



MINUTES July Regular Meeting

The Board of Education of Independent School District No. 40 of the Cleveland County, State of Oklahoma, met in a July Regular Meeting at the Noble Administration Building, 111 S. 4th St., Noble, Oklahoma, in said school district, Monday, July 13, 2026, 5:30 PM.

Ms Wendy Barnes: Absent
Mr William Broom: Present
Mr. Leroy Lukinbill: Present
James Reed: Present
Mr. Randy Sheppard: Present

I. Preliminary Business

A. Call to Order

B. Establishment of a Quorum

C. Pledge of Allegiance

II. Reports

A. Activity Fund Report

B. District Financial Report

C. Resignations/Retirements

III. Public Comments

IV. Consent Agenda

A. Minutes of Regular Board Meeting - June 23, 2026

B. Encumbrances and Change Orders as follows: GF: #285-316 \$92,405.71 BF: #74-81 \$253,950.00 AF: #1-19 \$37,820.00

C. Payroll Encumbrances

D. Authorizations for 2026-27

E. Armstrong Bank Authorizations for 2026-27

F. First State Bank Authorizations for 2026-27

G. School Site Statutory Waiver Deregulation for 2026-27 Alt Ed



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H. School Site Statutory Waiver Deregulation for Library Media Services for 2026-2029

I. Activity Fund Manual for 2026-27

J. Policy revisions

K. Policy adoptions

V. Action Topics

A. Discussion and possible vote on Consent Agenda Items A-K as presented.

B. Discussion and possible vote on a one-time stipend for all returning district employees for the FY26 school year in the amount of \$2,000, with the exception of the Superintendent. Stipend will be paid on Friday, August 7, 2026. Any employee hired after August 7, 2026, will not be eligible for the stipend. Any employee that does not complete the FY27 school year will have the remaining stipend amount removed from their final paycheck. The amount deducted will be pro-rated based upon leave date. All part-time Certified employees will receive a pro-rated stipend.

C. Discussion and possible vote on a one-time stipend for all new district employees for the FY27 school year in the amount of \$700. Stipend will be paid on Friday, August 7, 2026. Any employee hired after August 7, 2026, will not be eligible for the stipend. Any employee that does not complete the FY27 school year will have the remaining stipend amount removed from their final paycheck. The amount deducted will be pro-rated based upon leave date. All part-time Support employees will receive a pro-rated stipend.

VI. Executive Session

A. Proposed executive session to discuss the following business pursuant to 25 O.S. Section 307 (B)(1) and (B)(2) of the Oklahoma Open Meeting Act:

1. Employments

2. Discuss Certified Negotiations for 2026-27

3. Discuss Support Negotiations for 2026-27

B. Vote to convene in executive session

C. Acknowledgment of Board to return to open session

VII. Action Topics

A. Statement of executive session minutes

B. Discussion and possible vote on employments for the 2026-27 school year as presented.



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VIII. New Business

IX. Superintendent's Reports

X. Adjournment

PRESIDENT

VICE-PRESIDENT

CLERK

DEPUTY CLERK

MEMBER

MINUTES CLERK

NOBLE PUBLIC SCHOOLS

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2026 - 6/30/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 KID-General Supply	\$10,083.07	\$0.00	\$0.00	\$187.36	\$9,895.71	\$0.00	\$9,895.71
804 KID-Kindergarten	\$445.89	\$0.00	\$0.00	\$0.00	\$445.89	\$0.00	\$445.89
806 KID-T-Shirt Account	\$129.14	\$0.00	\$0.00	\$0.00	\$129.14	\$0.00	\$129.14
807 KID-Picture Account	\$3,357.94	\$0.00	\$0.00	\$0.00	\$3,357.94	\$0.00	\$3,357.94
808 KID-Book Fair Account	\$1,035.11	\$0.00	\$0.00	\$0.00	\$1,035.11	\$0.00	\$1,035.11
810 KID-Field Trip Account	\$3,078.26	\$0.00	\$0.00	\$0.00	\$3,078.26	\$0.00	\$3,078.26
812 KID-Counselor	\$250.40	\$0.00	\$0.00	\$0.00	\$250.40	\$0.00	\$250.40
813 KID-Transitional First	\$70.00	\$0.00	\$0.00	\$0.00	\$70.00	\$0.00	\$70.00
814 KID-Pre-K	\$2,204.44	\$0.00	\$0.00	\$0.00	\$2,204.44	\$0.00	\$2,204.44
815 Central Office Activity Account	\$66,198.69	\$541.32	\$0.00	\$1,584.55	\$65,155.46	\$0.00	\$65,155.46
816 Activity Fund Interest	\$70,628.28	\$17,941.03	\$0.00	\$1,139.16	\$87,430.15	\$0.00	\$87,430.15
817 Noble Student Assistance	\$138,791.54	\$0.00	\$0.00	\$34,226.39	\$104,565.15	\$0.00	\$104,565.15
818 Technology Activity Account	\$29,404.50	\$119.00	\$0.00	\$0.00	\$29,523.50	\$0.00	\$29,523.50
819 KID-P.E.	\$4,946.36	\$0.00	\$0.00	\$84.08	\$4,862.28	\$0.00	\$4,862.28
820 JKH-General Supply	\$7,149.36	\$0.00	\$0.00	\$0.00	\$7,149.36	\$0.00	\$7,149.36
822 JKH-T-Shirts/Shout/Festival	\$2,088.64	\$0.00	\$0.00	\$0.00	\$2,088.64	\$0.00	\$2,088.64
823 JKH-Library Account	\$404.78	\$0.00	\$0.00	\$0.00	\$404.78	\$0.00	\$404.78
824 JKH-2nd Grade	\$901.16	\$0.00	\$0.00	\$0.00	\$901.16	\$0.00	\$901.16
825 JKH-3rd Grade	\$1,445.94	\$0.00	\$0.00	\$0.00	\$1,445.94	\$0.00	\$1,445.94
826 JKH-Adopt A Child	\$2,907.63	\$0.00	\$0.00	\$0.00	\$2,907.63	\$0.00	\$2,907.63
827 JKH-1st Grade	\$3,164.98	\$0.00	\$0.00	\$0.00	\$3,164.98	\$0.00	\$3,164.98
828 JKH-Steam	\$5,723.01	\$0.00	\$0.00	\$0.00	\$5,723.01	\$0.00	\$5,723.01
829 JKH-Physical Education	\$6,488.48	\$0.00	\$0.00	\$0.00	\$6,488.48	\$0.00	\$6,488.48
830 PI-General Supply	\$26,488.09	\$2,217.79	\$0.00	\$0.00	\$28,705.88	\$0.00	\$28,705.88
831 PI-Clearing Account	\$240.00	\$0.00	\$0.00	\$0.00	\$240.00	\$0.00	\$240.00
833 PI-4th Grade	\$2,825.27	\$0.00	\$0.00	\$0.00	\$2,825.27	\$0.00	\$2,825.27
834 PI-5th Grade	\$1,672.45	\$0.00	\$0.00	\$0.00	\$1,672.45	\$0.00	\$1,672.45
835 PI-Run Club	\$2,606.00	\$0.00	\$0.00	\$0.00	\$2,606.00	\$0.00	\$2,606.00
836 PI-Music Account	\$329.58	\$0.00	\$0.00	\$0.00	\$329.58	\$0.00	\$329.58
839 PI-Sci-Pi	\$1,292.13	\$0.00	\$0.00	\$0.00	\$1,292.13	\$0.00	\$1,292.13
842 PI-Library	\$1,127.07	\$0.00	\$0.00	\$0.00	\$1,127.07	\$0.00	\$1,127.07
845 MS-General Supply	\$25,354.99	\$5.00	\$0.00	\$8,976.79	\$16,383.20	\$0.00	\$16,383.20
846 MS-Clearing Account	\$1.25	\$0.00	\$0.00	\$0.00	\$1.25	\$0.00	\$1.25
847 MS-Food Pantry	\$118.30	\$0.00	\$0.00	\$20.00	\$98.30	\$0.00	\$98.30
849 MS-Student Council	\$12,356.14	\$0.00	\$0.00	\$0.00	\$12,356.14	\$0.00	\$12,356.14
850 MS-Home Ec Account	\$1,592.98	\$0.00	\$0.00	\$0.00	\$1,592.98	\$0.00	\$1,592.98
851 MS-ELA, Languages, World Cultures	\$176.24	\$0.00	\$0.00	\$0.00	\$176.24	\$0.00	\$176.24
852 MS-Art	\$1,037.87	\$0.00	\$0.00	\$58.00	\$979.87	\$0.00	\$979.87
856 MS-Vocal Music	\$4,553.53	\$0.00	\$0.00	\$0.00	\$4,553.53	\$0.00	\$4,553.53
857 MS-Honor Society	\$3,260.54	\$1,500.00	\$0.00	\$450.00	\$4,310.54	\$0.00	\$4,310.54
861 MS-Reading	\$6.59	\$0.00	\$0.00	\$0.00	\$6.59	\$0.00	\$6.59
862 MS-Esports & Computer Science	\$4,828.51	\$0.00	\$0.00	\$0.00	\$4,828.51	\$0.00	\$4,828.51
864 MS-Science	\$2,898.39	\$0.00	\$0.00	\$0.00	\$2,898.39	\$0.00	\$2,898.39
867 MS-Theatre	\$3,161.04	\$0.00	\$0.00	\$0.00	\$3,161.04	\$0.00	\$3,161.04
869 MS-Poetry Animal Club	\$15.58	\$0.00	\$0.00	\$0.00	\$15.58	\$0.00	\$15.58
870 Athletics General Supply	\$123,206.66	\$19,640.00	\$0.00	\$36,028.73	\$106,817.93	\$0.00	\$106,817.93
871 HS Girls Golf	\$3,055.02	\$0.00	\$0.00	\$54.96	\$3,000.06	\$0.00	\$3,000.06
872 HS Baseball	\$14,726.58	\$910.00	\$0.00	\$1,887.54	\$13,749.04	\$0.00	\$13,749.04
873 HS Boys Basketball	\$7,885.59	\$1,220.00	\$0.00	\$4,432.11	\$4,673.48	\$0.00	\$4,673.48
874 HS Powerlifting/Football	\$24,266.41	\$27,759.65	\$0.00	\$14,907.02	\$37,119.04	\$0.00	\$37,119.04
875 HS Fastpitch	\$3,088.13	\$1,480.00	\$0.00	\$579.20	\$3,988.93	\$0.00	\$3,988.93
876 HS Girls Basketball	\$27,270.34	\$1,200.00	\$0.00	\$2,193.82	\$26,276.52	\$0.00	\$26,276.52
877 HS Cross Country	\$5,428.21	\$0.00	\$0.00	\$0.00	\$5,428.21	\$0.00	\$5,428.21
878 HS Wrestling	\$13,562.24	\$50.00	\$0.00	\$1,069.99	\$12,542.25	\$0.00	\$12,542.25
879 HS Girls Soccer	\$4,658.22	\$0.00	\$0.00	\$0.00	\$4,658.22	\$0.00	\$4,658.22
880 HS Girls Track	\$1,400.40	\$0.00	\$0.00	\$0.00	\$1,400.40	\$0.00	\$1,400.40
881 HS Volleyball	\$5,594.14	\$10,891.64	\$0.00	\$0.00	\$16,485.78	\$0.00	\$16,485.78

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2026 - 6/30/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
882 HS Cheer	\$24,284.54	\$6,520.00	\$0.00	\$10,516.88	\$20,287.66	\$0.00	\$20,287.66
883 MS Cheer	\$7,903.86	\$2,170.00	\$0.00	\$8,200.38	\$1,873.48	\$0.00	\$1,873.48
884 Noble Bear Down Club	\$46,046.15	\$12,113.00	\$0.00	\$17,727.47	\$40,431.68	\$0.00	\$40,431.68
885 HS Boys Golf	\$266.71	\$0.00	\$0.00	\$0.00	\$266.71	\$0.00	\$266.71
886 Noble Athletic Training	\$144.90	\$0.00	\$0.00	\$0.00	\$144.90	\$0.00	\$144.90
887 Bull Pen Club	\$21,770.76	\$1,044.20	\$0.00	\$1,510.15	\$21,304.81	\$0.00	\$21,304.81
888 Softball Booster Club	\$4,510.40	\$0.00	\$0.00	\$0.00	\$4,510.40	\$0.00	\$4,510.40
889 MS Soccer	\$3,216.52	\$0.00	\$0.00	\$0.00	\$3,216.52	\$0.00	\$3,216.52
890 MS Girls Basketball	\$2,330.50	\$0.00	\$0.00	\$0.00	\$2,330.50	\$0.00	\$2,330.50
891 HS Boys Soccer	\$28,893.43	\$47.00	\$0.00	\$2,113.12	\$26,827.31	\$0.00	\$26,827.31
892 MS Boys Soccer	\$1,669.56	\$0.00	\$0.00	\$0.00	\$1,669.56	\$0.00	\$1,669.56
893 Athletic Scholarship Fund	\$119.24	\$0.00	\$0.00	\$0.00	\$119.24	\$0.00	\$119.24
894 Open Account	\$2,400.00	\$10,850.00	\$0.00	\$0.00	\$13,250.00	\$0.00	\$13,250.00
895 MS Football	\$2,308.82	\$220.00	\$0.00	\$0.00	\$2,528.82	\$0.00	\$2,528.82
896 MS Track	\$5,321.95	\$0.00	\$0.00	\$0.00	\$5,321.95	\$0.00	\$5,321.95
897 MS Volleyball	\$5,422.18	\$0.00	\$0.00	\$0.00	\$5,422.18	\$0.00	\$5,422.18
898 MS Boys Basketball	\$1,154.98	\$0.00	\$0.00	\$0.00	\$1,154.98	\$0.00	\$1,154.98
899 HS Pom Squad	\$7,974.68	\$400.00	\$0.00	\$4,654.43	\$3,720.25	\$0.00	\$3,720.25
901 HS-General Supply	\$30,083.03	\$0.00	\$0.00	\$2,843.81	\$27,239.22	\$0.00	\$27,239.22
902 HS-Clearing Account	\$1,914.22	\$0.00	\$0.00	\$0.00	\$1,914.22	\$0.00	\$1,914.22
904 HS-E-Sports	\$1,597.35	\$0.00	\$0.00	\$334.79	\$1,262.56	\$0.00	\$1,262.56
905 HS-Chorus	\$2,812.57	\$0.00	\$0.00	\$0.00	\$2,812.57	\$0.00	\$2,812.57
906 HS-BPA	\$420.97	\$0.00	\$0.00	\$0.00	\$420.97	\$0.00	\$420.97
907 HS-DECA	\$591.73	\$0.00	\$0.00	\$0.00	\$591.73	\$0.00	\$591.73
908 HS-ATAE	\$4,833.20	\$0.00	\$0.00	\$129.00	\$4,704.20	\$0.00	\$4,704.20
909 HS-FCCLA	\$918.76	\$0.00	\$0.00	\$0.00	\$918.76	\$0.00	\$918.76
910 HS-FFA	\$16,195.27	\$0.00	\$0.00	\$0.00	\$16,195.27	\$0.00	\$16,195.27
911 HS-FCA	\$262.06	\$0.00	\$0.00	\$0.00	\$262.06	\$0.00	\$262.06
912 HS-Class of 2027	\$13,669.78	\$0.00	\$0.00	\$0.00	\$13,669.78	\$0.00	\$13,669.78
913 HS-Class of 2026	\$18,916.26	\$0.00	\$0.00	\$7,075.29	\$11,840.97	\$0.00	\$11,840.97
915 HS-STEM	\$2,084.63	\$0.00	\$0.00	\$0.00	\$2,084.63	\$0.00	\$2,084.63
916 HS-Foreign Language	\$466.89	\$0.00	\$0.00	\$0.00	\$466.89	\$0.00	\$466.89
917 HS-Library	\$98.55	\$0.00	\$0.00	\$0.00	\$98.55	\$0.00	\$98.55
918 HS-Daily Living Center	\$430.68	\$0.00	\$0.00	\$0.00	\$430.68	\$0.00	\$430.68
919 HS-Art	\$1,653.54	\$0.00	\$0.00	\$0.00	\$1,653.54	\$0.00	\$1,653.54
920 HS-Band	\$13,026.37	\$0.00	\$0.00	\$0.00	\$13,026.37	\$0.00	\$13,026.37
922 HS-Band Touring	\$20,378.62	\$0.00	\$0.00	\$4,030.00	\$16,348.62	\$0.00	\$16,348.62
923 HS-Astronomy Club	\$31.16	\$0.00	\$0.00	\$0.00	\$31.16	\$0.00	\$31.16
924 HS-Crochet Club	\$18.00	\$0.00	\$0.00	\$0.00	\$18.00	\$0.00	\$18.00
925 HS-National Honor Society	\$1,280.93	\$0.00	\$0.00	\$0.00	\$1,280.93	\$0.00	\$1,280.93
926 HS-Science	\$1,518.38	\$0.00	\$0.00	\$0.00	\$1,518.38	\$0.00	\$1,518.38
927 HS-Thespians	\$10,493.87	\$0.00	\$0.00	\$0.00	\$10,493.87	\$0.00	\$10,493.87
929 HS-Student Council	\$6,179.49	\$0.00	\$0.00	\$4,800.00	\$1,379.49	\$0.00	\$1,379.49
930 HS-Yearbook	\$11,386.48	\$0.00	\$0.00	\$0.00	\$11,386.48	\$0.00	\$11,386.48
931 HS-Art II	\$1,488.46	\$0.00	\$0.00	\$0.00	\$1,488.46	\$0.00	\$1,488.46
933 HS-PSAT/AP Test	\$2,828.30	\$0.00	\$0.00	\$1,710.00	\$1,118.30	\$0.00	\$1,118.30
934 HS-Driver's Ed.	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	\$0.00	\$4,500.00
935 HS-German Club	\$742.69	\$0.00	\$0.00	\$0.00	\$742.69	\$0.00	\$742.69
936 HS-Class of 2029	\$4,090.15	\$0.00	\$0.00	\$0.00	\$4,090.15	\$0.00	\$4,090.15
937 HS-Turning Point USA	\$140.00	\$0.00	\$0.00	\$0.00	\$140.00	\$0.00	\$140.00
938 HS-Teacher Appreciation & Prom	\$8,103.76	\$400.00	\$0.00	\$0.00	\$8,503.76	\$0.00	\$8,503.76
939 HS-PhySci	\$54.00	\$0.00	\$0.00	\$0.00	\$54.00	\$0.00	\$54.00
943 HS-URSIDAE	\$365.13	\$0.00	\$0.00	\$0.00	\$365.13	\$0.00	\$365.13
944 HS-Scholarship Account	\$56,120.78	\$0.00	\$0.00	\$0.00	\$56,120.78	\$0.00	\$56,120.78
945 HS-Art Club - Cook	\$1,067.70	\$0.00	\$0.00	\$0.00	\$1,067.70	\$0.00	\$1,067.70
946 HS-James Womack Food Pantry	\$3,319.67	\$0.00	\$0.00	\$0.00	\$3,319.67	\$0.00	\$3,319.67
948 HS-Prism	\$43.10	\$0.00	\$0.00	\$0.00	\$43.10	\$0.00	\$43.10

NOBLE PUBLIC SCHOOLS
Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2026 - 6/30/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
950 HS-Class of 2028	\$8,044.50	\$0.00	\$0.00	\$0.00	\$8,044.50	\$0.00	\$8,044.50
951 HS-Noble Archery	\$584.15	\$0.00	\$0.00	\$0.00	\$584.15	\$0.00	\$584.15
Total	\$1,109,476.44	\$119,239.63	\$0.00	\$173,525.02	\$1,055,191.05	\$0.00	\$1,055,191.05

Balance Sheet

Options: Funds: 11-41, As Of Date: 6/30/2026

Assets

Cash

11	2024	GENERAL FUND	\$0.00
11	2025	GENERAL FUND	\$0.00
11	2026	11-GENERAL FUND	\$7,557,800.17
21	2025	BUILDING FUND	\$0.00
21	2026	21-BUILDING FUND	\$3,358,628.28
36	2025	BOND FUND	\$0.00
36	2026	36-BOND FUND	\$8,260,410.08
41	2025	SINKING FUND	\$0.00
41	2026	41-SINKING FUND	\$1,510,018.87

Cash Total \$20,686,857.40

Investments

11	2025	GENERAL FUND	\$0.00
11	2026	11-GENERAL FUND	\$0.00
21	2026	21-BUILDING FUND	\$0.00
36	2026	36-BOND FUND	\$118,026.00
41	2026	41-SINKING FUND	\$370,170.32

Investments Total \$488,196.32

Revenue Receivable

11	2025	GENERAL FUND	\$0.00
11	2026	11-GENERAL FUND	(\$35,253,500.67)
21	2026	21-BUILDING FUND	(\$5,979,136.60)
36	2026	36-BOND FUND	(\$11,276,049.32)
41	2026	41-SINKING FUND	(\$7,286,984.19)

Revenue Receivable Total (\$59,795,670.78)Assets Total (\$38,620,617.06)

Liabilities, Reserves and Fund Balance

Outstanding Warrants

11	2025	GENERAL FUND	\$0.00
11	2026	11-GENERAL FUND	\$2,773,878.62
21	2025	BUILDING FUND	\$0.00
21	2026	21-BUILDING FUND	\$69,617.40
36	2025	BOND FUND	\$0.00
36	2026	36-BOND FUND	\$401,916.00
41	2026	41-SINKING FUND	\$0.00

Outstanding Warrants Total \$3,245,412.02

Fund Balance

11	2024	GENERAL FUND	\$0.00
11	2025	GENERAL FUND	\$0.00
11	2026	11-GENERAL FUND	(\$30,469,579.12)
21	2025	BUILDING FUND	\$0.00
21	2026	21-BUILDING FUND	(\$2,690,125.72)
36	2025	BOND FUND	\$0.00
36	2026	36-BOND FUND	(\$3,299,529.24)
41	2025	SINKING FUND	\$0.00
41	2026	41-SINKING FUND	(\$5,406,795.00)

Fund Balance Total (\$41,866,029.08)Liabilities, Reserves and Fund Balance Total (\$38,620,617.06)

2026-27 Resignation/Retirement Board Meeting Report

July

[illegible]



MINUTES June 23, 2026 Regular Meeting

The Board of Education of Independent School District No. 40 of the Cleveland County, State of Oklahoma, met in a Regular Meeting in the Board Room at the Noble Administration Building, 111 S. 4th St., Noble, Oklahoma, in said school district, Tuesday, June 23, 2026, at 5:30 PM.

Attendance taken at 5:30 PM.

Mrs. Wendy Barnes:	Present
Mr. William Broom:	Present
Mr. Leroy Lukinbill:	Present
Mr. James Reed:	Present
Mr. Randy Sheppard:	Present

Also present were Superintendent Frank Solomon, Assistant Superintendent Nathan Gray, and Executive Director Stacy Story.

I. Preliminary Business

I.A. Call to Order

I.B. Establishment of a Quorum

I.C. Pledge of Allegiance

II. Reports

II.A. Resignations/Retirements

III. Public Comment

Comments: None

IV. Consent Agenda

IV.A. Minutes of Regular Board Meeting - June 8, 2026

IV.B. Encumbrances and Change Orders as follows: GF 25-26: #1035-1057 \$1,535,434.85 Change Orders: #315-1025 AF 25-26: #1728-1736 \$6,864.22 GF 26-27: #1-284 \$6,038,969.68 BF 26-27: #1-73 \$1,787,000.00 SF 26-27: #1 \$5,500,000.00 Bond 26-27: #1-4 \$3,062,000.00

IV.C. Payroll Encumbrances

IV.D. New ACT Fund Sub Account request Ag Booster Club

IV.E. Policy revisions

IV.F. Policy adoption

IV.G. Fuel Bid for 2026-27

IV.H. Close BF PO 21-181 for Sun Construction in the amount of \$500,000.00 and reopen in GF, PO 11-1048 for Sun Construction in the amount of \$500,000.00, per auditor

IV.I. Close BF PO 21-175 for Graybar in the amount of \$229,249.00 and reopen in GF, PO 11-1049 for Graybar in the amount of \$229,249.00, per auditor

IV.J. Noble Campus Police Jurisdictional Agreement 2026-27

IV.K. ADPC Software license and Support Agreement 2026-27

V. Action Topics

V.A. Discussion and possible vote on Consent Agenda Items A-K as presented.

Motion to approve Consent Agenda Items A-K (Minutes of June 8, 2026, Regular Board Meeting,

Encumbrances and Change Orders as follows: GF 25-26: #1035-1057 \$1,535,434.85 Change Orders:

#315-1025 AF 25-26: #1728-1736 \$6,864.22 GF 26-27: #1-284 \$6,038,969.68 BF 26-27: #1-73

\$1,787,000.00 SF 26-27: #1 \$5,500,000.00 Bond 26-27: #1-4 \$3,062,000.00 Payroll Encumbrances,

New ACT Fund Sub Account request Ag Booster Club, Policy revisions, Policy adoption, Fuel Bid for

2026-27, Close BF PO 21-181 for Sun Construction in the amount of \$500,000.00, and reopen in GF, PO



MINUTES June 23, 2026 Regular Meeting

11-1048 for Sun Construction in the amount of \$500,000.00, per auditor, Close BF PO 21-175 for Graybar in the amount of \$229,249.00, and reopen in GF, PO 11-1049 for Graybar in the amount of \$229,249.00, per auditor, Noble Campus Police Jurisdictional Agreement for 2026-27, and ADPC Software License and Support Agreement for 2026-27) as presented passed with a motion made by Mrs. Wendy Barnes and seconded by Mr. Randy Sheppard.

Mrs. Wendy Barnes: Yes
Mr. Randy Sheppard: Yes
Mr. Leroy Lukinbill: Yes
Mr. James Reed: Yes
Mr. William Broom: Yes
Yes: 5 No: 0, Absent: 0

V.B. Discussion and possible and take action on a motion approving a Sublease Agreement dated August 1, 2017, between the District and Cleveland County Educational Facilities Authority for the fiscal year ending June 30, 2027, as required under the provisions of the agreement.

Motion to approve a motion approving a Sublease Agreement dated August 1, 2017, between the District and Cleveland County Educational Facilities Authority for the fiscal year ending June 30, 2027, as required under the provisions of the agreement passed with a motion made by Mr. William Broom and seconded by James Reed.

Mrs. Wendy Barnes: Yes
Mr. Randy Sheppard: Yes
Mr. Leroy Lukinbill: Yes
Mr. James Reed: Yes
Mr. William Broom: Yes
Yes: 5 No: 0, Absent: 0

VI. Executive Session

VI.A. Proposed executive session to discuss the following business pursuant to 25 O.S. Section 307 (B)(1) of the Oklahoma Open Meeting Act:

VI.A.1. Employments

VI.B. Vote to convene in executive session

VI.C. Acknowledgment of Board to return to open session

VII. Action Topics

VII.A. Statement of executive session minutes

Comments: Superintendent Solomon asked the Board if they saw a need to convene in executive session and they all verbally agreed not to convene. Items VI through VIIA are not applicable.

VII.B. Discussion and possible vote on employments for Summer, 2026 as presented.



MINUTES June 23, 2026 Regular Meeting

Motion to approve Administration's recommendation of employments for Summer, 2026 as presented passed with a motion made by James Reed and seconded by Mrs. Wendy Barnes.

Mrs. Wendy Barnes: Yes
Mr. Randy Sheppard: Yes
Mr. Leroy Lukinbill: Yes
Mr. James Reed: Yes
Mr. William Broom: Yes
Yes: 5 No: 0, Absent: 0

VII.C. Discussion and possible vote on rehire employments for the 2026-2027 school year as presented.

Motion to approve Administration's recommendation of employments for 2026-27 as presented passed with a motion made by Mr. William Broom and seconded by Mr. Randy Sheppard.

Mrs. Wendy Barnes: Yes
Mr. Randy Sheppard: Yes
Mr. Leroy Lukinbill: Yes
Mr. James Reed: Yes
Mr. William Broom: Yes
Yes: 5 No: 0, Absent: 0

VIII. New Business

Comments: Superintendent Solomon informed the Board of job offers that had been accepted after the agenda had been posted and a surplus list had been created.

Motion to approve Administration's recommendation to employ Victoria Turnquist-Ruiz as a Special Education Teacher at CIMS for 2026-27 as presented passed with a motion made by Mrs. Wendy Barnes and seconded by Mr. James Reed.

Mrs. Wendy Barnes: Yes
Mr. Randy Sheppard: Yes
Mr. Leroy Lukinbill: Yes
Mr. James Reed: Yes
Mr. William Broom: Yes
Yes: 5 No: 0, Absent: 0

Motion to approve Administration's recommendation to employ Jacob Hall as an Elective Teacher at CIMS for 2026-27 as presented passed with a motion made by Mr. James Hall and seconded by Mr. William Broom.

Mrs. Wendy Barnes: Yes
Mr. Randy Sheppard: Yes
Mr. Leroy Lukinbill: Yes
Mr. James Reed: Yes
Mr. William Broom: Yes



MINUTES June 23, 2026 Regular Meeting

Yes: 5 No: 0, Absent: 0

Motion to approve June 23, 2026 Surplus List as presented passed with a motion made by Mrs. Wendy Barnes and seconded by Mr. Randy Sheppard.

Mrs. Wendy Barnes: Yes

Mr. Randy Sheppard: Yes

Mr. Leroy Lukinbill: Yes

Mr. James Reed: Yes

Mr. William Broom: Yes

Yes: 5 No: 0, Absent: 0

IX. Superintendent's Reports

Comments: Assistant Superintendent Gray updated the Board on the Summer Pride Program, hosting 6A Volleyball, and the high school library renovation. He also stated our District would be the first in Oklahoma to have the entire gym floor as a projector screen soon. Superintendent Solomon gave the Board a construction and renovation update, possible upgrades to the Ag Barn, and reminded them of the District Closure from 6.26.26 through 7.5.26.

Next Regular Board Meeting – July 13, 2026

X. Adjournment

Motion to adjourn at 6:03pm passed with a motion made by James Reed and seconded by Mr William Broom.

Mrs. Wendy Barnes: Yes

Mr. Randy Sheppard: Yes

Mr. Leroy Lukinbill: Yes

Mr. James Reed: Yes

Mr. William Broom: Yes

Yes: 5 No: 0, Absent: 0

PRESIDENT- Leroy Lukinbill

VICE-PRESIDENT-James Reed

CLERK-Randy Sheppard

DEPUTY CLERK-William Broom

MEMBER-Wendy Barnes

MINUTES CLERK- Dot Terrill

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/2/2026 - 6/30/2027, PO Range: 285 - 999, Fund(s): 11-GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	285	07/02/2026	710	RIVERSIDE INSIGHTS	HUB / CogAT tests / scoring	4,410.78
11	286	07/02/2026	693	QUESTIVITY, INC	District / IT-Network Equip / E-Rate Cat2	2,531.15
11	287	07/02/2026	10377	INNOCORP, LTD	SRO / Fatal Vision Alcohol Campaign Kit	14,837.00
11	288	07/02/2026	10126	METRO EMERGENCY UPFITTERS, LLC	SRO / Car radio and cage install / K. Austin	6,753.88
11	289	07/02/2026	10378	KELLI HOPPER	SPED / Special Ed Testing	5,000.00
11	290	07/06/2026	706	RIDDELL ALL AMERICAN SPORTS CORP.	HS / Football Helmets	5,000.00
11	291	07/06/2026	928	VARSITY SPIRIT	HS / Pom Uniforms	5,302.90
11	292	07/07/2026	10402	Tressa Wilson	District - Special Education Consultation	1,000.00
11	293	07/08/2026	831	SYLOGIST ED, INC.	District / Business Forms / Pay Warrants	1,500.00
11	294	07/08/2026	608	OSAC - OK SCHOOLS ADVISORY COUNCIL	ADMIN - Correcting your OCAS Data Class Registr	250.00
11	295	07/08/2026	80558	MELISSA OLIPHANT	Trans- CDL Reimbursement	130.00
11	296	07/08/2026	80580	JENNIE ROWELL	Trans- CDL Reimbursement	130.00
11	297	07/08/2026	80379	DONNITA WALKUP	Trans- CDL Reimbursement	130.00
11	298	07/08/2026	80012	JONNIE AUGHTRY	Trans- CDL Reimbursement	130.00
11	299	07/08/2026	10022	LAWSON PRODUCTS, INC.	TRANS- PARTS & SUPPLIES	2,000.00
11	300	07/08/2026	961	WESTERN DPF FILTER CLEANING, LLC	TRANS- REPAIRS, PARTS & LABOR	2,000.00
11	301	07/08/2026	62	ARVEST BANK	Trans- Fuel and/or DEF fluid	150.00
11	302	07/08/2026	62	ARVEST BANK	Trans-Fuel and Def fluid	150.00
11	303	07/08/2026	62	ARVEST BANK	Trans- Fuel and/or DEF fluid	150.00
11	304	07/08/2026	62	ARVEST BANK	Trans- Fuel and/or DEF fluid	150.00
11	305	07/08/2026	62	ARVEST BANK	Trans- Fuel and/or DEF fluid	150.00
11	306	07/08/2026	62	ARVEST BANK	Trans- Fuel and/or DEF fluid	150.00
11	307	07/08/2026	62	ARVEST BANK	Trans- Fuel and/or DEF fluid	500.00
11	308	07/08/2026	62	ARVEST BANK	Trans- Fuel and/or DEF fluid	500.00
11	309	07/08/2026	803	STOLZ TELECOM	TRANS- REPAIRS, PARTS & LABOR	1,000.00
11	310	07/08/2026	836	T & W TIRE	TRANS- TIRES/BUS FLEET	25,000.00
11	311	07/08/2026	62	ARVEST BANK	Software for AI Agents	600.00
11	312	07/08/2026	62	ARVEST BANK	Room for instructor/sponsor	800.00
11	313	07/08/2026	62	ARVEST BANK	HS / Airborne Athletics / Shooting Machine	5,000.00
11	314	07/08/2026	928	VARSITY SPIRIT	HS/ Pom Uniforms	5,500.00
11	315	07/08/2026	80255	DENISE NASH	District - Mentorship	500.00
11	316	07/08/2026	10046	GLOBAL COMPLIANCE NETWORK, INC.	District / Professional Development Tutorials	1,000.00

Non-Payroll Total: **\$92,405.71**Payroll Total: **\$0.00**Balance Forward: **\$0.00**Report Total: **\$92,405.71**

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 50046 - 99999, Fund(s): 11-GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	50046	07/07/2026	80376	CHAD VETSCH	PAYROLL	49,397.16
11	50047	07/08/2026	80272	CECILIA PETERSON	PAYROLL	49,887.94
Non-Payroll Total:						\$0.00
Payroll Total:						\$99,285.10
Balance Forward:						\$0.00
Report Total:						\$99,285.10

Authorizations for 2026-2027

1. Authorize Superintendent to act as Board representative in signing 2026-2027 contracts for personnel.
2. Authorize Superintendent, Assistant Superintendent, Director of Federal Programs, and Director of Special Education to act as Board representatives in signing State & Federal Programs.
3. Authorize Superintendent, Assistant Superintendent, and Treasurer to invest idle school funds and place accrued interest in the Building Fund for 2026-2027.
4. Authorization of Superintendent, Frank Solomon and Assistant Superintendent, Mr. Nathan Gray, to act on behalf of the Noble Board of Education in the Approval of Purchases, Encumbrance of Funds, Assignment of Purchase Orders up to \$25,000 for original purchases for school year 2026-2027.
5. Authorize Superintendent or Assistant Superintendent to approve Sick Leave sharing requests.
6. Authorize Superintendent and Board of Education President to authorize the sale or purchase of real school property.
7. Authorization of the following individuals and their responsibilities for the 2026-2027 school year:

<u>Frank Solomon</u>	Chief Financial Officer, Activity Fund Custodian, Lunch Fund Custodian, Bond Fund Custodian, Office of Civil Rights Compliance Coordinator, Title II Americans with Disabilities Act
<u>Nathan Gray</u>	Assistant Chief Financial Officer, Activity Fund Custodian, Lunch Fund Custodian, Federal Programs, Assistant Title IX Coordinator, Asbestos Management Director (AHERA), Bond Fund Custodian, District Safety and Professional Development Coordinator, D.H.S. Commodities Representative
<u>Stacy Storey</u>	Equal Opportunity Compliance Coordinator, Homeless Coordinator, Foster Care Coordinator, Americans with Disabilities Act Administrator, Title VII of the Civil Rights Act Administrator, Age Discrimination Administrator, Migrant Coordinator, Assistant Professional Development Coordinator, Neglect, Delinquent, At-Risk Coordinator, Title IX Coordinator, and Civil Rights Coordinator
<u>Austin Baze</u>	District Director of Technology and E-Rate Coordinator
<u>Tyler Solomon</u>	Title IX Assistant Coordinator, District Director of Athletics & Activities
<u>Vicky Ward</u>	Title VI Indian Education Coordinator
<u>Jennifer Rabe</u>	Treasurer, Lunch Fund Custodian, Activity Fund Custodian, Deputy Minutes Clerk
<u>Jennifer Black</u>	District Registrar, Student Accounting Coordinator, Activity Fund Custodian, Assistant Treasurer, Minutes Clerk
<u>Rachel Tener</u>	Encumbrance Clerk, Activity Fund Custodian, Lunch Fund Custodian
<u>Kristina Root</u>	Payroll Clerk, Activity Fund Custodian, Health Insurance Administrator, Worker's Compensation Coordinator
<u>Angelia Martin</u>	Assistant Payroll Clerk, Assistant Health Insurance Administrator, Worker's Compensation Assistant



NOBLE PUBLIC SCHOOLS

Frank Solomon
Superintendent

P.O. Box 499 / 111 S. 4th St. Noble, OK 73068

Phone: 405-872-3452 / Fax: 405-872-3271

www.nobleps.com

July 13, 2026

Armstrong Bank
805 N. Main Street
Noble, OK 73068

Dear Sir or Madam:

Please be advised the following people have permission to be listed as signers on Noble Public Schools' accounts:

Jennifer Rabe
Frank Solomon
Jennifer Black
Leroy Lukinbill

The following people should be listed as signers and/or have access to the checking accounts:

Jennifer Rabe
Frank Solomon
Jennifer Black

The following people have permission to discuss Noble Public School's accounts:

Frank Solomon
Nathan Gray
Jennifer Rabe
Kristina Root
Rachel Tener
Jennifer Black

All Investment decisions must have the approval of one of the names below:

Frank Solomon
Nathan Gray

We appreciate all you do for Noble Schools! Please contact me at 405-872-3452 if you have questions or need further information.

Thank you,

Frank Solomon
Superintendent
Noble Public Schools
/dt



NOBLE PUBLIC SCHOOLS

Frank Solomon

Superintendent

P.O. Box 499 / 111 S. 4th St. Noble, OK 73068

Phone: 405-872-3452 / Fax: 405-872-3271

www.nobleps.com

July 13, 2026

First State Bank
PO Box 599
102 N. Main Street
Noble, OK 73068

Dear Sir or Madam:

Please be advised the following people have permission to be listed as signers on Noble Public Schools' accounts:

Jennifer Rabe
Frank Solomon
Jennifer Black
Leroy Lukinbill
Randy Sheppard

The following people should be listed as signers and/or have access to the Activity Fund account and the Safe Deposit Box:

Jennifer Rabe
Frank Solomon
Jennifer Black

The following people have permission to discuss Noble Public School's accounts:

Frank Solomon
Nathan Gray
Jennifer Rabe
Kristina Root
Jennifer Black
Rachel Tener

All Investment decisions must have the approval of one of the names below:

Frank Solomon



NOBLE PUBLIC SCHOOLS

Frank Solomon

Superintendent

P.O. Box 499 / 111 S. 4th St. Noble, OK 73068

Phone: 405-872-3452 / Fax: 405-872-3271

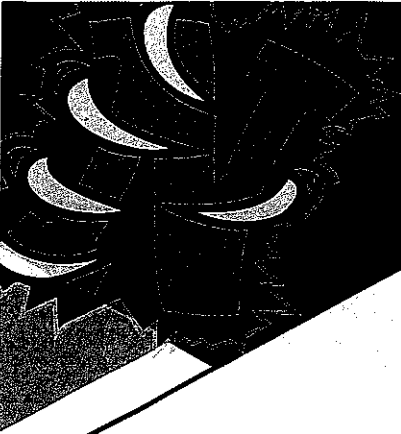
www.nobleps.com

Nathan Gray

We appreciate all you do for Noble Schools! Please contact me at 405-872-3452 if you have questions or need further information.

Thank you,

Frank Solomon
Superintendent
Noble Public Schools
/dt



NOBLE PUBLIC SCHOOLS

Frank Solomon
Superintendent

P.O. Box 499 / 111 S. 4th St. Noble, OK 73068
Phone: 405-872-3452 / Fax: 405-872-3271
www.nobleps.com

July 13, 2026

Oklahoma State Department of Education
Accreditation Standards and Division
2500 N. Lincoln Blvd.
Oklahoma City, OK 73105

RE: Deregulation for OAC 210:35-29-2 and OAC 210: 35-3-46

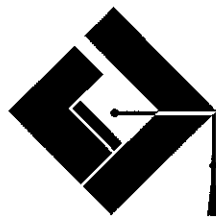
This request from Noble Public Schools for deregulation of OAC 210:35-29-2 and OAC 210: 35-3-46. This request is due to the financial hardships experienced by school districts concerning funding. Noble Public Schools provide Alternative Education for students that have not been successful in a traditional school setting or need alternative arrangements to successfully complete their graduation requirements. Many of our students need to attend school during non-traditional school times due to work and family requirements. We are requesting to provide onsite Alternative Education Classes and services for four hours and 15 minutes per day, on Monday through Thursday evenings. Our school calendar is 169 school days. We review our program regularly to ensure that we are meeting the needs of our students.

Thank you for consideration of our request.

Respectfully,

Frank Solomon
Superintendent
Noble Public Schools





STATUTORY WAIVER/DEREGULATION APPLICATION INSTRUCTIONS

(Oklahoma Deregulation Act, 70 O.S. § 3-124, et seq.)

Accreditation Standards Division
email to sde.Accreditation@sde.ok.gov

Statutory Waivers/Deregulations for the next year will be accepted from April 1 through October 1, with the following exceptions:

- Resignation of staff causing changes in library media service requirements after October 1.

Other waivers/deregulations such as teachers attending school to obtain library media specialist certificates, alternative school abbreviated days, and waivers of alternative school coop agreements, should all be decided and applied for by October 1st of the current school year.

(For submission of a Statutory Waiver/Deregulation after October 1, call Accreditation, (405) 521-3335.)

NOTE: Beginning July 1, 2018, waivers and deregulations can be requested for three years. (Library Media Specialist Certificate Exemption must provide proof of enrollment for the applicant every year. Library Media Services must provide a schedule of operation every year.)

If you need technical assistance, please discuss the application with the Accreditation Division, (405) 521-3335.

Preparing the Statutory Waiver/Deregulation

- 1 **Submit a cover letter on school letterhead**, with the superintendent's signature, with a brief explanation of the request for a statutory waiver/deregulation.
- 2 Complete entire cover page.
 - Original signatures of the Superintendent, Principals, Board President and notary with a stamp/seal are required.
 - Cite the statute/OAC number in Title 70 or the Oklahoma Administrative Code to be waived (See below).
 - **The questionnaire following the cover sheet must be answered in order to process the application.**
 - **For Library Media Specialist** (teacher obtaining their LMS degree & certification), the teacher affected must include a letter of their intent to obtain the degree/certificate and proof of their enrollment in classes at a qualified university/college for the area of study.
 - **For adjunct teacher waivers:** Application must include board minutes approving the teacher as an adjunct (For those teaching more than three hours per day, 270 hours per semester).
 - **For abbreviated day deregulation:** Application must include a schedule of hours of instruction and numbers of days taught per week.
 - **For library media services deregulation:** Application must include a schedule of operation for the library, hours the library is open and a list of who is scheduled to cover those hours.

③ A Statutory Waiver/Deregulation can be requested for the following statutes and Oklahoma Administrative Codes:

STATUTORY WAIVERS

- 70 O.S. § 1-112 - **Saturday School**
- 70 O.S. § 6-122.3 - **Adjunct Teachers** - teaching for more than three hours a day or 270 clock hours per semester.
- 70 O.S. § 3-126 - **Library Media Specialist/waive certification only** - teacher attending college/university to obtain Library Media Specialist certification.
- 70 O.S. § 1210.568 - **COOP Agreement** - When a public school wants to serve fewer than 10 students in the alt ed program instead of COOPing with other districts.

NOTE: Statute 70 O.S. § 1-111 - Two Instructional Days in a 24 Hour Period (Parent Teacher Conference) and 70 O.S. § 1-109 - Extended/Flexible Day no longer requires a statutory waiver.

DEREGULATIONS

- OAC 210:35-5-71 - **Library Media Services Elementary School** - School is changing the standard of library services for their size school.
- OAC 210:35-7-61 - **Library Media Services Middle School** - School is changing the standard of library services for their size school.
- OAC 210:35-9-71 - **Library Media Services Secondary School** - School is changing the standard of library services for their size school.
- OAC 210:35-29-2 - **Abbreviated Day Alternative Education** - Use both citations for an alternative school to operate with abbreviated hours, less than four hours and 12 minutes of instruction per day, five days a week, or 756 hours per year.
- OAC 210:35-3-46 - **Superintendent, Elementary & Secondary Principal certificate** - serve as High School and Elementary School Principal with a school enrollment more than 500 (requires a dereg.)

NOTE: OAC 210:35-5-42 & 210:35-9-43 - Planning Period Deregulations, no longer requires a deregulation.

In addition, the ***School District Empowerment Program***, 70 O.S. § 3-129.11, allows a local school district to request to the State Board of Education an exemption from all statutory requirements and State Board of Education rules from which charter schools are currently exempt.

SCHOOL SITE STATUTORY WAIVER/DEREGULATION APPLICATION

for 20____ - 20____ school year

Cleveland

COUNTY

Noble

SCHOOL DISTRICT

PO Box 499

SCHOOL DISTRICT MAILING ADDRESS

Noble

CITY

73068

ZIP CODE

Noble High School

NAME OF SITE

PRINCIPAL SIGNATURE*

DATE

PRINCIPAL SIGNATURE*

DATE

PRINCIPAL SIGNATURE*

DATE

SUPERINTENDENT NAME (PLEASE PRINT)

SUPERINTENDENT E-MAIL ADDRESS

SUPERINTENDENT SIGNATURE*

DATE

I hereby certify that this waiver/deregulation application was approved by our local board of education at the meeting on _____, 20____

BOARD PRESIDENT SIGNATURE*

NOTARY SEAL →

NOTARY

DATE

COMMISSION EXPIRATION DATE

Statute/Oklahoma Administrative Code to be Waived:

(specify statute or OAC (deregulation) number: (see instructions)

*Original signatures are required. The attached questionnaire must be answered to process.**

THE WAIVER/DEREGUALTION IS REQUESTED FOR:

____ One Year Only



Three Years*

*Please see instruction page for additional requirements for a three year request

SDE USE ONLY

PROJECT YEARS

____ of ____

ENROLLMENT

____ High School

____ Jr./Middle High

____ Elementary

0 District Total

DATE RECEIVED

70 O.S. _____

OAC _____

NAME OF WAIVER

- A. Reason for the Deregulation request. Please include how your students would benefit from this deregulation, what alternative means will have to be employed, and negative effects on your alternative education population if your waiver was to be denied.

The district is requesting this waiver because our Alternative Education program operates on a 4-hour and 15-minute instructional day designed to meet the needs of students who have not been successful in a traditional school setting. Many of these students work to support themselves or their families, have caregiving responsibilities, or face other circumstances that require a flexible schedule while they complete graduation requirements. Denial of this waiver would require the district to significantly alter or discontinue the current program model, which would likely decrease attendance and reduce the likelihood that these at-risk students will graduate.

- B. List alternate strategies/plans which the district/site proposes, and how this plan will best serve the students of your alternative education program, i.e., a description of the educational benefits to the students, graduation rate if a waiver has been awarded prior to this year, and the result of the previous years alternative education audit.

The district will continue providing individualized instruction, flexible scheduling, credit recovery, progress monitoring, and graduation planning to meet the unique needs of Alternative Education students. These strategies allow students to balance school with employment, family responsibilities, and other life circumstances while remaining on track to earn a diploma. The flexible program increases student engagement, attendance, and credit completion for students who have not been successful in a traditional setting. If applicable, the district's plan for students participating in the Alternative Education program has remained strong under previous waivers, and the most recent Alternative Education audit found the program to be in compliance with state requirements with no significant findings.

- C. Educational impact to the district: Results of the Statutory Waiver, i.e., effect on student performance levels, and predicted graduation rate.

Granting this statutory waiver will have a positive educational impact by allowing the district to continue providing a flexible Alternative Education program that meets the needs of students who have not been successful in a traditional school setting. The modified schedule improves attendance, increases student engagement, supports credit recovery, and provides students with a realistic pathway to graduation while balancing employment and family responsibilities. As a result, the district anticipates improved student performance, increased credit completion, and a higher graduation rate for students enrolled in the Alternative Education program.

- D. Timeline: Please submit class schedule, calendars, assessment forms and other attachments as necessary, or described in instructions. A waiver/deregulation can be granted for up to 3 years. (Please see instructions for additional requirements)

The classes and services are four hours and 15 minutes per day, on Monday through Thursday Evenings. Our school calendar is 169 days.

- E. Any financial impact to the District (positive or negative) for the proposed waiver/deregulation? If positive please describe where the available would be reallocated.

The amount of funding we receive from the state does not cover the cost of the program, by granting this waiver, it will help us minimize the loss.

- F. Describe method of assessment or evaluation of effectiveness of the plan both for staff and students, I.E., TLE, ACT scores, graduation rates, RSA, School Report Card, etc.

The effectiveness of the Alternative Education program will be evaluated through multiple measures, including student attendance, credit completion, graduation rates, academic progress, and progress toward individual graduation plans.

Additional evaluation measures will include student performance data, state assessments when applicable, and indicators reported through the Oklahoma School Report Card. Staff effectiveness will be monitored through the district's teacher evaluation process, professional development participation, and ongoing review of instructional practices to ensure the program continues to meet student needs. Data from these measures will be used to make adjustments and ensure the program remains effective in supporting student success.

** You will be contacted if more information is needed to process this request.

Noble Public Schools

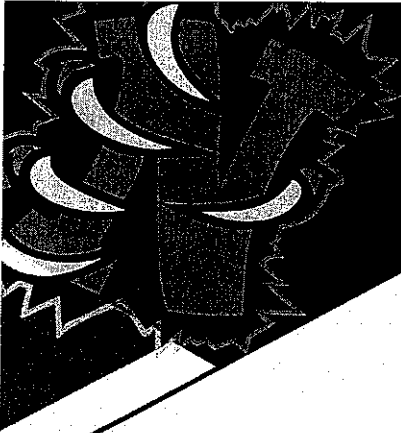
Alternative Education Plan

School Year 2026-2027

The Noble High School Alternative Program serves students on the high school campus after the traditional school day, Monday-Thursday from 4:00 p.m. until 8:15 p.m. The program serves up to 22 students at any one time during the year. The students are referred by administration and the Alternative Education Committee at Noble High School. This committee includes counselors and teachers in addition to the administration. Certified teachers are provided for the program, with assistance from other staff and non-certified instructors as needed. Noble Public Schools provides Chromebooks for all students in the program.

Our curriculum is aligned through Canvas LMS, Edgenuity and Edmentum, in addition to coursework provided by instructors of NHS. Life Skills and Family and Consumer Science courses are implemented, using resources through our partnership with Career Tech Oklahoma. Counseling Services are provided by Certified Counselors at NHS, and we use additional outside resources as needed. We have applied for a grant from the Oklahoma Arts Academy as well. Students are provided with meals and snacks daily, as prepared by the NHS Child Nutrition Staff.

Students in the Alternative Education program are allowed to participate in all activities and programs offered to regular education students of NHS. These include classes at Mid-America Technology Center, extra-curricular activities at NHS, Concurrent Education courses from postsecondary institutions, as well as events including Prom, Homecoming, assemblies, etc. Mr. Billy Hiatt, the administrator in charge of the program with assistance from Ms. April Anderson, Mr. Tony Morgan, and NHS Principal, Mrs. Kristal Standridge. Superintendent Frank Solomon will serve as a consultant as well.



NOBLE PUBLIC SCHOOLS

Frank Solomon
Superintendent

P.O. Box 499 / 111 S. 4th St. Noble, OK 73068

Phone: 405-872-3452 / Fax: 405-872-3271

www.nobleps.com

July 31, 2026

Oklahoma State Department of Education
Accreditation Standards Division
Oliver Hodge Building
2500 North Lincoln Boulevard
Oklahoma City, OK 73105

RE: Deregulation for OAC 210:35-7-61

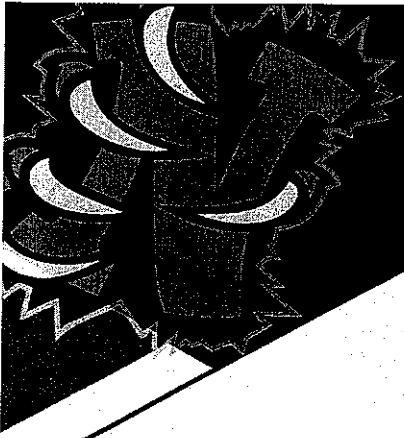
To Whom it May Concern:

I am writing to request a deregulation for OAC 210:35-7-61 for the requirement of a part-time library assistant. Each school currently has a full-time, certified librarian who is effectively managing the library services and supporting both students and staff in meeting instructional needs. Due to ongoing staffing shortages and financial constraints, we are unable to fund additional classified positions currently without compromising other critical instructional or student support services. If this waiver were to be denied, we would be forced to reallocate funds or reduce services in other essential areas. This could have a broader negative impact on student achievement and school operations. We are confident that, with our current certified librarian staffing model, we can maintain compliance with the spirit of the standard while continuing to meet the academic and informational needs of our students. This decision will allow our full-time certified librarians to offer high-quality library media services and programs to our students and teachers while allocating the cost of a library assistant to other areas of support needed. Upon the conclusion of the 2026-2027 school year, library services will be evaluated to determine the need for this request for subsequent school years. Thank you for your time and consideration.

Respectfully,



Frank Solomon
Superintendent of Schools



NOBLE PUBLIC SCHOOLS

Frank Solomon
Superintendent

P.O. Box 499 / 111 S. 4th St. Noble, OK 73068
Phone: 405-872-3452 / Fax: 405-872-3271
www.nobleps.com

July 31, 2026

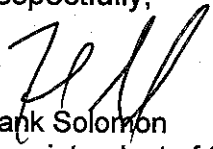
Oklahoma State Department of Education
Accreditation Standards Division
Oliver Hodge Building
2500 North Lincoln Boulevard
Oklahoma City, OK 73105

RE: Deregulation for OAC 210:35-9-71

To Whom it May Concern:

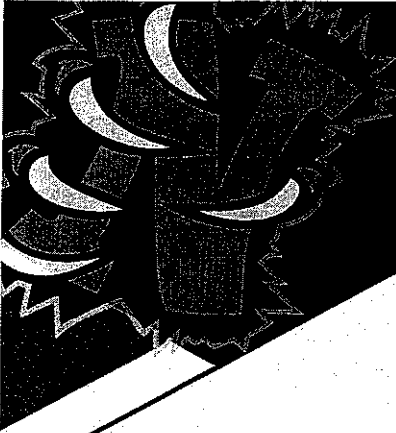
I am writing to request a deregulation for OAC 210:35-9-71 for the requirement of a part-time library assistant. Each school currently has a full-time, certified librarian who is effectively managing the library services and supporting both students and staff in meeting instructional needs. Due to ongoing staffing shortages and financial constraints, we are unable to fund additional classified positions currently without compromising other critical instructional or student support services. If this waiver were to be denied, we would be forced to reallocate funds or reduce services in other essential areas. This could have a broader negative impact on student achievement and school operations. We are confident that, with our current certified librarian staffing model, we can maintain compliance with the spirit of the standard while continuing to meet the academic and informational needs of our students. This decision will allow our full-time certified librarians to offer high-quality library media services and programs to our students and teachers while allocating the cost of a library assistant to other areas of support needed. Upon the conclusion of the 2026-2027 school year, library services will be evaluated to determine the need for this request for subsequent school years. Thank you for your time and consideration.

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Below are the 2026-2027 MS and HS Library Schedule. Both libraries will be open on school days.

Curtis Inge Middle School Library Schedule

8:36 am-4:06 pm

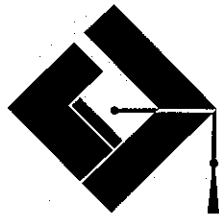
Staffed Full-time by certified Librarian, Diane Huff

Noble High School Library Schedule

8:40 am-4:15 pm

Staffed Full-time by certified Librarian, Melissa Risenhoover

For additional information, please feel free to contact Stacy Storey at 405-239-3703 or ssstorey@nobleps.com.



STATUTORY WAIVER/DEREGULATION APPLICATION INSTRUCTIONS

(Oklahoma Deregulation Act, 70 O.S. § 3-124, et seq.)

Accreditation Standards Division

2500 North Lincoln Boulevard, Suite 210 • Oklahoma City, Oklahoma 73105-4599

Statutory Waivers/Deregulations for the next year will be accepted from April 1 through October 1, with the following exceptions:

- Resignation of staff causing changes in library media service requirements after October 1.

Other waivers/deregulations such as teachers attending school to obtain library media specialist certificates, alternative school abbreviated days, and waivers of alternative school coop agreements, should all be decided and applied for by October 1st of the current school year.

(For submission of a Statutory Waiver/Deregulation after October 1, call Accreditation, (405) 521-3335.)

NOTE: Beginning July 1, 2018, waivers and deregulations can be requested for three years. (Library Media Specialist Certificate Exemption must provide proof of enrollment for the applicant every year. Library Media Services must provide a schedule of operation every year.)

If you need technical assistance, please discuss the application with the Accreditation Division, (405) 521-3335.

Preparing the Statutory Waiver/Deregulation

- ① **Submit a cover letter on school letterhead**, with the superintendent's signature, with a brief explanation of the request for a statutory waiver/deregulation.
- ② Complete entire cover page.
 - Original signatures of the Superintendent, Principals, Board President and notary with a stamp/seal are required.
 - Cite the statute/OAC number in Title 70 or the Oklahoma Administrative Code to be waived (See below).
 - **The questionnaire following the cover sheet must be answered in order to process the application.**
 - **For Library Media Specialist** (teacher obtaining their LMS degree & certification), the teacher affected must include a letter of their intent to obtain the degree/certificate and proof of their enrollment in classes at a qualified university/college for the area of study.
 - **For adjunct teacher waivers:** Application must include board minutes approving the teacher as an adjunct (For those teaching more than three hours per day, 270 hours per semester).
 - **For abbreviated day deregulation:** Application must include a schedule of hours of instruction and numbers of days taught per week.
 - **For library media services deregulation:** Application must include a schedule of operation for the library, hours the library is open and a list of who is scheduled to cover those hours.

③ A Statutory Waiver/Deregulation can be requested for the following statutes and Oklahoma Administrative Codes:

STATUTORY WAIVERS

- 70 O.S. § 1-112 - **Saturday School**
- 70 O.S. § 6-122.3 - **Adjunct Teachers** - teaching for more than three hours a day or 270 clock hours per semester.
- 70 O.S. § 3-126 - **Library Media Specialist/waive certification only** - teacher attending college/university to obtain Library Media Specialist certification.
- 70 O.S. § 1210.568 - **COOP Agreement** - When a public school wants to serve fewer than 10 students in the alt ed program instead of COOPing with other districts.

NOTE: Statute 70 O.S. § 1-111 - Two Instructional Days in a 24 Hour Period (Parent Teacher Conference) and 70 O.S. § 1-109 - Extended/Flexible Day no longer requires a statutory waiver.

DEREGULATIONS

- OAC 210:35-5-71 - **Library Media Services Elementary School** - School is changing the standard of library services for their size school.
- OAC 210:35-7-61 - **Library Media Services Middle School** - School is changing the standard of library services for their size school.
- OAC 210:35-9-71 - **Library Media Services Secondary School** - School is changing the standard of library services for their size school.
- OAC 210:35-29-2 - **Abbreviated Day Alternative Education** - Use both citations for an alternative school to operate with abbreviated hours, less than four hours and 12 minutes of instruction per day, five days a week, or 756 hours per year.
- OAC 210:35-3-46 - **Superintendent, Elementary & Secondary Principal certificate** - serve as High School and Elementary School Principal with a school enrollment more than 500 (requires a dereg.)

NOTE: OAC 210:35-5-42 & 210:35-9-43 - Planning Period Deregulations, no longer requires a deregulation.

In addition, the ***School District Empowerment Program***, 70 O.S. § 3-129.11, allows a local school district to request to the State Board of Education an exemption from all statutory requirements and State Board of Education rules from which charter schools are currently exempt.

SCHOOL SITE STATUTORY WAIVER/DEREGULATION APPLICATION

for 20 26 – 20 27 school year

Cleveland

COUNTY

Noble

SCHOOL DISTRICT

PO Box 499

SCHOOL DISTRICT MAILING ADDRESS

Noble

CITY

73068

ZIP CODE

Curtis Inge Middle School and Noble High School

NAME OF SITE

PRINCIPAL SIGNATURE*

DATE

PRINCIPAL SIGNATURE*

DATE

PRINCIPAL SIGNATURE*

DATE

Frank Solomon

SUPERINTENDENT NAME (PLEASE PRINT)

fsolomon@nobleps.com

SUPERINTENDENT E-MAIL ADDRESS

SUPERINTENDENT SIGNATURE*

DATE

I hereby certify that this waiver/deregulation application was approved by our local board of education at the meeting on July, 13, 20 26

BOARD PRESIDENT SIGNATURE*

NOTARY SEAL →

NOTARY

DATE

COMMISSION EXPIRATION DATE

Statute/Oklahoma Administrative Code to be Waived:

(specify statute or OAC (deregulation) number: (see instructions))

*Original signatures are required. The attached questionnaire must be answered to process.**

THE WAIVER/DEREGULATION IS REQUESTED FOR:

____ One Year Only



Three Years*

*Please see instruction page for additional requirements for a three year request

SDE USE ONLY

PROJECT YEARS

____ of ____

ENROLLMENT

____ High School

____ Jr./Middle High

____ Elementary

0 District Total

DATE RECEIVED

70 O.S. _____

OAC _____

NAME OF WAIVER

- A. Reason for the Waiver request. Please include circumstances which necessitate hiring a non certified library media specialist. What alternative means will be employed if your waiver is denied? Where is the applicant as it pertains to their pursuit of their course of study? What percentage of your student population will benefit from the waiver if approved?

Each school currently has a full-time certified librarian who is effectively managing the library services and supporting both students and staff in meeting instructional needs. Due to ongoing staffing shortages, and funding we are unable to fund additional classified positions at this time without compromising other critical instructional or student support services. If this waiver is denied, we would be forced to reallocate funds or reduce services in other essential areas. We are confident that with our current certified librarian staffing model, we can maintain compliance with the spirit of the standard while continuing to meet the academic and informal requirements.

- B. List alternate strategies/plans which the district/site proposes. How does this plan best serve the students of your district, i.e., a description of the educational benefits to the students and learning achievement? Please list any negative impact if the waiver were to be denied.

The district ensures quality library services at both the middle and high schools through full-time certified librarians. These librarians follow all the guidelines to meet the standards of the library by providing direct instructional support, manage digital and print resources, and collaborate with teachers to integrate literacy and research skills into classroom learning. If we are denied this waiver, the district may be forced to reallocate resources from other critical student services potentially reducing instructional supports and impact overall learning outcomes.

- C. Educational impact to the district: Results of the Statutory Waiver/Deregulation, i.e., effect on student performance levels, impact of plan on other sites in the district.

Not for the absence of a library assistant.

- D. Timeline: Please submit class schedule, calendars, assessment forms and other attachments as necessary.

The approval of this waiver will not affect the school calendar or the class schedule.

- E. Any financial impact to the District (positive or negative) for the proposed waiver/deregulation? If positive please describe where the available would be reallocated.

The proposed deregulation would have a positive financial impact by eliminating the need to fund part-time library assistant positions at both the middle and high school levels. The cost saving would allow the district to reallocate funds to other high-need areas that directly support students learning.

- F. Describe method of assessment or evaluation of effectiveness of the plan both for staff and students, I.E., TLE, ACT scores, graduation rates, RSA, School Report Card, etc.

Our certified librarians will be evaluated through the TLE system to ensure they are effectively supporting instruction. In addition, library usage and student engagement will be monitored to ensure access and impact. These measures will help determine if the current staffing model continues to meet student needs and support academic success.

** You will be contacted if more information is needed to process this request.

NOBLE PUBLIC SCHOOLS



Activity Fund

Policies and Procedures Manual

Fiscal Year 2026-2027



**Noble Schools
Administration Building
PO Box 499
Noble, OK 73068
Phone: 405.872.3452
Fax Number: 405.872.3271**

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General Information

The following handbook was written to assist Principals, School Activity Fund sponsors, teachers, secretaries, and students in the proper procedures for handling School Activity Funds.

It is imperative for every person who handles School Activity Funds to read this handbook. Failure to do so may halt or slow down the process of getting requisitions approved, purchases made, bill paid, money receipted, etc.

Portions of this handbook are taken from the Oklahoma School Law book and the Noble Board of Education Policy Manual and will be updated periodically. The Board of Education shall exercise control over all funds on hand or hereafter received or collected, as herein provided, from student or extracurricular activities conducted in the school district. Such funds shall be deposited to the credit of the account maintained for the benefit of the particular activity within the School Activity Fund. (**Title 70 Section 5-129 of the Oklahoma Statutes**)

It is important to have a clear understanding of the function and purpose of each account to avoid misapplication of funds. The purpose of most accounts is generally understood by the account titles, written descriptions such as charters, etc., and by customary usage of the account.

The organization must comply with all state and federal laws as well as Board policies. Outside organizations **may not** use the District's federal tax ID number to transact business.

Responsibilities of the Principal

Principals are responsible for their school's overall program, are accountable for knowing, and enforcing all rules governing School Activity Funds. Although administrative styles may vary, the basic duties required of all principals are as follows:

1. To inform the sponsor of the nature and extent of authority regarding the School Activity Fund.
2. To inform the sponsor of the practices and procedures which are acceptable and within the rules and regulations governing student body activities as a whole.
3. To select appropriate sponsors to represent all authorized student groups. The sponsor will conduct all fundraising activities. Because the Principal is the approving officer, he/she may not act as group sponsor.
4. To be certain that every responsibility and authority is properly delegated and thoroughly understood by those upon whom such authority is conferred.
5. To periodically evaluate the performance of each sponsor involved to determine that all functional duties are being substantially carried out.
6. To inform all faculty members (especially new teachers) concerning the proper use of funds and proper purchasing procedures.
7. To report to the Superintendent or Activity Fund Custodian/Clerk cases of theft or suspected theft of cash and/or merchandise belonging to the School Activity Fund.

Responsibilities of Sponsors

Sponsors for any group, club, or student organization are responsible for the following duties depending on the nature of the organization:

1. Work closely with the group and give supervision and guidance to student officers exerting leadership and counsel where required.
2. All sponsors must notify the site financial secretary no less than 10 days prior to the start date of the proposed fundraising event. **(NPS POLICY FJ)**
3. Gift cards purchased with Activity Funds must have signature of recipient(s) using the district approved acknowledgment form.
4. Organize and conduct student projects and ascertain that all receipts are properly accounted for and deposited with the school finance secretary. A Sponsor Receipt form must be filled out completely, signed and dated by the sponsor, and given to the school finance secretary.
5. Plan in advance. Determine purchasing needs and present requisitions to principal in time to obtain approval prior to the actual purchase. Many emergency requisitions and violations of proper purchasing procedures can be avoided by this process. Furthermore, sponsors should bear in mind that when they make purchases prior to proper approval and issuance of a purchase order, it is agreed the sponsor shall bear personal financial responsibility.
6. Inspect materials received and authorize payment when delivery is complete and quality of merchandise is determined to be satisfactory. The sponsor's signature on the invoice along with the PO number, and whether or not the invoice is partial or full signifies that the claim is approved for payment.
7. Submit all fundraiser requests for the new school year to the principal for approval using the Fundraiser and Expenditure Request for Activity Sub Account form. The site finance secretary will need to turn them in to the Board Minutes Clerk no later than 12pm on Tuesday the week before the regularly scheduled Board of Education Meeting. Absolutely no ordering or spending money for the fundraiser before it is board approved.
8. Sponsors are responsible for shipping/handling costs. Ensure that funds are available to cover them. Estimate charges at 20% of your total purchase, if actual charges are unknown. Note on the requisition if shipping/handling is free.
9. Make sure that no sub-account (project number) operates in an unapproved deficit balance.
10. Sponsors must complete a Fundraiser Profit/Loss Statement for each fundraiser during the school year and turn it into the site finance secretary upon the completion of each fundraiser.
11. MySchoolBucks (MSB) InTouch Receipting accounts are to be acquired from your site financial secretary the District Office Administration or designee. Any revenue received using MSB InTouch Receipting must have already been school board approved on the Fundraiser & Expenditure Report for this fiscal year.

Responsibilities of School Finance Secretary

1. Verify all cash/checks presented to you for deposit at the time you receive them. Sign a copy of the Sponsor Receipt form and give it to the sponsor.
2. Make daily deposits to the bank and submit documentation to the District Activity Fund Custodian/Clerk each day.
3. Be prepared for an impromptu audit.
4. Notify the Activity Fund Custodian of discrepancies, noncompliance, and/or minimal record keeping. The Custodian will report the non-compliance to the Principal for corrective action.
5. Sponsors should have daily deposits and all required documentation turned in no later than 2pm or the deposit must be taken to the First State Bank depository in a locked bag.
6. Collects non-sufficient funds.
7. Generates and sends a monthly financial statement for each sub-account by the 15th of each month.
8. Students can receive a refund ONLY if there is a receipt to show money collected.
9. Issue receipts, maintain a cash journal, prepare and make daily deposits to bank, issue pre-numbered receipt books to sponsors for each sub-account, reconcile records monthly with the District Office.
10. Money collected at the end of the day is more than \$100.00 and not deposited should use the night deposit drop. **(70 O.S. Section 5-129 AND NPS Policies CFB, CFB-R1)**
11. Make adjustment to the activity fund if a check is returned NSF. There will be reasonable attempts to collect on the check before it's turned over the District Attorney, (within 30 days).
12. If a check needs to be voided, please notify the Encumbrance Clerk to request that transaction.
13. Collect Fundraiser Profit/Loss Statements from each sponsor and maintain for audit.

Responsibilities of the District Activity Fund Custodian/Clerk

1. The District Activity Fund Custodian/Clerk is responsible for maintaining an accurate account of each sub-account (project number) within the district.
2. Posts all deposits to proper sub-accounts.
3. Ensures that sub-accounts do not have an unapproved deficit balance; notifies the sponsor when funds are not sufficient; has proper documentation attached; insures two signatures are attained on the check.

4. Reconciles bank statements each month.
5. Issues a monthly financial report to the Board of Education.
6. Prepares all activity fund records/reports and presents them to the school district auditor.
7. Available to assist school secretaries and sponsors at all times.



Procedures for Fundraisers

Unless the school board grants authorization (employee must complete a fundraiser form) , no employee may solicit donations for any purpose connected with the school. This prohibition includes, but is not limited to: raffles, any type of sale (bake sales, rummage sales, etc.), requests for donations, and/or the use of crowdfunding websites (GoFundMe.com, etc.). The following guidelines for fundraisers shall be followed; any alterations may cause your fundraiser to become invalid. To submit a fundraiser request, secure the proper document from the school secretary and follow the guidelines below. Using the proper procedures in filling out the request form will expedite the approval of the request.

1. Incomplete or incorrect request forms will be returned to the sponsor to be properly filled out.
2. The source of revenue for the fundraiser shall be stated, along with expenditures associated with the fundraiser, e.g., Source of Revenue is candy sales and Expenditures is field trip expenses, supplies, materials, equipment, etc.
3. The fundraiser shall be held on the date or dates requested on the form. If the fundraiser cannot be on the dates requested, please notify the Activity Fund Custodian / Clerk in writing within five (5) days prior to the dates on the original request. Finally, if the fundraiser goes beyond the dates submitted, the Activity Fund Custodian / Clerk must be notified in writing when the last day the fundraiser will occur.
4. A requisition shall be submitted and approved by the Principal and a Purchase Order issued before you order the items for the fundraiser.
5. All revenue received from the fundraiser must be identified on the receipt. All revenue must be received by the school finance secretary within two weeks after the last date of the fundraiser. If this is not possible, the school finance secretary must be notified immediately after the fundraiser, and given a date when all revenue will be collected.
6. If two (2) or more fundraisers are in progress for the same organization at one time, they must be receipted separately or listed separately on the receipt with the amount received for each fundraiser.
7. If the revenue from the fundraiser is not going to be used for its purpose in the fiscal year it was raised, the school finance secretary must be notified in writing to determine if this will be permissible. The school finance secretary will approve or disapprove the

transaction and you will be notified in writing within five (5) days.

Fundraising activities MUST have prior approval of the Board of Education. These activities must be noted on your Fundraiser and Expenditure Request for Activity Sub Account form. Revisions must have the Principal's and the Board of Education's approval.

The Board of Education requires a complete and accurate accounting of all inventory received for sale from the time it is received until the remaining product is either sold or returned for credit. An accounting for every product, by name of student or sponsor, from the point it is received to the point it's turned in as sales or unsold product.

Students or volunteer will be responsible for using a "Student/Volunteer Cash or Check Roster" to collect funds. This form requires funds "collected by" signature and amount collected. The sponsor must use the Noble Activity Receipt Book to receipt each student or volunteer as they turn in their "Student/Volunteer Cash or Check Roster" and funds collected.

Examples are as follows:

Direct Sales: candy, spirit ribbons etc. There MUST be enough funds available for payment of product before purchasing.

Taking Orders: A chosen fund-raising company will supply the students or parent groups with appropriate "catalog" or "brochure" with the necessary order forms. The students or parent groups will sell items by taking orders. The order is placed with the company and purchases will be shipped to the sponsor. When the shipment arrives, the sponsor will verify the accuracy and distribute the items to the students. An invoice will accompany the items when shipped and "*full payment*" is made. Money must be collected on each individual order as it is delivered. There MUST be enough funds available for payment of product before purchasing.

Donations: Car wash, Sonic tip night, bowl-a-thon, etc. Safeguards and caution must be used when collecting and spending these funds.

Procedures for Purchasing

1. Before making any purchase, a purchase order requisition must be properly completed. This includes quantity, item name, item number, description, and cost. When requests are submitted for entry fees, the dates and proper information must be submitted. If the request form is not properly filled out, it will be returned to the sponsor.
2. All purchases made from School Activity Funds must be for the benefit of the students, e.g., entry fees for contest, field trips, etc. However, certain items not directly benefiting the students can be purchased if a fundraiser was held for that specific purpose.
3. The invoiced costs of the purchase order cannot exceed the estimated costs by more than ten percent (10%).
4. Each request is to be used only for the purpose intended. Any additional purchases will require approval by the Principal.

5. Upon approval by the District Office, the requisition will have a purchase order number assigned and be sent to the sponsor or authorized person for placing the order with the vendor. Please provide the purchase order number to the vendor when placing the order.
6. All signed invoices and supporting documents must be sent to the Encumbrance Clerk for documentation for payment. All invoices must be original, include the name of the business, be itemized, dated, and signed by the employee.
Statements do not constitute adequate support. Please inspect all items purchased for proper quantities and quality.
7. Do not hold invoices. Vendors must be paid in a timely manner. This also eliminates the possibility of invoices being lost and late fees. Vendors statements containing all of the current charges are sent out on the last day of the month. It's imperative to turn in invoices/receipts within 5 business days or during the month the purchase is made, whichever is first.
8. Properly signed invoices and paperwork relating to the PO received by the Encumbrance Clerk will be processed for payment.
9. The purchase order will be closed upon receipt of an invoice for product(s). Other purchases will not be permitted on the purchase order, unless partial payment is requested.
10. The administrative procedures for the use of district credit cards and P-Cards must be followed. Cards should never be passed from person to person as the person who originally checked the card out is responsible for it. **(NPS Policy CHD-R)**
11. Under no circumstances should any expenditure be made from collections or cash on hand! This is in direct violation of state law **(70 O.S. Section 5-129)** and is expressly forbidden.
IMPORTANT-IF AN ORDER IS PLACED PRIOR TO APPROVAL, IT IS AGREED THE SPONSOR SHALL BEAR PERSONAL FINANCIAL RESPONSIBILITY

No purchases will be made until a Purchase Order requisition has been filled out in Sylogist and assigned a Purchase Order number.

Purchase order form should be filled out with the following information:

1. Complete vendor information
2. Sub account number
3. OCAS code completed
4. Complete Sylogist approval process
5. Description of merchandise/services being requested with total amount being requested.

The following is needed on all invoices before payment will be made:

1. Signature of sponsor making purchase stating merchandise received and "Okay to Pay"
2. Purchase Order number on all invoices.
3. Invoices marked "Order complete/partial payment".
4. Payments will be made from itemized invoices not statements.
5. Payments will not be made until all merchandise has been received.
6. Please use stamp provided, complete with necessary information.

Personal reimbursements:

1. All personal reimbursements must have been assigned a Purchase Order number before any payments will be made.
2. All receipts must be attached to the Payment/Reimbursement Claim Form.
3. Payment/Reimbursement form must be completed with proper information, purchase order number, must be signed by person making request for payment and site administrator.
4. All receipts must be itemized. **(NPS Policies CHD & CHD-R)**

Sponsor Procedures for Receipting Money

1. A receipt from InTouch Receipting shall be issued via email, print, or QR code, for all daily collections.
2. Sponsors will complete the End of Period Transfer process by the end of each day funds are collected, print the EOP Report, and turn it in along with all his/her collections, to the school finance secretary.
3. A current phone number and address must be on all checks. Write the sub-account (project number) on the front side of the check.
4. Sponsors collecting money after school hours should date the receipts for the next day.
5. Sponsors CANNOT receipt themselves for money collected! Each student/person turning in money must be written a receipt; a copy of that receipt must accompany the deposit.
6. Students can receive a refund ONLY if there is a receipt to show money collected.
7. Sponsors should keep all transmittal copies returned from their school finance secretary. This shows how much money has been deposited into your account.
8. Your account should be treated as a checkbook. You will be responsible to reconcile each fundraiser balance at the end of the fundraiser.

School Finance Secretary Procedures for Receipting Money

1. The school finance secretary will count all revenue received from each sub-account (project number) sponsor, make sure the sub-account receipts balance with the collections, and give a signed receipt to the sponsor.
2. All receipts sent to the District Activity Fund Custodian/Clerk must show the sub account number, revenue source (Fundraiser: t-shirt, candy bar sales).
3. All deposit slips and receipts must clearly define the revenue source (fundraiser: t-shirts, candy bar sales). If an organization has more than one fundraiser at a time, the revenue must be receipted separately or listed separately on the receipt with the amount received for each fundraiser.
4. A current phone number and address must be on all checks. Write the sub-account number on

the front of the check.

5. The school finance secretary will deposit funds into the bank. The bank deposit slip and all Supporting documentation will be sent to the District Activity Fund Custodian/Clerk for receipting on the school district's software program.

Important Points to Remember for Sponsors

Funds are to be spent for the purpose that the account was established. The Noble Board of Education exercises control over all funds, regardless if they are School Activity or General Fund.

Deposit all funds on a daily basis. **(NPS Policies CFB, CFB-R1)**

Document all transactions in all accounts on a daily basis. Provide an accurate and complete audit trail.

Do not make payments of any type from available cash. Payments for goods or services are to be made by check only.

Do not make purchases without a purchase order.

Estimate shipping/handling charge at 20% of your total purchase, if actual charges are unknown. Note on the requisition if shipping/handling is free.

After services and goods have been received and are in good order, sign and send all packing slips/invoices to the Encumbrance Office for payment. Do not use statements in place of invoices. Original invoices are required before payment can be made.

Do not make purchases in excess of the approved amounts without approval from the Activity Fund Custodian. The invoiced costs of the purchase order cannot exceed the estimated costs by more than ten percent (10%).

If money is not collected on returned checks, the amount will be deducted from the activity account.

If deposits are brought to secretary after the 2pm deadline, the sponsor is responsible for getting an overnight bag from the school finance secretary and putting the money in the overnight depository at First State Bank.

No taxes will be reimbursed to the employee, if the school has a charge account established with that vendor (i.e. Walmart, Sam's Club, Lowes...) Be sure and check with the Encumbrance Clerk if you have any questions BEFORE purchasing.

If purchasing meals with your activity fund account, you must attach a name of all those who ate on the ITEMIZED receipt. Only students, sponsors and chaperones can be reimbursed for meals.

For overnight trips, a list of room assignments (students and chaperones names i.e. Rm 412-Kelly, Mel and Stacie) for the hotel must be attached to the paperwork upon your return.

PRIOR TO ALL OUT OF STATE TRAVEL, SPONSOR MUST COMPLETE THE ACTIVITY TRIP TICKET AND TRAVEL MUST BE SCHOOL BOARD APPROVED BEFORE SCHEDULING THE ACTIVITY OR ATHLETIC TRIP.

Overnight Travel Needs Prior Approval by:
Principal/Athletic Director
Superintendent
Transportation Director

Out of State Travel Needs Prior Approval by:
Approved by: Principal/ Athletic Director
Superintendent
Board of Education

All costs for fieldtrips must be paid by the activity group/booster club with proper accounting through the school activity fund prior to travel. (All other costs will be paid for by the booster club i.e. food, rooms etc...)

Any services provided by a Noble School Employee, per I.R.S. must go through payroll. (i.e. Jane Doe caters a Chorus Banquet for \$400.00, this will go through payroll and all appropriate taxes will be taken out of the check).

Important Points to Remember for School Finance Secretary

Deposit all funds on a daily basis. Submit deposit slip along with supporting documentation to the District Activity Fund Custodian/Clerk on a daily basis.

If deposits are brought to you after money has been deposited, the sponsor is responsible for putting the money in the overnight depository at First State Bank.



How to Open a New Account

To open a NEW account within the Activity Fund:

- The “Student Activity New Account Request Form” and the Fundraiser and Expenditure Request for Activity Sub Account form must be completed and approved by the site principal.
- File the New Account Request and Fundraiser and Expenditure Request for Activity Sub Account form with the Activity Fund Custodian located in the District Administration building by 12pm on the Tuesday before the next regularly scheduled Board of Education meeting for placement on the board agenda.

Filing a Yearly Budget



- Each activity account is required to submit an estimated budget for the beginning of each new fiscal year prior for the regularly scheduled June Board Meeting.
- These budgets must be submitted to the Board of Education for approval. Activity Accounts that do not have an approved budget on file by July 1st will NOT be authorized to raise funds or make any expenditures. Deposits can be made as required.
- If an account has a change in source of revenue or expenses, an amendment to the school activity sub-account budget MUST be submitted to the Minutes Clerk/District Activity Fund Custodian for approval by the Board.

Collections



Individual Sales

- Profit and Loss Statements must be completed and turned into the Activity Fund Site Secretary for each fundraiser.
- The law requires all collected funds have a receipt issued to individuals who have collected funds on behalf of the activity fund organization.
- Collections less than **\$5.00**: the sponsor shall maintain a list of these collections that include the name, date, amount and source of funds. At the end of the day, the sponsor shall issue a receipt for the total amount listed. The list shall be maintained with the receipt issued.
- Activity Fund collection sheets and funds will be filled out by the sponsor and remitted daily to the Activity Fund Site Secretary.
- Checks must be listed individually and made out to the activity account name to which the check is to be deposited. The Activity Fund Site Secretary shall count the funds received, verify the receipt sequence and total amount and issue a receipt to the sponsor for the funds received.
- The receipt issued by the Activity Fund Site Secretary should reflect the following information: date money received; person from whom the money was received; amount received which should reflect the total checks and cash; the account number and source of revenue to which the fund should be credited.
- The Activity Fund Site Secretary or site Administrator will deposit the funds received. All money shall be deposited on a daily basis.

- Documents turned into the District Office after the deposit is made should include the following: deposit slips; activity fund receipts, collections sheets and checks listed individually. The site finance secretary will keep a copy for reference.
(Include voided receipts so all receipts will be consecutively numbered)



Admissions to Athletic and Other Events

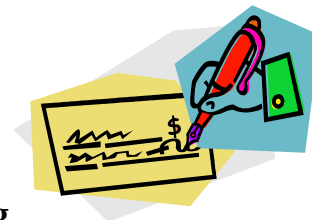
Noble Public Schools uses the web based program HUDL Tickets for event ticket purchases. The patron may choose to “scan-to-buy” or visit <https://www.nobleps.com/o/noble-athletics/page/tickets> to make their purchase. The patron shows their device to an assigned gate worker who will verify the information to allow entry to the event. An Ending Balance Reconciliation Report with event details such as name, date, price of ticket, and amount of tickets is emailed to the site finance secretary. Funds from STRIPE, the payment processing company for HUDL Tickets, are scheduled to be deposited into Noble Schools’ bank account on the next business day so that reconciliation may be conducted.



Concession Sales

There should be at least one non-student adult present in the concessions area at each event a concession is hosted. Two (2) of the individuals involved should count the money received and reconcile it to the roster or money box. The reconciliation sheet provided must also be signed by the two individuals. A receipt from InTouch Receipting shall be issued via email, print, or QR code, for all daily collections. Concession Sponsors will complete the End of Period Transfer process by the end of each day funds are collected, print the EOP Report, and turn it in along with all his/her collections, to the school finance secretary.

After the collections are counted and reconciled, the sponsor should issue a pre-numbered receipt. If the concession sales are after school hours, the deposit should be made in the same manner as the deposit for the athletic and special event gate sales noted previously or given to the administrator on duty of the event.



Accounts Payable/Check Processing

Checks are processed weekly on Thursdays. Invoices should be in the Administration Office no later than 12:00 p.m. on Wednesday prior to Thursday. **“PLEASE PLAN AHEAD”.**

Field Trip Process



1. Approved purchase order must be to the Administration Office at least one week before the scheduled field trip with complete information (date, head count, etc). Some vendors require pre-payment. Be sure to have all paperwork completed prior to the trip.
2. A Payment/Reimbursement form must be filled out with information of field trip signed by sponsor/teacher and site principal if applicable.
3. Turn into the Encumbrance Clerk to be processed for payment.
4. Check will be issued and returned to the sponsor/teacher prior to the field trip.
5. Sponsor/teacher will be responsible for any refund if head count differs from original count.
6. Refund will be returned to the site activity custodian to be deposited back into the field trip sub account.



7. Procedure to Withdraw Cash for a Change Fund

- (1) Code: 7 60 (_ _ _) 5200 950 900 0000 000 (_ _ _)
Project Site
- (2) Check should be payable to the person responsible for cashing the check and setting up the change fund.
- (3) Requisition must be submitted to the activity office **one week prior** to date of event.
- (4) The check will be available in the Activity Office. Lock bags and night-drop deposit keys are available to be checked out in the activity office.

Procedure to Redeposit Change Fund

The change/cash withdrawn from your account should always be re-deposited on a separate transmittal from the actual receipts of the activity event.

Source code 5120 should be used for re-depositing change bag monies.

Code: 7 60 (_ _ _) 5120 950 900 (_ _ _)
Project Site

For after school hour events, use the night-drop to deposit all funds. **Never take money home overnight.** If the deposit has been reconciled by the activity sponsor, the sponsor should notify the activity secretary that it is ready to be verified. If the deposit has not been reconciled, the sponsor should go and pick the deposit up from the school finance secretary. The reconciliation form should be placed in the bag before taking to the bank making sure the form has the name of event and date on it.

All deposits are required to be counted, verified and signed with two signatures before being submitted to the Activity Secretary for verification. Do not sign the transmittal if you have not counted and verified the deposit.



Closing the Year

Reconcile your activity sub-account with the print-out from the activity fund custodian each month. If you do this, closing the year will be easy.

Each sponsor should reconcile at the end of the year by making an appointment with the Activity Fund Custodian during the last few weeks of school.

Verify that your ending balance in your ledger agrees with the balance on the district's records.

Record your balance on a ledger sheet for starting the new year.

Collect all records for the year, label them prominently with the school year, and store them where they could be easily retrieved if requested by the auditor. Records must be kept for at least five (5) years.

If you have any questions please talk with your school finance secretary, Principal, or feel free to call the Activity Account Custodian.

SUMMARY

The goal of this manual is to provide each user of the Noble Public Schools activity fund a "how-to/hands-on" guide for collecting, depositing and expending funds gathered for special purposes. The handling of all public funds is a sacred trust and many more audit tracks must be visible than in handling personal funds. The following are reminders to the sub-account sponsors of the most crucial procedures to follow:

1. All collections made by sponsors must first be receipted by the sponsor, turned into the school activity fund custodian each day and a receipt obtained from the custodian for all such collections.
2. There is no statutory authority for cashing personal checks from available collections, and, as a result, it is not legal to do so. Therefore, all sponsors, student groups and adult organizations who control sub-accounts within the school activity fund must clearly understand that this action is prohibitive and do not cash personal checks under any circumstances.
3. Sufficient cash must be on hand to cover all outstanding checks, all unpaid bills, and all new indebtedness before any new debt can be incurred in any sub-account of the activity fund. If the sponsor is unsure, they must contact the school activity fund custodian and acquire their net balance in the sub-account before any additional transactions or proposed new debt is incurred.
4. All bills incurred in any given sub-account of the activity fund should be promptly paid within one (1) month of the receipt of goods or services.

5. In the event of fund raisers, the Board of Education requires a complete and accurate accounting of all inventory received for sale from the time it is received on site until the last item is either sold or turned back in for credit. These procedures must include a requirement to account for every item of product, by name of student or sponsor, from the point they receive possession to the point they turn in sales collections or unsold product.
6. Transacting business in any sub-account of the activity fund will not be allowed until a budget has been submitted for Board of Education approval at the beginning of each fiscal year and the Activity Fund Policy and Procedure Affidavit found on the last page of this manual must be signed.

The school auditor will scrutinize activity funds very closely because most of the collections are in cash and most discrepancies that occur in school funds are within the activity fund. Spend a little more time, follow the law and this procedure manual and fund-raising will be less stressful.

Student Activity- New Account Request Form

Date: _____

From: _____

Name of Account: _____

Purpose of Account: _____

Person Responsible for Account:

(name) (address/site) (phone number/ext.)

(signature) (title)

Principal/Administrator for Account:

(name) (site) (extension)

(signature) (title)

Activity Office Use Only - Do not write below

Date approved by Board _____

Name of Account _____

Project Number _____

AMENDMENT TO SCHOOL ACTIVITY SUBACCOUNT BUDGET

School Name _____ Site Number _____

Account Name and Number _____

Assigned Project Reporting _____

For the period of _____ Through _____

I. Beginning Cash Balance _____

II. Approved budgeted receipts: _____

III. Proposed amended receipts: _____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL RECEIPTS _____

IV. Approved budgeted expenditure: _____

V. Proposed amended expenditures: _____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL EXPENSES _____

V. Ending Cash Balance _____

_____	_____
Signature of Teacher/Sponsor	Position

Signature of Principal/School Activity Custodian

FUNDRAISER & EXPENDITURE REQUEST FOR ACTIVITY SUB ACCOUNT

School Name _____ Site Number _____

Account Name and Number _____

Assigned Project Reporting _____

For the period of _____ through _____

I. Fundraisers and Estimated Revenue

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL RECEIPTS \$ _____

II. Expenditures and Estimated Amounts

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL EXPENSES \$ _____

Signature of Teacher/Sponsor Position

Signature of Principal/School Activity Custodian

Please sign and date the AFFIDAVIT at the bottom of this page and return it to the District Office.

The receipt of the affidavit at the bottom of this page by the District Office acknowledges that the sponsor for said account has read and understands the policies and procedures of the Activity Fund.

No funds will be available for expenditures until the District Office receives a signed and dated Affidavit.

AFFIDAVIT

FOR

ACTIVITY FUND

POLICY AND PROCEDURES MANUAL

I, _____, hereby certify that a printed copy of the Activity Fund Policies and Procedures Manual has been presented to me or made available online and I understand that these policies and procedures are an integral part of my sponsorship with the Noble Public Schools Activity Fund Sub Account for the fiscal year July 1, 2026 to June 30, 2027, or until such time as changes are made by the District Office.

(Date)

(Sponsor's Signature)

(Account Name and Project No.)

BOARD OF EDUCATION MEETINGS AND NOTIFICATION PROCEDURES

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

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

~~The regular meeting of the Noble Board of Education shall be the second Monday of each month at 7:00 p.m. in the high school library.~~

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

~~Special meetings of the board may be called by the president of the board at any time.~~

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

Notification of Meetings

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

- ~~— 1. Prior to December 15 each year, the board of education shall provide the county clerk a listing of the time, date, and place of all regular meetings for the coming calendar year.~~
- ~~— 2. Any change in the date, time, or place of a regular meeting shall be provided in writing to the county clerk at least ten days prior to implementing the change.~~
- ~~— 3. At least 24 hours prior to a regular or special meeting, an agenda shall be posted which shall include the date, time, and place of the meeting and the business to be undertaken at the meeting.~~
- ~~— 4. Notice of the time, date, and place of a special meeting shall be provided to the county clerk in person, in writing, or by telephone at least 48 hours prior to the meeting.~~

BOARD OF EDUCATION MEETINGS AND NOTIFICATION PROCEDURES (Cont.)

- ~~5. Emergency meetings may be held without the required public notice if it is reasonably believed that delay would increase the likelihood of personal injury, property damage, or immediate financial loss to the district. The person calling an emergency meeting shall give as much advance notice as is possible in person or by telephone.~~
- ~~6. Any person, newspaper, wire service, radio station, and/or television station may file a written request with the board clerk to receive written notice of meetings of the board of education. Such requests must be renewed annually. Persons or entities requesting written notification will not be charged a notification fee.~~

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

~~CROSS REFERENCE: Policy BEC, Executive Sessions~~
~~Policy BED, Board of Education Meeting, Public Participation~~
~~Policy BED-R, Board of Education Meetings, Public Participation, Regulation~~
~~Policy DAAB, Grievance Procedure, Sex Discrimination~~
~~Policy DAAB-R, Grievance Procedures, Sex Discrimination, Regulation~~
~~Policy GF, Public Complaints~~
~~Policy GFB, Grievance Procedure: Parent Teacher~~

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

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

The regular meeting of the Noble Board of Education shall be the second Monday, of each month at 5:30 PM in the Board Room Administration Building, 111 S 4th Street, Noble, Oklahoma 73068

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

Special meetings of the board may be called by the superintendent or designee at any time.

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

Notification of Meetings

BOARD OF EDUCATION MEETINGS AND NOTIFICATION PROCEDURES (Cont.)

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

1. Prior to December 15 each year, the board of education shall provide the county clerk a listing of the time, date, and place of all regular meetings for the coming calendar year.
2. Any change in the date, time, or place of a regular meeting shall be provided in writing to the county clerk at least ten days prior to implementing the change.
3. At least 24 hours prior to a regular or special meeting, a paper copy of an agenda shall be posted which shall include the date, time, and place of the meeting and the business to be undertaken at the meeting. Or at least 24 hours prior to a regular or special meeting an agenda shall be posted electronically on the school website. For districts choosing only to do an electronic posting, the district will be required to provide an email distribution system for delivery of the agenda to those who have requested email delivery. Those wishing to receive advance copies of the agenda in compliance with the Oklahoma Open Meeting Act will submit a written request to the superintendent at least three (3) days in advance of the meeting. The school shall distribute the agenda for regular meetings via email delivery at least 24 hours in advance of a regular meeting and at least 48 hours in advance of a special meeting.
4. Notice of the time, date, and place of a special meeting shall be provided to the county clerk in person, in writing, or by telephone at least 48 hours, excluding weekends and state holidays, prior to the meeting.
5. Emergency meetings may be held without the required public notice if it is reasonably believed that delay would increase the likelihood of personal injury, property damage, or immediate financial loss to the district. The person calling an emergency meeting shall give as much advance notice as is possible in person or by telephone.
6. Any person, newspaper, wire service, radio station, and/or television station may file a written request with the board clerk or minutes clerk to receive written notice of meetings of the board of education. Such requests must be renewed annually and will be charged per Noble Policy GBA.

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

EXECUTIVE SESSIONS

The Noble Board of Education may, at its discretion, enter into executive session after the executive session is authorized by a vote in open session only if a proposed executive session is listed on the agenda and the specific section of law authorizing an executive session is also listed on the agenda. If new business arises within the statutory time limitations and otherwise qualifies for an executive session, it may be discussed in executive session.

The board may enter into executive session for any of the following reasons:

1. To discuss the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any or all of the employees or volunteers of the school district. 25 O.S. §307 (B) (1) [including the appointment of an individual to fill a board vacancy pursuant to 70 O.S. §5-118]
2. To discuss negotiations concerning employees and representatives of employee groups. 25 O.S. §307 (B) (2)
3. To discuss the purchase, **sale, lease, acquisition,** or appraisal of real property **by the public body.** 25 O.S. §307 (B) (3)
4. To have confidential communications with its attorney concerning a pending investigation, claim, or action if the school district, with the advice of its attorney, determines that disclosure will seriously impair the ability of the district to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest. 25 O.S. §307 (B) (4)
5. To hear evidence and discuss the expulsion or suspension of a student when so requested by the student, the parent, an attorney, or the legal guardian. 25 O.S. §307 (B) (5)
6. To discuss matters involving a specific handicapped child. 25 O.S. §307 (B) (6)
7. To discuss any other matter where disclosure of information would violate confidentiality requirements of state or federal laws. 25 O.S. §307 (B) (7)
8. To engage in deliberations or to render a final or intermediate decision in an individual proceeding pursuant to Article II of the Administrative Procedures. 25 O.S. §307 (B) (8)
9. Discussing matters involving safety and security at state penal institutions or correctional facilities used to house state inmates; 25 O.S. § 307 (B) (9)
10. Discussing contract negotiations involving contracts requiring approval of the Board of Corrections, which shall be limited to members of the public body, the attorney for the public body, and the immediate staff of the public body. No person who may profit directly or indirectly by a proposed transaction which is under consideration may be present or participate in the executive session; 25 O.S. § 307 (B) (10)
11. To discuss the following, all of which should be cited 25 O.S. §307 (B) (11):
 - A. The investigation of a plan or scheme to commit an act of terrorism;
 - B. Assessments of the vulnerability of government facilities or public improvements to an act of terrorism;
 - C. Plans for deterrence or prevention of or protection from an act of terrorism;

EXECUTIVE SESSIONS (Cont.)

- D. Plans for response or remediation after an act of terrorism;
- E. Information technology of the public body but only if the discussion specifically identifies:
 - 1. design or functional schematics that demonstrate the relationship or connections between devices or systems;
 - 2. system configuration information;
 - 3. security monitoring and response equipment placement and configuration;
 - 4. specific location or placement of systems, components, or devices;
 - 5. system identification numbers, names, or connecting circuits;
 - 6. business continuity and disaster planning, or response plans; or
 - 7. investigation information directly related to security penetrations or denial of services; or
- F. The investigation of an act of terrorism that has already been committed.

The term “terrorism” means an act of violence resulting in damage to property or personal injury perpetrated to coerce a civilian population or government into grating illegal political or economic demands; or conduct intended to incite violence in order to create apprehension of bodily injury or damage to property in order to coerce a civilian population or government into granting illegal political or economic demands. Peaceful picketing or boycotts and other nonviolent action shall not be considered terrorism (21 O.S. § 1268.1).

No action, decision, or vote shall be taken while the board is in executive session. The board shall reconvene the open meeting after an executive session prior to adjourning the meeting.

An executive session for the purpose of discussing the purchase or appraisal of real property shall be limited to members of the public body, the attorney for the public body, and the immediate staff of the public body. No landowner, real estate salesperson, broker, developer, or any other person who may profit directly or indirectly by a proposed transaction concerning real property which is under consideration may be present or participate in the executive session, unless they are operating under an existing agreement to represent the public body.

In the interest of maintaining confidentiality of the information discussed during executive sessions, under no circumstances will audio/video recording or camera photos of executive sessions be permitted. Board members and those persons requested to enter an executive session are required to turn off all cellular telephones prior to the start of the session, unless there is a legitimate reason of personal health or safety involved.

**REFERENCE: 25 O.S. §307
70 O.S. §5-118
Atty. Gen. Op. 82-114 (April 12, 1982)**

USE OF AUTOMATIC EXTERNAL DEFIBRILLATOR

The Noble Public Schools district will follow the American Heart Association guidelines for automatic external defibrillator (AED) use and storage. Responders' use of the AED should not replace the care provided by emergency medical services (EMS) but is meant to provide a lifesaving bridge during the first few critical minutes it takes for advanced life support providers to arrive.

The AEDs are to be located so that any victim may be reached in three minutes or less. Therefore, they will be stored in ~~the high~~ each school and ~~in the elementary school~~ principals' offices, etc., if these locations are within close proximity to students and/or staff. The principal/administrator of each site will serve as AED Coordinator.

Roles and Responsibilities

The AED coordinator will serve as the primary liaison between the local EMS and the AED program. The coordinator will be responsible for purchasing equipment and supplies, organizing training programs, forwarding incident data to the local EMS, and holding post-event debriefing sessions for employees involved.

Certified district employees authorized to utilize the AED are specific employees trained and certified to use an AED in a sudden cardiac arrest emergency. These employees will attend a four-hour, American Heart Association AED training session, will have yearly refresher classes, and will be recertified every two years.

Procedure

When an apneic, pulseless victim is discovered, activate the sudden cardiac emergency response plan and by following the suggested guidelines set by the American Heart Association. This district will follow the American Heart Association AED treatment algorithm. The AED coordinator will notify the medical director's office of the use of the AED. An accident report form will be used to document an event and to document the practice drills.

Maintenance

The district will follow the manufacturer's suggested guidelines for maintenance of the AED. The AED coordinator will supervise the procedure.

The principal's secretary will:

1. Daily check the status indicator, verifying alternating dark and hourglass shapes, which indicates readiness for use, and recording the status on the AED battery check sheet.
2. Notify the AED coordinator if a flashing red X, a solid red X, or constant dark shape appears.

LEGAL REFERENCE: 70 O.S. § 1210.200
70 O.S. § 24-1556

EXTENDED SCHOOL YEAR PROGRAM ELIGIBILITY STANDARDS (REGULATIONS)

The educational progress and appropriateness of the placement for each eligible child shall be reviewed on at least an annual basis. The review of the IEP shall be accomplished with reference to the schedules and procedures for evaluation of the goals and objectives specified in the IEP. The IEP team continues to provide ongoing review of the effectiveness and appropriateness of the child's special education and related services; need for changes in type, frequency, or duration of services; and whether the child's placement continues to be the least restrictive environment or needs to be changed.

A review of placement meeting should occur following reevaluation or consideration of new information concerning the educational program of the child. The purpose of this meeting would be to review the present placement, services and any necessary change in services in relation to the new information.

Extended School Year (ESY) services are provided to children with disabilities who meet the eligibility criteria according to this ESY policy. ESY services must be determined and documented through the IEP. Special education and related services shall be provided beyond the regular instructional year as a necessary part of a free appropriate public education, for individual children determined eligible for ESY. Such determinations shall be made on an individual basis.

All special education students will be considered for an ESY program and screened upon request of a parent or other member of the IEP team. However, because of their propensity toward severe regression and slow recoupment, multi-handicapped and trainable mentally handicapped students will automatically be screened, each year, for the need of ESY.

1. For those students identified as in need of ESY, the district will prepare recommendations as to the nature, duration, and frequency of services needed to assure that significant regression will not occur to such a degree that recoupment cannot be accomplished within a reasonable period of time.
2. At either the spring IEP review or a specially convened IEP team meeting, the team shall be advised of the referral for ESY and the recommendation, if any, that the student be placed in an ESY program for the summer. The advantages and disadvantages of such a program shall be explained to the parent as well as the basis for the referral and recommendation.

If the parent rejects the ESY, such should be recorded on the IEP. If the parent accepts the recommendation for an ESY, the IEP team should complete an amendment to the IEP with regard to services to be provided.

In accordance with the policy of the board of education, the following regulations shall govern the standards for the Extended School Year (ESY) program. The school district will strictly follow the requirements as set forth in *Policies and Procedures for Special Education in Oklahoma* and the technical assistance document *Extended School Year (ESY) Services for Children and Youth With Disabilities*.

Individuals over the age of twenty-one and under the age of twenty-six years, who are legal residents of this school district, may be entitled to receive educational privileges and opportunities in order to complete a secondary education program when they have been unable to complete the twelfth grade due to physical disability or military service. Legal residents of this school district nineteen years of age or older, who are not enrolled in a high school program

and have not completed the twelfth grade, may attend adult high school completion programs if such programs are established by the school district and approved by the Oklahoma State Department of Education (SDE).

This school district is responsible for providing Free Appropriate Public Education (FAPE) for children ages 3 through 21 years when it is determined by the individualized education program (IEP) team that the services are needed to receive FAPE.

Extended school year (ESY) services are defined as special education and related services provided by this school district to children with disabilities beyond the regular instructional year as a necessary part of FAPE. The type, amount, or duration of ESY services may not be unilaterally limited, but must be determined on an individual basis by the IEP team. The time period during which ESY may be offered may not be restricted, but will be determined on an individual basis by each student's IEP team.

A disabled student will be eligible for ESY services when it is determined that in the absence of such services the student will regress to such a marked degree that the student will be unable to recoup the loss within a reasonable time. Many factors will be considered in evaluating a student's need for an ESY program. Some of these factors are:

1. **Nature of the Handicapping Condition:** Certain children, by the nature of their handicap, may be predisposed to severe regression and limited recoupment. ESY services will not be limited based upon particular categories of disabilities.
2. **Severity of Handicapping Condition:** Children more severely disabled are most likely to need services.
3. **Availability of Home Stimulus During Summer Months:** In many instances it is feasible for a parent to monitor and implement a child's program during the summer break. When such a non-school program can be implemented by the student's parents and/or peers, it may provide a child the dual benefit of a vacation break from school without severe regression.
4. **Other Factors:** Other factors to be considered in determining the need for ESY include, but are not limited to: the degree of the child's disability; the parents' ability to provide education in the home; the child's rate of progress; the child's need for interaction with nondisabled peers and vocational training; and whether the requested services are an integral part of a program for children with similar disabilities.

EXTENDED SCHOOL YEAR PROGRAM STANDARDS, REGULATIONS (Cont.)

The following factors **must** be considered by the Individual Education Program (IEP) team in determining need for ESY programming:

- Degree of impairment;
- Degree of regression;
- Recovery time from this regression;
- Ability of parents to provide educational structure at home;
- Child's rate of progress;
- Child's behavioral problems;
- Child's physical problems;
- Availability of alternative resources;
- Ability of the child to interact with children and youth who are not disabled;
- Area(s) in curriculum that need continuous attention;
- Child's vocational needs;
- Whether the requested service is extraordinary for the child's condition, as opposed to an integral part of a program for those with the child's condition; and
- Other relevant factors as determined by the IEP team.

Determination of the need for ESY services must be made on an individual basis and addressed appropriately on the IEP.

ESY services may also be appropriate for some children who have received SoonerStart services. To determine need for ESY services, the Individualized Family Service Plan (IFSP) and IEP teams (including family members) will meet and consider all pertinent information including background information, current evaluations, and information provided by SoonerStart. IEP team participants will include:

- an administrator or administrative representative;
- the child's regular education teacher;
- a special education teacher qualified to provide special education in the area of the suspected disability;
- the child's parent(s);
- the child, as appropriate;
- other individuals at the discretion of the parent(s) or this district; and
- a member of the multidisciplinary evaluation team or a representative of the district or some other person who is knowledgeable about the evaluation procedures and the results.

ESY Review Procedures

The IEP review may occur at any time the team member(s) considers appropriate. However, a review must occur on or before the anniversary date of the IEP (i.e., at least once a year). The review requires participation of team members as described under Team Participants in this section. Any team member, including a parent, may initiate a review of placement when revision of the IEP is needed. The IEP should reflect the specific amount and type of special education and related services provided to a child at all times.

EXTENDED SCHOOL YEAR PROGRAM STANDARDS, REGULATIONS (Cont.)

The educational progress and appropriateness of the placement for each eligible child shall be reviewed on at least an annual basis. The review of the IEP shall be accomplished with reference to the schedules and procedures for evaluation of the goals and objectives specified in the IEP. The IEP team continues to provide: ongoing review of the effectiveness and appropriateness of the child's special education and related services; need for changes in type, frequency, or duration of services; and whether the child's placement continues to be the least restrictive environment or needs to be changed.

A review of placement meeting should occur following reevaluation or consideration of new information concerning the educational program of the child. The purpose of this meeting would be to review the present placement, services and any necessary change in services in relation to the new information.

Extended School Year (ESY) services are provided to children with disabilities who meet requirements of this ESY policy. ESY services must be determined and documented through the IEP. Special education and related services shall be provided beyond the regular instructional year as a necessary part of a free appropriate public education, for individual children determined eligible for ESY. Such determinations shall be made on an individual basis.

All special education students will be considered for an ESY program and screened upon request of a parent or other member of the IEP team.

Data and Evaluation Information to Determine ESY Needs

The IEP team must determine a child's need for ESY services by collecting, reviewing, and analyzing existing information and pertinent data, including, but not limited to, the child's disability, educational history, and present levels of performance/educational functioning and needs. Examples of data and information could involve a review of the following:

Criterion-referenced and standardized tests, including pretest and posttest data of a student's progress;

Functional assessments used in natural environments (e.g., home, community, work, school);

Analysis of data collected on a regular basis;

Evaluations and progress records for related services;

Parent, student, and/or service provider information;

Attendance records;

Behavior and disciplinary records;

EXTENDED SCHOOL YEAR PROGRAM STANDARDS, REGULATIONS (Cont.)

Health/medical information;

Interviews with teachers and parents, students; and

Progress reports and assessments to determine the child's performance of IEP annual goals and objectives or benchmarks across time.

Screening Process

1. All special education students will be considered for an ESY program at their annual IEP team meeting and provision will be made on the IEP at that time if the team determines that an ESY program is necessary. Likewise, notation will be made on the IEP if a determination has been made that the student does not need or desire an ESY program.
2. February screening of students will be conducted upon special request by a parent, teacher, or other service provider.
3. All screening forms must be returned prior to the end of the second week in March.
4. The district will compile a list of those students requiring additional consideration and analyze possible service needs.
5. For those students identified as in need of ESY, the district will prepare recommendations as to the nature, duration, and frequency of services needed to assure that significant regression will not occur to such a degree that recoupment cannot be accomplished within a reasonable period of time.
6. At either the spring IEP review or a specially convened IEP team meeting, the team shall be advised of the referral for ESY and the recommendation, if any, that the student be placed in an ESY program for the summer. The advantages and disadvantages of such a program shall be explained to the parent as well as the basis for the referral and recommendation.

If the parent rejects the ESY, such should be recorded on the IEP. If the parent accepts the recommendation for an ESY, the IEP team should complete an amendment to the IEP with regard to services to be provided.

ESY services may be necessary for a free appropriate public education; therefore, procedural safeguards include the right to request a due process hearing. Parents or guardians may request a hearing to challenge the identification, evaluation, or educational placement. Mediation must be available as an option whenever a hearing is requested. However, parents and schools may use mediation to resolve a dispute regarding ESY without a request for a due process hearing.

STUDENT TRANSFERS

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability. The school district will begin accepting applications for the next school year starting June 1st of each year. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to capacity, disciplinary action or attendance issues. The district will not require parents resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
 - a. violation of a school regulation, or a code of conduct violation
 - b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
 - c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public-school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.
4. Any student/parent that has withheld information or falsified documentation will be considered for revocation of transfer.

By the first day of January, April, July and October, the board of education shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number

STUDENT TRANSFERS (Cont.)

of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

In making the decision to determine capacity, the board of education shall review class size limits specified in 70 O.S. §18-113.1 and multiply those limits times the number of classroom teachers employed by the school district at each grade level. If classroom space is not sufficient to accommodate that number of students due to a classroom being disproportionately sized, the district's capacity numbers will reflect a lesser amount based upon that classroom size.

A student ~~shall~~ **may** be allowed to transfer to a district in which the parent or legal guardian of the student is employed as a employee as per 70 O.S. § 8-113.

The district will approve or deny the application and notify the parent or legal guardian of the student of the determination in writing within thirty (30) days of receiving an application.

The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application. Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card; and
2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than thirty (30) consecutive days.

If accepted, **The parent or legal guardian shall provide the district with written notification that the student will be enrolling within ten (10) days of notification of acceptance. Failure to notify the school district within ten (10) days of acceptance shall result in the cancellation of the transfer. The district will provide a written notice of the cancellation to the parent or legal guardian of the student immediately upon cancellation.** A student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to capacity or for disciplinary reasons or a history of absences. **Written notice of the intention to deny continued transfer of the student shall be given to the parent or legal guardian of a student no later than July 15. The parent or legal guardian may appeal the denial of a continued transfer.**

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. If notice is after the deadline for posting, the board shall consider the appeal at the next regularly scheduled meeting of the board of education.

During the appeal, the board will review the action of the administration to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall vote to overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized

STUDENT TRANSFERS (Cont.)

by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education. The superintendent shall immediately provide a copy of the appeal to each member of the board of education. Upon receipt of notice of an appeal, but not later than five (5) days prior to the date at which the State Board of Education is scheduled to consider the appeal the board of education may submit a written response to the appeal. Responses should not exceed five (5) pages. If not submitted by the parent or legal guardian, the board of education shall provide a copy of the policy adopted to determine the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The parent or legal guardian and the school district will have an opportunity to appear in person or by authorized representative or by attorney to address the State Board at the meeting.

A student who enrolls in a school district in which the student is not a resident shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance at the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue as per 70 O.S. § 8-103.2, unless the student applies for and receives a Hardship Waiver.

REFERENCE: 70 O.S. §1-114
70 O.S. §1-113
70 O.S. §5-117.1
70 O.S. §8-101, et seq.
70 O.S. §24-101, et seq.; §24-102
Family Education Rights and Privacy Act
Atty. Gen. Op. No. 87-134, April 1, 1988

LEGAL NOTE: Senate Bill 783 repealed 70 O.S. § 8-104 effective March 31, 2021. Oklahoma law no longer allows emergency transfer of students.

THIS POLICY REQUIRED BY LAW.

STUDENT TRANSFERS FOR CHILDREN OF EMPLOYEES

Children or wards of individuals employed by the school district ~~shall~~ **may** be allowed to transfer into the school district without regard to ~~other transfer policies~~ **capacity**. **The application of an employee's child shall be reviewed in accordance with the district's transfer policy utilizing attendance and discipline. The appeal process outlined in policy FE will be followed with regard to the denial of transfer for an employee's child.** A student who enrolls pursuant to this policy shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance unless the transfer is from a school district which does not offer the grade the student is entitled to pursue, for varsity level competition. Sub-varsity competition is allowed. Eligibility requirements are governed by the Oklahoma Secondary School Activities Association.

If the student desires to compete on the varsity level, they must meet with administration to be considered for a hardship application which must be approved by the OSSAA.

**REFERENCE: 70 O.S. §8-113
70 O.S. §8-103.2**

BULLYING

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

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

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administered by the office of Juvenile Affairs
13. Suspension
14. Performing Campus site services for the school district
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

HARASSMENT (Cont.)

~~Harassment set forth above may include, but is not limited to, the following:~~

- ~~— 1. — Verbal, physical, or written harassment or abuse;~~
- ~~— 2. — Repeated remarks of a demeaning nature;~~
- ~~— 3. — Implied or explicit threats concerning one's grades, achievements, etc.;~~
- ~~— 4. — Demeaning jokes, stories, or activities directed at the student;~~
- ~~— 5. — Unwelcome physical contact.~~

~~The superintendent shall develop procedures providing for:~~

- ~~— 1. — Prompt investigation of allegations of harassment;~~
- ~~— 2. — The expeditious correction of the conditions causing such harassment;~~
- ~~— 3. — Establishment of adequate measures to provide confidentiality in the complaint process;~~
- ~~— 4. — Initiation of appropriate corrective actions;~~
- ~~— 5. — Identification and enactment of methods to prevent recurrence of the harassment; and~~
- ~~— 6. — A process where the provisions of this policy are disseminated in writing annually to all staff and students.~~

~~A copy of this policy will be furnished to each student and teacher in this school district.~~

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

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

HARASSMENT (Cont.)

educational mission or the education of any student. Isolated action does not meet the state's definition of bullying. However, the administration will investigate isolated incidents or actions and apply appropriate discipline under the student discipline code. This policy addresses bullying which is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administrated by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse.
2. Repeated remarks of a demeaning nature.
3. Implied or explicit threats concerning one's grades, achievements, etc.
4. Demeaning jokes, stories, or activities directed at the student.
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

HARASSMENT (Cont.)

1. Prompt investigation of allegations of harassment.
2. The expeditious correction of the conditions causing such harassment.
3. Establishment of adequate measures to provide confidentiality in the complaint process.
4. Initiation of appropriate corrective actions.
5. Identification and enactment of methods to prevent reoccurrence of the harassment.
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

All school employees at each school site shall be required to complete professional development training in school bullying prevention, identification, response and reporting that meets the requirements of Oklahoma law and shall include recommendations from each school site's Safe Schools Committee.

Students will receive annual training regarding identifying, preventing, addressing, and reporting incidents of bullying via educational programs. These programs may include, but are not limited to, classroom discussions, assemblies, multimedia and presentations. The purpose of the educational programs are to assist students in the identification of bullying behaviors, reporting procedures and the consequences for violation of school policy.

The district will implement a research-based educational program as designed and developed by the Oklahoma State Department of Education for students and parents to prevent, identify, respond to and report bullying.

A copy of this policy will be furnished to each student and teacher in this school district.

**REFERENCE: 21 O.S. §850.0
70 O.S. §24-100.2**

THIS POLICY REQUIRED BY LAW.

PROHIBITING BULLYING (INVESTIGATION PROCEDURES)

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

Definitions

- 1. — “Bullying” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.
- “Electronic communication” means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.
- “Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Procedures

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

- 1. — The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
- 2. — Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
- 3. — If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
- 4. — If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The building principal shall make a determination as to whether the conduct is actually occurring.
- 5. — Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or

PROHIBITING BULLYING, INVESTIGATION PROCEDURES (Cont.)

- ~~_____ requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.~~
6. ~~Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within 5 days of the conclusion of the investigation.~~
7. ~~Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within 5 days of the conclusion of the investigation.~~

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The Superintendent shall be responsible for enforcing this policy. The building principal should notify the superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal should notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

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

Definitions

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

"Electronic communication" means the communication of any written, verbal, 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 communication device, or a computer.

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

Procedures

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

PROHIBITING BULLYING, INVESTIGATION PROCEDURES (Cont.)

1. The matter should immediately be reported to the building principal who will serve as the site district bullying incident coordinator. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The building principal shall make a determination as to whether the conduct is actually occurring.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.
6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within ___ days of the conclusion of the investigation.
7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within ___ days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports should be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The Superintendent shall be responsible for enforcing this policy. The building principal should notify the superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal should notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

Students who report bullying or other inappropriate behavior in good faith, or who participate as witnesses in an investigation, are protected from retaliation. Retaliation of any kind—including threats, intimidation, exclusion,

harassment, cyberbullying, spreading rumors, or any other adverse treatment intended to discourage or punish a student for reporting a concern—is strictly prohibited. Any student found to have engaged in retaliatory behavior will be subject to appropriate disciplinary action in accordance with school policy. Students who believe they have experienced retaliation should report it immediately to a teacher, school counselor, administrator, or other trusted school employee so that the matter can be promptly investigated and addressed. If an employee of the district is found to have engaged in retaliatory action against a student who has reported bullying, appropriate disciplinary action will be taken which could include termination of employment.

Any person who knowingly makes a false report shall receive disciplinary consequences and any accusations found to be false will be removed from the falsely accused student's records.

PROHIBITING BULLYING (REGULATION)

The Noble Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student victim and the initiator of the bullying. The board observes that this conduct:

- ~~1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.~~
- ~~2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.~~
- ~~3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.~~
- ~~4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.~~
- ~~5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.~~
- ~~6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.~~
- ~~7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.~~

PROHIBITING BULLYING, REGULATION (Cont.)

~~Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.~~

Definition of Terms~~1. Statutory definition of bullying:~~

~~70 O.S. §24-100.3(e) of the School Safety and Bullying Prevention Act defines the terms "bullying," as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will:~~

~~A. Harm another student;~~

~~B. Damage another student's property;~~

~~C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or~~

~~D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.~~

~~2. The "Reasonable Person" Standard~~

~~In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self-esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.~~

~~3. General Display of Bullying Acts~~

~~Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.~~

PROHIBITING BULLYING, REGULATION (Cont.)

- A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
- B. Emotional Bullying includes the intentional infliction of harm to another's self esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.
- D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment also prohibited by Noble Public Schools.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

— 1. Student and Staff Education and Training

- All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Noble Public Schools is committed to providing appropriate and relevant training to staff regarding

PROHIBITING BULLYING, REGULATION (Cont.)

~~identification of behavior constituting bullying of students and the prevention and management of such conduct.~~

~~Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.~~

~~B. Noble Public Schools' Safe School Committee~~

~~The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with or adversely affect the maintenance of safe schools.~~

~~With respect to student bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.~~

~~In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. (See also policy BDFC.)~~

Student Reporting

~~Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.~~

Staff Reporting

~~An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.~~

~~Staff members who witness such events are to complete reports and to submit them to the building principal. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the building principal.~~

Parental Responsibilities

~~Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means~~

PROHIBITING BULLYING, REGULATION (Cont.)

~~for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:~~

- ~~— 1. — Report bullying when it occurs;~~
- ~~— 2. — Take advantage of opportunities to talk to their children about bullying;~~
- ~~— 3. — Inform the school immediately if they think their child is being bullied or is bullying other students;~~
- ~~— 4. — Watch for symptoms that their child may be a victim of bullying and report those symptoms; and~~
- ~~— 5. — Cooperate fully with school personnel in identifying and resolving incidents.~~

Discipline of Students

~~In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.~~

~~In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.~~

- ~~— 1. — Conference with student~~
- ~~— 2. — Conference with parents~~
- ~~— 3. — In school suspension~~
- ~~— 4. — Detention~~
- ~~— 5. — Referral to counselor~~
- ~~— 6. — Behavioral contract~~
- ~~— 7. — Changing student's seat assignment or class assignment~~
- ~~— 8. — Requiring a student to make financial restitution for damaged property~~
- ~~— 9. — Requiring a student to clean or straighten items or facilities damaged by the student's behavior~~
- ~~— 10. — Restriction of privileges~~
- ~~— 11. — Involvement of local authorities~~
- ~~— 12. — Referring student to appropriate social agency~~
- ~~— 13. — Suspension~~
- ~~— 14. — Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.~~

~~The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created~~

PROHIBITING BULLYING, REGULATION (Cont.)

~~to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.~~

Publication of Policy

~~Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at www.nobleps.com and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.~~

The Noble Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves and are specifically prone to

PROHIBITING BULLYING, REGULATION (Cont.)

develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.

6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:

70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms "bullying," as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication; directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will:

- A. Harm another student;
- B. Damage another student's property;
- C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
- D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

2. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

3. General Display of Bullying Acts

PROHIBITING BULLYING, REGULATION (Cont.)

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

- A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
- B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.
- D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by _____ Public Schools.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

1. Student and Staff Education and Training

PROHIBITING BULLYING, REGULATION (Cont.)

All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Noble Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

B. Noble Public Schools' Safe School Committee

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with or adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. (See also policy BDFC.)

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the superintendent or his/her designee.

PROHIBITING BULLYING, REGULATION (Cont.)Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Discipline of Students

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal

PROHIBITING BULLYING, REGULATION (Cont.)

from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

Publication of Policy

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at (*school's website*) and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

Review of Policy

The safe schools committee at each site will annually review this policy and provide recommendations to the building principal. The building principal will provide those recommendations to the superintendent. The superintendent shall make a formal recommendation to the board of education to modify the policy at a lawfully convened meeting under an appropriately worded agenda item. After the policy is modified, the policy shall be disseminated to all parents, students, staff and the community.

SICK LEAVE SHARING PROGRAM

The Noble Board of Education has established a sick leave sharing plan for employee use of sick leave days donated from other employees of the district. The plan will permit the use of donated sick leave by a district employee who is pregnant or recovering from childbirth or who is suffering from or who has a relative or household member who is suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate employment.

The superintendent is directed to establish procedures to implement and support this policy. This plan is included in the negotiated agreement.

REFERENCE: 70 O.S. §6-104.6

SICK LEAVE SHARING PROGRAM (REGULATION)

This regulation implements and supports the Leave Sharing Program Policy established by the Board of Education. For the purposes of this regulation, the following definitions shall apply:

“Relative of the employee” means a spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of the employee.

“Household members” means those persons who reside in the same home and who have duties to provide financial support to one another. The term includes foster children and legal wards even if they do not live in the household.

“Severe” or “extraordinary” means serious, extreme or life-threatening, including temporary disability resulting from pregnancy, miscarriage, childbirth, and recover therefrom as determined by the Board of Education.

“District employee” means a teacher or any full-time employee of this school district.

In order for an employee to participate in the shared leave program, the employee must:

1. Meet the criteria described in this regulation; and
2. Have abided by district policies regarding the use of sick leave.

An employee may donate sick leave to another employee only pursuant to the following conditions:

1. The receiving employee or a relative or a household member of the employee must have a severe or extraordinary illness, injury, impairment, or physical or mental condition. Included within the definition of a severe or extraordinary condition is any temporary disability resulting from pregnancy, miscarriage, childbirth, and recover therefrom.
2. The condition must have caused, or is likely to cause, the employee to take leave without pay or to terminate employment.
3. Donated sick leave will not be available until all maternity leave or sick leave that is available to the requesting employee is exhausted.
4. The amount of leave to be donated is within the limits set by the Board, if any.

Employees may not donate excess sick leave that the donor would not be able to otherwise take and the Board will determine the amount of donated leave an employee may receive, if any.

Prior to approving donated sick leave, the Board shall require the requesting employee to provide a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

When using donated sick leave, the receiving employee shall be paid the regular rate of pay normally paid to the receiving employee. Shared sick leave usage records will be maintained separately from regular sick leave records.

Shared or donated sick leave may be used only by the recipient for the purposes specified in this policy and may not be used if the employee has been notified of a pending reduction in force or employment termination affecting the employee.

SICK LEAVE SHARING PROGRAM (REGULATION) Cont'd.

Any shared sick leave not used by the recipient during each occurrence of shared sick leave use shall be returned to the donating employee. If more than one employee donated sick leave to the recipient and all the donated sick leave was not used, the remainder will be prorated to the credit of the donating employees and its original value (based on donor's pay rate) shall be restored.

Participation in this policy is strictly voluntary. No employee shall be coerced, threatened, intimidated, or financially induced into donating sick leave for the purpose of this policy.

DUE PROCESS FOR ADMINISTRATORS

Pursuant to a proposed recommendation that a full-time certified administrator be dismissed or non-reemployed from an administrative position within the school district, the Board will follow this procedure:

1. A written statement will be submitted to the administrator before the dismissal or non-reemployment advising of the proposed action, listing the reasons for the action, and notifying the administrator of his/her right to request a hearing before the Board prior to the action.
2. A hearing by the Board will be granted upon the administrator's request before the Board takes action on the proposal. Such request for a hearing must be submitted to the Board by certified mail, restricted delivery with return receipt requested, no later than ten (10) days after the administrator has been notified of the proposed action.
3. Upon receipt of the administrator's request for a hearing, the Board will conduct such hearing at its next regularly scheduled meeting or at a special meeting. The failure of the administrator to timely request a hearing after being properly notified will be deemed a waiver of the right to a hearing and the decision of the Board will be final.
4. Pending final determination of an administrator's dismissal or non-reemployment, the Board or superintendent may suspend the administrator if it believes that the immediate suspension is in the best interest of the school district. Such suspension will not deprive the administrator of any compensation or benefits to which the administrator may be entitled. The Board will initiate dismissal action within ten (10) days from the effective date of suspension. However, in cases involving a criminal charge or indictment, the suspension may extend to such time as the administrator's case is finally adjudicated at trial.

After full implementation of the Oklahoma Teacher and Leader Effectiveness Evaluation System (TLE) as set forth in Section 6-101.10 of this title, a principal who has received a rating of "ineffective" as measured pursuant to the TLE as set forth in Section 6-101-16 of this title for two (2) consecutive school years, shall not be reemployed by the school district, subject to the due process procedures of this section.

REFERENCE: 70 O.S. §6-101.13

CHILD IDENTIFICATION, LOCATION, SCREENING, AND EVALUATION NOTICE TO PARENTS

The Noble Public Schools makes a continuing effort to locate any children in the district ages 3-21 who may be disabled and/or developmentally delayed who are not currently being served by the school. State law recognizes the following qualifying conditions: autism, deaf-blindness, hearing impairment, other health impairment, serious emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment, or developmental delay.

Anyone knowing a child who might be in need of services is asked to notify the local superintendent, principals, or special education teacher at 405-872-3452.

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in coordination with the Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

Referral

Preschool children, ages 3–5, and students enrolled in K–12 who are suspected of having disabilities which may require special education and related services may be referred for screening and evaluation through the local schools. Local school districts coordinate with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services beginning at three years of age. The Oklahoma Areawide Service Information System (OASIS), through a toll-free number (1-800-42-OASIS), also provides state-wide information and referrals to local schools and other service providers.

Screening

Screening activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history, interviews, observations, and specially developed readiness or educational screening instruments.

1. Readiness Screening: Personally identifiable information is collected on all kindergarten and first grade students participating in school-wide readiness screening to assess readiness for kindergarten and first grade entry. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be educationally screened for readiness or evaluated without notice to the child's parent or legal guardian.
2. Educational Screening: Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the state provides educational screening. No child shall be educationally screened whose parent or legal guardian has filed written objection with the school district.

Educational screening is implemented for all first grade students each school year.

**CHILD IDENTIFICATION, LOCATION, SCREENING, AND
EVALUATION, NOTICE TO PARENTS (Cont.)**

Second through twelfth grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher.

Students entering the public school system from another state or from within the state without previous educational screening, shall be educationally screened within six months from the date of entry.

Evaluation

Evaluation means procedures used in accordance with federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services.

Collection of Personally Identifiable Information

Educational records containing personally identifiable information collected by the schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and the Policies and Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the local school administrator.

2026-27 New Hire Board Meeting Report

July

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