



AGENDA

Mustang Board of Education Regular Meeting

Monday, August 20, 2018 at 6:00 PM

Canyon Ridge Intermediate School Cafeteria, 3600 S Sara Road, Yukon ,
Oklahoma 73099

As required by Section 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Board of Education of Independent School District Number I-069 of Canadian County, Oklahoma will hold a Mustang Board of Education Regular Meeting on Monday, August 20, 2018 at 6:00 PM. The place and street of the meeting will be Canyon Ridge Intermediate School Cafeteria, 3600 S Sara Road, Yukon , Oklahoma 73099.

The Board of Education may discuss, make motions, and vote upon all matters appearing on this agenda. Such votes may be to approve, reject, table, reaffirm, rescind, or take no action on any agenda matter.

- A. Flag Salute
- B. Administration of the Oath of office for Board Seat 1, new board member Todd Lovelace.
- C. Roll Call (may be silent)
- D. The Board will consider and may vote to name a Vice President of the Board.
- E. Interim Superintendent's Report
 - 1. 2018 OSSBA/CCOSA Conference August 24-26, 2018 at Cox Convention Center
 - a. OSSBA is honoring The Bridge as a Barbara Lynch Community Partner at annual conference during Saturday general session - August 25, 2018.
 - 2. First Annual Athletic Hall of Fame Banquet - Saturday, August 25, 2018 @ 5:30 p.m. at Event Center.
 - 3. HVAC Update
 - 4. Legislative Update
 - 5. Board Correspondence
- F. Assistant Superintendent Report
 - 1. Enrollment Update

2. Remaining Open Houses
 3. Program Update
- G. Board Reports
- H. Standing and Financial Resolutions
1. Chief Financial Officer Report
 - a. Vote to approve or not approve the Schedule of Encumbrances and Monthly Reports:
- I. Public Participation
- J. Consent Agenda
1. Board of Education Minutes
 - a. July 16, 2018 Regular
 - b. July 24th, 2018 Special
 2. Transfer of Funds
 - a. Transfer from Leadership Activity Fund #820 to HS Woodshop Activity Account #801 in the amount of \$50.00 for gavels for former board members.
 - b. Transfer from HS MAC Choir Activity Account #960 to MHS Vocal Music Activity Account #862 in the amount of \$70 to correct deposit error.
 - c. Transfer from CRI Activity Account #902 to Horizon Activity Account #978 in the amount of \$100.00 for Smore Website License.
 - d. Transfer from Use of Facilities/Admin Activity Account #900 to HS Staff Activity Account #818 in the amount of \$110.00 for administrators OSSAA playoff passes.
 - e. Transfer from MNMS Athletics Activity Account #844 to MHS Athletic Staff Activity Account #927 in the amount of \$350.00 for a table for coaches of MNMS to attend Hall of Fame Banquet.
 - f. Transfer from MHS Softball Booster Activity Account #806 to MHS Athletics Activity Account #927 in the amount of \$350.00 for Hall of Fame Banquet Table.

- g. Transfer from MMS Athletics Activity Account #829 to MHS Athletics Activity Account #927 in the amount of \$350.00 for Hall of Fame Banquet table for coaches.

3. Use of Facilities

- a. Optimist Club of Mustang is requesting the use of Horizon Intermediate's main gym for games for the 2018-19 basketball leagues. They will need the gym Saturdays from 7:30 am until 9:00 pm and Sundays from 12:30 pm until 5:00 pm beginning August 18th 2018 and ending March 10th 2019. They will also need the gym on Friday nights beginning November 12th 2018 from 6:00 pm until 9:00 pm and ending on March 10th 2019. This will provide basketball opportunities for boys and girls ages 6-14 living in the MPS district. Optimist sponsor is Ray Meier.
- b. Optimist Club of Mustang is requesting the use of Canyon Ridge Intermediate's gymnasium for games for the 2018-19 basketball leagues. They will need the gym Friday nights from 6:00 pm until 9:00 pm, Saturdays from 7:30 am until 9:00 pm and Sundays from 12:30 pm until 5:00 pm beginning August 18th and ending March 10h, 2019. This will provide basketball opportunities for boys and girls ages 6-14 living in the MPS district. Optimist sponsor is Ray Meier.
- c. Optimist Club of Mustang is requesting the use of Trails and Centennial Elementary gymnasiums for practice for the 2018-19 basketball leagues. They will need the gyms every Monday, Tuesday, Thursday and Friday beginning November 5th 2018 and ending March 1st 2019 from 6:00 pm until 9:00 pm. This will provide basketball opportunities for boys and girls ages 6-14 living in the MPS district. Optimist sponsor is Ray Meier.
- d. Optimist Club of Mustang is requesting the use of Creek and Valley Elementary Gyms for practice for the 2018-19 basketball leagues. They will need the gyms every Monday, Tuesday, Thursday and Friday beginning August 20th 2018 and ending March 1st 2019 from 6:00 pm until 9:00 pm. This will provide basketball opportunities for boys and girls ages 6-14 living in the MPS district. Optimist sponsor is Ray Meier.
- e. Optimist Club of Mustang is requesting the use of Mustang Middle School's and Mustang North Middle School's main gymnasiums for games for the 2018-19 basketball leagues. They will need the gyms on Saturdays from 8:00 am until 9:00 pm and Sundays from 1:00 until 5:00 pm beginning November 5th 2018 and ending on March 10th 2019. This will be on an as needed basis only for overflow games due to the number of teams involved or rescheduling. This will provide basketball opportunities for boys and girls ages 6-14 living in the MPS district. Optimist sponsor is Ray Meier.

- f. Optimist Club of Mustang is requesting the use of Lakehoma, Prairie View and Mustang Elementary Gyms for practice for the 2018-19 basketball leagues. They will need the gyms every Friday beginning August 21st 2018 and ending March 8th 2019 from 6:00 pm until 9:00 pm. This will provide basketball opportunities for boys and girls ages 6-14 living in the MPS district. Optimist sponsor is Ray Meier.
 - g. OK Swish Basketball is requesting the use of Horizon's main & auxiliary gyms, Lakehoma's gymnasium, Prairie View's gymnasium and Mustang Elementary's gymnasium for practices for the 2018-19 basketball leagues. They will need the gym every Monday, Tuesday and Thursday from 6:00 pm until 9:00 pm beginning August 21st 2018 and ending May 22nd 2019. This will provide basketball opportunities for girls and boys age 5-14 living in the MPS district. OK Swish Basketball sponsor is Brian Fitzgerald.
 - h. Mustang Church of Christ is requesting the use of Mustang Elementary's music room and gym for their 2018-2019 worship services. They will need the facilities every Wednesday from 6:30 -7:00 pm and every Sunday from 9:30 am - 12:30 p.m. and 4:30-6:30pm.
4. Out of State or Overnight Travel
- a. Approval for twelve (12) MHS Volleyball team members and two (2) sponsors to attend the Muskogee Invitational tournament in Muskogee, OK on Friday, August 23-25, 2018. Expenses paid by Boosters, Athletics and District.
 - b. Approval for HS cross country team and coaches to attend the Arkansas Chili Pepper Cross Country Meet in Fayetteville, AR on September 21-22, 2018. Expenses paid by Boosters.
5. Approval of Surplus:
- a. District text books from the following sites: MHS, MNMS, MMS, CRI, Cent, ME, Trails, Creek
6. Approval of Revisions of Policy and Procedures:
- a. Policy #2045 Family Educational Rights and Privacy Act (FERPA)
 - b. Policy #5075 - Graduation
 - c. Policy #5080 Student Conduct & Discipline
7. Renewal of Revised Student Handbook for SY18-19.

8. Renewal of Revised Support Employee Handbook for SY18-19.
9. Approval of the Oklahoma Department of Career and Technology Education FY19 State/Federal Aid allocation. Covers two projects 411 - for summer salaries and state teacher salary reimbursements, totals \$33,440.00; and project 412 for the Career Tech Program Assistance Grant totals \$72,535.00 for a grand total of \$105,975.00.
10. Approval of Open Transfer requests to attend MPS for the SY18-19 school year, as listed:
11. Renewal and Ratification of Agreements/Contracts for Fiscal Year 2018-2019.
 - a. Renewal of agreement with Mustang Police Department for SY18-19.
 - b. Renewal of agreement with Canadian County Sherriff's department for SY18-19.
 - c. Renewal of agreement with Youth and Family Services for the First Offenders Program (FOP) for the FY18-19. No costs to the district.
 - d. Renewal of contract with Youth and Family Services to provide emergency shelter, counseling, delinquency prevention and educational programs to clients from MPS for SY18-19 in the amount of \$1,500.00.
 - e. Renewal of agreement with Big Five Community Services, Inc for Head Start Program to coordinate and collaborate to best meet needs of children and families for the SY18-19.
12. Approval of the District paper bid to be awarded to Office Depot in the amount of \$42,865.98.
13. Approval of permanent detention pond easement to The City of Oklahoma City for property at Riverwood Elementary.
14. Approval of permanent waterline easement to The City of Oklahoma City for property at Riverwood Elementary.
15. Approval of permanent easement to The City of Oklahoma City for waterline relocation at property located at intersection of SW 29th Street and Morgan Road.
16. Approval of the OG&E Easement for the Educational Resource Center.
17. Approval of the following Crossland Change Orders on the Riverwood Elementary/New Elementary #8. This will be a total increase to the contingency in the amount of (\$14,053.05)

- a. CO#71 - Playground Credit - CREDIT (\$16,300.00)
 - b. CO#72 - Monument Sign Adds - \$2,246.95.
18. Approval of the following Crossland Change Orders on the New Middle School #3: This will be a total decrease to the contingency in the amount of \$41,689.27.
- a. CO#13 - Elite Piping, Sump Pump - \$22,727.98
 - b. CO#17 - CEI, ASI#02, Shelter Roof Reinforcement - \$18,961.29
19. Approval of the Crossland Change Order #13 on the new Educational Resource Center: This will be a total decrease in the contingency in the amount of \$1,310.00.
- a. Scovil and Sides - Toilet Compartments - \$1,310.00.
20. Approval of the following Crossland Change Orders on the new Transportation/Warehouse building: This will be a total decrease to the contingency in the amount of \$9,711.78.
- a. CO#15 - Hinton Refrigeration - BAS Changes - \$8,510.00.
 - b. CO# 16 - All Star Electric - Power for Oil Interceptor - \$1,201.78.
21. Approval of the following Crossland Change Orders on the new HS Soccer Improvements: This will be a total decrease to the contingency in the amount of \$2,829.21.
- a. CO#16 - SW Drywall, ADD EIFS at West Elevation - \$479.00.
 - b. CO#17 - SW Drywall, Hardlid deduct per RFI#013 - CREDIT (\$1,405.00).
 - c. CO#19 - Centerline Mech, ASI#01 Duct shop dwgs rework - \$700.00.
 - d. CO#21 - Mid-South Coating, RFI#013 paint exposed structure - \$1,111.00.
 - e. CO#22 - Centerlin Mech., Insulating condensate line done by others - CREDIT (\$1,230.00)
 - f. CO#24 - CBS Manhattan, RFP#04, Exterior doors at existing mech. room - \$1,225.70.
 - g. CO#25 - G&P (Plumbing), Raise floor drains and clean outs to meet tile flooring - \$1,948.51.

22. Approval of the following Crossland Change Orders on the New Intermediate #3: This will be a total decrease to the contingency in the amount of \$24,197.50.

- a. CO#59 - ASI#15 - Reception Desk - \$750.00
- b. CO#73 - RFI 102 Shroud Mods - \$15,433.00.
- c. CO#77 - Monument Sign Landscape - \$2,246.95.
- d. CO#78 - Rip Rap at drive crossings at six (6) locations in the amount of \$2,250.00.
- e. CO#79 - Alarm Cages - \$315.84
- f. CO#80 - Switch Covers - \$297.71
- g. CO#81 - Total decrease in the amount of \$1,720.00.
 - 1. RFI 085 Furdown - \$345.00
 - 2. b. Grout filled frames bondo - \$385.00
 - 3. c. RFI 103 Door frame - \$715.00
 - 4. d. Relocated Sprinkler Valve - \$275.00
- h. CO#82 - ASI#17 Lifeskills Room - \$423.00.
- i. CO#83 - Blue Room Door Sheetrock - \$761.00

K. Business

- 1. The Board will consider and may vote to approve the MA+ Architecture's design development of Performing Arts Center and move forward to construction drawing phase to bid project.
- 2. The Board will consider and may vote to approve the bid and award contract for MHS Band Bleachers to CBS Constructors in the amount of \$98,000.00.

L. New Business

M. Executive Session: The Board of Education will consider and may vote to convene in Executive Session.

1. Oklahoma Statutes Title 25, Section 307 (B)(1): Discuss employment, hiring, appointment, promotion, demotion, disciplining, or resignation of an employee.
 - a. Schedule "A"
 - b. Schedule "B"
 2. Oklahoma Statutes Title 25, Section 307 (B)(1): Discuss appointment of an individual for vacant board seat #5.
 3. Oklahoma Statutes Title 25, 307 (B)(2): Discussing negotiations concerning employees and representatives of employee groups.
 4. 25 O.S. Section 307(B)(11). Discuss plans for deterrence or prevention from an act of terrorism.
- N. Acknowledge Return to Open Session
- O. Statement of Executive Session Minutes.
- P. Vote to approve or not approve the agreement between MEA and Board of Education for Teacher Contracts for SY18-19.
- Q. Vote to approve or not approve the salary schedules for the SY18-19.
- R. Vote to approve or not approve the Superintendent's recommendation concerning employment as listed on Schedule "A".
- S. Vote to approve or not approve the Superintendent's recommendation concerning employment as listed on Schedule "B".
- T. Adjournment



HVAC Update Mustang Public Schools

Board of Education Presentation August 2018

MPS HVAC Update

Review of Events:

- HVAC Master Plan Committee formed August 23, 2016 to create a vision and plan for MPS HVAC and energy management.
- Goal – analyze current MPS HVAC conditions and create a plan going forward with the upcoming Bond in 2017 to “catch up” with district HVAC needs. Then create a plan to “keep up” our systems and move from reactive maintenance to proactive and preventative maintenance.
- 2016 Operational Bond provided \$1.05mm that allowed some minor projects to begin.
- CLEAResult commissioned to perform a Level 1 Audit for MPS HVAC to analyze conditions on August 25, 2016. Report valued at \$150,000 but free of charge for MPS due to our partnership with OGE/CLEAResult as our energy management provider. MPS requested the cost for a top of the line (BMW) upgrade to district HVAC systems.



MPS HVAC Update

- CLEAResult report received October 6, 2016. This has become our playbook for HVAC renovations.
- Complete overhaul and update of all existing MPS HVAC systems would cost \$19,350,000 at the highest level according to CLEAResult's findings.
- HVAC Master Plan Committee recommended \$5mm for the 2017 bond for the first phase of renovations. Future bonds would be necessary to address further issues.
- In order to maximize the \$5mm available from the Bond that passed in February 2017, 6 schools were identified by the maintenance department as having the most historic problems according to records and work orders.
- The schools that would receive the first phase of renovations would be Valley, Mustang Elementary, Horizon, Creek, Centennial and South MS.
- All MPS sites will have ES2 controls as renovations continue including all new schools as they open.



Facility	Year Built	Building Area (ft2)	Brief Summary of Recommendations	Expected Cost
Mustang Elementary	1967	83,453	Complete Redesign of HVAC Systems, Controls, Cx, TAB	\$2,200,000
North Middle School	1984	112,700	Redesign or Replacement of older HVAC Systems, New Ventilation Systems, Add HVAC to Gym, Controls, Cx, TAB	\$1,600,000
Horizon Intermediate	1970	83,195	Complete Redesign of HVAC Systems, Add HVAC to Gym, Controls, Cx, TAB	\$1,500,000
Lakehoma Elementary	1978	69,369	Redesign or Replacement of older HVAC Systems, New Ventilation Systems, Controls, Cx, TAB	\$1,800,000
Creek Elementary	1994	81,727	Replacement of older HVAC Systems, New Ventilation Systems, Controls, Cx, TAB	\$900,000
Prairie View Elementary	2014	78,000	Controls, Cx, TAB	\$300,000
Mustang High School	1960	520,859	Redesign or Replacement of HVAC Systems in older Wings, New Ventilation Systems, Controls, Cx, TAB	\$3,200,000
Canyon Ridge Intermediate	2013	105,000	Controls, Cx, TAB	\$350,000
Valley Elementary	1963	82,970	Complete Redesign of HVAC Systems, Controls, Cx, TAB	\$2,200,000
Mustang Education Center	1984	26,000	Complete Redesign of HVAC Systems, Controls, Cx, TAB	\$700,000
Trails Elementary	1990	86,942	Redesign or Replacement of older HVAC Systems, New Ventilation Systems, Controls, Cx, TAB	\$1,900,000
Centennial Elementary	2007	86,000	New Ventilation Systems, Controls, Cx, TAB	\$600,000
South Middle School	1999	136,600	Replacement of older HVAC Systems, New Ventilation Systems, Add HVAC to Gym, Controls, Cx, TAB	\$1,500,000
MPS Administration Building	1974	9,524	Complete Redesign of HVAC Systems, Controls, Cx, TAB	\$250,000
MPS Operations Building	1980s	9,600	None	\$0
MHS Health and Wellness Center	2009	45,000	Controls, Cx	\$50,000
MPS Warehouse	1983	9,600	Design HVAC for Facility, Controls, Cx, TAB	\$150,000
MPS Transportation Buildings	1976, 2001	9,750	Design HVAC for Facility, Controls, Cx, TAB	\$150,000
Subtotal				\$19,350,000

Additional Opportunities:

MPS HVAC Update

- Johnny Clark (MPS Licensed Trades Manager) contacted Allen Consulting to create a plan for the renovation of the selected 6 schools.
- Bids were advertised per state law and opened April 23rd, 2018. Hunter Mechanical was awarded the bids for all the upcoming projects.
- Johnny Clark worked with Allen Consulting and Hunter Mechanical to organize the plan for HVAC renovations to occur in summer 2017.
- Hunter Mechanical agrees contractually to complete all projects by August 1st, 2018. MPS begins to order and purchase equipment for the projects. Many items will take 6-8 weeks for delivery.
- Work officially begins May 26th, 2018 the day after school ends for 2018.
- As of 8/20/18 the projects are 95% complete. Controls, Boilers and heating are wrapping up soon.
- Allen Consulting and Johnny Clark will be responsible for final approval when the projects are complete.

MPS HVAC Update



MPS HVAC Update



MPS HVAC Update



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MPS HVAC Update



MPS HVAC Update



MPS HVAC Update



MPS HVAC Update

Mustang Public Schools:

Approximate Total Square Footage – *1.8 million square feet that require HVAC on a daily basis.*

Construction Date of Buildings – 1960 through 2018

1960's – 3 MHS, Valley and Elementary

1970's – 3 Horizon, Lakehoma, Admin Bldg

1980's – 2 North, MEC

1990's – 3 Creek, Trails, South

2000's – 2 Centennial, Wellness Center

2010's – 5 Prairie View, Canyon Ridge, Event Center, Riverwood and Meadowbrook

And Beyond...MS#3, PAC, MERC, Soccer, TBD



MPS HVAC Update

Mustang Public Schools – Energy Policy Summary

◇ General Occupied settings for Heating and Air are as follows:

- ◇ Cooling Occupied Set Points: 70 – 74 Degrees Fahrenheit
- ◇ Heating Occupied Set Points: 68 – 72 Degrees Fahrenheit
- ◇ Occupied times are 6am until 30 min after final bell.

◇ General Unoccupied set points:

- ◇ Cooling Unoccupied Set Point: 78 Degrees Fahrenheit
- ◇ Heating Unoccupied Set Point: 55 Degrees Fahrenheit

**Goal is to maintain a constant temperature of 72' in cooling or heating seasons.*



MPS HVAC Update

Mustang Public Schools - HVAC Controls:

- **As of 2015 MPS had as many as 6 different HVAC “controls” systems.**
- **MPS Goal is to have only 3 controls systems in the near future.**
- **ES2 – Automated Logic Controls (Most sites)**
- **Earthsmart – Delta Controls (MHS, CRI, PV)**
- **Individual Room Thermostats (MEC, selected areas)**

What are “controls”?



MPS HVAC Update

WebCTRL Server - /Mustang Public Schools/Centennial Elementary (Bldg 028)

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WebCTRL

Graphics Schedules Alarms Trends Reports

Centennial Elementary (Bldg 028)

Current Conditions

Temperature 91 °F
Feels Like 102 °F
Wind Speed 10 mph
Humidity 60 %

Centennial Elementary (Bldg 028)



Mustang Public Schools

- ▶ Creek Elementary (Bldg C
- ▶ Valley Elementary (Bldg C
- ▶ North Middle School (Bldg
- ▶ Event Center (Bldg 026)
- ▶ Mustang Trails (Bldg 025)
- ▶ Centennial Elementary (B
- ▶ Riverwood Elementary (B
- ▶ Meadowbrook Intermedia
- ▶ Horizon Mid High (bldg5)
- ▶ Mustang Elementary (bldg
- ▶ Oa_conditions
- ▶ Accuweather
- ▶ Stadium Temperature Mo
- ▶ TEMP Elem Kitchen
- ▶ Stage/Ramp Test
- ▶ East Exterior Lighting Sou



MPS HVAC Update

WebCTRL Server - /Mustang Public Schools/Centennial Elementary (Bldg 028)/North Wing

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WebCTRL

Graphics Schedules Alarms Trends Reports

North Wing

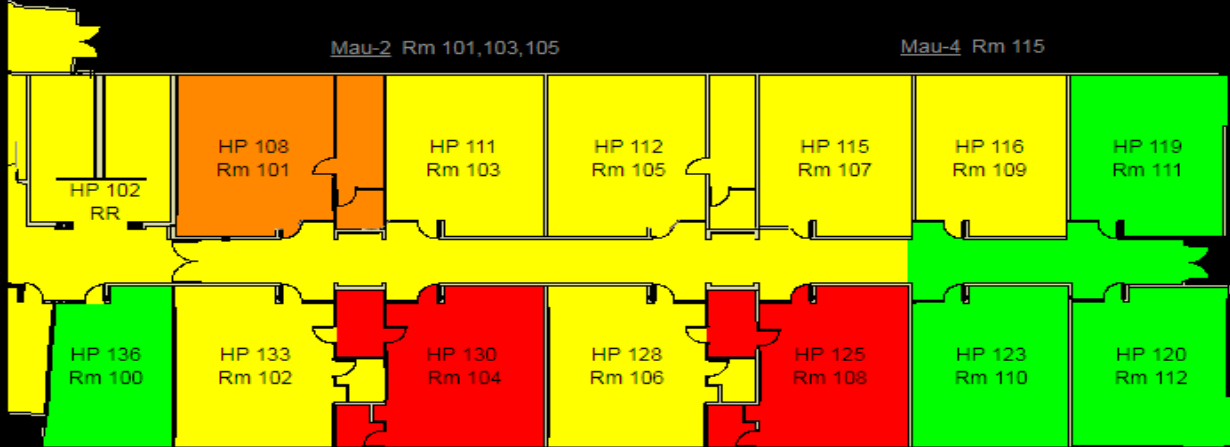
Current Conditions



Temperature **92** °F
Feels Like **103** °F
Wind Speed **7** mph
Humidity **56** %

- Mustang Public Schools
 - ▶ Creek Elementary (Bldg C)
 - ▶ Valley Elementary (Bldg C)
 - ▶ North Middle School (Bldg C)
 - ▶ Event Center (Bldg 026)
 - ▶ Mustang Trails (Bldg 025)
 - ▶ Centennial Elementary (Bldg 028)
 - ▶ NW Wing
 - ▶ SW Wing
 - ▶ **North Wing**
 - ▶ Center Wing
 - ▶ South Wing
 - ▶ HP 184
 - ▶ HP 185
 - ▶ HP 186
 - ▶ HP 187
 - ▶ HP 188
 - ▶ HP 189
 - ▶ HP 190
 - ▶ HP 191
 - ▶ HP 192
 - ▶ HP 193
 - ▶ HP 194
 - ▶ HP 195


North Wing



Mau-2 Rm 101,103,105 Mau-4 Rm 115

HP 102 RR	HP 108 Rm 101	HP 111 Rm 103	HP 112 Rm 105	HP 115 Rm 107	HP 116 Rm 109	HP 119 Rm 111
HP 136 Rm 100	HP 133 Rm 102	HP 130 Rm 104	HP 128 Rm 106	HP 125 Rm 108	HP 123 Rm 110	HP 120 Rm 112

Mau-3 Rm 102,104,106 Mau-5 Rm 108,110,112



- ▶ Alarm Monitor
- ▶ Centennial EI

MPS HVAC Update

WebCTRL Server - /Mustang Public Schools/Centennial Elementary (Bldg 028)/North Wing/HP 130

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WebCTRL

HP 130

Graphics Properties Schedules Alarms Trends Logic Reports

Mustang Public Schools

- ▶ Creek Elementary (Bldg C
- ▶ Valley Elementary (Bldg C
- ▶ North Middle School (Bldg
- ▶ Event Center (Bldg 026)
- ▶ Mustang Trails (Bldg 025)
- ▶ Centennial Elementary (B

 - ▶ NW Wing
 - ▶ SW Wing
 - ▶ North Wing
 - ▶ HP 108
 - ▶ HP 111
 - ▶ HP 112
 - ▶ HP 115
 - ▶ HP 116
 - ▶ HP 119
 - ▶ HP 120
 - ▶ HP 123
 - ▶ HP 125
 - ▶ HP 128
 - ▶ HP 130
 - ▶ HP 133
 - ▶ HP 136
 - ▶ North El

Alarm Monitor

Centennial El

Current Conditions

Temperature 92 °F

Feels Like 103 °F

Wind Speed 7 mph

Humidity 56 %

HP 130

Unit Alarm Off

Zone Temp

75

4:00 PM Aug 17 8:00 AM

69.0 °F

heating 0.0 %

cooling 100.0 %

98.2 °F

s/s On

OCCUPIED Heating 68.00 Cooling 70.00

45 50 55 60 65 70 75 80 85 90 95

74.2 °F

OVR

Effective Cool Setpt 70.0 °F

Effective Heat Setpt 68.0 °F

Occupied until 3:00 PM

MPS HVAC Update

WebCTRL Server - /Mustang Public Schools/North Middle School (Bldg 024)

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WebCTRL

Graphics Schedules Alarms Trends Reports

North Middle School (Bldg 024)

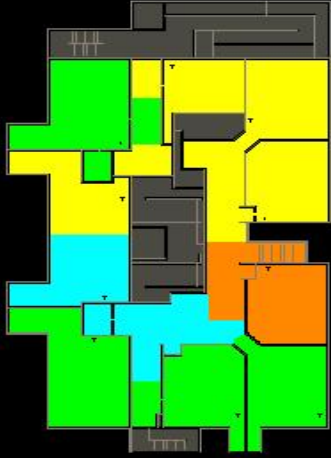
93.0 °F
20 %rh

North Middle School (Bldg 024)




Mustang Public Schools


- ▶ Creek Elementary (Bldg C
- ▶ Valley Elementary (Bldg C
- ▶ North Middle School (Bldg
- ▶ Event Center (Bldg 026)
- ▶ Mustang Trails (Bldg 025)
- ▶ Centennial Elementary (B
- ▶ Riverwood Elementary (B
- ▶ Meadowbrook Intermedia
- ▶ Horizon Mid High (bldg5)
- ▶ Mustang Elementary (bldg
- ▶ Oa_conditions
- ▶ Accuweather
- ▶ Stadium Temperature Mo
- ▶ TEMP Elem Kitchen
- ▶ Stage/Ramp Test
- ▶ East Exterior Lighting Sou



Basement HP's




Floor-1 Rtu's



Level-A HP's

alarm cool ideal warm alarm



MPS HVAC Update

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WebCTRL




Graphics Schedules Alarms Trends Reports

View Configure Reports North Middle School (Bldg 024)

8 / 19 / 2018 Click a bar to view defined schedules. View All:

Day	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
Sun 8/19	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective
Mon 8/20	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective
Tue 8/21	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective
Wed 8/22	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective
Thu 8/23	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective
Fri 8/24	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective
Sat 8/25	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective

Color Key

Effective schedule in controller	Defined schedules
 Zone is using occupied setpoints	 (Normal) Occupied time
 Zone is using unoccupied setpoints	 (Holiday) Unoccupied time
	 Override occupied time

45

MPS HVAC Update

WebCTRL Server - /Mustang Public Schools/Riverwood Elementary (Bldg 008)

Not secure | mpsves2.mustangps.org/_common/MI5/main.jsp?wbs=17742&operatorlocale=en

WebCTRL

Graphics Schedules Alarms Trends Reports

Riverwood Elementary (Bldg 008)

93.0 °F
20 %rh

HVAC

Riverwood Elementary (Bldg 008)

Elevation to Follow to

Area A Area B Area C Area D Area E Area F

alarm cool ideal warm alarm

MPS HVAC Update

WebCTRL Server - /Mustang Public Schools/Meadowbrook Intermediate (Bldg 030)

Not secure | mpsves2.mustangps.org/_common/MI5/main.jsp?wbs=17742&operatorlocale=en

WebCTRL

Graphics Schedules Alarms Trends Reports

Meadowbrook Intermediate (Bldg 030)

93.0 °F
20 %rh

Meadowbrook Intermediate (Bldg 030)

Elevation to Follow to

Mustang Public Schools

- ▶ Creek Elementary (Bldg C
- ▶ Valley Elementary (Bldg C
- ▶ North Middle School (Bldg
- ▶ Event Center (Bldg 026)
- ▶ Mustang Trails (Bldg 025)
- ▶ Centennial Elementary (B
- ▶ Riverwood Elementary (B
- ▶ Meadowbrook Intermedia
- ▶ Horizon Mid High (bldg5)
- ▶ Mustang Elementary (bldg
- ▶ Oa_conditions
- ▶ Accuweather
- ▶ Stadium Temperature Mo
- ▶ TEMP Elem Kitchen
- ▶ Stage/Ramp Test
- ▶ East Exterior Lighting Sou

alarm cool ideal warm alarm

N

MPS HVAC Update

WebCTRL Server - /Mustang Public Schools/Event Center (Bldg 026)

Not secure | mpsves2.mustangps.org/_common/IM5/main.jsp?wbs=17742&operatorlocale=en

WebCTRL

Graphics Schedules Alarms Trends Reports

Event Center (Bldg 026)

93.0 °F

Event Center (Bldg 026)

- Mustang Public Schools
 - Creek Elementary (Bldg C)
 - Valley Elementary (Bldg C)
 - North Middle School (Bldg C)
 - Event Center (Bldg 026)
 - Mustang Trails (Bldg 025)
 - Centennial Elementary (Bldg C)
 - Riverwood Elementary (Bldg C)
 - Meadowbrook Intermedia
 - Horizon Mid High (bldg5)
 - Mustang Elementary (bldg C)
- Oa_conditions
- Accuweather
- Stadium Temperature Mo
- TEMP Elem Kitchen
- Stage/Ramp Test
- East Exterior Lighting Sou



First Floor

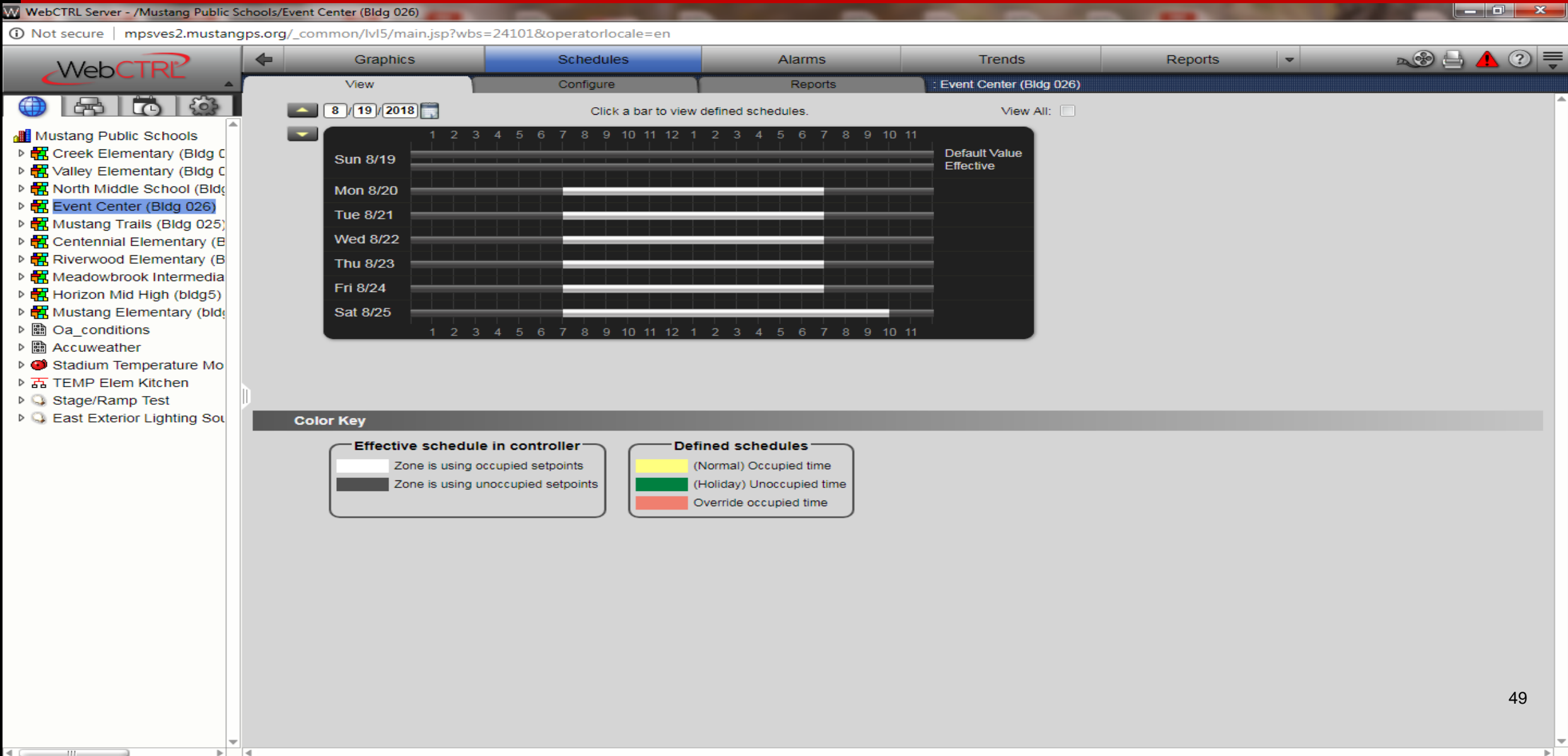


Second Floor

alarm cool ideal warm alarm



MPS HVAC Update



MPS HVAC Update

The screenshot shows a web browser window displaying the enteliWEB interface. The browser's address bar shows the URL 172.16.4.3/enteliweb. The page header includes the enteliWEB logo and a user greeting: "Welcome greena | Log out".

The interface features a dark sidebar on the left with the "EARTHSMART CONTROLS" logo and a navigation menu containing "Map", "Mustang HS", "Canyon Ridge", "Prairie View", and "Schedules". A secondary menu in the top-left of the main content area lists "High School", "Canyon Ridge", "Prairie View", "MHS Setpoints", "CR Setpoints", and "PV Setpoints".

The main content area is dominated by a large "MPS" logo, where the letters are red with a white outline, and a white silhouette of a horse with a red mane is superimposed over the letter 'M'. The bottom of the interface includes the "EARTHSMART CONTROLS" logo on the left and the "Delta CONTROLS" logo on the right. A page number "50" is visible in the bottom right corner of the content area.

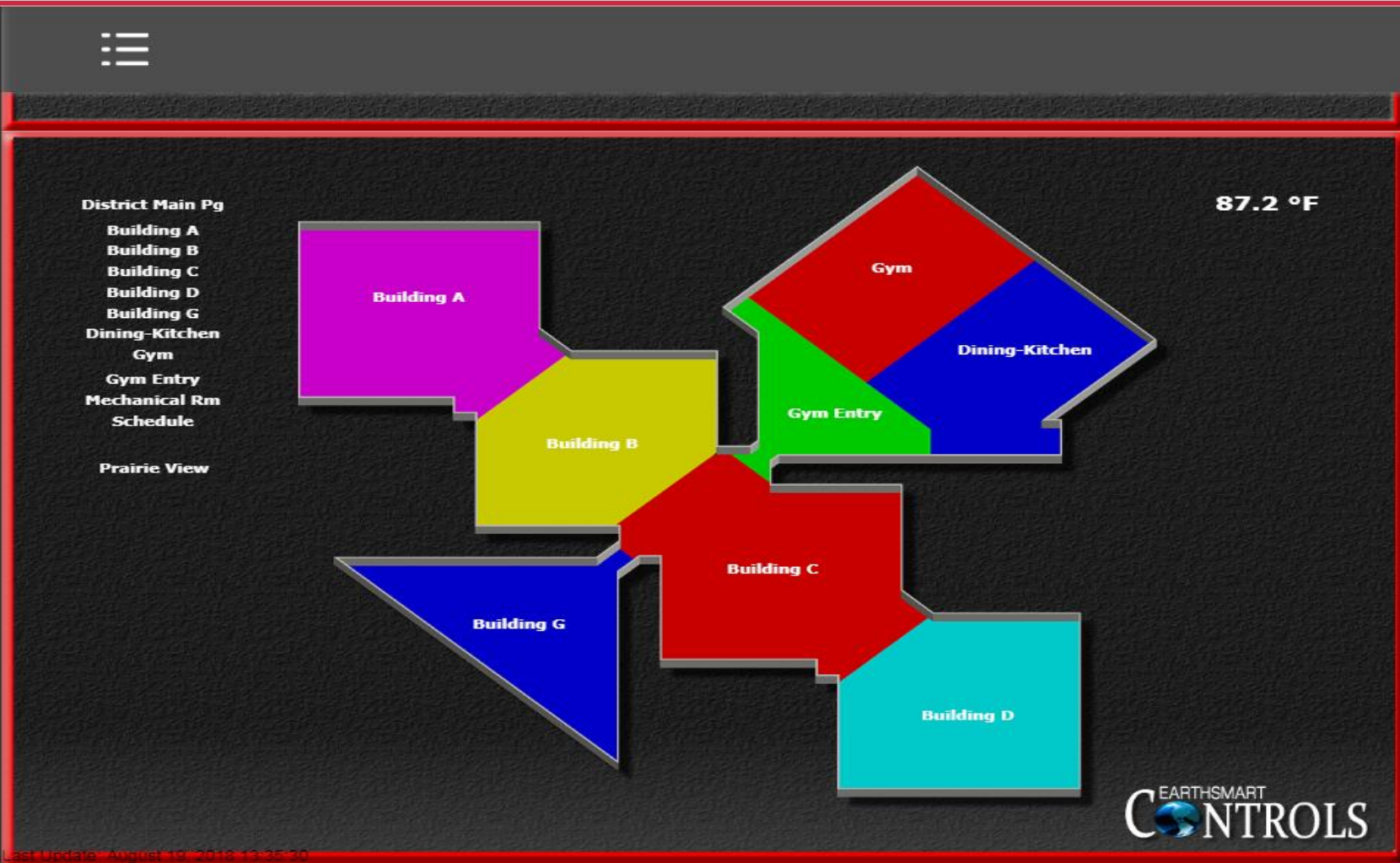
MPS HVAC Update

enteliWEB (200 new alarm) x greena@mustang...
Not secure | 172.16.4.3/enteliweb
Apps Lakehoma Controls Watch Fox News Cha 2 Mustang Public Scho enteliWEB (200 new a ES2
Welcome greena | Log out

enteliWEB™

EARTHSMART CONTROLS

- Map
- Mustang HS
- Canyon Ridge
- Prairie View
- Schedules



51

EARTHSMART CONTROLS

200

MPS HVAC Update


enteliWEB (200 new alarm) x greena@mustang... 172.16.4.3/enteliweb

Apps Lakehoma Controls Watch Fox News Cha 2 Mustang Public Scho enteliWEB (200 new a ES2

enteliWEB™ Welcome greena | Log out

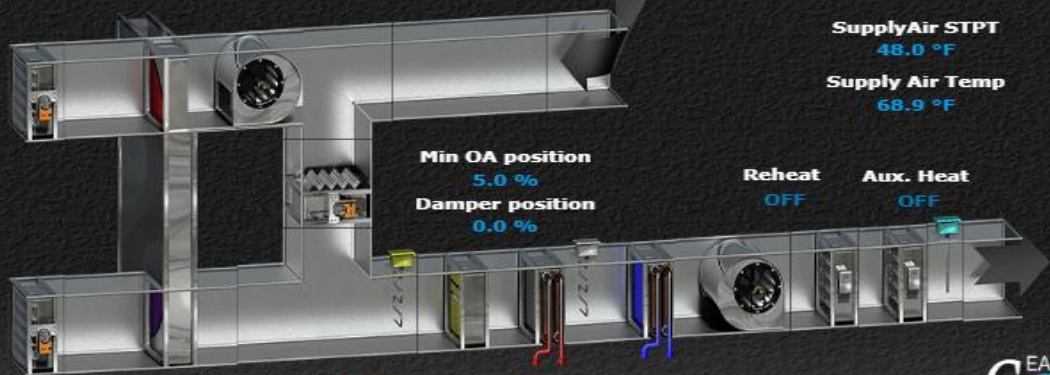
EARTHSMART CONTROLS

- Map
- Mustang HS
- Canyon Ridge
- Prairie View
- Schedules



HP-71 CANYON RIDGE 86.5 °F

Occupancy Occupied	Supply Fan Signal 81.6 %	Auxiliary Heat SS OFF
Mixed Air Signal 0.0 %	Fan Enable ON	Wheel SS OFF
Supply Air Temp 68.9 °F	Compressor Signal 100.0 %	Power Exhaust ON
Space Temp 71.2 °F	Compressor Amps 2.1 A	Wheel Amps 0.0 A
Leaving Water Temp 81.1 °F	Suction Pressure 120.5 psi	Power Ex. Amps 1.2 A
Humidity 67.5 %	RTU Mode OccCooling	
CO2 599.0 ppm	Reheat SS OFF	
Reversing Valve ON	Fan Mode Auto	
Occupied Cool STPT 69.0 °F	Effective Cool STPT 70.0 °F	
Occupied Heat STPT 66.0 °F	Effective Heat STPT 67.0 °F	
Unoccupied Cool STPT 80.0 °F	Max Stat STPT 72.5 °F	
Unoccupied Heat STPT 55.0 °F	Min Stat STPT 68.0 °F	
	Humidity STPT 50.0 %RH	



Min OA position 5.0 %

Damper position 0.0 %

Reheat OFF

Aux. Heat OFF

Comp Alarm Reset OFF

Comp Signal 100.0 %

SpaceTemp TL

Fan TL

Rev. Valve TL

Compressor TL

Supply Air TL

Economizer TL

MPS HVAC Update

Conclusions:

- MPS is committed to have a safe and healthy environment for all students and staff.
- We are thankful to the MPS community that approved the 2017 bond that, in part, helped fund greatly needed HVAC improvements.
- There is much to be done and we will need continued support from the MPS community as we look to move forward with HVAC system improvements at all MPS sites.



MPS HVAC Update



Mustang Public Schools
Request for transfer of Funds

8/7/18

From: 960 HS Mac Choir 705 [Signature]
Activity Fund Name Site Sponsor Signature

Please transfer funds as indicated below:

Account #	Activity Fund Account Name	Amount to be transferred
From: <u>960</u>	<u>HS MAC CHOIR</u>	<u>\$ 70.00</u>
From: _____	_____	\$ _____
From: _____	_____	\$ _____
To: <u>862</u>	<u>MHS VOCAL MUSIC</u>	<u>\$ 70.00</u>
To: _____	_____	\$ _____
To: _____	_____	\$ _____

Reason for funds to be transferred: Two deposits were
mistakenly added to this account
during schedule pick-up days in
August of 2017.
Receipt # 3580 \$45.00
Receipt # 3084 \$25.00

Sufficient funds in account to complete transaction: Yes
(to be completed by Activity Fund Custodian) No

Board approval: _____ Approved _____
Date Disapproved _____

Board President signature: _____

Transfer completed by: _____ Date: _____
Activity Fund Custodian

18-19 Summer - SURPLUS MATH TEXTBOOKS - Mustang Public Schools					
Secondary					
GRADE	TITLE	PUBLISHER	ISBN	QTY	SITE
9-12	Algebra 1	Holt McDougal	0 54764703 4	722	705 HS
9-12	Algebra 2	Glenco	0 07 892267 4	594	705 HS
9-12	Algebra 2 AP (common Core)	Glenco	0 07 895265 4	348	705 HS
9-12	Calculus / AP calculus	Larson	0 547 21290 9	200	705 HS
9-12	PreCalculus w/Imits	McDougal Littel	0 618 66090 9	428	705 HS
9-12	Geometry	Holt McDougall	978 0 03 099575 0	885	705 HS
9-12	Intro to Stats and Data Analysis	Brooks Cole	1 43904749 9	72	705 HS
9-12	Trigonometry	Ron Larson	978 1 13395432 3	30	705 HS
7-8	Algebra I	Holt McDougal	9780547647036	231	MNMS
8	Geometry	Holt McDougal	9780547647098	37	MNMS
7	Math Connects	Glencoe McGraw Hill	9780078951305	506	MNMS
7-8	Pre-Algebra	Glencoe McGraw Hill	9780079323166	585	MNMS
8	Pre-Algebra	Glencoe McGraw Hill	9780079323166	260	MMS
7	Math Connects	Glencoe McGraw Hill	9780078951305		MMS
7-8	Algebra I	Holt McDougal	9780547647036		MMS
8	Geometry	Holt McDougal	9780547647098		MMS
7	Pre-Algebra	McGraw Hill	9780078957734	112	MMS
5	Everyday Math Classroom Resouce Pkg Grade	Wright Group/McGraw-Hill	0076575063	453	CRI
6	Everyday Math Classroom Resource Pkg Grade	Wright Group/McGraw-Hill	9780076575077	319	CRI
5	Everyday Math Classroom Resouce Pkg Grade 5 TE Vol 1	Wright Group/McGraw-Hill	978007657682-1	5	CRI
5	Everyday Math Classroom Resouce Pkg Grade 5 TE Vol 2	Wright Group/McGraw-Hill	978007657691-9	5	CRI
6	Everyday Math Classroom Resouce Pkg Grade 6 TE Vol 1	Wright Group/McGraw-Hill	978007657683-8	3	CRI
6	Everyday Math Classroom Resouce Pkg Grade 6 TE Vol 2	Wright Group/McGraw-Hill	978007657692-0	3	CRI
4	4th Grade Everyday Math Student Reference Book CCSS Edition	McGraw-Hill	978007657650-0	119	CENT
3	3rd Grade Everyday Math Student Reference Book CCSS Edition	McGraw-Hill	978007657726-2	114	CENT
4	3rd Grade Everyday Math Teacher Edition- CCSS Edition	McGraw-Hill	978007657726-2	5	CENT
4	Language Arts (Purple w/Tiger)	McMillan/ McGraw-Hill	0-02-245562-0	26	CENT
4	Science (Orange w/Clown Fish)	McMillan/ McGraw-Hill	0-02-281241-8	42	CENT
4	Science (Orange w/Clown Fish) Teacher's Editioni	McMillan/ McGraw-Hill	0-02-281241-8	5	CENT
4	4th Grade Everyday Math Student Reference Book CCSS Edition	McGraw-Hill	978007657650-0	119	ME
3	3rd Grade Everyday Math Student	McGraw-Hill/Wright Group	0-07-604569-2	108	ME
3	3rd Grade Everyday Math Teacher Lesson Guide Volume 1	McGraw-Hill/Wright Group	0-07-603596-4	6	ME
3	3rd Grade Everyday Math Teacher Lesson Guide Volume 2	McGraw-Hill/Wright Group	0-07-603597-2	5	ME
3	3rd GradeEveryday Math Teacher	McGraw-Hill	978007657689-0	1	ME
4	Teacher Lesson Guide Volume 1- CCSS Edition	McGraw Hill	978007657681-4	5	ME

4	Teacher Lesson Guide Volume 2- CCSS Edition	McGraw Hill	978007657690-6	4	ME
1-3	Everyday Math Teacher's Reference Manual	McGraw-Hill/Wright Group	978007604594-5	3	ME
4-6	Everyday Math CCSS Edition Teacher's Reference Manual	McGraw-Hill	978007657721-7	2	ME
4	4th Grade Everyday Math Student Reference Book CCSS Edition	McGraw-Hill	978007657650-0	120	MT
3	3rd Grade Everyday Math Student Reference Book CCSS Edition	McGraw-Hill	978007657726-2	156	MT
3	3rd Grade Everyday Math Teacher Edition- CCSS Edition Volume 1	McGraw-Hill		5	MT
3	3rd Grade Everyday Math Teacher Edition- CCSS Edition Volume 2	McGraw-Hill		7	MT
4	4th Grade Everyday Math Student Reference Book CCSS Edition	McGraw-Hill	978007657650-0	157	CE
3	3rd Grade Everyday Math Student Reference Book CCSS Edition	McGraw-Hill	978007657726-2	159	CE

Memo

To: Tracy Skinner, Assistant Superintendent, Mustang Public Schools
Charles Bradley, Interim Superintendent, Mustang Public Schools
From: Ryan McKinney, Executive Director of Secondary Schools
Date: 8.13.18
Re: *Policy #5080 Student Conduct*

TS

RM

Please discuss, consider, and/or act upon the approval of the following language change in Policy #5080.

Revised: 08.13.18

STUDENT CONDUCT AND DISCIPLINE

5080

Standards of Behavior

Discipline Policy

It is the belief of Mustang Public Schools that the primary function of the schools is to educate the students. It is further believed that students have the right to learn free of unnecessary distractions and to attend a school in which an atmosphere conducive to learning exists.

Education includes establishing norms of acceptable behavior and assisting students in understanding and attaining those norms. From time to time, it may be necessary for the benefit of the students and of the school, for the faculty and the administrators to enforce corrective actions for breaches in acceptable behavior. Each student will be treated in a fair and equitable manner, and the severity of the disciplinary action will be based on a careful assessment of the circumstances surrounding any infraction of the school regulations.

It is the policy of Mustang Public Schools that no student of the district shall participate in any form of hazing, harassment, intimidation and bullying. Threatening behavior by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school. Furthermore, no student of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. (Refer to District Policy # 5110)

The administrator has the discretion to choose any disciplinary action in regard to unacceptable student behavior. The following examples of behavior are not acceptable in society generally and in the school environment particularly:

1. Truancy
2. Developing non-factual accounts for absence or behavior
3. Cheating on school work
4. Using profanity or expressing vulgarities
5. Disrespectful conduct/language toward another student, teacher, substitute teacher or staff member in or out of the classroom
6. Blatant disrespect toward faculty or staff
7. Public display of affection
8. Physical altercation/fighting while at school or at a school activity
9. Assault and battery
10. Insubordination or defiance
11. Dress code violation
12. Misuse of wireless communication device
13. Other disruptive or insubordinate behavior
14. Misuse of the Internet and/or local area network computer
15. Vandalism/arson
16. Theft
17. Forgery, fraud or embezzlement of legal tender
18. Gambling
19. Gang-related behavior, including gestures, language or dress
20. Sexual, physical and verbal harassment, threats or threatening behavior, bullying, intimidation, hazing, racial slurs or stalking of students or employees
21. Possessing or distribution of pornography
22. Use or possession of tobacco products, electronic cigarettes/vapor devices or any other product packaged for smoking or the simulation of smoking on campus or school activity
23. Possessing, selling, distributing or use of alcohol, illicit substances or paraphernalia including intoxicating and/or non-intoxicating substances

STUDENT CONDUCT AND DISCIPLINE

5080

24. Possessing, selling, distributing and/or use of prescription, non-prescription drugs in violation of school policy
25. Possessing, selling, distributing and/or use of substances represented as intoxicating or non-intoxicating
26. Possession, threat or actual use of dangerous or offensive weapons including "fake" weapon whether loaded or unloaded, concealed or unconcealed
27. An act of violence
28. Acts of licentious behavior, sexual misconduct, lewdness or indecent exposure
29. Adjudication as a delinquent for an offense that is non-violent (Title 57-571 of the Oklahoma Statutes) committed on any school premise, while in transit under the authority of the school or while attending any function authorized or sponsored by the school
30. Adjudication for an offense that is a violent act off campus
31. Repeated minor offenses
32. Failure to produce MPS identification badges (grades 9-12).
33. Parking lot violations
34. Failure to comply with the teacher or school administrator when asked to empty pockets or provide your backpack will be grounds for disciplinary action.

These examples are not intended to be exhaustive and the exclusion or omission of examples of unacceptable behavior is not an endorsement or acceptance of such behavior.

In considering the different forms of disciplinary action, the faculty and the administration of the school district will consider the following; however, the school is not limited to these various methods, nor does this list reflect any order of sequence of events to follow in disciplinary actions:

1. Conference with student
2. Conference with parent
3. In-school Intervention
4. Detention
5. Referral to counselor
6. Behavior contract
7. Temporary removal from class
8. Community service
9. Financial restitution for lost, stolen or damaged property
10. Restriction of privileges
11. Referral to police and/or citations issued
12. Short-term suspension
13. Long-term suspension
14. Other appropriate disciplinary action as required and as indicated by circumstances (can include change of placement).

ISI – In-school Intervention is an alternative to home suspension when deemed advisable by the principal. In-school Intervention is assigned during part of or all of a student's schedule, where the student spends time in a monitored, structured study environment. Students will have access to regular child nutrition programs during assigned restriction and access to equal education opportunities. **The decision of the principal is final.**

Student Privileges while under ISI: When a student's behavior justifies ISI, the student forfeits the privilege of participating in the social activities and will not be permitted to participate in or be in attendance at any extracurricular activities in which schools participate.

Procedures for Hazing/Harassment/Intimidation and Bullying:

The following procedures will be used by any person for the filing, processing and the resolution of a reported incident of harassment, intimidation, bullying or threatening behavior. The procedures are to be

STUDENT CONDUCT AND DISCIPLINE

5080

followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

The procedure for investigating reported incidents of harassment, intimidation and bullying or threatening behavior is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as e-mail address or Web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If during the course of the investigation, it appears that a crime may have been committed, the building principal and/or superintendent shall notify the local law enforcement and request that the alleged victim also contact the law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel.

(Refer to District Policy # 5110)

Personal Technology Device (PTD)

Mustang Public Schools recognizes the digital age that our students live in and embrace the possibilities that personal technology devices can bring to the student as well as enhance the classroom. MPS does allow for the use of PTD's at school under the direction of the administration and staff. The following is listed to help guide parents and students to understand appropriate use of PTDs and possible consequences for inappropriate use of PTDs.

Appropriate Use of PTDs – Under the teacher/staff direction:

- Set reminders – calendar, electronic agenda, homework apps, etc.
- Instruction – student response system, note taking, calculator, e-reader, QR code reader, etc.
- Research – dictionary, teacher suggested website or search engine
- Facilitation of communication – ex. Google Classroom, Remind, etc.
- Collaboration – software that allows students to work together

Violations:

- No student may use any PTD or other electronic, digital or computer device to make any electronic or digital communication which disrupts the education environment – even if that communication is made outside of school or on the student's own PTD or other electronic, digital or computer device. Types of electronic or digital communication which can disrupt the education environment include, but are not limited to:
 - Sexting
 - Taking pictures or recording when individuals have an expectation of privacy
 - Inappropriate, harassing, intimidating, threatening, or bullying post, tweets, blogs, images, texts, etc.
 - Possessing and/or distributing pictures, recordings or information which is harmful or embarrassing, including, but not limited to filming fights.
- Students who engage in electronic or digital communications which disrupt the educational environment are subject to disciplinary actions, including suspension from school. Depending on

STUDENT CONDUCT AND DISCIPLINE

5080

- the nature of the electronic or digital communication, students may also be subject to civil and criminal penalties.
- Telephones are available for student use in the office. Messages may be left for students at the office during the school day.
 - At a minimum, the following punishment may be imposed for each offense:
 - First Offense: PTD will be confiscated and parent will be notified and required to pick up the PTD from the front office
 - Repeated offenses: PTD will be confiscated and parent will be notified and required to pick up the PTD from the front office. **Consequences may be assigned by the principal.**
 - Depending on the facts of each case, punishment for a particular offense may include suspension from school and/or civil and criminal penalties. The use of PTDs and any exceptions to disciplinary action will be at the administrator's discretion.
 - Mustang Public Schools will not be responsible for any lost, damaged, or stolen PTDs.

Dress Code Standards

It is the intent to permit students to dress according to current fashions, and at the same time reinforce district guidelines and restrict disruptions to the learning environment. The student dress code applies at school, on school property and at school-sponsored activities or authorized activities. Students who do not meet district guidelines will be asked to change and/or will be subject to consequences before being admitted to class. Students may be counted absent from any classes missed.

*Exceptions will be approved for school activities.

Interpretation of questionable attire will be at the principal discretion. Violations may result in disciplinary action.

District Guidelines:

1. Offensive writing, suggestive slogans or logos which pertain to beer, liquor, drug or tobacco; electronic cigarettes/vapor devices or any other product packaged for smoking or the simulation of smoking; vulgarity, sexual innuendos, obscenity or nudity or promotion of violence and/or gang activity on any person or article of clothing, belt buckle, jewelry or school materials are not allowed.

The following are district guidelines regarding proper dress.

Pants/Jeans/Shorts/Skirts

- No clothing worn with holes that expose skin or undergarments above the fingertips when arms are extended down.
- No biker or spandex shorts
- Leggings may not be transparent and must be covered by a dress, skirt, shirt, or shorts.
- Pants/jeans must be worn high enough to cover undergarments at all times, including when seated.
- Skirts, dresses and shorts length should be below fingertips with arms extended down; a slit in skirt must be below fingertips.

Shirts/Blouses/Tops

- No midriff should be showing at any time.
- No cleavage
- No tube tops, halter tops, off the shoulder tops, spaghetti straps or backless tops, muscle shirts, mesh/fishnet or transparent shirts.

Accessories

- All headgear (examples, but not limited to caps, hats, bandanas and sunglasses, etc.) may not be worn inside the school building or classrooms. Exceptions will be made for approved school activities, for medical or religious reasons.

STUDENT CONDUCT AND DISCIPLINE

5080

- Jewelry or manner of dress that could harm or cause harm to others are prohibited.
- No spiked jewelry
- No chains or chains connected to wallet or keys

Shoes

- All students are required to wear shoes. Cleats, shoes with wheels, house shoes or any shoe that limits physical activity or safety are not permitted.

Gang or Cult Related

- Gang dress, such as bandanas, hats, headgear, gang-related jewelry, attire, symbols or paraphernalia identified by police and or school official as gang related; gang-related color or color combinations will not be allowed.
- These items will be identified and monitored by police and school officials. They are subject to change at the discretion of the administration as the need arises.

Undergarments

- Undergarments, including boxer shorts should not be visible.
- Clothing that is considered pajamas or bedtime wear is prohibited.

Hair color/ hairstyle

- Hair color/hairstyle, makeup or face paint that disrupts the learning environment is prohibited.

FOOD CONSUMPTION

Food/drinks must be consumed in cafeteria/commons. Outside food/drinks brought in by parents/guardians can only be consumed by their child and cannot be shared by other students unless directed by the school. Ex. Classroom parties.

TOBACCO USE

In accordance with Oklahoma law and the wishes of parents, educators and students, tobacco in any form or simulated tobacco products of any kind will not be possessed or used by students while on school premises. Tobacco will not be possessed or used by students attending any school-sponsored event outside school premises or while in transport to or from such an event in school authorized vehicles.

In accordance with School Laws of Oklahoma and the Mustang Public School District's desire to provide a healthy smoke-free environment for students, employees and patrons, commencing the 16th day of March 2004, all facilities within the District will be smoke-free twenty-four (24) hours per day on a year round basis. This prohibits smoking, the use of snuff, chewing tobacco, electronic cigarettes/vapor devices or any other product packaged for smoking or the simulation of smoking, or any other form of tobacco product by all persons. This policy extends to all activities, vehicles and property.

There will be no designated smoking areas anywhere in the District. (Policy and Procedures, # 2060)

ILLICIT DRUG DEFINITION IS DEFINED AS FOLLOWS:

1. any controlled dangerous substance as defined in the Uniform Controlled Dangerous Substance Act
2. any intoxicating beverage as defined by Oklahoma law
3. any low-point beer as defined by Oklahoma law
4. any substance which is represented to be a prescription, non-prescription drug, facsimile of an illicit substance or synthetic drug
5. any inhalant
6. any other chemical or natural substance which is capable of producing injury and is misused by a student

STUDENT CONDUCT AND DISCIPLINE

5080

USE OR POSSESSION OF ILLICIT SUBSTANCES DURING THE SCHOOL DAY OR AT ANY SCHOOL SPONSORED ACTIVITY

Students using, in possession of, or after having used controlled illicit substances, facsimile of an illicit substance, intoxicating beverages, non-intoxicating beverages and/or intoxicating substances, paraphernalia or exhibiting observable behaviors during school, while attending a school sanctioned activity, while on any school premises, or when being transported, will be suspended.

First Offense: The student will be suspended for ninety (90) school days. The suspension may be reduced to ten (10) days for the first offense if the student/parent/guardian agrees to complete a voluntary urinalysis and counseling. The counseling will consist of an eight (8) hour course in a school approved chemical dependency education program, or a comparable program approved by the administration. Counseling fees will be the responsibility of the parent/guardian. At administrative request, the urinalysis will be required throughout the term of the suspension (a minimum of once per month). If a student has a second unacceptable specimen, refuses, or fails the urinalysis, the full term of the suspension will be reinstated without any right to appeal the full length of the suspension. If a second unacceptable specimen is reported, an additional test may be requested of the same sample at an additional expense. Any additional expenses will be the responsibility of the parent/guardian. By choosing the ten (10) day suspension option, any right to an appeal of the full length of the suspension is voluntarily waived.

Second Offense: Student will be suspended ninety (90) school days without a reinstatement option. The ten (10) day suspension option is not available for a second offense.

SALE OR DISTRIBUTION OF ILLICIT SUBSTANCES

Any student selling, sharing or distributing illicit substances, prescription and/or non-prescription drugs, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages and/or intoxicating substances during the school day, or a school activity, on school premises or while being transported by school personnel, will be suspended for ninety (90) school days. A forty-five (45) school days reinstatement option may be available in some circumstances. A second offense will result in a ninety (90) school day suspension with no reinstatement option. In addition, law enforcement authorities will be notified.

Teachers are required by state law to report any suspected drug or alcohol use to the principal. Violation of this policy will be reported to the law enforcement authorities. Any incident that occurs outside the school day or not at a school function will be reported to the police.

VANDALISM

Each student shall pay for all damages he/she may do to school property within one (1) week after demand, unless an arrangement for deferred payment has been made with the school administration. Failure to make such payment shall be cause for suspension. The pupil responsible shall pay for books belonging to the school that are lost, stolen or mutilated.

DANGEROUS WEAPONS

The use, display or possession of any kind of gun, ammunition, fireworks, weapon or device capable of discharging or throwing projectiles, whether loaded or unloaded, or the possession of any dagger, pocket

STUDENT CONDUCT AND DISCIPLINE

5080

knife, bowie knife, dirk knife, switchblade knife, spring-type knife, butterfly knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles or any other chemical or biological device intended by its nature to cause property damage, harm or endanger the life, health or safety of others. Examples include but are not limited to, mace, or pepper spray or other offensive weapon, or facsimile of a weapon, on the campus, parking lots, premises or property of the Mustang Public Schools or during school sponsored activities, functions or events whether such weapon is concealed or unconcealed, may result in the immediate suspension of all students involved for the current school semester and possibly the succeeding semester.

The term "gun or devise capable of discharging or throwing projectiles" shall include, but not be limited to:

- a) rifles, pistols or shotguns of any caliber including a startergun
- b) B-B guns or air pistols
- c) potato throwers, dart guns or blow guns
- d) any other device the purpose of which is to throw, discharge or fire objects, bullets or shells

For the purpose of this policy, any student who aids, knowingly accompanies, assists or participates with another student who uses displays or possesses a gun, facsimile of a weapon, or device capable of discharging or throwing projectiles in violation of this policy may be suspended for the current school semester and possibly the succeeding semester.

USE OR POSSESSION OF DANGEROUS OR OFFENSIVE WEAPONS

Any pupil found to be in possession of or using dangerous or offensive weapons or facsimile of a dangerous weapon on the school grounds or at any school-sponsored activity may be suspended by the superintendent or principal for a period not to exceed the current school semester and possible the succeeding semester (Refer to School Laws of Oklahoma, Article 24/Section 488.2).

SUSPENSION OF STUDENTS

The term suspension or suspended as used in this policy and Oklahoma Law means that the student has been removed from attendance at any school. Alternative in-school placement, in-school restriction, detention, and similar disciplinary measures are not considered to be out-of-school suspensions and are not subject to an appeal process. Any student suspended out of school is prohibited by the terms of said suspension from being on the school grounds before, during, or after school hours and from participating in or attending any school sponsored activity unless otherwise directed by the administration. All suspensions must have the approval of the superintendent or his/her designee. The authority to suspend a student from a school in the district is delegated to the respective building principals. The principal shall exercise his/her discretion as to the length of time of the suspension. When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions during the current school year may be considered if similar infractions have occurred in the past and other forms of discipline have not deterred such behavior.

1. Students may be suspended from school for engaging in any of the following while on school grounds, while on school vehicles and buses, or at school activities/events:
 - Violation of policy, rule, or regulation
 - Possession of an intoxicating beverage, low-point beer (37 O.S. 163.2)
 - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school
 - Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substance Act)
 - Possession of a firearm (may result in out-of-school suspension of not less than one year)

STUDENT CONDUCT AND DISCIPLINE

5080

- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teacher, or officials, or damages property
 - Adjudication as a delinquent
 - Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer.
 3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
 4. Any student, who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in the district.
 5. Students who are suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the child's IEP.
 6. Any student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

No school board member, administrator, or teacher may be held civilly liable for any action, taken in good faith, which is authorized by law under the provisions of this policy.

SHORT-TERM SUSPENSION – ten (10) days or less

Short-term suspension is when a student is suspended from school for ten (10) days or less. Before a student is suspended out of school, the school administration shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension (such as placement in an alternative school setting, reassignment to another classroom, in-school intervention, etc.).

- When a student is suspended, his/her parent(s) will be notified as soon as possible.
- If the student is suspended for five (5) days or less the district may provide an educational plan.
- If a student is suspended for more than five (5) days the district shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled.
- The parent(s) will bear the responsibility of monitoring the student's education progress until the student is readmitted to school.
- Students suspended from school shall be ineligible to participate in or attend extracurricular activities.
- Any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

Appeal Process:

1. The first level of appeal for suspensions of ten (10) days or less will be to the building principal.
 - A written request specifying the reason(s) for the appeal must be submitted to the building principal within three (3) days of the notice of the suspension.
 - A conference will be scheduled with the building principal.
 - This step may be skipped if the building principal was part of the first conference.
 - The Principal may uphold, overrule or modify the suspension.

STUDENT CONDUCT AND DISCIPLINE

5080

- The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.
 - The student has the right to appeal the decision.
2. The second level of appeal for suspensions will be the appeal committee.
- In order to appeal the building principal's decision, a written request specifying the reason for the appeal must be submitted to the district hearing officer for short-term suspensions within three (3) days.
 - Upon receipt of the appeal, the district hearing officer shall schedule an appeal hearing within three (3) days from the date the notice of intent is filed.
 - The appeal committee will consist of (1) central office administrator and two (2) building principals other than the suspending principal.
 - During the hearing with the appeal committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
 - The student shall have the right for representation. If legal counsel is to be present in the meeting, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation.
 - Upon full investigation of the matter, the committee shall determine the guilt or innocence of the student and the reasonableness for the term of the out of school suspension.
 - The appeal committee may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.

The decision of the appeal committee for short-term suspension will be final and may not be appealed to the district hearing officer or the board of education/board hearing officer.

LONG-TERM SUSPENSION – more than ten (10) days

A long-term suspension is when a student is suspended from school for more than ten (10) days. When a long-term suspension occurs, the student's parent(s) will be notified as soon as possible, except under circumstances that require the immediate removal of the student.

- Before a long-term suspension is imposed, an initial suspension will occur while an investigation is conducted.
- A conference with a site administrator will be arranged to take place when the investigation is complete.
- The parent(s) will be provided a copy of the educational plan and will bear the responsibility of monitoring the student's education progress until the student is readmitted to school.
- A student, who is suspended from school for more than ten (10) days, may be eligible for an alternative placement to enroll in internet-based course work, but must abide by the contract guidelines given at time of enrollment.
- Students suspended from school shall be ineligible to participate in or attend extracurricular activities.
- Any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

Schools are not responsible for the provision of educational services to those students who have been suspended for possession of a dangerous weapon or a controlled dangerous substance. (Reference Title 70, OK statutes, Section 24-101.3)

A student and/or his/her parent(s) may appeal the suspension.

STUDENT CONDUCT AND DISCIPLINE

5080

Appeal Process:

1. The first level of appeal for suspensions will be to the building principal.
 - This step may be skipped if the building principal was part of the first conference.
 - A written request specifying the reason(s) for the appeal must be submitted to the building principal within three (3) days of the notice of the suspension.
 - A conference will be scheduled with the building principal.
 - The Principal may uphold, overrule or modify the suspension.
 - The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.
 - The student has the right to appeal the decision.
2. The second level of appeal for suspensions will be to the appeal committee.
 - In order to appeal the building principal's decision, a written request specifying the reason(s) for the appeal must be submitted to the district hearing officer for long-term suspensions within-ten (10) days.

 - Upon receipt of the appeal, the district hearing officer shall schedule an appeal hearing with the appeal committee within ten (10) days from the date the notice of intent is filed.
 - The appeal committee will consist of one (1) central office administrator and two (2) building principals other than the suspending principal.
 - During the hearing with the appeal committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
 - The student shall have the right for representation. If legal counsel is to be present in the meeting, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation.
 - Upon full investigation of the matter, the committee shall determine the guilt or innocence of the student and the reasonableness for the term of the out of school suspension.
 - The appeal committee may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.
 - If the appeal committee does not withdraw the suspension, the student has the right to appeal the decision.
3. The third level of appeal for suspensions will be to the Board of education/board hearing officer.
 - In order to appeal the appeal committee's decision the student or the student's parent(s) shall notify the superintendent in writing within ten (10) days following receipt of the decision of the appeal committee.
 - Upon receiving notice of a student's intent to appeal, the superintendent shall advise the Board of education/board hearing officer.
 - The Board of education/board hearing officer will conduct the hearing within ten (10) days from the date the notice of intent is filed with the superintendent.
 - During the hearing of the appeal before the board of education/board hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
 - The student shall have the right for representation. If legal counsel is to be present in the meeting, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation.
 - The Board of Education/board hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension.
 - The Board of Education/board hearing officer may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.

STUDENT CONDUCT AND DISCIPLINE

5080

- Decisions of the suspension appeal may not be appealed.
- The decision of the Board of Education/board hearing officer suspension hearing with the hearing officer shall be final.

NOTE: 70 O.S. § 24-101.3 (E) states that a student who has been suspended from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless regard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

STUDENT DISCIPLINE FOR OUT-OF-SCHOOL CONDUCT

The Board of Education recognizes that out-of-school conduct of students attending school within this district is not normally a concern of the Board. However, the Board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of this Board that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct, which in the opinion of the school administrators, has an adverse impact upon the school.

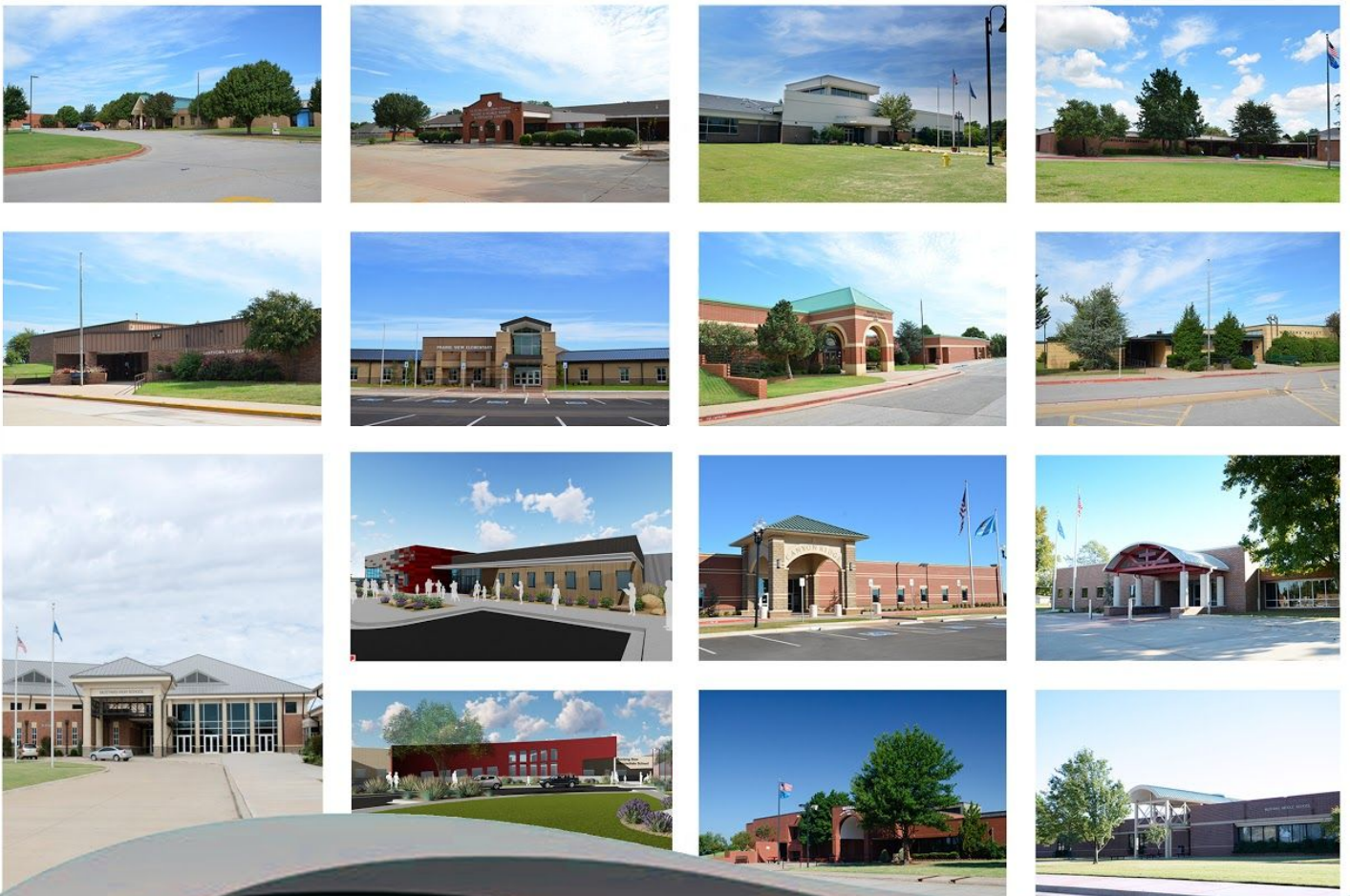
Such activity includes, but is not limited to, the following:

1. Damaging school property, e.g. a school bus;
2. Engaging in activity which causes physical or emotional harm to other students, teachers or other school personnel;
3. Engaging in activity which directly impedes discipline at school or the general welfare of school activities.

Adopted: 12-98
Revised: 10-01
Revised: 08-03
Revised: 08-04
Revised: 07-06
Revised: 07-08
Revised: 10-08
Revised: 07-11
Revised: 07-12
Revised: 10-13
Revised: 02-14
Revised: 07-15
Revised: 08-15
Revised: 08-16
Revised: 08-14-17
Revised: 08-13-18

Mustang Public Schools

2018-2019 Student Handbook



Empowering today to achieve a better tomorrow.



Mustang Public Schools

906 SOUTH HEIGHTS DRIVE
MUSTANG, OKLAHOMA 73064

Telephone Number (405) 376-2461
Safe-Call Telephone 1-877-723-3225, ext 651
District Website www.mustangps.org

ADMINISTRATION

Dr. Sean McDaniel	Superintendent
Charles Bradley	Interim Superintendent
Tracy Skinner	Assistant Superintendent
Stacy Edwards	Executive Dir. of Elementary Schools
Ryan McKinney	Executive Dir. of Secondary Schools
Geromy Schrick	Executive Dir. of Instructional Technology
Chris Tobler	Director of Human Resources
Karen Wilson	Director of Special Education
Alan Green	Chief Operations Officer
Nancy McKay	Chief Financial Officer
Shannon Rigsby	Public Information Officer
Robert Foreman	Athletic Director

BOARD OF EDUCATION

Jeff Landrith	Vice-President President
Chad Schroeder	Board Clerk
Jim Davis Todd Lovelace	Member
Stacy Oldham	Member
Chad Fulton #5	President Member

This handbook has been prepared to help you and your parents become better acquainted with your school. It is our desire that you use this handbook to live up to the high ideals and standards of MPS.

This handbook will be used as a guideline for students and staff. It is the responsibility of the student and guardians to read carefully all information and policies included in this handbook.

The MPS Board of Education recognizes that parts of this policy are taken directly from the Oklahoma State Board of Education Regulations (OSBER). The Board further recognizes that OSBER is subject to change. Therefore, this Board directs the MPS System annually to review this policy and make changes as necessitated by OSBER. These changes will not require Board approval. The Mustang Board of Education must approve all other changes.

Mustang Public Schools is committed to diversity and equal opportunities for all. Mustang Public Schools does not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity, and expression, age, height, weight, or physical or mental ability.

SITE INFORMATION

Elementary Schools (PreK - 4th grade)

Centennial Elementary School

Molly Wilson, Principal
Daryl Williamson, Assistant Principal
405.256.6466
700 South Czech Hall Road

Prairie View Elementary

Shanda Cummings, Principal
Amanda Grimes, Assistant Principal
405.256.6989
9201 SW 59th

Lakehoma Elementary School

Shawna Carter, Principal
Jandra Honeman, Assistant Principal
405.376.2409
224 South Clear Springs Road

Riverwood Elementary

Alisha Suffield, Principal
Laureen Barnes, Assistant Principal
405.256.5200
1800 SW 44th St.

Mustang Creek Elementary School

Leah Anderson, Principal
Jessika Hill, Assistant Principal
405.324.4567
10821 Southwest 15th Street

Intermediate Schools (5th - 6th grade)

Canyon Ridge Intermediate Center

Kathy Blackwell, Principal
George Miewes, Assistant Principal
405.256.6955
3600 S. Sara Road

Mustang Elementary School

Andrea Peterson, Principal
Jennifer Hodde, Assistant Principal
405.376.2491
400 South Mustang Road

Meadow Brook Intermediate Center

Mark Lebsack, Principal
Jessica Gibley, Assistant Principal
405.256.5250
12500 SW 15th St.

Mustang Trails Elementary School

Christina Holland, Principal
Sara Adams, Assistant Principal
405.324.0016
12025 Southwest 15th Street

Mustang Horizon Intermediate Center

Krista McWilliams, Principal
Christie Combs, Assistant Principal
405.256.6282
430 W Forster Dr.

Mustang Valley Elementary School

Jennifer Young, Principal
Amy Armstrong, Assistant Principal
405.324.2541
3001 S Morgan Rd.

Middle Schools (7th - 8th grade)

Mustang Middle School

Kathy Knowles, Principal
Jody McElhaney, Assistant Principal
Heather Wiggins, Assistant Principal
405.376.2448
1145 S. Heights Dr.

Mustang North Middle School

Christy Bradley, Principal
Kameron Hill, Assistant Principal
Katy Korstjens, Assistant Principal
405.324.2236
10901 SW 15th St.

Middle School #3 - Coming Fall 2019

11820 SW 44th St.

High School (9th - 12th grade)

Mustang High School

Dr. Teresa Wilkerson, Principal
Craig Chestnut, Assistant Principal (12th)
Danny Brown, Assistant Principal (11th)
Melanie Hix, Assistant Principal (10th)
Toby Blair, Assistant Principal (9th)
Kaitlin Hensley, Assistant Principal
Ramae Collins, Assistant Principal (Curriculum)
Renee Boatman, Assistant Principal (Student Assistance/Technology)
405.376.2404
801 South Snyder Dr.

Mustang Education Center

Kirk Wilson, Principal
405.376.7322
400 North Clear Springs Road

VISION / MISSION STATEMENT



Mustang Public Schools

Direction for Excellence

Vision

We Aspire to Have:

Highly effective, compassionate teachers in every classroom delivering a world-class education to every student in a safe and mutually respectful environment to the extent that Mustang students achieve at their highest level and contribute to their world in a meaningful way, both now and in the future.

Mission

As We Pursue Our Vision, We Will:

Develop Mustang's community of collaborative learners as self-confident, creative problem solvers and skillful communicators, who are capable of accessing and processing information in a lifelong pursuit of excellence.

Core Values

1. Attend to relationships
2. Laser focus on student success
3. Clear and timely communication
4. Collaborative culture

District Goals

1. Focus on student success
 - a. All student attending Mustang Public Schools will reach high standards by attaining proficiency or better in all core academic areas as measured by district provided or state assessments
 - b. Students will have meaningful opportunities to explore interests and develop talents
 - c. Mustang Public Schools will attain a 100% graduation rate
2. Maintain standards of fiscal stability
 - a. Balance the operating budget, annually
 - b. Adhere to all audit recommendations
3. Provide a culture that values employees as professionals
 - a. Recruit and retain highly effective employees
 - b. Provide opportunities for growth, professional development, and advancement
 - c. Deliver timely and meaningful feedback

Empowering today to achieve a better tomorrow



TABLE OF CONTENTS

Pages will be listed once the strikethrough text is removed from the handbook.

Page	Topic
	General Information
	Attendance
	Curriculum / Academic Achievement
	Discipline
	Enrollment
	Graduation
	Health & Safety
	Nutrition
	Procedures
	School Safety
	Student Services
	Technology
	Transportation

***The online version of the Student Handbook will reflect the latest policy revisions.**

GENERAL INFORMATION

CLASSROOM ASSIGNMENT OF STUDENTS (PreK-6)

Principals and teachers, with the aid of evaluative criteria, will group students in the classes that will provide the best possible learning situation. It is recommended that once a student is assigned to a group that he/she continues with that group for the school year.

CLOSING OF SCHOOL

In the event school is dismissed due to bad weather, the announcement will be made on local news stations prior to 6:00 a.m. MPS will also post the information on the district web site at www.mustangps.org.

EMERGENCY SIGNALS

Due to the differences in intercom systems throughout the district, each site administrator will be responsible for educating students, parents and staff of emergency signals for the school. Students should remember to conduct themselves in the proper manner when a drill is being conducted.

FIELD TRIPS

Field trips will be made only with the prior approval of the building principal, administrative designee and transportation director. Advance written consent of the student's parent or legal guardian is required for any off-campus field trip. Field Trips do not include interscholastic contests or extracurricular activities where students perform or compete.

The Mustang Board of Education recognizes educational field trips as part of the curriculum. The following criteria should be considered in deciding whether or not a field trip would be a beneficial experience for students:

- Would this field trip be a better experience for students than other activities which might be conducted within the school building?
- Would the students benefit more from the field trip than they would from a virtual learning experience, a guest speaker, experiment, project, etc.

Any out of state or overnight school-sponsored field trip must have board approval. Distance, educational value and expense to the district will be taken into consideration before approval is given for any field trip.

Field trips outside the State of Oklahoma are expressly prohibited unless prior board approval is obtained.

Parents, guardians, and volunteers attending a field trip as a chaperone or sponsor will be subject to a background check.

FUNDRAISING CAMPAIGNS

Any methods for raising money must be approved by the principal and the central administration office prior to the beginning of the activity.

PARENT / TEACHER CONFERENCES

Four evenings are set aside for conferences, two in the fall and two in the spring. Consult the school calendar for specific dates.

~~PARTIES for ELEMENTARY SCHOOLS~~

~~**School and Class Parties:** There will be two class parties per year that will be determined by each elementary site. Parties at other times of the year are not allowed in order to preserve instructional time. This includes all other holidays, special events and birthdays. Parents are requested to refrain from bringing preschool children, younger children or siblings to class parties, as their attention needs to be directed to~~

~~assisting with the party's events for the students and assisting the teacher during this time. No audio or video recordings are allowed during the parties.~~

~~**Birthday Invitations:** Birthday party invitations are never to be distributed at school.~~

PARTIES (Pre-K through 4th grade)

There will be two class parties per year which will be determined by each elementary site. Teachers will notify all parents of food allergies in their child's classroom. Teachers will encourage parents to limit sugary items, and provide a variety of foods for students to choose from. Store-bought foods with nutritional information are encouraged.

Parents are requested to refrain from bringing preschool children, younger children or siblings to class parties, as their attention needs to be directed to assisting with the party's events for the students and assisting the teacher during this time. No audio or video recordings are allowed during the parties.

Birthday party invitations are never to be distributed at school and birthday parties are not hosted in classrooms. Birthday snacks may be provided by parents, but should be limited to no more than one day per month, as determined by the teacher, to protect instructional time

Parents of students with allergies will be notified when treats will be provided so they will have the opportunity to provide alternate treats for their child if necessary.

All celebrations must be arranged through the classroom teacher.

PERSONAL ITEMS

Students are not to bring any toys, including toys that look like "fake" weapons, electronic games, cameras, etc. to school without permission from the teachers or administrator.

THE SCHOOL IS NOT RESPONSIBLE FOR DAMAGED, LOST OR STOLEN PERSONAL ITEMS.

PETITIONS AND SURVEYS

Neither petitions or surveys for any cause may be circulated in the school without the permission of the principal.

PLAYGROUND EXPECTATIONS

Students will follow all playground rules and procedures established by the individual teacher(s) and/or principal at each school site. Children should be dressed appropriately for outdoor activities. Outdoor activities such as recess will take place unless there is inclement weather; wind chill of 32 degrees or less, or heat index of 100 degrees or more. **In order to ensure the safety of all students, visitors will not be allowed on the playground during scheduled recess times.**

STUDENT IDENTIFICATION

All students in grades 9-12 should have their official school issued identification badges available upon request during the school day and school activities. The need for replacement due to lost, damaged or stolen IDs will be at the cost to the student at \$5.00 each.

STUDENT INSURANCE

The only students who are insured are those students whose parents have obtained a Student Accident Insurance Policy made available at the beginning of each school term. This is only a limited accident policy; it does not cover illness. If additional insurance coverage is desired, parents should purchase trip insurance from a private carrier.

USE OF THE MEDIA CENTER

Our goal is to provide a welcoming atmosphere for student research, facilitate learning and personal growth and promote a love for reading.

The media center provides a wide selection of materials and equipment for student use – books, magazines, newspapers, and computers.

The following rules shall be observed when visiting the media center:

Elementary

- No more than two (2) books may be checked out at one time.
- Regular library materials may be checked out for two (2) weeks. After the (2) week period, the materials are allowed to be re-checked out by the same person.
- The loss of any material will be paid for by the person having checked it out.
- Every student will get the opportunity to visit the library on a regular basis.
- No food, gum chewing or drink is allowed in the Media Center.

Intermediate & Middle School

- No more than two (2) books may be checked out at one time.
- Regular library materials may be checked out for two (2) weeks. After the (2) week period, the materials are allowed to be re-checked out by the same person.
- Reference material may be checked out only overnight.
- The loss of any material will be paid for by the person having checked it out (fines will be assessed for overdue materials).
- Every student will get the opportunity to visit the library on a regular basis.
- No food, gum chewing or drink is allowed in the Media Center.

Many activities are scheduled in the Media Center for you such as book reviews, book fairs, guest speakers, contests and virtual learning experiences.

High School

Hours: Monday – Thursday, 8:05 a.m. – 3:45 p.m.; Friday, 8:05 a.m. – 3:30 p.m.

The following rules shall be observed when visiting the media center:

- No student has the right to interfere with the learning of another student or the purpose of an activity.
- A student may have up to two (2) items checked out under his/her name at one time.
- Students will check out books and other items at the circulation desk; regular books check out for a period of two (2) weeks and can be renewed for an additional two (2) weeks if necessary. Magazines can be checked out during the school day and are due at the end of 6th period. Reference items can be checked out overnight and can be renewed one (1) time.
- **The loss of any material will be paid for by the person having checked it out (fines will be assessed for overdue materials).**
- ~~A fine of five (5) cents per day must be paid for each book kept past the due date. Reference books and magazines are twenty-five (25) cents per day.~~
- ~~The person checking out material(s) is responsible for returning the item(s) or paying for replacement costs.~~
- Students entering the media center must have a pass designating his/her purpose, signed and dated by

his/her teacher. No passes are required for the lunch hour.

- Any student possessing media center materials without having checked them out will be denied the privilege of using the media center for the remainder of the semester.
- Items can be returned in a book drop or taken to the circulation desk for check in.
- Any fine(s) or overdue book(s) must be remedied before a student can check out anything else in his/her name.
- Students must place unwanted items in their proper place on the shelf or bring them to the circulation desk for re-shelving.
- Books must be returned and fines paid before a student leaves the school either by withdrawing or graduating.
- All media center records are final.

USE OF TELEPHONES

Students should use the telephone in the school office. Neither teachers nor students will be called to the telephone during a class period unless it is an emergency.

VISITORS

Parents are encouraged to visit the school. **All guests are required to check in at the school office first and receive a visitor's pass. Check in will require a valid photo ID.** If a parent/guardian wishes to visit a classroom, the following guidelines must be followed.

Classroom Visitor Guidelines

- Parent(s)/guardian(s) will need to submit a request to a building administrator with a 24 hour notice to request to observe a classroom. Upon approval of request, a building administrator or designated appointee will schedule the visitation. Classroom visits may not exceed one hour. ISI classrooms are not available for classroom visits due to student confidentiality.
- Parent(s)/guardian(s) should not disrupt the learning environment in any way. If the visitor has concerns or questions regarding the curriculum, classroom, or teacher, a meeting can be arranged at a future date and time. Disrupting the classroom is not an option, the parent or guardian will be asked to leave the room immediately if disruption occurs.
- Parent(s)/guardian(s) are not allowed to record any part of the school or classroom; including video, photo, or audio due to privacy of other students.
- Parent(s)/guardian(s) can take notes while observing.
- Parent(s)/guardian(s) should not engage in conversation with the teacher or any students, including their personal child while observing the classroom.
- Convicted sex offenders will not be permitted.
- Administration may determine at any time that classroom observations will not be allowed. His or her decision is not subject to review.

VOTING INFORMATION

All registered voters who live within the MPS attendance area are allowed to vote in bond elections and other school related issues. The privilege of voting is not dependent on residing within the twelve (12) square miles of the Mustang City limits, but on residing within the seventy (70) square miles comprising the District.

ATTENDANCE

SCHOOL ATTENDANCE POLICIES AND PROCEDURES

According to the Oklahoma School Code, any person having control of a child between five (5) and eighteen (18) years of age is required to compel that child to attend school. Failure to do so may result in fines 79

and/or imprisonment. Attendance is important. Mustang Public Schools are required by state law to keep an accurate record of attendance and reasons for absence. Attendance records are updated daily.

If a student must be absent from school, the parent/guardian should call the day before, if possible, or the morning of the day the student is absent.

CLASSIFICATION OF ABSENCES AND TARDIES

Verified/Unverified Absences: Verified Absence - when a parent or guardian notifies the office of the reason for the absence. Unverified Absence - when no contact with the office has been made to verify the absence. Unverified absences will result in truancy.

Some absences are unavoidable, but every effort should be made to keep absences to a minimum. It is the parents'/guardians' responsibility to inform the school about the circumstances surrounding their student's absence. Verified absences are those due to illness or personal injury, medical and dental appointments, court appearances, religious holidays, and family emergencies. Assignments and tests missed due to a verified absence can be completed for credit within a reasonable length of time as determined by individual site policy. It is the sole responsibility of the student to make arrangements with each teacher for completing the work missed. If an absence is unverified, the student may be required to make up missed assignments for partial credit.

According to state law, students shall not be excused from school once they have arrived unless parent permission is granted. Students shall be counted absent for any reason other than missing for school activities. Students must strive to be on time. A student who has been absent has the privilege of doing make-up work, but it is his/her responsibility to communicate with the teacher regarding the work. Time given for this make-up work should correspond to length of absence. i.e.-If absent two (2) days, he/she should be given two (2) days following the day of his/her return to make up the work. Every effort will be made to help the student master what was missed.

Requests for homework assignments through the office can only be made when a student is absent for three (3) or more consecutive days. Requests for homework assignments should be made by 9:30 a.m. and will be available for pick up the following day.

School Activity: (not counted absent): Students should make every effort to complete work in advance; however, time given to make up this work should not exceed the corresponding time the student was gone. Assignments should be completed following the same guidelines as verified absences.

Activity Absences for High School Students regarding Eliminating State Tournament Rounds Procedures for receiving a school activity absence for spectators:

1. Only activities that are eliminating state final rounds can qualify for a spectator school activity absence.
2. Parents can call to check out their students with a verified absence.
3. Students must arrive at the event prior to the start time of the game or activity.
4. Students must sign-in with the acting administrator at the activity before the activity begins and sign out after the game (if required by acting administrator).
5. Students must stay the entire length of the activity.
6. The day following the eliminating event, the acting administrator will turn in the sign in sheet from the activity, and the verified absence will be changed to a school activity for the hours (classes) that have been verified to have been missed due to the activity.
7. Students must be passing all classes and be in good standing with attendance (may not be in a no credit situation.).
8. All activity requirements must be met to qualify for the activity absence.

Truancy: (Absences without permission of parents or school): A student may not be permitted to make up work missed as a result of truancy, which may be recorded as a zero in the teacher's grade book. All truanies are subject to other discipline such as detention, suspension or other consequences. Each teacher is asked to report all suspected truancy incidents to the principal. Any student or students participating in an unauthorized skip day or walk out will be subject to the regulation covering truancy and/or referred to the district attorney.

If a child is absent without valid excuse four (4) or more days or parts of days within a four week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the District Attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes.

Tardiness: Any student who arrives late to school must report to the office for admission. All other tardiness would be classified as an unexcused tardy. Any student who is detained by the office or a teacher should ask for a note to his/her next teacher so he/she will not be counted tardy. Teachers will mark all tardies in Powerschool. An absence will be recorded for every three (3) tardies received in a class during a semester. Such absences are applied to the twelve (12) day absence total. Students will be assigned detention after the third (3rd) tardy, sixth (6th) tardy, and ninth (9th) tardy, and every third (3rd) tardy thereafter. ~~Parents will be contacted each time the student is assigned detention.~~ Any student missing more than fifteen (15) minutes will be counted absent.

EXCESSIVE ABSENCES

Penalty for Excessive Absences: A student will not receive credit for a course if he/she has in excess of twelve (12) absences in any course in which a student is enrolled during the semester ~~or three (3) out of the seventeen (17) day block if enrolled in MEC Alt Ed program, not to exceed twelve (12) absences per semester.~~ If a student exceeds the twelve (12) absences per class, a No Credit (NC) will be posted in place of a letter grade.

Students enrolled in the MEC P.A.S.S. Program shall not receive credit for a course in which he/she has in excess of two (2) absences in a morning class and/or four (4) absences in an afternoon class in any single Block of instruction during the yearlong Block Schedule. If a student exceeds the absence limit, a No Credit (NC) will be posted in place of a letter grade.

Appeal of Attendance Record: A written appeal concerning attendance must be made to the Appeal Committee within five (5) days prior to the end of the current semester. The appeal form is located on the High School website. Instructions for the process of submitting the form to the Appeal Committee is located on the form. Doctors' notes should be submitted to building secretaries ~~throughout the semester~~ **upon return from absence(s).** Original doctor's notes or other documentation should be kept for your own records. An appeal committee consisting of an administrator, teacher and counselor will review the merits of the appeal and submit a final decision to the site administrator. The decision of the committee is final.

Student Activity Absences: Refer to "Activity Eligibility and Regulation Section" in this handbook.

College Visits: Students (9th – 12th) will be allowed two (2) college visits (4 days total) per year. These days will be counted as activity absences and will not be counted toward exemptions or attendance. The student must apply for college visits through the appropriate counselor and provide documentation of the visit upon return to school.

ARRIVAL TIMES

All classes will begin promptly at the times listed below. TO ENSURE SUPERVISION AND THE SAFETY OF

YOUR CHILD, STUDENTS MAY NOT BE DROPPED OFF EARLIER THAN THE DESIGNATED TIMES.

K-12th Hours	Hours	Students May Arrive
Elementary Schools (K-4th only)	7:40-2:35	no earlier than 7:15
Intermediate Schools	8:10-3:05	no earlier than 7:35
Middle Schools	8:40-3:35	no earlier than 8:10
High School	8:40-3:35	no earlier than 8:00
MEC PASS	8:00-2:10	arrive at the HS campus by 7:45

PRE-K Hours		
Full Day Pre-K Classes	7:55-2:50	unloading begins at 7:40
Half Day Pre-K (am classes)	8:10-10:45	unloading begins at 8:05
Half Day Pre-K (pm classes)	12:30-3:05	unloading begins at 12:15

LEAVING SCHOOL GROUNDS

All Mustang Public Schools have a closed campus. Students who become ill or are injured during the school day will be allowed to leave only after their parents have been notified and permission has been granted by the attendance office personnel.

No student will be checked out by telephone to leave campus for lunch. Students must be checked out by a parent, guardian or emergency contact, in person, only after showing proper identification.

CURRICULUM / ACADEMIC ACHIEVEMENT

GRADING POLICY

#5071

Purpose of Grades: We believe the purpose of grades is to communicate, as concisely as possible, a student's academic progress. Grades should reflect a valid and pure representation of what a student knows and is able to do based on a given set of concepts and skills specified by the standards. Grades are used to provide feedback, document progress, and guide instructional decisions.

Students with Special Needs: We believe the philosophy behind grades is the same for all students. However students with special needs or special circumstances may need accommodations or modifications. As a legal document, any accommodation or modification as determined by the educational team and listed in the Individualized Educational Program (IEP) or 504, must be followed.

Number of Grades: Grades should be taken frequently in a manner that allows for students, parents, and teachers to monitor progress. A grade should not be locked in for a period of time with no means for a student to improve his/her grade. For example, it would be inappropriate for a teacher to only take one cumulative grade on a large, lengthy assignment, weigh tests grades significantly more than other grades with several weeks between tests, or any other method that prohibits a student from the ability to continually improve.

Homework: We believe homework compliments mastery of learning objectives. Homework is a school related assignment which requires time and effort outside the regular classroom. Homework shall be meaningful and have purpose aligned to the content standards.

Extra Credit: We believe extra credit, if given, should be on a limited, but equal basis and should only be for the completion of standards based work. Extra credit that is not attached to a learning objective is not appropriate: ex. Bringing tissues, classroom supplies, attending extracurricular events.

82

Assessment: We believe assessments should be used to gather more information about instruction and achievement and identify gaps in learning. Assessments can vary in formality from verbal responses, daily assignments, exit slips, observations, quizzes, end of unit/chapter tests, interim assessments, benchmarks, and semester tests to state assessments. Any assessment should have purpose beyond the single purpose of assigning a grade. Assessments should guide instruction, provide feedback, and determine where remediation is needed. According to Doug Reeves, “Effective feedback not only tells students how they performed, but how to improve the next time they engage in the task.” Effective feedback is also conclusively supported by many researchers such as Marzano, Wiggins, & Reeves as the single most effective teaching behavior for academic growth.

Testing exemptions (grades 9-12 only)

Examinations will be given at the end of each semester. Any deviation from the scheduled testing dates must have the approval of the administration and teacher five (5) days in advance of the scheduled testing dates.

Students will be exempt from semester tests if they meet all the following criteria:

1. “A” average in the class to be exempted with 3 or less absences
2. “B” average in the class to be exempted with 2 or less absences
3. No discipline referrals for truancy, leaving campus/class without permission, tardies, excessive absences that have been waived with an attendance appeal, outstanding detention or other major discipline issues
4. No suspensions or ISI for the current school year
5. College visits (2 visits/4 days) will not count toward absences or exemptions for semester tests if documentation has been provided to the assistant principal.

Common Grading Practices: We believe grading practices for courses with the same title should apply consistent expectations and practices: ex. weighting of grades, late work, missing work, number of tests or assignments. Clear grading criteria from grade levels or departments shall be explicitly communicated to students and parents at the beginning of the course.

Parent Expectations:

We believe that parents are partners in the education of their child and essential to the academic success of students. We recognize parents as the first and most important lifelong teachers of their children.

We believe parents should ensure their child attends school and is ready to learn. Parents should monitor and guide their child’s academic progress to ensure success: ex. check parent portal regularly, review homework and help study for tests.

Communication between parents, teachers and other education professionals is vital to student achievement.

Grading Procedures

Grades PK – 2

Rate specific skills by: mastery/satisfactory, needing improvement, unsatisfactory.

Grades 3-12

Letter Grade	Percentage	Grade Point*
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0

F	Below 60	0.0
P	Proficient	0.0
U	Failing	0.0
NC	No Credit	0.0

Grades will be rounded to the nearest whole number.

Semester grades are continuous and do not start over at the end of the quarter.

Grades PK-4

Report cards will be sent home at the end of each nine-week period. Attendance including absences and tardies, will be reported on the report card. Progress reports will be available after approximately five weeks of instruction.

Grades 5-8

Report cards will be available in Parent Portal at the end of each nine-week period. Attendance including absences and tardies, will be reported on the online report card. Progress reports will be available in Parent Portal after approximately five weeks of instruction.

Grades 9-12

Report cards will be available in Parent Portal at the close of each semester grading period. Attendance, including absences and tardies, will be reported on the report card. Progress reports will be available in Parent Portal after approximately every five weeks of instruction

Time Enrolled

Grades 3-8

A student must be enrolled a minimum of twenty days in a quarter in order to receive a grade from Mustang Public Schools.

If a student transfers into MPS from an accredited school, the sending school's grades will be weighted according to the time left in the quarter and/or semester.

Grades 9-12

A student must be enrolled 90% of the semester in a class in order to receive credit for that class.

If a student transfers into MPS from an accredited school, the sending school's grades will be weighted according to the time left in the semester.

If a student transfers in without grades, that student must be enrolled for 90% of the semester to obtain credit.

Any student not receiving credit for time enrolled, may apply for an appeal with the appeal committee. The appeal committee's decision is final.

Grade Appeal Process

In the instance that a student's assigned grade is appealed, the following steps are to govern the process.

- Student, parent and/or guardian contesting a semester/course grade, must provide to the teacher a written statement that includes reason(s) for the appeal and relief sought by the complainant, within twenty (20) days of the last day of the term for which the grade was assigned. The teacher's decision is to be communicated in writing within ten (10) days of receipt of the statement of appeal.
- If the complainant is dissatisfied with the decision of the teacher, a written appeal can be made to the school site principal. The appeal must include a written statement with the reason(s) for the appeal and relief sought by the complainant. It must be requested within ten (10) days of receipt of the teacher's

decision. If the written appeal is not provided to the principal within ten (10) days of the complainant's receipt of the teacher's decision, the decision of the teacher will be final.

It will be the responsibility of the school principal to investigate the complaint. After consulting with District Administration, the principal will issue a written ruling in the matter within ten (10) days of the receipt of the statement of appeal. The principal's decision is final. In the absence of the site principal, the superintendent or his/her designee will act in the place of the site principal.

Graduation information is posted in Graduation section.

PARENT PORTAL

Parent Portal is a web-based home-to-school program that links parents and schools via the Internet. Data is transferred from the student information program and the teacher's electronic grade book to a read-only web interface.

The following information can be displayed in Parent Portal:

- Attendance
- Assignments and Current Grades
- Report Cards
- Course History –High School only
- Transcripts –High School only
- Student Personal Information – address, phone number, etc.
- Emergency Contacts
- Student Photo – if available
- School Announcements
- School Address
- School Phone Number
- Staff Contact Information

Parents can also complete a screen to receive an email notification when there is a change in grades, attendance, etc. The information displayed is in "real time."

Parent Portal **does not** provide information on lunch accounts or transportation information.

To register for Parent Portal, custodial parents or legal guardians with proper legal documentation on file at the child's school can register at www.mustangps.org, Parent Portal link or <http://ps.mustangps.org>. Please allow 7-10 days for registration to be completed and verified.

Approved registrations can be picked up by the registered parent/guardian at the child's school. Proper picture identification is required to receive the login and password information. Each school will make a copy of the photo identification to keep on file.

Due to all records and grades being accessed online for grades 5-12 through the Parent Portal, progress reports will not be printed and distributed unless parent/guardian/student requests one from the front office.

INCOMPLETES (Grades 5-12)

A student will receive an incomplete grade for any progress report if that student has been on homebound education or excessively absent due to illness. The appropriate grade will be given for completed work at the time of the semester grades and no assignments will be accepted after the semester without administrative approval.

INTERNET BASED INSTRUCTION

Policy # 5056

Internet-based programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Mustang Public Schools Board of Education. The purpose of this policy is to establish guidelines for implementing Internet-based instruction for secondary students, but not limited to:

- Credit for courses not offered by the District
- Curriculum for long-term suspended students
- Credit recovery
- Fulfill graduation requirements
- Virtual school
- Advancement
- Enrichment
- Remediation
- Homebound
- Home-based

This policy complies with 70 O.S Section 1-111, which states:

“Students absent from school in which they are regularly enrolled may be considered as being in attendance if the reason for such absence is to participate in scheduled school activities under the direction and supervision of a regular member of the faculty or to participate in an online course approved by the district board of education. The State Board of Education shall adopt rules to provide for the implementation of supplemental online courses. Each district board of education shall adopt policies and procedures that conform to rules for online courses as adopted by the State Board.”

Definitions:

Alternative Method Delivery System: the delivery of instruction through Web-based or video-based technologies.

Asynchronous instruction: the primary format of instruction does not depend on real-time interaction of the participants. Asynchronous instruction allows the student to engage in learning activities anywhere at any time.

Supplemental online course: is an online program that allows students who are enrolled in a public school to supplement their education by enrolling part time in online courses that are educationally appropriate for the student, which are equal to ~~the equivalent of~~ classroom instruction time required by student attendance and participation in the district.

Educationally appropriate: means an instructional delivery method best suited for an individual student to advance the student’s academic standing toward meeting the learning expectations of the district and State graduation requirements for the student. The determination of educationally appropriate will be made at the local school district level.

Hybrid Learning: a delivery method that combines online lessons for theory and periodic class meetings on campus to complete lab exercises and/or assessments.

Blended, Enhanced or Component Learning—a delivery method in which students attend face-to-face classes full-time while utilizing the Internet to access various instructional components for additional learning opportunities.

Online Course: a delivery method in which students completes the entire course online with minimal visits ~~to~~ the campus.

Synchronous instruction: occurs when the instructor and student's primary interactions are in real-time. Regular classroom instruction is synchronous instruction, as well as two-way interactive video. Web-based instruction that requires real-time interaction between student(s) and instructor as the primary format of instruction is synchronous instruction.

Two-way interactive video instruction: provides for real-time (synchronous) interaction between student(s) and instructor by means of an electronic medium that provides audio (sound) and video (sight) signal. Students and instructors participating in two-way interactive video instruction may see and hear each other in an approximation of real-time.

Web-based instruction: uses the World Wide Web as the primary medium of instruction, with a computer serving as the primary tool of instruction. Web-based instruction may be synchronous or asynchronous.

Guidelines

Prior to offering an online instructional course, the Board of Education shall comply with the following guidelines recommended by the State Department of Education:

1. The Board of Education will grant students credit for completion of courses offered by means of Internet based instruction. School district policies governing grading scales and credits earned shall be applied to Oklahoma Supplemental Online Course Program courses under the same criteria as courses offered by the school district. A grade assigned for course credit that was completed through the supplemental online program shall be treated the same as any other course offered by the district.
2. Only students who are enrolled in MPS District will be granted access to supplemental online courses.
3. Internet-based instruction shall be viewed as a method by which the school district can expand the course offerings and can access instructional resources. These technologies should not be viewed solely as substitutes for direct, face-to-face student and teacher interactions, but as a means of expanding the ability of the district to bring the world of knowledge to the students.
4. Requests for enrollment in supplemental online courses shall be as follows:
 - Interested students shall be required to fill out a request for enrollment in supplemental online course(s) form.
 - The principal or designee shall evaluate the application and determine whether the supplemental online course is educationally appropriate for the student. Upon completion of the course, the credit earned by students shall be placed on the student's high school transcript or for grades 6-8 the student cumulative record.
 - If the supplemental online course is not deemed to be educationally appropriate, notification shall be provided to the student in writing as to the reasons in support of the principal's recommendation and the student shall be afforded the opportunity to appeal the principal's decision to the local school board or designee. The decision of the local school board or designee with regard to whether a course is educationally appropriate is final and non-appealable. A copy of the notification shall be provided to the Director of Instructional Technology at the State Department of Education.
5. If enrollment in the supplemental online course is allowed, the site principal shall appoint a certified staff member to serve as the building level contact person to assist students enrolling in Internet-based instruction to serve as a liaison to the on-line teachers and provider(s). Students shall have a grace period for withdrawal from a supplemental online course of fifteen (15) calendar days from the first day of a supplemental online course enrollment without academic penalty. A written request for withdrawal

should be provided to the principal from the student prior to the expiration of the fifteen (15) day period.

6. Students earning credit by means of Internet-based instruction shall participate in required state-level academic assessments in the same manner as other regularly enrolled students within the district. No student shall be allowed to participate in these assessments at a place other than a MPS site.
7. Courses offered for credit by means of Internet-based instruction shall be aligned with the Oklahoma Academic Standards.
8. Contractual agreements shall be established between the school district and parent(s) or legal guardian of students participating in alternative instructional delivery system courses prior to the beginning of instruction. These contracts may address such issues as grading criteria, time allotted for course completion, student attendance, the responsibility for course costs (if applicable), equipment and other issues deemed necessary by the district. Contracts and applications for Internet based instruction are available at each secondary site's counseling office.
9. Instructors of Internet-based instruction shall be: (a) certified in Oklahoma or another state to teach in the content areas of the course offered or (b) a faculty member at an accredited institution of higher education that possess the specific content expertise necessary to teach the course.
10. Each teacher for Internet-based instruction will be provided in-service training pertaining to the methodology of instructional delivery and the technical aspects of Internet-based instruction.
11. The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation in Internet-based instruction courses shall be used for any purposes other than those that support the instruction on the individual student.
12. District level aggregated data obtained through participation in online instruction courses shall be utilized for education purposes only and shall not be provided to commercial entities.
13. All federal and state statutes pertaining to student privacy, the posting of images on the World Wide Web, copyright of materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district.
14. Student progress shall be monitored on a weekly basis by the supplemental online course provider. Attendance/participation in a supplemental online course shall be monitored in accordance with local district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, postings/submission of lessons. The student may be counted "present" or "in attendance" when the supplemental online course provider provides evidence of student/teacher/course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Supplemental online course providers shall make available to student, parents, and the school district reports that reflect daily attendance/participation, progress reports, and grades. Such attendance/participation reports, progress reports, and grades shall be provided on a regular weekly basis to parents and the school district via electronic format. The district will review progress reports and grades twice per month.
15. Students at remote sites who participate in the online courses offered by Mustang Public Schools will be responsible for providing their own equipment and Internet access.
16. Any student who receives their entire class schedule through an online environment cannot participate in any extracurricular activities. A student must be enrolled and in physical attendance at a secondary

school site for at least three (3) periods of the school day to participate in any extracurricular activities.

ACADEMIC ACHIEVEMENT

DISTRICT HONOR ROLLS

Grade 4

The honor roll for 4th grade students will be published following the end of each nine week period. There are two rolls to be recognized. They are:

- The Superintendent's Honor Roll - for all students that have all A's on the nine weeks' report card.
- The Principal's Honor Roll - for all students that have A's and B's on the nine weeks' report card.

Grades 5-8

Students will be recognized at the Academic Awards Assembly at the end of the school year when named to the Superintendent's or Principal's Honor Roll. The Superintendent's Honor Roll shall consist of those students who have no grade less than an "A" in every subject for each quarter of the current school year. The Principal's Honor Roll shall consist of those students who have no grade below "B" for each quarter of the current school year. For the purpose of computing Honor Roll during the second semester students' third nine-week grade and the six-week grade of the fourth nine-week period will be averaged.

The State Honor Society is a statewide organization recognizing those students who have made "A's" each nine-weeks of the second semester of the previous school year and each nine-weeks of the first semester of the current school year.

Transfer students are eligible for the State Honor Society and for the Principal's and Superintendent's Honor Roll.

Several additional honors such as academic, citizenship, outstanding boy/girl and 8th grade prestige awards are presented at the annual academic awards assembly. Student disciplinary records will be reviewed when students are considered for awards and honors. Frequent or serious referral for behavior will reflect negatively upon honors selections.

Grades 9-12

The Superintendent's Semester Honor Roll shall consist of those students who have no grade less than "A" for the indicated period. The Principal's Honor Roll shall consist of those students who have a grade average of "B" or 3.0 on a four point system who have no grade less than a "B."

RENAISSANCE - (Secondary level only)

The purpose of the Renaissance program is to recognize students who are achieving academic excellence with incentives, rewards and recognition.

Seniors that have received all A's and B's throughout their four (4) years of high school shall be eligible for Renaissance graduation cords.

STATE HONOR SOCIETY MEMBERSHIP

The member of the State Honor Society shall be designated as the top 10% of each class based on the cumulative grade point average at the end of the first semester. These students will be notified in late spring.

NATIONAL HONOR SOCIETY

Students in the sophomore, junior and senior classes who have attained a cumulative grade point average of 3.8 or higher on a 4.0 scale are academically eligible to apply for membership in the Mustang High School Chapter of the National Honor Society. (Freshmen are not eligible.)

Students who are accepted for membership by the Faculty Advisory Committee must comply with the guidelines set forth in the National Honor Society Constitution and High School Chapter By-laws.

or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one (1) semester in order to retain membership.

OKLAHOMA ACADEMIC SCHOLAR

Graduating seniors who meet all of the requirements listed below shall be recognized by the local school district and the State Board of Education as an Oklahoma Academic Scholar in compliance with State law, which became effective in 1986.

- Accumulate a minimum grade point average of a 3.7 on a 4.0 scale, in grades 9, 10, 11 and the first semester of grade 12, or be in the unweighted top ten (10) percent of their graduating class.
- Complete (or will complete) the curricular requirements for a standard diploma.
- Achieve a composite score of 27 on the ACT or 1,220 combined score on the SAT I. The ACT or SAT I must have been taken on a national test date before the date of graduation.

ACADEMIC LETTERING

Academic lettering has been established to give recognition to those students who have made outstanding scholastic achievements. The guidelines for academic lettering are as follows:

- Students must have a 3.5 or better cumulative grade point average with no semester grade of "D" or "F" recorded on the transcript
- Students must have been in attendance at Mustang High School for two (2) full consecutive semesters to be eligible to letter academically
- Any student who commits a major offense as outlined in the "Student Handbook" will not be eligible to letter academically. Students who letter academically will be eligible to purchase and wear the "Academic Letter" and letter sweater or letter jacket.

ACADEMIC ACHIEVEMENT AWARD

Mustang High School will issue an Academic Achievement Diploma to all graduating seniors who have fulfilled the following scholastic requirements:

- Minimum of 3.60 cumulative grade point average on a 4.0 scale
- Minimum score of 25 on the ACT Test or a minimum score of 1050 on the SAT
- Minimum of 26 credits earned in the following courses:
 - English 4 credits
 - Science 3 credits – starting with Biology I
 - Math 3 credits – starting with Algebra I
 - Social Studies 3 credits
 - Foreign Languages or Approved 2 credits – 1st and 2nd year courses
 - Computer Technology
 - Electives 11 credits

CERTIFICATE OF DISTINCTION

A Certificate of Distinction will be awarded to students who have met or exceeded the following criteria by the end of their senior year in high school with at least a 3.25 grade point average on a 4.00 scale:

- Earned four (4) units each in English, mathematics (excluding Math of Finance), social studies and science
- Earned two (2) additional units in the area of technology, the humanities or the arts (Art I, II, III, IV; Instrumental Music I, II, III, IV; Drama I, II, III, IV; Debate I, II, III, IV; Crafts I, II; Digital Art Media, All vocal music choirs)
- Earned two (2) units in the same foreign language and
- ~~Achieved a satisfactory score or its equivalent on all End-of-Instruction Tests as required pursuant to Section 1201.508 of Title 70 of the Oklahoma Statutes, as those tests are implemented~~

ACTIVITY ELIGIBILITY and REGULATIONS

A student must be maintaining a “passing grade” in all classes in order to participate in an activity. Effective January 1, 1989 scholastic eligibility will be determined by the regulations listed at the end of this section. These regulations conform to Rules of the Oklahoma Secondary School Activities Association (OSSAA). A student must be present in all classes the day an activity is scheduled; or if the activity is scheduled on a weekend or holiday, or is an all-day activity, a student must have been present the preceding school day. Any exception to this policy must be approved by the administration.

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten (10) for any one (1) class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the local board of education.

Each local board of education shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the local board of education. Any deviation from the ten (10) days absence rule shall not exceed five (5) days.

A student must be maintaining a “passing grade” in classes to be missed while participating in an activity during the school day. A weekly eligibility list of students will be made available at the end of each week through the activities director’s office.

***REGULATIONS OF OSSAA RULE 3 – SCHOLASTIC ELIGIBILITY**

Section 1 – Semester Grades

- A student must have received a passing grade in any five (5) subjects counted for graduation in which he/she was enrolled during the last semester he/she attended fifteen (15) or more days.
- If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six (6) weeks of the next semester he/she attends.
- A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects in which he/she is enrolled at the end of a six (6) week period.

Section 2 – Student Eligibility During a Semester

- Scholastic eligibility for students will be checked at the end of the third week (during the fourth week) of a semester and each succeeding week thereafter.
- A student must be passing in all subjects in which he/she is enrolled during a semester. If a student is not passing all subjects in whom he/she is enrolled at the end of the week, he/she will be placed on probation for the next one (1) week period. If a student is still failing one or more classes at the end of his/her probationary one (1) week period, he/she will be ineligible to participate during the next one (1) week period. The ineligibility periods will begin on Monday and end on Sunday.
- A student who has lost eligibility under this provision must regain passing grades in all of his/her classes in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one (1) week period (Monday through Sunday).

Section 3 – Special Provisions

- A 12th grade student may maintain eligibility if he/she is passing the classes required for graduation. A 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed to maintain eligibility. These may be a combination of high school subjects equivalent to high school units, which are accepted by the Oklahoma State Department of Education. (Physical education and athletics cannot be included in the requirements.)
- An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three (3) weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three (3) week period.

- Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3-c) if the incomplete grade was caused by an unanticipated hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster) OSSAA Board policy allows a maximum of two (2) weeks to apply for this exception.
- One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1a for the end of the spring semester.
- School may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

DISCIPLINE

GENERAL STATEMENT ON STUDENT BEHAVIOR AND RESPONSIBILITIES

The State and Local Boards of Education vest in this administration the power to establish student behavior rules and regulations necessary to create and preserve conditions essential to orderly operation of the school.

The Boards require that all school personnel share in the supervision of the students' development toward desired standards of conduct and support all personnel acting within the framework of established policy.

The Boards advocate that while education is a right of our youth, it is not an absolute right. It is qualified first by eligibility requirements and secondly by performance requirements. The school must be concerned with the individual and his/her welfare, but in working with the individual, must at all times be concerned with the welfare of all students. Too much time spent on a few, results in neglecting the majority. The following are responsibilities, which MPS students are expected to assume and follow at all times:

1. To obey all rules and regulations pertaining to students of MPS while on the school campus, while using district transportation and when representing MPS in a school-sponsored activity.
2. To apply themselves to the established course of study.
 - Be prompt and regular in attendance
 - Complete school assignments on time
 - Pay attention to teachers
 - Learn to criticize fairly and to accept criticism
3. To respect the authority of the administration, faculty and staff of MPS.
4. To respect school property. Remember: A modern, fully equipped school building designed for beauty and utility belongs to many generations and is not the sole property of any annual group of students. Thus, it is the privilege and obligation of any one-student body to appreciate fully, use carefully, preserve faithfully and pass to future generations, the building, its grounds and its equipment without blemish.
NOTE: Anyone who damages or defaces any school property will be held liable and is expected to replace or pay for the property damaged in order that the citizenship record of the student will not be adversely affected.
5. To refrain from expressions of non-conformity through demonstrations, violence and other forms of incitement.

GENERAL STATEMENT ON RESPONSIBILITIES OF PARENTS

The ultimate responsibility of student behavior rests with the parents. The following are among their specific responsibilities:

1. Support the school in requiring each student to observe all school rules and regulations, as well as accepting responsibility for any willful misbehavior on the part of the student.
2. Send each student to school with proper cleanliness and neatness of dress.

3. Maintain an active interest in the student's daily work. Make it possible for him/her to complete assigned homework particularly by providing a quiet place with conditions conducive to study.
4. Comply with the school's requests. This includes reading carefully all communications and signing and returning them as requested.
5. Cooperate with the school in attending conferences set up for exchanging information and for planning of the student's continued progress.

It is the belief of the administration that the most effective discipline is self-discipline. Students in MPS are treated as young ladies and gentlemen, and are expected to prove to be such by their actions and by their response to the school society.

The office of the principal is charged with the responsibility of handling such discipline problems as may become serious enough to be referred to the office. However, every teacher is responsible for the discipline at all times in all parts of the building and on the grounds. Teachers have full authority and responsibility to correct student behavior whenever such correction is necessary.

In cases where a student has been unable to adjust to his/her school environment and where his/her behavior has become so objectionable that the problem cannot be resolved otherwise, he/she will be referred to the principal. Therefore, through conference, every effort will be made to assist the student in overcoming his/her difficulty.

Counselors and parents may be called in when it is felt that they can help the student become an acceptable member of the student body. If all these efforts fail to obtain the desired result, the principal will make a final disposition of the case in line with the best interests of the individual student and the school as a whole.

STUDENT CONDUCT AND DISCIPLINE

Policy # 5080

STANDARDS OF CONDUCT

It is the belief of Mustang Public Schools that the primary function of the schools is to educate the students. It is further believed that students have the right to learn free of unnecessary distractions and to attend a school in which an atmosphere conducive to learning exists.

Education includes establishing norms of acceptable behavior and assisting students in understanding and attaining those norms. From time to time, it may be necessary for the benefit of the students and of the school, for the faculty and the administrators to enforce corrective actions for breaches in acceptable behavior. Each student will be treated in a fair and equitable manner, and the severity of the disciplinary action will be based on a careful assessment of the circumstances surrounding any infraction of the school regulations.

It is the policy of Mustang Public Schools that no student of the district shall participate in any form of hazing, harassment, intimidation and bullying. Threatening behavior by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school. Furthermore, no student of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. (Refer to District Policy # 5110)

The administrator has the discretion to choose any disciplinary action in regard to unacceptable student behavior. The following examples of behavior are not acceptable in society generally and in the

school environment particularly:

1. Truancy
2. Developing non-factual accounts for absence or behavior
3. Cheating on school work
4. Using profanity or expressing vulgarities
5. Disrespectful conduct/language toward another student, teacher, substitute teacher or staff member in or out of the classroom
6. Blatant disrespect toward faculty or staff
7. Public display of affection
8. Physical altercation/fighting while at school or at a school activity
9. Assault and battery
10. Insubordination or defiance
11. Dress code violation
12. Misuse of wireless communication device
13. Other disruptive or insubordinate behavior
14. Misuse of the internet and/or local area network computer
15. Vandalism/arson
16. Theft
17. Forgery, fraud or embezzlement of legal tender
18. Gambling
19. Gang-related behavior, including gestures, language or dress
20. Sexual, physical and verbal harassment, threats or threatening behavior, bullying, intimidation, hazing, racial slurs or stalking of students or employees
21. Possessing or distribution of pornography
22. Use or possession of tobacco products, electronic cigarettes/vapor devices or any other product packaged for smoking or the simulation of smoking on campus or school activity
23. Possessing, selling, distributing or use of alcohol, illicit substances or paraphernalia including intoxicating and/or non-intoxicating substances
24. Possessing, selling, distributing and/or use of prescription, non-prescription drugs in violation of school policy
25. Possessing, selling, distributing and/or use of substances represented as intoxicating or non-intoxicating
26. Possession, threat or actual use of dangerous or offensive weapons including “fake” weapon
27. An act of violence
28. Acts of licentious behavior, sexual misconduct, lewdness or indecent exposure
29. Adjudication as a delinquent for an offense that is non-violent (Title 57-571 of the Oklahoma Statutes) committed on any school premise, while in transit under the authority of the school or while attending any function authorized or sponsored by the school
30. Adjudication for an offense that is a violent act off campus
31. Repeated minor offenses
32. Failure to produce MPS identification badges (grades 9-12)
33. Parking lot violations
34. Failure to comply with the teacher or school administrator.

These examples are not intended to be exhaustive and the exclusion or omission of examples of unacceptable behavior is not an endorsement or acceptance of such behavior.

In considering the different forms of disciplinary action, the faculty and the administration of the school district will consider the following; however, the school is not limited to these various methods, nor does this list reflect any order of sequence of events to follow in disciplinary actions:

1. Conference with student
2. Conference with parent
3. In-school Intervention
4. Detention
5. Referral to counselor
6. Behavior contract
7. Temporary removal from class
8. Community service
9. Financial restitution for lost, stolen or damaged property
10. Restriction of privileges
11. Referral to police and/or citations issued
12. Short-term suspension
13. Long-term suspension
14. Other appropriate disciplinary action as required and as indicated by circumstances (can include change of placement).

ISI: In-school Intervention is an alternative to home suspension when deemed advisable by the principal. In-school Intervention is assigned during part of or all of a student's schedule, where the student spends time in a monitored, structured study environment. Students will have access to regular child nutrition programs during assigned restriction and access to equal education opportunities. **The decision of the principal is final.**

Student Privileges While Under ISI: When a student's behavior justifies ISI, the student forfeits the privilege of participating in the social activities and will not be permitted to participate in or be in attendance at any extracurricular activities in which schools participate.

Procedures for Hazing/Harassment/Intimidation and Bullying: The following procedures will be used by any person for the filing, processing and the resolution of a reported incident of harassment, intimidation, bullying or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

The procedure for investigating reported incidents of harassment, intimidation and bullying or threatening behavior is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as e-mail address or Web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If during the course of the investigation, it appears that a crime may have been committed, the building principal and/or superintendent shall notify the local law enforcement and request that the alleged victim also contact the law enforcement to report the matter for potential criminal Investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. If such a recommendation is made, the administration shall request disclosure of any information that indicates

an explicit threat to the safety of students or school personnel. (Refer to District Policy # 5110)

Personal Technology Device (PTD)

Mustang Public Schools recognizes the digital age that our students live in and embrace the possibilities that personal technology devices can bring to the student as well as enhance the classroom. MPS does allow for the use of PTDs at school under the direction of the administration and staff. The following is listed to help guide parents and students to understand appropriate use of PTDs and possible consequences for inappropriate use of PTDs.

Appropriate Use of PTDs - Under the teacher/staff direction:

- Set reminders - calendar, electronic agenda, homework apps, etc.
- Instruction - student response system, note taking, calculator, e-reader, QR code reader, etc.
- Research - dictionary, teacher suggested website or search engine
- Facilitation of communication - ex. Google Classroom, Remind, etc.
- Collaboration - software that allows students to work together

Violations:

- No student may use any PTD or other electronic, digital or computer device to make any electronic or digital communication which disrupts the education environment – even if that communication is made outside of school or on the student’s own PTD or other electronic, digital or computer device. Types of electronic or digital communication which can disrupt the education environment include, but are not limited to:
 - Sexting
 - Taking pictures or recording when individuals have an expectation of privacy
 - Inappropriate, Harassing, intimidating, threatening, or bullying post, tweets, blogs, images, texts, etc.
 - Possessing and/or distributing pictures, recordings or information which is harmful or embarrassing, including, but not limited to filming fights
- Students who engage in electronic or digital communications which disrupt the educational environment are subject to disciplinary actions, including suspension from school. Depending on the nature of the electronic or digital communication, students may also be subject to civil and criminal penalties.
- Telephones are available for student use in the office. Messages may be left for students at the office during the school day.
- At a minimum, the following punishment may be imposed for each offense:
 - First Offense: PTD will be confiscated and returned to the student at the end of the day
 - Repeated offenses: PTD will be confiscated and parent will be notified and required to pick up the PTD from the front office. **Consequences may be assigned by the principal.**
- Depending on the facts of each case, punishment for a particular offense may include suspension from school and/or civil and criminal penalties. The use of PTDs and any exceptions to disciplinary action will be at the administrator’s discretion.
- Mustang Public schools will not be responsible for any lost, damaged, or stolen PTDs.

Dress Code Standards: It is the intent to permit students to dress according to current fashions, and at the same time reinforce district guidelines and restrict disruptions to the learning environment. The student dress code applies at school, on school property and at school-sponsored activities or authorized activities. Students who do not meet district guidelines will be asked to change and/or will be subject to consequences before being admitted to class. Students may be counted absent from any classes missed.

*Exceptions will be approved for school activities.

Interpretation of questionable attire will be at the principal's discretion. Violations may result in disciplinary action.

District Guidelines:

1. Offensive writing, suggestive slogans or logos which pertain to beer, liquor, drug or tobacco, vulgarity, sexual innuendos, obscenity or nudity or promotion of violence and/or gang activity on any person or article of clothing, belt buckle, jewelry or school materials are not allowed

The following are district guidelines regarding proper dress.

Pants/Jeans/Shorts/Skirts

- No clothing with holes that expose skin or undergarments above the fingertips when arms are extended down.
- No biker or spandex shorts
- Leggings may not be transparent and must be covered by a dress, skirt, shirt, or shorts.
- Pants/jeans must be worn high enough to cover undergarments at all times, including when seated.
- Skirts, dresses and shorts length should be below fingertips with arms extended down; a slit in skirt must be below fingertips.

Shirts/Blouses/Tops

- No midriff should be showing at any time
- No cleavage
- No tube tops, halter tops, off the shoulder tops, spaghetti straps or backless tops, muscle shirts, mesh/fishnet or transparent shirts.

Accessories

- All headgear (examples, but not limited to caps, hats, bandanas and sunglasses, etc.) may not be worn inside the school building or classrooms. Exceptions will be made for approved school activities, for medical reasons, or religious reasons.
- Jewelry or manner of dress that could harm or cause harm to others are prohibited.
- No spiked jewelry
- No chains or chains connected to wallet or keys

Shoes

- All students are required to wear shoes. Cleats, shoes with wheels, house shoes or any shoe that limits physical activity or safety are not permitted.

Gang or Cult Related

- Gang dress, such as bandanas, hats, headgear, gang-related jewelry, attire, symbols or paraphernalia identified by police and or school official as gang related; gang-related color or color combinations will not be allowed.
- These items will be identified and monitored by police and school officials. They are subject to change at the discretion of the administration as the need arises.

Undergarments

- Undergarments, including boxer shorts should not be visible.
- Clothing that is considered pajamas or bedtime wear is prohibited.

Hair and Makeup

- Hair color/hairstyle, makeup or face paint that disrupts the learning environment is prohibited.

FOOD CONSUMPTION

Food/drinks must be consumed in cafeteria/commons. Outside food/drinks brought in by parents/guardians can only be consumed by their child and cannot be shared by other students unless directed by the

school. ex. classroom parties.

TOBACCO USE

In accordance with Oklahoma law and the wishes of parents, educators and students, tobacco in any form, tobacco products or simulated tobacco products of any kind will not be possessed or used by students while on school premises. Tobacco will not be possessed or used by students attending any school-sponsored event outside school premises or while in transport to or from such an event in school authorized vehicles.

In accordance with School Laws of Oklahoma and the Mustang Public School District's desire to provide a healthy smoke-free environment for students, employees and patrons, commencing the 16th day of March 2004, all facilities within the District will be smoke-free twenty-four (24) hours per day on a year round basis. This prohibits smoking, the use of snuff, chewing tobacco, simulated tobacco products (e-cigarettes) or any other form of tobacco product by all persons. This policy extends to all activities, vehicles and property. There will be no designated smoking areas anywhere in the District. (Policy and Procedures, # 2060)

ILLICIT DRUG DEFINITION, AS USED IN THIS HANDBOOK, IS DEFINED AS FOLLOWS:

1. Any controlled dangerous substance as defined in the Uniform Controlled Dangerous Substance Act
2. Any intoxicating beverage as defined by Oklahoma law
3. Any low-point beer as defined by Oklahoma law
4. Any substance which is represented to be a prescription, non-prescription drug, facsimile of an illicit substance or synthetic drug
5. Any inhalant
6. Any other chemical or natural substance which is capable of producing injury and is misused by a student

USE OR POSSESSION OF ILLICIT SUBSTANCES DURING THE SCHOOL DAY OR AT ANY SCHOOL SPONSORED ACTIVITY

Students using, in possession of, or after having used controlled illicit substances, a facsimile of an illicit substance, intoxicating beverages, non-intoxicating beverages and/or intoxicating substances, paraphernalia or exhibiting observable behaviors during school, while attending a school sanctioned activity, while on any school premises, or when being transported, will be suspended.

First Offense: The student will be suspended for ninety (90) school days. The suspension may be reduced to ten (10) days for the first offense if the student/parent/guardian agrees to complete a voluntary urinalysis and counseling. The counseling will consist of an eight (8) hour course in a school approved chemical dependency education program, or a comparable program approved by the administration. Counseling fees will be the responsibility of the parent/guardian. At administrative request, the urinalysis will be required throughout the term of the suspension (a minimum of once per month). If a student has a second unacceptable specimen, refuses, or fails the urinalysis, the full term of the suspension will be reinstated without any right to appeal the full length of the suspension. If a second unacceptable specimen is reported, an additional test may be requested of the same sample at an additional expense. Any additional expenses will be the responsibility of the parent/guardian. By choosing the ten (10) day suspension option, any right to an appeal of the full length of the suspension is voluntarily waived.

Second Offense: Student will be suspended ninety (90) school days without a reinstatement option. The ten (10) day suspension option is not available for a second offense.

SALE OR DISTRIBUTION OF ILLICIT SUBSTANCES

Any student selling, sharing or distributing illicit substances, prescription and/or non-prescription drugs, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages and/or intoxicating substances

during the school day, or a school activity, on school premises or while being transported by school personnel, will be suspended for ninety (90) school days. A forty-five (45) school days reinstatement option may be available in some circumstances. A second offense will result in a ninety (90) school day suspension with no reinstatement option. In addition, law enforcement authorities will be notified.

Teachers are required by state law to report any suspected drug or alcohol use to the principal. Violation of this policy will be reported to the law enforcement authorities. Any incident that occurs outside the school day or not at a school function will be reported to the police.

VANDALISM

Each student shall pay for all damages he/she may do to school property within one (1) week after demand, unless an arrangement for deferred payment has been made with the school administration. Failure to make such payment shall be cause for suspension. The pupil responsible shall pay for books belonging to the school that are lost, stolen or mutilated.

DANGEROUS WEAPONS

The use, display or possession of any kind of gun, ammunition, fireworks, weapon or device capable of discharging or throwing projectiles, whether loaded or unloaded, or the possession of any dagger, pocket knife, bowie knife, dirk knife, switchblade knife, spring-type knife, butterfly knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles or any chemical or biological device intended by its nature to cause property damage, harm or endanger the life, health or safety of others. Examples include but are not limited to, mace, or pepper spray or other offensive weapon, or facsimile of a weapon, on the campus, parking lots, premises or property of the Mustang Public Schools or during school sponsored activities, functions or events may result in the immediate suspension of all students involved for the current school semester and possibly the succeeding semester.

The term "gun or device capable of discharging or throwing projectiles" shall include, but not be limited to:

- rifles, pistols or shotguns of any caliber ~~and/or~~
- B-B guns, tasers or air pistols ~~and/or~~
- potato throwers, dart guns or blow guns ~~and/or~~
- any other device the purpose of which is to throw, discharge or fire objects, bullets or shells

For the purpose of this policy, any student who aids, knowingly accompanies, assists or participates with another student who uses, displays or possesses a gun, facsimile of a weapon, or device capable of discharging or throwing projectiles in violation of this policy may be suspended for the current school semester and possibly the succeeding semester.

USE OR POSSESSION OF DANGEROUS OR OFFENSIVE WEAPONS

Any pupil found to be in possession of or using dangerous or offensive weapons or facsimile of a dangerous weapon on the school grounds or at any school-sponsored activity may be suspended by the superintendent or administrator for a period not to exceed the current school semester and possibly the succeeding semester (Refer to School Laws of Oklahoma, Article 24/Section 488.2).

SUSPENSION OF STUDENTS

The term suspension or suspended as used in this policy and Oklahoma Law means that the student has been removed from attendance at any school. Alternative in-school placement, in-school restriction, detention, and similar disciplinary measures are not considered to be out-of-school suspensions and are not subject to an appeal process. Any student suspended out of school is prohibited by the terms of said suspension from being on the school grounds before, during, or after school hours and from participating in or attending any school sponsored activity unless otherwise directed by the administration. All 99 suspensions must have the approval of the superintendent or his/her designee. The authority to suspend

a student from a school in the district is delegated to the respective building administrator. The administrator shall exercise his/her discretion as to the length of time of the suspension. When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions during the current school year may be considered if similar infractions have occurred in the past and other forms of discipline have not deterred such behavior.

1. Students may be suspended from school for engaging in any of the following while on school grounds, while on school vehicles and buses, or at school activities/events:
 - Violation of policy, rule, or regulation
 - Possession of an intoxicating beverage, low-point beer (37 O.S. 163.2)
 - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school
 - Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substance Act)
 - Possession of a firearm (may result in out-of-school suspension of not less than one year)
 - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teacher, or officials, or damages property
 - Adjudication as a delinquent
 - Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer.
3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in the district.
5. Students who are suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the child's IEP.
6. Any student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

No school board member, administrator, or teacher may be held civilly liable for any action, taken in good faith, which is authorized by law under the provisions of this policy.

SHORT-TERM SUSPENSION - ten (10) days or less

Short-term suspension is when a student is suspended from school for ten (10) days or less. Before a student is suspended out of school, the school administration shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension (such as placement in an alternative school setting, reassignment to another classroom, in-school intervention, etc.).

- When a student is suspended, his/her parent(s) will be notified as soon as possible.
- If the student is suspended for five (5) days or less the district may provide an educational plan.
- If a student is suspended for more than five (5) days the district shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled.

- The parent(s) will bear the responsibility of monitoring the student's education progress until the student is readmitted to school.
- Students suspended from school shall be ineligible to participate in or attend extracurricular activities.
- Any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

Appeal Process:

1. The first level of appeal for suspensions of ten (10) days or less will be to the building principal.

- This step may be skipped if the building principal was part of the first conference.
- A written request specifying the reason(s) for the appeal must be submitted to the building principal within three (3) days of the notice of the suspension.
- A conference will be scheduled with the building principal.
- The Principal may uphold, overrule or modify the suspension.
- The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.
- The student has the right to appeal the decision.

2. The second level of appeal for suspensions will be to the appeal committee.

- In order to appeal the building principal's decision, a written request specifying the reason for the appeal must be submitted to the district hearing officer for short-term suspensions within three (3) days.
- Upon receipt of the appeal, the district hearing officer shall schedule an appeal hearing within three (3) days from the date the notice of intent is filed.
- The appeal committee will consist of one (1) central office administrator and two (2) building principals other than the suspending principal.
- During the hearing with the appeal committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
- The student shall have the right for representation. If legal counsel is to be present in the meeting, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation.
- Upon full investigation of the matter, the committee shall determine the guilt or innocence of the student and the reasonableness for the term of the out of school suspension.
- The appeal committee may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.

The decision of the appeal committee for short-term suspension will be final and may not be appealed to the district hearing officer or the board of education/board hearing officer.

LONG-TERM SUSPENSION - more than ten (10) days

A long-term suspension is when a student is suspended from school for more than ten (10) days. When a long-term suspension occurs, the student's parent(s) will be notified as soon as possible, except under circumstances that require the immediate removal of the student.

- Before a long-term suspension is imposed, an initial suspension will occur while an investigation is conducted.

- A conference with a site administrator will be arranged to take place when the investigation is complete.
- The parent(s) will be provided a copy of the education plan and will bear the responsibility of monitoring the student's education progress until the student is readmitted to school.
- A student, who is suspended from school for more than ten (10) days, may be eligible for an alternative placement to enroll in internet-based course work, but must abide by the contract guidelines given at time of enrollment.
- Students suspended from school shall be ineligible to participate in or attend extracurricular activities.
- Any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

A student and/or his/her parent(s) may appeal the suspension.

Appeal Process:

1. The first level of appeal for suspensions will be to the building principal.
 - This step may be skipped if the building principal was part of the first conference.
 - A written request specifying the reason(s) for the appeal must be submitted to the building principal within three (3) days of the notice of the suspension.
 - A conference will be scheduled with the building principal.
 - The Principal may uphold, overrule or modify the suspension.
 - The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.
 - The student has the right to appeal the decision.
2. The second level of appeal for suspensions will be to the appeal committee.
 - In order to appeal the building principal's decision, a written request specifying the reason(s) for the appeal must be submitted to the district hearing officer for long-term suspensions within ten (10) days.
 - Upon receipt of the appeal, the district hearing officer shall schedule an appeal hearing with the appeal committee within ten (10) days from the date the notice of intent is filed.
 - The appeal committee will consist of one (1) central office administrator and two (2) building principals other than the suspending principal.
 - During the hearing with the appeal committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
 - The student shall have the right for representation. If legal counsel is to be present in the meeting, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation.
 - Upon full investigation of the matter, the committee shall determine the guilt or innocence of the student and the reasonableness for the term of the out of school suspension.
 - The appeal committee may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.
 - If the appeal committee does not withdraw the suspension, the student has the right to appeal the decision.
3. The third level of appeal for suspensions will be to the board of education/board hearing officer.
 - In order to appeal the appeal committee's decision the student or the student's parent(s) shall notify the superintendent in writing within ten (10) days following receipt of the decision of the appeal committee.

- Upon receiving notice of a student’s intent to appeal, the superintendent shall advise the board of education/board hearing officer.
- The board of education/board hearing officer will conduct the hearing within ten (10) days from the date the notice of intent is filed with the superintendent.
- During the hearing of the appeal before the board of education/board hearing officer, the student or the student’s parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
- The student shall have the right for representation. If legal counsel is to be present in the meeting, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation.
- The Board of Education/board hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension.
- The Board of Education/board hearing officer may uphold, overrule or modify the suspension. The student and the student’s parent(s) shall be notified within five (5) days of the decision.
- Decisions of the suspension appeal may not be appealed.
- The decision of the board of education/board hearing officer suspension hearing with the hearing officer shall be final.

NOTE: 70 O.S. § 24-101.3 (E) states that a student who has been suspended from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless regard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no 53 public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

OUT-OF-SCHOOL CONDUCT

The Board of Education recognizes that out-of-school conduct of students attending school within this district is not normally a concern of the Board. However, the Board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of this Board that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct, which in the opinion of the school administrators, has an adverse impact upon the school.

Such activity includes, but is not limited to, the following:

1. Damaging school property, e.g. a school bus;
2. Engaging in activity which causes physical or emotional harm to other students, teachers or other school personnel;
3. Engaging in activity which directly impedes discipline at school or the general welfare of school activities.

PREVENTION OF BULLYING - REPEATED ACTS OR PATTERNS OF HARASSMENT, INTIMIDATION, THREATENING BEHAVIOR OR HAZING

Policy # 5110

The School Safety and Bullying Prevention Act at 70 O.S. § 24-100.4(A) requires each public school district board of education to adopt policies to address investigation of reported incidents of bullying.

Prohibition of Incidents of Bullying: It is the policy of Mustang Public Schools to prohibit all bullying of any person at school. This policy shall extend to all schools in the Mustang Public School District. Prohibited conduct includes incidents of bullying instigated by use of electronic communication specifically directed at students or school personnel.

Definitions: The following words and terms used in this policy shall have the following meaning:

At school means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

Bullying means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal communication, or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Physical Bullying includes a pattern to harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

Emotional Bullying includes the pattern of intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statements, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

Social Bullying includes a pattern of harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed crime or has an infectious, contagious, or loathsome disease, or similar egregious representations.

Sexual Bullying includes a pattern of harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment –also prohibited by this school district.

Disability-based Bullying includes the pattern of harm of not only students who have an identified disability⁰⁴ under IDEA or Section 504 and Title II, but also including students who are regarded as having a disability

or who have a record of a disability and are not receiving services under Section 504 and Title II or IDEA. Bullying, harassment and intimidation of students with disability can involve overt physical behavior or verbal, emotional, or social behaviors (such as excluding someone from social activities, making threats, withdrawing attention, destroying someone's reputation) and can range from blatant aggression to far more subtle and covert behaviors. A disability-based harassment violation under IDEA, Section 504 and Title II could be present when 1) a student is bullied based on a disability or 2) the bullying is sufficiently serious to create a hostile environment;

Electronic communication means the communication of any written, verbal, or pictorial information or video content by means of an electronic device, including, but not limited to a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.

Threatening behavior means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Hazing is defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult or humiliating tasks.

Reporting Incidents of Bullying: The system of incident reporting at every school site in this district shall ensure that students are encouraged to report incidents of known bullying and shall remove unnecessary obstacles that would serve as a deterrent to reporting (e.g., ensuring availability of reporting procedures during the school day, ensuring a student is not penalized for tardiness or absence from a class incurred as a result of reporting an incident). To facilitate prompt reporting and tracking of all incidents, school sites shall, at a minimum follow the following procedures: Such procedures shall, at a minimum, address all of the following requirements:

District Bullying Report Form: Students shall be informed of the process for reporting incidents of bullying and encouraged to report all incidents of bullying. Incidents of bullying shall be reported on the "District Bullying Report Form" which shall be made available to students at all times during regular school hours, including in the main/front office of the school site, the office of the school counselor, the website of the school site, and any other locations recommended by the Safe School Committee at each school site. Students shall be advised that they may obtain assistance from a school official if they have questions about completing the District Bullying Report Form or if they are unable to complete the form without assistance (e.g., students unable to write legibly due to age, disability, etc.).

Privacy and confidentiality: Reports of bullying shall be kept confidential to the extent necessary to ensure compliance with the provisions of the Family Education and Privacy Rights Act (FERPA) and to protect students who report incidents of bullying from retaliation.

Anonymous reporting: In order to ensure individuals may report incidents without fear of retribution or retaliation, every school site in this district shall provide at least one method of anonymous reporting of incidents of school bullying that protects the identity of the individual reporting the incident. However, an anonymous report shall not be the sole basis for formal disciplinary action in response to an incident of bullying.

Response to disability-based bullying: Whether or not bullying is based on a student's disability, it is the school's responsibility to address whether the student's IDEA or Section 504 and Title II free and appropriate public education (FAPE) services may have been affected by the bullying situation and to assure continuation of FAPE. The effects of bullying could include, for example, adverse changes in the student's academic performance or behavior. If the school suspects the student's needs have changed, the IEP team or Section 504 team must determine the extent to which additional or different services are

needed, ensure that any needed changes are made promptly, and safeguard against the burden on the student with the disability to avoid or handle the bullying. In addition, when considering a change of placement, schools must continue to ensure that FAPE is provided in an educational setting with persons who do not have disabilities to the maximum extent appropriate to the needs of the student with a disability.

Notification of results of investigation: Upon completion of an investigation, the school administrator shall promptly notify the district, and the parents/legal guardians of the students involved:

1. The findings of the investigation; and
2. Any proposed consequences and remedial measures provided to the individual(s) affected by the incident.

Follow up referrals for the purpose of student support services: Upon completion of an investigation, a school may recommend that available community mental health care, substance abuse, or other counseling options be provided to students involved in bullying incidents. A school may request the disclosure of any information concerning students who have received mental health, substance abuse, or other care that indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information.

Consequences for Individuals Who Commit Incidents of Bullying: Appropriate consequences shall be imposed for every individual who commits an act of bullying or an individual found to have falsely accused another student of bullying as a means of bullying or retaliation or reprisal for reporting an act of bullying. Consequences shall be determined, implemented and enforced in a manner that is consistent with the due process requirements set forth in the district's policies pertaining to student and employee discipline.

ENROLLMENT

RESIDENCY POLICY

Policy # 5015

Legal Residency: The MPS will enroll students who are deemed legal residents of the district. In order to establish the legal residency of a child for school attendance, the student must be residing in the district with **his/her parent(s), court appointed legal guardian or person having legal custody**. The MPS will not accept affidavit forms or notarized affidavits obtained from the custodial parent giving care and custody to another individual. The student must be living with the parent(s), court appointed legal guardian or person having legal custody full time, as a permanent resident or with a legal guardian who can provide verifiable documentation that they are contributing to a "substantial degree" to the support of the child.

If a divorce has been granted, the decree will state which parent has legal custody. If the decree awards joint custody and each parent contributes in "substantial degree" to the child's support while they have custody, then the residence in which the child resides on a regular basis determines the legal residency of the child for school attendance.

In order to determine legal guardianship or legal custody, the parent or guardian will be asked to provide a copy of the divorce decree indicating which parent has custody, a copy of the court order granting legal guardianship or a legal power of attorney. When the issue of whether a parent, legal guardian or custodial parent is contributing to a "substantial degree" to the support of the child, health insurance coverage forms and IRS end-of-year tax statements from the previous calendar year may be requested.

Students without visible means of support, who reside within the MPS district, will be granted enrollment privileges as a Homeless Student.

Homeless students are defined in accordance with the McKinney-Vento Homeless Education Assistance Improvement Act of 2001.

Individuals who lack a fixed, regular and adequate nighttime residence. These include:

- children and youths who are sharing the housing of another person due to the loss of housing, economic hardship or a similar reason
- children living in motels, hotels and trailer parks or camping grounds due to the lack of alternative adequate accommodations
- children living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement
- children and youths who have primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- children and youths who are living in cars, parks, public spaces, abandoned building, substandard housing, bus or train stations or similar settings
- migratory children

Any student meeting these criteria should be referred to the MPS Homeless Liaison at (405) 376-7335 to assist in completing immediate enrollment per the procedures in place with MPS.

In cases of dispute of enrollment as a homeless student or the assigned attendance school, the parent shall be afforded due process per the MPS District McKinney-Vento Homeless Education Complaint Guidelines. (AR5015.3)

Custodial and Noncustodial Parental Rights: It is the policy of the Mustang Board of Education that a parent who is awarded legal custody of a child by court action shall file a copy of the court decree awarding such custody with the school. If the custodial parent does not wish the child to be released to the non-custodial parent, appropriate written instruction should also be filed with the school.

All staff is instructed to refer any questions to the appropriate building principal or the deputy superintendent.

Absent a court decree to the contrary, both natural parents have the right to view the student's school records, to receive school progress reports, to visit the child briefly at school and to participate in parent/teacher conferences (not necessarily together in the same conference).

Residency Due Process: In cases of dispute of residency, the student/parent/legal guardian shall be afforded due process by the Mustang Board of Education. A student who has been denied enrollment by the MPS has the right to submit his/her written appeal to the Residency Dispute Officer of MPS within three (3) days of residency dispute.

Parent/Legal guardian must provide, with the request for review, additional pertinent information pertaining to the residency dispute.

The residency officer will render a decision and notify parent/legal guardian within three (3) days of the receipt of the request for review.

In the event that the parent/legal guardian disagrees with the decision, they must notify the residency officer in writing within three (3) days of the receipt of the decision. The residency officer will submit findings and documentation to the Mustang Board of Education.

The Board will review the dispute and render a decision at the next regularly scheduled board meeting. The

Board's decision shall be final.

Proof of Residence: Students enrolling in MPS shall be required to provide **two (2) verifiable proofs of residency**. The parent/legal guardian shall be asked to provide current utility billings and/or lease agreement, contract on a home, warranty deed statement, ad valorem tax statement or mortgage statement. The school shall accept a current gas, electric or water and sewer billing. Telephone billing, television cable billing, personal checks or driver's license will not be accepted. If utility billings are not available, the school shall accept a statement from the utility company that the services have been established. The letter must be on letterhead and signed by an appropriate official.

Residence Affidavit: Parent(s)/Legal guardian(s)/Students who cannot provide the necessary information to verify their address because they are residing with a friend or relative on a temporary or permanent basis shall be required to complete a "Residency Affidavit Form." At the beginning of each school year a form shall be available and requires both the homeowner/resident and the parent/legal guardian of the student to be present, and each must provide a valid driver's license or state issued I.D. card. The homeowner/resident shall provide the two (2) proofs of residence as required for all new students. Name on the affidavit must match the name on the proofs of residence.

The child shall not be enrolled until all necessary documentation has been provided and verified. If the homeowner/resident/parent/legal guardian/student moves, the enrollment of the student is null and void and the student will be immediately withdrawn.

The MPS Administration reserves the right to make a home inspection. MPS may bill the legal MPS resident for the cost of educational services if falsification of the affidavit occurs. Oklahoma State Law specifies that any person who willfully makes a false statement in a "Residence Affidavit" form shall, upon conviction, be guilty of a misdemeanor punishable by imprisonment in the county jail for not more than one (1) year, or a fine of not more than five hundred dollars (\$500.00), or both. The parent must agree to notify MPS immediately upon any change in residence.

New Residence: The intent to build a home within the Mustang Public School District does not constitute legal residency. If a home is in the process of construction, and a copy of a construction contract with local address can be filed with the school system, a resident shall have approximately forty-five (45) school days from the date of initial enrollment to establish permanent residence in the home under construction. If residency is not established within the allotted time period, the student's enrollment can be terminated.

HOME LANGUAGE SURVEY

The parent/guardian(s) of any student enrolling must complete the Home Language Survey for K-12 School Districts.

The Home Language Survey will apply to all years the student is enrolled with MPS. A new Home Language Survey must be completed in the event that a student withdraws from the district and returns at a later date.

In compliance with state and federal laws, if your child meets the state of Oklahoma's definition for "bilingual", your child will be given a language assessment placement test within 30 calendar days at the start of the school year and within two weeks thereafter. If your child qualifies for *ELL (English Language Learners) services, he/she will also participate in the post-testing procedures in the spring. Results of these tests will be provided for the parent's review and will be maintained in the student's cumulative folder and in other district files.

LEP (Limited English Proficient) and ELL (English Language Learners) are interchangeable terms.

ENROLLMENT OF STUDENTS

Policy # 5035

New Student Enrollment: Enrollment of new students can be completed in the school office. Returning students will fill out pre-enrollment forms during each spring semester. State law and district policy requires that parents bring the following information with them at the time of enrollment:

- official birth certificate for all new students enrolling in MPS
- two (2) proofs of residence (see New Student Enrollment - Proof of Residency in Residency Policy # 5015)
- immunization record that meets the immunization requirements for the State of Oklahoma. For a current guide please contact the Oklahoma State Department of Health Immunization Services at 1-800-234-6196 or their website at <http://www.health.ok.gov>.

STUDENTS MAY NOT ENROLL WITHOUT COMPLETE IMMUNIZATION RECORDS OR PROOF THAT THE STUDENT IS IN THE PROCESS OF RECEIVING REQUIRED IMMUNIZATIONS. NO EXCEPTIONS WILL BE MADE. Exemptions to the immunization law may be granted in accordance with the state law and State Health Department requirements.

Notification of Changes in Enrollment Information: Please notify the office when you have a change of address, phone, work, emergency numbers, etc.

Pre-Enrollment for Returning Students: Returning students will fill out pre-enrollment forms during each spring semester. District policy requires two (2) proofs of residency (gas, water, or electric bills).

Enrollment of Students From a School Not Accredited By the Oklahoma State Board of Education Policy # 5016

A student enrolling in grades 1-8 in the Mustang Public Schools after having attended a school not accredited by the Oklahoma State Board of Education or another state for nine weeks or longer shall be required to be tested by the Mustang Public Schools to help determine grade level placement. A team consisting of the site principal, school counselor and a classroom teacher will evaluate the test scores along with other factors such as age, and social/emotional well-being to determine the best placement for the student.

Students requesting validation of credits from a school not accredited at the high school level (grades 9-12) by the Oklahoma State Board of Education or another state must submit documentation and/or an official transcript from the school to the Principal of Mustang High School. Before a core academic credit will be awarded by Mustang High School on an official school transcript, the student must demonstrate proficiency at a 60% level or above through credit by examination. Exams will only be given in the core academic courses from the non-accredited school that were completed with a passing grade of a D or higher. For the courses where credit by examination is awarded, credit will be documented on an official Mustang High School transcript and will reflect the score earned; i.e., 76% equals a C. Enrollment can then be finished based on courses still needed for graduation requirements.

In addition to the use of achievement testing for core academics, other consideration may be given by the principal or delegated authority to the type of program in which the student participated, the facilities and equipment, types of activities, number of hours per week, etc. for elective credits. Examination results will be kept in the student's cumulative file.

TRANSFER POLICY

Policy # 5005

It is the policy of the Mustang Board of Education that an application for transfer will be reviewed by the 109

Mustang Board of Education and considered on a first-come, first-served basis. Written application for any transfer shall be made by the parent(s) of the student. For purposes of the Education Open Transfer competent student having reached the age of majority. Act, the term "parent" means the parent of the student or person having legal custody of the student or a

The District shall not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, and proficiency in the English language, measure of achievement, aptitude or athletic ability. Notwithstanding the provision of the Education Open Transfer Act, transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70 of the Oklahoma Statutes.

For consideration of a transfer request, parent/guardian must provide documentation of active enrollment, attendance, and discipline; whereas; the student is not suspended or has not voluntarily withdrawn for acts of violence or reckless disregard for others.

Mustang Public Schools offers three (3) transfer options to attend a district school:

1. In-District Transfers (Resident Students)
2. Open Transfers (Non-Resident Students)
3. Emergency Transfers (Non-Resident Students)

PARENTS WILL BE REQUIRED TO PROVIDE TRANSPORTATION FOR ANY STUDENT ACCEPTED FOR TRANSFER INTO THE MUSTANG PUBLIC SCHOOLS, UNLESS PROVIDED OTHERWISE BY LAW.

Siblings of students granted transfers may apply to attend the same said school system. Parent may cancel an approved transfer at any time to return to their resident school by providing written notification to the Principal and to the office of the Deputy Superintendent.

All transfer applications will be considered for approval or denial based on the following criteria:

1. Availability of Programs
2. Staffing Availability
3. If accepting the transfer will require the addition of personnel, transfer application will be denied.
4. Space Availability
5. Schools may not accept transfers after classroom capacities have been met or exceeded.
6. Disciplinary Record and Attendance History
7. Discipline and attendance records of students transferring to Mustang Public Schools shall be requested as part of the student's records. It shall be within the discretion of the Mustang Board of Education, based upon the student's disciplinary records and attendance records, as to whether a transfer shall be approved or denied. As a general rule, students with poor discipline or attendance records or those deemed "not in good standing" at their former school will not be approved for transfer to this district. Students who are currently on a suspension from another school or district shall not be permitted a transfer.
8. Adjudication as a Juvenile Sex Offender will be denied.

The following information must be provided and attached to the transfer application in order for the application to be considered complete for processing:

1. Two proofs of residence in another school district (utility bills, lease agreements or property title)
2. Immunization Record
3. Most recent grade report or grade transcript
4. Attendance Records
5. Discipline Records
6. If the student is in special education, most recent IEP and MEEGS forms; an IEP meeting must be held with representatives of both districts prior to approval of the transfer request.
7. If certain elective courses or programs are desired, they must be noted.
8. The same documentation is required for each sibling to be considered for a transfer.
9. Listing of desired elective courses or programs (solely for determination of program availability; unnecessary if transfer is not contingent upon availability of particular elective or programs)

IN-DISTRICT TRANSFER

A request to transfer to another school in the Mustang district can be submitted any time after January 1 for the following school year. All requests must be submitted at the school of residence. Forms for request of transfer are available at all elementary, intermediate and middle school administrative offices.

A transfer is approved for one (1) year only. The transfer request process must be completed each year before a child can be considered for a transfer. Parents will be notified three (3) business days before the first day of school if the transfer request is approved or denied. An in-district transfer may be revoked at any time for disciplinary reasons.

OPEN TRANSFER

An open transfer application may be obtained from the Deputy Superintendent and shall be filed with the office of the Deputy Superintendent during regular business hours of the Mustang Public Schools (See 70 O.S. § 8-103 for time frames) for the following school year.

By the first Monday in June, the Deputy Superintendent shall notify the resident school district that a student enrolled in the resident school district has filed an application for transfer

The Mustang Board of Education shall vote to approve or deny the application for transfer no later than within thirty (30) days of receipt of the completed transfer application. Within 10 days receiving approval, the parents of the student shall notify Mustang Public Schools that the student will be enrolling in the school district. Failure of parents to notify the district as required may result in loss of the student's right to enroll in Mustang Public Schools for that year.

A student whose parent(s) or legal guardian is employed as a teacher in the MPS District shall be allowed to transfer to the school district. 70 O.S. Section 8-113

No student shall be permitted an open transfer more than once in any school year.

Completed applications for open transfers will be accepted after January 1 of each year. (See 70 O.S. § 8-103 for time frames)

On or before September 1, the Deputy Superintendent shall file a copy of a list of students granted transfer showing the resident school district and grade level of all students granted transfer with the State Board of Education and each resident school district.

EMERGENCY TRANSFER

On an adequate showing of emergency, the Deputy Superintendent may make and order a transfer, subject to approval by the State Board of Education.

An emergency transfer shall include only:

1. The destruction or partial destruction of a school building;
2. The inability to offer the subject a pupil desires to pursue, if the student becomes a legal resident of a school district after February 1 of the school year immediately prior to the school year for which the pupil is seeking the transfers;
3. A catastrophic medical problem of a student, which for purposes of this section shall mean an acute or chronic serious illness, disease, or disorder or injury which has a permanently detrimental effect on the body's system or renders the risk unusually hazardous;
4. The total failure of transportation facilities;
5. The concurrence of both the sending and receiving school districts;
6. The unavailability of remote or on-site Internet-based instruction by course title in the district of residence for a student identified as in need of dropout recovery or alternative education services, provided such student was enrolled at any time in a public school in this state during the previous three (3) school years;
7. The unavailability of a specialized deaf education program for a student who is deaf or hearing impaired.
8. When a student has been the victim of harassment, intimidation, and bullying as defined in 70 O.S. § 24-100.3, and the receiving school district has verified that:
 - i. The student has been the victim of harassment, intimidation or bullying; and

- ii. The sending school district was notified of the incidents or incidents prior to the filing of the application for transfer.

A child who has reached the age of four (4) on or before September 1 of the school year, and resides in a district that does not offer an early childhood program shall be granted a transfer into the district provided the physical facilities and teaching personnel can accommodate the child. The district may also refuse to accept the nonresident child if the district determines the child is not ready for an early childhood education program.

A child whose family relocates from the school district may continue attendance to the end of the current school year provided the student began the school year in the school district. The parent must provide transportation.

Students transferring to the district between school years shall be admitted to the next higher grade upon meeting entrance requirements and showing evidence of having completed the preceding grade. Students transferring from private, non-accredited schools shall be tested and placed accordingly.

Any student residing in a school district that does not offer the grade that such child is entitled to pursue shall be entitled to be transferred to any school district inside or outside of the transportation area in which such student resides which offers the grade which he is entitled to pursue. Such transfer shall be automatically approved.

Any student transfer approved for any reason prior to January 1, 2000, shall continue to be valid and shall not be subject to the Education Open Transfer Act unless the parent having custody chooses otherwise.

The transfer of a child with disabilities for three (3) years creates an automatic and permanent transfer to this school district.

TRANSFER FOR CHILDREN OF ACTIVE DUTY MILITARY MEMBERS

Mustang Public Schools shall allow the transfer of students who are the dependent children of a member of the active uniformed military services of the United States on full-time active duty status and for whom Oklahoma is the home of record and for students who are the dependent children of a member of the military reserve on active duty orders and for whom Oklahoma is the home of record shall be approved if:

1. At least one parent of the student has a Department of Defense-issued identification card;
2. At least one parent can provide evidence that he or she will be on active duty status or active duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a natural disaster requiring the use of orders for more than (30) consecutive days; and
3. The student will be residing with a relative of the student who lives in the receiving school district or who will be living in the receiving school district within six (6) months of the filing of the application for transfer. (70 O. S. §8-103.1)

Requests for transfer shall be evaluated on an annual basis. Should the Mustang Administration and/or Board of Education determine that cancellation of a previously approved transfer is in the best interest of the district, the resident district and the parents/guardian of the student shall be notified of the cancellation. Such notice shall be made by July 15 prior to the school year for the cancellation is applicable.

FOREIGN EXCHANGE STUDENTS

Policy # 5025

Unless otherwise prohibited by federal law, Mustang Schools will:

1. Accept exchange students on J-1 visas, issued pursuant to paragraph (a) (15) (J) of Section 1101 of Title 8 of the United States Code.
2. Mustang Schools will not accept exchange students on M-1 visas, issued pursuant to paragraph (a) (15) (M) of Section 1101 of Title 8 of the United States Code, which are for vocational or nonacademic students or F-1 visas, issued pursuant to paragraph (a) (15) (f) of Section 1101 of Title 8 of the United States Code, therefore, MPS is not an I-20 issuing school.

3. Use the governing regulations set by the United States Information Agency (USIA) for Exchange Visitor Programs as guidelines and standards for local schools.
4. Have the right to accept or reject any exchange student or sponsoring organization not adhering to the USIA regulations and have the right to reject any exchange student if the student, legal custodian, or legal guardian is not a resident of the district.
5. Foreign exchange students will be classified as juniors and will not participate in graduation exercises.

CLASSIFICATION OF STUDENTS (Grades 9-12)

The completion of five (5) credits is required for sophomore classification, twelve (12) credits for junior classification and eighteen (18) credits for senior classification.

Those students who fail a required course are strongly encouraged to repeat the course in summer school, night school or approved online course. In addition, at least two (2) credits of the last three (3) credits completed for graduation shall be completed in attendance in the accredited high school from which the individual expects his/her diploma. Any deviation must be approved by the administration.

Any student who has not obtained sufficient credits to advance to a higher grade level has two (2) options:

- Reclassification – The student will be classified as being in the grade previously attempted. The student may be reclassified at the beginning of each school year with the exception of a reclassified junior who has the possibility of graduating. This student may graduate with his/her original class if all credits are made up in summer school, correspondence or approved online courses.
- Retention – The student will repeat the grade previously attempted. Any student who is retained may be enrolled in required courses failed in previous years. Any retained student will be unable to graduate with his/her original class. A student will not be retained if sufficient credits to advance to a higher grade have been obtained. No student will be enrolled in more than one (1) required English course during the regular school day.

SCHEDULE CHANGES

Determining academic schedules should be for the growth of the student. Therefore, changes for such reasons as to have the student moved to a class generally below the intellectual capability of the student, a student's failure due to incomplete assignments, "to be with a friend" or "that the teacher is too hard" will not be considered serious enough reason to cause a schedule change.

Schedule changes are permitted through the first five (5) days of the semester with the exception of AP courses. Schedule changes will be considered for legitimate reasons such as a schedule conflict, meeting graduation requirements or inappropriate placement as determined and recommended by a teacher or counselor with administrative approval. **Any change after the first five (5) days of a semester requires administrative approval. See procedures for appeal process for a change of schedule after the deadline.**

Schedules may be adjusted if any of the following criteria exist and space is available:

- incomplete schedules or computer errors
- duplication of courses
- student who does not meet prerequisites or does not have teacher approval
- student accepted to a special program (Career Tech, PASS, work experience, etc.)
- enrolled in a course with a teacher under whom the student previously failed
- taking a more challenging course (no reversal at a later date)

Appeal Process for a Schedule or Teacher Change After the Deadline

1. A conference with parent, student, teacher, and an administrator is required. During this conference, the problem/concern is discussed and a plan should be made by which the student and teacher can solve the problem/concern through mutual effort. The plan must be in effect for a minimum of six weeks.
2. If the parent feels the above plan has not been successful, he or she may write a letter to the principal, describing efforts the student has made to meet the specifications of the plan and why they have not solved the problem.
3. The principal will determine, based on the letter from the parent and an interview with the student and the teacher, as to whether a problem exists and a change is in the best interest of the student.

PROFICIENCY-BASED PROMOTION/CREDIT BY EXAMINATION

Policy # 5065

Upon the request of a student, parent or guardian, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area. Elementary, middle and high school students who are legally enrolled in Mustang Public Schools and who have not previously received instruction in the requested course/grade level will qualify to request proficiency based promotion. Proficiency for advancing to the next level of study will be indicated by a 90 percent or comparable performance on an assessment or demonstration. The opportunity for proficiency assessment will be provided at least twice each school year. Application for testing must be made at least fourteen (14) days prior to the testing date. Students shall have the opportunity to demonstrate proficiency in the following core areas as identified in 70 O.S.11-103.6:

Social Studies	Language Arts	The Arts
Languages	Mathematics	Science

Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be allowed to advance to the next grade/level of study. The school will confer with parents in making promotion/acceleration decisions. Students must progress through a curriculum area in a sequential manner. If proficiency is demonstrated, the notation to be placed on the student’s permanent record/transcript will be a letter grade of an “A.” The credit(s) shall count toward meeting the requirements for the high school diploma.

Students who do not demonstrate proficiency will be allowed to request testing during the next assessment period. Failure to demonstrate proficiency will not be noted on the student’s transcript.

Application forms, testing dates and other information are available from the school counselor.

STUDENT PROMOTION/RETENTION

Policy #5070

In accordance with the Reading Sufficiency Act of the state of Oklahoma and the policy of the Mustang Board of Education, the following criteria for the selection of students to be promoted to the next grade level, retained in their current grade, or denied course credit, will be used in the Mustang School District.

Students in grades K-4:

1. Any student who demonstrates proficiency in reading at the third-grade level through a screening instrument which meets the acquisition of reading skills criteria shall not be subject to retention. Upon¹¹⁴

demonstrating proficiency through screening, the district shall provide notification to the parent(s) and/or guardian(s) of the student that they have satisfied the requirements of the Reading Sufficiency Act and will not be subject to retention pursuant to this section.

2. If a third-grade student is identified at any point of the academic year as having a significant reading deficiency, which shall be defined as scoring below proficient on a screening instrument which meets the acquisition of reading skills criteria, the district shall immediately begin a student reading portfolio and shall provide notice to the parent of the deficiency.
3. If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade, the student may qualify for automatic promotion to the fourth grade upon demonstrating proficiency on the reading portion of the statewide third-grade criterion-referenced test.
4. If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade and still has a significant reading deficiency, as identified based on assessments administered that meet the acquisition of reading skills criteria, has not accumulated evidence of third-grade proficiency through a student portfolio, or is not subject to a good cause exemption, then the student shall not be eligible for automatic promotion to fourth grade.
5. A student not qualified for automatic promotion under paragraph 4 of this subsection may be evaluated for “probationary promotion by a “Student Reading Proficiency Team” composed of:
 - (1) the parent(s) and or guardian(s) of the student,
 - (2) the teacher assigned to the student who had the responsibility for reading instruction in that academic year,
 - (3) a teacher in reading who teaches in the subsequent grade level,
 - (4) a certified reading specialist if one is available.The student shall be promoted to the next grade if the team members unanimously recommend “probationary promotion” to the school principal and district superintendent for approval. If a student is allowed a “probationary promotion”, the team shall continue to review the reading performance of the student and repeat the requirements of this paragraph each academic year until the student demonstrates grade-level reading proficiency, as identified through a screening instrument which meets the acquisition of reading skills criteria, for the corresponding grade level in which the student is enrolled or transitions to the requirements set forth by the Achieving Classroom Excellence Act.
6. Students who do not demonstrate proficiency on the reading portion of the statewide third-grade criterion referenced test and who are not subject to a good cause exemption shall be retained in the third grade and provided intensive instructional services and supports.

A third grade student may be promoted for “good cause” if the student meets one of the following statutory exemptions:

1. Limited-English-proficient students who have had less than two years of instruction in an English language learner program;
2. Students with disabilities whose individualized education plans, consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternate Assessment Program (OAAP);

3. Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
4. Students who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
5. Students with disabilities who participate in the statewide criterion-referenced tests and who have an individualized education plan that reflects that the student has received intensive remediation for reading for more than two years but still demonstrates a deficiency in reading and who were previously retained or were in a transitional grade during kindergarten, first grade, second grade, or third grade for a total of two years;
6. Students who have received intensive remediation in reading through a program of reading instruction for two (2) or more years but still demonstrate a deficiency in reading and who were previously retained or in a transitional class during kindergarten, first grade, second grade, or third grade for a total of two (2) years.
7. Student faced exceptional emergency circumstances which prevented the student from being assessed during the OCCT testing window (Must be approved by the Office of Accountability and Assessment)

The district will comply with the laws and rules applicable to the Reading Sufficiency Act.

For students in grades 5-8:

1. A conference with parent(s) or guardian(s) will be held prior to the retention of any student.
2. Considerations for retention will include: grade level achievement, standardized test scores, attendance records and other criteria as needed.

Students in grades 9-12:

1. Credit for a course of study will be transcribed if the student has achieved a grade average of 60% or above as determined by the teacher of record.
2. Promotion in grades 9-12 is based upon the number of earned credits.

Grade classification is as follows:

- Students will be classified at the beginning of each school year, and additionally as needed for cohort (on-time) graduation.
- The completion of five (5) credits is required for sophomore classification, twelve (12) credits for junior classification and eighteen (18) credits for senior classification.
- Those students who fail a required course are strongly encouraged to repeat the course in summer school, correspondence or approved online course. In addition, at least two (2) credits of the last three (3) credits completed for graduation shall be completed in attendance in the accredited high school from which the individual expects his/her diploma.
- Any deviation must be approved by the administration.
- Without a credit recovery option, students may be re-enrolled in courses needed for graduation that were previously failed.
- Upon reaching the number of required credits for grade level advancement, students may be reclassified.

A student will not receive credit for a course if he/she has in excess of twelve (12) absences in any course in which a student is enrolled during the semester or three (3) out of the seventeen (17) day block if enrolled in MED Alt Ed program, not to exceed twelve (12) absences per semester. If a student exceeds the twelve (12) absences per class, a No Credit (NC) will be posted in place of a letter grade.

APPEAL OF ATTENDANCE RECORD

Appeal of Attendance Record: A written appeal concerning attendance must be made to the Appeal Committee within 10 days from the last day of the semester. The appeal form is located on the High School website. Instructions for the process of submitting the form to the Appeal Committee is located on the form. Doctors' notes should be submitted to building secretaries throughout the semester. Original doctor's notes or other documentation should be kept for your own records. An appeal committee consisting of an administrator, teacher and counselor will review the merits of the appeal and submit a final decision to the site administrator. The decision of the committee is final.

OFFICIAL WITHDRAWAL FROM SCHOOL

If a student plans to request withdrawal from school, the parent/guardian of the student must notify the school. The student will then receive a withdrawal slip to present to each of his/her teachers and counselor. The teachers will record a withdrawal grade, which will be the grades earned during the current semester. If he/she has any state owned books, library or departmental books or supplies, he/she must return them to the counseling office. After he/she gets his/her teacher's and counselor's signatures on the slip, he/she must present it to the principal for approval.

GRADUATION

GRADUATION

Policy #5075

The Mustang Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the board of education that the required course units plus elective units must be equal to a minimum of 26 units for graduation.

A credit/unit represents the credit/unit given for successful completion of one (1) year of study in a solid subject. All students must be enrolled in a minimum of seven (7) classes per semester.

MHS GRADUATION REQUIREMENTS

All classes taken to meet graduation requirements must be taken in grades 9-12.

According to the law, your student will automatically be enrolled in the college preparatory/work ready curriculum, and you do not need to do anything to enroll your student in this curriculum. However, if you choose the core curriculum, you must complete the "College Preparatory/Work Ready Parental Curriculum Choice Letter" and turn it in to your student's school counselor. Please contact your 's counselor if you have questions or need additional information.

Graduating Class of 2018

~~COLLEGE PREPARATORY CURRICULUM (for those following ACE and/or Oklahoma's Promise/OHLAP):~~

~~● 4-English:~~

- ~~○ 1 unit grammar and composition~~

- ~~3 units~~ selected from American literature, English Literature, World Literature, and Advanced English courses
- **3-Mathematics**
 - ~~3 units~~ with content and/or rigor at or above Algebra I. May include Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Pre-Calculus, Calculus, AP Statistics, or any math course with content and/or rigor above Algebra I and approved for college admission requirements.
 - All three units must be taken in grades 9-12.
- **3-Laboratory Science:**
 - Limited to Biology, a physical science and any lab science course with rigor above Biology and approved for college admission requirements.
- **3-Social Studies:**
 - ~~1 unit~~ United States History,
 - ~~½ to 1 unit~~ United States Government
 - ~~½ unit~~ Oklahoma History, and
 - ~~½ to 1 unit~~ selected from World History, Geography, Economics, Civics, or Non-Western Culture approved to meet college admissions requirements.
- **2-Foreign Language or Non-English Language OR Computer Technology:**
 - ~~2 units~~ of the same foreign or non-English language or
 - ~~2 units~~ of computer technology approved for college admission requirements
- **1-Additional Unit selected from the courses listed above:**
 - ~~1 unit~~ selected from the courses listed above or career and technology courses approved for college admission requirements
- **1-Fine Arts:**
 - ~~1 unit or set of competencies~~ in Fine Arts
- **Additional Requirements:**
 - Personal Financial Literacy Requirement
 - CPR/AED Requirement

A student must complete a Carnegie Unit or demonstrate mastery of the state academic content standards as outlined by the SDE. A Carnegie Unit of credit is given for the successful completion of a course that meets forty (40) minutes a day, five (5) days per week, for at least thirty-six (36) weeks, or equivalent of one hundred twenty (120) clock hours with the school year.

CORE CURRICULUM (for those opting out of the College Preparatory curriculum):

- **4-English:**
 - ~~1 unit~~ grammar and composition
 - ~~3 units~~ selected from American Literature, English Literature, World Literature, advanced English courses
- **3-Mathematics**
 - ~~3 units~~ with content and/or rigor at or above Algebra I. May include Algebra I, Intermediate Algebra, Algebra II, Geometry, Trigonometry, Math Analysis, Pre-Calculus, Calculus, AP Statistics, or any math course with content and/or rigor above Algebra I and approved for college admission requirements.
 - All three units must be taken in grades 9-12.
- **3-Science:**
 - Limited to Biology, a physical science and any lab science course with rigor above Biology I or Physical Science.
- **3-Social Studies:**
 - ~~1 unit~~ United States History,

- ~~1/2 to 1 unit~~ United States Government
- ~~1/2 unit~~ Oklahoma History, and
- ~~1/2 to 1 unit~~ selected from World History, Geography, Economics, Civics, or Non-Western Culture approved to meet college admissions requirements.
- ~~2-The Arts:~~
 - ~~2-units or sets of competencies~~ in Fine Arts
- ~~Additional Requirements:~~
 - Personal Financial Literacy Requirement
 - CPR/AED Requirement

Graduating Class of 2019

~~COLLEGE PREPARATORY CURRICULUM (for those following ACE and/or Oklahoma's Promise/OHLAP):~~

- ~~4-English:~~
 - ~~1 unit~~ grammar and composition
 - ~~3 units~~ selected from American Literature, English Literature, World Literature, and Advanced English courses
- ~~3-Mathematics~~
 - ~~3 units~~ with content and/or rigor at or above Algebra I. May include Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Pre-Calculus, Calculus, AP Statistics, or any math course with content and/or rigor above Algebra I and approved for college admission requirements.
 - All three units must be taken in grades 9-12.
- ~~3-Laboratory Science:~~
 - Limited to Biology, a physical science and any lab science course with rigor above Biology and approved for college admission requirements.
- ~~3-Social Studies:~~
 - ~~1 unit~~ United States History,
 - ~~1/2 to 1 unit~~ United States Government
 - ~~1/2 unit~~ Oklahoma History, and
 - ~~1/2 to 1 unit~~ selected from World History, Geography, Economics, Civics, or Non-Western Culture approved to meet college admissions requirements.
- ~~2-Foreign Language or Non-English Language OR Computer Technology:~~
 - ~~2 units~~ of the same foreign or non-English language or
 - ~~2 units~~ of computer technology approved for college admission requirements
- ~~1-Additional Unit selected from the courses listed above:~~
 - ~~1-unit~~ selected from the courses listed above or career and technology courses approved for college admission requirements
- ~~1-Fine Arts:~~
 - ~~1-unit or set of competencies~~ in Fine Arts
- ~~Additional Requirements:~~
 - Personal Financial Literacy Requirement
 - CPR/AED Requirement

A student must complete a Carnegie Unit or demonstrate mastery of the state academic content standards as outlined by the SDE. A Carnegie Unit of credit is given for the successful completion of a course that meets forty (40) minutes a day, five (5) days per week, for at least thirty-six (36) weeks, or equivalent of one hundred twenty (120) clock hours with the school year.

CORE CURRICULUM (for those opting out of the College Preparatory curriculum):

- **4-English:**
 - **1 unit** grammar and composition
 - **3 units** selected from American literature, English literature, World Literature, advanced English courses
- **3-Mathematics**
 - 3 units with content and/or rigor at or above Algebra I. May include Algebra I, Intermediate Algebra, Algebra II, Geometry, Trigonometry, Math Analysis, Pre-Calculus, Calculus, AP Statistics, or any math course with content and/or rigor above Algebra I and approved for college admission requirements.
 - All three units must be taken in grades 9-12.
- **3-Science:**
 - Limited to Biology, a physical science and any lab science course with rigor above Biology I or Physical Science.
- **3-Social Studies:**
 - **1 unit** United States History,
 - **½ to 1 unit** United States Government
 - **½ unit** Oklahoma History, and
 - **½ to 1 unit** selected from World History, Geography, Economics, Civics, or Non-Western Culture approved to meet college admissions requirements.
- **1-The Arts:**
 - **1- units or sets of competencies** in Fine Arts
- **1-Computer Education:**
 - 1 unit of computer education (above keyboarding).
- **Additional Requirements:**
 - Personal Financial Literacy Requirement
 - CPR/AED Requirement

[Overview of Graduation Requirements by Class](#)

Specific courses can be found in the Mustang High School Course Guide or the Oklahoma State Department of Education website. sde.ok.gov/sde/

Diploma

- CC = Core Curriculum
- CP/WRC = College Preparatory / Work Ready Curriculum

	2018		2019		2020		2021		2022	
	CC	CP/WR	CC	CP/WR	CC	CP/WR	CC	CP/WR	CC	CP/WR
English	4	4	4	4	4	4	4	4	4	4
Math (must be taken grades 9-12)	3	3	3	3	3	3	3	3	3	3
Science	3	3	3	3	3	3	3	3	3	3
History	3	3	3	3	3	3	3	3	3	3

World Languages (WL)	N/A	2 CT or 2 WL from same language	1	2 CT or 2 WL from same language	1	2 CT or 2 WL from same language	1	2 CT or 2 WL from same language	1	2 CT or 2 WL from same language
Computer Technology (CT)			1		1		1			
Additional Unit	N/A	1 (from above)	N/A	1 (from above)	N/A	1 (from above)	N/A	1 (from above)	N/A	1 (from above)
Fine Arts / Speech	2	1	1	1	1	1	1	1	1	1
Electives	11	9	10	9	10	9	10	9	10	9
Total	26	26	26	26	26	26	26	26	26	26

- **Additional Requirements for CC and CP/WRC:**

- Personal Financial Literacy Requirement
- CPR/AED Requirement
- Statewide student assessment system
 - ELA
 - Math
 - Science
 - US History

Mustang Public Schools requires students to successfully complete twenty-six total credits to graduate. However, under special circumstances due to organizational structure outside of the student’s control, Mustang Administration may recommend to the MPS School Board of Education to waive the twenty six minimum credit requirement and reduce the requirement while staying in the state guidelines.

CONCURRENT ENROLLMENT

High school students taking college courses as concurrent enrollment will be granted high school elective credit, which will count toward graduation. Only concurrent English Comp I and Comp 2, and Government and College Algebra will be counted as a core curriculum graduation requirement. All grades earned through concurrent enrollment will be placed on the transcript and will be computed into the cumulative GPA. **The student has the responsibility of notifying the college and his/her high school counselor when he/she drops or stops attending the concurrent college course.** These WP and WF grades will be computed and transcribed into the student’s transcript the same as NC (No Credit) which will compute as a failing grade (0.0). Students who drop any concurrent course within the first twenty (20) days of the semester may enroll in a Mustang High School course for full credit. Failing a concurrent class may affect graduation status.

In order for a student to take concurrent course(s) the following criteria must be met:

- Must meet minimum High School Performance Standards as established by the Oklahoma State Regents for Higher Education.
- Must be a Junior or Senior
- Must have prior approval from his/her high school counselor
- Must be a student in good standing

Before a student is accepted for concurrent credit, he or she must sign the concurrent enrollment contract which will be kept in the student cumulative file.

Once Graduation requirements have been met (all required course units plus enough elective units to equal 26) the student will be required to graduate at the end of that academic year.

ASSESSMENTS

Students graduating from Mustang High School, who start the ninth grade prior to or during the 2016-2017 school year, must meet the following requirements regarding assessments:

- During their high school career, students will test in all content areas as directed by the Oklahoma State Department of Education. In the event the student was unable to satisfy the Oklahoma state testing requirements due to extenuating circumstances as established by the district, the following tests may be used to satisfy the requirement:
 - ACT
 - EOI
 - PSAT
 - SAT
 - Aspire
 - WorkKeys
 - Business/Industry Testing offered at Technology Centers
 - District created assessments
 - Alternative assessment approved by the district
- If a student moves in from another state they may use their previous state's tests or a combination of the assessments listed above.
- The student's highest-achieved score on the assessment or assessments will be included on the student's transcript.

GRADUATION EXERCISES

Only those seniors in attendance at Mustang High School and qualified under the aforementioned requirements shall be considered for participation in the Mustang graduation ceremony.

A student must complete all graduation requirements to participate in graduation exercises. If a student is missing $\frac{1}{2}$ a credit, an appeal can be made to the High School Principal. An Appeal Committee ~~comprised of at least one administrator, one counselor, and one teacher~~ will review each case individually. The Appeal Committee's decision is final.

A Mustang High School student who is not allowed to graduate and participate in commencement exercises because of lack of sufficient units of credit, but subsequently completes the required credits through correspondence, summer school or similar approved methods, will have two options:

1. Upon completion of credit, the student may receive his/her diploma at that time.
2. Upon completion of requirements, a student will be allowed to participate in the commencement exercises of the next graduating class and receive his/her diploma at that time. If the student desires to participate in the exercise, he/she must notify the school on or before April 1. The student understands that he/she must abide by all policies as stated in the Mustang High School Student Handbook for the current year.

A student will not be able to participate in graduation exercises if under school suspension or incarcerated.

Students will need to dress in appropriate attire for the graduation ceremony.

Dress Requirements:

- ~~Male students should wear long trousers, a shirt with a collar and preferably a tie.~~
- ~~Female students should wear a dress or long pants and a blouse.~~
- ~~Regular street shoes with dark socks for men must be worn. Tennis shoes are not appropriate. No flip-flops will be worn.~~
- ~~Decorations on the mortar board and gown will not be allowed.~~
- ~~Students who have graduated from a military active duty boot camp and have been issued a uniform from military basic training may wear the uniform of the appropriate armed force of the United States during graduation.~~
- ~~All Valedictorians & Salutatorians will wear gold hoods.~~
- ~~National Honor Society members meeting the senior level requirements will wear gold silk stoles.~~

Procedure for Adding additional cords: High school organizations who are governed by a National Organization and are tied to a transcribed course can request cords to be worn at graduation. The organizations may submit a written request for consideration of additional cords to the **High School Principal Cord Committee** for approval. This request should include all important information including the requirements for earning the cord through the organization. ~~The Cord Committee will be open to the high school for voluntary participation and will consist of, but not be limited to, one administrator, one counselor, three teachers, including representation of one approved organization. The committee will make a recommendation to the superintendent or designee and the decision of the superintendent or designee will be final.~~ Only cords approved by Mustang High School can be worn during the graduation ceremony.

Valedictorian and Salutatorian

Valedictorian and Salutatorian status will be based on student's performance from their ninth, tenth, eleventh, and twelfth grade year. All students with a GPA of 4.00, weighted or unweighted (no rounding of points) and above will be valedictorians and will have a class rank of number 1. All students with a 3.970 (no rounding of points) through 3.999, with no grade lower than a B, will be salutatorians. This is computed from a seven (7) semester transcript.

Students coming from out-of-state/out-of-country institutions with transfer grades that can only be transcribed as "P" may be eligible for valedictorian/salutatorian consideration only with administrative approval.

Students with weighted GPAs, which fall within the designated range for valedictorian/salutatorian, will be removed from consideration for the following:

- one (1) or more grades lower than a "B"
- one (1) or more grades of "NC"
- one (1) or more semesters of grades of "P," which may be transcribed from out-of-state/out-of country transfer grades, unless administration approval is granted
- have attended high school more than 8 semesters
- fewer than seven (7) semesters of grades, unless on an early graduation contract

Early Graduates

Traditional setting: Six (6) semester graduates must have twenty-two and one-half (22.5) credits completed by the end of the 5th semester; the weighted GPA of those twenty-two and one-half (22.5) credits is used for valedictorian/salutatorian determination. It is the parent(s)' and student's responsibility to notify the counselor if there is an intent to graduate early. The student will need to sign the early graduation contract.

Non-traditional pathway: (any student utilizing an alternative setting which includes, but is not limited to MEC/PASS, MTC, Virtual Academy, CCEC, etc.). Student and Parent/Guardian must declare intended graduation by April 15 in order to participate in graduation exercises for the current school year. In order to

declare graduation, the student and parent/guardian must meet with the school counselor and sign off on a graduation contract. In this instance, the student must successfully complete all graduation requirements prior to the graduation date. If a student does not declare by April 15 or does not successfully complete all graduation requirements, then they will not be allowed to participate in graduation exercises during that year.

All Students

Any student that fails to meet the requirements for graduation will be re-enrolled for the following school year in order to finish all outstanding requirements. Upon completion of those outstanding requirements, the student would be eligible to participate in the graduation exercises for that school year.

Grade Point Average

A “simple average” of the grade points from all classes for a student will be calculated (add grade points from each class and divide by the number of classes taken). If a student has not taken an advanced placement (AP) or advanced placement prep class, the process ends here.

Grade weighting

The following grade weight policy is:

- advanced placement classes will be weighted on a 5-point scale in computing grade point averages
- pre-advanced placement classes will be weighted on a 4.5-point scale
- courses termed “honors” will be noted on the high school transcript as such, but will receive no additional grade weight.

NCAA CLEARINGHOUSE

To be certified by the clearinghouse, the student must:

- Graduate from high school and have successfully complete sixteen (16) core courses and have a core-course grade-point average (based on a 4.00 scale) and a combined score on the SAT or a sum score on the ACT based on the new core GPA/test score index.

It is the responsibility of the student/parent to notify the appropriate counselor if they have registered with the NCAA Clearinghouse. Counselors will assist students tracking the necessary coursework for eligibility. However, the student is ultimately responsible for completing all of the requirements of the program. The NCAA requires that a student’s ACT score come directly from ACT. Students and parents need to be sure to use the ACT Code (9999) when registering for the ACT. It is recommended a student register by spring of the junior year. Go to www.ncaaclearinghouse.net to register.

HEALTH & SAFETY

HEALTHY and FIT POLICY

Policy # 5145

MPS will comply with all mandates of local, state and federal laws to ensure proper nutrition, health and safety of its students, staff and patrons. For detailed information, refer to Board Policy # 5145 in the Policy and Procedures Handbook at www.mustangps.org.

HEALTH SERVICES

Policy # 5045

All employees of MPS have a crisis management plan that will be followed during an emergency or crisis. The first call will always be to 911.

A nurse is available at the schools on scheduled days of the week. If an emergency occurs, a nurse will be called to help with the situation. The nurses also act as resource persons and often work with the teachers

on units of study concerning health issues. Our nurses act as liaisons between the public health department and the public schools. They inform school staff and patrons of current health problems, epidemics, etc. The nurse maintains student health records. Please inform the school of any chronic illness or conditions. Example: asthma, diabetes, heart condition, ulcer, etc.

Illness: Attendance at school is very important, however, students cannot be expected to perform well if they are ill. Please keep students home if they are running a temperature. Students must be free of fever, vomiting or diarrhea for twenty-four (24) hours without the aid of medication before returning to school. If your child becomes ill during the school day and/or has a temperature of 100 degrees or more, he/she will be sent home. Please make sure the office has current telephone numbers for parents, guardians and all emergency contacts.

Head lice: Per the authority of the Oklahoma School Law Section 815, any student with head lice will be prohibited from attending school and cannot re-enter without certification from a health professional or a representative of the State Department of Health that the child is no longer afflicted with head lice.

"Health professional" means for the purposes of this act any licensed physician, psychologist, dentist, osteopathic physician, podiatrist, chiropractor, registered or licensed practical nurse or physician's assistant.

Any teacher or district employee may check for lice and nits when deemed appropriate and, in addition there will be periodic and random organized checks for lice and nits. Any individualized checks shall be done outside the presence of other children, and any confirmation of the presence of lice or nits resulting from any check, shall be handled in a professional manner.

Any child excused or prohibited from attending school due to head lice or nits shall not be re-admitted or permitted to return to school until said child has been examined by a school nurse or health professional as defined above, and found to be free of lice and nits.

Any teacher or other employee who has contracted head lice is expected to take leave from work until the lice or nits have been eliminated.

Medication: It is the policy of the Mustang Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication an administrator, school nurse or a designated school employee may administer the medication when authorized in writing by the student's parent or guardian(s) provided by law.

General Procedures for the Authorization of Medication

If possible, parents are advised to try to give medication at home on a schedule other than during school hours. If, however, it is necessary that a medication be given during the school day, compliance with the following instructions is required:

- A written authorization form must be on file in the clinic or office before the school nurse or designated school employee can administer any medication to a student. The parent(s) or the person having legal custody or the legal guardian of a minor may sign the authorization form
- Each school in which any medication is given shall keep a record of the name of the student to whom the medication was administered; the date the medication was administered; the name of the person who administered the medication and the type or name of the medication, which was administered
- Medication to be administered will be kept in the school clinic or office, properly stored and not readily accessible to persons other than the persons who will administer the medication

- The parent, guardian, or person having legal custody of the student is responsible for informing the school of any change in the student's health or change in medication
- Requests from parents/guardians to change the dosage of any medication from that listed on the label will not be honored without written confirmation from the physician
- No controlled substances will be given at school without a specific doctor's order stating the medication must be given during school hours
- Medication that needs to be halved **MUST** be done by the parent or pharmacy before bringing to school. Medication will not be cut in half by school personnel
- A one-month supply of medication will be allowed in the school clinic
- Parents/guardians must pick up any unused prescription/non-prescription by the last day of the school year or it will be appropriately disposed of. Medications are not stored at school during the summer
- Students **MAY NOT** carry medicine with them to take during the school day unless it meets the guidelines listed under Procedure for self-administration of a medication
- Any prescription or nonprescription medication is or can be considered dangerous if the above procedures are not followed
- Students in possession or distributing personal medication to other students during school, at school events or on school premises **WILL BE** subject to disciplinary action

Non-Prescription/Over the Counter

If possible, parents are advised to try to give medication at home on a schedule other than during school hours. If, however, it is necessary that a medication be given during the school day, compliance with the following instructions is required:

- It is the responsibility of the parent/guardian of the child to bring into the office any medication to be given at school
- Medication is not allowed on the school bus and must be brought to school and picked up by the parent/guardian or appropriate designee
- Written authorization and instructions from parent/guardian must be on file in the school clinic or office before school employees may administer any medication to the student. A new authorization form must be completed for each school year and any change in medication. Telephone permission will not be accepted
- Non-prescription medicines must be brought to school in the original manufacturer's container with the original label intact, which supplies the following information: ingredients, expiration date, dosage and frequency, route of administration, side effects and contraindications, and other directions as appropriate. The medicine must be age and dose appropriate and must not be past the expiration date
- Non-prescription medication that needs to be given daily or longer than the manufacturer's recommendation for use, must be accompanied by a physician's written order
- Non-prescription inhalers for asthma will not be given at school
- No aspirin or aspirin-type products such as, Excedrin or Pepto-Bismol will be given at school without written authorization from a physician *As recommended by the National Reyes Syndrome Foundation, the U.S. Surgeon General, the F.D.A., and the Center for Disease Control.
- Only FDA approved medication will be given at school
- Herbal and homeopathic supplements will not be given at school
- Requests from parents/guardians to increase the dosage of any medication beyond that listed on the label will not be honored without written confirmation from the physician
- All medication to be given at school must be kept in the school clinic or office, regardless of the student's age
- For incidents of major concern or questions regarding the administration of any medication and in the absence of either the written authorization/instructions from the parent/guardian or medication in the properly labeled container, no medication will be administered. Every effort will be made to notify the parent/guardian. The nurse's professional discretion will be used to determine if administration is in keeping with the health and well-being of the student and sound medical practice.

Prescription Medication

Must be brought to school by a parent/guardian in the original prescription container labeled with (The pharmacist will supply an extra bottle with the following information if you ask.):

- Date
- Name of the prescriber
- Name of the student
- Name and dosage of the medication
- Directions for administration
- Name and phone number of the pharmacy

Sample drugs must be accompanied by a physician's written order, specifying the dosage, frequency, and directions for administration.

Procedures for Self-Administration of a Medication

Students with severe asthma, anaphylaxis or a life threatening condition who need to carry and self-administer an emergency medication must adhere to the following guidelines. Anaphylaxis medication includes but is not limited to Epinephrine injectors, prescribed by a physician and having an individual label. A student who is permitted to self-administer anaphylaxis medication shall be permitted to possess and use the anaphylaxis medication at all times for the school year in which permission for self-administration is granted. (i.e. inhaler, an anaphylaxis medication used to treat anaphylaxis, insulin pump, glucagon injection, and EpiPen)

- Submit a written statement from the physician treating the student indicating the child's condition and that he/she is capable of and has been instructed in the proper method of self-administration of the medication.
- The parent/guardian must fill out and sign the Authorization to Administer Medication form. This form gives parental consent for administration of the medication and acknowledges that the school district, employees and agents shall incur no liability as a result of any injury arising from the self-administration of the medication by the student.
- It is the parents/guardians responsibility to provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
- Permission for the self-administration of medication is effective for the school year for which it is granted and must be renewed each subsequent school year upon the fulfillment of the above requirements. School personnel shall not be responsible for any adverse reaction suffered by the student as a result of self-medication.

Field Trips/Medication

If a student takes scheduled and/or emergency medication at school and will need this medication during the time of a school-sponsored field trip, the parent will need to send a pharmacy labeled bottle with the amount of the pills the student will need during the field trip. Each medication must be in a separate, labeled bottle. It is the parent's responsibility to notify the school if any of the student's medication is to be taken on a field trip. **Student's medication will be carried and dispensed by a MPS employee.** If a student is accompanied by his/her parent, that parent may carry and administer their child's medication.

PHYSICAL EXAMINATION POLICY

It is the intent of the Mustang Board of Education to safeguard the health and wellness of all students. To that end, students wishing to participate in extracurricular, secondary level (grades 7-12) sport teams will be required to obtain a physical examination by a licensed medical doctor prior to participation.

In the event the administration becomes aware of a medical condition occurring after the physical examination, the district requires a new physical examination conducted by a physician in the subspecialty area and a medical clearance or release before the student will be allowed to physically participate in the sport. If the illness or condition warrants, more frequent monitoring may be required. (i.e. monthly, quarterly, etc.)

For the purpose of this policy, a “medical condition” is defined as any injury, illness or condition where continued stressful physical participation might adversely affect the student’s health.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

The Asbestos Hazard Emergency Response Act of 1986 requires that all buildings in our school be inspected for asbestos and a management plan be written to document this. A copy of this plan is available at your child’s school and at the main office if you wish to see it.

MPS will annually notify all parents, teachers and other employees of the availability of the management plan by inclusion of this information in the Board Policy and Procedures Handbook. Additionally, information regarding any asbestos-related activities planned or in progress, will be disseminated by notes sent home with students and given directly to employees concerning the specific activity.

The Mustang Board of Education realizes that hazardous materials are used in the day-to-day operation of the school facilities and in the support of educational requirements. The term "hazardous materials" includes any substance or mixture of substances that pose a fire, explosive, reactive or health hazard. The following policies/procedures will govern the storage, handling, transportation and disposal of hazardous materials used for school facilities and operations:

- Storage of hazardous materials will comply with all local ordinances, state and federal law.
- The superintendent or designee will maintain a master chemical information list (CIL), which shall contain the common and trade names of all hazardous substances used or stored with the district.
- Each building/department will maintain a CIL of hazardous materials used or stored at site.
- MOP/HAZMAT in service programs will be conducted annually for all appropriate support personnel.
- Material Safety Data Sheets (MSDS) will be maintained for all hazardous chemicals to which employees of the district may be exposed. MSDS's will be available to all employees in their work areas.

NUTRITION

HOUSEHOLD APPLICATION FOR FREE/REDUCED MEALS

Participation in the school lunch program is very important and beneficial to our students. If you feel your family may qualify for free/reduced meals, beginning on August 1st and thereafter, you can apply for free and reduced meal benefits 24/7 by applying online at mustangps.schoollunchapp.com. This will be the quickest way to ensure your application is processed before school starts. However, if you prefer, you can still pick up and complete a hard copy of the application and send it to school with your child to give to the cafeteria staff, or mail it to Mustang Public Schools, 906 S. Heights Drive, Mustang, OK 73064, Attention: Tammy Bales, Child Nutrition Director. Additional applications are available at the school office, the Child Nutrition Office or the Administration Building. Applications may be completed at any time throughout the year if you’ve had a change in income, household size, etc., that might qualify your family for free/reduced meals. **Requests for applications in different languages can be made at the Child Nutrition Office, call (405) 376-7317 or email request to balest@mustangps.org.

A new application on the correct year’s form must be filled out every year in order to qualify for the program. One application is all that is necessary per household. Please do not complete more than one application when applying. If you were on the program last year, you will be carried over on the same status temporarily, but you must re-apply before October 1st of the current school year or you will be changed back to full-price status.

You will receive a letter of notification of the status of your application. Until you receive notification, money should be sent with student to cover the price of full-priced meals.

PAYING FOR LUNCHES

Mustang elementary schools and intermediate schools allow 6 lunch charges. After the sixth charge, at the principal's discretion, an alternate lunch may be provided until charges are paid. All charges must be paid before ala carte items or 2nd trays can be purchased.

Mustang middle schools allow 3 lunch charges. After the third charge, at the principal's discretion, an alternate lunch may be provided until the charges are paid. All charges must be paid before ala carte items or 2nd trays can be purchased.

Mustang High School has a no charging policy. In extenuating circumstances, the Child Nutrition Department will allow two (2) charges of reimbursable meals to make sure anyone who needs food receives it. Ala carte items cannot be purchased until all charges are paid.

Approximately three weeks before school is out, through the end of the school year, no charging is allowed throughout the district. This helps MPS collect what is owed. Therefore, during this time, if your child still has lunch charges, money will need to be put in his/her account to completely cover the charge, plus the meal for the day, or bring a lunch from home. ~~Money brought will be put toward past charges before new purchases can be made.~~

Student identification cards are issued to each student and scanned at mealtimes to charge the proper accounts, so it is necessary to have your I.D. cards with you in the cafeteria every day. The student picture and barcode must not be covered up or destroyed, or the student will be sent to the office to purchase a new card. The I.D. card numbers are used the entire time the student attends Mustang Public Schools. The I.D. numbers are also the student's lunch account numbers. The student's account is like a bank account. If paying by cash or check, it is suggested that deposits be made in the mornings before school starts in sufficient amounts to pay for two (2) weeks of lunches. Students are not allowed to use other students' lunch accounts.

**Online payments can be made by going to the school website, www.mustangps.org, Child Nutrition section, manage your child's school lunch account and you will be directed to MySchoolbucks.com. Create a user account (will need student I.D.#). Payment (and purchase history) will typically show up in the student account by the next school day, but occasionally external factors may affect the process and could delay when the funds are received by the school. (Electronic check payments can take up to one week to show up in student's account.) There is a ~~\$2.49~~ \$1.95 convenience fee per each deposit transaction. You can set up a "low balance" alert to notify you when you need to make another payment. By signing up for MySchoolbucks you are able to view your child's purchase history at no charge, even if you decide not to use the online payment program.

Meal prices can be found on the district website.

A \$25.00 fee will be charged for insufficient checks – No Exceptions. Further checks will not be accepted at any school until the insufficient check is cleared up. In order to ensure that funds sent in cover any insufficient checks, please send cash or a money order rather than make an online payment.

REFUNDS

Students in the MPS district with money left in their meal accounts at the end of the school year will automatically have that money rolled into their accounts for the following school year.

Refunds to lunch accounts can be made upon parental request. No cash refunds will be made at any school site. All refunds will be issued by check from the Child Nutrition Office following the monthly meeting of the Mustang Board of Education. Parents of students leaving the district must provide a forwarding address with

the cafeteria cashier. If the refund envelope is returned to the district unopened, the money will be considered an outstanding warrant. After two years, the outstanding warrant is estopped (void) by law.

Note: Due to the cost of issuance, no refund will be issued if the total is less than \$5.00 unless at parent's request.

STUDENTS WITH FOOD ALLERGIES

Parents of students with food allergies should submit a current doctor's note to the cafeteria manager stating the food allergy and recommended substitute for that food item. (~~forms on next pages~~). This information will be put into our computer system and will alert our staff as to the allergy. It is recommended that parents of students with severe food allergies contact the cafeteria manager and request a meeting to review foods served. In order to remove an allergy note from a child's account, the Child Nutrition Office must have a written note, dated and signed by a doctor or parent, stating the child no longer has that allergy.

Forms can be found on the district website under "Cafeterias" tab or upon request through the Child Nutrition Office at (405)376-7317.

PROCEDURES

COMPLAINT POLICY - Policy # 1095

The Mustang Board of Education believes that it is important to implement a policy that promotes a fair, conscientious and equitable investigation and/or resolution of complaints involving or affecting district personnel. This policy is intended to establish a procedure whereby complaints against employees of the district can be fully and effectively resolved at the proper administrative level.

PROCEDURES FOR RESOLVING COMPLAINTS REGARDING DISTRICT PERSONNEL

Policy # 1095.1

Step One

All complaints pertaining to an employee shall be initiated with the principal or other administrator who supervises such employee. The principal or administrator shall discuss the nature of the complaint with the person initiating the complaint. After becoming sufficiently informed as to the subject matter, the principal or administrator shall timely set up an informal meeting between the person initiating the complaint and the employee(s) who is (are) the subject of the complaint. It shall be the purpose of the meeting to attempt to resolve the complaint to the satisfaction of all parties. Such meetings shall occur during the regular school day and on school premises. At such meeting, the records kept will be a memorandum confirming that an informal meeting occurred, the date of the meeting, the subject of the complaint, persons present and whether or not the complaint was resolved.

If resolved, the complaint shall proceed no further.

Step Two

If not resolved, the complaining party shall be given a *Formal Complaint Form* by the principal or supervising administrator on which to formally submit the complaint.

The person initiating the complaint shall sign and complete such form and return the form to the principal or other administrator that supervises the employee. The building principal or supervising administrator will investigate the complaint and within five (5) school days shall provide both parties his/her written response to the complaint stating the decision reached, and the reason(s).

In the event the person who initiated the formal complaint is not satisfied with the decision of the building principal or supervising administrator, the complaint may be appealed to the superintendent level by written request delivered to the building principal or supervising administrator within five (5) working days.

Upon receipt of a written request for an appeal, the building principal or supervising administrator shall, on the same or subsequent working day, deliver to the Central Administration offices the written appeal, the *Formal Complaint Form* and copies of all other documents and decisions related to the complaint.

Step Three

Within ten (10) working days of receipt of the written request for a Step Appeal, the superintendent, or an assistant superintendent designated by the superintendent, shall meet with the complainant and the building principal or supervising administrator to ascertain the relevant facts, review the documentation from all levels and render a decision stating the reasons therefore and the procedures to be used to appeal the decision to the board. If the complainant is not satisfied with the decision rendered, he/she within three (3) days after receipt of the decision may appeal the issue to the Mustang Board of Education by delivering a written request to the Clerk of the Board. No issue may be appealed to the Board, which was not clearly stated within the *Formal Complaint* initially filed.

The Board may consider the matter at the next regular board meeting if the appeal is received in sufficient time or may defer the matter to any subsequent meeting it deems appropriate, or decline to review the matter making the decision of the superintendent final. If the Board determines to review the matter, there shall be no public discussion or debate. The Board shall render their decision in open session.

SCHOOL SAFETY

TRAFFIC SAFETY

The safety of our students on and around each school campus is top priority. Parents and students must obey all traffic and school zone laws as well as comply with school procedures for drop-off/pick-up lines, and parking areas. Please refrain from using cell phones while operating a vehicle on or near any school campus. Students who drive that are not obeying all traffic laws and/or established procedures may lose driving privileges on school grounds.

VISITORS / CHECK OUT PROCEDURES DURING SCHOOL HOURS

All visitors will need to check in at the front office. In order to have access to the building, beyond the front office, parents must present an approved photo ID (state issued driver's license). The ID will need to be scanned into the School Safe ID system. Only individuals listed in powerschool with a photo ID will be allowed to check out a student from the school.

SEX OFFENDERS ON DISTRICT PREMISES

Policy #2080

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

Limited Exception for Parent/Guardian: If the registered sex offender is the custodial parent or legal guardian of a child who is enrolled at the District, the registered sex offender may only enter District grounds to:

1. enroll their child, after prior notice to the site principal and written permission from the site principal;
2. attend meetings, etc. under special circumstances with prior Head Principal/District approval; these may be held at the administration building or at the building site, and may occur outside of regular business hours.
3. deliver or retrieve their child during normal school hours; or
4. deliver or retrieve their child from a District-sponsored extracurricular activity.

*While performing these delivery/retrieval functions, the registered sex offender **may not exit his/her vehicle** (unless prior approval has been granted by the site principal).

The registered sex offender, who is the parent or legal guardian of a child who is enrolled at the District, **may not** be on District property or at a District function at any other time. Registered sex offenders who are custodial parents or legal guardians of a child who is enrolled at the District will receive communications about their child by phone, letter or email instead of in-person communication with District personnel.

SAFETY DRILLS

Mustang Public Schools practices, evaluates, and makes adjustments to safety drills throughout the school year. Each school site will practice a minimum of 10 safety drills per year in compliance with state requirements. These drills will include two tornado, two fire, two lockdown, two intruder, and two additional drills at the school's discretion.

SECURITY PERSONNEL

Mustang Public Schools partner with local law enforcement agencies to provide security for students and staff. Mustang Public Schools has full-time School Resource Officers. Our SROs are employed through Canadian County Sheriff's Department and the Mustang Police Department. The role of the SRO is to provide law enforcement, mentor students, and to educate school staff, students, parents, and community on law, trends, security, etc. Mustang Public Schools also employs a 3rd party security company for additional security.

SEVERE WEATHER

We wanted to remind parents that once school is in session, we will not release buses early in the event of severe weather or slick/icy road conditions. There is too much danger in having young children at home with no adult present. If we need to hold buses to ensure the safety of our students, we will. As always, if you are uncomfortable with approaching weather, you can check out your child. Please be aware of the individual school's policy on pickup if you are arriving close to the actual dismissal time. Should the outdoor warning sirens sound, children will be sheltered in the building and the front doors to the schools will be locked so our staff can get to shelter as well.

Should impending weather mean a cancellation of evening activities, the district will contact channels 4, 5, 9 and Fox. The information will also be posted to the district website www.mustanggps.org and the district's social media accounts such as Facebook and Twitter. For small events, individual coaches or sponsors may also communicate with their parents directly through mediums such as Remind.

Mustang Public Schools stays in touch with the National Weather Service in Norman and receives regular briefings. School officials also monitor weather reports on local news stations.

Signs posted on the front doors of the school will read as follows:

In the event of severe weather, which poses the threat of imminent danger to our students and staff, **these doors will be locked**. Students can be checked out when the weather improves and conditions are considered safe.

This decision was made by Mustang Public Schools and based on the advice of FEMA and the National Weather Service.

If you feel that you need to pick your child up from school due to severe weather, please do so early rather than waiting until a storm is approaching. We appreciate your cooperation in this matter of safety for our students and staff.

THIS FACILITY IS NOT A PUBLIC STORM SHELTER

**THESE DOORS HAVE BEEN LOCKED
DUE TO SEVERE WEATHER**

**STUDENTS CAN BE RELEASED AS
SOON AS WEATHER CONDITIONS
IMPROVE AND ARE CONSIDERED
SAFE.**

**THANK YOU FOR YOUR
COOPERATION**

Mustang Public Schools

REUNIFICATION

Mustang Public Schools has a reunification plan in place for all sites in the event a school must evacuate a campus due to a crisis/emergency or must do a controlled release of students at their school. The details of the reunification location would be released to the parents and community as soon as possible through emergency communication avenues from the district and site. Upon arriving at the reunification site parent/guardian/emergency contact (must be listed in powerschool) will need to line up according to their child's last name and complete the reunification document.



MPS Reunification Information Form

First, we want to thank you for your patience during this reunification. We share the same goal during this process: Getting you and your student(s) back together. Staying calm and cooperating with school personnel will help expedite the process. We'll get through this as quickly as possible.

Instructions:

1. Please complete this form.
2. **Please have photo identification out and ready to show MPS personnel.**
3. Select the check-in line based on either student last name or student grade.
 - *Please go directly to the "Exceptions" line if:**
 - **you do not have your ID**
 - **you are not an emergency contact in PowerSchool**
 - **you are picking up someone else's student(s)**

This process may take a little longer to verify your identity

School Name: _____

	Student Last Name	Student First Name	Birthday	Grade	If Elementary - Homeroom Teacher -----OR----- If Secondary - Student Cell #
1			/ /		
2			/ /		
3			/ /		
4			/ /		

Parent / Guardian Info:

Last Name	First Name	Relationship to student(s)	Signature	Parent Cell #

School personnel completes:
Info validated in PowerSchool: stamps _____
Student/Parent reunified: Time _____ Initials _____ Comment _____

STUDENT SERVICES

EXCEPTIONAL STUDENT CHILD FIND

The MPS District is conducting a search and find effort for students ages three (3) through twenty-one (21) who are suspected of having a disability and are not currently being served in a free and appropriate public school program or a private school program. Students who are highly mobile, homeless or are considered

an unaccompanied youth are included in this effort.

Disabilities include autism, deaf-blindness, deafness/hearing impairment, developmental delays, intellectually disabled, multiple disabilities, orthopedic impairments, other health impairments, emotional disturbance, specific learning disability, speech/language impairment, traumatic brain injury and visual impairment.

If you are aware of any student who resides in the MPS District and is in need of specialized school services, please contact, Karen Wilson, Director of Student Services, at (405) 376-7335.

PARENTS RIGHT TO KNOW

Every Student Succeeds Act gives you the right as a parent to request information regarding the professional qualifications of your child's teacher(s) including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction,
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived,
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree, and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, Every Student Succeeds Act requires the school to provide you information on the level of achievement of your child on the State academic assessments. This is something you have been given in previous years.

The law calls for you to be given timely notice that your child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not state certified. This legislation recognizes the importance of the school and family working together.

EVERY STUDENT SUCCEEDS ACT OF 2015

Title III, Part A: Language Instruction for English Learners (EL) and Immigrant Students

The term "English Learners" means an individual

- who is aged 3 through 21
- who is enrolled or preparing to enroll in an elementary or secondary school
- who is not born in the United States or whose native language is a language other than English
- who is a Native American, Alaska Native or a native resident of the outlying areas; and
- who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
- who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
- whose difficulties in speaking, reading, writing, or understanding English may be sufficient to deny the individual
 - the ability to meet the State's proficient level of achievement on State assessments
 - the ability to successfully achieve in classrooms where the language of instruction is English or
 - the opportunity to participate fully in society.

The term "immigrant" means individuals who—

- are aged 3 through 21
- were not born in any State; and
- have not been attending one or more schools in any one or more States for more than three full academic years.

MPS will provide the following assurances for language instruction of all English Learners (EL) and immigrant

students enrolled in the district following the guidelines of the No Child Left Behind ESSA, Title III, Part A.

- Annual assessment of English proficiency of all EL students in listening, speaking, reading, writing and comprehension using the State and Federal mandated tests
- Use of scientifically based research for language instruction programs for EL students
- Evidence that EL programs will enable students to speak, read, write and comprehend the English language and meet challenging district and state academic achievement standards
- No violation of any state law, including state constitutional law, regarding the education of EL students
- Consultation with teachers, school administrators and parents in developing appropriate plans of study for the EL student
- Certification that all teachers in any language instruction educational program that is funded under Title III are fluent in English with written and oral communication skills.

EQUAL OPPORTUNITIES

It is the policy of MPS to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to the Compliance Coordinator for MPS.

NOTIFICATION OF RIGHTS UNDER FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Policy # 2045

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days after the day the Mustang Public Schools receives a written request for access.
- Parents or eligible students should submit a written request that identifies the records they wish to inspect to the school principal or other appropriate school official. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- Parents or eligible students who wish to ask the Mustang Public Schools to amend a record should write the school principal, or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The Mustang School District proposes to designate the following personally identifiable information contained in a student's record as "directory information," and it will disclose that information without prior written consent:

1. Student name
2. Participation of officially recognized activities and sports
3. Weights and height of members of athletic teams
4. Dates of attendance
5. Degrees and awards received

6. The most recent school attended by the student
7. Current grade level

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with

Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Policy # 2047

PPRA affords parents and students who are eighteen (18) or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

- political affiliations or beliefs of the student or student's parent
- mental or psychological problems of the student or student's family
- sex behavior or attitudes
- illegal, antisocial, self-incriminating or demeaning behavior
- critical appraisals of others with whom respondents have close family relationships
- legally recognized privileged relationships, such as with lawyers, doctors or ministers
- religious practices, affiliations or beliefs of the student or parents
- income, other than as required by law to determine program eligibility

Receive notice and an opportunity to opt a student out of

- any other protected information survey, regardless of funding
- any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings or any physical exam or screening permitted or required under State law and
- activities involving collection, disclosure or use of personal information obtained from students for

marketing or to sell or otherwise distribute the information to others
Inspect, upon request and before administration or use of

- protected information surveys of students
- instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes
- instructional material used as part of the educational curriculum

MPS will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes. MPS will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. MPS will also directly notify parents and eligible students, such as through U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- collection, disclosure or use of personal information for marketing, sales or other distribution
- administration of any protected information survey not funded in whole or in part by the U.S. Department of Education
- any nonemergency, invasive physical examination or screening as described above

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

GUIDANCE and TESTING SERVICES

Guidance is considered an essential part of any good school program. Guidance and counseling services are available to all students of the Mustang Schools. Your school has a testing program designed to provide information to help the student know himself/herself better, his/her interests and capabilities and to help in planning his/her schoolwork and his/her life work. A well-rounded testing program has been developed that can be very valuable to each student if the information is properly interpreted and used. General test results are made available and explained to each student taking them. Any student or parent having questions about the tests or testing program is encouraged to ask for help from the school counselor.

REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT

Policy # 2050

In accordance with Oklahoma law, teachers are required to report suspected cases of physical abuse or neglect involving students to the statewide toll free hotline of the Department of Human Services. The statewide Department of Human Services hotline number is 1-800-522-3511. The MPS Board of Education fully supports that requirement and has established this policy to facilitate such reporting.

All employees of MPS shall report any suspected physical, mental or sexual abuse or neglect of any student to the Department of Human Services in the county. The employee shall also inform the building principal who will advise the Superintendent that the report was made using Form AR2050.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor or administrator who discharges, discriminates or retaliates against such person shall be liable for damages, costs and attorney fees. Any person who knowingly and willfully fails to promptly report any incident of

child abuse may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report.

TECHNOLOGY

INTERNET ACCEPTABLE USE AND SAFETY POLICY

Policy #2130

The Mustang Public Schools (“District”) provides access to the district’s internet systems for its employees and students, collectively referred to as “users” for educational and business purposes, in conformance with applicable law. This Internet Acceptable Use and Safety Policy (“policy”) governs all electronic activity of users using and accessing the district’s Internet systems, including district e-mail and district-provided access to the Internet, and applies to the use of the district internet systems both on and off district property.

“The District’s Internet Systems” means district-provided devices, Internet connections (including wireless connections) provided by the district, district-provided email accounts, intranet and any remote connection to District systems. A user is deemed to access and use the district’s internet systems through any electronic activity conducted on the district’s internet systems using any device (whether or not such device is a district-provided device) regardless of the user’s physical location.

“District-provided devices” means any electronic device provided by the district, including, but not limited to, desktop computers, laptops, and hand-held devices, such as personal digital assistants (PDAs), smartphones, iPads, tablets and e-readers.

Employee and Student use of the district’s internet systems is governed by this policy, district regulations, policies and guidelines.

By using the district’s internet systems, a user agrees to follow this policy and all applicable district regulations, policies and guidelines. All users must report any misuse of the network or Internet or receipt of any communication that violates this policy to a teacher, supervisor or other appropriate District personnel.

PRINCIPLES OF ACCEPTABLE AND SAFE INTERNET USE

General: Internet access and email provided by the District are intended for educational use, instruction, research and the facilitation of communication, collaboration, and other District related purposes. Users are subject to the same standards expected in a classroom and/or professional workplace.

Monitoring and Privacy: Users have no right to privacy while using the District’s Internet Systems. The District monitors users’ online activities and reserves the right to access, review, copy, store, or delete any electronic communications or files. This includes any items stored on District-provided devices, such as files, e-mails, cookies, and Internet history.

The District reserves the right to disclose any electronic activity, including electronic communications, to law enforcement officials or third parties, as appropriate and consistent with applicable law. The District will fully cooperate with local, state, or federal officials in any lawful investigation concerning or relating to any illegal

activities conducted through the District's Internet Systems.

Prohibited Uses of the District's Internet Systems: Users may not engage in any of the activities prohibited by this policy when using or accessing the District's Internet Systems.

If a user is uncertain whether behavior is prohibited, he or she should contact a teacher, supervisor or other appropriate District personnel. The District reserves the right to take immediate action regarding activities that (1) create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) expend District resources on content the District determines lacks legitimate educational or District content or purpose, or (3) the District determines are inappropriate.

Below is a non-exhaustive list of examples of prohibited behavior:

1. Causing harm to others, damage to their property or District property, such as:

- Using, posting or distributing profane, lewd, vulgar, threatening, or abusive language in email messages, material posted on District web pages, or professional social media sites
- Accessing, using, posting, or distributing information or materials that are pornographic or otherwise obscene, advocate illegal or dangerous acts, or advocate violence or discrimination. If users inadvertently access such information, they should immediately disclose the inadvertent access in a manner specified by their school or central division office
- Accessing, posting or distributing harassing, discriminatory, inflammatory, or hateful material, or making damaging or false statements about others; cyberbullying is prohibited.
- Sending, posting, or otherwise distributing chain letters or engaging in spamming
- Damaging computer equipment, files, data or the District's Internet System in any way, including spreading computer viruses, vandalizing data, software or equipment, damaging or disabling others' electronic property, or engaging in conduct that could interfere or cause a danger of disruption to the District's educational or business environment
- Using the District's Internet System in a manner that interferes with the education of the user or others or the job duties of the user or others
- Downloading, posting, reproducing or distributing music, photographs, video or other works in violation of applicable copyright laws. Any music, photographs and/or video should only be downloaded for District, and not personal purposes. If a work specifies how that work may be used, the user should follow the expressed requirements. If users are unsure whether or not they can use a work, they should request permission from the copyright or trademark owner
- Engaging in plagiarism. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user

2. Gaining or attempting to gain unauthorized access to the District's Internet Systems, or to any third party's computer system, such as:

- Malicious tampering, phishing or hacking activities
- Intentionally seeking information about passwords belonging to other users
- Disclosing a user's password to the District's Internet Systems to other individuals (students may share their district password with their parents)
- Modifying passwords belonging to other users
- Attempting to log in through another person's account
- Attempting to gain access to material that is blocked or filtered by the district
- Accessing, copying, or modifying another user's files without authorization;
- Disguising a user's identity
- Using the password or identifier of an account that does not belong to the user
- Engaging in uses that jeopardize access into others' accounts or other computer networks

3. Using the district's internet systems for commercial purposes, such as:

- Using the district's internet systems for personal financial gain
- Conducting for-profit business activities, personal advertising, or other non-district business communications
- Engaging in fundraising (except as set forth in the Chancellor's Regulation A-610)
- Using the district's internet systems on behalf of any elected official, candidate, candidates, slate of candidates or a political organization or committee

4. Engaging in criminal or other unlawful activities.

Filtering: In accordance to Children's Internet Protection Act ("CIPA"), the District blocks or filters content over the Internet that the District considers inappropriate for minors. This includes pornography, obscene material, and other material that may be harmful to minors. The District may also block or filter other content deemed to be inappropriate, lacking educational or work-related content or that pose a threat to the network. The District may, in its discretion, disable such filtering for certain users for bona-fide research or other lawful educational or business purposes.

Users shall not use any website, application, or methods to bypass filtering of the network or perform any other unlawful activities.

See additional <http://www.fcc.gov/guides/childrens-internet-protection-act>

Protection of Personally Identifiable & Confidential Information: The Family Educational Rights and Privacy Act ("FERPA") prohibits District school officials from disclosing personally identifiable information ("PII") from education records of District students and families to third parties without parental consent. However, several exceptions to this general rule may apply.

All users of the District's Internet Systems must comply with FERPA. If you are unsure about whether the activity will comply with FERPA, please contact the District's Technology and/or Special Services Department.

Users should ensure that emails that include or attach confidential information are only sent to the intended recipients.

Student Internet Safety

1. District Responsibilities:

- The District will provide curriculum about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.
- The District will work to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- As appropriate, the District will provide students, staff and parents with guidelines and instructions for student safety while using the Internet.

2. Students Using the District's Internet Systems:

- Students must not reveal personal information about themselves or other persons on social networking sites, in chat rooms, in emails or other direct electronic communications, or any other forum over the Internet. For example, students must not reveal their home address, or telephone or cell phone number. Students must not display photographs of themselves, or the images of others.
- Students should not meet in person anyone they have met only on the Internet.

- Students must promptly disclose to their teacher or other school employee any message or other activity they receive that is inappropriate or makes them feel uncomfortable.
- Students should not allow District computers to save their passwords.

3. Teachers using the District Internet Systems, including Social Media for class activities

- Teachers should educate students about appropriate and safe online behavior, including interacting with individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
 - Social Media
 - “Social media” means any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, Google+, Flickr, Snapchat, Instagram etc.
 - Schools use a variety of online web-based interactive communication technologies to enhance students’ education and learning. Social media sites must be used only for educational and school related purposes, in connection with lessons and assignments and to facilitate communication with teachers and other students.

4. Parents:

- Although students generally will be supervised when using the District’s Internet System on school property, it is not practical for the District to monitor and enforce a wide range of social values in student use of the Internet. Parents are primarily responsible for transmitting their particular set of family values to their children, and discussing with their children what material is and is not acceptable for their children to access through the District’s Internet Systems.

Violations of this Policy: The District, including central offices and schools, reserves the right to terminate any user’s access to District Internet Systems - including access to District e-mail - at any time.

If a student violates this policy, appropriate disciplinary action will be taken consistent with the Discipline Code and applicable District Policies. If a student’s access to the District’s Internet System is revoked, the student may not be penalized academically, and the District will ensure that the student continues to have a meaningful opportunity to participate in the educational program.

Employee violations of this policy will be handled with appropriate discipline.

All users must promptly disclose to their teacher, supervisor, principal or manager any information they receive that is inappropriate or makes them feel uncomfortable.

Limitation of Liability: The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District’s network are to be borne by the user. The district also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author’s individual point of view and not that of the District, its affiliates, or employees.

PERSONAL TECHNOLOGY DEVICE (PTD) USE POLICY

Policy # 2140

Personal Device Use: The district may provide the opportunity for students to access the District network for Internet access. This access is not required but rather may be provided to augment

the teaching and learning experience. Use of personal devices in a school setting is at the sole discretion of the instructor and/or designated administrator.

Acceptable device types include but are not limited to the following:

- Laptop
- Computer
- Tablet
(iPad)
- Cellular Phone
- Smart Phone
- Kindles

Devices whose primary purpose is gaming are specifically prohibited.

PURPOSE: COMMUNICATION AND INSTRUCTION

The purpose of Personal Technology Device use is to provide an additional conduit in the pursuit of teaching and learning. It is not required as a component of curriculum but may exist as an instructional option.

Its integration into curriculum is the discretion of the instructor with approval of the designated administrator. The instructor will determine the specific instructional objective addressed and the manner in which the device will be used. Such use must not constitute a distraction or inhibit the instructional environment. The instructor and, or, administrator may terminate the student's access at their discretion.

PTD use in one classroom does not constitute approval for use elsewhere in the District.

PTD is not provided for parents or patrons in accordance with Federal ERate regulation.

PERSONAL COMPLIANCE

Use of personal devices at school is for instructional purposes. All other types of access are prohibited.

ACCEPTABLE USE/ CIPA COMPLIANCE

The District's Internet and Other Computer Networks Acceptable Use, Internet Safety and CIPA Policies apply to the use of PTD while on campus. This includes CIPA compliant internet filtering. Students using PTD are prohibited from accessing inappropriate material on personal devices while on campus.

Students are prohibited from recording sounds or images in the classroom without the express consent of the instructor.

LIABILITY

The District assumes no liability for any personally owned device used to access the District's Network. The District reserves the right to deny network access to any user or any specific device.

TRANSPORTATION

TRANSPORTATION - USE OF BUSES POLICY 5155

The Mustang School District recognizes that in Oklahoma pupil transportation is a service provided by the school. The school district wishes to assure its patrons that transportation services are provided in a

manner that accomplishes three (3) goals:

1. to ensure that all children of our school that are eligible to ride are transported in the safest manner possible
2. to ensure that the transportation services provided are cost effective
3. to ensure that all transportation services are rendered in an equitable manner

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

SCHOOL BUS ROUTE POLICIES

- The Mustang School District will provide transportation for an eligible special education student when transportation has been identified as "related services" necessary to enable the student to receive the education services outlined in his/her IEP (SDE Regulations)
- The Mustang School District will provide transportation for all district students who reside within one and one-half (1 ½) miles or more from the school attended by a commonly traveled road
- Students residing less than one and one-half (1 1/2) miles from the school the student attends will be transported if the student has no direct path of public access to his/her assigned school without traveling parallel to a designated state highway, any road having more than two (2) travel lanes, a section line road or any street deemed to be unsafe due to traffic conditions, congestion or physical hazard
- No school bus shall be permitted to operate on any private driveway
- All school bus stops shall be selected with the safety of the children at the bus stop the first consideration
- Whenever possible, a bus stop shall be located within one fourth (1/4) mile of the home of every child being transported
- No bus stop shall be established in which the student must cross a roadway having more than two (2) lanes
- No bus stop shall be permitted to operate on any privately constructed or maintained roadway without written waiver of liability executed by the controlling association or parties. It shall be the responsibility of the association or parties to obtain the liability waiver from the Mustang School District to complete the form and return it as directed
- No bus stop shall be established in which a school bus must back up in order to complete a regular route
- No school bus will be utilized for any activity trip prohibited by Oklahoma State Department Regulations.

SPECIAL BUS RIDING PRIVILEGES

It is the policy of the MPS to transport students from a point no more than one-fourth (1/4) mile of their home residence and return them to the pick-up point in the most secure and safe manner. Students shall be picked up and returned to the same bus stop location each day. Students will be allowed to exit their regular bus at a different location if they have written authority from a parent or guardian and it must be signed by a building administrator.

Students are not permitted to change buses (routes) to go to another location except as following:

- Students will be permitted to change buses (routes) in the case of a family emergency. Notification must be made to the school prior to the scheduled boarding time.
- Bus transfers for the purpose of babysitting arrangements will be made on an individual basis, if the following conditions are present:
 - "Special-Riding Privilege" form has been completed and returned to the building principal
 - the bus transfer will not cause a passenger overload on the receiving bus
 - no new stop will be established to accommodate the transfer
 - the transfer must have the student exiting the bus at the same location each day
 - Student must be already eligible to ride
 - No students will be delivered to a job site.

- All students will exit the bus prior to the beginning of the next scheduled route

PARENT COMPLAINT PROCEDURE

The MPS strive to provide the finest student transportation program possible. Our staff of drivers and support personnel has the safety of our children as the primary goal. When problems occur, they will be dealt with in a prompt and professional manner. The following guidelines have been established to insure that problems will be directed to the proper authorities:

- Adults are prohibited from boarding a bus during a route to discuss a problem directly with a driver.
- Complaints concerning bus drivers are to be directed to the Transportation Department at (405) 376-2630, or the Administration Office at (405) 376-2461.
- The school building administration handles student behavior problems.

STUDENT CONDUCT ON BUSES

Riding a school bus is a privilege. Student safety is our main priority and rules that are enforced at school also apply on the bus.

The following rules and regulations shall govern the conduct of school bus passengers:

- Students should be at their bus stop five (5) minutes prior to the time the bus is scheduled to arrive.
- Bus drivers will have the same authority over pupils while riding buses as the teachers have while the pupils are in school. The bus is an extension of the classroom.
- All students must be seated in their assigned seats
- The noise level on the bus must remain at a low quiet voice level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing or otherwise cause any disturbance that may distract the driver.
- School bus windows must remain closed unless the driver permits them to be opened. When windows are open, students are not allowed to throw objects from the windows or extend any part of the body through a window.
- The use of tobacco or electronic cigarettes or the consumption of food or beverage is not permitted on school buses.
- No glass containers are allowed on the bus.
- No balloons are allowed on the bus.
- Any passenger who defaces or vandalizes a school bus in any way shall have the bus riding privilege suspended. No suspended student shall be permitted to resume the bus privilege until all damages for which the student was responsible are paid.
- If a student is denied transportation for any reason, the parent(s) must be notified. The bus driver shall not put a child off the bus other than at the student's regular stop without written parental permission.
- Horseplay is not allowed in or around the bus.
- Students must keep all objects out of the aisle.
- Students should never tamper with the emergency door or windows of the bus.
- Be respectful and courteous to the bus driver at all times.
- Proper conduct at the bus stop is expected. Parents should be aware of the children's activities and behavior at the bus stop.
- No profanity will be allowed.
- Technology center transportation will be provided for students to and from the technology center. Students who do not desire to ride the bus may provide their own transportation by completing a Parental Permission form. The form may be picked up in the Front Office of the Mustang High School. Permission may be granted when the completed form is turned in to the assistant principal.

Bus riding is a privilege and may be taken away.

WRITTEN CONDUCT REPORT

A written report about a student's unsatisfactory conduct will be issued by the bus driver and delivered to the school principal. The principal will take the appropriate disciplinary action. This action may include






short-term or permanent suspension from bus riding privileges and/or suspension from school. A copy of the written report will be sent home with the student. The parent is asked to sign the report, certifying that the parent has been made aware of the situation. The student must then present the signed copy to the bus driver to regain riding privilege within three (3) days.

Any meeting required with the parents relating to problems of bus conduct will be scheduled during normal school hours with the principal or assistant principal.

Field trips outside the State of Oklahoma are expressly prohibited unless prior board approval is obtained.

B.U.S.

Be Responsible - Use Safety - Show Respect

BUS	Responsible	Safe	Respectful
Waiting for the Bus 	Be on time Have belongings together and organized Know and understand expectations	Stay at least 20 feet back Line up single file in an orderly manner Wait for Driver directions	Respect each other Respect others' property Use proper language
Entering the Bus 	Move to assigned seat Dispose of trash in receptacle (uneaten foods included)	Proceed in a single file line Use handrail Walk on bus and walk to seats	Greet driver Be courteous Use proper language
Riding the Bus 	Keep school supplies and cell phones in backpack Keep food and drink in your bag Follow Driver directions	Keep school supplies and cell phones in backpack Keep food and drink in your bag Follow Driver directions	Keep hands, feet and objects to self Use appropriate language Use a quiet voice (level 2) Respect bus property
Exiting the Bus 	Follow Driver directions Take belongings with you	Stay seated until bus comes to a complete stop Take turns leaving; front to back Move safely away from the bus Use handrail	Appreciate and respect others to self Keep hands, feet and objects to self Be courteous
Evacuation 	Stay quiet Leave belongings on bus	Listen for directions Exit quickly and safely	Follow Driver directions Help others when appropriate

ACTIVITY/FIELD TRIPS

Policy # 3115 and Policy # 3130

ACTIVITY TRIPS

Activity trips will be made only with the prior approval of the building principal, administrative designee and the transportation director. Activity trips are trips related to travel in association with interscholastic contests or extracurricular activities where students perform or compete.

All school-sponsored activity trips must fall within the boundaries of the State of Oklahoma. Activity trips outside the State of Oklahoma are expressly prohibited unless board permission is obtained prior to the event.

Activities that maintain a regular schedule will provide a general permission slip to cover that schedule and must be signed and returned to the coach/sponsor of that activity prior to the student being transported or otherwise participating. All other activities not included in a regular schedule will require individual permission slips that must be signed and returned to the coach/sponsor of that activity prior to the student being transported or otherwise participating.

WALKERS

If your child walks to and from school, discuss safe and appropriate routes and encourage him/her to respect other people's property.

STUDENT PARKING

All students who drive an automobile or other vehicle on the school grounds must purchase a parking permit and display a current registration sticker. Parking permits are available through the Central Office of the high school. The main lot is the designated student parking area (and any additional parking areas selected by district). Students who occasionally drive a vehicle other than the one normally driven to school are to notify the office, giving the description of the vehicle and tag number to receive a temporary parking pass. Vehicles parked in a staff parking spot, handicapped parking, no parking zones, or those which are illegally parked may receive a parking fine of \$10.00. Three parking infractions can result in the loss of parking privileges. Parking violations of any kind may result in the use of a wheel lock, which prevents the movement of the vehicle. Moving a vehicle with a wheel lock attached will cause damage to the vehicle. Mustang Public Schools, employees of Mustang Public Schools, Mustang Police Department, and employees of the Mustang Police Department are not liable for any damages sustained from a car being driven with the wheel lock still in place. Removal of the wheel lock by a site administrator or campus resource officer will cost a fee of \$25.00. Vehicles will be towed at the owner's expense if vehicles are parked in staff parking lot, handicapped parking, no parking areas or illegally parked.

Students who drive a vehicle to school which does not have a parking permit and who do not notify the office, shall lose the privilege of bringing a vehicle on the school grounds.

Continued parking violations by a student shall cost him/her the privilege of bringing a vehicle on the school grounds for the remainder of the school year. All student vehicles must be parked in the student parking areas. Students with motorcycles must park them in the designated and assigned areas of the student parking areas.

Students are not to be in the parking lot at any time after arriving at school unless they have an authorized pass from an instructor or the office.

REGULATIONS

1. Students who drive an automobile or other vehicle on the school grounds must purchase a parking permit and display a current registration sticker.
2. Students may only park in areas designated for student parking.
3. Students who drive a vehicle to school that does not have a parking permit and do not notify the office will lose the privilege of bringing a vehicle on school grounds, receive detention or the vehicle will be towed at the owner's expense.
4. A parking fee of \$30.00 per year shall be charged to all students who desire to drive a motor vehicle to school and meet the requirements stated in this policy. Replacement stickers will cost \$5.00.
*No sticker will be replaced unless the old sticker (with the number) or proof of windshield replacement is brought to the office.
5. Placement of sticker is the responsibility of the student/driver. All motor vehicles must have a parking sticker permanently affixed to the front lower left window. The sticker must be placed on the inside of the window! (No exceptions!)

6. Persons counterfeiting, altering, defacing or transferring a parking sticker to another vehicle or person, or providing false information will be subject to disciplinary action and will face loss of parking privileges.
7. Vehicles shall be parked only in areas designated by the building principal for student parking. Motor vehicles that do not have a parking sticker or are improperly parked can be fined, have a wheel lock placed on the vehicle, or be towed away by a bonded commercial wrecker. It shall be the responsibility of the student and/or the vehicle owner to pay for any towing and storage charges.

MPS is not responsible for any damage, vandalism or theft of a vehicle.



Memo

To: Charles Bradley, Deputy Superintendent
From: Chris Tobler, Director of Human Resources *CT*
Date: August 13, 2018 *CB*
Subject: Support Employee Handbook Approval 2018-19

Please discuss, consider, and/or act upon the reviewing and acceptance of the Mustang Public Schools 2018-19 Support Employee Handbook. Changes have been recommended by OSSBA attorney Julie Miller and the Support Handbook Committee led by Alan Green and Chris Tobler. The handbook also includes work calendars and wage schedules for 2018-19.

NOTABLE CHANGES:

Section F: Sick Leave Bank:

Requests by employees for use of the sick leave sharing bank will be made directly to the Human Resources Department, not to a committee. This will limit the amount of people who see sensitive medical information. Once the Director of Human Resources makes a determination on an employee's ability to use the sick leave bank, the employee will have 10 days to provide an appeal if the decision is a "no." Thus, checks and balances remain in place. This change was strongly encouraged by attorney Julie Miller of the OSSBA.

Section P: Suspension, Demotion, or Termination

The 57 infractions were put into complete sentences, similar language was combined and condensed, and is now a list of 40 descriptive and comprehensive infractions.

Appendix B: Pay Scales 2018-2019

\$1.21 was added to all support employees' hourly wage. A \$1,250.00 raise was passed as law for all education related support employees. Mustang Public Schools will add \$1.21 to support employee hourly wages which is above the \$1,250.00 legislative enacted raise.



MUSTANG PUBLIC SCHOOLS
SUPPORT PERSONNEL
HANDBOOK

2018-2019

www.mustangps.org

MUSTANG PUBLIC SCHOOLS

SUPPORT PERSONNEL HANDBOOK

The purpose of the Mustang Public Schools' Support Personnel Handbook is to communicate clearly to all support personnel the rules, regulations and policies pertaining to the support employee's job, and to provide general information concerning procedures and benefits. Support employees are Mustang Public School (MPS) personnel who do not hold teaching certificates and include all personnel shown in Section VII, Compensation, of this handbook.

The primary goal of the MPS District is high student achievement and growth. Support personnel contribute directly to the safe and efficient operation of the schools and have a direct influence on student success. Support employees are valued stakeholders in the MPS District. See page 2 for MPS District Vision, Mission, Core Values, and District Goals.

Please remember that the contents of this support personnel handbook do not constitute an expressed or implied contract of employment, nor is it intended to be all inclusive of policies and procedures. This support personnel handbook shall be applied without regard to any individuals age, race, color, sex, disability, religion, national origin, creed, pregnancy, marital status, physical handicap, veteran status, genetics or other classification protected by law.

Any changes that might occur in Mustang Public School District Policy and Procedures, Local, State or Federal Law, supersedes any item(s) that may be printed in this handbook.



Mustang Public Schools

Empowering today to achieve a better tomorrow

Vision

We Aspire to Have:

Highly effective, compassionate teachers in every classroom delivering a world-class education to every student in a safe and mutually respectful environment to the extent that Mustang students

achieve at their highest level and contribute to their world in a meaningful way, both now and in the future.

Mission

As We Pursue Our Vision, We Will:

Develop Mustang's community of collaborative learners as self-confident, creative problem solvers and skillful communicators, who are capable of accessing and processing

information in a lifelong pursuit of excellence.

Core Values

1. Attend to relationships
2. Laser focus on student success
3. Clear and timely communication
4. Collaborative culture

District Goals

1. Focus on student success

- a. All students attending Mustang Public Schools will reach high standards by attaining proficiency or better in all core academic areas as measured by district provided or state assessments
- b. Students will have meaningful opportunities to explore interests and develop talents
- c. Mustang Public Schools will attain a 100% graduation rate

2. Maintain standards of fiscal stability

- a. Balance the operating budget, annually
- b. Adhere to all audit recommendations

3. Provide a culture that values employees as professionals

- a. Recruit and retain highly effective employees
- b. Provide opportunities for growth, professional development, and advancement

c. Deliver timely and meaningful feedback

SECTION I

PERSONNEL PROCEDURES

A. Definitions of Terms (as used in this handbook)

Daily rate of pay - Equals the salary divided by days worked in the contract

Full-time Employees - All personnel who are employed to work a minimum of six (6) hours per workday according to each employee status work calendar

Event Employees - All personnel employed to work events, camps, etc. on an as needed basis. These employees are not subject to leave or fringe benefits, and must follow the guidelines for employment

HR Department-Human Resources or Personnel Department

Leave - Sick, sick bank, personal, vacation, bereavement, Family Medical Leave (FMLA), leave of absence, leave without pay, leave share, jury and military

Part-time Employees - All personnel who are employed to work less than six (6) hours per workday or less than 30 hours per week

Probationary Employees – A probationary employee commences a “trial period” during which the direct supervisor carefully considers whether the employee is able to meet the standards and expectations of the job and if the employee should be retained by MPS as a “regular” employee. During probationary employment the supervisor assesses the employee’s ability to learn and perform job duties, quality of work, productivity, work habits, cooperation, attendance and punctuality and other standards and expectations specific to an employee’s particular position. If the employee fails to meet the requirements of the job, the employee may be released at any time during the probationary period.

The position held by the probationary employee may be posted prior to the end of the fiscal school year. If posted the employee must re-apply for the position if he/she wants to be considered for the position. If a recommendation for future employment is made by the supervisor and if the employee completes the full probationary period, the probationary employee may be considered for employment for the subsequent school year on a regular contract. If a probationary employee becomes a “regular” employee in the same position for which he/she was hired, the time worked as a probationary employee is credited toward experience.

Support employees initially serve a **one-year probationary period beginning with the date of employment**. A probationary employee is an at-will employee and has ~~will have no continuing employment rights to future employment by the school district as per state law (70 O.S. Section 6-101.40) stated in the Disclosure Statement that is signed during the employment process.~~

School Year - Entire period of time between July 1, and June 30, that is determined by work calendar for a particular position

Support Employee – means a full-time employee of a school district as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee who is employed a minimum of one hundred seventy-two (172) days and who provides those services, not performed by professional educators or certified teachers, which are necessary for the efficient and satisfactory functioning of a school district. ~~A support employee of MPS provides services not performed by professional educators or certified teachers that are necessary for the efficient and satisfactory functioning of a school district. Refer to Fair Labor Standards Act of this handbook (Section VI).~~

Temporary Employees - All personnel employed in any department to fill in for an employee who is on leave or due to an extra workload. These employees will have a beginning and ending date, will be paid at the zero (0) step of the employee’s position which he/she is replacing, they are not subject to leave or fringe benefits, and must follow the guidelines for employment. Less than 20 hours per week and variable hour employees include substitute teachers, summer employees, lay coaches, and additional marching band personnel.

B. Selection

All applicants for support positions with Mustang Public Schools (MPS) shall have a completed support application on file at MPS Administration Office. A Consumer Authorization and Release, and a National Criminal History Record Check (NCHRC) are required for employment. The NCHRC is at employee's expense.

An applicant must possess a high school diploma or G.E.D. to be considered for employment with MPS. Any exceptions must have prior approval from the Superintendent's office.

Job postings will be accessible on the district's web site (www.mustangps.org).

If you are a current employee and would like to apply for a posted position, please apply online through the MPS website under the Employment tab.

In recommending an applicant for employment, the supervisor will place emphasis on these factors:

- the applicant's previous training/experience, special abilities and skills related to the requirements of the position
- physical ability as related to the position
- competency
- references

The Deputy Superintendent or designee shall recommend all support employees for employment to the Mustang Board of Education. Each support employee is under the general direction of the Superintendent/Deputy Superintendent, and shall perform such duties as may be assigned by the person charged with his/her direct supervision.

The Mustang School District is an equal opportunity employer and complies with all of the provisions of the following:

- Title IX of the Education Amendments of 1972, as amended, and part 86 of the Title 45, Subtitle A, Rules and Regulation of the U.S. Department of Health, Education and Welfare
 - i. "No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance."
- b. Section 504 of the Rehabilitation Act of 1973
 - i. "No person or otherwise qualified handicapped individual shall, solely by reason of this handicap, be excluded from the participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance."
- c. Title VI of the Civil Rights Act of 1964
 - i. "No person in the United States shall, on the grounds of race, color, genetics or national origin, be excluded from, be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance."

C. Conditions of Employment

Ethical Conduct:

All efforts shall be made to employ individuals of integrity. Employees are expected to maintain the high standards contained in the following guidelines:

- the welfare of students shall be the primary consideration in making decisions relating to employee-personnel problems
- professional relationships shall be maintained at all times with other employees, patrons and students
- employee contacts and employment privileges shall not be used for personal gain
- all school properties, equipment and materials must be properly used and protected

Personal Experience:

- shall dress appropriately to position and job safety requirements, including wearing uniforms when required, or as determined appropriate by department supervisor

- manner of dress should be modest to prevent exposure of torso (i.e. midriff) and/or cleavage etc.
- hair and dress must be neat
- hats will not be worn in the buildings by staff during school/working hours unless the position warrants, or for safety/health reasons
- clothing that displays beer, wine, alcoholic beverages, tobacco, **drugs**, or sexual connotations is prohibited

Work Standards:

- maintain a good work ethic
- meet acceptable standards of work performance
- perform tasks necessary to a particular position safely and effectively
- must maintain a valid Oklahoma driver's license, if position requires

Physical Requirements:

- bus drivers are required by State Law to have a physical examination at the time of employment, and annually throughout employment.
- Training may be required for Special Education Assistants depending on assignment.

D. Experience

New employees shall be placed at a salary step based on their experience level to be determined by Department Director and Deputy Superintendent or designee.

Beginning with the 2013-14 school year Teacher Retirement is changing the calculation for a full year of service: to receive credit for a year experience the number of contracted days must be met, i.e. 245 day contract, then 245 days must be worked in lieu of any leave used (You may use, sick, bereavement, vacation, or personal leave that you may have to account for the days worked. **If you have salary docked days, these will not count toward your service credit.**)

For experience to be counted toward advancement within the District, the employee shall not make less money annually than received in the current position. If an employee is re-assigned to a position with a higher pay scale and/or additional calendar days, there will not be a lateral experience increase.

E. Re-Employment

A support employee who has been terminated shall be ineligible to apply for re-employment without the written recommendation of the Superintendent's office.

A support employee who has resigned and is re-employed in the same position within one (1) year of leaving MPS shall receive the same number of years of experience as when the employee left employment.

F. Tobacco Free Environment

In accordance with Oklahoma law which prohibits the use of tobacco products in school vehicles, and at any school-sponsored or school-sanctioned event or activity ~~School Laws of Oklahoma, Section 1333, Smoking Prohibited in Certain Places, and Policy and Procedure Handbook, Policy #2060,~~ Mustang Public Schools' desire is to provide a healthy smoke-free environment for students, employees and patrons. ~~School Laws of Oklahoma state that "...an educational facility which offers an early childhood education program or in which children in grades kindergarten through twelve are educated shall prohibit smoking, the use of snuff, chewing tobacco or any other form of tobacco and/or vapor product in the buildings and on the grounds of the facility by all persons including, but not limited to, full-time, part-time, and contract employees during the school session, or when class or any program established for students is in session..."~~

Mustang Public Schools' Policy and Procedure #2060 further states that all facilities within the District will be smoke-free twenty-four (24) hours per day on a year round basis prohibiting smoking, the use of snuff, chewing tobacco, electronic cigarettes, vapors, or any other form of tobacco product by all persons. This policy extends to all district activities, vehicles and property.

There will be no designated smoking areas anywhere in the District.

G. Certification Requirements

Support employees who obtain certification required or available for certain positions must submit the necessary paperwork to the personnel office before any pay changes can occur. The deadline to submit the certification is on or before November 1st for the Fall Semester and March 1st for the Spring Semester. Any information received after the above deadlines will not be addressed until the following semester.

H. Bloodborne Pathogens Exposure Control Plan

The purpose of the MPS' Bloodborne Pathogens Exposure Control Plan is to reduce occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV) and other bloodborne pathogens that employees may encounter in his/her workplace. Each school year all employees are to watch a bloodborne tutorial and take the assessment online. Any employee that is limited in English will be offered an alternate assessment.

Immunizations:

Support job classifications are divided into two (2) categories. Category I are those employees with duties that are reasonably anticipated to involve exposure to blood or body fluids. Category II are those employees not exposed to blood and body fluids in the routine performance of their duties. "Good Samaritan" acts such as assisting with a nosebleed would not be considered occupational exposure.

Category I:

Site Secretaries
Custodians
Special Education Teacher Assistants / Paraprofessionals
Bus Drivers and Bus Assistants
Maintenance Personnel
Nurse Assistants
Teacher Assistants

Category II:

Classroom Volunteers
Secretarial Staff other than Site Secretaries
Staff in buildings not attended by students
Child Nutrition Personnel

Support employees in Category I shall be offered immunization against Hepatitis B after the employee has received the required training and within ten (10) working days of initial assignment. The risks and benefits of immunization will be explained and informed consent obtained prior to immunization. Immunizations are provided at no cost to the employee.

Employees may refuse immunizations or may submit proof of previous immunization. Employees who refuse immunization will be counseled on the occupational risks of communicable disease and are required to sign a "Refusal of Immunization" form. Employees who initially refuse immunization may later receive the immunization packet upon request from the HR Department.

I. Personnel Records

Personnel records are maintained in the personnel office at the Administration Building for each support employee. Personnel records will include:

- application
- employment contract(s)
- physicals (when applicable)
- evaluation(s)
- felony check/NCHRC

- loyalty oath
- U. S. Department of Justice Employment Eligibility Verification (I-9)
- certification/license/transcripts/diplomas (when applicable)
- "Voluntary Separation from Employment" form upon leaving the district.
- Letter of Concern or Letter of Admonishment

The support employee may view his/her personnel file at a time that is convenient for both the support employee and the personnel office. In order to schedule an appointment, call the HR Department at the Mustang Administration Building, (405) 376-2461.

Any material that is over three (3) school years old and that is not required by law to be maintained for longer periods of time may be removed from the employee's file at the request of the employee with the Superintendent's approval.

J. Personal Information Changes

It is important that employment records be kept up to date. The employee must complete the Change of Name/Address Form for the HR Department at the Mustang Administration Building if there are any changes or corrections to his/her name (must present a new social security card for payroll purposes), home address, home telephone number, marital status, emergency contact or beneficiary. The form is located on the MPS employee intranet accessed through the district website: www.mustangps.org. Look under the Quick Links, scroll down to find the "for employees" link and click on it. Once you have accessed the intranet, the Change of Name/Address Form is found within the Human Resources tab. If necessary, a new W-4 should be completed and turned in to payroll. The form is located on the employee intranet through the Business Office link.

K. Absence

It is required that each support employee notify his/her direct supervisor **no later than one (1) hour** prior to scheduled work time on any workday that the support employee intends to be absent. **Beginning on July 1, 2014, leave may only be taken in one-half, or full day increments. Emergency and extenuating circumstances may always be addressed with your direct supervisor.**

Bus drivers must notify the Transportation Director no later than 6:00 a.m.

L. Time Clock

Support employees are expected to utilize the time clock. **The employee's signature will be required when requested by a supervisor for the weekly timesheet, acknowledging that the time worked and the time used for leave is reported correctly. Only a supervisor can be involved with managing individual comp.**

The time clock codes used for leave taken are as follows:

- | | |
|--------------------------|----------------------------|
| 600 – sick leave | 607 – holiday pay |
| 601 – bereavement leave | 608 – jury duty |
| 602 – vacation leave | 610 – sick leave bank |
| 603 – personal leave | 611 – leave without pay |
| 604 – activity | 612 – military leave |
| 606 – professional leave | 613 – administrative leave |

M. Re-Assignment

All support employees are subject to change in assignment ~~and pay re-classification according to the newly assigned position~~ if the administration is of the opinion that it would improve the overall program of the school district. **Employees who have worked for the district for more than one year are entitled to support employee due process prior to any suspension, demotion, termination or non-reemployment.**

N. Resignation

~~Advance notice of intent to terminate employment with MPS is required to prevent the employee from being in~~

~~debt to the district causing the employee to repay days paid but not worked, and/or to take final payroll deductions.~~

A support employee terminating his/her employment with MPS shall immediately notify his/her direct supervisor. All supplies, keys, I.D. badges, uniforms, equipment and tools if applicable, must be returned and the "Voluntary Separation from Employment" form must be completed and signed before the support employee is issued the final payment. The employee must meet with his/her supervisor or the personnel office to complete the checklist for resignation.

Final payment will be made by direct deposit on the next closet pay date and after payroll receiving all necessary paperwork and clearance from HR.

O. Evaluation

The purpose of an evaluation is to improve job performance and to determine the quality of work. Written evaluations may be performed at any time, with a minimum of one (1) time per year, prior to May 1st.

A reprimand or an admonishment will be issued when a violation of policies and procedures occurs. The direct supervisor will provide a written plan of improvement if necessary.

An employee may respond in writing to any written evaluation, reprimand, admonishment or other formal written disciplinary action within ten (10) working days of the receipt of such disciplinary action. If provided by the employee, such response shall be maintained in the employee's personnel file along with the original written form of disciplinary action.

Except by order of a court of competent jurisdiction, evaluation documents and the responses of the employee shall be available only to the evaluated employee, the evaluator, the Administrative staff of any school within the district to which the employee applies for employment, the Central Office Administrators and/or the Mustang Board of Education and/or other such persons specified by the employee in writing.

P. Suspension, Demotion or Termination

Employees who have worked for the district for more than one year are entitled to support employee due process prior to any suspension, demotion, termination or non-reemployment.

In order to comply with School Laws of Oklahoma, the Mustang Board of Education hereby adopts the following procedure for the suspension, demotion or termination of support employees.

Support employees who have been employed with MPS for one (1) year or more, shall be subject to suspension, demotion, termination or non-reemployment only for cause which includes, ~~may be suspended, demoted or terminated by the Superintendent of Schools, or his/her designee, for,~~ but not limited to, the following:

- ~~1. willful neglect of duty~~
- ~~2. repeated negligence in performance of duty~~
- ~~3. mental or physical abuse of a child~~
- ~~4. incompetence~~
- ~~5. commission of an act of moral turpitude~~
- ~~6. abandonment of contract~~
- ~~7. any felony offense/conviction~~
- ~~8. insubordination of any kind and/or refusal or failure to follow instruction of supervisor~~
- ~~9. violation of any district/administrative rule or policy~~
- ~~10. any sex offense subject to the Sex Offenders Registration Act in this state or subject to another state's or the federal sex offender registration provisions~~
- ~~11. engaging in criminal sexual activity, sexual misconduct and/or inappropriate relationship with other employees or students may lead to dismissal, refused employment or non-re-employment~~

12. immoral conduct or indecency including abusive and/or foul language
13. possession, consumption or reporting to work under the influence of alcohol, non-prescribed drugs or controlled substances. possession of weapons on the premises at any time
14. assault or assault/battery during the performance of person's duties at MPS
15. use of tobacco products, electronic cigarettes, or vapors on and in all MPS District property at any time
16. gambling, lottery or any other game of chance on district property
17. refusal or failure to do satisfactory work in terms of quality and quantity-
18. unauthorized operation of machines, tools or equipment
19. breach of confidentiality
20. failure to cooperate with supervisors and co-workers
21. refusal of job transfer within the district if the transfer does not result in a demotion
22. failure to notify supervisor of absence in proper time
23. excessive tardiness
24. absenteeism that is unapproved or unexcused by supervisor
25. excessive absenteeism for any reason
26. exceeding the maximum number of five permitted days of absence without pay
27. improper use of leave
28. signing in or out for another employee
29. failure to be at workstation at starting time
30. leaving workstation without authorization prior to lunch periods or end of workday
31. leaving work area for any reason during working hours without permission of supervisor
32. abuse of "breaks" (rest periods) or meal period policies
33. wasting time or loitering during working hours
34. disregard of known safety rules or common safety practices
35. poor workmanship
36. failure to correct or improve fair or poor evaluation ratings
37. falsification of personnel or other records
39. falsifying time sheet
40. unsafe operation of motor driven vehicles
41. operating machines or equipment without safety devices provided
42. removing district property, records or confidential information from premises without proper authority. School equipment and/or school funds are never to be used for personal use. No food, leftover food or garbage is to be carried away from the premises by any person other than a licensed waste disposal company.
43. posting or removing notices, signs or writing in any form on bulletin boards of district property at any time without specific authority of the administration
44. willful abuse, misuse, defacing or destruction of district property, including tools, equipment or other property of other employees
45. theft or misappropriation of property of employees, students or the district
46. unauthorized distribution of literature, or of written or printed matter of any description, on district property
47. sabotage
48. creating disturbances on the premises at any time
49. distracting the attention of others
50. threatening, intimidating, coercing or interfering with employees or supervision at any time.
51. making or publishing of false, vicious or malicious statements concerning any employee, supervisor or the district
52. causing conflict with other employees
53. practical jokes injurious to employees and/or the employees' or district's property
54. creating or contributing to unsanitary conditions
55. use of personal and/or work cell phones or any electronic device under the employee's authority and/or password during the employee's work day that would endanger the safety of students and/or employees (i.e. driving a school bus, operating equipment) or distract the employee from performing job responsibilities
56. use of personal and/or work cell phones or any electronic device under the employee's authority and/or password for recording inappropriate picture or video, accessing the internet or email for participation in pornography, gambling, purchasing or any other unlawful usage
57. when in the best interest of the district

1. The willful and/or repeated neglect of duties, displaying of incompetence, and failure to perform satisfactory work in terms of quality and quantity.
2. The committing of mental or physical abuse of a child.
3. Committing acts of immoral conduct, indecency, and/or an act of moral turpitude including abusive or foul language.
4. Walking off the job and/or failure to report to work without notification or authorization.
5. Any felony offense or conviction.
6. Committing insubordination of any kind and/or the refusal or failure to follow the instructions of a supervisor.
7. The violation of any district/administrative rule or policy or when in the best interest of the district.
8. Any sex offense subject to the Sex Offenders Registration Act in this state or subject to another state's or the federal sex offender registration provisions.
9. Engaging in criminal sexual activity, sexual misconduct and/or inappropriate relationship with other employees or students may lead to dismissal, refused employment or non-employment.
10. The possession, consumption, or reporting to work under the influence of alcohol, non-prescribed drugs, or controlled substances.
11. Unauthorized possession of weapons on the premises at any time.
12. Assault or assault and battery during the performance of a person's duties at MPS.
13. The use of tobacco products, electronic cigarettes, or vapors on and in all MPS District property at any time.
14. Gambling, lottery or any other game of chance on district property during work hours.
15. Unsafe or unauthorized operation of machines, tools, or equipment and/or without safety devices provided.
16. A breach of confidentiality.
17. The failure to cooperate with supervisors and co-workers.
18. The refusal of a job transfer within the district if the transfer does not result in a demotion or reduction in wage
19. The failure to notify a supervisor of an absence in the proper amount of time
20. Excessive tardiness and/or excessive absenteeism for any reason that is unapproved or unexcused by a supervisor.
21. Exceeding the maximum number of available leave without pay or the improper use of leave.
22. Signing in and out for another employee.
23. Failure to be at workstation on time, leaving the workstation without permission of a supervisor, and/or abusing "break" or meal periods.
24. Disregarding of known safety rules or common safety practices
25. Failing to correct or improve on fair or poor evaluation ratings.
26. Falsifying of time sheets, personnel, or other records.
27. Operating machines or equipment without provided safety devices.
28. Removing district property, records, or confidential information from the premises without proper authority.
29. No food, leftover food, or garbage is to be carried away from the premises by any person other than a licensed waste disposal company.
30. Falsification and/or removing without authority district property, records or confidential information.

31. Willful abuse, misuse, defacing, destruction, or unauthorized operation of district property, including tools, equipment, machines, or other property. School equipment and/or school funds are to be never used for personal use.
32. Theft, misappropriation, or sabotage of property of employees, students, or of the district.
33. Distracting the attention of others and/or creating disturbances on the premises at any time.
34. Threatening, intimidating, coercing or interfering with employees or supervision at any time.
35. Making or publishing of false, vicious or malicious statements concerning any employee, supervisor or the district
36. Causing conflict with other employees
37. Practical jokes injurious to employees and/or the employees' or district's property
38. Creating or contributing to unsanitary conditions by disregarding safety and cleanliness expectations.
39. Use of personal and/or work cell phones or any electronic device under the employee's authority and/or password during the employee's work day that would endanger the safety of students and/or employees (i.e. driving a school bus, operating equipment) or distract the employee from performing job responsibilities
40. Use of personal and/or work cell phones or any electronic device under the employee's authority and/or password for recording inappropriate picture or video, accessing the internet or email for participation in pornography, gambling, purchasing or any other unlawful usage

Nothing contained in this policy shall prevent the Mustang Board of Education from acting on its own volition in matters pertaining to suspension, demotion or termination of support employees.

Whenever the Superintendent of Schools, or his/her designee, is of the opinion that the immediate suspension of a support employee is necessary, and in the best interest of a school district, the Superintendent of Schools, or his/her designee, may suspend the support employee.

After any suspension or prior to any demotion or termination, all non-probationary support employees shall receive notice of his/her right to a hearing, which if requested, will be conducted by the Mustang Board of Education. All notices shall be sent by certified mail with the postmark used to determine the timeliness of such notice. The support employee must request a hearing within ten (10) working days of said notice, or be deemed to have waived his/ her right to a hearing.

If a support employee is suspended for a period exceeding ten (10) days, the Superintendent of Schools shall initiate proceedings for termination and shall follow the procedures set forth in this policy. However, in a case involving a criminal charge, the suspensions may be delayed until the case is adjudicated at trial. Nothing herein shall prevent proceeding against the support employee during or after the suspension for termination as provided in this policy.

If the support employee requests a hearing, the hearing shall be conducted at the next regularly scheduled meeting or the next succeeding meeting of the Mustang Board of Education if the request is received by the Minutes Clerk of the Board of Education at least 10 days prior to aforesaid meeting. A special meeting may be conducted if requested by the support employee or at the discretion of the Mustang Board of Education. The special meeting shall be conducted no sooner than ten (10) days nor later than thirty (30) days after receipt of the support employee's request.

Q. Appeals Channels

A support employee should first discuss any problem with the school official serving as his/her direct

supervisor. If a satisfactory resolution is not made, the employee may take the matter to the official next in line of authority. As a last resort, an appeal may be made to the Mustang Board of Education. This request should be in writing.

Example: Custodian -- Custodial Supervisor -- Direct Supervisor -- Principal and/or Director -- Deputy Superintendent – Superintendent of Schools – Mustang Board of Education

R. Employee Threats To A Student

The Board of Education will not tolerate an employee who threatens a student. If a principal/director/supervisor receives a report that an employee has demonstrated behavior towards a student that is violent, threatening, harassing or intimidating, he/she shall immediately contact the Superintendent/Deputy Superintendent/or designee so that he/she may evaluate, investigate and take appropriate action.

Investigation and Corrective Action:

MPS will promptly investigate all reports or alleged incidents of violent, threatening, harassing or intimidating behavior.

All employees are expected to cooperate fully in all such investigations.

The employee suspected of violating this policy may be placed immediately on suspension pending the results of the investigation.

If the claims of violent, threatening, harassing or intimidating conduct are substantiated, the employee will be dealt with through the appropriate disciplinary process, and may be subject to discipline up to and including dismissal from Mustang Public Schools.

Where the situation warrants, MPS will request that the appropriate law enforcement agencies become involved in the investigation of the matter, and MPS may seek prosecution of conduct that violates the law.

S. Sexual Harassment Policy

The Board of Education will not tolerate sexual harassment/hazing by any district employees. This policy also applies to non-employee volunteers whose work is subject to the control of school personnel, employee to student relationships, and employee-to-employee relationships. Sexual harassment may include verbal or physical sexual advances, sexual activities, touching, pinching, patting, brushing against, or comments regarding physical or personal characteristics of a sexual nature, and sexually oriented kidding, teasing, and/or jokes.

Any employee found to have engaged in sexual harassment/hazing shall be subject to sanctions including but not limited to warnings, suspension, or termination subject to applicable procedural due process requirements according to state law.

~~Senate Bill 716~~ Oklahoma law addresses sexual activities between employees and students by adding to the definition of rape: sexual intercourse between a student under certain age and certain school employee as rape. **The specific provision of law provides as follows:**

Where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of the same school system

21 O.S. Section 1111.

SB 716 specifically states as rape:

~~“Where the victim is at least sixteen (16) years of age and is less than eighteen (18) years of age~~

~~and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of the same school system."~~

~~This act shall become effective November 1, 2001.~~

Victims who feel that administrators, supervisors, support personnel, teachers or other persons are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision, or to any responsible adult person.

Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent has the responsibility of investigating and resolving complaints of sexual harassment.

The procedure and forms for making such claims can be found in Board Policy.

T. Other Policies

Interpretation of all school policies and regulations lies with the Mustang Board of Education. Policies in this handbook are intended to conform to the rules and regulations in the MPS Policies and Procedures Handbook located on the school website, www.mustangps.org.

SECTION II LEAVE PROVISIONS

NOTE: Beginning July 1, 2014, all leave may only be taken in one-half, or full day increments. Emergency and extenuating circumstances may always be addressed with your direct supervisor.

A. Leave - No sick leave or comp time will be granted for any activity that provides monetary compensation.

Leave is based on the hour requirement of a particular job. Example: one (1) day of leave for a four-hour employee is equivalent to four (4) hours. If an employee moves from one position to another and the hour requirement is different, the leave will reflect the new position.

Leave is accrued and entered on the primary position (most hours worked) when employees work two (2) positions. Leave on the second position may be taken with permission from your supervisor and will be required to be made up.

If a support employee wishes to change his/her absence after it has been received and recorded by the personnel office, a request to his/her supervisor must be made within two (2) weeks unless deemed to be a mistake made by the recording of the leave. The absence will stand as recorded after the two (2) week period has passed.

On Inclement weather days support employees will have two choices. The employee can choose to come to work or take leave. If the employee chooses to take leave they have these options for the type of leave they can take on inclement weather days:

- Sick
- Persona
- Vacation (only for 12 month employees)
- Previously accumulated comp time

Bereavement may be used if all other leave has been exhausted

If the employee has no leave and chooses not to work on the inclement weather day, the employee will be docked pay for the day not worked.

B. Vacation Leave – No leave will be granted for any activity that provides monetary compensation. All vacations must be scheduled, coordinated and approved by the supervisor.

Vacation leave shall be accrued monthly, at the end of the month, for all 12 month support employees as the chart below indicates.

Years of In-District Service, Effective July 1st	Paid Vacation Days
0-7 Years	Ten (10)
8-12 Years	Twelve (12)
13 + Years	Fifteen (15)

Vacation leave must be **requested** in writing **and approved** by the direct supervisor at least twenty-four (24) hours in advance of the requested leave date. Use the form in Appendix C for the request. If an employee fails to comply with obtaining prior approval for vacation leave, the day he/she is absent using vacation leave will be recorded as a day of leave without pay.

The employee's director/supervisor may determine that vacation leave cannot be used the day before or the day following a school holiday. These dates are set according to the employee's work calendar.

Factors that will be considered before approving requests are:

- availability of replacement
- effect on other related personnel (i.e., workload)
- time of request

Vacation leave cannot be used until it is accrued. Vacation leave is not available for use by the probationary employee until the employee's one-year anniversary date. If a probationary employee leaves the district prior to the one-year anniversary date, there will be no payment for vacation leave.

Vacation leave will not be accrued unless the employee works at least 50% of the month or if an employee is on worker's compensation.

When a support employee on a continuing contract leaves the district, any unused vacation leave days will be paid at a rate of the employee's daily rate of pay. Request for payment must be indicated on the "Voluntary Separation from Employment" form. For payment purposes, an employee may accumulate a **maximum** of thirty (30) days. At June 30 of any fiscal year, no more than thirty (30) days may be carried to the next fiscal year. If the extra days over 30 are not used, the days are eliminated as of June 30 of each fiscal year. If an employee is taking more than 5 days consecutively of vacation, prior approval will be required from the Executive Director of Human Resources and the employee Supervisor. A support employee on a continuing contract, who has over thirty (30) days of vacation leave accumulated, shall have the choice of converting a maximum of two (2) days of vacation leave to sick leave prior to June 30th each fiscal year.

C. Personal Leave - ~~No leave will be granted for any activity that provides monetary compensation.~~

All full-time and part-time support personnel, unless noted otherwise, will be given three (3) personal leave days at the beginning of the fiscal year, or prorated days for the proportional time of employment.

Personal leave must be **requested** in writing **and approved** by the direct supervisor at least twenty-four (24) hours in advance of the requested leave date. Use the form in Appendix C for the request. If an employee fails to comply with obtaining prior approval for personal leave, the day he/she is absent using personal leave will be recorded as a day of leave without pay.

The employee's director/supervisor may determine that personal leave cannot be used the day before or the day following a school holiday. These dates are set according to the employee's work calendar.

Factors that will be considered before approving requests are:

- availability of replacement
- effect on other related personnel (i.e., workload)
- time of request

At the end of each school year, the full-time support employee shall have the option to receive payment for unused personal leave days at the rate of twenty-five dollars (\$25.00) per day for a maximum of three (3) days, or to convert unused personal leave days to accumulated sick leave. If a support employee holds two (2) or more positions, he/she will be paid a maximum of three (3) days at the rate of twenty-five dollars (\$25.00) per day, or convert to sick leave. Employees working less than thirty (30) hours per week will be paid not to exceed their hourly rate of pay or convert to sick leave.

A support employee with ten (10) or more years of continuous district service in MPS will be allowed to carry over one (1) day of personal leave into the succeeding school year. A support employee with fifteen (15) or more years of continuous district service in MPS will be allowed to carry over two (2) days of personal leave into the succeeding school year with a maximum of **five (5) personal** days accumulated.

D. Bereavement Leave - No leave will be granted for any activity that provides monetary compensation.

Bereavement leave is to be used for absences in the event a family member, relative, friend or friend's family member dies. Each support employee will be given six (6) bereavement days at the beginning of the fiscal year, or prorated days for the proportional time of employment.

E. Sick Leave - No leave will be granted for any activity that provides monetary compensation Beginning July 1, 2015, sick leave will accrue at the beginning of the month for all probationary and newly hired support employees. Sick leave cannot be used until it is accrued at the rate of one (1) day per month worked, based on the employee's work calendar. For all other support employees, sick leave will be given all up front on July 1 of each school year. After a probationary support employee completes their first full year the employees will receive their leave up front in the succeeding year beginning July 1st.

Sick leave is granted when the support employee is unable to perform regularly assigned duties because of illness or personal health conditions of the employee or illness of a member of the employee's immediate family. Immediate family is a spouse, mother, father, children, brother, sister, mother-in-law, father-in-law, aunt, uncle, grandparents of employee or spouse, grandchildren of employee or spouse, or a person living in the employee's home who is part of the family.

Employees with experience in an Oklahoma school district in the current year or immediate preceding year may transfer accumulated sick leave to MPS, not to exceed sixty (60) days. If the employee has more than sixty (60) days the remaining amount will be placed in the District's Retirement Bank for retirement purposes.

According to the Teachers Retirement System (TRS) one-hundred twenty (120) days of earned sick leave can be used for one (1) year of experience toward retirement provided all established guidelines are met.

The Superintendent, or his/her designee, may request at any time, a statement from a support employee's medical doctor that the employee is or is not able to assume his/her regularly assigned duties. This request may be made at any time after an employee has missed three (3) consecutive workdays or an accumulation of ten (10) or more days in a school year.

Should a support employee decide to separate employment with Mustang Public Schools, the "Voluntary Separation from Employment" form must be completed. The employee must indicate on this form, in writing, if they are requesting payment for unused sick leave. Accumulated unused sick leave days will be prorated according to the number of days actually worked.

At the time of separation from Mustang Public Schools, each full time support employee who has completed 5-9 years will receive twenty-five (\$25.00) per day up to a maximum of one hundred (100) days for sick leave accumulated within the MPS District. Part time support employees (those support employees who work at least three (3) hours per day) who have completed 5-9 years will receive twelve dollars and fifty cents (\$12.50) per day up to a maximum of one hundred (100) days for accumulated sick leave at the time of separation from Mustang Public Schools.

At the time of separation from Mustang Public Schools, each full time support employee who has completed 10 or more years will receive fifty dollars (\$50.00) per day up to a maximum of one hundred (100) days for sick leave accumulated within the MPS District. Part time support employees (those who work at least three (3) hours per day) who have completed 10 or more years will receive twenty-five dollars (\$25.00) per day up to a maximum of one hundred (100) days for accumulated sick leave at the time of separation from Mustang Public Schools.

If a probationary employee leaves the district prior to his/her one (1) year anniversary date, there will be no payment for sick leave.

F. Sick Leave Bank - No leave will be granted for any activity that provides monetary compensation.

A Sick Leave Bank has been established for Mustang support employees who choose to participate. All donated sick leave must be given voluntarily. No employee shall be coerced, threatened, intimidated or financially induced into donating sick leave for purposes of the sick leave bank program.

Procedure:

Requests for day(s) from the sick leave bank must be in writing and brought to the Human Resources Department at least ten (10) days prior to the time the leave is to be taken. Along with the request, the employee shall provide a medical statement from a licensed physician or health care practitioner verifying the severe or extraordinary nature, explaining the illness/condition and expected duration of the condition. A HIPAA Form must also be completed and attached to the medical note. If the employee is unable to complete the leave request, the request can be completed by a family member or representative of the employee. The sick leave bank days may only be used by the recipient for the purposes specified.

Sick Leave Bank was designed to prevent the employee from having to take leave without pay or face possible termination of employment due to extraordinary circumstances. This is like an insurance policy.

Sick Leave Bank requests are only good for the current school year, requiring an employee to re-apply, if needed, in the next school year. The Human Resources Department will determine if an individual employee qualifies for sick leave use. If sick leave is not granted the requesting employee may file an appeal within ten (10) days of notification of denial which will then be heard by committee.

Each support employee who chooses to participate in the sick leave bank shall contribute one (1) day of sick leave each year at the beginning of the school year or within thirty (30) days of initial employment if initial employment begins after the beginning of the school year. Days contributed shall be deducted from that employee's accumulated sick leave. The sick leave received will be designated as sick leave bank days and be maintained separately from the sick leave balance. For the one (1) day of sick leave contributed, the employee will receive ten (10) days in the sick leave bank. Records for the sick leave bank will be kept in the HR office.

Contributing employees may request days from the sick leave bank to use after they have exhausted all their individual leave accumulation. Said request for days from the sick leave bank shall be in writing and shall be presented to the HR office at least ten (10) days prior to the time the leave is to be taken. Unless the employee is stricken with debilitating emergency, retroactive days may not be granted as determined by the Sick Leave Bank Committee. **The employee must have exhausted all sick leave (sick, personal, and vacation) before consideration to grant sick leave bank.** The administration supervision committee will consider the merits of the request and determine how many days, if any, are warranted as long as the total amount granted does not exceed ten (10) per year for each year the employee has participated in the sick leave bank. The HR office shall then notify the requesting employee in writing of the committee's decision, and a copy of the notification will be kept in the HR office and in the employee's personnel folder. If an employee is denied days from the sick leave bank he or she may appeal the ~~supervision committee's~~ decision to an appeals committee composed of the members of the supervision committee and one additional administrator appointed by the Superintendent. The decision of the appeals committee is not grievable.

The employee shall be paid his/her regular rate of pay. No employee will be allowed to draw days from the sick leave bank while receiving workers compensation benefits. No leave will be granted to employees for any activity that provides monetary compensation.

Supervision of the sick leave bank shall be a committee composed of the Deputy Assistant Superintendent or and the Director of Human Resources designee, ~~maintenance/custodial employee, a transportation employee, a child nutrition employee, a school site secretary and two (2) other appointed central office support persons.~~ The committee members shall meet collectively as a group to discuss and take action on a sick leave bank request to protect the confidentiality of the employee involved under current federal Health Insurance Portability and Accountability Act (HIPAA) laws.

Definitions

Employee means those persons who have chosen to participate in the sick leave bank and have donated sick leave days to the bank.

Relative of the employee includes spouse, child, stepchild, grandchild, grandparent, stepparent, aunt, uncle, parent of the employee, sibling or mother/father-in-law.

A household member means those persons who reside in the same home, who have reciprocal duties to and do provide financial support for one another. This term shall include foster children and legal wards, even if they do not live in the household. The term does not include persons sharing the same general house, when the living style is primarily that of a dormitory or commune.

Severe or extraordinary is defined as serious, extreme or life threatening, including temporary disability resulting from pregnancy, miscarriage, childbirth and recovery.

Reasons:

Employee is suffering from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment or physical or mental condition.

For purposes of sick leave due to pregnancy, miscarriage, childbirth and recovery there from, the number of days available shall be limited to the number of days needed to add to the employee's accumulated sick leave to total six (6) weeks from day of arrival.

G. Professional Leave – No leave will be granted for any activity that provides monetary compensation.

A support employee, with the approval of his/her direct supervisor, may be granted professional leave to attend job-related training without loss of pay.

H. Legal Leave

A support employee shall be granted leave for jury duty or for service as a witness subpoenaed in a criminal, civil or juvenile proceeding. The Board shall pay the employee during such service the full contract salary. To receive pay for this duty, the employee must furnish documentation of the service to the personnel office.

I. Military Leave

The Board agrees to abide by laws governing military leave. (~~School Laws of Oklahoma, Section 734-735~~). Should a Mustang Public School employee have a spouse who is deployed or is be called up to active duty on foreign soil, and if no paid leave is available, the District will allow the employee up to ~~ten (10)~~ thirty (30) days Leave Without Pay with no loss of pay or benefits. The Leave Without Pay may be used prior to the deployment, or during the period when the military spouse is on leave during deployment. Employees with a spouse who is being deployed or called to activity duty on foreign soil shall be provided up to ten (10) days of leave without pay with no loss of benefits. This leave may be used prior to the deploying or when the spouse is on leave during deployment.

J. Leave of Absence –No leave will be granted for any activity that provides monetary compensation

No employee, except by law, is eligible to apply for an unpaid leave of absence until a minimum of one (1) year of qualifying service has been completed. A support employee may request a leave of absence in writing ten (10) days prior to requested leave. All leaves of absence shall be for one (1) semester or one contractual year or for the remainder of the semester or contractual year if the semester or year has begun. The leave of absence may be granted because of health, personal reasons or unusual circumstances. The supervisor, the Deputy Superintendent and the Mustang Board of Education must approve the leave. Factors that will be considered before approving requests are:

- a. availability of replacement
- b. effect on other related personnel (i.e. work load)
- c. time of request
- d. work history
- e. excessive absenteeism

Written notification of return from leave of absence shall be filed with the Superintendent thirty (30) days prior to the semester or year in which the employee wishes to return. Any employee who fails to file a written notification of return terminates his/her affiliation with the Board of Education at the expiration of his/her leave of absence. Health care benefits and voluntary payroll deductions will be the responsibility of the employee. While on a leave of absence the employee is not eligible for the flexible benefit allowance.

Employees returning from a leave of absence shall be assigned to the school/department from where his/her leave of absence was granted if an appropriate vacancy exists. Employees returning from a leave of absence will be reinstated at the same status of tenure.

While an employee is on a leave of absence without pay, leave allowances shall not accrue and salary increments of years of experience will not increase.

K. Absence Without Pay – No leave will be granted for any activity that provides monetary compensation.

All sick, personal and vacation leave must be exhausted before a request for absence without pay will be granted.

A support employee, on a regular contract, and upon approval of the Deputy Superintendent or his/her designee, may be granted up to a maximum of five (5) days absence without pay.

Except in cases of emergency, request for absence without pay shall be made at least thirty (30) days prior to the time the leave is to be taken. A request form is located in Appendix B. This form is to be completed and returned to the employee's direct supervisor, who will forward it to the Deputy Superintendent or his/her designee.

Absence without pay is calculated on the salary schedule, divided by the number of working days in the calendar year, where the employee falls on the salary schedule. An employee may use up to five (5) days of absence without pay without losing the benefit of having an equal semi-monthly paycheck.

For the support employee on a regular contract, any additional absence(s) may be cause for immediate release from employment with MPS. (Refer to Leave of Absence, Section II, A or FMLA, Section II, L of this document).

L. Family and Medical Leave

In accordance with the Family and Medical Leave Act of 1993 (FMLA), eligible employees who have been employed at least one (1) year and worked at least 1250 hours with MPS during the twelve (12) month period prior to the time leave would begin may apply for FMLA. All leave will run concurrently with FMLA.

Leave may be granted for any of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job
- To care for a covered family service member with a serious illness or injury incurred in the line of duty on active duty; or
- To use for any qualifying exigency arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation.

.Eligible employees who are family members of covered service members with a serious illness or injury incurred in the line of duty on active duty will be able to take up to 26 workweeks of leave in a single 12-month period. Sick leave, personal leave, and vacation leave will be deducted from the 26 workweeks of eligibility

Prior to any employee requesting FMLA, he/she must contact the HR Office to clarify eligibility.

Employees must provide thirty (30) days advance notice when the leave is "foreseeable." Medical certification

is required to support a request for leave because of a serious health condition.

All requests for FMLA must be processed through the HR Office.

M. Leave Sharing Policy

If an employee has exhausted or will exhaust all leave otherwise provided and is absent due to an extraordinary or severe injury, illness, impairment or physical or mental condition of the employee, pregnant or recovering from childbirth, a relative or household member, documented by a physician, the condition has caused or is likely to cause the employee to take leave without pay or to terminate employment, the employee may request the use of Leave days to be donated by another employee.

Relative means a spouse, child, stepchild, grandchild, grandparent, aunt, uncle, stepparent or parent. Household member means one who resides in the same home as the employee and who shares a duty to provide financial support with the employee.

A. An employee requesting donated days must first provide the Human Resources Department with a Request for Donated Leave Form, statement of need indicating why donated leave is needed, a HIPAA (Health Insurance Portability and Accountability Act) release of information form and a medical certificate from a licensed physician or health care provider verifying the severe or extraordinary nature and expected duration of the condition.

In the event that all available leave including sick, sick bank, personal, vacation, compensation time, excessive/extended leave and donated leave have been exhausted the employee will be placed on an automatic sick leave of absence without pay for the remainder of the school year. At that time they will no longer be eligible for leave sharing.

An employee may obtain up to 60 days of shared leave per school year. The Superintendent, Deputy Superintendent or their designee may grant an extension beyond the 60 day limit in extenuating circumstances.

Employees desiring to donate days shall complete a written authorization transferring the days to the ill or injured employee.

Employees may donate any amount of leave which does not cause the donating employee's accumulated leave balance to fall below the yearly amount afforded to them per the negotiated agreements or support handbook.

Shared leave may be used only by the recipient for the purposes specified in this policy and may not be used if the employee has been notified of a pending reduction in force or employment termination affecting the employee.

- B.** The employee receiving donated days is to receive his or her normal rate of pay.
- C.** Shared leave usage records shall be maintained separately from regular or sick bank leave records.
- D.** Any donated leave which is not used shall be returned to the donating employee(s) on a prorated basis.
- E.** Sick Bank Days may not be donated.
- F.** All donations are anonymous; the recipient cannot be told who gives them sick days.
- G.** Participation in this policy is strictly voluntary. No employee shall be coerced, threatened, intimidated, or financially induced into donating sick leave for the purpose of this policy.
- H.** The Board of Education delegates initial decision making authority pursuant to 70 OK Stat Section 6-104.6 (C)(1) to the Superintendent or their designee as the determining body as to whether the employee meets the criteria above and has previously abided by District leave policy. The

Superintendent, acting as Board designee, will make the decision which may be appealed to the Board.

SECTION III FRINGE BENEFITS

A. Teacher Retirement

New employees that work 4 or more hours will be enrolled in the Teachers Retirement System of Oklahoma (TRS), which will be paid by MPS.

MPS employees hired prior to July 1, 2006, who chose to receive the seven (7) percent in salary, may continue to receive the seven (7) percent, until which time the employee decides to join TRS.

Beginning with the 2013-14 school year Teacher Retirement is changing the calculation for a full year of service: for an employee to receive one (1) year experience toward teacher retirement that employee must work the length of their contract, i.e. if you have a 245 day contract then you must work 245 days in lieu of any paid leave to receive a year's credit. Anything less than that will be on a prorated basis. (You may use, sick, bereavement, vacation, or personal leave that you may have to account for the days worked. But if you have salary docked days, these will not count toward your service credit).

TRS has a handbook available regarding the retirement benefits and laws affecting retirement. To obtain the handbook, contact TRS at (405) 521-2387. TRS is located at 2500 North Lincoln Boulevard, Oklahoma City, in the Oklahoma State Department of Education building. You may also access Oklahoma Teachers Retirement System website at: <http://www.ok.gov/TRS>.

B. Life Insurance

MPS pays a life insurance policy for each support employee who works a minimum of twenty (20) hours per week. The employee selects the beneficiary.

Age	Amount Paid
Up through 69	\$15,000.00
70	\$ 9750.00
71-74	\$ 6000.00
75-79	\$ 4500.00
80-84	\$ 3000.00
85-89	\$ 2250.00
90-94	\$ 1500.00
95-99	\$ 750.00
100 and over	\$ 750.00

C. Health Insurance

New employees have up to thirty (30) days to enroll in the District's health, dental and vision plans. The effective date of coverage is the first day of the month following employment. Health insurance will terminate at the end of the month in which separation from employment occurs, with the employee being responsible for the full month's premium. Terminated employees may elect to continue coverage under the provision of COBRA, subject to provision of the State Health Insurance Plan and Board Policy.

FULL-TIME SUPPORT EMPLOYEE	DISTRICT PAYS	STATE PAYS
Major Medical	0.00	100% Premium Health-Choice High Option
Non-Major Medical	0.00	0.00
Cash in Lieu of Insurance	0.00	189.69
4 hour, but less than 6: Major Medical	50% Premium Health Choice High Option	0.00

Information regarding the Affordable Health Care Act (ACA) will be given to each employee as required by law.

D. Section 125 – Flexible Spending Plan

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis. The plan also offers dependent day care expense reimbursement and major medical expense reimbursement through pre-taxed payroll deductions. A third-party administrator handles employee claims made on these accounts. Enrollment in this program is effective January through December of each year. Employees may enroll in this program during open enrollment period or within thirty (30) days of initial employment. During open enrollment, all employees **must meet** with a representative to accept or reject participation.

E. Activity Pass for School Events

Each employee (and one guest) will be entitled to free admission to all home athletic events except tournament or state play-off events by using the school ID badge.

F. Holidays

To be eligible for a paid holiday, an employee must have worked or be on an approved paid leave status the last scheduled workday before and immediately after the holiday. If a support employee has been placed on an hourly status for the contracted year, he/she will not be eligible for holiday pay.

Employee calendars are located in Appendix A showing the scheduled holidays.

SECTION IV

WORKERS COMPENSATION

Oklahoma Worker's Compensation

In case of injury during the “course and scope of their employment”, all employees of the Mustang School System are covered by Oklahoma Worker's Compensation. All inquiries relating to Workmen's Compensation should be addressed through the Mustang Administration Office at (405) 376-2461.

The following steps are to be followed when a job related injury occurs:

Any incident/injury must be reported immediately or could result in disciplinary action. If the employee is not able to make the notification, then a co-worker should on his/her behalf.

Once the supervisor has been notified of a job related injury, the supervisor must call the administration office and notify the workers comp office. This conversation will help to identify the severity of the incident/injury and the procedure to follow.

If the injury is deemed an “incident only”, i.e. first aid is given and the employee does not wish to seek medical treatment, complete forms “**A**” Employee's Report of Incident and “**B**” Supervisor's Report of Incident (Appendix E). **There is a question towards the bottom of both forms, “Does the employee wish to seek medical treatment?” with the option of Yes/No. The employee must mark an option and sign both forms where indicated. Witness/Co-Workers Statements should also be completed if, in fact, there were 175 witnesses to the incident. Completed forms are forwarded to the workers comp office.**

If the employee needs medical attention, and if at all possible, the employee and supervisor should come to the Administration Office to complete additional forms. At this time a Medical Care Authorization Form is completed and given to the employee for treatment. The employee may transport himself/herself, transported by a relative, by the supervisor or another employee, or by ambulance. We need to make sure the injured employee receives proper medical attention as soon as possible.

Upon receiving medical attention, the employee will be given a medical form that must be brought to the workers comp office prior to him/her returning to work.

If there are temporary work restrictions indicated on the form, the employee and supervisor should meet with the workers comp office to discuss the employee returning to work.

When an employee returns to work but is still under medical treatment, i.e. physical therapy or additional doctor's visit(s), the employee must use his/her available leave or set appointments outside the normal work hours. These appointments are not considered "workers comp" leave.

GENERAL INFORMATION

A. Child Nutrition

Approved uniforms and shoes are mandatory for all Child Nutrition personnel. Child Nutrition Department will reimburse the employee at the rate of \$15.00 per month, not to exceed \$150.00 per year, providing the employee provides proper receipts and documentation. Hosiery and hairnets do not qualify for reimbursement. Payment will be made by June.

Receipts for reimbursement must contain:

- date of purchase - current school year date
- establishment name
- itemized description of goods purchased
- cost per item and total amount of money spent
- original receipt signed or initialed by salesperson

Support employees who obtain certification required for certain positions must submit the necessary paperwork to the personnel office before the pay change occurs. The deadline to submit the certification is on or before November 1st for the Fall Semester and March 1st for the Spring Semester. Any information received after the above deadlines will not be addressed until the following semester.

Cafeteria Supervision for Outside Activities

Follow the guidelines in the District Use of Facility Policy #2030.

B. Transportation Department

Route Definition

A route is considered a 6-hour per day job with time allocations approximately as follows:

- bus maintenance/inspections - 30 minutes per day

The Director of Transportation will determine the routes and starting times. Drivers will report fifteen (15) minutes prior to route start time.

Activity Pay

Drivers assigned to an activity trip will be paid \$10.00 per hour with a three (3) hour minimum.

Regulation

Any employee with a CDL that is transporting students and/or driving a school vehicle may be subject to a motor vehicle record check and random drug testing.

Training Reimbursement

Regular route bus drivers, coaches and/or sponsors successfully completing the initial state required bus certification will be given a one-time payroll reimbursement not to exceed the cost of the training. The 176 employee must provide documentation for reimbursement and it will be paid after fulfilling six (6) months of

employment with the district.

C. Maintenance/Custodial Department

Trade employees successfully renewing their annual Journeyman or Contractor trade license with the State of Oklahoma will be paid a stipend through payroll to cover the cost of the license.

Trade employees who successfully test and pass the State of Oklahoma Journeyman or Contractor license for their trade will receive a stipend through payroll for the costs of the testing and license.

To receive compensation, a copy of the license must be on file in the employee's personnel file in the HR office.

Any employee who is required to work during a legal holiday weekend will receive \$4.00 per hour in addition to his/her regular rate of pay.

FAIR LABOR STANDARDS ACT

FAIR LABOR STANDARDS ACT PROCEDURES

It is the intent of this school district to fully comply with the Fair Labor Standards Act (FLSA), its regulations, and relevant court decisions and to cooperate with state agencies in an effort to maintain compliance with the FLSA.

The following procedures and guidelines are to be followed in each department to ensure employees are properly compensated for approved hours worked in excess of the established work week as required by the provisions of the FLSA.

Definitions:

"Overtime" is defined as authorized, compensable work time in excess of forty (40) hours per work week.

A "work week" for full-time nonexempt employees is forty (40) hours during one consecutive seven-day period beginning at 12:01 A.M. on Sunday and ending at 12:00 midnight on the following Saturday.

"Non-covered employees" are those who meet the definition of "employee" within the meaning of 29 USCA 203(e)(Supp.1990).

"Covered employees" are those who meet the definition of "employee" within the meaning of 29 USCA 203(e)(Supp.1990). Covered employees will be either exempt or nonexempt employees.

An "exempt employee" is a covered employee who is exempt from FLSA by virtue of meeting one of the tests for exemption.

A "nonexempt employee" is a covered employee who does not meet one of the tests for exemption.

Exemptions:

The FLSA exempts certain groups of covered employees from coverage. The following categories of exemptions are established:

1. Executives
2. Administrators; e.g., superintendents, principals
3. Professionals; e.g., teachers, special education skilled service providers, attorneys, auditors, nurses, counselors

OVERTIME AND COMPENSATION TIME

It is the policy of the Mustang Board of Education that no employee shall work overtime without the prior approval of the appropriate supervisor and the superintendent. All compensation time must be used **by the end of the following two pay periods** with which it was earned. Specific days off must be approved in advance by the 177 appropriate supervisor or the superintendent or superintendent designee.

When compensatory time is granted in excess of 40 hours in a workweek, it will be at the rate of one and one-half hours for each hour worked in excess of 40 hours for all nonexempt employees. The Mustang Board of Education will comply fully with the Fair Labor Standards Act, its regulations and relevant court decisions. MPS shall inform employees of the Act through proper posting of information as disseminated by the U. S. Department of Labor. The District will cooperate with all state agencies and maintain compliance.

The Superintendent is directed to prepare a regulation supporting this policy and implementing the provisions of the Fair Labor Standards Act subject to approval of this board.

FAIR LABOR STANDARDS ACT **(REGULATION)**

In accordance with the policy of the board of education, the following regulation shall insure compliance with the Fair Labor Standards Act within this school district.

1. This district will compensate all nonexempt employees at least the federal minimum wage. Time and a half for all hours worked which exceed 40 hours per week will be compensated with time off. Compensatory time shall be equal to one and one half hour of time per hour of overtime worked in a pay period. Provided however, that for any overtime hours to be credited for overtime pay such overtime hours must be approved in advance by the superintendent. Failure to get approval for overtime may result in disciplinary action being taken, which may include termination of employment.
2. This district will inform employees of the law by posting information disseminated by the U. S. Department of Labor.
3. This district shall establish, through separate administrative regulations, the process of time keeping and procedurally complying with the Act.

COMPLIANCE PROCEDURES

FAIR LABOR STANDARDS ACT

In accordance with the policy of the board of education, the following procedures shall apply to compliance with the Fair Labor Standards Act within this school district. Should any employee or group of employees have questions concerning the following, additional information will be provided upon request.

Minimum Wage Provisions

Mustang Public Schools meets the minimum wage provisions established by law. All employees are subject to the Fair Labor Standards Act (FLSA) unless exempt by some provision of the act. As outlined under the exemption provisions set forth below, certified educational employees working in certified positions who perform ancillary duties (i.e., bus driver, etc.) will be exempt from the overtime requirements of the FLSA as long as not more than 20% of their time is spent in non-exempt activities

Overtime Provisions

The FLSA requires that an employer must pay all nonexempt employees time and one-half their regular rate for all hours worked in excess of 40 hours in a seven-day workweek. The hours worked will not be averaged over two or more workweeks (i.e., pay period) to determine overtime hours, even though an employee is paid monthly. For example, if a nonexempt employee works 45 hours one week and 35 hours the next week, the employee will be paid one and one-half times the regular rate for five hours of overtime in the first week or shall be provided 7.5 hours of compensatory time.

Compensation hours include all the time that an employee is required to be on duty, either at school or at a workplace for the employer, and all times that the employee is permitted to work. This includes time during which an employee is required at school functions, meetings, or training activities. It may also include time spent traveling on work-related business. Also included is time an employee voluntarily works before or after the

regular work shift if “suffered or permitted” by the employer. Even work done at home is included if the employer knows or has reason to think work is being done there.

Vacation and sick leave hours are not counted as hours worked even though they are paid hours. Lunch breaks where the employee is completely relieved of his or her duties for at least 30 uninterrupted minutes and breaks of at least 20 uninterrupted minutes also are not counted as hours worked.

Because of the overtime provision, nonexempt employees should not work overtime unless they are specifically authorized to do so by their supervisors.

Lunch breaks must be taken by all nonexempt employees as per the schedule created by the administration.

If the employee eats lunch at his or her desk or work station, the employee must not work. This includes not answering the phone, not writing memos, not assisting others, not reading material that is required by the job, etc. Nonexempt employees will not be allowed to start work before their regularly scheduled time and must stop working at their regularly scheduled stopping time unless permission to work overtime has been obtained from their supervisor(s) as per district policy.

Record Keeping

The Mustang Public School District will keep records for each nonexempt employee which should include the following information:

- The employee’s full name
- Social Security Number
- Address, including zip code
- Birth date/age
- Sex
- Occupation
- Time and day of week when employee’s workweek begins
- Hours worked each day
- Total hours worked each workweek
- Wage basis (e.g., “\$7.25 per hour,” “\$290 per week,” “piecework”)
- Regular hourly pay rate
- Total daily or weekly straight-time earnings
- Total overtime earnings for the workweek
- Additions to or deductions from wages
- Total wages paid each pay period
- Date of payment and the pay period covered by the payment

Time sheets will be provided to all nonexempt employees and they will be required to complete and sign them on a weekly basis. Exact time of arrival and departure shall be noted on the time sheet. Employees should not arrive at work any earlier than 10 minutes prior to the scheduled work time. The board may determine that a time clock be installed and used by all nonexempt employees as an alternative method of timekeeping.

Exempt Employees

An exemption from both minimum wage and overtime pay requirements is provided in section 12(a)(1) of the FLSA for any employee employed in a bona fide executive, administrative, professional, or outside sales capacity, as these terms are defined and limited in regulations of the Secretary of Labor. An employee will qualify for exemption if he or she meets all of the pertinent tests relating to duties, responsibilities, and salary stipulated in the applicable section of Regulations, 29 CFR, Part 541.

1. Executive:

In order to be exempt as a bona fide executive employee, all of the following must be met:

- A. The employee’s primary duty must be management of the enterprise, or of a customarily recognized department or subdivision; and
- B. The employee must customarily and regularly direct the work of at least two or more other employees therein; and

- C. The employee must have the authority to hire or fire, or recommend hiring and firing; or whose recommendations on these and other actions affecting employees is given particular weight; and
- D. The employee must customarily and regularly exercise discretionary powers; and
- E. The employee must devote no more than 20% of his or her hours to activities not directly and closely related to the managerial duties; and
- F. The employee must be paid on a salary basis at a rate of at least \$155 a week exclusive of board, lodging, and or other facilities.
- G. An executive employee paid at least \$250 a week, exclusive of board, lodging, and other facilities, is exempt if the employee regularly directs the work of at least two or more other employees and the employee's primary duty is management of the enterprise, or a recognized department or subdivision thereof.

2. Administrative:

In order to be exempt as a bona fide administrative employee, all of the following must be met:

- A. The employee's primary duty must be either:
 - 1. Responsible office or non-manual work directly related to the management policies or general business operations of the employer or the employer's customers; or
 - 2. Responsible work that is directly related to academic instruction or training carried on in the administration of a school system or educational establishment; and
- B. The employee must customarily and regularly exercise discretion and independent judgment, as distinguished from using skills and following procedures and must have the authority to make important decisions; and
- C. The employee must:
 - 1. Regularly assist a proprietor or bona fide executive or administrative employee; or
 - 2. Perform work under only general supervision along specialized or technical lines requiring special training, experience, or knowledge; or
 - 3. Execute under only general supervision special assignments; and
- D. The employee must not spend more than 20% of the time worked in the Workweek on work that is not directly and closely related to the administrative duties discussed above; and
- E. The employee must be paid on a salary or fee basis at a rate of not less than \$155 a week, exclusive of board, lodging, or other facilities, or in the case of academic administrative personnel in public or private schools, the salary requirement for exemption must be at least \$155 a week or one which is at least equal to the entrance salary for teachers in the employing school system or educational establishment or institution.
- F. An administrative employee who is paid on a salary or fee basis of at least \$250 a week, exclusive of board, lodging, or other facilities, will be exempt if:
 - 1. The employee's primary duty consists of either:
 - a. Responsible office or non-manual work directly related to the management policies or general business operations of the employer's customers; or
 - b. Responsible work that is directly related to academic instruction or training carried on in the administration of a school system or educational establishment; and
 - 2. Such primary duty includes work requiring the exercise of discretion and independent judgment.

3. Professional:

In order to be exempt as a bona fide professional employee, all of the following must be met:

- A. The employee's primary duty must be either:
 - 1. Work requiring knowledge of an advanced type in a field of science or learning, customarily obtained by a prolonged course of specialized instruction and study; or
 - 2. Work that is original and creative in character in a recognized field of artistic endeavor, the result of which depends primarily on the employee's invention, imagination, or talent; or
 - 3. Work as a teacher certified or recognized as such in the school system or educational institution by which he or she is employed; and
- B. The employee must consistently exercise discretion and judgment; and
- C. The employee must do work that is predominantly intellectual and varied, as distinguished from routine mental, manual, mechanical, or physical duties, and
- D. The employee must not spend more than 20% of the time worked in the workweek on activities not