAULS	TRAVEL REIMBURSEMENT - 030/CENTRAL	500.00
603	08/14/2025	ETTINGERS OFFICE SUPPLY	COPY SUPPLIES 511/FED PROG/ESC	200.00
604	08/14/2025	ANGELA JOY NELSON	REGISTRATION-006/CURR/ESC	50.00
605	08/14/2025	TENNESSEE STATE UNIVERSITY	REGISTRATION -541 AG/FED PROG/505/510	1,500.00
606	08/15/2025	WAL-MART COMMUNITY	KITCHEN/COCURR SPLYS 015/BHS	100.00
607	08/15/2025	AMAZON CAPTIAL SERVICES INC	GENERAL SUPPLIES - 015/BHS	90.00
608	08/15/2025	TEACHER'S DISCOVERY	BOOKS - 015/BHS	118.78
609	08/18/2025	AMAZON CAPTIAL SERVICES INC	GENL-SUPLY-COPY-FURN-015/WAYSIDE	500.00
610	08/18/2025	COUGHLAN COMPANIES, INC.	GENL-LICENSE-015/WAYSIDE	1,399.00
611	08/18/2025	KERRY G ICKLEBERRY	travel-275/SS/ESC	800.00
612	08/18/2025	ARVEST BANK CORPORATE VISA	TRAVEL 541/FED PROG/ESC	2,000.00
613	08/18/2025	NATIONAL CENTER FOR YOUTH ISSUES	REGISTRATION 541/FED PROG/ESC	2,215.00
614	08/18/2025	LOWE'S COMPANIES, INC.	GENL-COCURR-SPLYS-FURN-412/STEM/BHS	1,000.00
615	08/18/2025	SCHOOL SPECIALTY, LLC	ART SPPLS/MADISON/ART	308.77
616	08/18/2025	WAL-MART COMMUNITY	GENERAL SUPPLIES - 412/CENTRAL	500.00
617	08/19/2025	ISD#30/TRANSPORTATION	TRAVEL 412 BHS BMITE	211.40
618	08/19/2025	AGC EDUCATION INC	STEM ACTIVITY PRINTS/412/MADISON	272.00
619	08/19/2025	STAPLES CONTRACT & COMMERCIAL INC	GEN SPLYS-412/MADISON STEM	300.00
620	08/19/2025	LOWE'S COMPANIES, INC.	CLASSROOM SPPLYS-MADISON/412	500.00
621	08/19/2025	WAL-MART COMMUNITY	GEN SPLYS/MADISON/412	500.00
622	08/19/2025	B & H PHOTO VIDEO PRO-AUDIO	AUDIO/VISUAL 412/BMITE BHS	655.41
623	08/19/2025	AMAZON CAPTIAL SERVICES INC	AUDIO/VISUAL 412/BMITE BHS	1,140.00
624	08/19/2025	AMAZON CAPTIAL SERVICES INC	COPY, GENL, TECH & COCURR SUPLY 412/STEM/BHS	2,000.00
625	08/19/2025	ISD#30/TRANSPORTATION	TRANSPORTATION-561/OEJOM	600.00
626	08/19/2025	ARVEST BANK CORPORATE VISA	RENTAL CAR FOR NIEA-561/OEJOM	950.00
627	08/19/2025	ARVEST BANK CORPORATE VISA	REGISTRATION NIEA CONFERENCE- 561/OEJOM	2,250.00
628	08/19/2025	KSRPK ENTERPRISES LLC	LODGING- POWWOW-561/OEJOM	3,124.48
629	08/19/2025	KEITH J CAMPBELL	COCURR-SPLYS-026/IM/BHS	1,232.58
630	08/19/2025	AMAZON CAPTIAL SERVICES INC	GENERAL SUPPLIES-015/CENTRAL	53.97
631	08/19/2025	CDW LLC	PRINTER - 015/CENTRAL	148.66
632	08/19/2025	ROBERTS DOCUMENT SOLUTIONS	UNIFORMS BAND-026/IM/BHS	1,632.19
633	08/19/2025	ARVEST BANK CORPORATE VISA	LODGING FOR NIEA CONFERENCE- 561/OEJOM	2,450.00
634	08/19/2025	BUSINESS PROFESSIONALS OF AMERICA	MEMBERSHIP - 412/CENTRAL	416.00
635	08/20/2025	AMAZON CAPTIAL SERVICES INC	SUPPLIES-013/SS/ESC	100.97
636	08/20/2025	AMAZON CAPTIAL SERVICES INC	GEN SPLYS-412/MADISON STEM	2,500.00

Bartlesville Public Schools
Encumbrance Register
11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
637	08/20/2025	BAND SHOPPE	UNIFORMS BAND-026/IM/BHS	3,964.30
638	08/20/2025	TRI-COUNTY TECHNOLOGY CENTER	DAYCARE-095/DIST	60,000.00
639	08/21/2025	LITERACY RESOURCES, LLC	license-587/Fed Prog/ESC	4,150.00
640	08/21/2025	WISCONSIN CENTER FOR EDUC RESEARCH	REGISTRATION/572/FED PROG/ESC	4,590.00
641	08/21/2025	ARVEST BANK CORPORATE VISA	TRAVEL 572/FED PROG/057	8,102.04
642	08/21/2025	PROJECT LEAD THE WAY, INC.	CLASSROOM MATERIALS/412/MADISON-510	206.00
643	08/21/2025	BUSINESS PROFESSIONALS OF AMERICA	DUES & FEES/412 BMITE-MADISON	416.00
644	08/21/2025	VEX ROBOTICS, INC	GEN SPLYS/MADISON/412 STEM	3,569.41
645	08/21/2025	AMAZON CAPTIAL SERVICES INC	GENERAL SUPPLIES - 015/CENTRAL	72.53
646	08/21/2025	TECHNOLOGY STUDENT ASSOCIATION	DUES & FEES/412 MADISON	510.00
647	08/22/2025	AMAZON CAPTIAL SERVICES INC	FURN/FIXTURES/APPLIANCES 015/BHS	325.00
648	08/22/2025	SPEARS WORLD TRAVEL SERVICE, INC	TRAVEL/572/FED PROG/057	2,642.16
649	08/22/2025	AIRCRAFT OWNERS AND PILOTS ASSOC	REGISTRATION 587/FED PROG/705	1,650.00
650	08/22/2025	OKLAHOMA LITERACY COALITION, INC.	registration-731/Fed Prog/ESC	50.00
651	08/22/2025	AMAZON CAPTIAL SERVICES INC	supplies-054/SS/ESC	80.00
652	08/22/2025	AMAZON CAPTIAL SERVICES INC	GENERAL SUPPLIES - 015/BHS	350.00
653	08/22/2025	CDW LLC	PRINTERS - 015/CENTRAL	406.42
654	08/22/2025	AMAZON CAPTIAL SERVICES INC	GENERAL CLASSROOM SUPPLIES - 015/CENTRAL	1,029.62
655	08/22/2025	PRO-ED, INC	GENL-SPLYS-054/SS/ESC	294.80
656	08/22/2025	ARVEST BANK CORPORATE VISA	TRAVEL 587/FED PROG/705	1,014.00
657	08/22/2025	AARON ROBERT CARAPELLA	MAPS/SUPPLIES-563/JOHNSON O'MALLEY	500.00
658	08/22/2025	QUANNAH LITTLEAXE	OUT-OF-DISTRICT TRAVEL-561/OEJOM	500.00
659	08/22/2025	STEVA HOUSE	OUT-OF-DISTRICT TRAVEL-561/OEJOM	500.00
660	08/22/2025	SHIPWRECK BEADS, INC	SUPPLIES-563/JOHNSON O'MALLEY	800.00
661	08/22/2025	ARVEST BANK CORPORATE VISA	CAR RENTAL-561/OEJOM	2,000.00
662	08/22/2025	MARY LORRAINE ROBINSON	SUPPLIES-5461/OEJOM	2,300.00
663	08/22/2025	SPEARS WORLD TRAVEL SERVICE, INC	AIRLINE TICKETS-561/OEJOM	2,200.00
664	08/22/2025	SWEETWATER SOUND, INC .	652 AUDIO-VISUAL-026/IM/BHS	333.39
665	08/22/2025	NORTHEASTERN OKLAHOMA CHORAL	DUES & FEES-027/VM/BHS	90.00
666	08/22/2025	CURTIS EVANS	Glass Replacement & Repairs-011/TRANSPORTATION	500.00
667	08/25/2025	ISD#30/TRANSPORTATION	OUT OF DISTRICT TRAVEL BHS/412-BMITE	65.80
668	08/25/2025	AMAZON CAPTIAL SERVICES INC	BOOKS - 015/BHS	70.35
669	08/25/2025	BUSINESS PROFESSIONALS OF AMERICA	MEMBERSHIP 412/BHS/BMITE	480.00
670	08/25/2025	CAROLINA BIOLOGICAL SUPPLY	GEN SPLYS/MADISON/412 STEM	1,367.47
671	08/25/2025	AMAZON CAPTIAL SERVICES INC	GENERAL SUPPLIES - 015/CENTRAL	26.98
672	08/25/2025	AMAZON CAPTIAL SERVICES INC	GENERAL SUPPLIES - 412/CENTRAL	85.99
673	08/25/2025	SPEARS WORLD TRAVEL SERVICE, INC	TRAVEL AIRFARE 587/FED PROG/705	1,354.08
674	08/25/2025	ARVEST BANK CORPORATE VISA	travel-731/Fed Prog/ESC	400.00

Bartlesville Public Schools
Encumbrance Register
11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
675	08/25/2025	JONI D POLLIN	travel-731/Fed Prog/ESC	500.00
676	08/25/2025	SHAR PRODUCTS COMPANY	INSTRUMENTS-026/IM/BHS	593.98
677	08/25/2025	DICK BLICK	ART SPPLS/MADISON 510/ART	1,500.00
678	08/25/2025	ISD#30/TRANSPORTATION	TRAVEL-412/MADISON BLANKET	500.00
679	08/25/2025	STAPLES CONTRACT & COMMERCIAL INC	GEN SPLYS/MADISON/412 BMITE	500.00
680	09/03/2025	NIMCO INC	GENERAL SUPPLIES 016/FED PROG/ESC	198.00
681	09/08/2025	SCHOOL SPECIALTY, LLC	GENERAL SUPPLIES - 015/CENTRAL	68.82
682	09/08/2025	DEMCO, INC.	BINDING/REPAIRS- BOOKMARKS/015/MADISON	73.16
683	09/08/2025	TEACHER CREATED RESOURCES	GENERAL SUPPLIES-015 WILSON	82.44
684	09/08/2025	LAURA L WILLIAMS	TRAVEL REIMBURSEMENT - 412/CENTRAL	96.60
685	09/08/2025	HAL LEONARD CORPORATION	GENL-SPLYS-015/HOOVER	97.93
686	09/08/2025	NATIONAL ASSOC FOR MUSIC EDUCATION	GENL-Membership-Music-Hoover/015	145.00
687	09/08/2025	ARVEST BANK CORPORATE VISA	TRAVEL/LODGING - 412/CENTRAL	149.46
688	09/08/2025	AMAZON CAPTIAL SERVICES INC	GENERAL SUPPLIES-572/FED PROG/ELL/ESC	184.96
689	09/08/2025	AMAZON CAPTIAL SERVICES INC	GENERAL SUPPLIES 511/FED PROG/ESC	250.00
690	09/08/2025	AMANDA JOHNSTON	TRAVEL-000/BOARD/ESC	400.00
691	09/08/2025	KRISTEN LINDBLOM	TRAVEL-000/BOARD/ESC	400.00
692	09/08/2025	LAURA L WILLIAMS	TRAVEL REIMBURSEMENT - 412/CENTRAL	444.90
693	09/08/2025	ARVEST BANK CORPORATE VISA	TRAVEL/LODGING - 412/CENTRAL	457.65
694	09/08/2025	RICHARD J LANGHAM	TRAVEL EXPENSES/541/FED PROG/057	500.00
695	09/08/2025	RHONDA K BALDWIN-WILLCOX	TRAVEL EXPENSES 541/FED PROG/057	500.00
696	09/08/2025	JOSHUA W WOLFE	TRAVEL EXPENSES /541/FED PROG/057	500.00
697	09/08/2025	ELIZABETH JEAN FARMER	TRAVEL 541/FED PROG/057	500.00
698	09/08/2025	KAYLA D GREGSTON	TRAVEL 541/FED PROG/057	500.00
699	09/08/2025	LAUREN R MILLIKIN	TRAVEL 541/FED PROG/057	500.00
700	09/08/2025	LATORI RACHELL CARTER	TRAVEL/541/FED PROG/057	500.00
701	09/08/2025	CHRISTINA V RIGDON	TRAVEL/541/FED PROG/057	500.00
702	09/08/2025	KENDRA MIA BARTEL	TRAVEL/541/FEDE PROG/057	500.00
703	09/08/2025	LINDSAY G HAMMOND	TRAVEL/541/FED PROG/057	500.00
704	09/08/2025	KIMBERLY JILL WEIMER	TRAVEL/541/FED PROG/057	500.00
705	09/08/2025	WHITNEY J PITZER	TRAVEL/572/FED PROG/057	800.00
706	09/08/2025	TASHA J POSCH	TRAVEL 572/FED PROG/057	800.00
707	09/08/2025	CHERISA L NEILL	TRAVEL572/FED PROG/057	800.00
708	09/08/2025	TANYA M HORTON	TRAVEL 572/FED PROG/057	800.00
709	09/08/2025	MONICA A BRITT	TRAVEL 572/FED PROG/057	800.00
710	09/08/2025	JAYLEEN S ALLEN	TRAVEL 572/FED PROG/057	800.00
711	09/08/2025	MICHAEL D HARP	TRAVEL 587/FED PROG/057	800.00
712	09/08/2025	JOSHUA W WOLFE	TRAVEL 587/FED PROG/705	800.00
713	09/08/2025	ASHLEE R HIGHTOWER	TRAVEL 587/FED PROG/705	800.00

Bartlesville Public Schools
Encumbrance Register
11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
714	09/08/2025	GLOWFORGE INC	SUPPLIES/412/AG/FED PROG/ESC	800.00
715	09/08/2025	SCHOOL NURSE SUPPLY INC	supplies-033/SS/ESC	800.12
716	09/08/2025	SCHOOL NURSE SUPPLY INC	FIRST AID SUPPLIES-033/SS/ESC	918.50
717	09/08/2025	FOLLETT CONTENT SOLUTIONS, LLC	LIBRARY BOOKS - 015/CENTRAL	1,615.17
718	09/08/2025	BUREAU OF EDUC & RESEARCH	REGISTRATION-006/CURR/ESC	1,770.00
719	09/08/2025	CDW LLC	PRINTER SUPPLIES - 015/CENTRAL	2,000.00
720	09/08/2025	RUBICON WEST, LLC	PROFESSIONAL DEV/541/FED PROG/WESLEYAN SCHOOL	5,500.00
721	09/08/2025	AMAZON CAPTIAL SERVICES INC	GENERAL SUPPLIES - 412/CENTRAL	44.99
722	09/08/2025	ARVEST BANK CORPORATE VISA	ONLINE SUBSCRIPTION - 015/CENTRAL	59.88
723	09/08/2025	CDW LLC	TECH-RELATED-015/WILSON	173.18
724	09/08/2025	KIARAH FRIEND	DUES & FEES	58.25
725	09/08/2025	AMAZON CAPTIAL SERVICES INC	GENERAL SUPPLIES - 015/BHS	26.57
726	09/08/2025	ARVEST BANK CORPORATE VISA	MEDICAL SERVICES-011/TRANSPORTATION	62.50
727	09/08/2025	LAURIE L MOONEY	DUES & FEES 015/BHS	200.00
728	09/08/2025	AMAZON CAPTIAL SERVICES INC	GENL/SPLYS- Barbee/015/Jane Phillips	349.26
729	09/08/2025	PERMA-BOUND BOOKS	Books/Jane Phillips/Ruth Wheeler	401.64
730	09/08/2025	DICK BLICK	CO-CURRICULAR SUPPLIES 015/BHS	605.10
731	09/08/2025	ISD#30/TRANSPORTATION	TRAVEL-412/STEM/BHS	800.00
732	09/08/2025	GENERATION GENIUS, INC	TECH-RLDT-SPLYS-511/FEDERAL PROGRAM/RH	1,995.00
733	09/08/2025	HOUGHTON MIFFLIN HARCOURT PUB CO	CURRIC-015/KANE-URGENT	43.58
734	09/08/2025	ISD#30/TRANSPORTATION	BUS/SUBURBAN FIELD TRIPS/STAFF TRAVEL- 015/KANE	500.00
735	09/08/2025	AMAZON CAPTIAL SERVICES INC	GENL-SUPLY-COPY-FURN-015/WAYSIDE	1,200.00
736	09/09/2025	THE MUSIC STORE INC	AUDIO-VISUAL-026/IM/BHS	575.00
737	09/09/2025	FIRST THOUGHT, INC.	STUDENT/STAFF RECOG-294/KANE	700.00
738	09/09/2025	ROBERTS DOCUMENT SOLUTIONS	UNIFORMS BAND-026/IM/BHS	2,989.00
739	09/09/2025	GOPHER SPORT	GENL-SUPLY-015/WAYSIDE	256.50
740	09/09/2025	AMAZON CAPTIAL SERVICES INC	BOOKS-FAMILY ENGAGMENT-511/RANCH HEIGHTS	145.00
741	09/09/2025	BUSINESS PROFESSIONALS OF AMERICA	MEMBERSHIP-412/BHS/BMITE	1,680.00
742	09/09/2025	FRANKLIN COVEY CLIENT SALES, INC	GENL-LICENSE-015/WAYSIDE	288.77
743	09/09/2025	AMAZON CAPTIAL SERVICES INC	GENERAL CLEANING SUPPLIES - 015/CENTRAL	71.67
744	09/09/2025	BETHANY NOEL SHAW	TRAVEL REIMBURSEMENT-412/MADISON	146.60
745	09/09/2025	ISD#30/TRANSPORTATION	TRAVEL-412/MADISON	500.00
746	09/09/2025	ISD#30/TRANSPORTATION	TRAVEL-412/STEM/BHS	614.30
747	09/09/2025	AMAZON CAPTIAL SERVICES INC	GENL-SPLYS-015/HOOVER	1,000.00
748	09/09/2025	OLIVIA FOUST	contracted services-041/SS/ESC	20,000.00
749	09/09/2025	STAPLES CONTRACT & COMMERCIAL INC	GEN SPLYS/MADISON/510	800.00
750	09/09/2025	SCHOLASTIC, INC.	CLASSROOM MAGAZINES/510/MADISON	956.01

Bartlesville Public Schools
Encumbrance Register
11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
751	09/09/2025	RENAISSANCE LEARNING, INC	TECH-RLDT-SPLYS-006/CURR/ESC	139.25
752	09/09/2025	APRIL N DONNELL	PRESENTER-561/OEJOM	800.00
753	09/09/2025	WATTS DISTRIBUTING	SUPPLIES FOR OPERATION EAGLE-561/OEJOM	1,500.00
754	09/10/2025	VILLAGE CHARTERS INC	513 STUDENT TRAVEL OUTSIDE AGENCY-027/VM/BHS	1,000.00
755	09/10/2025	ARVEST BANK CORPORATE VISA	TRAVEL-511/FED PROG/ESC	1,407.60
756	09/10/2025	NAT'L ASSOC FOR THE ED OF HOMELESS	REGISTRATION- 511/FED PROG/ESC	1,800.00
757	09/10/2025	AMAZON CAPTIAL SERVICES INC	CPR supplies-054/SS/ESC	500.00
758	09/10/2025	WEST MUSIC COMPANY INC	INSTRUMENTS-008/RANCH HEIGHTS	180.00
759	09/10/2025	AMAZON CAPTIAL SERVICES INC	GENL-COPY-SPLYS-MICS-015/RANCH HEIGHTS	2,400.00
760	09/10/2025	DELL MARKETING LP	LAPTOP FOR OPERATION EAGLE-561/OEJOM	627.93
761	09/10/2025	AMAZON CAPTIAL SERVICES INC	GENL/SPLYS-015/Jane Phillips	353.97
762	09/10/2025	BAND SHOPPE	UNIFORMS BAND-026/IM/BHS	1,401.65
763	09/10/2025	LOWE'S COMPANIES, INC.	GENL SUPLYS GROUNDS/PARKING IMPROVEMENT-015/WILSON	500.00
764	09/10/2025	OK BUSINESS PROF OF AMERICA	OKBPA Student and Adult Registration Fee's	40.00
765	09/10/2025	ISD#30/TRANSPORTATION	TRAVEL/412/MADISON	238.00
766	09/10/2025	SPEARS WORLD TRAVEL SERVICE, INC	TRAVEL-511/FED PROG/ESC	391.98
767	09/10/2025	SAIED MUSIC CO	619 GENL-SPLYS-026/IM/BHS	4,505.60
Report Total:				\$227,423.02

Bartlesville Public Schools
Encumbrance Register
22-Child Nutrition Programs Fund

PO No	Date	Vendor	Description	Amount
33	09/09/2025	CAROLYN A FRIES	REIMBURSEMENT-385/CND	9.05
Report Total:				<u><u>\$9.05</u></u>

Bartlesville Public Schools
Encumbrance Register
33-2021 BOND - 2024 PROJECTS

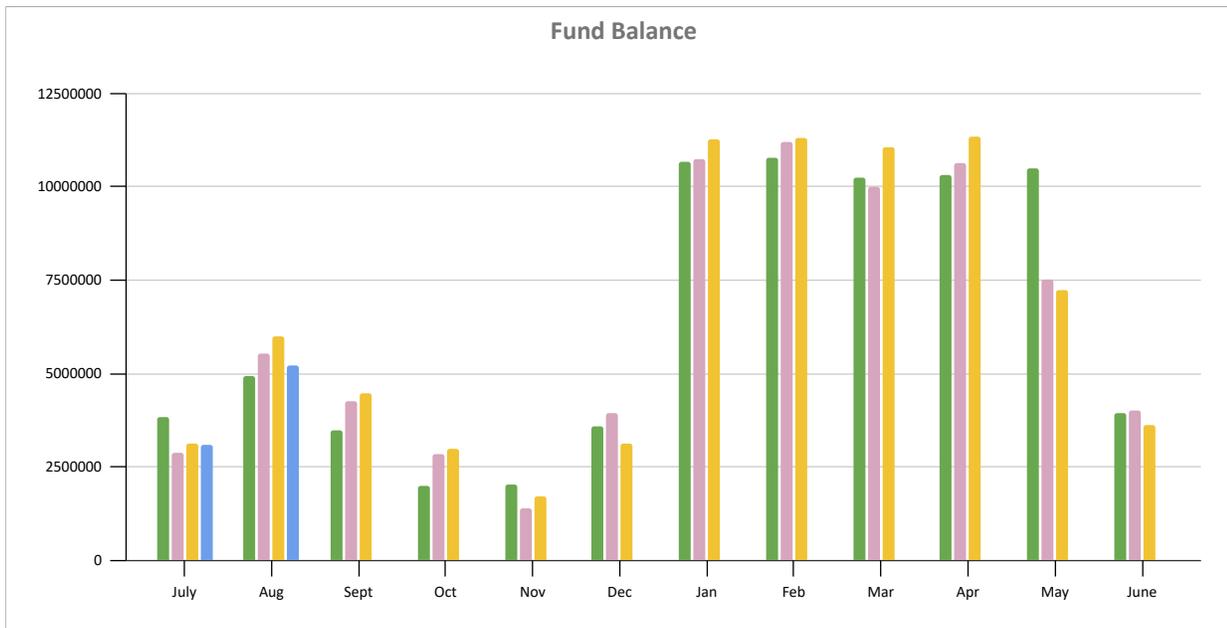
PO No	Date	Vendor	Description	Amount
68	09/08/2025	SECONDARY RHODES	MAINT/018/HOOVER	3,800.00
Report Total:				\$3,800.00

Bartlesville Public Schools
Encumbrance Register
34-2023 BOND - 2025 PROJECTS

PO No	Date	Vendor	Description	Amount
67	08/14/2025	SAFETYMED, LLC	safety supplies-013/SS/ESC	6,442.00
68	08/15/2025	VARSITY BRANDS HOLDING CO., INC.	001/ATHLETICS/EQUIPMENT	75.96
69	08/15/2025	VARSITY BRANDS HOLDING CO., INC.	001/ATHLETICS/EQUIPMENT	1,999.23
70	08/18/2025	EARNEST HEAT & AIR INC	MAINT/018/HOOVER	10,325.00
71	08/18/2025	DAKTRONICS INC	001/ATHLETICS/BUILDING/MMS	5,320.00
72	08/18/2025	DIGICERT, INC	TECH-RLTD-SRVCS-019/TECH/ESC	324.00
73	08/19/2025	PALEN MUSIC CENTER INC	COCURR-SPLYS-026/IM/BHS	369.63
74	08/19/2025	VARSITY BRANDS HOLDING CO., INC.	001/ATHLETICS/EQUIPMENT	664.64
75	08/19/2025	DEREK SCHMIDT	MAINT/018/HS	4,128.00
76	08/20/2025	EARNEST HEAT & AIR INC	URGENT MAINT/018/MADISON	6,055.00
77	08/20/2025	EARNEST HEAT & AIR INC	MAINT/018/RANCH HEIGHTS	32,964.00
78	08/21/2025	WESTERN WATERPROOFING COMPANY INC.	ROOFING/018/HS	46,932.00
79	08/21/2025	CEV MULTIMEDIA, LTD	TECH-RLDT-SPLYS-028/CURR/ESC	2,780.00
80	08/25/2025	UNITED TECHNOLOGIES CORPORATION	MAINT/018/JP	149,874.00
81	08/25/2025	MAINSTAGE THEATRICAL SUPPLY INC	MAINT/018/HS/MADISON/CENTRAL	402,580.00
82	09/08/2025	SLIGAR MECHANICAL	MAINT/018/HS	3,331.54
83	09/08/2025	AMTAB MANUFACTURING CORPORATION	FURN/000/KANE	3,792.79
84	09/08/2025	SLIGAR MECHANICAL	MAINT/018/HS	7,720.00
85	09/08/2025	FLINN SCIENTIFIC INC	COCURR-SPLYS-056/SCIENCE/BHS	1,607.85
86	09/08/2025	MICHAEL E COLE	MAINT/018/KANE	15,000.00
87	09/08/2025	MICHAEL E COLE	MAINT/018/WILSON	15,800.00
88	09/08/2025	UNITED TECHNOLOGIES CORPORATION	MAINT/018/HS	12,532.47
89	09/08/2025	QUALITY TRUCK & EQUIPMENT CO.	Auto/Bus Supplies/LIFTGATE-011/TRANSPORTATION	2,550.00
90	09/08/2025	TRUCK VAN FLEET UPFITTERS, INC.	Hard Top for Utility Truck-011/TRANSPORTATION	3,479.00
91	09/08/2025	BARTLESVILLE FORD CO, INC	TOYOTA COROLLA-011/TRANSPORTATION	25,000.00
92	09/09/2025	WEATHERPROOFING TECHNOLOGIES, INC	ROOFING/018/HS	15,000.00
93	09/09/2025	SECONDARY RHODES	ROOFING/018/CENTRAL	3,150.00
94	09/09/2025	BENNETT/CAHILL CONTRACTORS, LLC	MAINT/018/CENTRAL	8,423.00
Report Total:				<u><u>\$788,220.11</u></u>

Bartlesville Public Schools
General Fund Cash Flow/Fund Balance Analysis
Fiscal Years 2023-2026

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
FY 23	3,849,461	4,937,743	3,495,740	2,009,542	2,034,853	3,581,279	10,680,690	10,779,483	10,262,132	10,302,023	10,511,033	3,931,988
FY 24	2,870,004	5,541,192	4,276,609	2,838,027	1,377,252	3,961,327	10,752,812	11,197,027	9,987,169	10,624,299	7,524,869	4,012,343
FY 25	3,114,772	5,993,256	4,486,033	2,993,607	1,728,160	3,137,351	11,284,980	11,297,975	11,049,841	11,326,872	7,252,189	3,608,806
FY 25	3,108,625	5,203,689										
FY26-FY25	(6,147)	(789,567)	(4,486,033)	(2,993,607)	(1,728,160)	(3,137,351)	(11,284,980)	(11,297,975)	(11,049,841)	(11,326,872)	(7,252,189)	(3,608,806)



Bartlesville Public Schools
General Fund Cash Flow/Fund Balance Analysis

	August	2025-26 Year to Date Total	2024-25 Year to Date Total	2023-24 Year to Date Total
Beginning balance	\$ 3,108,625	\$ 3,608,806	\$ 4,012,343	\$3,931,988
Local	154,856	293,929	200,821	404,752
County	20,722	41,502	106,043	41,179
State	3,360,134	3,524,968	3,726,586	3,561,392
Federal	104,601	730,204	1,016,999	1,336,895
Other sources	2,929	3,806	3,230	3,516
	<u>3,643,242</u>	<u>4,594,409</u>	<u>5,053,679</u>	<u>5,347,734</u>
Total cash available	6,751,867	8,203,215	9,066,022	9,279,722
<u>Requirements:</u>				
Salaries	686,085	1,163,062	1,150,482	1,154,822
Benefits	193,513	538,832	448,090	410,585
Professional services	26,385	48,521	201,285	26,067
Property services	326,421	633,234	603,378	664,195
Other purchased services	18,745	78,508	65,340	850,140
Supplies & materials	267,617	463,370	539,166	547,133
Property		32,849	32,723	52,903
Other uses	29,412	41,150	32,302	32,685
	<u>1,548,178</u>	<u>2,999,526</u>	<u>3,072,766</u>	<u>3,738,530</u>
Ending balance	<u>5,203,689</u>	<u>5,203,689</u>	<u>5,993,256</u>	<u>5,541,192</u>

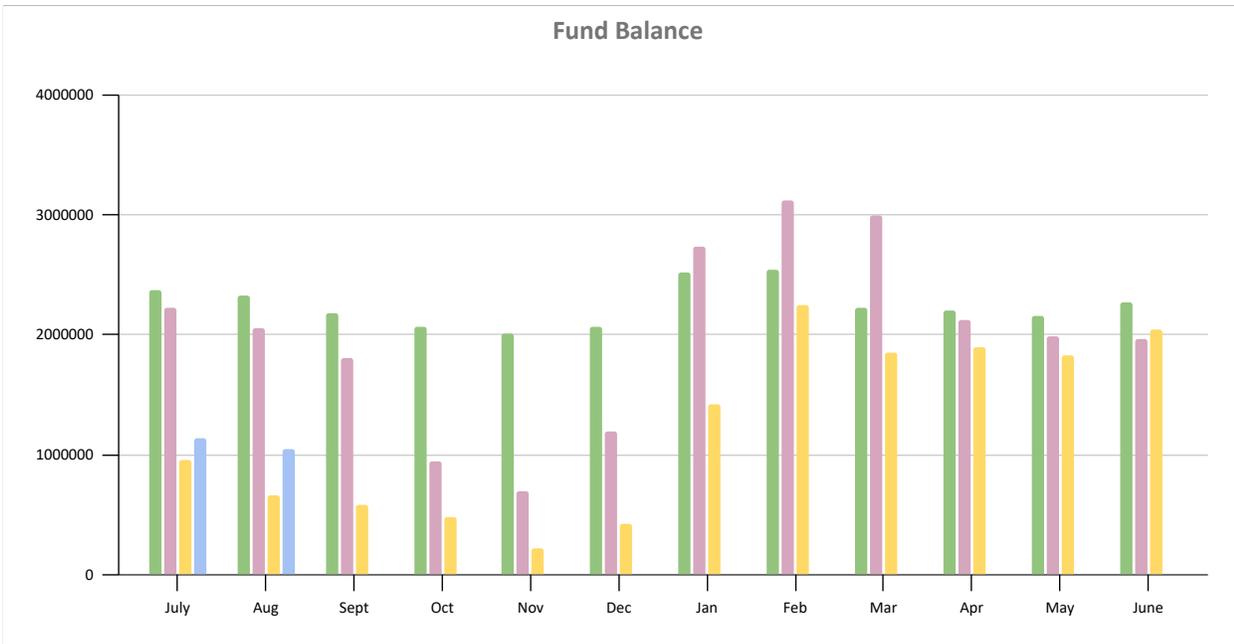
**Bartlesville Public Schools
General Fund Revenue Detail**

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	2025-26 Total
1110 Ad valorem tax - current													-
1121-1122 Ad valorem tax - prior	73,921.84	50,534.24											124,456.08
1130 In lieu of tax	0.08												0.08
1190 Other taxes													-
1213-1214 Testing fees	666.25												666.25
1230-1290 Tuition													-
1310 Interest on investments	52,920.40	31,413.29											84,333.69
1351													-
1352 Interest on unapport. Tax	122.64	47.17											169.81
1353													-
1410 Rent													-
1440 Sale of equipment													-
1510 Insurance loss recoveries													-
1530 Damage recovery													-
1580 Activity trip reimb	9,466.32	7,391.25											16,857.57
1590 Miscellaneous reimb	976.00	5,648.90											6,624.90
1610 Donations	1,000.00	59,750.00											60,750.00
1680 Refunds		71.00											71.00
1690 Miscellaneous													-
2100 County-wide 4-mill	9,380.65	6,207.03											15,587.68
2200 Mortgage tax	11,399.68	14,514.63											25,914.31
2300 Resale Property													-
3110 Gross production tax	3,184.08	2,196.23											5,380.31
3120 Motor vehicle tax	59,992.81	246,432.22											306,425.03
3130 Rural electric tax	4,413.73	5,876.53											10,290.26
3140 State school land earnings	93,133.81	65,952.92											159,086.73
3150 Vehicle tax stamps	797.89	436.94											1,234.83
3160 Farm implement tax stamps													-
3210 Foundation aid		2,451,057.99											2,451,057.99
3250 FBA		459,231.25											459,231.25
3310 Alternative education													-
3412 NBCT Stipend													-
3414													-
3415 Reading Sufficiency													-
3420 State textbooks		35,908.72											35,908.72
3430 Education matching	3,311.38												3,311.38
3436		93,041.47											93,041.47
3437													-
3440 Drivers education													-
3470													-
3620													-
3690 Other state													-
3811 Vocational programs													-
3812 Vocational programs													-
3892 Lottery Fund													-
4140 Title VII	125,903.90												125,903.90
4162 Flood Control													-
4210 Title I - Part A	240,195.39												240,195.39
4271 Title II	20,495.34												20,495.34
4281 Title III	290.10												290.10
4310 IDEA B - Special Education	196,695.03												196,695.03
4340 Preschool													-
4442 Title IV reimb		32,528.85											32,528.85
4470 Title VI	6,773.70												6,773.70
4550 Johnson-O'Malley		72,071.90											72,071.90
4611 Title II - Adult Education	35,249.42												35,249.42
4617 Rehab services													-
4689 Other federal													-
4740													-
4821 Carl Perkins													-
5150-5160 Activity trip reimb	876.43	2,929.03											3,805.46
6140 Estopped Warrants													-
	951,166.87	3,643,241.56	-	-	-	-	-	-	-	-	-	-	4,594,408.43
													3,582,106.16
													8,176,514.59

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Bartlesville Public Schools
Building Fund Cash Flow/Fund Balance Analysis
Fiscal Years 2023-2026

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
FY 23	2,373,307	2,325,652	2,179,139	2,067,799	2,013,071	2,061,346	2,515,458	2,539,550	2,224,587	2,205,420	2,153,904	2,265,535
FY 24	2,224,183	2,052,836	1,807,955	947,532	692,259	1,192,603	2,737,169	3,118,725	2,998,442	2,125,142	1,991,800	1,960,216
FY 25	953,273	661,858	581,905	484,299	223,041	421,413	1,426,056	2,252,268	1,846,065	1,895,367	1,830,499	2,042,084
FY 26	1,133,076	1,046,523										
FY26-FY25	179,803	384,665	(581,905)	(484,299)	(223,041)	(421,413)	(1,426,056)	(2,252,268)	(1,846,065)	(1,895,367)	(1,830,499)	(2,042,084)



Bartlesville Public Schools
Building Fund Cash Flow/Fund Balance Analysis

	<u>August</u>	<u>2025-26 Year to Date Total</u>	<u>Prior Year Year to Date Total</u>
Beginning balance	\$ 1,133,076	\$ 2,042,084	\$ 1,960,216
 <u>Revenue:</u>			
Local	11,382	31,103	17,742
State		-	61
Other sources		-	
	<u>11,382</u>	<u>31,103</u>	<u>17,803</u>
 Total cash available	 1,144,458	 2,073,187	 1,978,019
 <u>Requirements:</u>			
Professional services	10,000	30,000	31,800
Property services	76,200	148,503	157,651
Other purchased services		819,391	900,771
Supplies & materials	4,885	9,590	9,963
Property	6,850	19,180	215,976
Other uses		-	
	<u>97,935</u>	<u>1,026,664</u>	<u>1,316,161</u>
 Ending balance	 <u>1,046,523</u>	 <u>1,046,523</u>	 <u>661,858</u>

Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 8/31/2025, Classification Bolding: FUNCTION-RS, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
Fund - 11 11-General Fund (For Operation)						
0000 **Appropriated Only	209.74	490.85	490.85	0.00	-281.11	234.03%
1000 INSTRUCTION	59,536,274.17	1,496,930.36	457,058.14	1,039,872.22	58,039,343.81	2.51%
2100 SUPPORT SERVICES - STUDENTS	0.00	402,874.68	115,796.96	287,077.72	-402,874.68	100.00%
2200 SUPPORT SERVICES-INSTRT STAFF	71,279.60	338,838.13	206,849.46	131,988.67	-267,558.53	475.36%
2300 SUPPORT SERVICES-GENERAL ADMN	0.00	339,137.28	157,243.87	181,893.41	-339,137.28	100.00%
2400 SUPPORT SERVICES-SCHOOL ADMN	0.00	510,627.29	497,133.24	13,494.05	-510,627.29	100.00%
2500 CENTRAL SERVICES	0.00	965,666.59	353,143.49	612,523.10	-965,666.59	100.00%
2600 OPERATION & MAINT OF PLANT SVC	0.00	2,790,077.19	837,215.60	1,952,861.59	-2,790,077.19	100.00%
2700 STUDENT TRANSPORTATION SERVICE	0.00	575,228.00	140,481.39	434,746.61	-575,228.00	100.00%
3300 COMMUNITY SERVICES OPERATIONS	0.00	2,613.40	2,613.40	0.00	-2,613.40	100.00%
5300 CLEARING ACCOUNT	0.00	207,943.00	207,943.00	0.00	-207,943.00	100.00%
5500 PRIVATE NONPROFIT SCHOOLS	0.00	6,506.35	6,506.35	0.00	-6,506.35	100.00%
Total Fund - 11 11-General Fund (For Operation)	\$59,607,763.51	\$7,636,933.12	\$2,982,475.75	\$4,654,457.37	\$51,970,830.39	12.81 %
Report Total	\$59,607,763.51	\$7,636,933.12	\$2,982,475.75	\$4,654,457.37	\$51,970,830.39	12.81 %

Date Range: 7/1/2025 - 8/31/2025

Classification Bolding: FUNCTION-RS

Print Detail: No

Dimension	Group Order	Total	Bold	Filter
Fiscal Year	N/A	N/A	N/A	2026
Fund	1	Yes	No	11
Project	N/A	N/A	N/A	
Function	2	No	Yes	
Object	N/A	N/A	N/A	
Program	N/A	N/A	N/A	
Subject	N/A	N/A	N/A	
JobClass	N/A	N/A	N/A	
Unit	N/A	N/A	N/A	

September 15, 2025 Personnel Report

APPOINTMENTS:						
Name	Site	Position	FTE	Hire Date	Temporary Contract	
Carter, Debra	Hoover	Special Education Teacher Assistant Level 3	0.875	08/12/2025	Yes	
Eads, Sharilyn	Central	Special Education Teacher Assistant Level 1	0.875	08/12/2025	Yes	
French, Bryce	High School	Assistant Football Coach	NA	08/14/2025	Yes	
Harris, Heather	High School	Assistant Swim Coach	NA	08/13/2025	Yes	
Hayhurst, Chad	Central	Head 8th Girls Basketball Coach	NA	08/28/2025	Yes	
Lorenz, Alexis	Ranch Heights	Special Education Teacher Assistant Level 3	0.875	09/07/2025	Yes	
Myers, Kailee	Central	PASS/Back on Track	1.000	08/13/2025	Yes	
Nebeker, Kelly	Hoover	Special Education Teacher Assistant Level 3	0.875	09/07/2025	Yes	
O'Banion, Corrie	Jane Phillips	Special Education Teacher Assistant Level 3	0.875	09/08/2025	Yes	
Oglesby, Katie	Hoover	Special Education Teacher Assistant Level 3	0.875	08/12/2025	Yes	
Parham, Layne	High School	Head Girls Golf Coach	NA	08/26/2025	Yes	
Pyle, Alyssia	Transportation	Bus Monitor	1.000	09/07/2025	Yes	
Reavis II, Michael	Transportation	Bus Monitor	1.000	08/11/2025	Yes	
Reid, Chloe	High School	Assistant Varsity Volleyball Coach	NA	08/14/2025	Yes	
Tabler, Carnaysa	Hoover	Special Education Teacher Assistant Level 3	0.875	08/12/2025	Yes	
Woods, Keith	Transportation	Bus Monitor	1.000	08/11/2025	Yes	
ADDITIONAL COMPENSATION:						
Name	Site	Position	Amount	Date		
Opioid Grant Curriculum Development	Secondary Sites	Opioid Grant Curriculum Development	\$1,000.00	7/1/2025		
CHANGE OF STATUS:						
Name	CHANGE FROM Site	Position	FTE	CHANGE TO Site	Position	FTE Date
Blundell, Shayla	High School	Special Education Teacher Assistant Level 2	0.875	High School	Special Education Teacher Assistant Level 3	0.875 8/12/2025
Briscoe, Marisa	Transportation	Bus Driver	0.750	Transportation	Bus Driver	1.000 8/25/2025
Britton, Kendra	Central	Special Education Teacher Assistant Level 1	0.875	Central/Madison	Special Education Teacher Assistant Level 3	0.875 8/12/2025
Freeman, Megan	Richard Kane	Third - Fifth Grade Virtual Teacher	1.000	Richard Kane	PK - Fifth Grade Virtual Teacher	1.000 8/11/2025
Gordineer, Robbie	Jane Phillips	Special Education Teacher Assistant Level 3	0.875	Jane Phillips	AIMS Teacher Assistant	0.875 9/2/2025
Loafman, Ashten	Jane Phillips/Wayside	Speech Language Pathologist	1.000	Wayside	Speech Language Pathologist	1.000 8/11/2025
Morgan, Teresa	Wayside	Special Education Teacher Assistant Level 1	0.875	Central/Madison	Special Education Teacher Assistant Level 3	0.875 8/12/2025
Smith, Robert	Transportation	Bus Driver	0.750	Transportation	Bus Driver	1.000 8/11/2025
Tresner, Darla	High School	Business Education Teacher	1.000	High School	Language Arts Teacher	1.000 8/11/2025
Wilson, James	Transportation	Bus Driver	0.750	Transportation	FMLA	1.000 8/28/2025
Wilson, James	Transportation	FMLA	1.000	Transportation	Bus Driver	0.750 9/3/2025
RESIGNATION:						
Name	Site	Position	FTE	Date		
Blackwell, Danyelle	Wilson	Teacher Assistant	0.875	5/22/2025		
Battenfield, Catherine	Central	Special Education Teacher Assistant Level 3	0.875	5/22/2025		
Broadwell, Christopher	Transportation	Bus Driver	0.750	9/30/2025		
Sears, Meghan	Jane Phillips	First Grade Teacher	1.000	8/28/2025		
Thitte, Allison	Jane Phillips	Teacher Assistant	0.875	5/22/2025		
RETIREMENT:						
Name	Site	Position	FTE	Date		
Meador, Granger	ESC	Executive Director of Technology and Community Relations	1.000	6/30/2026		

Bartlesville Public Schools

Investment Ledger

Options: Funds: 11-59,81, Account Nos: , Investment Nos: , Date Range: 8/1/2025 - 8/31/2025, Exclude Investments Matured in Date Range: True, Exclude Investments Liquidated in Date Range: True

Fund: 11

Account: AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	8/29/2025	9/30/2025		\$658,494.19	4.130	\$658,494.19
Total ICS ACCOUNT							\$658,494.19
Total AI 0112 GATEWAY BANK - ICS							\$658,494.19
Total Fund 11							\$658,494.19

Fund: 21

Account: AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	8/29/2025	9/30/2025		\$545,000.00	4.130	\$545,000.00
Total ICS ACCOUNT							\$545,000.00
Total AI 0112 GATEWAY BANK - ICS							\$545,000.00
Total Fund 21							\$545,000.00

Fund: 22

Account: AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	8/29/2025	9/30/2025		\$334,853.66	4.130	\$334,853.66
Total ICS ACCOUNT							\$334,853.66
Total AI 0112 GATEWAY BANK - ICS							\$334,853.66
Total Fund 22							\$334,853.66

Fund: 34

Account: AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	8/29/2025	9/30/2025		\$3,480,500.00	4.130	\$3,480,500.00
Total ICS ACCOUNT							\$3,480,500.00
Total AI 0112 GATEWAY BANK - ICS							\$3,480,500.00
Total Fund 34							\$3,480,500.00

Fund: 39

Account: AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	8/29/2025	9/30/2025		\$240,185.93	4.130	\$240,185.93
Total ICS ACCOUNT							\$240,185.93
Total AI 0112 GATEWAY BANK - ICS							\$240,185.93
Total Fund 39							\$240,185.93

Fund: 41

Account: AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	8/29/2025	9/30/2025		\$5,665,700.00	4.130	\$5,665,700.00
Total ICS ACCOUNT							\$5,665,700.00
Total AI 0112 GATEWAY BANK - ICS							\$5,665,700.00

Account: AI 0113 COMMERCE BANK

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
369018176	COMMERCE BANK - TREASURY BILL	7/22/2025	11/12/2025		\$1,764,905.25	4.227	\$1,764,905.25

Bartlesville Public Schools

Investment Ledger

Options: Funds: 11-59,81, Account Nos: , Investment Nos: , Date Range: 8/1/2025 - 8/31/2025, Exclude Investments Matured in Date Range: True, Exclude Investments Liquidated in Date Range: True

Total 369018176	\$1,764,905.25
Total AI 0113 COMMERCE BANK	\$1,764,905.25
Total Fund 41	\$7,430,605.25

Fund: 81

Account: AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	8/29/2025	9/30/2025		\$289,293.97	4.130	\$289,293.97
Total ICS ACCOUNT							\$289,293.97
Total AI 0112 GATEWAY BANK - ICS							\$289,293.97
Total Fund 81							\$289,293.97
Total All Funds							\$12,978,933.00

AUGUST 2025

	GENERAL FUND	BUILDING FUND	CHILD NUTRITION	BOND FUND 31	BOND FUND 32	BOND FUND 33	BOND FUND 34	BOND INT FUND 39	SINKING FUND	GIFTS & ENDOW.	TOTALS
BEGINNING BALANCE	3,280,247.37	525,426.04	547,914.96	140,014.19	25,262.03	586,166.68	530,702.06	332,079.74	305.31	12,086.47	5,980,204.85
LOCAL SOURCES OF REVENUE	154,855.85	11,381.83	21,955.88		-	-	-	15,839.10	42,255.40	1,030.17	247,318.23
INTERMEDIATE SOURCES OF REVENUE	20,721.66		-	-	-	-	-	-	-	-	20,721.66
STATE SOURCES OF REVENUE	3,360,134.27	-	413.87	-	-	-	-	-	-	-	3,360,548.14
FEDERAL SOURCES OF REVENUE	104,600.75		33,429.88	-	-	-	-	-	-	-	138,030.63
TOTAL NEW RECEIPTS	3,640,312.53	11,381.83	55,799.63	-	-	-	-	15,839.10	42,255.40	1,030.17	3,766,618.66
INTER-FUND TRANSFERS	2,929.03	-	-	-	-	-	-	-	-	-	2,929.03
NON-REVENUE RECEIPTS	-	-	-	-	-	-	-	-	-	-	-
TOTAL COMBINED RECEIPTS	3,643,241.56	11,381.83	55,799.63	-	-	-	-	15,839.10	42,255.40	1,030.17	3,769,547.69
WARRANT PURCHASES (-)	(1,916,995.57)	(100,644.97)	(92,074.58)	-	(4,435.83)	(279,273.75)	(256,670.69)		-	-	(2,650,095.39)
INVESTMENTS MATURED (+)	372,230.88	625,000.00	333,681.24	-	-	-	3,705,500.00	226,370.91	7,388,605.25	288,281.06	12,939,669.34
C.D./AGENCY INVESTMENTS (-)	(658,494.19)	(545,000.00)	(334,853.66)	-	-	-	(3,480,500.00)	(240,185.93)	(7,430,605.25)	(289,293.97)	(12,978,933.00)
INTEREST INVESTMENTS (-)	-	-	-	-	-	-	-	-	-	-	-
MONEY MARKET INVESTMENT (-)	-	-	-	-	-	-	-	-	-	-	-
CORRECTIONS			-	-	-	-	-	-	-	-	-
ENDING BANK BALANCE	4,720,230.05	516,162.90	510,467.59	140,014.19	20,826.20	306,892.93	499,031.37	334,103.82	560.71	12,103.73	7,060,393.49
OUTSTANDING WARRANTS (-)	(175,034.93)	(14,640.28)	(10,316.02)	-	-	(62,175.00)	(48,233.74)	-	-	(25.00)	(310,424.97)
FUND EQUITY	4,545,195.12	501,522.62	500,151.57	140,014.19	20,826.20	244,717.93	450,797.63	334,103.82	560.71	12,078.73	6,749,968.52

Total collateral pledged **18,193,675.90**

	BEA LEASE PURCHASE FUND 6	BEA LEASE PURCHASE FUND 8
BEGINNING BALANCE	1,676,881.32	3,561,221.25
REBATES/CONTRIBUTIONS	-	
DIVIDENDS/INTEREST	5,794.73	11,108.66
TOTAL NEW RECEIPTS	5,794.73	11,108.66
WARRANT PURCHASES (-)	(1,401,083.67)	(13,034.12)
ENDING BANK BALANCE	281,592.38	3,559,295.79
OUTSTANDING WARRANTS (-)	-	-
FUND EQUITY	281,592.38	3,559,295.79

Sara Vermeire 9/2/2025

Bartlesville Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 8/1/2025 - 8/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 General Administrative	\$235,119.21	\$9,074.83	(\$60.00)	\$11,798.57	\$232,335.47	\$32,280.30	\$200,055.17
802 General Administrative Athletics	\$220,591.66	\$20,390.00	\$0.00	\$26,842.42	\$214,139.24	\$60,152.64	\$153,986.60
803 General Refund Account	\$101.04	\$149.42	\$0.00	\$0.00	\$250.46	\$0.00	\$250.46
804 AP Exams	\$18,680.00	\$360.00	\$0.00	\$0.00	\$19,040.00	\$0.00	\$19,040.00
805 Alternative High School	\$2,545.17	\$150.00	\$0.00	\$321.36	\$2,373.81	\$678.64	\$1,695.17
806 Tuition Clearing Acct	\$0.00	\$4,600.00	\$0.00	\$0.00	\$4,600.00	\$0.00	\$4,600.00
807 Art Club	\$422.08	\$0.00	\$0.00	\$0.00	\$422.08	\$0.00	\$422.08
808 Adult Fees Clearing Acct	\$0.00	\$25.00	\$0.00	\$0.00	\$25.00	\$0.00	\$25.00
809 Broadcasting	\$5,648.83	\$950.00	\$0.00	\$292.72	\$6,306.11	\$126.00	\$6,180.11
810 AVIATION	\$495.09	\$0.00	\$0.00	\$0.00	\$495.09	\$200.00	\$295.09
811 Baseball Fund	\$1,651.01	\$0.00	\$0.00	\$0.00	\$1,651.01	\$0.00	\$1,651.01
813 Basketball Fund	\$11,930.65	\$0.00	\$0.00	\$0.00	\$11,930.65	\$0.00	\$11,930.65
821 Choral Club	\$4,015.30	\$0.00	\$0.00	\$0.00	\$4,015.30	\$600.00	\$3,415.30
830 BVILLE WOMEN'S NETWORK LIBRARY	\$99.84	\$0.00	\$0.00	\$0.00	\$99.84	\$0.00	\$99.84
831 S.A.D.F.	\$1,045.60	\$0.00	\$0.00	\$0.00	\$1,045.60	\$160.00	\$885.60
832 Community of Caring	\$1,105.27	\$0.00	\$0.00	\$0.00	\$1,105.27	\$200.00	\$905.27
833 Drama	\$13,059.13	\$45.00	\$0.00	\$174.35	\$12,929.78	\$4,330.00	\$8,599.78
834 VisionQuest	\$931.32	\$0.00	\$0.00	\$0.00	\$931.32	\$0.00	\$931.32
835 BPS-FOUNDATION GRANTS	\$49,534.75	\$0.00	\$0.00	\$0.00	\$49,534.75	\$46,073.61	\$3,461.14
836 AGRICULTURAL EDUCATION	\$3,576.22	\$826.00	\$60.00	\$35.99	\$4,426.23	\$3,831.76	\$594.47
837 ENVIRONMENTAL CLUB	\$282.43	\$0.00	\$0.00	\$0.00	\$282.43	\$0.00	\$282.43
839 BHS SPED	\$1,683.26	\$0.00	\$0.00	\$0.00	\$1,683.26	\$0.00	\$1,683.26
840 Exceptional Education Services	\$5,205.17	\$3,250.00	\$0.00	\$0.00	\$8,455.17	\$3,000.00	\$5,455.17
841 Business Prof of America	\$447.58	\$250.00	\$0.00	\$94.40	\$603.18	\$225.00	\$378.18
843 ATLAS	\$98.26	\$0.00	\$0.00	\$0.00	\$98.26	\$0.00	\$98.26
844 STEAM PROGRAM	\$7,642.85	\$0.00	\$0.00	\$2,634.28	\$5,008.57	\$0.00	\$5,008.57
860 BPA	\$210.13	\$168.00	\$0.00	\$0.00	\$378.13	\$135.00	\$243.13
865 BHS CONSTRUCTION	\$884.68	\$0.00	\$0.00	\$0.00	\$884.68	\$350.00	\$534.68
867 Lady Bruins	\$333.75	\$0.00	\$0.00	\$0.00	\$333.75	\$0.00	\$333.75
868 Football	\$67.03	\$0.00	\$0.00	\$0.00	\$67.03	\$0.00	\$67.03
878 Music	\$1,941.64	\$0.00	\$0.00	\$0.00	\$1,941.64	\$0.00	\$1,941.64
880 Musical Production	\$1,534.90	\$279.68	\$0.00	\$0.00	\$1,814.58	\$0.00	\$1,814.58
881 National Honor Society	\$9,955.13	\$0.00	\$0.00	\$0.00	\$9,955.13	\$385.00	\$9,570.13
882 Newspaper	\$223.98	\$0.00	\$0.00	\$0.00	\$223.98	\$0.00	\$223.98
885 National Junior Honor Society	\$1,872.14	\$0.00	\$0.00	\$0.00	\$1,872.14	\$0.00	\$1,872.14
887 Orchestra	\$3,434.74	\$0.00	\$0.00	\$0.00	\$3,434.74	\$0.00	\$3,434.74
889 BHS BAND	\$34,405.50	\$41,187.30	\$0.00	\$30,000.00	\$45,592.80	\$2,483.14	\$43,109.66
895 Pictures	\$2,585.33	\$0.00	\$0.00	\$471.23	\$2,114.10	\$0.00	\$2,114.10
915 Service Club	\$429.77	\$0.00	\$0.00	\$0.00	\$429.77	\$0.00	\$429.77
917 World Language Club	\$465.16	\$0.00	\$0.00	\$0.00	\$465.16	\$0.00	\$465.16
922 Staff Development-In-Service	\$1,491.94	\$0.00	\$0.00	\$0.00	\$1,491.94	\$0.00	\$1,491.94
923 BVILLE EDUCATION PROMISE	\$25,015.05	\$8,500.00	\$0.00	\$11,291.62	\$22,223.43	\$400.00	\$21,823.43
926 Student Council	\$110,375.03	\$0.00	\$0.00	\$150.00	\$110,225.03	\$9,115.00	\$101,110.03
955 ROBOTICS	\$2,317.15	\$0.00	\$0.00	\$800.00	\$1,517.15	\$0.00	\$1,517.15
960 Technology Student Assoc (TSA)	\$2,846.08	\$250.00	\$0.00	\$0.00	\$3,096.08	\$600.00	\$2,496.08
962 Science Trek Club	\$816.10	\$0.00	\$0.00	\$0.00	\$816.10	\$0.00	\$816.10
966 Wrestling	\$385.48	\$0.00	\$0.00	\$0.00	\$385.48	\$0.00	\$385.48
970 TECHNOLOGY SUPPORT TEAM	\$97,997.04	\$25,053.50	\$0.00	\$6,095.03	\$116,955.51	\$0.00	\$116,955.51
973 Cross Country	\$123.13	\$0.00	\$0.00	\$0.00	\$123.13	\$0.00	\$123.13
977 Soccer	\$50.66	\$0.00	\$0.00	\$0.00	\$50.66	\$0.00	\$50.66
986 Counselors' Special Fund	\$639.88	\$0.00	\$0.00	\$0.00	\$639.88	\$0.00	\$639.88
990 Yearbook	\$15,300.18	\$1,565.00	\$0.00	\$265.77	\$16,599.41	\$450.00	\$16,149.41
993 Academic Team	\$140.00	\$0.00	\$0.00	\$0.00	\$140.00	\$0.00	\$140.00
995 Homeless Student Assistance	\$1,074.58	\$0.00	\$0.00	\$25.00	\$1,049.58	\$435.26	\$614.32
996 Bruin Logo	\$22,744.84	\$194.78	\$0.00	\$2,690.25	\$20,249.37	\$0.00	\$20,249.37
Total	\$925,572.74	\$117,268.51	\$0.00	\$93,982.99	\$948,858.26	\$166,211.35	\$782,646.91

ACTIVITY ACCOUNT REQUEST FOR FUNDRAISING AND/OR EXPENDITURES

Site Name: Central Middle School Year: 2025 - 2026

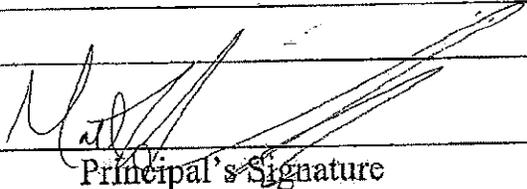
Account Name/Number Central BPA Sponsor(s): Scott Kohnle

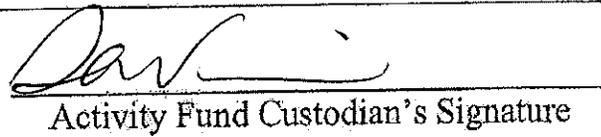
FUNDRAISERS to be Approved: Or Additional Revenue for Existing Funds:

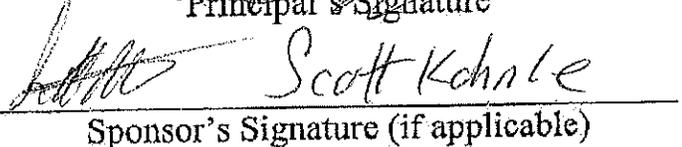
<u>Fundraiser</u>	<u>Start/End Date</u>	<u>On/Off Campus</u>	<u>Est. Income</u>
1. Sale of Laser Cut/Engraved and 3D printed Items(Made by Students)			\$ 2000.00
2. _____			\$
3. _____			\$
4. _____			\$
5. _____			\$
6. _____			\$
7. _____			\$
8. _____			\$
9. _____			\$
10. _____			\$

EXPENDITURES to be Approved:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____


Principal's Signature


Activity Fund Custodian's Signature


Sponsor's Signature (if applicable)

09-09-2025
Date of Request

Board Approval Date

Bartlesville Public Schools
Encumbrance Register
08-2025 BPS LEASE PURCHASE TECHNOLOGY

PO No	Date	Vendor	Description	Amount
16	09/09/2025	TEL-STAR TECHNOLOGIES, INC	TECH-RLTD-SPLYS-019/TECH/ESC	25,000.00
Report Total:				\$25,000.00

Bartlesville Public Schools
Encumbrance Register
06-2024 BEA L/P RANCH HEIGHTS

PO No	Date	Vendor	Description	Amount
5	09/08/2025	JT PAINT AND DESIGN	MAINT/018/RH	4,310.00
Report Total:				\$4,310.00

SERVICE AGREEMENT ADDENDUM
2025-2026
BARTLESVILLE INDEPENDENT SCHOOLS DISTRICT #30 and CITY OF BARTLESVILLE

This agreement Addendum (“Addendum”) is entered into between Bartlesville Independent Schools District #30 (BPS) and the Bartlesville Police Department, a department of the City of Bartlesville, an Oklahoma municipal corporation, and a charter city organized and existing pursuant to the Oklahoma State Constitution (“City of Bartlesville”).

This Addendum supplements the existing agreement between the parties regarding the provision of School Resource Officers (SROs).

I. Purpose

The purpose of this Addendum is to clarify the authority and responsibilities of School Resource Officers assigned to BISD campuses, specifically regarding searches and seizures.

II. School Resource Officer Authority

The parties agree that School Resource Officers shall be considered “school officials” for the purposes of conducting searches and seizures on school property.

- Such searches shall be based on reasonable suspicion and carried out in accordance with New Jersey v. T.L.O., 469 U.S. 325 (1985) and applicable case law.
- The SRO role shall not diminish the authority of school administrators to enforce district policies and student discipline.

III. Incorporation of Case Law

The case law summarized in Attachment A (Case Law Reference Sheet) is expressly incorporated into this Addendum. These authorities affirm that SROs may conduct searches as “school officials” under the reasonable suspicion standard.

IV. Continuing Effect

Except as specifically modified by this Addendum, all terms and conditions of the existing contract between BPD and BISD remain in full force and effect.

V. Effective Date

This Addendum shall take effect on the date of the last signature below and shall remain in effect for the duration of the existing agreement, unless terminated or modified by written consent of both parties.

Attachment A – Case Law Reference Sheet

Searches and Seizures by School Resource Officers

The following legal authorities establish that School Resource Officers may act as “school officials” for purposes of searches and seizures conducted under the reasonable suspicion standard:

- *New Jersey v. T.L.O.*, 469 U.S. 325 (1985) – Reasonable suspicion standard for school searches.
- *R.M. v. State*, 20 N.E.3d 873 (Ind. Ct. App. 2014) – Backpack search.
- *People in Int. of T.S.*, 63 V.I. 114 (V.I. Super. 2015) – Backpack search.
- *Salyer v. Hollidaysburg Area Sch. Dist.*, 2018 WL 3579838 (W.D. Pa. 2018) – Pat-down search.
- *D.L. v. State*, 877 N.E.2d 500 (2007) – Pat-down search.
- *T.S. v. State*, 863 N.E.2d 362 (2007) – Pants search.
- *Myers v. State*, 839 N.E.2d 1154 (2005) – Vehicle search.
- *In re William V.*, 4 Cal. Rptr. 3d 695 (Cal. Ct. App. 2003) – Clothing search.
- *In re K.J.*, 18 Cal. App. 5th 1123 (2018) – Pat-down search.
- *In re Adrian O.*, 2019 WL 1292401 (Cal. Ct. App. 2019) – Cell phone search.
- *J.M. v. Parlier Unified Sch. Dist.*, 2021 WL 5234770 (E.D. Cal. 2021) – Chain of command for searches.
- *In re K.S.*, 183 Cal. App. 4th 72 (2010) – Pants search.
- *In re J.W.*, 2016 WL 3853700 (Cal. Ct. App. 2016) – Backpack search.
- *In re F.I.*, 2020 WL 2059932 (Cal. Ct. App. 2020) – Pat-down search.
- *In re J.D.*, 225 Cal. App. 4th 709 (2014) – Backpack search.
- *In re Jose O.*, 2014 WL 5500009 (Cal. Ct. App. 2014) – Pat-down search.
- *In re A.T.*, 2012 WL 555697 (Cal. Ct. App. 2012) – Pat-down search.
- *In re E.H.*, 2011 WL 3211537 (Cal. Ct. App. 2011) – Wallet search.
- *In re J.V.*, 2022 WL 17335984 (Cal. Ct. App. 2022) – Backpack search.
- *People v. Cruz*, 2016 WL 537121 (Cal. Ct. App. 2016) – Backpack search.
- *In re Henry J.*, 2015 WL 4575932 (Cal. Ct. App. 2015) – Pat-down search.
- *People v. Williams*, 339 Ill. App. 3d 956 (2003) – Vehicle search.
- *State v. Schloegel*, 769 N.W.2d 130 (2009) – Vehicle search.

- Russell v. State, 74 S.W.3d 887 (Tex. App. 2002) – Pat-down search.
- In the Matter of D.D., 554 S.E.2d 346 (2001) – Purse search.
- State v. Best, 959 A.2d 243 (N.J. 2008), aff'd 987 A.2d 605 (2010) – Pants search.
- People v. Satterly, 2013 IL App (3d) 120193-U (2013) – Pat-down search.
- In re Randy G., 26 Cal.4th 556 (2001) – Pat-down search.
- New York v. Jameel Butler, 725 N.Y.S.2d 534 (2001) – Pat-down search.
- State v. N.G.B., 806 So. 2d 567 (Fla. Ct. App. 2002) – Pants search.
- Shade v. City of Farmington, 309 F.3d 1054 (8th Cir. 2002) – Pat-down search.
- State v. Whorley, 720 So. 2d 282 (Fla. Ct. App. 1998) – Pat-down search.
- Sims v. Bracken Cnty. Sch. Dist., 2010 WL 4103167 (E.D. Ky. 2010) – Pat-down and vehicle search.
- K.G. v. Bd. of Educ. of Woodford Cnty., 2022 WL 19692050 (E.D. Ky. 2022) – Cell phone search.
- People v. Dilworth, 661 N.E.2d 310 (Ill. 1996) – Flashlight search.
- In re Josue T., 989 P.2d 431 (N.M. Ct. App. 1999) – Pants search.
- In re Angelia D.B., 564 N.W.2d 682 (Wis. 1997) – Coat/person search.
- I.R.C. v. State, 968 So. 2d 583 (Fla. Ct. App. 2007) – Book bag search.
- State v. Gage R., 243 P.3d 453 (N.M. Ct. App. 2010) – Backpack search.
- Cason v. Cook, 810 F.2d 188 (8th Cir. 1987) – Person and bag search.
- State v. Vang, 960 N.W.2d 434 (Wis. Ct. App. 2021) – Vehicle search.
- T.S.H. v. Green, 996 F.3d 915 (8th Cir. 2021) – Cell phone search.
- In re Ana E., 2002 WL 264325 (N.Y. Fam. Ct. 2002) – Book bag search.
- J.A.R. v. State, 689 So. 2d 1242 (Fla. Ct. App. 1997) – Pat-down search.
- M.D. v. State, 65 So. 3d 563 (Fla. Ct. App. 2011) – Pockets search.
- K.P. v. State, 129 So. 3d 1121 (Fla. Ct. App. 2013) – Book bag search.
- State v. J.H., 898 So. 2d 240 (Fla. Ct. App. 2005) – Pocket search.
- R.C. v. State, 852 So. 2d 311 (Fla. Ct. App. 2003) – Pants search.

Emergency Operations Site Plan
Bartlesville High School
Chase Morris Sudden Cardiac Arrest Response Plan

BARTLESVILLE PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #30

P.O. Box 1357 | 1100 S Jennings | Bartlesville, Oklahoma 74005-1357



CHASE MORRIS ACT

Oklahoma Statutes Citationized

Title 70. Schools

Chapter 1 - School Code of 1971

Article Article XXIV - Miscellaneous Provisions

Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act

Cite as: 70 O.S. § 24-156 (OSCN 2024)

- A. This act shall be known and may be cited as the “Chase Morris Sudden Cardiac Arrest Prevention Act”.
- B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, “athletic activity” means any sport sanctioned and offered in grades seven through twelve by a school district.
- C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.
- D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.
- E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.
- F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.
- G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in [Section 3090.2 of Title 63](#) of the Oklahoma Statutes.
- H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete: 1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and
2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.
- A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.
- I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:**
- 1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;**
 - 2. Activate the team in response to a sudden cardiac arrest;**

3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;

4. Provide for communication and dissemination of the plan throughout the school campus; 5.

Require the response team to practice the plan by conducting periodic drills;

6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;

7. Address athletic events and athletic facilities at each middle school and high school site provided:

a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or

b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;

8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and

9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.

J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.

K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.

L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

Historical Data

Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).



CHASE MORRIS ACT COMPLIANCE SITE PLAN

Bartlesville High School has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding Bartlesville Ambulance Service and the Bartlesville Fire Department.

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
<i>Michael Harp</i>	<i>Principal</i>
<i>Aaron Kuntz</i>	<i>Assistant Principal</i>
<i>Kevin Brown</i>	<i>Assistant Principal</i>
<i>Wally Thames</i>	<i>Site Safety Director</i>
<i>Rebecca Bailey</i>	<i>School Nurse</i>
<i>Bailey Thomas</i>	<i>Counselor/Nurse Secretary</i>
<i>Alan Mount</i>	<i>District Athletic Trainer</i>
<i>Thad Dilbeck</i>	<i>Executive Director of Athletics and Activities</i>
<i>Harry Wright</i>	<i>Football Coach/Assistant Athletic Director</i>

IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

All athletic coaches All school nurses
All athletic trainers Your team members for response plan at all sites

HOW TO ACTIVATE THE TEAM:

**Explain how the team will be activated for fastest response time:

We will use our site radios, on the BHS repeater, we will also use the RAVE app, and GroupME.

HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

We have a meeting scheduled on 08/20/2025 to review our emergency plan and procedures at 10:30 AM in the freshman conference room.

DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

**These drills are NOT required to be entered on the School Security Website

<i>Date of Drill</i>	<i>Notes</i>
<i>8/20/2025</i>	<i>Used radios and updated GroupMe.</i>

IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

**Example: Local Ambulance, Fire Department, Police Department, Sheriff Department

***Identify who on your team will contact these providers

<i>Name of Provider</i>	<i>Contact Information</i>
<i>Bartlesville Ambulance Service</i>	<i>918-336-1111</i>
<i>Bartlesville Fire Department</i>	<i>918-338-4091</i>
<i>Emergency Police and First Responders</i>	<i>911</i>
<i>Bartlesville Police Department</i>	<i>918-338-4001</i>

LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:

**Check with your manufacturer for the recommended maintenance of your AED.

<i>AED Location</i>	<i>Maintenance Date</i>
<i>BHS Counseling Office</i>	<i>7/13/2029</i>
<i>Freshman Academy Office</i>	<i>8/10/2026</i>
<i>High School Main Office Mail Room</i>	<i>10/11/2025</i>
<i>BHS AG Building by restrooms in old building.</i>	<i>12/6/2028</i>
<i>BHS Severe/Profound Room</i>	<i>7/21/2025</i>

LOCATION OF AED'S AT ATHLETIC EVENTS AND FACILITIES AT EACH MS & HS SITE **AED must be accessible within one to three minutes. Identify who is responsible to get the AED Could insert you EAP (Emergency Action Plan for athletics here also)

***Check with your manufacturer for the recommended maintenance of your AED.

<i>Site</i>	<i>Location</i>	<i>Last Maintenance Date</i>
<i>BHS</i>	<i>Field House</i>	<i>7/13/2025</i>
<i>BHS</i>	<i>Indoor Practice Facility</i>	<i>7/13/2025</i>
<i>BHS</i>	<i>Phillips Gym-hallway</i>	<i>7/13/2025</i>
<i>BHS</i>	<i>Stadium/Football Coach Office</i>	<i>7/13/2025</i>
<i>Madison Middle School</i>	<i>Softball Field-Concession Stand east wall</i>	<i>7/13/2025</i>

<i>Doenges Stadium</i>	<i>Outside varsity locker room</i>	<i>7/13/2025</i>

DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD

**Must be updated and reviewed by the school board annually

Date of update and school board review: 9/15/2025

Bartlesville Public Schools District Emergency Operations Plan



Revised July 28, 2025

Presidential Policy Directive (PPD) 8

National preparedness efforts, including planning, are now informed by Presidential Policy Directive (PPD) 8, which was signed by the president in March 2011 and describes the nation's approach to preparedness. This directive represents an evolution in our collective understanding of national preparedness, based on the lessons learned from terrorist attacks, hurricanes, school incidents, and other experiences.

PPD-8 defines preparedness around five mission areas: Prevention, Protection, Mitigation, Response, and Recovery.

Prevention

The capabilities necessary to avoid, deter, or stop an imminent crime or threatened or actual mass casualty incident. Prevention is the action schools take to prevent a threatened or actual incident from occurring.

Protection

The capabilities to secure schools against acts of violence and manmade or natural disasters. Protection focuses on ongoing actions that protect students, teachers, staff, visitors, networks, and property from a threat or hazard.

Mitigation

The capabilities necessary to eliminate or reduce the loss of life and property damage by lessening the impact of an event or emergency. In this document, "mitigation" also means reducing the likelihood that threats and hazards will happen.

Response

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

Recovery

The capabilities necessary to assist schools affected by an event or emergency in restoring the learning environment. These mission areas generally align with the three time frames associated with an incident: before, during, and after. The majority of Prevention, Protection, and Mitigation activities generally occur before an incident, although these three mission areas do have ongoing activities that can occur throughout an incident. Response activities occur during an incident, and Recovery activities can begin during an incident and occur after an incident. To help avoid confusion over terms and allow for ease of reference, this is referred to as "before," "during," and "after."

See more at <http://rems.ed.gov/K12IntroandPurpose.aspx#sthash.v1Kdy6TG.dpuf>

Bartlesville Public Schools Emergency Operations Plan

Purpose of the Plan

The purpose of the Bartlesville Public Schools Emergency Operations Plan (School EOP) is to identify and respond to incidents by outlining the responsibilities and duties of Bartlesville Public Schools and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgeable. In addition, the plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents and other members of the community with assurances that Bartlesville Public Schools has established guidelines and procedures to respond to incidents/hazards in an effective way.

The developed guidelines and procedures for dealing with existing and potential student and school incidents are defined in the plan below. The basic plan, the functional and hazard-specific annexes are outline and organized, systematic method to mitigate, prevent, prepare for, respond to, and recover from incidents.

Lastly, developing, maintaining, and exercising the School EOP increases Bartlesville Public School's legal protection. Schools without established incident management procedures have been found liable for their absence. While no set of policies rules out the potential for legal problems, establishing procedures and guidelines on the best professional practices provides a margin of protection against liability.

Incident: An incident is an occurrence – natural, technological, or human-caused – that requires a response to protect life or property. The principal/building administrator shall have the authority to determine when an incident has occurred and to implement the procedures within this Emergency Operations Plan.

Hazards: Hazards shall include situations involving threats of harm to students, personnel, and/or facilities. Hazards include but are not limited to natural, technological, and human-caused incidents. Hazards may require an interagency response involving law enforcement and/or emergency services agencies depending on the size and scope of the incident.

Threat: A natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

Vulnerability: Characteristics of the school that could make it more susceptible to the identified threats and hazards.

School Board Policy Statement

The Bartlesville Public Schools Emergency Operations Plan operates within the framework of the School Board policy.

Limitations

It is the policy of Bartlesville Public Schools that no guarantee is implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, Bartlesville Public Schools can only endeavor to make every reasonable effort to manage the situation, with the resources and information available at the time.

Objectives of the Emergency Operations Plan

Safety of students and staff is the prime consideration in the development of emergency procedures. Schools have evolved into one of the most important social agencies in a community. School personnel represent a large body of professionally trained, caring staff members who are often the natural helpers that both students and adults come to when needs arise. In order for school personnel to be prepared to handle extraordinary events, an outline of emergency procedures is necessary. Bartlesville Public Schools recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and that such emergencies are best met by planning and preparedness. Even in the face of emergency, BPS will strive to maintain a safe and secure orderly environment.

The Emergency Operations Plan will provide a standardized minimum emergency procedure plan that will assist school officials to meet both ethical and legal responsibilities of their students, peers and the community in times of emergency.

The Emergency Operations Plan will provide suggestions for meeting minor emergencies, as well as recommendations for action during major natural or man-made disasters, and suggest forms to be used.

Bartlesville Public Schools will continue to update the plan as needed in order to keep it current and distribute the plan to all employees.

General Responsibilities for Staff

Staff will become familiar with the emergency operations plan and respond immediately, calmly and appropriately. Staff will participate, practice, and provide feedback for all drills in order to become better prepared for an actual event. If evacuation is necessary, staff will take the attendance roster and parental contact information with them. Staff will take attendance as accountability of all students is paramount.

If students or adults are in danger, the first priority of staff will be to take whatever action is prudent or necessary for the safety of the students. The second priority will be to call 911, report information and notify Administrators as soon as possible.

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EMERGENCY PHONE NUMBERS

EMERGENCIES	911
Police Non-Emergency	918-338-4001
Bartlesville Fire Department Non-Emergency	918-338-4091
Washington County Emergency Management	918-331-2710
Washington County Sheriff	918-337-2800
Ambulance	918-336-1111
GLMH Crisis Line	1-800-722-3611 OR 918-337-8080
Child Welfare	Hot Line 1-800-522-3511 or Local 918-338-5700
Suicide Hotline	1-800-273-8255 (TALK)
Poison Control Center	1-800-222-1222
Toxic Chemical	1-800-424-8802
American Red Cross	918-336-2216
Ascension St John Jane Phillips Medica Center	918-333-7200
Washington Co Health Department	918-335-3005
Water Department	918-338-4105
Gas Company	1-800-794-4780
Electrical Power Co	1-888-216-3523
Phone Company	1-800-246-8464
Superintendent's Office	918-336-8600

Principal	Add information per your site
Assistant Principal	Add information per your site
Assistant Principal	Add information per your site
Assistant Principal	Add information per your site
Assistant Principal	Add information per your site
Counselor	Add information per your site
Counselor	Add information per your site
Counselor	Add information per your site
Counselor	Add information per your site
Counselor	Add information per your site
Executive Director of Teaching & Learning LaDonna Chancellor	918-336-8600 ext. 3538
Executive Director of Personnel & School Support; Title IX Coordinator Dr. Stephanie Curtis	918-336-8600 ext. 3528

Executive Director of Special Services & School Operations Jason Langham	918-336-8600 ext. 3515
Psychological Services	918-333-4444
Director of Health and Safety Schools Kerry Ickleberry	918-336-3311 ext. 1196
Director of Transportation Travis Lashbrook	918-336-1733 ext. 3903
Director of Athletics	918-336-3311 ext. 1010
Executive Director of Technology and Communications Granger Meador	Media inquiries should be directed to Granger Meador.. His email address is GMeador@bps-ok.org , and his office's phone number is 918-336-8600 . Ext. 3524
If you see something say something P3 Tips App - Crime Stoppers 918-336-2583 (CLUE)	Oklahoma School Security Institute <u>Tipline.OK.gov</u> 1-855-337-8300

Emergency Management Team Responsibilities (EMT)

Administrator in Charge:

Establishes and remains in a "Command Center" and coordinates the emergency response regarding police, fire, and medical personnel. They serve as the lead until the appropriate emergency responder(s) arrive. The Command Center will be in the Principal's Office or Main office if possible. The Principal or their designee will notify their Administrator in Charge as soon as possible. They will assign a person to stay in contact with the ESC during the emergency if safe to do so.

First Aid Responder:

Provides emergency first aid if needed until medical assistance arrives.

Site Coordinators:

Responds to the site of the emergency and takes appropriate action. They control access to the area. They preserve the crisis scene until police arrive if needed. They communicate with the Command Center and assist the administrator in charge as needed.

Emergency Personnel Responders: Meets emergency personnel and directs them to the scene. In addition, this responder directs media, parents, and central office personnel to the appropriate locations.

Sweep Team Coordinator:

They coordinate two or three person sweep teams to check classrooms, restrooms, hallways, and other non-classroom areas for students, objects, and/or outsiders as needed per the crisis and the instructions of the administrator in charge. The sweep coordinator assembles a master list of "missing students and personnel" and oversees the supervision of students found by the sweep team, and reports all findings to the Administrator in charge. They may assign someone to monitor video surveillance if appropriate.

Sweep Team Members: Report to or contact the "Command Center" (if it is safe to do so) to acquire crisis specific instructions. If it is not safe to go to the command center, be prepared to listen to instructions by radio, cell phone, text, email, or over the intercom system. Team members coordinate their response and information with the sweep team coordinator or administrator to **ensure all students are safe**. Sweep teams may-if safe to do so:

- Gather any lists of missing students and bring them and any student not in a classroom to the Command Center or another safe area.
- Quickly check common areas and classrooms to ensure all students and personnel are accounted for and evacuated or sheltered safely.
- Communicate with classrooms as directed by Command Center.
- Check classrooms, restrooms, hallways, and other non-classroom areas for students, objects, and outsiders.

Media Coordinator: Meets media and assists in directing them to speak to Mr. Chuck McCauley, Superintendent or his designee.

Parent Coordinator: Responds to parents by advising of the situation in a calm manner. When the crisis is resolved, assists parents who wish to take their child home. Please ask for ID of parents wishing to take their student and have them sign the Emergency Release Form with their name, their student's name and their phone number on it for safety purposes. If possible, verify information with power school.

EMERGENCY MANAGEMENT TEAM

(Type in your Site's Personnel and #'s)

Responsibility	Staff Person/Title	Ext.	Cell Numbers
Administrator in Charge:	1. 2.	1. 2.	
First Aid Responders:	1. 2. 3.	1. 2. 3.	1. 2. 3.
Site Coordinators:	1. 2.	1. 2.	1. 2.
Emergency Personnel Responders:	1. 2.	1. 2.	1. 2.
Sweep Team Coordinator:	1.	1.	1.
Media Coordinator:	1. 2.	1. 2.	1. 2.
Parent Coordinator:	1. 2.	1. 2.	1.
Persons responsible for turning off electric, water, and gas if needed.	1. 2.	1. 2.	1. 2.
First Aid/Trauma Kits Location AED Locations Fire Extinguishers Location Stop the Bleed kit locations	AREA	ROOM #	LOCATION-PLACEMENT

Sweep Team Members

Sweep Team Checklist and Comments

USE FOR FIRE, (LOCKDOWN-Only if safe to do so), TORNADO, EVACUATION,
etc.

(Fill in as applicable to your site: change area to meet your site's needs,
update members' names yearly, use before incident to prepare, use after to
document)

Team	Area	Members	Comments
1	1st Floor Main & Science		
2	1st Floor Annex & 2nd Floor Stadium		
3	2nd Floor Main, Annex & Science		
4	Annex Basement & Lower Level Stadium		
5	Lobby, Library, Cafeteria, Kitchen, Metal Building		
6	New Field House, Fine Arts		
7	Old Field House & Grounds, Receiving, Concessions and Bleachers (as needed)		

**ADD MAP OF YOUR BUILDING WITH A ROUTE TO THE STORM REFUGE
SHELTER AREAS AND AN EXIT ROUTE FOR THE FIRE ESCAPE AND
EVACUATION ROUTE FROM THE CLASS ROOM OR AREA YOU ARE LOCATED.**

Active Violent Incident/ Active Shooter/Lethal Assailant

- **First, ensure the safety of self, students and staff / Activate full security procedures using any available method. (Intercom, RAVE app, Radio, phone, email, Groupme etc.)**

- **Whoever sees Shooter/Assailant-Secure yourself then Call 911 and provide all known information including the following:**
 - Location and number of assailants
 - Description of assailants and any available weapon information
 - Actions you are taking or have taken
 - Known injuries to staff and/or students and locations of such

- Stay in contact with 911 if possible and safe to do so.
- If active shooter/lethal assailant is inside, lockdown or evacuate everyone immediately.
- If safe to do so, order all persons on the exterior to move to a safe distance from the campus.
- If active shooter/lethal assailant is outside, secure all interior and exterior doors. Order all persons inside the school to take shelter in a room that can be secured and remained concealed until told otherwise by law enforcement.
- If loss of life appears imminent, consider attempting to neutralize the suspect using any available force, but only as a last resort.
- If in contact with a supervisor or other person of authority, follow his instructions.

- **Lockdown the classroom/office or other room by doing the following**
 - Lock all doors including the door between the classrooms.
 - Turn out all lights.
 - Place all students away from windows and doors-hide in the safest area possible-where everyone is least likely to be observed through a window or by reflection.
 - Move file cabinets, furniture, and any other possible objects in front of the door.
 - Close and lock all windows. Cover window in door and any other necessary windows. Close blinds.
 - Teacher should silence and conceal light from cell phone or turn it off. Teachers should turn off all sounds, including the key board before using their cell phone.
 - Students should turn off cell phones until instructed by teacher/administrator to **text** information to their parent/guardian. Students must silent all sounds including the keyboard before texting.
 - All students must be accounted for, report any missing students to an administrator by text, email or phone if safe to do so.
 - If it appears an active shooter/lethal assailant may gain access to the classroom, use any available alternate means of safe egress if possible, such as exterior windows, doors leading to the outside, etc.

- If an active shooter/lethal assailant gains access to the classroom and loss of life appears imminent, take whatever action is believed necessary to neutralize the shooter/assailant and/or protect life. These actions may include giving others specific instruction intended to assist in their own protection, such as (“get out”, throw objects, etc.).
- Remain in lock down until released by law enforcement.
- Follow all instructions given by law enforcement and be prepared to leave with hands visible and without belongings.
- Prepare to relocate when instructed and follow the reunification plan.

If you are outside of the building and the threat is believed to be on the exterior

- Either leave and remove yourself farther from the premises or enter the door to the closest available building, ensure exterior door is secure, and if not an interior room, move to one if available. Implement lock down procedures. If it appears an active shooter/ lethal assailant may gain access to the location where you have sought shelter use any available alternate means of safe egress if possible, such as exterior windows, doors leading to the outside, etc. If an active shooter/lethal assailant gains access to your location and loss of life appears imminent, take whatever action is believed necessary to neutralize the shooter/assailant and/or protect life. These actions may include giving others specific instructions intended to assist in their own protection, such as (“get out”, throw objects, etc.).
- If it is not safe or possible to enter a building to seek shelter then move in the opposite direction from where the threat is located. Continue to look for anything that will provide cover and concealment while moving away from the threat.

— If a threat is believed to be in the school and you are able to evacuate

- Immediately flee the area to the closest area providing cover and concealment
- Evaluate the need to move further from the threat in order to increase safety
- Maintain custody of students to the degree possible
- When practical and safe to do so, contact 911 for instructions and to provide information on the threat.

Bartlesville Public Schools
Medical Emergency Athletic/Activities/After-Hour Activities AED Action Plan
2025-2026

Facility Address:	High School Gym	1700 Hillcrest Drive
	Fine Arts Center	1700 Hillcrest Drive
	Football Field	1700 Hillcrest Drive
	Doenges Memorial Stadium	198 N Dewey Ave
	Madison Softball Fields	5900 Baylor Dr
	Indoor Sports Complex	1700 Hillcrest Drive
	BHS	1700 Hillcrest Drive
	Wayside Elementary	3000 SE Wayside
	Jane Phillips Elementary	1500 S Rogers
	Kane Elementary	801 W 13th
	Central Middle School	815 SE Delaware
	Madison Middle School	5900 Baylor Dr
	Wilson Elementary	245 Spruce
	Hoover Elementary	512 S Madison
	Ranch Heights Elementary	5101 Woodland Road

First to arrive on scene provides initial care
Send for AED. Take AED to the location needed. Use AED as instructed.
The AED protocol has seven basic steps:

- **Check unresponsiveness.**
- **Call 9-1-1 or the local emergency number (if applicable) and retrieve the AED.**
- **Open the airway and check for breathing. ...**
- **Check for a pulse. ...**
- **Attach the AED electrode pads.**
- **Analyze the heart rhythm. ...**
- **Press the "shock" button, if advised.**

AED Locations are:

BHS-located in the Nurse's office on the main floor inside of counselor's office

BHS- located in the Freshman Academy inside of the mailroom

BHS-located on the Main side in the mail room by the time clock

BHS-located in Mrs. Irwin's Special Needs Classroom # 017 in the file cabinet

BHS-located in Indoor Practice Facility on the wall by the women's bathroom

BHS-located in Field House by the fire pull station just inside the double doors

Fine Arts Center- located in the field house just inside the double doors

BHS-located in Phillips gym by NE in the main lobby

BHS-located in the Stadium Coach's Office Freshman Locker room S18B
BHS-located in the Agricultural Center Building
BHSA-located in the Construction Building
Doenges Stadium is located in the Locker room
Madison Middle School-located in Softball Field Concession Stand
Madison Middle School-located in the Library on the wall near the book check out desk
Madison Middle School-located by the gym and locker rooms on the wall.
Hoover Elementary-located on the North wall of Room 135 known as the workroom
Wayside Elementary-located on the Southeast Wall in front of office 143 on the wall by the fire extinguisher
Central Middle School-located across from the main office on the wall
Jane Phillips Elementary-located on the East wall by the main entrance
Kane Elementary-located in the hallway next to the lounge and room 101
Ranch Heights-located on the outside main office on the South wall by the fire extinguisher
Wilson -located on the East wall in the hall next to the teacher's lounge
ESC-located on the South wall in the main lobby by the fire extinguisher
Maintenance and Transportation-located in the bus driver lounge on the West wall by the kitchenette

- **Send a staff member, teacher, coach, manager, uninjured student, athlete, or music member, or fine arts student to notify the athletic trainer if not on site.**
- **If the Athletic Trainer is not available the Fine Arts teacher, Athletic Director, Head Coach, Administrator, Director, or another staff member will become the Emergency Manager.**
- **Emergency Manager-this person will be in charge of the emergency and will instruct others on the emergency team accordingly.**
- **Emergency Manager Assistant-assists the leader in the primary evaluation of the injured student, or staff member.**
- **Phone Communication-there should be a designated adult always to carry a phone.**
- **The Designated phone carrier will call 911 and ask for an ambulance to be dispatched to the address listed above.**

That person will communicate to 911 dispatch the address and the location of the injured student or staff member.

- The Nature of the Injury.**
- Level of Consciousness.**
- Age of injured.**
- The contact person will not hang up until EMS arrives or dispatch advises to do so.**

Person to Meet EMS

A staff member will meet and direct EMS to the injured student.

Person to Accompany the Injured Person to the Hospital

- **If a Parent or Guardian is unavailable, a staff member will ride with the injured student to the hospital.**
- **A staff member will direct someone to bring the Athlete's or student's Physical and Emergency Information.**
- **A staff member will direct someone to locate parents.**

It is an expectation that the informed staff member will notify the Athletic/Fine Arts Director, teacher, Administrator, or director.

It is the responsibility of the Coach, teacher, or staff member to notify the parents or guardians of the injured student or player.

It is the responsibility of the Coach, teacher, Administrator, or Director to select a staff member to document the incident and all actions taken.

Athletic/Fine Arts Director:
District Registered Nurse
Athletic Trainer:
Choir Director
Band Director
Orchestra Director
Drama Director
FFA Director
EMS 911
BHS Principal
BHS Assistant Principals

Madison Middle School Principal
Madison Middle School Assistant Principal
Central Middle School Principal
Central Middle School Assistant Principal
Wayside Elementary Principal
Wayside Elementary Assistant Principal
Jane Phillips Elementary Principal
Kane Elementary Principal
Wilson Elementary Principal
Hoover Elementary Principal
Ranch Heights Elementary
Ranch Heights Elementary Assistant Principal
Director of Health and Safety
ESC Contact Exec.Dir. of Special Services and School Operations
Maintenance Contact Sodexo Director of Facilities
Transportation Contact Director of Transportation
School Resource Officers

Thad Dilbeck
Destiny Reeve
Alan Mount
Tamara Walker
Chris Koehn
Mrs. Carr
Mrs. Roddy
Mr. Jones

Michael Harp
Gretchen Watson
Marc Beckley
Aaron Kuntz
Kevin Brown
Brent Massey
Cheron Southwick
Dr. Matt Hancock
Aaron Kestner
Eliot Smith
Jessica Birk
Stacey Goodwin
Tammie Krause
Staci Bankston
Tiffany Holmes
Chanda Myers
Shawn Imhoff
Kerry Ickleberry
Jason Langham
Stacey Bush
Travis Lashbrook

Lt. Chris Mims 918-766-3552
Sgt. Ben Hollander 918-440-5869
Ofc. Steven Letterman 918-440-9178
Ofc. KC Jackson 918-440-0144
Ofc. Efrain Castaneda 405-501-6055
Ofc. Levi Robertson 918-350-5122
Ofc. Dakota Tomlinson 918-766-5872
Ofc. Korie Plummer 918-397-7025
Ofc. Katelynn Casaneda 580-747-2510
Ofc. Maggie Blevins 918-766-4600
Ofc. Zach Duncan 918-706-4532

ASSAULTS/FIGHTS

- ___ **First, ensure the safety of self, students and staff.**
- ___ Notify Administrators.
- ___ Call for an SRO or 911, if appropriate.
- ___ Seal off the area where the assault took place.
- ___ De-escalate and defuse the situation, if possible.
- ___ Administrator notifies police if a weapon was used in the assault, if a victim has physical injury causing substantial pain or impairment of physical condition, or if the assault involved sexual contact.
- ___ Principal notifies, Director and/or Superintendent and parents of students involved in the assault.
- ___ Document all actions. Ask victim(s) and/or witness(es) for their account of the incident.
- ___ Implement post-incident procedures, if necessary.
- ___ Implement threat assesstment, safety plan and safety management plan, when necessary.

Bed Bug Proctol

Bedbugs - we can inspect the student's clothing/belongings and if a bug is found, try to capture it and place it in a plastic bag. Next, notify Maintenance who will call the exterminator for positive identification of the bug and inspection of the school for possible infestation. The student needs to put on clean clothing and can remain in school. The infested clothing and belongings should be bagged up, parents should be called and informed of the situation. Hopefully, parents will take steps to rid the home of bedbugs, but until then the student should not bring a backpack or other belongings to school.

Past Findings:

The Health Department only gets involved if it occurs at a hotel. The school was not a concern for them.

Child Welfare states it is not a concern for them.

I think the conclusion was we did not think it warranted closing a school or sending out mass communication.

Maintenance would have people spray.

BOMB THREAT

Bomb Threat Made by Phone:

Stay calm and try to keep the caller on the phone as long as possible and ask the following questions:

(Then give the information to Police and your administrator immediately)

- When will the bomb explode?
- What kind of bomb is it?
- What will cause it to explode?
- Where is it right now?
- What does it look like?
- Did you place the bomb?
- Why did they place the bomb?
- What is your address?
- What is your name?
- Does the caller sound male or female?
- Did they have an accent?
- Write down all the words they used.
- Did the person sound educated, were they trying to disguise their voice, etc.?

Suspect Description

- Gender
- Age
- Race
- Shirt
- Pants
- Scars/Tattoos
- Weapon Description
- Weight
- Jewelry
- Complexion, Hair Color, Hair Style, Glasses, Height, Shoes
- Vehicle: make model, color, tag number
- Direction of Escape

Bomb Device or suspicious package-item Found

*****First, ensure the safety of self, students and staff*****

- Immediately send word to an administrator and/call for an SRO or 911.
- **UNDER NO CONDITION ATTEMPT TO TOUCH OR MOVE THE DEVICE.**
- If device is found, a decision needs to be made to relocate or evacuate students and staff until further investigation of device is conducted.

On receiving a message that a bomb has been planted in the school or finding a suspicious item:

*****First, ensure the safety of self, students and staff*****

- ___ Principal convenes the Emergency Management Team: Safe School Coordinator, SRO's or other Law Enforcement, the Director of Washington County Emergency Management, the Fire Department and notifies the ESC administrator.
- ___ Emergency Management Team and First Responders conduct a Threat Assessment and determine the appropriate action. If Action is needed and appropriate and safe to do so:
- ___ Use the intercom system to instruct teachers to check their email. Emergency Management Team members go to classes with substitutes, rooms where outsiders are gathered, and to areas where the intercom is not heard.
- ___ Via email teachers are instructed to conduct a visual search of their room to determine items that are out of place. (Use the diagram-How to properly scan a room).
- ___ Teachers respond to the original email after visually searching their room.
- ___ Principal orders evacuation or shelter-in-place based on determination.
- ___ If lock-down is ordered, use procedure in the lockdown section of this checklist.
- ___ If Police/Fire Department or WCEM determines item needs to be evaluated by the bomb squad, then that area or building will have to be relocated or evacuated.

If evacuation is ordered, follow these procedures:

- ___ Principal alerts staff and students.
- ___ Use FIRE EVACUATION procedures to evacuate school building(s) unless evacuating into the reported bomb location, then direct students and staff to a new location you determine to be safe.
- ___ Direct students to take their belongings.
- ___ Students and staff must be evacuated to a safe distance away from the school. If needed call transportation and have buses ready to pick up students and relocate them to another school site.
- ___ Teachers should take attendance of students before and following evacuation.
- ___ Emergency Management Team (EMT) sweeps the building for remaining people and missing students. Report to Administrator.
- ___ No one should re-enter the building(s) until declared safe by Emergency personnel.
- ___ Principal notifies staff and students when emergency is terminated. Resume normal operations and notify parents by School Messenger of events, report everyone is ok and give facts of the event.

Administrator Responsibilities:

- Convene the Emergency Management Team-Director of School Safety-Police-Fire-WCEM.
- Determine the validity of the threat.
- Activate the evacuation/shelter-in-place response system.

Teacher and Staff Responsibilities:

- Conduct a visual scan of classroom for items out of place. IF any unknown or suspicious item is found, do not attempt to touch, instead notify Admin and Law Enforcement immediately. Remove self and students to another location.
- Reply to email after visual scan, only if safe to do so.
- If shelter-in-place, evacuation or lockdown is ordered, teacher uses the correct security procedure to protect students.
- If evacuation is ordered, take attendance.
- Take emergency contact information and students to predetermined location.
- Teachers must take attendance before and after relocation.
- Report missing students to the Sweep Team Coordinator/Emergency Management Team (EMT) or Administrator.
- Wait for further instructions from the Emergency Management Team member.

Emergency Management Team Responsibilities:

- Report to designated area.
- Work with team to determine the validity of the threat.
- If lock down or shelter in place is ordered, secure assigned area.
- If evacuation is ordered, check in with teachers in assigned area for missing students; locate missing students, report all missing students to sweep team coordinator.
- Evacuate as soon as possible.

FBI CLASSIFICATION OF THREAT RISK LEVELS

Low Level of Threat: A threat that poses a minimal risk to the victim and public safety.

- Threat is vague and indirect.
- Information contained within the threat is inconsistent, implausible or lacks detail.
- Threat lacks realism.
- Content of the threat suggests person is unlikely to carry it out.
- Threat is made by young child (under 9 or 10) and there is laughter in the background.
- The caller is definitely known and has called numerous times.

Medium Level of Threat: A threat that could be carried out, although it may not appear entirely realistic.

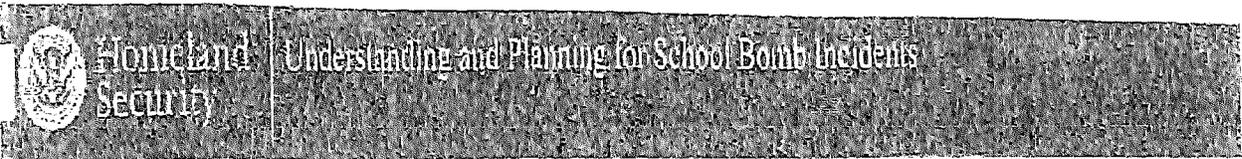
- Threat is more direct and more concrete than a low-level threat.
- Wording in the threat suggests that the threatener has given some thought to how the act will be carried out.
- There may be a general indication of a possible place and time (though these signs still fall well short of a detailed plan).
- There is no strong indication that the threatener has taken preparatory steps, although there may be some veiled reference or ambiguous or inconclusive evidence pointing to that possibility—an allusion to a book or movie that shows the planning of a violent act, or a vague, general statement about the availability of weapons.
- There may be a specific statement seeking to convey that the threat is not empty: "I'm serious!" or "I really mean this!"

High Level of Threat: A threat that appears to pose an imminent and serious danger to the safety of others.

- Threat is direct, specific and plausible. For example, "This is John Smith, I'm fed up with Mr. Jones yelling at me. There's a bomb under his desk."
- Threat suggests concrete steps have been taken toward carrying it out, for example, statements indicating that the threatener has acquired or practiced with a weapon or has had the intended victim under surveillance.
- Threat is direct, specific, and realistic; may include names of possible victims, specific time, and location of device. Perpetrator provides his/her identity. Threat suggests concrete steps have been taken toward carrying out the threat. Perpetrator indicates they have practiced with a weapon or have had the intended victim(s) under surveillance.

Source: Adapted from O'Toole (n.d.) [\[Full text\]](#) and [Homeland Security](#).

Homeland Security Bomb Scan Method

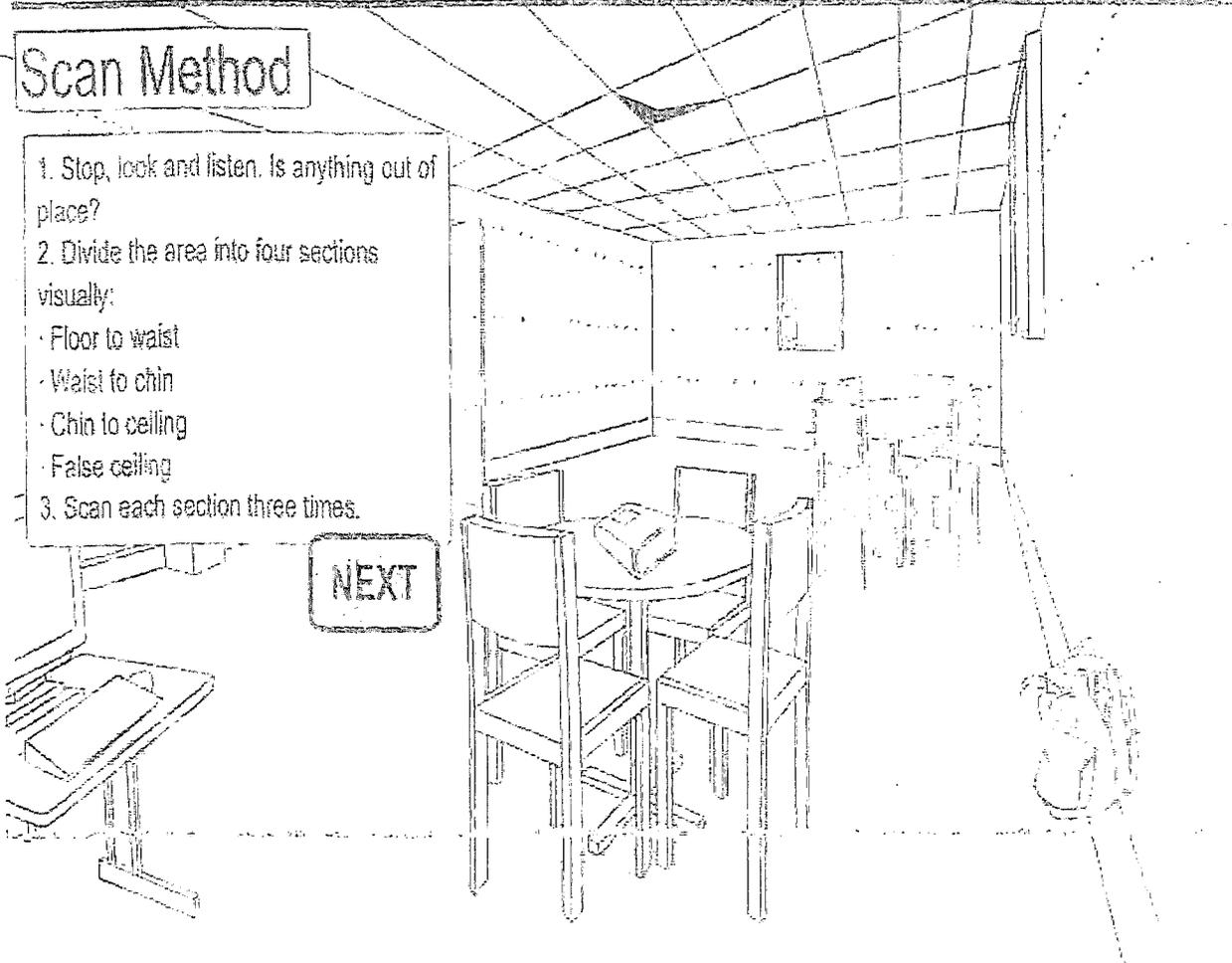


Module 3 - Responding to a Threat > Practice

Scan Method

1. Stop, look and listen. Is anything out of place?
2. Divide the area into four sections visually:
 - Floor to waist
 - Waist to chin
 - Chin to ceiling
 - False ceiling
3. Scan each section three times.

NEXT



BUS ACCIDENT

Bus driver (In Town Accident)

- Call 911 and Notify Transportation Director Travis Lashbrook and Administrator.
- Transportation Supervisor will obtain the following information:
 - The bus number or route number.
 - The location of the accident.
 - The number of injured students and adults.
 - The time of the accident.
 - If police, fire, and ambulance are on scene.
 - Location injured parties have been relocated.
 - Dispatch additional buses if needed to transport the non-injured students.
 - Work with Law Enforcement and Parents to have the emergency release form signed and the student released to their guardian.
 - Notify Administrators in Charge, Director of Special Services, and Director of Health and Safety.
- Assess Students for injuries. If needed, have paramedics check on students and document before releasing them to parents.
- Have the Parent sign a statement of following up with medical care if needed.
- If injuries and additional resources are needed, have someone call for the District Nurse.
- Notify the school of the accident and the extent of any injuries.
- Obtain a list of students on the bus and assess their situation, and get information to the Transportation Department to start parent notification.

Responsibilities of Bus Driver/staff person riding the bus when the accident is out of town:

- Assess the situation and call **911**.
- If danger is present, evacuate the bus and direct students to a safe location.
- Have older students assist younger students.
- Notify the school of the accident and the extent of any injuries.
- Keep children safe and under control. Have adults in the area assist with tasks.
- If students are transported to area hospitals, keep track of who is going where.
- Take roll and make sure all students are accounted for.
- Notify Supervisor In charge.
- Contact Transportation Supervisor to request additional buses to transport students.

Administrator's Responsibilities

- Notify the Superintendent's Office.
- Obtain a list of students on the bus, assess their situation, and start parent **Emergency Notification Information.**

- Implement Relocation Protocol and Family Reunification Protocol.
- Determine if siblings of bus riding students are still in school. It may be necessary to make them available for parent pickup.
- Direct the appropriate notifications to parents.
- Respond to the hospital if necessary.

District School Emergency Management Team Responsibilities (SERT)

If contacted, assist in the movement and/or control of non-injured students. The Director of Health and Safety will designate Administrators or EMT or SERT team members to report to the hospital and provide support to injured students and their parents.

Keep the Administration updated on all medical conditions of students and staff. Refer all media questions to the ESC.

Implement the Relocation Protocol and the Family Reunification Protocol.
Determine if siblings of bus-riding students are still in school.
It may be necessary to make them available for parent pickup.
Direct the appropriate notifications to parents.
Respond to the hospital if necessary.

Out of District Travel Safety Checklist

Event: _____

Staff Member in Charge: _____

Date(s) of Travel: _____

- List of Students riding and the bus number.
- Emergency Contact List and Numbers.
- Itinerary Provided to Students/Parents/School.
- Student Medical/Prescription Information.
- Chaperone Instructions distributed.
- First Aid Supplies.
- Accident/Injury Forms and Procedures.
- Emergency Release Form.
- List of Administrator's cell phone numbers.
- Current updated list from power school of student information.

CHEMICAL SPILL/HAZARDOUS MATERIALS EMERGENCY

If Chemical spill happens at your site:

Minimize exposure, relocate students immediately and ensure the safety of self, students and staff.

- ___ Call 911, report incident to the Fire Department, and follow their instructions.
- ___ Notify Administrators.
- ___ Notify Maintenance Department, and follow their instructions.
- ___ Provide information on the type of chemicals (if known), size of the spill, and possible exposures.
- ___ Evacuate the area and the building based on instructions from emergency personnel.
- ___ The evacuated area should remain evacuated until an all clear indication is given by the appropriate authorities.
- ___ Find out if decontamination needs to be conducted and follow instructions. Individuals exposed to a biological or chemical agent must be quarantined in a separate area downwind from unexposed evacuated individuals.
- ___ Administration will determine if the Emergency Operations Center (EOC) should be notified or needed for assistance in clean up.
- ___ Teachers remain with students, take attendance and follow instructions from emergency personnel.

If a chemical spill happens in our community:

- ___ Once you are notified, contact the fire department and follow their instructions.
- ___ If you can contact them follow their advice, if you cannot contact them, action stills needs to be taken either by Sheltering In Place or by Evacuation. Determine the wind direction and if evacuation is the required action, evacuate upwind.
- ___ If you shelter in place close all windows and doors, and seal off the outside windows and doors by using material you have access to such as tape, plastic, paper etc.
- ___ Contact maintenance or a custodian, to shut down your HVAC system.

EARTHQUAKE PROCEDURES

You will begin to feel an earthquake before you are notified.

- ___ In MOST situations, you will reduce your chance of injury if you drop down onto your hands and knees. This position protects you from falling, but allows you to still move if necessary.
- ___ Protect your head, neck and your entire body if possible under a sturdy table or desk. If there is no shelter nearby, only then should you get down near an interior wall or next to low-lying furniture that will not fall on you. Do not get near glass. Cover your head and neck with your arms and hands.
- ___ Hold on to your shelter if possible, until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.
- ___ If you are outdoors, stay there. Move away from sides of buildings to a clear area away from trees, signs, electrical wires, power poles and lampposts. Wait until the shaking completely stops before leaving your safe area.

Earthquake Safety for Buses

- Move to a clear area away from buildings, trees, overpasses, underpasses or utility wires.
- Slow down and quickly find a place to stop, preferably away from traffic.
- Stay in your bus.
- Check for injuries.
- Turn on your radio and listen for instructions from the authorities.
- Stay off the telephone unless you must report severe injuries.
- Once the shaking has stopped, proceed with caution. Avoid bridges or ramps that might have been damaged by the earthquake.
- Look for cracks, breaks or obstructions in the road as you drive.
- Do not, under any circumstance, drive over a downed electrical line.

Fire or Gas Leak or other Reason To Evacuate

- Administrator or designee or person who sees fire will pull fire alarm.
- Make announcement on the intercom system to exit the building and designate someone to call 911.
- IF GAS LEAK OR OTHER REASON LISTEN TO INSTRUCTIONS.
- Evacuate students and staff to a safe distance outside of the building.
- Do not use elevators.
- Follow the normal fire drill evacuation route.
- If normal route(s) are too dangerous, follow alternate route.
- Notify Transportation if relocation is needed.
- Teachers should take class attendance and account for all students.
- Close classroom doors, do not lock doors and leave lights on.
- Attendance must be taken after evacuation.
- Hold up a green piece of paper if everyone is accounted for.
- Hold up a red piece of paper if you are missing a student, have extra students, or need medical attention.
- The sweepers will need to pick up the red cards from you with the names of missing or extra students and conduct a search of missing students.
- Inform Administration immediately if students are missing.
- No one should re-enter the building(s) until declared safe by fire service personnel.
- Administration notifies students and staff of termination of emergency and resumption of normal operations.
- Administration sends out message to parents on School Messenger after event and states the brief facts.
- Administrator will assign a staff member to document events.
- Administrator will debrief the event with staff members when appropriate.

FLOOD PLAN

Flood Notification during the School Day

- Monitor homeland security radio for communication from the Director of Washington County Emergency Management- Kary Cox to receive up-to-date information on flood conditions. Monitor other weather sites.
- Gather as much information as possible about the potential flooding.
- Determine if you will need to evacuate and relocate staff and students to another safe school site.
- Take attendance and print current enrollment information.
- If you need to evacuate Notify Administrator and the Director of Health and Safety.

If potential flooding is a concern for your site:

- Notify Transportation and have buses sent to your site. Request Police Officers to escort buses to another safe school site.
- Immediately after receiving the flood warning, use the school messenger system to notify parents of the flood warning and relocation plan.
- Implement Evacuation and the Family Reunification Plan.
- Once students are placed on buses, take attendance and distribute your EMT to search your site and make sure all students are accounted for.
- Activate the plan for Special Education students and students with health conditions to ensure their health needs are addressed.
- Activate the plan for ELL students and their parents who have limited English language ability.
- Identify homeless students, out of district students, and locate their parents as soon as possible.
- After relocation is complete- take roll-make sure all students are accounted for-distribute the student information list to the Emergency Management Team Members to ensure all students who reside in the flood area have made contact with a parent, and all other parents have been contacted.
- Contact the Community Relations Coordinator to send out information to parents and to the media.
- Do not return to your site until the proper authorities has determined it is safe to do so.
- Document all actions taken.

GAS LEAK

A gas leak refers to a leak of natural gas, from a pipe or other containment, into any area where gas should not be. Although natural gas is by nature colorless and odorless, scents in the form of traces of mercaptans are usually added, this chemical has a strong odor very much like rotten eggs, to assist in identifying leaks.

As natural gas can explode when exposed to flame or sparks, it is important to report any suspected gas leaks immediately.

If you smell a gas odor

- If you smell even the faint odor of mercaptan or hear a hissing noise, notify others in person - not by phone - **to leave the premises, and then evacuate students and staff to an area that is outside and a safe distance from the school.**
- Do not turn appliances or lights on or off. Do not use the telephone. Electrical currents in switches and telephones may spark an explosion.
- After you leave the potentially affected area, Call 911 and give the dispatcher your name, location of odor, and related information.
- After you leave the potentially affected area, **call 1-800-458-4251 to report a gas leak.**
- Call Sodexo at 918-972-9581 and ask for the Director of Facilities. Report the location of odor.
- Meet Emergency Responders and report information to them.
- Warn others in the immediate area.
- Plan to prepare to evacuate to another site if necessary. Contact the Director of Transportation to have buses sent to your location. Contact the Director of Health and Safety Schools for assistance.
- Stay away from the building until an official tells you it is safe to return.

GENERAL STAFF RESPONSIBILITIES FOR ALL EMERGENCIES

Principal or Designee

- ___ Verify information.
- ___ Call 911, if necessary.
- ___ Seal off high-risk area(s).
- ___ Notify Superintendent.
- ___ Notify students and staff. Note: depending on the emergency, students may be notified by teachers.
- ___ Evacuate students and staff, if necessary.
- ___ Keep detailed notes of incident.
- ___ Convene Emergency Response Team and implement emergency response procedures.
- ___ Refer Media to official spokesperson –Executive Director of Technology and Communications, 918-336-8600 extension 3524.
- ___ Notify community agencies, if necessary (those not responding to the 911 call).
- ___ Implement post-incident procedures, as necessary.

Teachers

- ___ Verify information.
- ___ Lock classroom doors unless evacuation orders are issued.
- ___ Warn students, if advised.
- ___ Account for all students.
- ___ Stay with students during an evacuation. Take class attendance.
- ___ Refer media to official spokesperson – 918-336-8600.
- ___ Keep detailed notes of incident.

**GENERAL STAFF RESPONSIBILITIES FOR ALL
EMERGENCIES
(continued)**

Cafeteria Staff:

Any emergency related to the kitchen operation of the cafeteria should be reported to the Child Nutrition Director @ 918-337-7966 extension 1560 and appropriate site principal.

If an alarm sounds, take appropriate action.

Cafeteria personnel should assist teachers in evacuating students.

Other staff and custodial personnel:

If an alarm sounds, take appropriate action.

Provide assistance as directed by administrator.

Notify Sodexo Director @ 918-333-8080 ext. 3917

Hostage Situation

First, ensure the safety of self, students and staff

Hostage Situation:

- ___ If hostage taker is unaware of your presence, do not intervene.
- ___ Place your building on lockdown. Call 911 immediately. Provide details of situation, ask for assistance.
- ___ Seal off area near hostage scene.
- ___ Notify Principal; Principal notifies Superintendent.
- ___ Give control of scene to Police and Hostage Negotiation Team.
- ___ Keep detailed notes of events and actions.

If taken hostage:

- ___ Follow instructions of hostage taker.
 - ___ Try to keep calm. Calm students if they are present.
 - ___ Treat the hostage taker as normally as possible.
 - ___ Be respectful to hostage taker.
 - ___ Ask permission to speak; do not argue or make suggestions.
- ___ As a last resort If loss of life appears imminent, consider attempting to neutralize the suspect using any available force. Take whatever action is believed necessary to neutralize the shooter/assailant and/or protect life. These actions may include giving others specific instruction intended to assist in their own protections.

Kidnapped Students

Call 911/SRO

—Notify Administrator in Charge

Administrator

- Notify Custodial Parent
- Obtain a detailed description of the abductor, including physical appearance, clothing, and make, model, color, and license number of any vehicle used in abduction.
- Obtain a detailed description of the child, child's clothing, time, and location when last seen.
- Provide a current picture to law enforcement.

Teacher

- If the abduction happens while class is in session, attempt to discourage the abductor without placing yourself or the students in harm's way.
- Notify the office and give as many details as possible.
- Maintain a calm classroom.
- If other students witnessed the abduction, notify their parent, as the children may be upset. Have your counselor and outside counselors provide counseling as needed.

Bus Drivers

- ___ If the abduction happens at a bus stop or from the bus, attempt to discourage the abductor without placing yourself or the student in harm's way.
- ___ Maintain a calm bus.
- ___ Provide a detailed description of the abductor, including physical appearance, clothing, make, model color and license number of vehicle.
- ___ Notify Transportation.

Transportation

- ___ Notify Police and Administrators.

LOCK-DOWN PROCEDURES

Lock-down procedures may be implemented when there is a threat or hazard from parental custody disputes to intruders to an active shooter, active assailant, etc. Lockdown uses classroom/office security to protect students and staff from threat.

Administrators

- Issue lock-down notification procedures by announcing over the intercom system, use plain talk: state the situation and give the order to start lock down procedures. **Call 911 Report Emergency.**
- Send messengers to each classroom or area that cannot hear the intercom system, and to areas where non-school staff are located such as parents, outside counselors, etc. and inform them of the situation and how and where to lock down, if safe to do so.
- Use your radio to communicate with emergency personnel- turn it to the BPS repeater channel.
- Direct all students, staff, and visitors into classrooms or main office.
- Notify your Administrator.

Teachers

- Turn out all lights.
- Place all students away from windows and doors-hide in the safest area possible-where everyone is least likely to be observed through a window or by reflection.
- Move file cabinets, furniture, and any other possible objects in front of the door.
- Close and lock all windows. Cover window in door and any other necessary windows. Close blinds.
- Teacher should silence and conceal light from cell phone or turn it off. Teachers should turn off all sounds, including the key board before using their cell phone.
- Students should turn off cell phones until instructed by teacher/administrator to **text** information to their parent/guardian. Students must silent all sounds including the keyboard before texting.
- All students must be accounted for, report any missing students to an administrator by text, email or phone if safe to do so.
- If it appears an active shooter/lethal assailant may gain access to the classroom, use any available alternate means of safe egress if possible, such as exterior windows, doors leading to the outside, etc.
- If an active shooter/lethal assailant gains access to the classroom and loss of life appears imminent, take whatever action is believed necessary to neutralize the shooter/assailant and/or protect life. These actions may include giving others specific instruction intended to assist in their own protection, such as ("get out", throw objects, etc.).
- **Remain in lock down until released by law enforcement.**
- Follow all instructions given by law enforcement and be prepared to leave with hands visible and without belongings.

Principals Once everyone is accounted for notify your Administrator and state the facts as you know them, if safe to do so:

- ___ Over the intercom system, give your staff and students clear, reassuring details, as you know them.
- ___ Do not allow anyone to enter your building that is not law enforcement.
- ___ Do not allow anyone to leave until you have been given directions to do so by the appropriate emergency personnel.
- ___ Designate someone in your building to notify staff that are out of the building not to return but direct them to another site until it is safe to return to the building.
- ___ Once you are released from the lock down procedure, announce over the intercom to return to class as normal.
- ___ Notify parents using School Messenger about the situation.
- ___ Document the details, as you know them on the *After Action Report*.
- ___ Have a meeting after school or the next day and debrief with your staff what happened, what went right, what went wrong and what you can change for next time.

Sweepers Take the names of any extra students you find or adults and Keep track of whom you have and where you have placed them, **only if safe to do so.**

**MEDICAL EMERGENCY
ACCIDENT/INJURY/MEDICAL-CONDITION
PLAN OF ACTION**

- If an injury to a student or another person is life threatening, call 911 and request an ambulance as quickly as possible. Direct someone else to notify the building administrator and parents if possible.
- If an injury is severe, but does not appear to be life threatening, contact a nurse, counselor, or administrator as soon as possible. They will contact the parents and determine further action.
- If a person or student has indications of a suspected cardiac arrest and has an apparent LACK OF CIRCULATION as indicated by:
 - unconsciousness and
 - absence of normal breathing and
 - absence of a pulse or signs of circulation.
- Begin CPR until AED arrives and use the AED immediately.
- Direct someone to call 911 and someone else to go get the AED.
- If the student is less than 8 years of age or weighs less than 55 pounds, use the pediatric pads.
- Therapy should not be delayed to determine the student's exact age or weight.
- Do not use the AED when a person is conscious, is breathing, or has a detectable pulse or other signs of circulation.
- If the injury warrants first aid, administer on-site, or as soon as possible. If body fluids are involved, Use Universal Precautions according to the District Bloodborne Pathogen Policy.
- Transport the injured person to the nurse's, counselor's, or administrator's office, if appropriate.
- If a student is transported to the emergency room, a staff member shall accompany the student.
- Once the student has been properly taken care of, fill out the Accident/Incident Report in full.
- Copies should go to parents, teacher, administrator, and the ESC Office.
- Debrief the situation with staff the following day.

Mental Health Crisis Response

A mental health crisis is any situation in which a person's behavior puts them at risk of hurting themselves or others and/or prevents them from being able to care for themselves or function safely and effectively.

Major Life Crises of Students:

- **Death of a family member**
- **The divorce or separation of parents**
- **The adolescent's own pregnancy or illness**
- **A change in residence**
- **Breaking up with one's boyfriend or girlfriend**
- **Loss of family social or financial status**
- **Rejection by peers**
- **Failure to achieve**

The signs may vary; however the underlying commonality is that they are changes in behavior that could be considered unusual or unexpected.

Some examples of behavioral changes to look for include the following:

- **Acute anxiety or panic**
- **A noticeable decline in academic performance**
- **Frequent absence from class**
- **Social isolation and withdrawal**
- **Dependency on staff member**
- **Low energy, lack of motivation**
- **Changes in appetite, weight, personal hygiene**
- **Increase in risky and/or unhealthy behaviors**
- **Family disruptions such as divorce or other changes**
- **Marked self-abuse through alcohol and/or other drug use**
- **Giving away one's personal possessions: packing one's belongings**
- **Self-mutilation or attempts to hurt oneself physically**

Each Staff member must report student concerns to their Administration and/or school counselor.

Staff members are not liable for reporting student concerns.

Staff members are liable if they fail to report to school Administration, School Counselor, and Child Welfare and Law Enforcement when abuse is reported or self-harm or harm to others is reported.

If a student is experiencing a mental health crisis or has reported self-harm or a statement or threat of harm to others, the parent or guardian must be notified.

If a student reports self-harm, has thoughts of self-harm or writes about self-harm the student needs to be escorted to the counselor or a counselor should be called to the classroom.

If a student threatens self-harm a call to the Grand Lake Mental Health Crisis line should be made. The number is 1-800-722-3611, or you may use the GLMH Ipad.

If a student writes about harming others, talks about harming others or is reported to have made a threat to harm others, the Principal has to be notified. The Principal should contact the SRO and the Director of Health and Safety Schools. They will discuss the report and determine if a threat assessment is warranted.

Student privacy will be protected in compliance with applicable state and federal laws.

Missing Students

Administrator

- _ Call Director of Health and Safety Schools and SRO for Search Assistance or call 911 if needed.
- _ Assign different staff members to start the following procedures and to document all actions taken and times they occurred.
- _ Confirm Point Student Was Last Seen.
- _ Initiate an intercom-all call to send the student to Office.
- _ Ask someone to start searching on the cameras for the student.
- _ Initiate building and grounds search.
- _ Assign Staff members areas to search.
- _ Check to see if siblings are still in class.
- _ Check the student's locker, desk, and/or backpack for clues, and if applicable student's vehicle if in the parking lot.
- _ Interview the student's Teacher(s), Counselor(s), friends, boyfriend or girlfriend for information.
- _ Check Social Media for Information.
- _ Notify Parent/Guardian. Assign someone to stay with Parent/Guardian to keep them informed. Ask Parent/Guardian if it would be possible that another family member could have picked up the student.
- _ Notify Administrator in Charge.
- _ If an incident occurs close to arrival or dismissal time, call transportation and request they check with the driver or request that they hold the buses so that an additional search can be conducted.
- _ If the student is not located quickly, call for Law Enforcement, Washington County Emergency Management Director, and our own SERT (School Emergency Response Team). Assist them upon arrival.
- _ Having everyone freeze in place, while conducting a search has been beneficial in certain circumstances.
- _ Contact SERT team for additional assistance.

Provide Information as follows:

- _ Where and When Student was last seen.
- _ Description of student and student's clothing, and a current picture of the student if available.
- _ Presence of any unidentified people around school.

All search methodology is based on the "point last seen", by identifying a confirmed point the subject was last seen, evidence can then be collected that may provide the time they have actually been missing, the direction of travel, and possibly reason for missing. All are critical components of a successful search.

Guidance for schools with identified cases of Pandemic

Get up-to-date information from public health officials.

School administrators should work in close collaboration and coordination with local health officials to make dismissal and large event cancellation decisions. Schools are not expected to make decisions about dismissal or canceling events on their own. Schools can seek specific guidance from local health officials to determine if, when, and for how long to take these steps. Large event cancellations or school dismissals*** may be recommended for 14 days, or possibly longer if advised by local health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.

Local public health officials may recommend schools be dismissed temporarily to allow time to gather information about how fast and severe the virus is spreading in our community.

Monitor absenteeism of students and staff and provide appropriate information to the Washington County Health Department.

Increase supplies for prevention for all sites.

Start sending messages out about proper handwashing, prevention techniques and symptoms to look for.

Train staff for proper cleaning of facilities.

Consider allowing key staff to work from home for financial planning, budgets, payroll, etc.

Everyday Preventive Actions:

Everyone should always practice good personal health habits to help prevent the flu.

Stay home when you are sick. Stay home for at least 24 hours after you no longer have a fever or signs of a fever without the use of fever-reducing medicines.

Cover your coughs and sneezes with a tissue.

Wash your hands often with soap and water for at least 20 seconds. Use at least a 60% alcohol-based hand sanitizer if soap and water are not available.

Clean frequently touched surfaces and objects.

Be prepared to allow your staff and students to stay home if someone in their house is sick.

Increase space between people at school to at least 3 feet, as much as possible.

Consider modifying, postponing, or cancelling large school events.

Plan ways to continue educating students if schools are temporarily dismissed. Consider using Web-based instruction, e-mail, social media, local television, radio stations, or U.S. mail.

Identify strategies to continue essential student services. If schools are dismissed, meals, health, and social services may need to continue.

Identify and address potential language, cultural, and disability barriers associated with communicating pandemic flu information to staff and students.

Identify action steps for re-opening your school. The decision to re-open schools should be made in consultation with local public health officials.

PUBLIC INFORMATION

**** All staff must refer all media to
Executive Director of Technology and Communications****

**Granger Meador
918-336-8600- Ext. 3524 or GMeador@bps-ok.org**

- School district assumes responsibility for issuing public statements during an emergency.

- Principal relays all information to their Administrator, ESC or Superintendent on a timely basis.

RESPONSE TO ANY EMERGENCY

First, ensure the safety of self, students, staff and if appropriate call 911.

- ___ Notify the Principal and 911, if necessary. The principal calls 911 and notifies their Administrator who will notify the Superintendent.
- ___ Seal off high-risk area(s).
- ___ Take charge of the area(s) until the incident is contained, or relieved by an Administrator or Emergency Personnel.
- ___ Preserve evidence. Keep detailed notes of incident.
- ___ Refer Media to **GMeador@bps-ok.org**, **918-336-8600**. Ext. 3524.

Seizure First Aid Plan

- Stay with the person and start timing the seizure.
- Call for the school nurse.
- Contact parents.
- Remain Calm and check for medical ID.
- Keep the person SAFE.
- Move or guide away from harmful objects.
- Turn the person onto their side if they are not awake and aware.
- Don't block airway, put something small and soft under the head, loosen tight clothes around neck.
- Do not put anything in their mouth.
- Don't give water, pills or food until the person is awake.
- Do not restrain.
- Stay with them until they are awake and alert after the seizure.
- Most seizures end in a few minutes.

Call 911 if:

- Seizure lasts longer than 5 minutes
- Repeated seizures
- Difficulty breathing
- Seizure occurs in water
- Person is injured, pregnant, elderly, diabetic or sick
- Person does not return to their usual state
- First time seizure

SERIOUS INJURY OR DEATH

If incident occurs at school:

- First, ensure the safety of self, students, staff and call 911/SRO.**
 - Notify Director of Health and Safety, Emergency Management Team and School Emergency Response Team (SERT) of emergency.
 - Isolate affected students(s)/staff member(s); if possible-Activate lock down procedures. Seal off area.
- Prepare to relocate students to another site, once situation is under control, if death occurred.
- Notify Principal; Principal notifies Administrator and or Superintendent.
 - Designate staff person to accompany ill/injured person(s) to the hospital.
 - Principal notifies parent(s) or guardian of affected student or emergency contact of affected staff member(s).
 - Direct witness (es) to school psychologist/counselor(s). Contact parents if student is sent to psychologist/counselor.
 - Determine method to notify students, staff members, and parents.
 - Refer media to Executive Director of Technology and Communications.
 - Determine when school can convene again or determine to hold it at a different location.
 - If a death occurred, the school site will be considered a crime scene for a period of time, once the authorities release the school back to school officials, the site will have to be professionally cleaned and restored to an appropriate working condition.

If incident occurs outside of school hours:

- Notify staff members before normal operating hours.
- Determine method of notifying students and parents. Announce availability of counseling services for those who need assistance. Contact outside counselors if needed, even for your own counselors if the event affects them.
- Refer media to Executive Director of Technology and Communications.

Post-Incident intervention:

- Determine level of intervention needed for students and staff.
- Designate rooms as private counseling areas.
- Escort affected student's siblings, close friends, and other highly stressed individuals to counselors.
- Assess stress level of staff; recommend counseling to those overly stressed.
- Follow up with students and staff receiving counseling.
- Make provisions for staff person(s) to attend funeral(s), if any.
- Allow for changes in normal routines or test schedules to address injury or death.

Shelter In Place

Shelter in place is used when the need for personal protection is necessary, for example an altercation in the hallway, a medical emergency, a possible threat outside of the building that you need more time to investigate, etc. There may be situations that require students to remain in their classrooms. There may be times when you can allow students to pass in the hall but require that no one may leave or enter the building.

First, ensure the safety of self, students and staff

- ___ Notify your Administrator, Director of Health and Safety and SRO.

- Lock exterior doors – make sure none are propped open.

- Students need to remain in current classroom or if they are in hallway, report to the closest classroom.

- Lock classroom doors and adjoining doors.

- Once the teacher has accounted for all students, no one may leave the room without contacting the office.

- No class changes, recess, lunch, etc.

- Teachers prepare for lockdown or evacuation, but continue with class as normal within the room.

- Principal should keep teachers and staff updated if possible using intercom or email.

- No one is allowed to leave the room for any reason until the principal has given the all clear.

- If there is a potential threat on the outside of the building you may continue to keep the outside doors locked, continue to keep people from leaving and entering your building for recess, etc, but you may allow them to move as needed in the building.

Guidance for School Staff regarding Student Threat

What should I do if I think a student might harm someone?

Although it does not happen frequently, there are times when school counselors, administrators and other staff may encounter a student expressing thoughts or intent to harm others, or homicidal thoughts.

This could include a student making threats or sharing plans to kill other students, staff members, family members or other persons. This may also include drawings, social media posts, texts, verbal threats or other indications of potential intent to harm others. The student may or may not be known to have access to weapons or other means to harm others, but all threats of violence or harm should be regarded seriously. The following are recommended procedures to follow when a concern arises that a student poses an imminent threat of harm, violence, or death.

Individuals bringing to the attention of school administration any threats made by students should be **interviewed to determine the threat level**. A written statement should be prepared.

If a student makes a threat to kill or harm another person in any manner, school counselors and administrators should **respond immediately** to the situation. If school administrators determine it's appropriate, the student and their possessions (including any backpack, locker or vehicle) should be searched for weapons.

If a determination is made that school officials **may search a student's possessions and outer clothing** on school grounds without permission of the parent or guardian, **under no circumstances** may a student be directed to undress. **(It is never permissible to perform a "strip search" or require a student to expose their undergarments.)**

The counselor should **assess the student for thoughts or plans of self-harm, suicide, harming others and homicide**. The student should be asked the following questions:

- **Are you thinking about hurting yourself?**
- **Are you thinking about killing yourself?**
- **Are you thinking about hurting or killing someone else?**
- **Do you have a plan in place?**
- **Do you have access to any weapons?**
- **Do you have possession of a weapon right now?**
- **What feelings are you having?**

The student should be **interviewed about the threat** by administrators.

A parent or guardian **should be contacted**. Let the parent know the situation, and, in the event an **imminent threat** has been determined, school administrators are required to **contact law enforcement**.

School administrators should **make a record** of all contact with law enforcement officers or agents.

An **Emergency Notification Form of Student in Crisis** should be filled out for the student, including the third-party statement with the facts of the incident.

Refer the student for an **emergency mental health evaluation**. Depending on the severity and immediacy of the threat, it may be appropriate to **contact law enforcement**. The person(s) who discovered the threat may have to fill out a separate third-party statement for the police or other responding agency, in addition to the statement prepared for the school.

The parent or guardian of the person(s) who were threatened **should also be contacted and made aware of the threat**. Pursuant to federal student privacy laws, when notifying individuals that a threat has been made the school may not identify the student(s) who made the threat, but the parent/guardian **can be told what the substance of the threat was** and made aware that they can file a police report. If applicable, tell the parent/guardian that school officials have also notified police. You should make this parent contact the **same day** as when the threat was discovered.

Following investigation of the allegations, if deemed appropriate the student(s) who expressed a violent threat **may receive discipline in accordance with your district policies**. If the student is identified as a student with disabilities served through the Individuals with Disabilities Education Act (IDEA), all **applicable provisions apply** to potential disciplinary action.

Prior to the student's return to school, school administration and counselors should **formulate and implement a re-entry plan for the student**. The student's initial re-entry into school may include school services delivered outside the traditional setting if appropriate, pursuant to 70 O.S. § 24-101.3(F).

SUICIDE INTERVENTION

A mental health crisis is any situation in which, a person's behavior puts them at risk of hurting themselves or others and/or prevents them from being able to care for themselves or function safely and effectively.

___ **If Student has a weapon first, ensure the safety of self, students, staff and call 911.**

___ It is mandatory to take appropriate action if a student makes comments, threatens, or uses any action to threaten suicide.

___ Locate appropriate help immediately.

___ Notify parents immediately. Discuss with parents a course of action.

___ Instruct someone to stay with the suicidal person in a place separate from others and try to keep them calm until professional help arrives.

___ **DO NOT LEAVE THEM ALONE!**

___ Staff with your Administrator, Counselor, and/or School Psychologist and call either:

- School Resource Officer or Police 911
- GLMH (Grand Lake Mental Health Center) crisis unit: 1-800-722-3611.
- Mental Health Professional Counselor the student is currently seeing.

___ A School Psychologist or GLMH will come out immediately and provide crisis service to determine if a student should be placed inpatient or needs to receive outpatient counseling. A GLMH therapist can see any child in crisis without parental consent or ***if a parent cannot be reached***. They will attempt to contact the guardian and follow up with the family to make sure the student is stable.

___ Notify your Administrator of the situation.

WAYS TO HELP A SUICIDAL PERSON

- Be nonjudgmental. Do not debate the issues of suicide.
- Offer empathy, not sympathy.
- Do not offer empty words of reassurance.
- Do not be sworn to secrecy; seek support.
- Remove available methods of suicide when possible.
- Encourage the person in crisis to seek professional help.
- Take action. Know where help is available.
- Take every suicide threat, comment, or act seriously.
- At least one person needs to stay with the student, appoint someone to call the parents, someone to call GLMH and or the Police if needed.
- Have someone document every action you have taken in the circumstances. Make sure Parents follow up with the appropriate intervention and if parents refuse to help their student then you need to make a referral to the police department and child welfare.

SUICIDE DEATH/SERIOUS INJURY

First, ensure the safety of self, students and staff and call 911

- ___ Verify information; call 911, Seal off area. Activate lock down.
- ___ Activate school Emergency Management Team. Prepare to relocate students, once it is safe to do so. Activate Family Reunification Protocol.
- ___ Principal notifies Administrator.
- ___ If death or serious injury occurs outside of school hours, notify staff before next school day.
- ___ Implement post-incident Intervention
- ___ Determine method of notifying students and parents. Do not mention "suicide" or details about death in notification. Do not hold memorials or make death appear heroic. Protect privacy of affected families.

POST-INCIDENT INTERVENTION

Activate **School Post-Incident Response Team**; determine level of intervention for staff and students.

- Designate rooms as private counseling areas.
- Escort siblings, friends, and other highly stressed students to counselors.
- Resume normal routines A.S.A.P.
- Assess stress level of staff; recommend counseling as required.
- Refer media to the official spokesperson at 918-336-8600. Do not let media interview students.
- Follow up with students and staff who receive counseling.
- Determine when the school can convene again or determine to hold it at a different location.
- If a death occurred, the school site will be considered a crime scene for a period of time, once the authorities release the school back to school officials, the site will have to be professionally cleaned and restored to an appropriate working condition.

TORNADO/SEVERE WEATHER

- ___ **Principals:** Be alert for weather warnings. Monitor your homeland security radio, weather apps, weather stations, NOAA weather radio, etc. When you are notified that tornado/severe weather is approaching direct your site to take cover immediately in the appropriate storm refuge shelter area. Activate Tornado Warning Signal.
- ___ Bring all students and staff inside building(s). Move to designated storm refuge shelter areas. Utilize "duck and cover" procedures.
- ___ Close windows and blinds. Avoid outside walls, Stay away from windows and move to an interior hallway. Close and Lock all doors.
- ___ Get in as far inside the storm refuge area as possible, away from doors, windows and other openings to the outside, get as low as possible.
- ___ Do not stand in front of the doors, or in the 3' area of the door swing.
- ___ Cover up-use whatever you can to protect yourself from flying or falling debris.
- ___ **Teachers:** Take attendance. Account for all students. If anyone is missing or if you have extra students, notify your Administrator immediately.
- ___ Remain in safe areas until warning(s) expire or emergency personnel have issued "all clear" advisories.
- ___ Once you return to your classrooms, take attendance again. Everyone must be accounted for. If anyone is missing, notify your Principal immediately.
- ___ If outdoors and shelter is not available or if there is no time to get indoors, lie in a ditch, low-lying area, or crouch near a strong building.
- ___ **Bus Drivers:** Go to the nearest Bartlesville Public School Site to evacuate your bus and move the students into the building to the designated storm refuge shelter area.

Unauthorized Person

"An unauthorized person is a person who enters school property without reason to be there"

- ___ Notify Administration/SRO
- ___ Ask another staff member to accompany you before approaching the unauthorized person.
- ___ Politely greet unauthorized person and identify yourself.
- ___ Ask the unauthorized person the purpose of his/her visit.
- ___ Inform unauthorized person that all visitors must register at the main office.
- ___ If person refuses to sign in or purpose is not legitimate, ask unauthorized person to leave.
- ___ Accompany unauthorized person to the exit.
- ___ If someone is banned from campus, follow up by sending the banned person a letter notifying them they are no longer allowed on any campus, at any school function, activity, etc. Send a copy of letter to the Superintendent, other administrators, SRO's, Director of Health and Safety Schools. Place a red flag alert into the Raptor Visitor System and state the reason and the site.

If unauthorized person refuses to leave:

- ___ Call 911
- ___ Inform unauthorized person that Police have been called for refusing to leave.
- ___ Provide full description of unauthorized person, how they left and what direction they went towards.
- ___ Walk away from them if he/she indicates potential for violence (be aware of actions, location, weapons, or packages, etc.) If unauthorized person is armed and in case of an immediate life-threatening event, each individual should take whatever actions are necessary to **protect students** and his or her own life. If it is possible to flee the area safely and avoid danger, do so. If flight is impossible, lock or barricade all doors and secure students and yourself in a safe area. Remain in place until "all clear" is given by an authorized person or law enforcement official. You have to take attendance. If you are missing any students, if you have extra students, or if you need medical attention, notify your Administrator in Charge immediately by texting if possible or the safest way you deem possible (email, phone call, etc.) depending on the circumstances.
- ___ Principal notifies the Administrator and may issue lock-down procedures.

WEAPONS

First, ensure the safety of self, students and staff.

Staff or student who is aware of a weapon brought to school:

- ___ Immediately notify the SRO and Admin.
- ___ Tell the SRO, Principal or Teacher the name of the individual suspected of bringing the weapon, where the weapon is located, if the suspect has threatened anyone, and any other details that may prevent the suspect from hurting someone or themselves.
- ___ If the Teacher suspects that a weapon is in the classroom, notify Administrator/SRO immediately.

Principal:

- ___ Call for an SRO or the police if a weapon is suspected to be in school, as viewed by a reasonable person.
- ___ Have the SRO or another Police Officer present before questioning the suspected student or staff member.
- ___ Accompany the suspect to a private office to wait for the police.
- ___ Conduct a search with a Police Officer.
- ___ Keep detailed notes of all incidents and why the search was conducted.
- ___ If the suspect is a student, notify parent(s) or guardian(s). Explain why the search was conducted and the results of the search. Refer to weapon policy. Notify the Director of Special Services if a student is on an IEP. Complete weapons report and submit to the Director of Health and Safety.
- ___ Refer to the BPS weapons policy.

Family Reunification Protocol

In certain significant school crisis incidents, students and school district employees will have to be evacuated away from the crisis site. One significant problem that has occurred repeatedly is the tendency for large numbers of parents, guardians, friends, and relatives to rush to the incident site to check on the well-being of students and employees. This often results in blockage of streets in all directions near the school and large numbers of people wandering around the site in a state of panic.

The most effective way to prevent this chaos is to make significant efforts to redirect those concerned parties to a site that is remote from the school and to evacuate students and school employees to that site. This site will be designated as a **Family Reunification Center**. The ***Family Reunification Site Protocol*** shall be used whenever the facility or grounds are rendered unsafe and evacuation to a remote site is needed. During a crisis, the Administrator in Charge or the Emergency Responder in Charge (Incident Commander) will determine whether a full evacuation to a Family Reunification Center is appropriate. This decision will be made by the Administrator in Charge or The Emergency Responder (Emergency Incident Commander) and if at all possible within the first 5 to 15 minutes of the crisis. Additionally, anytime the Bartlesville Schools Family Reunification Center Protocol is implemented, a Parent/Guardian Staging Area will be immediately identified and staffed.

When evacuation is required, the Administrator in Charge or the Emergency Responder in Charge (Incident Commander) will coordinate with the Superintendent to inform parents and the Community Relations Coordinator (918-336-8600). The site location will be communicated only to the Incident Commander and others that need to know. The local media will be advised only that a Family Reunification Center is being organized and the location of the Parent/Guardian Staging Area will be released when appropriate. It is imperative that the location of the Family Reunification Center remain confidential (media blackout) until the center is fully operational and ready for reunification to begin. Every site should have a predetermined evacuation location.

Family Reunification Site Protocol

1. The Administrator will advise the Superintendent and the Director of their site that the decision to evacuate and relocate has been determined.
2. The Director of Health and Safety Schools should be contacted to assist.
3. The Transportation Manager should be contacted to dispatch school buses.
4. The Administrator or their designee should notify law enforcement to manage traffic and crowd control at the site.
5. The Director of Health and Safety Schools shall request that sites begin sending the SERT (School Emergency Response Team) and crisis response team members from each school to the **Family Reunification Center**. They shall also advise schools to institute a heightened state of awareness if the incident involves violence.
6. The Community Relations Coordinator for the schools will establish a **Media Staging Area**. They will provide the media with detailed instructions via email or in person to be read to the public in order to direct concerned relatives to the **Parent/Guardian Staging Area**. The Community Relations Coordinator will provide periodic updates to the media as available and as needed.
7. Upon arrival of school buses, designated personnel shall begin loading groups of students and school staff on each bus for evacuation to the Family Reunification Center.
8. Bus Loading Protocol:
 - a. During school class hour, by Teacher.
 - b. Students at "specials, lunch, or other activities" will load by the current teacher or homeroom teacher.
 - c. Before school, by the first class and teacher of the day.
 - d. After school, by the last class and teacher of the day or teacher of the after school activity.
 - e. If teachers are not available, students will be assigned by the unavailable teacher's name or after school activity and placed with a school staff member from the site.
 - f. SRO's or other law enforcement should be contacted and asked to escort evacuation buses from the incident area to the reunification site.
9. While en route to the Family Reunification Center site, the teacher/school staff member shall write down the names of the students assigned to them. They will document the name of your student, their parents' name, phone numbers, address and where the student will be located on the form located at the end of this plan.
10. The teacher or staff will keep the copy and the original will be delivered to the Reunification Site Coordinator upon arrival.

Upon arrival at the Family Reunification Center, the Reunification Site Commander (staff member who shall be assigned at the time), the Director of Health and Safety and the School Emergency Response Team (SERT) can help with the following Procedures:

- a. Establish a Reunification Command Post.
- b. Organize public safety and mental health personnel.
- c. Check identification of all non-uniformed personnel who arrive to provide assistance.
- d. Secure an area for arriving students and staff away from waiting family members.
- e. Set up the sign-out area.
- f. Ensure all individuals, students, and staff involved in the incident will have a medical screening take place, prior to being reunited with a parent/guardian. This is to ensure unnoticed injuries are not overlooked. Dispatch all school nurses to assist in the medical screen process.
- g. Ensure media is not allowed near the reunification area.
- h. Utilized school messenger to send out a message to parents notifying them as to where to pick up their students.
- i. Keep students on site until they can be signed out to waiting parents/guardians who are positively identified. Use power school if possible.
- j. Release students to authorized persons only. Document who picked up the student, date, time, and signature.
- k. Ensure that each parent/guardian receives an information sheet regarding traumatic stress reaction.
- l. Instruct parent/guardian to leave the site to make room for others once they are signed out with their student.
- m. Keep students in the secure area with their teachers/school staff member until an authorized person arrives to pick up the student.
- n. Make every effort to maintain an orderly reunification process. Responding police and mental health personnel should be utilized to calm those who are waiting and to explain to them that an orderly process is required for the safety of the evacuees.
- o. Have Students text parents and let them know they are ok and they will send them a text when they are available to be picked up by their legal guardian.

WARNING SIGNS OF CRITICAL STRESS

INFORMATION SHEET

You have experienced a traumatic event. Even though the event may be over, you may now be experiencing or may experience later some strong emotional or physical reactions. It is very common, in fact quite normal, for people to experience emotional aftershocks when they have passed through a horrible event.

Sometimes the emotional aftershocks (or stress reactions) appear immediately after the traumatic event. Sometimes they may appear a few hours or a few days later, in some cases, weeks or months may pass before the stress reactions appear.

The signs and symptoms of a stress reaction may last a few days, a few weeks or a few months and occasionally longer depending on the severity of the traumatic event. With the understanding and the support of loved ones, stress reactions usually pass more quickly. Occasionally, the traumatic event is so painful that professional assistance from a counselor may be necessary. This does not imply craziness or weakness. It simply indicates that the particular trauma was just too powerful to manage without help.

Here are some very common signs and signals of a stress reaction:

PHYSICAL SIGNS

- Fatigue
- Nausea
- Muscle tremors
- Twitches
- * **Chest pain**
- * **Difficulty breathing**
- Elevated BP
- Rapid heart rate
- Thirst
- Visual difficulties
- Vomiting
- Grinding of teeth
- Weakness
- Dizziness
- Profuse sweating
- Chills
- * **Shock symptoms**
- Fainting
- etc.

COGNITIVE SIGNS

- Blaming someone
- Confusion
- Poor attention
- Poor decisions
- Heightened or lowered alertness
- Poor concentration
- Memory problems

- Hypervigilance
- Difficulty identifying familiar objects or people
- Increased or decreased awareness of surroundings
- Poor problem solving
- Poor abstract thinking
- Loss of time, place, or person orientation
- Disturbed thinking
- Nightmares
- Intrusive images
- etc.

EMOTIONAL SIGNS

- Anxiety
- Guilt
- Grief
- Denial
- Severe panic (rare)
- Emotional shock
- Fear
- Uncertainty
- Loss of emotional control
- Depression
- Inappropriate emotional response
- Apprehension
- Feeling overwhelmed
- Intense anger
- Irritability
- Agitation
- etc.

BEHAVIORAL SIGNS

- Change in activity
- Change in speech patterns
- Withdrawal
- Emotional outbursts
- Suspiciousness
- Change in usual communications
- Loss or increase of appetite
- Alcohol consumption
- Inability to rest
- Antisocial acts
- Nonspecific bodily complaints
- Hyper alert to environment
- Startle reflex intensified
- Pacing
- Erratic movements
- etc.

*** Definite indication of the need for medical evaluation!**

Please Contact Kerry Ickleberry at 918-815-0886 if you have any questions or if anyone would like to speak to a counselor.

CRITICAL EQUIPMENT OPERATIONAL PROCEDURES

PLEASE FILL IN AS APPLICABLE PER YOUR SITE

INTERCOM

- ALL CALL:
- To activate all intercom stations for a building wide announcement, use any phone.
- Remove the handset and dial _____.
- Speak Clearly and make your announcement.
- Replace handset.

TORNADO ALARM

(Fill in as applicable to your site.)

FIRE ALARM

(Fill in as applicable to your site.)

FIRE EXTINGUISHERS

- Check gauge on top of extinguisher
- Needle should be in green area
- Pull safety pin from handle
- Point extinguisher hose or nozzle away from body, aim towards base of fire, and squeeze grips together.

TWO WAY RADIOS

- Turn radio on
- Press button on side to speak to other radios

BULLHORNS

- Location

AUDITORIUM-CAFETERIA-STADIUM-CONFERENCE ROOM
Shelter in Place Procedures

The following procedure should be used if it becomes necessary to shelter persons in the AUDITORIUM-CAFETERIA-STADIUM-GYMNASIUM:

Sheltering Procedure-

- Staff should announce to the audience that there is a need to shelter in place due to severe weather, or due to whatever the event is.
 - Advise everyone to remain calm and provide clear directions on where to relocate.
 - All individuals should walk out to the area located at _____
-

—(Stadium and Large Gym areas-people will need to be released in sections and given clear directions as to where to take shelter-must take into account number of people present and the amount of people the shelter will hold) We need to meet and plan this out ahead of time, so those instructions can be added here.

***** These instructions are going to have to be individualized for each site and location. If you are not sure of what directions should be written, please contact (Kerry Ickleberry-918-815-0886) the safety team will help design the plan for these areas and large events.*****

AUDITORIUM-CAFETERIA-STADIUM-CONFERENCE ROOM
EVACUATION PROCEDURE

The following procedure should be used if it becomes necessary to evacuate persons in the auditorium, cafeteria, and stadium.

Evacuation Procedure

- Staff should announce to the crowd there is a need to evacuate. Advise everyone to remain calm and provide clear direction on where to exit.
- People in this area should walk to the _____ and exit through the _____ exit.
- People on this side, section, etc. should exit at this direction_____.
- North section of the bleachers should exit through the gates on the _____ side of the stadium, etc.

SIGNATURE SHEET

I have read the Emergency Operations Plan.

I have asked questions about anything I did not understand.

I have the right to offer suggestions to improve the plan.

I agree to keep the plan secure.

I will not share it with anyone except for Bartlesville School Employees.

I will participate, practice, and provide feedback for all drills in order to become better prepared for an actual event.

I agree to turn my Emergency Operations Plan, my homeland security radio and my vest- (if issued) to my Principal at the end of the school year or if I leave before the school year ends.

I understand if students or adults are in danger, the first priority of staff will be to take whatever action is prudent or necessary for the safety of the students. The second priority will be to call 911, report information and notify Administrators as soon as possible.

Signature

Printed Name

Signatory Page

The school emergency operations plan has been completed and approved through a collaboration of efforts in the community, including:

Superintendent of Schools

School Board President

Fire Chief or Designee

Kevin R. Doherty

Police Chief or Designee

Director of Emergency Management or Designee

Washington County Sheriff or Desingee

Signatory Page

Emergency Operations Site Plan
Central Middle School
Chase Morris Sudden Cardiac Arrest Response Plan

BARTLESVILLE PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #30

P.O. Box 1357 | 1100 S Jennings | Bartlesville, Oklahoma 74005-1357



CHASE MORRIS ACT

Oklahoma Statutes Citationized

Title 70. Schools

Chapter 1 - School Code of 1971

Article Article XXIV - Miscellaneous Provisions

Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act

Cite as: 70 O.S. § 24-156 (OSCN 2024)

- A. This act shall be known and may be cited as the “Chase Morris Sudden Cardiac Arrest Prevention Act”.
- B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, “athletic activity” means any sport sanctioned and offered in grades seven through twelve by a school district.
- C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.
- D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.
- E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.
- F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.
- G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in [Section 3090.2 of Title 63](#) of the Oklahoma Statutes.
- H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete: 1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and
2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.
- A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.
- I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:**
- 1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;**
 - 2. Activate the team in response to a sudden cardiac arrest;**

3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;

4. Provide for communication and dissemination of the plan throughout the school campus; 5.

Require the response team to practice the plan by conducting periodic drills;

6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;

7. Address athletic events and athletic facilities at each middle school and high school site provided:

a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or

b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;

8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and

9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.

J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.

K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.

L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

Historical Data

Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).



CHASE MORRIS ACT COMPLIANCE SITE PLAN

Bartlesville (Central Middle School) has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding Bartlesville Ambulance Service and the Bartlesville Fire Department.

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
<i>Matt Hancock</i>	<i>Principal</i>
<i>Aaron Kestner</i>	<i>Assistant Principal</i>
<i>Kathleen Caldwell</i>	<i>Central Nurse</i>
<i>Monty Unruh</i>	<i>Teacher</i>
<i>Joni Cosar</i>	<i>Registrar</i>
<i>Jason Welchel</i>	<i>8th grade teacher</i>
<i>Kerry Ickleberry</i>	<i>District Health and Safety Director</i>
<i>Levi Robertson</i>	<i>SRO</i>

IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

- Monty Unruh
- Matt Hancock
- Aaron Kestner
- Nick Copeland
- Jason Welchel

HOW TO ACTIVATE THE TEAM:

All staff have radios. When/If a student experiences a sudden cardiac event, the response team will be able to respond immediately with the AED and administer needed intervention. All members have a radio and are placed throughout the building. The entire staff has been communicated with, regarding the roles and members of the team. We will activate the team by radio when we are drilling/performing real time duties necessary to the function of the team.

HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

The plan will be disseminated to the entire staff and will be placed on the Central quick links page for teachers to access.

DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

**These drills are NOT required to be entered on the School Security Website

<i>Date of Drill</i>	<i>Notes</i>
<i>9/9/2025</i>	
<i>1/21/2026</i>	

IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

**Example: Local Ambulance, Fire Department, Police Department, Sheriff Department

***Identify who on your team will contact these providers

<i>Name of Provider</i>	<i>Contact Information</i>
<i>Bartlesville Police Department</i>	<i>918-338-4001</i>
<i>Bartlesville Fire Department</i>	<i>918-338-4091</i>
<i>Emergency Police and First Response</i>	<i>911</i>

DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD

**Must be updated and reviewed by the school board annually

Date of update and school board review: 9/15/2025

Emergency Operations Site Plan

Chase Morris Sudden Cardiac Arrest Response Plan

Hoover Elementary

BARTLESVILLE PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #30

P.O. Box 1357 | 1100 S Jennings | Bartlesville, Oklahoma 74005-1357
Telephone: 918-336-8600 | Fax: 918-337-6200 | www.bps-ok.org





CHASE MORRIS ACT

Oklahoma Statutes Citationized

Title 70. Schools

Chapter 1 - School Code of 1971

Article Article XXIV - Miscellaneous Provisions

Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act

Cite as: 70 O.S. § 24-156 (OSCN 2024)

- A. This act shall be known and may be cited as the “Chase Morris Sudden Cardiac Arrest Prevention Act”.
- B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, “athletic activity” means any sport sanctioned and offered in grades seven through twelve by a school district.
- C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.
- D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.
- E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.
- F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.
- G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in Section [3090.2 of Title 63](#) of the Oklahoma Statutes.
- H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete: 1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and 2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.

A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.

I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:

1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;

2. Activate the team in response to a sudden cardiac arrest;

3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;

4. Provide for communication and dissemination of the plan throughout the school campus;

5. Require the response team to practice the plan by conducting periodic drills;

6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;

7. Address athletic events and athletic facilities at each middle school and high school site provided:

a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or

b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;

8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and

9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.

J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.

K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.

L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

Historical Data

Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).



CHASE MORRIS ACT COMPLIANCE SITE PLAN

Bartlesville (Hoover Elementary) has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding Bartlesville Ambulance Service and the Bartlesville Fire Department.

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
<i>Tiffany Holmes</i>	<i>Principal</i>
<i>Shelly White</i>	<i>Instructional Coach</i>
<i>Ali Veach</i>	<i>Nurse</i>
<i>Amy Hoelscher</i>	<i>Secretary</i>
<i>LaTori Carter</i>	<i>Counselor</i>
<i>K.C. Jackson</i>	<i>SRO</i>
<i>Trish Packard</i>	<i>Secretary</i>

IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

All athletic coaches All school nurses
All athletic trainers Your team members for response plan at all sites

HOW TO ACTIVATE THE TEAM:

**Explain how the team will be activated for fastest response time: The team has a radio or Mrs. Holmes will communicate with a text.

HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?
 Mrs. Holmes will send an email, text or remind message to teachers.

DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

**These drills are NOT required to be entered on the School Security Website

<i>Date of Drill</i>	<i>Notes</i>
8/19/25	Communication drill for Emergency

IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

**Example: Local Ambulance, Fire Department, Police Department, Sheriff Department

***Identify who on your team will contact these providers - Amy Hoelscher, main secretary

<i>Name of Provider</i>	<i>Contact Information</i>
Bartlesville Ambulance	918-336-1111
Bartlesville Fire Department -Station 3	918-338-4086
Bartlesville Police Department	911

LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:

**Check with your manufacturer for the recommended maintenance of your AED.

<i>AED Location</i>	<i>Maintenance Date</i>
Workroom - Room # 112	SRO Jackson - checked August 2025

LOCATION OF AED'S AT ATHLETIC EVENTS AND FACILITIES AT EACH MS & HS SITE **AED
must be accessible within one to three minutes. Identify who is responsible to get the AED Could
insert you EAP (Emergency Action Plan for athletics here also)

***Check with your manufacturer for the recommended maintenance of your AED.

Site	Location	Last Maintenance Date
<i>N/a</i>		

DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD

**Must be updated and reviewed by the school board annually

Date of update and school board review: 9/15/25

Emergency Operations Site Plan
Jane Phillips Elementary
Chase Morris Sudden Cardiac Arrest Response Plan

BARTLESVILLE PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #30

P.O. Box 1357 | 1100 S Jennings | Bartlesville, Oklahoma 74005-1357
Telephone: 918-336-8600 | Fax: 918-336-8600 | www.bps-ok.org



CHASE MORRIS ACT

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Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act

Cite as: 70 O.S. § 24-156 (OSCN 2024)

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D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.

E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.

F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.

G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in [Section 3090.2 of Title 63](#) of the Oklahoma Statutes.

H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete: 1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and

2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.

A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.

I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:

1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;

2. Activate the team in response to a sudden cardiac arrest;

3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines

based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;

4. Provide for communication and dissemination of the plan throughout the school campus; 5.

Require the response team to practice the plan by conducting periodic drills;

6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;

7. Address athletic events and athletic facilities at each middle school and high school site provided:

a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or

b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;

8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and

9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.

J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.

K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.

L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

Historical Data

Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).



CHASE

MORRIS ACT COMPLIANCE SITE PLAN

Jane Phillips Elementary School has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding Bartlesville Ambulance Service and the Bartlesville Fire Department.

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team **MUST** include a school administrator. The school or administrator will determine other team members and the number to be on the team.

<i>Team Member</i>	<i>Role</i>
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<i>Stacey Goodwin</i>	<i>Principal</i>
<i>Andrea Haskell</i>	<i>School Nurse</i>
<i>Korie Plummer</i>	<i>School Resource Officer</i>
<i>Stephen Ivey</i>	<i>Family Support Coordinator</i>
<i>Lauren Millikin</i>	<i>Intervention Specialist</i>
<i>Lane Duel</i>	<i>Special Education Teacher</i>
<i>Ruth Brown</i>	<i>Kindergarten Teacher</i>

IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

School Nurse, School Resource Officer, Kindergarten Teacher, Special Education Teacher

HOW TO ACTIVATE THE TEAM:

**Explain how the team will be activated for the fastest response time:

We will use our site radios and/or the school intercom system to notify the Response Team members.

HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

Our Emergency Management Plan will be shared/disseminated with staff during the First Faculty Meeting at the start of each year. This year, that meeting was held on August 12, 2025..

DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

**These drills are NOT required to be entered on the School Security Website

<i>Date of Drill</i>	<i>Notes</i>
<i>8/13/25</i>	<i>Communication drill to test that all Response Team members receive/respond to the alert.</i>

IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

****Example: Local Ambulance, Fire Department, Police Department, Sheriff Department**

*****Identify who on your team will contact these providers**

<i>Name of Provider</i>	<i>Contact Information</i>
<i>Bartlesville Ambulance Service</i>	<i>918-336-1111</i>
<i>Bartlesville Fire Department</i>	<i>918-338-4091</i>
<i>Emergency Police and First Responders</i>	<i>911</i>
<i>Bartlesville Police Department</i>	<i>918-338-4001</i>

LOCATION OF AEDS IN SCHOOL SITE AND MAINTENANCE DATE:

****Check with your manufacturer for the recommended maintenance of your AED.**

<i>AED Location</i>	<i>Maintenance Date</i>
<i>Beside the stairwell outside the main office</i>	<i>8/8/25</i>

LOCATION OF AED'S AT ATHLETIC EVENTS AND FACILITIES AT EACH MS & HS SITE **AED must be accessible within one to three minutes. Identify who is responsible to get the AED Could insert you EAP (Emergency Action Plan for athletics here also)

*****Check with your manufacturer for the recommended maintenance of your AED.**

<i>Site</i>	<i>Location</i>	<i>Last Maintenance Date</i>

DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD

**Must be updated and reviewed by the school board annually

Date of update and school board review: 9/15/2025

Emergency Operations Site Plan
Madison Middle School
Chase Morris Sudden Cardiac Arrest Response Plan

BARTLESVILLE PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #30

P.O. Box 1357 | 1100 S Jennings | Bartlesville, Oklahoma 74005-1357



CHASE MORRIS ACT

Oklahoma Statutes Citationized

Title 70. Schools

Chapter 1 - School Code of 1971

Article Article XXIV - Miscellaneous Provisions

Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act

Cite as: 70 O.S. § 24-156 (OSCN 2024)

- A. This act shall be known and may be cited as the “Chase Morris Sudden Cardiac Arrest Prevention Act”.
- B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, “athletic activity” means any sport sanctioned and offered in grades seven through twelve by a school district.
- C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.
- D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.
- E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.
- F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.
- G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in [Section 3090.2 of Title 63](#) of the Oklahoma Statutes.
- H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete: 1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and
2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.
- A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.
- I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:**
- 1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;**
 - 2. Activate the team in response to a sudden cardiac arrest;**

3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;

4. Provide for communication and dissemination of the plan throughout the school campus; 5.

Require the response team to practice the plan by conducting periodic drills;

6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;

7. Address athletic events and athletic facilities at each middle school and high school site provided:

a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or

b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;

8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and

9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.

J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.

K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.

L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

Historical Data

Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).



CHASE MORRIS ACT COMPLIANCE SITE PLAN

Bartlesville Madison Middle School has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding Bartlesville Ambulance Service and the Bartlesville Fire Department.

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
<i>Nurse - Cydnee Armstrong, LPN</i>	<i>Compressions/breaths</i>
<i>SRO - Dakota Tomlinson</i>	<i>Counting compressions/breaths</i>
<i>Principal - Brent Massey</i>	<i>Call Parents</i>
<i>Assistant Principal- Cheron Southwick</i>	<i>Call for school shelter in place</i>
<i>Kaitlin Glimpse - Financial Secretary</i>	<i>Call 911</i>

IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

CPR Certified Staff - Stacy Sykes, Felicia Moore, Amanda Shambles, Phil Cabler, James McGraw, Brent Massey, Renee Arnold, Julie Pattinson, Dakota Tomlinson, Mackenzie Thompson.

HOW TO ACTIVATE THE TEAM:

****Explain how the team will be activated for fastest response time:**

The response team will be notified via walkie for the fastest response time. All team members will also be placed into a group text message and when a cardiac event occurs, a message will be sent to that group message alerting all members with the location of the event.

All team members will be trained on how to use the school intercom “all call system”. The first available team member will go to the closest station and activate the team with the message “Cardiac Team Level 1” which will let all team members know to check their cell phones for more information. All available team

members will respond to the event. The person closest to an available AED will access that and bring it to the location of the event.

Brent Massey (Principal) will contact the Bartlesville Fire Department and Dakota Tomlinson (School Resource Officer) will contact the Bartlesville Police Department. All of the team members have been given radios for emergency contact and can utilize those in the event of a crisis. When they hear the all call announcement “Cardiac Team Level 1” team members will retrieve their radios and turn them on to the “MMS TA” station.

HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL? Via walkie talkie, and intercom for shelter in place. The plan will be shared in written and electronic form with all staff members. This will be done prior to the start of the school year. We will also post the plan in a shared Google Drive for access by all staff members.

DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

**These drills are NOT required to be entered on the School Security Website

<i>Date of Drill</i>	<i>Notes</i>
9/29/25	

IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

**Example: Local Ambulance, Fire Department, Police Department, Sheriff Department

***Identify who on your team will contact these providers

<i>Name of Provider</i>	<i>Contact Information</i>
EMS	<i>(918) 336-1111</i>
Fire Department	<i>(918) 338-4086</i>
Police Department	<i>(918) 338-4001</i>

Kaitlin Glimpse will make contact with these providers if/when needed.

LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:

**Check with your manufacturer for the recommended maintenance of your AED.

<i>AED Location</i>	<i>Maintenance Date</i>
<i>Library</i>	<i>1st of every month</i>
<i>Hallway between locker rooms and gym</i>	<i>1st of every month</i>

Will also have stop the bleed kit right next to AED in Library.

LOCATION OF AED'S AT ATHLETIC EVENTS AND FACILITIES AT EACH MS & HS SITE **AED must be accessible within one to three minutes. Identify who is responsible to get the AED Could insert you EAP (Emergency Action Plan for athletics here also)

***Check with your manufacturer for the recommended maintenance of your AED.

<i>Site</i>	<i>Location</i>	<i>Last Maintenance Date</i>
<i>Madison MS</i>	<i>Gym/Locker Room Hallway</i>	<i>7/24/25</i>
<i>Softball Complex</i>	<i>Softball concession stand</i>	<i>7/24/25</i>

Emergency Operations Site Plan
Ranch Heights Elementary
Chase Morris Sudden Cardiac Arrest Response Plan

BARTLESVILLE PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #30

P.O. Box 1357 | 1100 S Jennings | Bartlesville, Oklahoma 74005-1357



CHASE MORRIS ACT

Oklahoma Statutes Citationized

Title 70. Schools

Chapter 1 - School Code of 1971

Article Article XXIV - Miscellaneous Provisions

Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act

Cite as: 70 O.S. § 24-156 (OSCN 2024)

- A. This act shall be known and may be cited as the “Chase Morris Sudden Cardiac Arrest Prevention Act”.
- B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, “athletic activity” means any sport sanctioned and offered in grades seven through twelve by a school district.
- C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.
- D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.
- E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.
- F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.
- G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in [Section 3090.2 of Title 63](#) of the Oklahoma Statutes.
- H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete: 1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and
2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.
- A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.
- I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:**
- 1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;**
 - 2. Activate the team in response to a sudden cardiac arrest;**

3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;

4. Provide for communication and dissemination of the plan throughout the school campus; 5.

Require the response team to practice the plan by conducting periodic drills;

6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;

7. Address athletic events and athletic facilities at each middle school and high school site provided:

a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or

b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;

8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and

9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.

J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.

K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.

L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

Historical Data

Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).



CHASE

MORRIS ACT COMPLIANCE SITE PLAN

Ranch Heights Elementary has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding Bartlesville Ambulance Service and the Bartlesville Fire Department.

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

Team Member	Role
Chanda Myers	Principal
Shawn Imhoff	Assistant Principal
Destiny Reeve	School Nurse
Alana Murphy	Coach
Britainni Nix	Paraprofessional
Ben Showler	PE Teacher/Coach
Stacy Tesavis	Attendance
Maggie Blevins	SRO

IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

All athletic coaches All school nurses
 All athletic trainers Your team members for response plan at all sites

HOW TO ACTIVATE THE TEAM:

**Explain how the team will be activated for fastest response time:

We will use site radios to activate the team for the fastest response time.

HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

We reviewed the plan through a meeting and email on 2/26/2025.

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DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD

**Must be updated and reviewed by the school board annually

Date of update and school board review: 9/15/2025

Emergency Operations Site Plan
Richard Kane Elementary
Chase Morris Sudden Cardiac Arrest Response Plan

BARTLESVILLE PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #30

P.O. Box 1357 | 1100 S Jennings | Bartlesville, Oklahoma 74005-1357



CHASE MORRIS ACT

Oklahoma Statutes Citationized

Title 70. Schools

Chapter 1 - School Code of 1971

Article Article XXIV - Miscellaneous Provisions

Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act

Cite as: 70 O.S. § 24-156 (OSCN 2024)

- A. This act shall be known and may be cited as the “Chase Morris Sudden Cardiac Arrest Prevention Act”.
- B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, “athletic activity” means any sport sanctioned and offered in grades seven through twelve by a school district.
- C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.
- D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.
- E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.
- F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.
- G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in [Section 3090.2 of Title 63](#) of the Oklahoma Statutes.
- H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete: 1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and
2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.
- A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.
- I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:**
- 1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;**
 - 2. Activate the team in response to a sudden cardiac arrest;**

3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;

4. Provide for communication and dissemination of the plan throughout the school campus; 5.

Require the response team to practice the plan by conducting periodic drills;

6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;

7. Address athletic events and athletic facilities at each middle school and high school site provided:

a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or

b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;

8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and

9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.

J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.

K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.

L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

Historical Data

Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).



CHASE MORRIS ACT COMPLIANCE SITE PLAN

Bartlesville Richard Kane Elementary has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding Bartlesville Ambulance Service and the Bartlesville Fire Department.

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

Team Member	Role
<i>Tammie Krause</i>	<i>Principal</i>
<i>Zachary Duncan</i>	<i>SRO</i>
<i>Kimmy Washum</i>	<i>School LPN</i>
<i>Christine Goscha</i>	<i>Student and Family Support Coordinator</i>
<i>Carrie Fodor</i>	<i>Admin. Secretary</i>
<i>Matt Dyer</i>	<i>PE Teacher</i>

IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

Kimberlie Washum, LPN
 Carrie Fodor, Admin Secretary
 Zach Duncan, SRO
 Christine Goscha, Student & Family Support Coordinator

HOW TO ACTIVATE THE TEAM:

**Explain how the team will be activated for fastest response time:

We will use the school issued radios, the all-system and the RAVE app to notify team members if there is a student or person in distress to get the AED and to call 911.

HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

We will use the school radios and the all-call system.

DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

**These drills are NOT required to be entered on the School Security Website

Date of Drill	Notes
8/27/25	The drill was announced. We used the radios to let the team members know where the emergency was. One team member went to get the AED another team member called 911 while a team member stayed with the student.

IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

**Example: Local Ambulance, Fire Department, Police Department, Sheriff Department

***Identify who on your team will contact these providers

Name of Provider	Contact Information
Fire Dept. First Responder/Police	911
Ambulance	911
Non Emergency Police	918-338-4001

LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:

**Check with your manufacturer for the recommended maintenance of your AED.

AED Location	Maintenance Date
Kane Teacher's Lounge	8/2025

LOCATION OF AED'S AT ATHLETIC EVENTS AND FACILITIES AT EACH MS & HS SITE **AED must be accessible within one to three minutes. Identify who is responsible to get the AED Could insert you EAP (Emergency Action Plan for athletics here also)

***Check with your manufacturer for the recommended maintenance of your AED.

<i>Site</i>	<i>Location</i>	<i>Last Maintenance Date</i>

DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD

**Must be updated and reviewed by the school board annually

Date of update and school board review: 9/15/2025

Emergency Operations Site Plan
Wayside Elementary School
Chase Morris Sudden Cardiac Arrest Response Plan

BARTLESVILLE PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #30

P.O. Box 1357 | 1100 S Jennings | Bartlesville, Oklahoma 74005-1357



CHASE MORRIS ACT

Oklahoma Statutes Citationized

Title 70. Schools

Chapter 1 - School Code of 1971

Article Article XXIV - Miscellaneous Provisions

Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act

Cite as: 70 O.S. § 24-156 (OSCN 2024)

- A. This act shall be known and may be cited as the “Chase Morris Sudden Cardiac Arrest Prevention Act”.
- B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, “athletic activity” means any sport sanctioned and offered in grades seven through twelve by a school district.
- C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.
- D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.
- E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.
- F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.
- G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in [Section 3090.2 of Title 63](#) of the Oklahoma Statutes.
- H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete: 1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and
2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.
- A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.
- I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:**
- 1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;**
 - 2. Activate the team in response to a sudden cardiac arrest;**

3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;

4. Provide for communication and dissemination of the plan throughout the school campus; 5.

Require the response team to practice the plan by conducting periodic drills;

6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;

7. Address athletic events and athletic facilities at each middle school and high school site provided:

a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or

b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;

8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and

9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.

J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.

K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.

L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

Historical Data

Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).



CHASE

MORRIS ACT COMPLIANCE SITE PLAN

Bartlesville (Wayside Elementary) has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding Bartlesville Ambulance Service and the Bartlesville Fire Department.

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
<i>Eliot Smith</i>	<i>Principal</i>
<i>Jessica Birk</i>	<i>Assistant Principal</i>
<i>Kaleigh Dodson</i>	<i>School Nurse</i>
<i>Officer Katelynn Castaneda</i>	<i>School Resource Officer</i>
<i>Laura Kent</i>	<i>Office Secretary</i>
<i>Sarah Jewett</i>	<i>Physical Education Teacher</i>
<i>Ron Schooley</i>	<i>Lead Custodian</i>
<i>Kayla Gregston</i>	<i>Counselor</i>

IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

All administrators, school nurse, PE teachers, one teacher from each grade level, severe/profound teacher and paraprofessionals under their supervision.

HOW TO ACTIVATE THE TEAM:

**Explain how the team will be activated for fastest response time:

Team members are on a group text thread - "Heart Response". Should it be necessary, a message will be sent to the group specifying where in the building help is needed. All team members will also have access to a walkie-talkie should a heart code be called.

HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

The Safe and Healthy Schools Committee will be responsible for sharing the procedures with their grade level teams.

DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

**These drills are NOT required to be entered on the School Security Website

<i>Date of Drill</i>	<i>Notes</i>
<i>9/5/2025</i>	<i>Drill conducted via walkie talkie</i>

IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

**Example: Local Ambulance, Fire Department, Police Department, Sheriff Department

***Identify who on your team will contact these providers

<i>Name of Provider</i>	<i>Contact Information</i>
<i>Bartlesville Ambulance Service</i>	<i>918-336-1111</i>
<i>Bartlesville Fire Department</i>	<i>918-338-4091</i>
<i>Emergency Police and First Responders</i>	<i>911</i>
<i>Bartlesville Police Department</i>	<i>918-338-4001</i>

LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:

**Check with your manufacturer for the recommended maintenance of your AED.

<i>AED Location</i>	<i>Maintenance Date</i>
<i>Main Hallway outside of Wayside Office</i>	<i>8/12/2024 and 1/6/2025</i>

Emergency Operations Site Plan
Wilson Elementary
Chase Morris Sudden Cardiac Arrest Response Plan

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INDEPENDENT SCHOOL DISTRICT #30

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B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, “athletic activity” means any sport sanctioned and offered in grades seven through twelve by a school district.

C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.

D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.

E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.

F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.

G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in [Section 3090.2 of Title 63](#) of the Oklahoma Statutes.

H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete: 1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and

2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.

A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.

I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:

1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;

2. Activate the team in response to a sudden cardiac arrest;

3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;

4. Provide for communication and dissemination of the plan throughout the school campus; 5.

Require the response team to practice the plan by conducting periodic drills;

6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;

7. Address athletic events and athletic facilities at each middle school and high school site provided:

a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or

b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;

8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and

9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.

J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.

K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.

L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

Historical Data

Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).



CHASE MORRIS ACT COMPLIANCE SITE PLAN

Bartlesville (Wilson Elementary) has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding Bartlesville Ambulance Service and the Bartlesville Fire Department.

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
<i>Staci Bankston</i>	<i>Principal</i>
<i>Candace Biggerstaff</i>	<i>Site Safety Director</i>
<i>Felicia Perigo</i>	<i>School Nurse</i>
<i>Beth Farmer</i>	<i>Counselor</i>
<i>Darcy Barnes</i>	<i>Counselor</i>
<i>Amanda Powell</i>	<i>SpEd Teacher and CPR Certified</i>
<i>Ben Hollander</i>	<i>School SRO</i>

IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

All athletic coaches All school nurses
All athletic trainers Your team members for response plan at all sites

HOW TO ACTIVATE THE TEAM:

**Explain how the team will be activated for fastest response time:

We use walkie talkies and that is immediate to get the group in action. We also have a group text.

HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

We will use our site radios and we will also use the RAVE app, and Staff Remind as needed.

DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

**These drills are NOT required to be entered on the School Security Website

<i>Date of Drill</i>	<i>Notes</i>
<i>8/25/25</i>	<i>Used Radios and communicated through text messaging. All communication was clear.</i>

IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

**Example: Local Ambulance, Fire Department, Police Department, Sheriff Department

***Identify who on your team will contact these providers - SRO/Candace Biggerstaff

<i>Name of Provider</i>	<i>Contact Information</i>
<i>Bartlesville Ambulance Service - SRO/Biggerstaff</i>	<i>918-336-1111</i>
<i>Bartlesville Fire Department-SRO/Biggerstaff</i>	<i>918-338-4091</i>
<i>Bartlesville Police and First Responders-SRO/Biggerstaff</i>	<i>911</i>
<i>Bartlesville Police Department-SRO/Biggerstaff</i>	<i>918-338-4001</i>

LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:

**Check with your manufacturer for the recommended maintenance of your AED.

<i>AED Location</i>	<i>Maintenance Date</i>
<i>North Wall in area outside of cafeteria (by the double doors)</i>	<i>05/08/2025</i>

LOCATION OF AED'S AT ATHLETIC EVENTS AND FACILITIES AT EACH MS & HS SITE **AED must be accessible within one to three minutes. Identify who is responsible to get the AED Could insert you EAP (Emergency Action Plan for athletics here also)

***Check with your manufacturer for the recommended maintenance of your AED.

DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD

**Must be updated and reviewed by the school board annually

Date of update 09/02/25 by Staci Bankston

School board review: 9/15/25



ANNUAL BUDGET

Fiscal Year 2025-26

Bartlesville Public Schools
Independent School District #30 – Washington County
Bartlesville, OK



BARTLESVILLE PUBLIC SCHOOLS SCHOOL DISTRICT OFFICIALS

BOARD OF EDUCATION

President	District 2	Scott Bilger
Vice President	District 6	Andrea Nightingale
Clerk	District 5	Kinder Shamhart
Member	District 1	Randy Herren
Member	District 3	Suzy Keirse
Member	District 4	Mandy Johnston
Member	District 7	Kristen Lindblom

SUPERINTENDENT

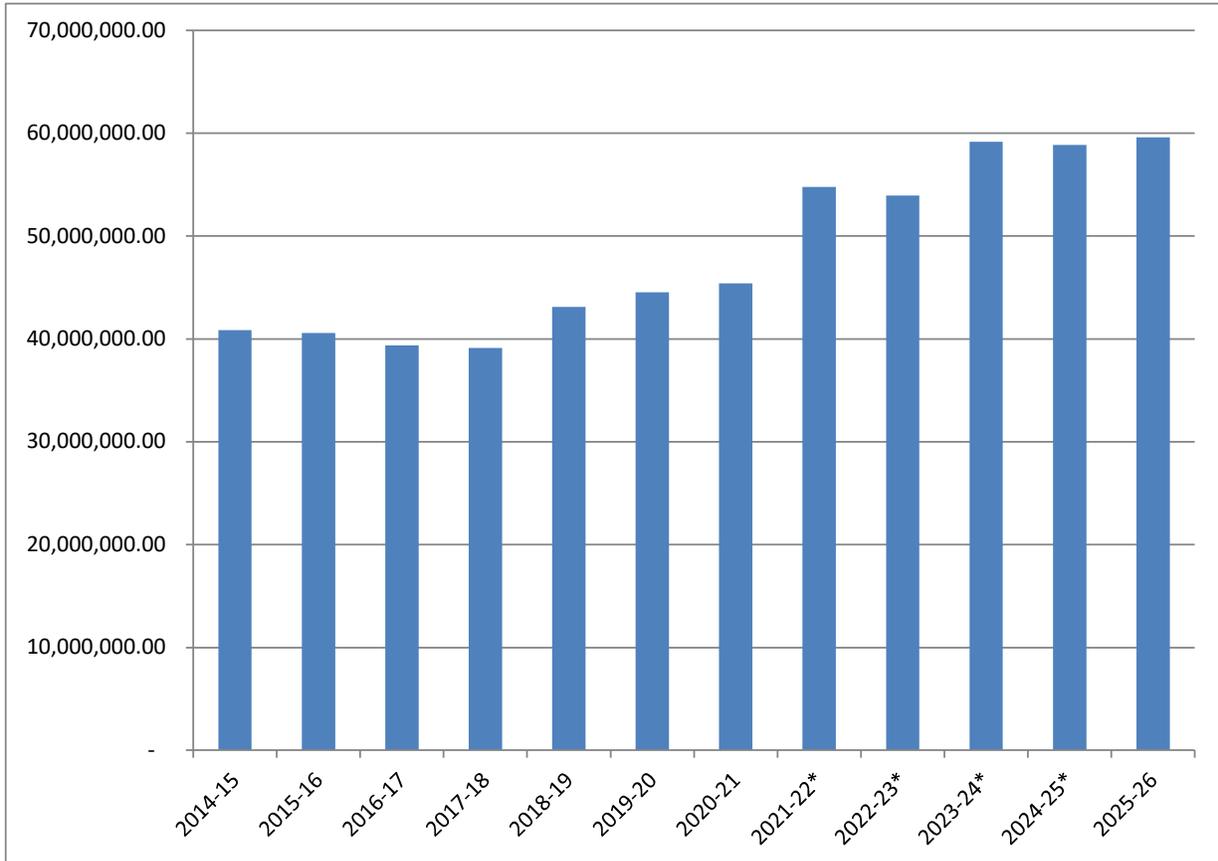
Chuck McCauley

EXECUTIVE DIRECTORS

LaDonna Chancellor – Teaching and Learning
Jason Langham – Special Services and School Operations
Dr. Stephanie Curtis – Personnel and School Support
Granger Meador – Technology and Communications
Preston Birk – Finance

**GENERAL FUND
TOTAL BUDGET**

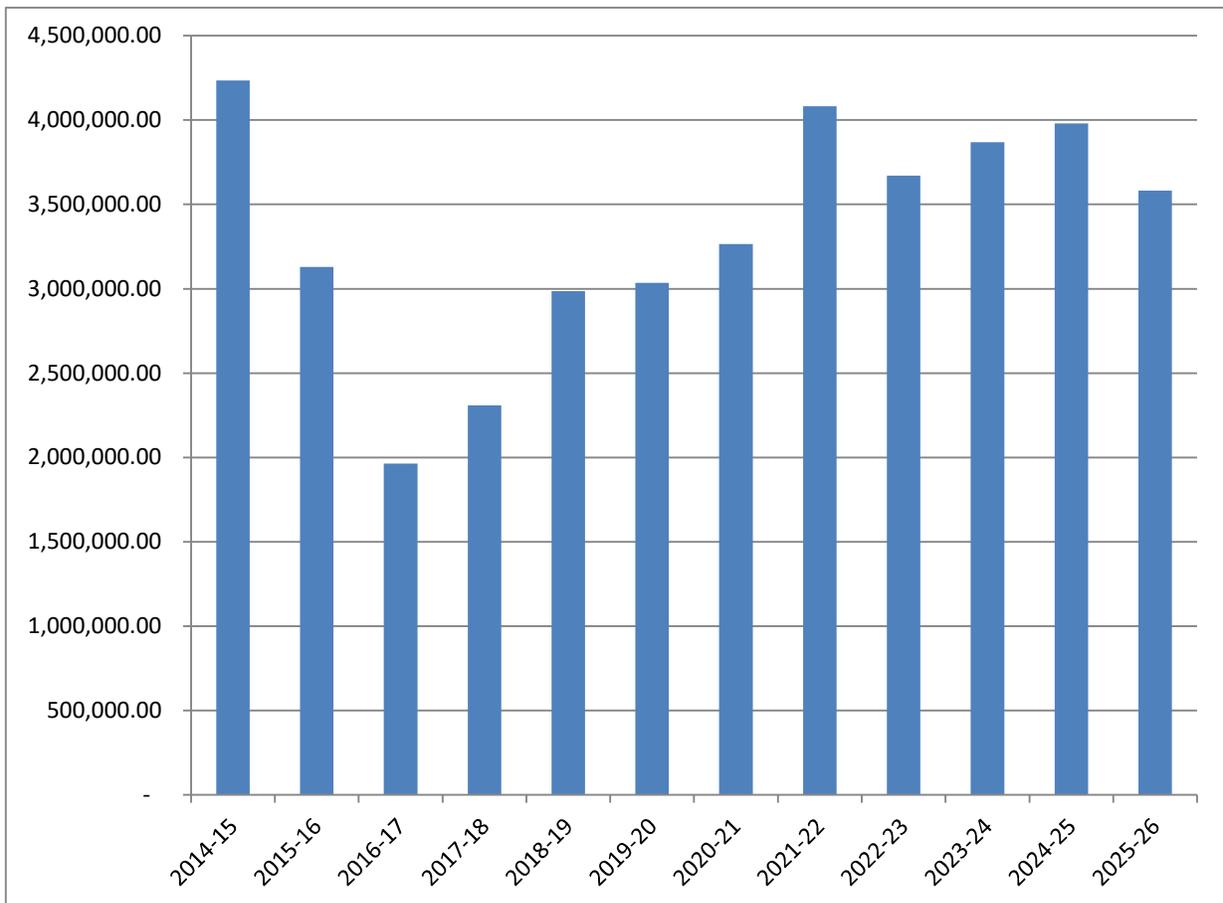
Fiscal Year	Total Budget	Change From Previous Year	Percent Change
2014-15	40,862,498.50		
2015-16	40,566,712.41	\$ (295,786.09)	-0.7%
2016-17	39,387,063.51	(1,179,648.90)	-2.9%
2017-18	39,131,867.80	(255,195.71)	-0.6%
2018-19	43,119,462.02	3,987,594.22	10.2%
2019-20	44,545,602.52	1,426,140.50	3.3%
2020-21	45,401,549.85	855,947.33	1.9%
2021-22*	54,788,026.44	9,386,476.59	20.7%
2022-23*	53,930,380.37	(857,646.07)	-1.6%
2023-24*	59,161,620.51	5,231,240.14	9.7%
2024-25*	58,852,800.66	(308,819.85)	-0.5%
2025-26	59,607,763.51	754,962.85	1.3%



* Includes federal stimulus funds.

**GENERAL FUND
CARRYOVER TREND**

Fiscal Year	Beginning Carryover	Carryover Percentage*
2014-15	4,234,786.72	11.1%
2015-16	3,128,866.33	8.1%
2016-17	1,962,899.66	5.1%
2017-18	2,309,446.73	6.1%
2018-19	2,985,958.06	7.8%
2019-20	3,035,477.29	7.2%
2020-21	3,265,240.79	7.5%
2021-22	4,081,297.93	9.1%
2022-23	3,669,808.00	7.5%
2023-24	3,867,724.87	6.5%
2024-25	3,978,983.35	6.8%
2025-26	3,582,106.16	6.2%



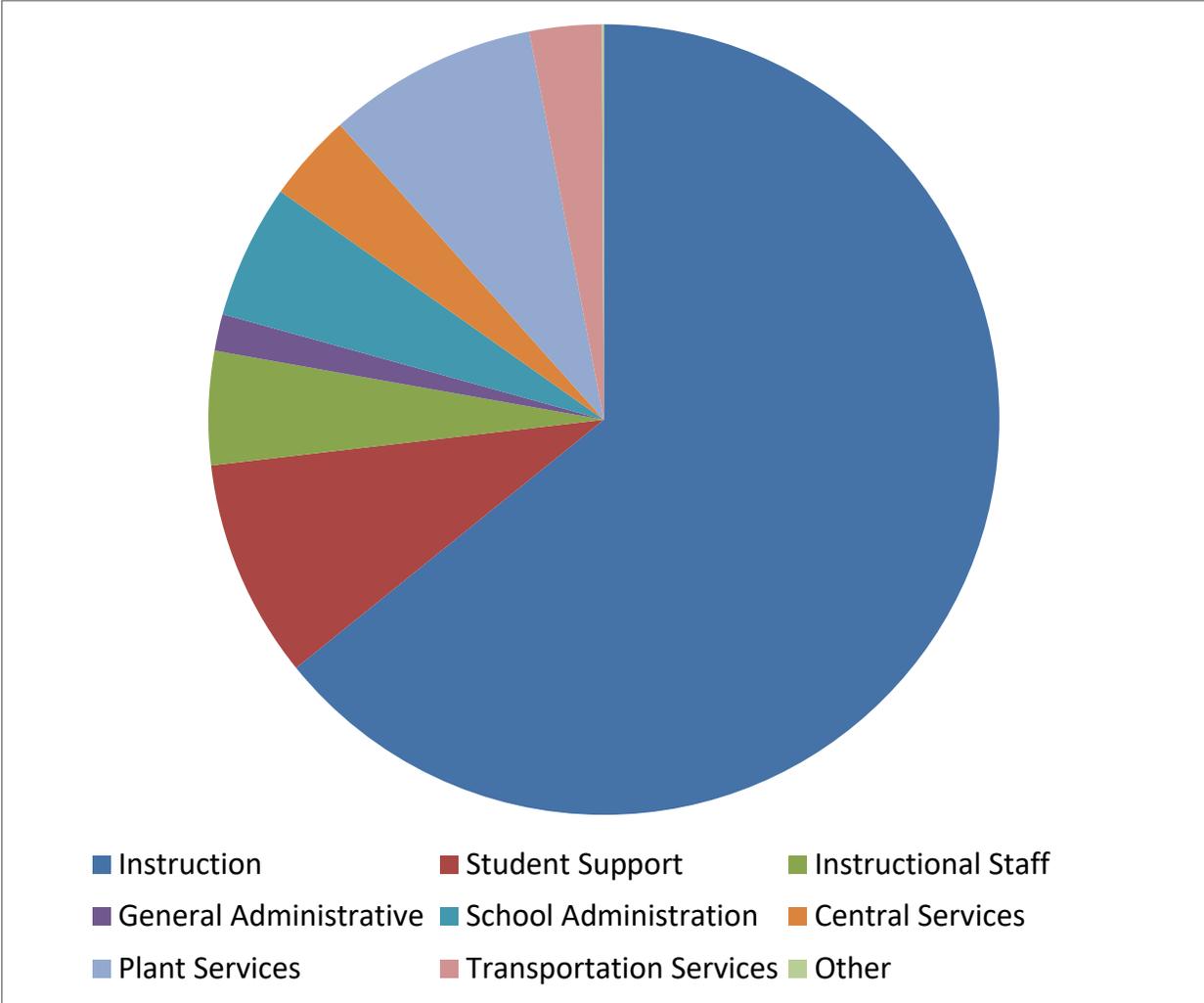
* Carryover balance as a percentage of total revenues.

**GENERAL FUND
REVENUE BY SOURCE**

	2024-25 Actual	2025-26 Budget
Local sources:		
Ad valorem tax - current	\$ 12,266,734.79	\$ 12,630,750.69
Ad valorem tax - prior years	323,612.37	
Tuition and fees	51,878.26	
Interest earnings	519,516.30	350,000.00
Rentals and commissions	6,509.00	
Reimbursements	250,870.92	
Other local	606,294.57	
	<u>14,025,416.21</u>	<u>12,980,750.69</u>
Intermediate sources:		
County 4-mill levy	1,424,133.08	1,424,133.08
Mortgage tax	141,464.26	141,464.26
Resale property distribution	76,796.95	
	<u>1,642,394.29</u>	<u>1,565,597.34</u>
State sources:		
Gross production tax	37,095.81	37,095.81
Motor vehicle tax stamps	2,580,071.98	2,580,071.98
Rural electric tax	59,025.98	59,025.98
State school land earnings	1,112,503.58	1,112,503.58
Vehicle tax stamps	12,211.62	12,211.62
Farm implement tax stamps	1,471.11	1,471.11
State incentive aid	27,416,547.88	27,416,547.88
Flexible benefit allowance	5,023,527.38	5,023,527.38
Alternative education	112,601.45	112,601.45
National Board Certified Teacher	45,000.00	45,000.00
Textbooks	405,193.05	405,193.05
Reading Sufficiency Act	116,130.28	
Career Tech	224,960.00	224,960.00
Other state revenues	308,339.54	92,000.00
	<u>37,454,679.66</u>	<u>37,122,209.84</u>
Federal sources:		
Title VII - Indian Education	252,941.05	190,000.00
Title I - Part A	1,655,333.35	1,833,199.24
Title II - Training	213,434.62	465,413.35
Title III - English Language	26,363.31	45,737.13
Special Education - IDEA	1,133,304.79	1,487,493.80
Title VI	127,791.63	59,043.57
Johnson O'Malley Program	40,436.50	
Title IV - LEA's Formula	77,797.00	189,989.49
CARES Act	1,322,427.07	
Carl Perkins	86,222.90	86,222.90
Other federal revenues	85,621.43	
	<u>5,021,673.65</u>	<u>4,357,099.48</u>
Other transfers	135,033.60	
Total revenues	58,279,197.41	56,025,657.35
Fund balance carryover	<u>3,978,983.35</u>	<u>3,582,106.16</u>
Totals	<u>\$ 62,258,180.76</u>	<u>\$ 59,607,763.51</u>

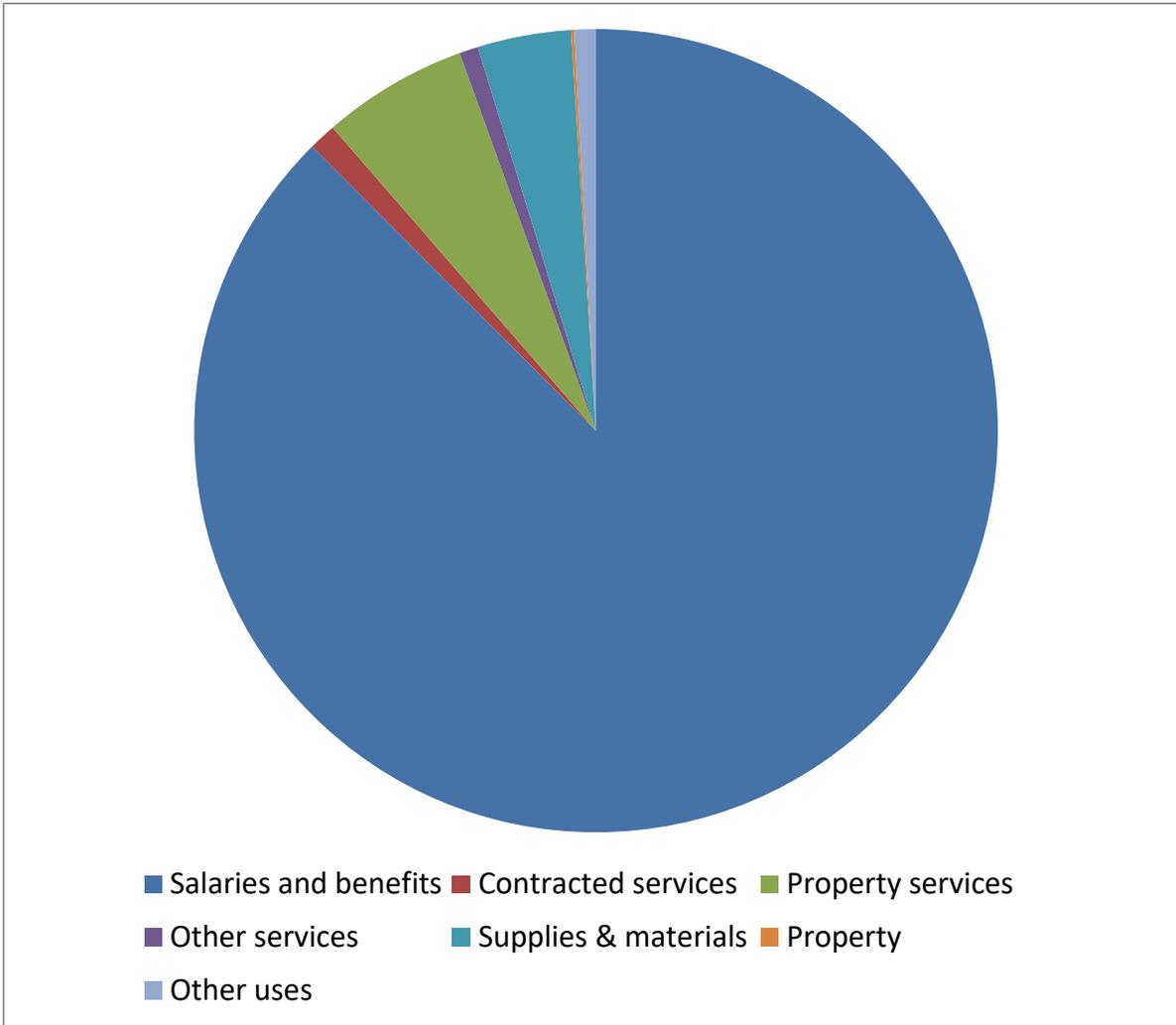
**GENERAL FUND
EXPENDITURES BY FUNCTION**

	Actual 2024-25		Budget 2025-26	
Instruction	\$ 37,245,928.11	63.5%	\$ 37,617,938.84	64.2%
Student Support	5,093,726.57	8.7%	5,247,897.73	9.0%
Instructional Staff	2,718,597.28	4.6%	2,718,597.28	4.6%
General Administrative	868,636.34	1.5%	883,651.15	1.5%
School Administration	3,180,826.08	5.4%	3,210,855.70	5.5%
Central Services	2,110,934.05	3.6%	2,110,934.05	3.6%
Plant Services	4,957,446.18	8.5%	5,035,008.18	8.6%
Transportation Services	2,427,679.78	4.1%	1,727,679.78	2.9%
Other	45,600.21	0.1%	45,600.21	0.1%
	<u>\$ 58,649,374.60</u>		<u>\$ 58,598,162.92</u>	



**GENERAL FUND
EXPENDITURES BY OBJECT**

	Actual 2024-25		Budget 2025-26	
Salaries and benefits	\$ 50,724,108.20	86.5%	\$ 51,283,834.52	87.5%
Contracted services	1,269,493.37	2.2%	647,055.37	1.1%
Property services	3,439,270.76	5.9%	3,439,270.76	5.9%
Other services	436,801.78	0.7%	436,801.78	0.7%
Supplies & materials	2,211,161.77	3.8%	2,211,161.77	3.8%
Property	70,172.65	0.1%	70,172.65	0.1%
Other uses	498,366.07	0.8%	509,866.07	0.9%
	<u>\$ 58,649,374.60</u>		<u>\$ 58,598,162.92</u>	



**BUILDING FUND
EXPENDITURES BY FUNCTION**

	Actual 2024-25		Budget 2025-26	
Support Services	3,321,830.57	99.9%	4,021,830.57	99.9%
Facilities Acquisition	2,292.00	0.1%	2,292.00	0.1%
	<u>\$ 3,324,122.57</u>		<u>\$ 4,024,122.57</u>	

**CHILD NUTRITION FUND
EXPENDITURES BY OBJECT**

	Actual 2024-25		Budget 2025-26	
Salaries & benefits	\$ 117,392.42	3.1%	\$ 117,392.42	3.2%
Property services	63,965.58	1.7%	63,965.58	1.7%
Other services	3,444,354.82	90.4%	3,444,354.82	93.5%
Supplies & maintenance	36,214.14	1.0%	36,214.14	1.0%
Other uses	146,132.10	3.8%	20,000.00	0.5%
	<u>\$ 3,808,059.06</u>		<u>\$ 3,681,926.96</u>	

NET ASSESSED VALUATION

	Washington County	Osage County	Total	Percent Change	Sinking Fund Mills
2011-12	230,445,640	4,053,829	234,499,469		25.83
2012-13	240,221,404	4,158,161	244,379,565	4.2%	25.76
2013-14	243,404,439	4,362,394	247,766,833	1.4%	27.33
2014-15	252,358,891	4,672,993	257,031,884	3.7%	26.72
2015-16	258,588,595	4,760,646	263,349,241	2.5%	26.89
2016-17	263,490,521	4,935,995	268,426,516	1.9%	25.72
2017-18	271,553,107	4,816,610	276,369,717	3.0%	32.01
2018-19	275,097,716	4,967,908	280,065,624	1.3%	30.39
2019-20	283,950,532	4,827,686	288,778,218	3.1%	30.34
2020-21	291,075,905	5,034,064	296,109,969	2.5%	30.43
2021-22	298,875,029	5,120,254	303,995,283	2.7%	27.95
2022-23	313,109,195	5,301,561	318,410,756	4.7%	30.37
2023-24	328,248,202	5,662,381	333,910,583	4.9%	29.91
2024-25	341,770,704	5,766,344	347,537,048	4.1%	30.57
2025-26	374,479,524	6,263,821	380,743,345	9.6%	29.96

