

Jones Public Schools  
MINUTES  
Regular Meeting Jones Board of Education  
Tuesday, October 14, 2025 • 5:30 PM  
Board of Education Building Board Room  
9200 N Hiwassee  
Jones, OK 73049

Attendance Taken at 5:30 PM.

Andrew Chase: Present  
Matthew Gindhart: Present  
Brett Ramsey: Present  
Scott Smith: Present  
Steve Todd: Present

{{Name: Agenda Item Name}} {{Discussion: Agenda Item Discussion}} {{Actions: Agenda Item Actions}}

1. **Call to Order.**
2. **Establishment of quorum.**
3. **Recognition of visitors.**  
*Pursuant to Board Policy AF, during portions of regular meetings of the Board, a limited opportunity may be provided for members of the public to make comments regarding items on the posted agenda. To make such comments on items on the posted agenda, members of the public are to complete the required Speaker's Request Sheet and submit it to the Clerk of the Board or the Board President before the meeting is called to order.*
4. **Discuss and possible vote on the minutes of the:**
  - **Regular Meeting of September 9, 2025; and**
  - **Special Meeting of September 29, 2025.**
- 5.
6. **Financial Consent Docket - Discuss and possible vote on monthly financial reports, encumbrances, change orders and warrants supported by proper invoice.**
  - A. **General Fund.**
    1. Approve FY26 General Fund Purchase Orders 128-148 for a total of \$8,467.12.
    2. Approve FY26 General Fund Change Orders for Purchase Order 1-127 for a total of \$60,811.26.
    3. Approve FY26 General Fund Payroll Purchase Orders 50125-50144 for a total of \$38,524.57.
    4. Approve FY26 General Fund Payroll Change Orders for Purchase Orders 50000-

50124 for a total of \$163,618.16.

5. Approve FY26 General Fund AP Warrants for a total of \$982,268.14.

**B. Building Fund.**

1. Approve FY26 Building Fund Purchase Orders 33-35 for a total of \$1,100.00.

2. Approve FY26 Building Fund Change Order for Purchase Orders 1-32 for a total of \$12,167.07.

3. Approve FY26 Building Fund AP Warrants for a total of \$64,509.42.

**C. Child Nutrition Fund.**

1. Approve FY26 Child Nutrition Change Order for Purchase Orders 1-11 for a total of \$1,830.67.

2. Approve FY26 Child Nutrition AP Warrants for a total of \$42,875.04.

**D. Building Bond Fund 38.**

1. Approve FY26 Building Bond Fund Purchase Order 2 for a total of \$37,450.00.

**E. Activity Fund Accounts.**

**F. Activity Fund Transfers.**

- Transfer \$300.00 from Jones Athletics (801) to North Canadian River Conference (810) for the 2025-2026 Jones High School North Canadian River Conference Dues.

**G.**

**H. Monthly Financial Reports.**

1. Treasurer's Report

3. FY26 Encumbrance Comparison Chart

**7. Administrative report.**

**8. Presentation of JEA.**

**9. Discuss and possible vote on the 2026 School Board of Education Election Resolution.**

**10. Discuss and possible vote on revised district policies:**

- **BA - District Administration**
- **BC - Safety Programs**
- **BD - Health Services and Communicable Diseases**
- **DA - General Personnel Policies**
- **DD - Certified Teachers**
- **DE - Support Personnel**
- **DI - Leave**
- **DK - Professional Development Program**

- **DM - Professional Boundaries**
- **EA - General Student Policies**
- **EB - Admission, Residency, Placement, Transfer, and Withdrawal**
- **EC - Attendance**
- **ED - Grading, Promotion, Retention, and Graduation**
- **EE-R - Use of Automatic External Defibrillator**
- **EE-R-F - AED Maintenance Form**
- **EK - Student Discipline, Suspension, and Due Process**

11.

12. **Discuss and possible vote on revised Jones Elementary School fundraisers for the 2025-2026 school year.**

13. **Discuss and possible vote on the Gifted and Talented Plan, Advisory Committee, and Gifted and Talented Budget for the 2025-2026 school year.**

14. **Discuss and possible vote on district student capacity numbers.**

15. **Proposed executive session to discuss the employment listed on the personnel schedule as per 25 O.S. 307(B)(1).**

A. Vote to convene or not to convene into executive session.

B. Acknowledge return to open session.

C. Minutes compliance statement.

D. Possible vote on employment listed on the personnel schedule.

16. **New business.**

17. **Vote to adjourn.**

Jones Public Schools  
MINUTES  
Regular Meeting Jones Board of Education  
Tuesday, September 9, 2025 • 5:30 PM  
Board of Education Building Board Room  
9200 N Hiwassee  
Jones, OK 73049

Attendance Taken at 5:33 PM.

Andrew Chase: Present  
Matthew Gindhart: Present  
Brett Ramsey: Present  
Scott Smith: Present  
Steve Todd: Present

**1. Call to Order.**

**2. Establishment of quorum.**

**3. Recognition of visitors.**

*Pursuant to Board Policy AF, during portions of regular meetings of the Board, a limited opportunity may be provided for members of the public to make comments regarding items on the posted agenda. To make such comments on items on the posted agenda, members of the public are to complete the required Speaker's Request Sheet and submit it to the Clerk of the Board or the Board President before the meeting is called to order.*

**4. Discuss and possible vote on the minutes of the regular meeting of August 12,**

**2025.** Motion to approve the minutes of the regular meeting of August 12, 2025 passed with a motion by Scott Smith and a second by Steve Todd.

Andrew Chase: Yea, Matthew Gindhart: Yea, Brett Ramsey: Yea, Scott Smith: Yea, Steve Todd: Yea

Yea: 5, Nay: 0

**5. Board to consider and take action on a resolution determining the maturities of, and setting a date, time and place for the sale of the \$3,220,000 General Obligation Building Bonds of the School District.** Motion to approve the sale of the \$3,220,000 General Obligation Building Bonds of the School District on September 29, 2025, 5:30 p.m. at the Board of Education Building located at 9200 N. Hiwassee Jones, OK passed with a motion by Brett Ramsey and a second by Scott Smith.

Andrew Chase: Yea, Matthew Gindhart: Yea, Brett Ramsey: Yea, Scott Smith: Yea, Steve Todd: Yea

Yea: 5, Nay: 0

**6. Financial Consent Docket — Discuss and possible vote on monthly financial reports, encumbrances, change orders and warrants supported by proper invoice.** Motion to approve consent agenda as presented passed with a motion by Scott Smith and a second by Steve Todd. Andrew Chase: Yea, Matthew Gindhart: Yea, Brett Ramsey: Yea, Scott Smith: Yea, Steve Todd: Yea  
Yea: 5, Nay: 0

A. General Fund.

1. Approve FY26 General Fund Purchase Orders 107-127 for a total of \$16,533.72.
2. Approve FY26 General Fund Change Orders for Purchase Order 1-106 for a total of \$29,605.82.
3. Approve FY26 General Fund Payroll Purchase Orders 50120-50124 for a total of \$103,648.78.
4. Approve FY26 General Fund Payroll Change Orders for Purchase Orders 50000-50119 for a total of \$25,564.10.
5. Approve FY26 General Fund AP Warrants for a total of \$239,301.60.
6. Approve FY25 General Fund AP Warrants for a total of \$1,155.59.

B. Building Fund.

1. Approve FY26 Building Fund Purchase Orders 30-32 for a total of \$15,690.05.
2. Approve FY26 Building Fund Change Order for Purchase Orders 1-29 for a total of \$500.00.
3. Approve FY26 Building Fund AP Warrants for a total of \$32,899.70.

C. Child Nutrition Fund.

1. Approve FY26 Child Nutrition Purchase Orders 8-11 for a total of \$6,150.48.
2. Approve FY26 Child Nutrition AP Warrants for a total of \$504.52.

D. Activity Fund Accounts.

E. Monthly Financial Reports.

1. Treasurer's Report.
2. FY26 Encumbrance Comparison Chart.

**7. Administrative report.**

**8. Presentation of JEA.**

**9. Discuss and possible vote on the Estimate of Needs for FY26 as prepared by the auditor, Bledsoe, Hewett & Gullekson.** Motion to approve the Estimate of Needs for FY26 as prepared by the auditor, Bledsoe, Hewett & Gullekson passed with a motion by Brett Ramsey and a

second by Andrew Chase.

Andrew Chase: Yea, Matthew Gindhart: Yea, Brett Ramsey: Yea, Scott Smith: Yea, Steve Todd:  
Yea

Yea: 5, Nay: 0

**10. Discuss and possible vote on revised district policies:**

**1. DL - Code of Conduct**

**2. AB - Nondiscrimination**

**3. EI - Student Conduct** Motion to approve the revised district policies: 1. DL - Code of Conduct 2. AB - Nondiscrimination 3. EI - Student Conduct passed with a motion by Scott Smith and a second by Steve Todd.

Andrew Chase: Yea, Matthew Gindhart: Yea, Brett Ramsey: Yea, Scott Smith: Yea, Steve Todd:  
Yea

Yea: 5, Nay: 0

**11. Discuss and possible vote on requests for Statutory Adjunct Certificate Waivers:**

**1. Mallory Salazar - Science, 4 classes.**

**2. Rayna Long - Math, 3 classes**

**3. Jared Price - Physical Education, 3 classes**

Motion to approve the request for Statutory Adjunct Certificate Waivers: 1. Mallory Salazar - Science, 4 classes. 2. Rayna Long - Math, 3 classes 3. Jared Price - Physical Education, 3 classes passed with a motion by Brett Ramsey and a second by Andrew Chase.

Andrew Chase: Yea, Matthew Gindhart: Yea, Brett Ramsey: Yea, Scott Smith: Yea, Steve Todd:  
Yea

Yea: 5, Nay: 0

**12. Discuss and possible vote on revised Jones High School and Jones Middle School fundraisers for the 2025-2026 school year.** Motion to approve revised Jones High School and Jones Middle School fundraisers for the 2025-2026 school year passed with a motion by Scott Smith and a second by Steve Todd.

Andrew Chase: Yea, Matthew Gindhart: Yea, Brett Ramsey: Yea, Scott Smith: Yea, Steve Todd:  
Yea

Yea: 5, Nay: 0

**13. Discuss and possible vote to select the ACT in place of the statewide academic assessment as the College and Career Readiness Assessment for Jones High School.** Motion to select the ACT in place of the statewide academic assessment as the College and Career Readiness Assessment for Jones High School passed with a motion by Brett Ramsey and a second by Scott Smith.

Andrew Chase: Yea, Matthew Gindhart: Yea, Brett Ramsey: Yea, Scott Smith: Yea, Steve Todd:  
Yea

Yea: 5, Nay: 0

**14. Discuss and possible vote on sanctioning booster clubs for the 2025-2026 school year.**

- **Jones Longhorns Quarterback Club**
- **Jones Basketball Tip-In Club**

Motion to approve sanctioning of the Jones Longhorns Quarterback Club and the Jones Basketball Tip-In Club booster clubs for the 2025-2026 school year passed with a motion by Brett Ramsey and a second by Scott Smith.

Andrew Chase: Yea, Matthew Gindhart: Yea, Brett Ramsey: Yea, Scott Smith: Yea, Steve Todd: Yea

Yea: 5, Nay: 0

**15. Proposed executive session to discuss the employment and resignations as listed on the personnel schedule as per 25 O.S. 307(B)(1).**

A. Vote to convene or not to convene into executive session. Motion to convene into executive session at 6:23 pm passed with a motion by Brett Ramsey and a second by Scott Smith.

Andrew Chase: Yea, Matthew Gindhart: Yea, Brett Ramsey: Yea, Scott Smith: Yea, Steve Todd: Yea

Yea: 5, Nay: 0

B. Acknowledge return to open session.

C. Minutes compliance statement. The board entered executive session at 6:23 pm to discuss the employment and resignation as listed on the personnel schedule as authorized by 25 O.S. Section 307 (B)(1). Those present in executive session were board members Scott Smith, Steve Todd, Matt Gindhart, Andrew Chase, Brett Ramsey and Superintendent Blankenship. No action was taken by the board of education.

D. Possible vote on employment and resignations as listed on the personnel schedule. Motion to approve employment and resignation as presented on the personnel schedule passed with a motion by Brett Ramsey and a second by Scott Smith.

Andrew Chase: Yea, Matthew Gindhart: Yea, Brett Ramsey: Yea, Scott Smith: Yea, Steve Todd: Yea

Yea: 5, Nay: 0

**16. New business.** Recommend Move to approve Richard Nordyke as interim head softball coach for the 2025-2026 school year passed with a motion by Brett Ramsey and a second by Scott Smith.

Andrew Chase: Yea, Matthew Gindhart: Yea, Brett Ramsey: Yea, Scott Smith: Yea, Steve Todd: Yea

Yea: 5, Nay: 0

**17. Vote to adjourn.** Motion to adjourn at 7:36 passed with a motion by Scott Smith and a second by Brett Ramsey.

Andrew Chase: Yea, Matthew Gindhart: Yea, Brett Ramsey: Yea, Scott Smith: Yea, Steve Todd:  
Yea  
Yea: 5, Nay: 0

Jones Public Schools  
MINUTES  
Special Meeting Jones Board of Education  
Monday, September 29, 2025 • 5:30 PM  
Board of Education Building Board Room  
9200 N Hiwassee  
Jones, OK 73049

Attendance Taken at 5:30 PM.

Andrew Chase: Present  
Matthew Gindhart: Present  
Brett Ramsey: Present  
Scott Smith: Present  
Steve Todd: Present

**1. Call meeting to order.**

**2. Roll call.**

**3. Board to discuss annual review of existing or consider and take action on the adoption of written policies and procedures for post-issuance compliance.**

**4. Board to discuss continuing disclosure obligations.**

**5. Board to receive bids for the \$3,220,000 General Obligations Building Bonds of this school district and award bonds to the lowest bidder.** Motion to approve the bid from First Bankers' Banc Securities, Inc., St. Louis Missouri for the Net Interest Cost of \$367,400.30 at the average rate of 4.189285% for the \$3,220,000 General Obligations Building Bonds of this school district passed with a motion by Brett Ramsey and a second by Scott Smith.

Andrew Chase: Yea, Matthew Gindhart: Yea, Brett Ramsey: Yea, Scott Smith: Yea, Steve Todd: Yea  
Yea: 5, Nay: 0

**6. Board to consider and take action on a resolution providing for the issuance of General Obligation Building Bonds in the sum of \$3,220,000 by this school district, authorized at an election called and held for such purpose; prescribing form of bonds; providing for registration thereof; providing for levy of an annual tax for the payment of principal and interest on the same; and fixing other details of the issue.** Motion to approve the resolution providing for the issuance of General Obligation Building Bonds in the sum of \$3,220,000 by this school district, authorized at an election called and held for such purpose; prescribing form of bonds; providing for registration thereof; providing for levy of an annual tax for the payment of principal and interest on the same; and fixing other details of the issue passed with a motion

by Brett Ramsey and a second by Scott Smith.

Andrew Chase: Yea, Matthew Gindhart: Yea, Brett Ramsey: Yea, Scott Smith: Yea, Steve Todd:  
Yea

Yea: 5, Nay: 0

**7. Adjournment.** Motion to adjourn at 5:40 p.m. passed with a motion by Scott Smith and a second by Steve Todd.

Andrew Chase: Yea, Matthew Gindhart: Yea, Brett Ramsey: Yea, Scott Smith: Yea, Steve Todd:  
Yea

Yea: 5, Nay: 0

**Encumbrance Register**

**Options:** Year: 2025-2026, Date Range: 9/8/2025 - 6/30/2026, PO Range: 128 - 250, Fund(s): GENERAL FUND

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11	128	09/08/2025	8238	TRACTOR SUPPLY CO	PELLETS FOR SHOW RING FOR COUNTY FAIR	332.02
11	129	09/09/2025	9378	CORI CARTER	JPS STAFF SHIRTS	405.00
11	130	09/09/2025	8629	CALEB HESTON	MILEAGE REIMBURSEMENT	300.00
11	131	09/11/2025	6962	REALLY GREAT READING	2nd Grade Phonics Online Curriculum	297.00
11	132	09/11/2025	7896	RIVERSIDE INSIGHTS	sped testing	371.55
11	133	09/15/2025	8870	ANDREW'S DIESEL SERVICE A.D.S., LLC	DIAGNOSTIC CHECK ON BUSES 22 & 24	480.00
11	134	09/16/2025	9395	ERIC J BATES	MARCHING BAND DRILL DESIGN	400.00
11	135	09/16/2025	8744	AMAZON CAPITAL SERVICES	IPADS FOR SCHOOLS	1,199.96
11	136	09/16/2025	9397	LUKE MCMILLAN MUSIC CO.	MARCHING SHOW BASIC PACKAGE	750.00
11	137	09/16/2025	9151	KIWANIS CLUB OF JONES	KIWANIS DUES & DISTRICT FEES/S. BLANKENSHIP	150.00
11	138	09/17/2025	9404	SWOSA	MEMBERSHIP DUES/S. BLANKENSHIP	200.00
11	139	09/17/2025	7611	OKLAHOMA FFA ASSOCIATION	20252026 membership fee	1,220.00
11	140	09/22/2025	9263	EBAY	AUTO PROMPT TIMER RELAY FOR SCHOOL ZONE LIGHTS	131.39
11	141	09/22/2025	7869	WESTERN PSYCHOLOGICAL SERVICES	sped testing	220.00
11	142	09/25/2025	7961	EOCRC	CPR Class Registration	80.00
11	143	09/25/2025	7788	BOWIE'S FLEET GLASS INC.	WINDSHIELD REPAIR ON WHITE EXPEDITITION	340.00
11	144	09/25/2025	7295	HARRINGTON'S	Tire repair	50.00
11	145	09/30/2025	7896	RIVERSIDE INSIGHTS	sped testing	180.00
11	146	10/03/2025	8744	AMAZON CAPITAL SERVICES	ENVELOPES FOR BUSINESS OFFICE	45.20
11	147	10/06/2025	8673	CANVA	Print Products for District	500.00
11	148	10/07/2025	8406	GOPHER SPORT	PE Equipment	815.00

<b>Non-Payroll Total:</b>	<b>\$8,467.12</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$8,467.12</b>

**Change Order Listing**

**Options:** Fund(s): GENERAL FUND, Year: 2025-2026, ReferenceDate: PO Date, Date Range: 9/8/2025 - 6/30/2026, PO Range: 1 - 127, Include Negative Changes: True

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
8	07/01/2025	5547	JONES HARDWARE & LUMBER	VO-AG TEACHING SUPPLIES	500.00
12	07/01/2025	5552	O G & E	ELECTRICITY FOR THE SCHOOL YEAR	50,000.00
24	07/01/2025	5555	TDS	TELEPHONE SERVICE	7,000.00
31	07/01/2025	8865	BRYAN W PENNOCK	MILEAGE REIMBURSEMENT	-300.00
70	07/01/2025	7180	AWARD SOLUTIONS OF OKLAHOMA, LLC	New Staff Badges	250.00
84	07/20/2025	9173	ACE INDUSTRIAL & SUPPLY INC.	SHOP SUPPLIES FOR AG	183.90
86	07/21/2025	8666	STAPLES BUSINESS CREDIT	TWO PALLETS OF PAPER FOR SCHOOL START UP	3,199.20
113	08/20/2025	8744	AMAZON CAPITAL SERVICES	art room supplies for art class	-7.88
117	08/25/2025	8744	AMAZON CAPITAL SERVICES	Teacher Laptop Replacement Battery	-3.21
120	08/26/2025	8744	AMAZON CAPITAL SERVICES	classroom set of calculators physical science	-3.52
121	08/28/2025	8744	AMAZON CAPITAL SERVICES	sped ipad cases	-0.23
126	08/28/2025	8744	AMAZON CAPITAL SERVICES	SANDWICH BOARDS	-6.99
127	09/04/2025	8744	AMAZON CAPITAL SERVICES	teacher phone	-0.01

<b>Non-Payroll Total:</b>	<b>\$60,811.26</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$60,811.26</b>

## Unpaid Encumbrances

Options: Year: 2025-2026, Fund(s): GENERAL FUND, As Of Date: 10/10/2025, Include Only Certified: True

PO No	Date	Vendor No	Vendor	Description	Amount
2	07/01/2025	6659	A T & T MOBILITY	IPAD SERVICE	46.48
3	07/01/2025	6659	A T & T MOBILITY	CELL PHONE SERVICE FOR THE YEAR/DIST	237.11
4	07/01/2025	5591	THE CENTER FOR EDUCATION LAW	BASIC LEGAL SERVICES PROGRAM FEE/ADMIN	110.50
5	07/01/2025	8877	COX BUSINESS	ETHERNET SERVICES/DIST	74.82
6	07/01/2025	7934	DE LAGE LANDEN PUBLIC FINANCE LLC	LEASE/PURCHASE FOR COPIERS/DIST	800.00
7	07/01/2025	7539	HAMPEL OIL	FUEL FOR SCHOOL VEHICLES	6,652.79
8	07/01/2025	5547	JONES HARDWARE & LUMBER	VO-AG TEACHING SUPPLIES	316.82
9	07/01/2025	5548	JONES PUBLIC WORKS	WATER, SEWER, TRASH & GAS	4,455.45
11	07/01/2025	6689	MIDWEST BUS SALES INC	BUS PARTS FOR THE YEAR/DIST	1,685.95
12	07/01/2025	5552	O G & E	ELECTRICITY FOR THE SCHOOL YEAR	28,180.55
13	07/01/2025	7979	OKLAHOMA COPIER SOLUTIONS	MAINTENANCE AGREEMENT & TONER FOR THE YEAR/COPIERS	2,248.48
14	07/01/2025	1481	O'REILLY AUTOMOTIVE STORES, INC.	PARTS/SUPPLIES FOR MAINTENANCE VEHICLES & BUSES	775.98
18	07/01/2025	7459	GOVERNMENT ACCOUNT SERVICES	TOLLS FOR SCHOOL VEHICLES	150.64
21	07/01/2025	8656	QUALITY CHOICE TESTING	RANDOM ALCOHOL & DRUG TESTING FOR BUS DRIVERS	375.00
22	07/01/2025	8856	SHANNON FISCHER	OT SERVICES FOR THE SCHOOL YEAR	3,961.00
24	07/01/2025	5555	TDS	TELEPHONE SERVICE	6,683.51
25	07/01/2025	7495	TOWN OF JONES CITY	SCHOOL RESOURCE OFFICER	25,668.33
26	07/01/2025	2571	UNITED SYSTEMS LLC	MANAGED IT SERVICE AGREEMENT	6,257.98
27	07/01/2025	2571	UNITED SYSTEMS LLC	COMPUTER PARTS/DISTRICT	16.75
28	07/01/2025	7687	DANA DURAN	MILEAGE REIMBURSEMENT	78.40
30	07/01/2025	9103	CARSON B MATHEWS	Mileage Reimbursement	83.30
33	07/01/2025	5949	MICHELLE TAYLOR	Mileage Reimbursement	34.58
36	07/01/2025	8464	ARVEST EQUIPMENT FINANCE	LEASE PURCHASE PAYMENT FOR BUSES	63,336.69
60	07/01/2025	6368	THE JOURNAL RECORD	PUBLISH REQUIRED DOCUMENTS FOR JPS	264.03
61	07/01/2025	5593	SAM'S CLUB DIRECT	MEMBERSHIP RENEWAL	155.00
68	07/01/2025	9265	EXTERIOR SOLUTIONS GROUP LLC	ROOF REPLACEMENT FOR HAYDEN FLOWERS	816,809.31
70	07/01/2025	7180	AWARD SOLUTIONS OF OKLAHOMA, LLC	New Staff Badges	444.30
82	07/17/2025	8453	SYLOGISTED, INC.	ADDING ANOTHER SIS CONTACT	1,076.88
84	07/20/2025	9173	ACE INDUSTRIAL & SUPPLY INC.	SHOP SUPPLIES FOR AG	983.90
89	07/24/2025	8555	BLUUM USA, INC.	LAPTOPS FOR TEACHERS	2,994.00
113	08/20/2025	8744	AMAZON CAPITAL SERVICES	art room supplies for art class	558.73
116	08/25/2025	8714	LITERACY RESOURCES, LLC	6 Online Subscriptions	534.00
117	08/25/2025	8744	AMAZON CAPITAL SERVICES	Teacher Laptop Replacement Battery	646.79
120	08/26/2025	8744	AMAZON CAPITAL SERVICES	classroom set of calculators physical science	246.48

**Unpaid Encumbrances**

**Options:** Year: 2025-2026, Fund(s): GENERAL FUND, As Of Date: 10/10/2025, Include Only Certified: True

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
121	08/28/2025	8744	AMAZON CAPITAL SERVICES	sped ipad cases	43.77
123	08/28/2025	9343	AVA M BATTESE	MILEAGE REIMBURSEMENT	83.30
124	08/28/2025	9361	JARED PRICE	MILEAGE REIMBURSEMENT	93.10
126	08/28/2025	8744	AMAZON CAPITAL SERVICES	SANDWICH BOARDS	196.18
127	09/04/2025	8744	AMAZON CAPITAL SERVICES	teacher phone	69.99
128	09/08/2025	8238	TRACTOR SUPPLY CO	PELLETS FOR SHOW RING FOR COUNTY FAIR	332.02
129	09/09/2025	9378	CORI CARTER	JPS STAFF SHIRTS	405.00
130	09/09/2025	8629	CALEB HESTON	MILEAGE REIMBURSEMENT	151.90
131	09/11/2025	6962	REALLY GREAT READING	2nd Grade Phonics Online Curriculum	297.00
133	09/15/2025	8870	ANDREW'S DIESEL SERVICE A.D.S., LLC	DIAGNOSTIC CHECK ON BUSES 22 & 24	480.00
134	09/16/2025	9395	ERIC J BATES	MARCHING BAND DRILL DESIGN	400.00
135	09/16/2025	8744	AMAZON CAPITAL SERVICES	IPADS FOR SCHOOLS	1,199.96
136	09/16/2025	9397	LUKE MCMILLAN MUSIC CO.	MARCHING SHOW BASIC PACKAGE	750.00
137	09/16/2025	9151	KIWANIS CLUB OF JONES	KIWANIS DUES & DISTRICT FEES/S. BLANKENSHIP	150.00
138	09/17/2025	9404	SWOSA	MEMBERSHIP DUES/S. BLANKENSHIP	200.00
140	09/22/2025	9263	EBAY	AUTO PROMPT TIMER RELAY FOR SCHOOL ZONE LIGHTS	131.39
143	09/25/2025	7788	BOWIE'S FLEET GLASS INC.	WINDSHIELD REPAIR ON WHITE EXPEDITITION	340.00

<b>Non-Payroll Total:</b>	<b>\$982,268.14</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$982,268.14</b>

**JONES PUBLIC SCHOOLS**

**Encumbrance Register**

**Options:** Year: 2025-2026, Date Range: 9/8/2025 - 6/30/2026, PO Range: 33 - 50, Fund(s): BUILDING FUND

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
21	33	09/29/2025	6696	DASH EQUIPMENT SERVICES LLC	WORK DONE ON FLOOR MACHINES	500.00
21	34	09/29/2025	8610	ALL HOURS LOCKSMITH, INC.	FIX LOCKS ON 2 CLASSROOM DOORS/JES	250.00
21	35	09/29/2025	8223	ES2 OKLAHOMA CITY	WORK DONE TO THERMOSTATES AT THE HIGH SCHOOL	350.00

<b>Non-Payroll Total:</b>	<b>\$1,100.00</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$1,100.00</b>

**Change Order Listing**

**Options:** Fund(s): BUILDING FUND, Year: 2025-2026, ReferenceDate: PO Date, Date Range: 9/8/2025 - 6/30/2026, PO Range: 1 - 32, Include Negative Changes: True

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
2	07/01/2025	6446	COMTEC ELECTRONIC SYSTEMS, INC.	ANNUAL MONITORING FOR FIRE & SECURITY ALARMS	405.00
3	07/01/2025	5718	DEPARTMENT OF ENVIRONMENTAL QUALITY	Public Water Testing/MS	1,000.00
27	08/01/2025	9313	TRANE U.S. INC.	HVAC PARTS AND SERVICE	6,000.00
30	08/12/2025	9359	MASTERS MECHANICAL	HVAC PARTS AND SERVICE	4,262.07
31	08/12/2025	9368	BLACKMON MOORING OF OKC, LLC	RESTORATION FROM WATER DAMAGE	500.00
<b>Non-Payroll Total:</b>					<b>\$12,167.07</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$12,167.07</b>

**Unpaid Encumbrances**

**Options:** Year: 2025-2026, Fund(s): BUILDING FUND, As Of Date: 10/10/2025, Include Only Certified: True

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
1	07/01/2025	5830	BILLY WILSON	Weed Control	1,196.00
2	07/01/2025	6446	COMTEC ELECTRONIC SYSTEMS, INC.	ANNUAL MONITORING FOR FIRE & SECURITY ALARMS	6,309.00
3	07/01/2025	5718	DEPARTMENT OF ENVIRONMENTAL QUALITY	Public Water Testing/MS	310.00
6	07/01/2025	9294	BRADY COMPANIES, LLC	Maintenance & Custodial Supplies	10,100.95
7	07/01/2025	5561	INTEGRATED PEST CONTROL	Pest Control	225.00
8	07/01/2025	9079	JANI-KING OF OKLAHOMA, INC.	DAY PORTERS AND NIGHT CREW CLEANING SERVICES/DIST	15,230.87
9	07/01/2025	5547	JONES HARDWARE & LUMBER	Supplies for Building & Grounds Upkeep/Dist	646.16
10	07/01/2025	7163	LIL BIT WESTERN LAWN CARE, L.L.C.	Lawn Care Service/District	3,701.66
11	07/01/2025	7672	MOLLMAN'S/CULLIGAN WATER	Water Conditioner Rental & Supplies	397.00
12	07/01/2025	6611	TK ELEVATOR CORPORATION	Maintenance Agreement for the Elevator/HS	235.00
15	07/01/2025	7253	OKLAHOMA DEPARTMENT OF LABOR	BOILER/PRESSURE VESSEL INSPECTION	25.00
23	07/14/2025	6147	LOWE'S CREDIT SERVICES	BUILDING SUPPLIES FOR UPKEEP	336.79
27	08/01/2025	9313	TRANE U.S. INC.	HVAC PARTS AND SERVICE	5,818.87
30	08/12/2025	9359	MASTERS MECHANICAL	HVAC PARTS AND SERVICE	15,452.12
31	08/12/2025	9368	BLACKMON MOORING OF OKC, LLC	RESTORATION FROM WATER DAMAGE	4,000.00
34	09/29/2025	8610	ALL HOURS LOCKSMITH, INC.	FIX LOCKS ON 2 CLASSROOM DOORS/JES	175.00
35	09/29/2025	8223	ES2 OKLAHOMA CITY	WORK DONE TO THERMOSTATES AT THE HIGH SCHOOL	350.00
<b>Non-Payroll Total:</b>					<b>\$64,509.42</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$64,509.42</b>

**Change Order Listing**

**Options:** Fund(s): CN PROGRAMS FUND, Year: 2025-2026, ReferenceDate: PO Date, Date Range: 9/8/2025 - 6/30/2026, PO Range: 1 - 11, Include Negative Changes: True

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
7	07/31/2025	9359	MASTERS MECHANICAL	WORK DONE TO WALK IN COOLERS	1,830.67
<b>Non-Payroll Total:</b>					<b>\$1,830.67</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$1,830.67</b>

**Unpaid Encumbrances**

**Options:** Year: 2025-2026, Fund(s): CN PROGRAMS FUND, As Of Date: 10/10/2025, Include Only Certified: True

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
1	07/01/2025	9334	SW FOODSERVICE EXCELLENCE, LLC	FOOD SERVICE MANAGEMENT FEES	29,171.11
2	07/01/2025	626	YESENIA ORTEGA	Mileage Reimbursement	80.36
7	07/31/2025	9359	MASTERS MECHANICAL	WORK DONE TO WALK IN COOLERS	11,154.99
9	08/18/2025	9333	OSWALT EQUIPMENT COMPANY	SUPPLIES NEEDED FOR KITCHENS IN DIST.	2,468.58
<b>Non-Payroll Total:</b>					<b>\$42,875.04</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$42,875.04</b>

**JONES PUBLIC SCHOOLS**

**Encumbrance Register**

**Options:** Year: 2025-2026, Date Range: 9/8/2025 - 6/30/2026, PO Range: 2 - 10, Fund(s): BUILDING BOND FUND

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
38	2	10/07/2025	5633	STEPHEN H. MCDONALD & ASSOCIATES, INC.	PROFESSIONAL FINANCIAL SERVICES (BOND)	37,450.00
<b>Non-Payroll Total:</b>						<b>\$37,450.00</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$37,450.00</b>

## JONES PUBLIC SCHOOLS

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 9/1/2025 - 9/30/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 ATHLETICS/K. WITT	\$37,360.83	\$13,809.75	\$0.00	\$27,343.37	\$23,827.21	\$12,729.37	\$11,097.84
820 HS GENERAL/WATKINS	\$1,759.51	\$105.55	\$0.00	\$473.41	\$1,391.65	\$475.00	\$916.65
822 HS VENDING/WATKINS	\$1,479.85	\$736.00	\$0.00	\$315.06	\$1,900.79	\$1,462.00	\$438.79
824 HS SUNSHINE/WATKINS	\$193.61	\$0.00	\$0.00	\$0.00	\$193.61	\$100.00	\$93.61
826 BAND/CROWE	\$796.40	\$36.00	\$0.00	\$0.00	\$832.40	\$410.00	\$422.40
828 ART/NORMAN	\$254.96	\$180.00	\$0.00	\$0.00	\$434.96	\$0.00	\$434.96
830 HS FCA/STEVERSON	\$675.39	\$0.00	\$0.00	\$0.00	\$675.39	\$0.00	\$675.39
832 FFA/STALLINGS	\$4,257.89	\$23,359.00	\$0.00	\$701.87	\$26,915.02	\$1,980.00	\$24,935.02
834 HS STUDENT COUNCIL/NEAL	\$2,831.01	\$40.00	\$0.00	\$237.32	\$2,633.69	\$1,040.00	\$1,593.69
836 HS HONOR SOCIETY/MOSES	\$778.21	\$224.37	\$0.00	\$0.00	\$1,002.58	\$385.00	\$617.58
838 MU ALPHA THETA/STANDLEY	\$1,467.88	\$40.00	\$0.00	\$0.00	\$1,507.88	\$0.00	\$1,507.88
840 CHOIR/JOHNSON	\$2,884.24	\$724.00	\$0.00	\$1,211.40	\$2,396.84	\$1,261.80	\$1,135.04
842 HS CHEER/NEAL	\$28,339.29	\$4,863.00	\$0.00	\$9,865.98	\$23,336.31	\$11,846.28	\$11,490.03
846 YEARBOOK/ROWLEN	\$3,904.95	\$2,263.25	\$0.00	\$180.00	\$5,988.20	\$0.00	\$5,988.20
848 PLANET EARTH/SCIENCE CLUB/PAPERA	\$91.33	\$0.00	\$0.00	\$0.00	\$91.33	\$0.00	\$91.33
850 HS LIBRARY/ROWLEN	\$3,157.39	\$0.00	\$0.00	\$0.00	\$3,157.39	\$0.00	\$3,157.39
852 HS DRAMA/JOHNSON	\$1,526.21	\$0.00	\$0.00	\$0.00	\$1,526.21	\$900.00	\$626.21
854 KEY CLUB/DORRELL	\$2,424.12	\$295.00	\$0.00	\$0.00	\$2,719.12	\$0.00	\$2,719.12
858 HS ACADEMIC CLUB/A GIERHART	\$1,974.06	\$0.00	\$0.00	\$50.00	\$1,924.06	\$0.00	\$1,924.06
860 GSA/RUST	\$867.69	\$0.00	\$0.00	\$0.00	\$867.69	\$0.00	\$867.69
862 CLASS OF 2025/WATKINS	\$2,319.59	\$0.00	\$0.00	\$873.64	\$1,445.95	\$0.00	\$1,445.95
864 CLASS OF 2026/NORMAN, ANDERSON	\$3,007.15	\$50.00	\$0.00	\$0.00	\$3,057.15	\$0.00	\$3,057.15
866 CLASS OF 2027/NEAL, BENNINGTON	\$3,626.00	\$380.00	\$0.00	\$0.00	\$4,006.00	\$0.00	\$4,006.00
868 SPECIAL EDUCATION/HOPKINS	\$552.60	\$0.00	\$0.00	\$0.00	\$552.60	\$0.00	\$552.60
870 CLASS OF 2028/DORRELL, MALY	\$280.00	\$160.00	\$0.00	\$0.00	\$440.00	\$0.00	\$440.00
872 CLASS OF 2023/WATKINS	\$34.12	\$0.00	\$0.00	\$0.00	\$34.12	\$0.00	\$34.12
874 CLASS OF 2029/WHITE, HAYNES	\$20.00	\$40.00	\$0.00	\$0.00	\$60.00	\$0.00	\$60.00
876 GENERAL/SUPERINTENDENTS	\$23.49	\$0.00	\$0.00	\$0.00	\$23.49	\$0.00	\$23.49
884 MS GENERAL/ELERICK	\$88.29	\$202.00	\$0.00	\$158.93	\$131.36	\$42.00	\$89.36
886 MS LIBRARY/CARNEY	\$2,941.44	\$0.00	\$0.00	\$189.24	\$2,752.20	\$635.00	\$2,117.20
888 MS TECHNOLOGY/ELERICK	\$10,192.39	\$950.00	\$0.00	\$611.42	\$10,530.97	\$160.00	\$10,370.97
890 MS ARCHERY CLUB/ROHLER	\$66.42	\$0.00	\$0.00	\$0.00	\$66.42	\$0.00	\$66.42
892 MS BOOK CLUB/WEAR & CARNEY	\$517.23	\$0.00	\$0.00	\$0.00	\$517.23	\$0.00	\$517.23
894 MS VENDING/ELERICK	\$6,470.68	\$3,533.00	\$0.00	\$4,018.61	\$5,985.07	\$1,887.78	\$4,097.29
896 MS SUNSHINE FUND/ELERICK	\$502.57	\$73.00	\$0.00	\$0.00	\$575.57	\$135.00	\$440.57
898 MS STUDENT COUNCIL/ELERICK, MCCULLOUGH & TOWLER	\$1,594.04	\$0.00	\$0.00	\$0.00	\$1,594.04	\$0.00	\$1,594.04
900 MS SCIENCE/STEM CLUB/WINSETT	\$3,570.60	\$80.00	\$0.00	\$38.80	\$3,611.80	\$400.00	\$3,211.80
902 MS HONOR SOCIETY/CHANDLER, WALKER	\$2,309.15	\$0.00	\$0.00	\$0.00	\$2,309.15	\$0.00	\$2,309.15
904 MS FCA/KNIGHT	\$111.70	\$0.00	\$0.00	\$0.00	\$111.70	\$0.00	\$111.70
906 MS CHEER/LONG	\$2,252.66	\$0.00	\$0.00	\$68.91	\$2,183.75	\$445.00	\$1,738.75
912 MS BUILDERS CLUB/SALAZAR & ELERICK	\$217.15	\$0.00	\$0.00	\$0.00	\$217.15	\$0.00	\$217.15
916 CHILD NUTRITION/YESENIA	\$10,237.16	\$11,659.74	\$0.00	\$236.50	\$21,660.40	\$0.00	\$21,660.40
920 ELEMENTARY SCHOOL/GUTHERY	\$25,393.83	\$1,878.95	\$0.00	\$3,851.50	\$23,421.28	\$5,239.61	\$18,181.67
922 ELEMENTARY LIBRARY/DEARDORFF	\$67.41	\$0.00	\$0.00	\$0.00	\$67.41	\$0.00	\$67.41
924 GIFTED & TALENTED/CARMICHAEL	\$43.62	\$0.00	\$0.00	\$0.00	\$43.62	\$0.00	\$43.62
926 ELEMENTARY PLAYGROUND/BLANKENSHIP	\$17.00	\$0.00	\$0.00	\$0.00	\$17.00	\$0.00	\$17.00
928 LEADER IN ME/GUTHERY	\$1,375.29	\$0.00	\$0.00	\$0.00	\$1,375.29	\$0.00	\$1,375.29
<b>Total</b>	<b>\$174,856.40</b>	<b>\$65,682.61</b>	<b>\$0.00</b>	<b>\$50,425.96</b>	<b>\$190,113.05</b>	<b>\$41,533.84</b>	<b>\$148,579.21</b>

# JONES PUBLIC SCHOOLS

## Treasurer's Report

### Balance Sheet

**Options:** Fiscal Years: 2025, 2026, Funds: 11-41, As Of Date: 9/30/2025

Assets			
<b>Cash</b>			
11	2025	GENERAL FUND	\$1,150.97
11	2026	GENERAL FUND	\$1,389,185.84
		Fund 11 Total	\$1,390,336.81
21	2025	BUILDING FUND	\$2,946.36
21	2026	BUILDING FUND	\$449,715.16
		Fund 21 Total	\$452,661.52
22	2026	CN PROGRAMS FUND	\$206,019.36
		Fund 22 Total	\$206,019.36
38	2026	BUILDING BOND FUND	\$121,378.02
		Fund 38 Total	\$121,378.02
41	2026	SINKING FUND	\$2,031,726.23
		Fund 41 Total	\$2,031,726.23
		Cash Total	\$4,202,121.94

### Monthly Revenue Summary

July 1 – September 30, 2025

	Receipts	Transfers	Balance
<b>General Fund</b>			
FY25		(\$1,804,820.86)	
FY26-Jul	\$233,848.53	\$1,804,820.86	
FY26-Aug	\$677,328.40		
FY26-Sep	\$573,414.74		\$3,289,412.53
<b>Building Fund</b>			
FY25		(\$530,208.84)	
FY26-Jul	\$2,066.33	\$530,208.84	
FY26-Aug	\$2,963.88		
FY26-Sep	\$2,763.76		\$538,002.81
<b>Child Nutrition Fund</b>			
FY25		(\$211,936.24)	
FY26-Jul	\$81.64	\$211,936.24	
FY26-Aug			
FY26-Sep			\$212,017.88
<b>Sinking Fund</b>			
FY25		(\$2,010,004.10)	
FY26-Jul	\$12,711.43	\$2,010,004.10	
FY26-Aug	\$19,295.49		
FY26-Sep	\$17,660.21		\$2,059,671.23

# JONES PUBLIC SCHOOLS

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	Receipts	Transfers	Balance
<b>Bond Fund 38</b>			
FY25		(\$1,595,660.02)	
FY26-Jul		\$1,595,660.02	
FY26-Aug			
FY26-Sep	\$64,400.00		\$1,660,060.02
<b>Revenue Report Total:</b>			<b>\$ 7,759,164.47</b>

# JONES PUBLIC SCHOOLS

## Treasurer's Activity

September 1 - 30, 2025

ASSETS	Beginning Balance	Deposits	Net Transfers	Disbursements	Ending Balance
Checking	\$ 100,000.00	\$ 646,028.78	\$ 798,203.97	\$ 1,444,232.75	\$ 100,000.00
Sweep Account	\$ 4,278,031.85	\$ 623,436.63	\$ -	\$ 799,346.54	\$ 4,102,121.94
<b>Total Assets:</b>	<b>\$ 4,378,031.85</b>	<b>\$ 1,269,465.41</b>	<b>\$ 798,203.97</b>	<b>\$ 2,243,579.29</b>	<b>\$ 4,202,121.94</b>

FUND SUMMARY	Beginning Balance	Deposits	Net Transfers	Disbursements	Ending Balance
GENERAL FUND					
FY26	\$ 1,621,208.84	\$ 573,414.74	\$ -	\$ 805,437.74	\$ 1,389,185.84
FY25	\$ 2,598.68	\$ -	\$ -	\$ 1,447.71	\$ 1,150.97
<b>Total GF:</b>					<b>\$ 1,390,336.81</b>

BUILDING FUND					
FY26	\$ 468,391.05	\$ 2,763.76	\$ -	\$ 21,439.65	\$ 449,715.16
FY25	\$ 2,946.36	\$ -	\$ -	\$ -	\$ 2,946.36
<b>Total BF:</b>					<b>\$ 452,661.52</b>

CHILD NUTRITION FUND					
FY26	\$ 211,842.88	\$ -	\$ -	\$ 5,823.52	\$ 206,019.36
FY25	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total CN:</b>					<b>\$ 206,019.36</b>

BOND FUND (38)					
FY26	\$ 56,978.02	\$ 64,400.00	\$ -	\$ -	\$ 121,378.02
FY25	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Fund 38:</b>					<b>\$ 121,378.02</b>

SINKING FUND (41)					
FY26	\$ 2,014,066.02	\$ 17,660.21	\$ -	\$ -	\$ 2,031,726.23
FY25	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Sinking Fund:</b>					<b>\$ 2,031,726.23</b>

<b>Total Fund Summary:</b>	<b>\$ 4,378,031.85</b>	<b>\$ 658,238.71</b>	<b>\$ -</b>	<b>\$ 834,148.62</b>	<b>\$ 4,202,121.94</b>
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# General Fund Encumbrance Comparison

FY 26	Acct Payable	Change Order	AP Total	Payroll	Pay Change	Payroll Total	Monthly Total
July	\$ 1,670,184.80	\$ -	\$ 1,670,184.80	\$ 1,392,616.08	\$ -	\$ 1,392,616.08	\$ 3,062,800.88
August	\$ 37,572.41	\$ 3,338.89	\$ 40,911.30	\$ 5,654,701.51	\$ 104.48	\$ 5,654,805.99	\$ 5,695,717.29
Sept.	\$ 16,533.72	\$ 29,605.82	\$ 46,139.54	\$ 103,648.78	\$ 25,616.96	\$ 129,265.74	\$ 175,405.28
Oct.	\$ 8,467.12	\$ 60,811.26	\$ 69,278.38	\$ 38,524.57	\$ 163,618.16	\$ 202,142.73	\$ 271,421.11
Nov.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dec.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Jan.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Feb.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June-Closed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 1,732,758.05</b>	<b>\$ 93,755.97</b>	<b>\$ 1,826,514.02</b>	<b>\$ 7,189,490.94</b>	<b>\$ 189,339.60</b>	<b>\$ 7,378,830.54</b>	<b>\$ 9,205,344.56</b>

FY 25	Acct Payable	Change Order	AP Total	Payroll	Pay Change	Payroll Total	Monthly Total
July	\$ 1,265,560.71	\$ -	\$ 1,265,560.71	\$ 1,398,621.91	\$ -	\$ 1,398,621.91	\$ 2,664,182.62
August	\$ 180,376.75	\$ 498.00	\$ 180,874.75	\$ 5,612,605.09	\$ 11,469.07	\$ 5,624,074.16	\$ 5,804,948.91
Sept.	\$ 8,345.36	\$ (78,517.43)	\$ (70,172.07)	\$ -	\$ 9,563.59	\$ 9,563.59	\$ (60,608.48)
Oct.	\$ 30,837.72	\$ 4,464.76	\$ 35,302.48	\$ 28,965.63	\$ 414,318.05	\$ 443,283.68	\$ 478,586.16
Nov.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dec.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Jan.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Feb.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June-Closed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 1,485,120.54</b>	<b>\$ (73,554.67)</b>	<b>\$ 1,411,565.87</b>	<b>\$ 7,040,192.63</b>	<b>\$ 435,350.71</b>	<b>\$ 7,475,543.34</b>	<b>\$ 8,887,109.21</b>

## Building Fund Encumbrance Comparison

FY 26	Acct Payable	Change Order	AP Total	Payroll	Pay Change	Payroll Total	Monthly Total
July	\$ 296,477.16	\$ -	\$ 296,477.16	\$ -	\$ -	\$ -	\$ 296,477.16
August	\$ 42,054.31	\$ 3,000.00	\$ 45,054.31	\$ -	\$ -	\$ -	\$ 45,054.31
Sept.	\$ 15,690.05	\$ 500.00	\$ 16,190.05	\$ -	\$ -	\$ -	\$ 16,190.05
Oct.	\$ 1,100.00	\$ 12,167.07	\$ 13,267.07	\$ -	\$ -	\$ -	\$ 13,267.07
Nov.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dec.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Jan.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Feb.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June Closed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 355,321.52</b>	<b>\$ 15,667.07</b>	<b>\$ 370,988.59</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 370,988.59</b>

FY 25	Acct Payable	Change Order	AP Total	Payroll	Pay Change	Payroll Total	Monthly Total
July	\$ 301,134.36	\$ -	\$ 301,134.36	\$ -	\$ -	\$ -	\$ 301,134.36
August	\$ 30,340.00	\$ 2,250.22	\$ 32,590.22	\$ -	\$ -	\$ -	\$ 32,590.22
Sept.	\$ 8,564.00	\$ 485.99	\$ 9,049.99	\$ -	\$ -	\$ -	\$ 9,049.99
Oct.	\$ 3,666.25	\$ (12.75)	\$ 3,653.50	\$ -	\$ -	\$ -	\$ 3,653.50
Nov.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dec.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Jan.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Feb.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June-Closed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 343,704.61</b>	<b>\$ 2,723.46</b>	<b>\$ 346,428.07</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 346,428.07</b>

## Child Nutrition Fund Encumbrance Comparison

FY 26	Acct Payable	Change Order	AP Total	Payroll	Pay Change	Payroll Total	Monthly Total
July	\$ 153,000.00	\$ -	\$ 153,000.00	\$ -	\$ -	\$ -	\$ 153,000.00
August	\$ 15,494.00	\$ -	\$ 15,494.00	\$ -	\$ -	\$ -	\$ 15,494.00
Sept.	\$ 6,150.48	\$ -	\$ 6,150.48	\$ -	\$ -	\$ -	\$ 6,150.48
Oct.	\$ -	\$ 1,830.67	\$ 1,830.67	\$ -	\$ -	\$ -	\$ 1,830.67
Nov.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dec.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Jan.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Feb.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June Closed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 174,644.48</b>	<b>\$ 1,830.67</b>	<b>\$ 176,475.15</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 176,475.15</b>

FY 25	Acct Payable	Change Order	AP Total	Payroll	Pay Change	Payroll Total	Monthly Total
July	\$ 388,700.00	\$ -	\$ 388,700.00	\$ -	\$ -	\$ -	\$ 388,700.00
August	\$ 175.00	\$ -	\$ 175.00	\$ -	\$ -	\$ -	\$ 175.00
Sept.	\$ 1,855.00	\$ -	\$ 1,855.00	\$ -	\$ -	\$ -	\$ 1,855.00
Oct.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Nov.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dec.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Jan.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Feb.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June-Closed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 390,730.00</b>	<b>\$ -</b>	<b>\$ 390,730.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 390,730.00</b>

### **DISTRICT ADMINISTRATION**

**Purpose:** The general purpose of the District's administration shall be to manage the District's various departments, units, and programs, to provide professional advice and counsel to the Board, and to implement the District's goals and philosophy.

**Authority:** The Superintendent and other administrators shall have the responsibility and the authority necessary to fulfill their respective administrative assignments, in accordance with law.

**Organizational Plan:** The Superintendent shall develop and maintain lines of authority within the District's staff for purposes of communication, delegation, and accountability. The Superintendent shall develop and maintain an organizational chart which shall delineate lines of authority within the District.

**District Insurance:** The Superintendent shall annually review or cause to be reviewed the District's insurance coverage and shall recommend to the Board appropriate insurance coverage for the District. As authorized by law and deemed necessary, the District shall purchase and maintain appropriate insurance coverage for District property and other possible losses to the extent practicable.

**Fund Raising in District:** The District may conduct District-wide fund raising for charities and non-profit entities when such fund raisers, the handling of funds raised, and other related matters are approved by the Board.

**Open Records:** The District shall comply with the Oklahoma Open Records Act regarding its records. Requests to inspect or to copy student records shall conform with District policy and Administrative Regulations governing student records and applicable state and federal laws. In order to inspect or to copy District records, a completed Public Record Access Request form must be submitted to the Superintendent or the Superintendent's designee. Fees for searching and for copying may be assessed as follows:

1. Searching -- \$15.00 per hour.
2. Copying -- \$.25 per page (8.5 x 14 inches or smaller)  
\$1.00 per page for a certified copy

The Public Record Access Request form shall describe the requested records with specificity, including:

1. A general time frame within which the requested records would have been created or transmitted,
2. Identifiable records, rather than general information without any qualifiers or other specifications, and
3. Search terms that are sufficiently specific to assist the public body in identifying the requested records.

Any requests that are still not reasonably specific, after a request to clarify, or that are not legally disclosable, may be denied.

Payment shall be made in advance when the estimated cost exceeds seventy-five dollars (\$75.00) or if the requester has outstanding fees from previous requests. Upon receipt of a completed Public Record Access Request form and the fees to be charged, where applicable, the District shall make every effort to provide the information within five (5) working days of receipt of the request and/or the payment of the required fees. Any unused portion of the fees paid will be returned to the requester.

## **SAFETY PROGRAMS**

**General:** The regulations, practices, and procedures of the District shall promote safety throughout the District and shall establish and maintain conditions which are reasonably safe and healthful for District employees, students, and visitors. The Superintendent or the Superintendent's designee shall have overall responsibility for the safety programs of the District. General areas of emphasis shall include, but not be limited to, in-service training, accident record-keeping, facility inspection, driver and vehicle safety programs, fire prevention, emergency procedures, traffic safety, and the safety of all persons present on District property or attending District-sponsored events.

**Emergency Drills:** The Superintendent or Superintendent's designee shall prepare and publish a plan for evacuation of each of District's buildings in case of emergency. District shall have written plans and procedures for protecting students, staff, and visitors from natural and man-made disasters and emergencies. Disaster plans shall be placed on file with the District and with the local emergency response organization within the District, which may include police, fire, emergency medical services, sheriff and emergency management of the appropriate jurisdiction. Annually, the Administration shall report to the Board the status of emergency preparedness and identified safety needs for each school. Each fire drill shall be documented in writing, and such records shall be preserved for at least three (3) years and made available to the State Fire Marshall or his agent upon request. Documentation of other emergency drills shall be maintained in writing with a copy at the school site, a copy filed with District's administrative offices, and a copy submitted to the Oklahoma School Safety Institute as created by the Oklahoma Office of Homeland Security.

District shall conduct the following drills:

**Security and Safety Drills:** Each public school within the District shall perform at least four (4) security drills per school year as required by law. No security drill shall be conducted at the same time of day as a previous security drill conducted in the same school year, and no more than two security drills shall be conducted in one semester. One security drill shall be conducted within the first fifteen (15) days of each semester. Additional drills may be conducted at the discretion of the District. Security drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat around or in the school. The drills shall conform to the written plans and procedures adopted by the District. All students and employees shall participate in the drills with the extent of student involvement to be determined by the District.

1. **Tornado Drills:** District shall have two (2) tornado drills per school year with at least one drill being conducted in the months of September and March.
2. **Fire Drills:** Principals shall prepare and publish a plan for the evacuation of their respective buildings in case of fire. Fire drills shall be conducted at least twice per

school year. Each fire drill must occur within the first fifteen (15) days of each semester. The fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal.

**3. Additional Drills:** In determining the additional safety drills to be performed, the principal and the superintendent shall consider conducting additional drills of any type provided for herein, one (1) or more drills developed by District that are consistent with the risks assessed for the particular facility, or to conduct one (1) or more drills in accordance with the recommendations of the Safe School Committee and/or local fire and law enforcement.

**Emergency Closings:** The Superintendent may close the District's schools, dismiss school early, delay the beginning of school, or take other appropriate measures in the event of hazardous weather or other emergencies which necessitate such action.

**Health and Safety Emergency:** District's primary concern in any emergency situation is the health and safety of the students, staff and their families. In the event of an emergency that endangers health and safety in such a manner that a person's physical presence in a school building could potentially expose them to pathogens which could lead to illness, no students or families are permitted to be inside a school building until the Superintendent has declared that it is safe. In addition, no staff member shall enter a school building unless the purpose is to provide "essential" services. Any staff members who the Superintendent classifies as "essential" or necessary to perform "essential" duties may be required to be physically present on school property at certain times as designated by the Superintendent. Any staff member who is required to be physically present in a school building shall strictly follow all health and safety guidelines established by the Center for Disease Control ("CDC") and/or the Oklahoma State Department of Health ("OSDH").

**Bomb Threats:** Bomb threats shall be handled according to District's Emergency Procedures Guide.

**Sexual Abuse of Students:** Three essential practices for employees to keep in mind with respect to the prevention of sexual abuse of students are as follows:

1. Avoid engaging in behaviors which could be mistaken for boundary invasion or grooming behaviors. Keep interactions with students on a professional level. Refer students who need emotional or other support to appropriately trained staff such as counselors or school psychologists. Staff can be caring while maintaining professional boundaries.
2. Report situations where such behaviors by other employees take place.
  - a. Do not make your own inferences or waste time determining whether or not to report the behavior, inform the principal immediately.
  - b. Do NOT confront or discuss the matter with the adult engaging in the boundary invasions unless immediate intervention is necessary.
3. Maintain confidentiality. Do not discuss concerns with anyone other than the

appropriate administrator, Child Protective Services, or the police.

- a. Maintain your own documentation. Document who you notified, where and when, and what you reported.

**Reporting Child Abuse:** District shall post in a clearly visible public area of the school, a sign that is written in English and Spanish and contains a toll-free telephone number operated by the Department of Health Services (“DHS”) to receive reports of child abuse or neglect. The statewide toll-free hotline for DHS is 1-800-522-3511.

In accordance with state law, any District employee who has reasonable cause to know or to suspect that a student under the age of eighteen (18) has been subject to abuse or neglect by a person responsible for the child’s health or welfare or who has observed the child being subjected to circumstances of abuse or neglect by a person responsible for the child’s health or welfare shall immediately report or cause to be reported such situation to DHS and local law enforcement. Such report shall be made according to any applicable Administrative Regulations or forms, and a copy shall be submitted to the Superintendent.

Any District employee who has a reason to believe that a student who is eighteen (18) years of age or older is a victim of abuse or neglect shall report the matter immediately to local law enforcement. Local law enforcement will keep confidential and redact any information identifying the reporting school employee unless otherwise ordered by the court. The employee shall also inform the building principal who will inform the superintendent.

Any school employee with knowledge of a report made by another school employee shall not disclose information identifying the reporting school employee unless otherwise ordered by the court or as a part of an investigation by local law enforcement or DHS. Employees shall not contact the student’s family or others to investigate any suspected abuse or neglect.

Any individual, who is not an administrator or superintendent, who knowingly or willfully fails to promptly report any suspected child abuse or neglect or who interferes with the prompt reporting of suspected child abuse or neglect incident may be reported to local law enforcement for criminal investigation and if convicted, shall be guilty of a misdemeanor. Any individual, who is not an administrator or superintendent, with prolonged knowledge of ongoing child abuse or neglect who knowingly and willfully fails to promptly report such knowledge may be reported to local law enforcement for criminal investigation and if convicted, shall be guilty of a felony. For the purposes of this section, “prolonged knowledge” means at least six (6) months of child abuse or neglect. Immunity is provided from civil or criminal liability, when an individual in good faith reports or participates in judicial proceedings or allows access to child by persons authorized to investigate a report.

Any Superintendent or school administrator who knowingly and willfully fails to promptly report or who interferes with the prompt reporting of child abuse and neglect shall, if convicted, be guilty of a felony punishable as determined by law. For the purposes of this section, a “school administrator” includes a principal, assistant principal, or any other person who serves in a supervisory or administrative capacity.

The reporting obligations provided herein are required by law and are individual. Knowingly and willfully failing to report suspected abuse or neglect pursuant to law and district policy is grounds for dismissal or non reemployment. No employer, supervisor, or administrator shall impede or inhibit the reporting nor shall any employer, supervisor, or administrator discriminate or retaliate against an employee or other person who, in good faith fulfills his or her reporting obligations. Immunity is provided from civil or criminal liability to individuals acting in good faith as provided for by law. However, any person who knowingly and willfully makes a false report of suspected child abuse or neglect may be reported to local law enforcement for criminal investigation and if convicted, shall be guilty of a misdemeanor.

In addition, during the first year of employment for a certified teacher and then once at least every fifth academic year, a program including the following information shall be completed:

1. Training on the recognition of child abuse and neglect;
2. Recognition of child sexual abuse;
3. Proper reporting of suspected abuse including the reporting requirements specifically provided for by law and associated penalties for failure to report; and
4. Available resources.

**Attestation: Every District employee shall annually sign an attestation acknowledging his or her responsibility to report suspected child abuse or neglect pursuant to state law and District policy. It is the responsibility of each employee to read and understand the District policies and state laws related to child abuse, its definitions, its reporting requirements, and the consequences for failure to comply.**

**Threatening Behavior:** An officer or employee of the District or a member of the board shall notify law enforcement of any verbal threat or act of threatening behavior which reasonable may have the potential to endanger students, school personnel or school property. Threatening behavior means any verbal threat or behavior, whether or not it is directed at another person, which indicates potential for future harm to students, school personnel or school property. Persons making such reports in good faith will be immune from employment discipline as well as civil liability.

**Suicide Awareness and Training:** District will provide training to all staff members in their first year employed by District, and then no less than once at least every fifth academic year, that addresses suicide awareness and prevention. District will select curriculum for its training in accordance with the standards provided for by law and will post the course outline for the curriculum on its website. The board may also provide training to address suicide awareness and prevention to students in grades seven (7) through twelve (12).

Immediately upon determining that a student is at risk of attempting suicide, teachers, counselors, principals, administrators, or other school personnel shall notify the parents or legal guardians that such risk exists. Teachers, counselors, principals, administrators, and other school personnel shall be immune from liability and discipline as provided for by law.

**Mental Health Protocol:** A mental health crisis is any situation in which a person's behavior or distress puts them at risk of hurting themselves or others and/or prevents them from being able to function or care for themselves. District staff members are trained to identify warning

signs including, but not limited to, self-harm or substance abuse, an inability to perform daily tasks, increased agitation, isolation, loss of touch with reality, paranoia, and rapid mood swings. In the event of a suspected or identified mental health crisis, District staff members shall begin with an assessment of the situation followed by holding a conversation with the student in a safe, quiet space. The student should be supervised at all times and safety protocol will be followed, which may include a referral to crisis services. The 9-8-8 Mental Health Lifeline offers 24/7 call, text and chat access to trained crisis counselors for those who are experiencing mental distress including but not limited to suicidal thoughts and mental health crisis. Parents/guardians will be contacted as soon as possible and asked to come to the school. District staff will provide the parent/guardian with Form BC-F and will provide additional referral information as it deems necessary, up to and including services provided through its mental health partner.

In the event that a student is out of school for more than two (2) school days due to a mental health crisis, the student's caregiver should expect to meet with the student and District's counselor prior to returning to school. The meeting will consist of discussing and documenting a re-entry procedure relating to both academic and emotional transition as well as address any concerns the student or parent/guardian may have. Any necessary accommodations should be documented and designated staff, in addition to the counselor, should continue to monitor and communicate with the student and the parent/guardian regarding the ease or difficulty of the transition. District staff will maintain detailed documentation regarding the steps taken and concerns addressed. District staff will comply with the Health Insurance Portability and Accountability Act ("HIPAA") and Family Educational Rights and Privacy Act ("FERPA") at all times.

**Safety Education:** The practice of safety shall also be considered a facet of the instructional plan of the District by virtue of educational programs such as traffic and pedestrian safety, driver education, fire prevention, and emergency procedures which are appropriately suited for students of different grade levels. In addition, safety education shall be provided as is necessary and appropriate to students participating in laboratory science courses, shop courses, and physical education courses. Each principal, under direction of the superintendent of the school district, shall conform to the written plans and procedures adopted by the district as required by Oklahoma law. The District shall document all safety drills in writing and by school site with a copy of the report remaining at the school, a copy filed with the district administrative office and a copy with the Oklahoma School Safety Institute as created by the Oklahoma Office of Homeland Security.

**Safe Schools Committee/Healthy and Fit School Advisory Committee:** District and the families of the District's students should work together to address concerns of safety and the threat of violence in schools. Therefore, the District hereby authorizes the establishment of a single committee to perform the functions of both the Healthy and Fit School Advisory Committee and the Safe School Committee at each school site. The Committee shall be composed of at least seven (7) members and shall include teachers, parents of enrolled students, students, and a school official who participates in the investigation of reports of bullying. The Committee may also include administrators, school staff, school volunteers, community representatives, and local law enforcement agencies. The Committee shall assist the school board in planning, implementing and evaluating effective prevention, readiness and response strategies.

Each school site's principal shall appoint the members of the Committee. The Committee will be involved in the monitoring, implementation and evaluation of the law with respect to access to foods of minimal nutritional value. The Committee will also assist the District in promoting a

positive school climate by assisting with the planning, implementing, and evaluating the effectiveness of bullying prevention and response. In addition, the Committee shall study and make recommendations to the principal at least once each year regarding:

Health Issues:

- 1) health education;
- 2) physical education and physical activity; and
- 3) nutrition and health services.

Safety Issues:

- 1) unsafe conditions, possible strategies for students, faculty and staff to avoid physical and emotional harm at school, student victimization, crime prevention, school violence, and any other issues which relate to the providing and the maintaining of a safe school environment for all students;
- 2) student bullying, including reviewing the District policy regarding bullying and research-based programs for bullying prevention;
- 3) professional development needs of faculty and staff to recognize and implement methods to decrease student harassment, intimidation, and bullying;
- 4) methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and the use of problem-solving teams and resources that include counselors and other behavioral health and suicide prevention resources; and
- 5) professional development needs of faculty and staff to recognize and report suspected human trafficking.

The Committee may study and make recommendations to the board regarding the development of a rape or sexual assault response program that may be implemented at the school site pursuant to state law. The principals shall provide a copy of the recommendations of each Committee to the Superintendent.

**Accidents:** Accidents involving employees, students, or visitors shall be reported to the Superintendent and investigated as deemed appropriate.

**Hazard Communication Standard:** The Superintendent or the Superintendent's designee shall maintain and make available to District employees such accident and safety reports and chemical hazard information as required by law, including, but not limited to Material Safety Data ("MSD"), Asbestos Containing Materials ("ACM"), and Chemical Information Listing ("CIL"). The District shall report any health and safety information as required to the appropriate governing agency. Any accident resulting in the hospitalization of five (5) or more employees or the death of one (1) or more employees shall be reported to the Oklahoma Department of Labor

within forty-eight (48) hours of the accident.

The Administration, in conjunction with other appropriate officials, shall identify hazardous substances on District property, shall maintain proper labeling, notice, and storage of containers of hazardous substances, and shall provide appropriate safety training and equipment as set forth in Administrative Regulations.

**Restrooms and Changing Areas:** In accordance with 70 O.S. § 1-125, every multiple occupancy restroom or changing area on District property shall be designated for the exclusive use of the male sex or for the exclusive use of the female sex. District will provide a reasonable accommodation for individuals who do not wish to comply with this policy, which may include a single occupancy restroom or changing room. The provisions of this policy shall not apply to individuals entering a multiple occupancy restroom or changing area designated for use by the opposite sex when entering under the following circumstances: 1) for custodial, maintenance, or inspection purposes; 2) to render emergency medical assistance, including, but not limited to, assistance with hygienic needs and/or disciplinary issues; or 3) if a suitable meeting room or area is unavailable, a coach may enter a locker room or changing area before, during or after a school-sponsored athletic activity provided that:

1. All students present are fully clothed;
2. The coach is accompanied by at least one additional adult at all times; and
3. Any coach who is the opposite sex of the students present is accompanied by at least one adult of the same sex of the students present and who is not a current high school student.

**I. Discipline.** Individuals who fail to comply with Oklahoma law regarding the use of school bathrooms or changing facilities may be disciplined as follows:

- a. **Students:** Students may be subject to disciplinary methods listed in the student discipline code.
- b. **Staff:** Staff members may be subject to disciplinary action. Due process procedures will be followed as required by law or negotiated agreement.
- c. **Patrons:** Patrons may be removed from the premises for interfering with peaceful orderly conduct in accordance with 21 O.S. §§ 1375 and 1376.

**II. Definitions.**

- a. **Sex:** the physical condition of being male or female based on genetics and physiology, as identified on the individual's original birth certificate.
- b. **Multiple Occupancy Restroom or Changing Area:** an area that is designated to be used by more than one individual at a time, where individuals may be in various stages of undress in the presence of other individuals. This may include, but is not limited to, a school restroom, locker room, changing room, or shower room.
- c. **Individual:** any student, teacher, staff member, or other person on District property.
- d. **Coach:** a person who is employed by District and who is involved in the teaching or training of students who participate in school-sponsored athletic activities.

- e. **School-sponsored Athletic Activities:** a sporting event that is supported and affiliated with the school such as games, matches, and tournaments.

Adopted: October 11, 1999

Revised: July 27, 2015; July 19, 2016; September 6, 2017; August 12, 2019; April 27, 2020;  
July 20, 2020; July 27, 2021; August 30, 2022; August 14, 2023; December 5, 2023;  
July 16, 2024; September 15, 2025

**HEALTH SERVICES AND COMMUNICABLE DISEASES**

**Health Services:** Nurses or health aides shall perform all first aid and emergency care in accordance with applicable laws and regulations. In the event that a nurse or health paraprofessional is not available, first aid may be administered by a principal, an administrator, secretary, counselor, and other qualified personnel as designated.

In the event of a serious injury to a student, school personnel shall contact emergency services (911) if deemed appropriate and shall attempt to notify the student's family or guardian as soon as possible. If a family member or guardian can be reached, that person shall determine whether the student is to be transported to a designated hospital or picked up by the family member or guardian. If a family member or guardian cannot be reached and school personnel deem the injury serious enough to warrant emergency treatment, an ambulance shall be requested. District is not responsible for any transportation and/or medical costs associated with emergency care.

**Communicable Diseases:** Any employee or student with knowledge of a suspected or confirmed case of a communicable disease is responsible for reporting this information to the appropriate personnel. Exclusions from school may be required when it is deemed necessary to promote the safety and wellbeing of all students and employees. Decisions about how best to provide educational services to those students excluded from school because of a communicable disease shall be made by the Administration. The Administration may consult with and seek the advice of available District and/or county health officials.

In dealing with communicable diseases, District believes that:

1. Public education should be made available in the least restrictive environment that is appropriate to the individual needs of the student.
2. Public education should be provided in a safe and orderly environment.
3. Each student and employee should be treated with dignity and has a right to confidentiality.
4. Students or employees infected with HIV (the AIDS virus) or other related conditions will not be subjected to illegal discrimination but will be dealt with in a manner consistent with the District's legal obligations to the infected student or employee as well as its obligation to all other students and employees of the District.

Communicable diseases shall be evaluated on an individual basis considering whether the condition is life threatening, the degree of communicability, and whether the disease has

been or should be confirmed with laboratory documentation.

- A. Placement of Students: In determining the placement of a student with a communicable or contagious disease, a multi-disciplinary team may be convened as provided by law. If a student is to be excluded from school because of a communicable or contagious disease, the student shall be placed on the home bound program until the student is able to return to school. Readmittance to school may require a statement by a physician or other health professional stating that the student is no longer a direct threat to the health or safety of students and employees. Any records regarding a student's communicable or contagious disease shall be maintained separately from the student's cumulative record, and information regarding the student's communicable or contagious disease shall only be provided to those school employees or agents who have a need to know.
- B. Placement of Employees: No employee may be dismissed or have his/her contract not renewed merely as a result of having a communicable disease except as allowed by law. District personnel who are required to be absent from their work due to a communicable disease shall be subject to the District's applicable sick leave policy. Readmittance to work may require a statement by a physician or other health professional stating that the employee is no longer infected and/or is no longer able to transmit the disease. No entry regarding a communicable disease shall be made in the employee's personnel file.

**Bloodborne Pathogens:** Body fluids of any person may contain infectious or contagious bacteria or viruses which may be spread from one person to another by accidental or careless handling of body fluids during sanitation work, custodial work, or the administration of emergency first aid. In accordance with the Bloodborne Pathogens Act, the Board shall promote an environment within which all employees and students are protected from contagion.

The Superintendent shall establish regulations which shall include a control plan, vaccination procedures, the handling and disposal of body fluids, and exposure follow-up procedures in order to comply with the Bloodborne Pathogens Act. The District shall provide appropriate instruction in the handling of body fluids through inservice presentations or other means. The Superintendent shall also direct the identification of employees who may, as a result of their job duties, be in contact with blood or other potentially infectious materials. Any employees so identified shall be offered Hepatitis B vaccinations at the District's expense. The District shall also make personal protective equipment available to employees for use in handling and disposing of body fluids.

**Head Lice:** According to Oklahoma State Law (70 O.S. 1981, Section 1210. 194A). "Any school child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he/she is free from the contagious disease or head lice." Head lice is not a serious communicable disease; however, it has serious educational, social and economic effects on the student and family. Head lice is not an indicator of poor hygiene or housekeeping and has no respect for age, race, sex or socio-economic class.

**Bed Bugs:** If a suspected bed bug is found on a student, the student will remain at school, but the parents or guardians will be notified and protocol will be followed according to District regulations.

**Administering Medication:** Medication may be administered to students as prescribed by law. For purposes of this policy, medication or medicine includes prescription medication as well as over-the-counter medicines. Students may not retain possession of or self-administer any medication unless written permission is granted by the District as set forth below.

A student who has a legitimate health need for a medicine shall deliver the medicine to the nurse's office in its original container with the written authorization of the student's parent or guardian for administration of the medicine. The parent's authorization must identify the student, the medicine, and include or refer to the label for instructions on administration of the medicine. The medicine will be administered to the student only by the school principal or designee pursuant to the parent's instruction and the directions for use on the label or in the physician's prescription. Forms for parental authorization of administration of medicines are available in the office of the building principal.

Epinephrine ~~Injectors~~ and Albuterol Inhalers: A school nurse or school employee who has been trained by a health care professional ~~or in correlation with the State Department of Health's Diabetes Management Annual School Training Program trained as otherwise provided for by law~~ may administer, ~~with parent or guardian permission, but without a health care provider order, an~~ Epinephrine ~~injection~~ to a student whom the school nurse or trained school employee in good faith believes is having an anaphylactic reaction. A waiver of liability executed by the parent or guardian shall be on file with the district prior to the administration of ~~an~~ Epinephrine ~~injection~~ pursuant to applicable law. District will designate the employee responsible for obtaining the Epinephrine ~~injectors~~ at each school site.

The superintendent shall ensure that all teachers and school employees directly responsible for students and/or authorized to administer emergency Epinephrine receive annual training on the topics of food allergies, recognizing the signs and symptoms of anaphylaxis, and instruction on how to administer Epinephrine. The training shall be completed before the school year begins or upon the hiring of the teacher or other school employee. Documentation certifying completion of the training shall be retained in the employee's personnel file. The training may be provided online or in person by a school nurse or a food allergy and anaphylaxis training program recognized by the State Board of Health.

A school nurse or school employee trained by a health care professional or trained as otherwise provided for by law may administer an inhaler to a student whom the school nurse or trained school employee in good faith believes is having respiratory distress. District will designate the employee responsible for obtaining the inhalers and spacers or holding chambers at each school site. District will notify the parent or guardian of a student after administration of an inhaler. District and its employees and agents shall incur no liability as a result of injury arising pursuant to the discharge or nondischarge of the powers listed in this subsection.

In the event that a student is believed to be having an anaphylactic reaction or respiratory

distress, a school employee shall contact 911 as soon as possible. If Epinephrine is administered to a student, a district employee shall contact 911 as soon as possible and notify the parent or guardian of the student who as soon as possible.

“Respiratory Distress” – the perceived or actual presence or coughing, wheezing or shortness of breath.

“Inhaler” – a device that delivers a bronchodilator to alleviate symptoms of respiratory distress that is manufactured in the form of a metered-dose inhaler or dry-powder inhaler and that may include a spacer or holding chamber that attaches to the inhaler to improve the delivery of the bronchodilator.

The school shall keep a record of the students to whom medicine is administered, the date of administration, the person who administered the medicine, and the name or type of medicine administered. The records shall remain confidential and shall not be divulged except as required by law.

The school will return unused prescription to the parent or guardian only on or before the last day of school or the medication will be disposed on in accordance with applicable law and/or regulations. . Medication will not be sent home with students; however, prescribed medication for asthma and diabetes will be sent home with permission signed by parents or guardians.

Diabetes and Administration of Glucagon: A diabetes medical management plan (“Plan”) will be developed for any student with diabetes who will seek care for diabetes while at school or involved in a school activity. The plan will be developed by the student’s personal health care team, consisting of the principal or designee, the school nurse, if applicable, the parent or legal guardian of the student and where practical, the student’s treating physician. The Plan shall indicate whether the parent or legal guardian has provided written consent for the student to receive diabetes care as provided for by law, including but not limited to the administration of glucagon to a student experiencing a hypoglycemic emergency.

With written consent from the parent or guardian of a student with continuous glucose monitoring with electronic access to glucose numbers, a school nurse, diabetes care assistant, or employee trained by a health care professional may download the necessary electronic applications or software to a district-provided electronic device. If a district-provided device is unavailable, the applications or software may be downloaded to the school nurse, diabetes care assistant, or trained employee’s personal electronic device.

Emergency Opioid Antagonist: Any nurse or licensed practitioner as provided for by law, or other person designated by the administration to administer an emergency opioid antagonist in the event of a suspected overdose is authorized, regardless of the existence of a prescription or standing order, to administer an emergency opioid antagonist to a student or other individual who is exhibiting signs of an opioid overdose.

The administration will authorize one or more employees to receive training, as provided for by law, in recognizing the signs of an opioid overdose, instruction in basic resuscitation

techniques, instruction on proper administration of an emergency opioid antagonist and the importance of calling 911 for assistance. In the event that a person who has been designated and trained to administer an emergency opioid antagonist is unavailable, the administration may authorize any person, regardless of the existence of a prescription or standing order, to administer an emergency opioid antagonist to a student or other individual showing signs of an overdose. Any person administering an emergency opioid antagonist under the provisions of this section shall be covered under the Good Samaritan Act and shall be immune from civil liability.

For purposes of this policy, an “emergency opioid antagonist” is a drug, including but not limited to naloxone, that is approved by the United States Food and Drug Administration (“FDA”) for treatment of an opioid overdose and that blocks the effects of opioids.

**Self-administration of Certain Medication:** Pursuant to Oklahoma law, students may be allowed to carry and self-administer prescribed inhaled asthma medications, prescribed anaphylaxis medication, and replacement pancreatic enzymes for the treatment of cystic fibrosis according to the provisions of this policy. The District shall not incur any liability as a result of any injury arising from the self-administration of asthma medication, anaphylaxis medication, or replacement pancreatic enzyme medication by a student. If the requirements of this policy are fulfilled, a student diagnosed with asthma, anaphylaxis, or cystic fibrosis may possess and use his or her labeled asthma, anaphylaxis, or replacement pancreatic enzyme medication at all times.

The student’s parent or guardian shall

1. Provide the school with a written statement on the form prescribed by the Board of Education authorizing the student’s self-administration of inhaled asthma, anaphylaxis, or replacement pancreatic enzyme medication. Such written statement shall be signed by the student’s parent or guardian and shall acknowledge that the District and its employees and agents shall not incur any liability as a result of any injury arising from the self-administration of asthma, anaphylaxis, or replacement pancreatic enzyme medication by a student.
2. Provide the school with a written statement from the student’s treating physician containing the following information:
  - a. That the student has asthma, anaphylaxis, or cystic fibrosis;
  - b. That the student is capable of and has been instructed in the proper method of self-administration of the student’s asthma, anaphylaxis, or replacement pancreatic enzyme medication;
  - c. The name and purpose of the asthma, anaphylaxis, or replacement pancreatic enzyme medication;
  - d. The prescribed dosage;
  - e. The time or times at which and special circumstances, if any, under which the asthma, anaphylaxis, or replacement pancreatic enzyme medication is to be administered;
3. Provide the school with an emergency supply of the student’s asthma, anaphylaxis, or replacement pancreatic enzyme medication(s) to be administered pursuant to

Oklahoma law ~~by a school nurse or other authorized personnel.~~

4. Provide asthma, anaphylaxis, or replacement pancreatic enzyme medication to be carried by the student which is appropriately labeled, with a prescription label reflecting the following:
  - a. Student's name;
  - b. Prescription number;
  - c. Asthma, anaphylaxis, or replacement pancreatic enzyme medication name and dosage;
  - d. Method of administration and dosage;
  - e. Date of prescription and refill;
  - f. Licensed prescriber's name;
  - g. Pharmacy name, address and telephone number;
  - h. Name of pharmacist.

The authorization for self-administration of asthma, anaphylaxis, and replacement pancreatic enzyme medications from the parent or guardian and from the physician shall be kept on file in the office at the school site where the student is enrolled. The authorization for self-administration of asthma, anaphylaxis, and replacement pancreatic enzyme medication shall be effective only for the school year in which the authorization is submitted by the student's parent or guardian. The parent or guardian shall be responsible for renewing an authorization for each subsequent school year.

For purposes of this policy, "asthma medication" and "anaphylaxis medication" shall mean a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label. "Replacement pancreatic enzyme medication" shall mean medication prescribed by a physician and having an individual label. "Self-administration" shall mean a student's use of asthma or anaphylaxis medication pursuant to a prescription or written direction from a physician.

**Seizure-Safe Schools Act:** This Act shall apply to schools that have a student enrolled who has a seizure disorder and has a seizure rescue medication or other medication prescribed to treat seizure disorder symptoms approved by the FDA and any successor agency prescribed by the student's health care provider.

Subject to all corresponding laws and regulations, District shall have at least one employee at each school site who has met the training requirements necessary to:

1. Administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms as approved by the FDA and any successor agency; and
2. Recognize the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms.

Before a seizure rescue medication can be administered to a student to treat seizure disorder symptoms, the student's parent or legal guardian shall:

1. Provide the school with written authorization to administer the medication at school;
2. Provide a written statement from the student's health care provider that contains the following information:
  - a. The student's name,
  - b. The name and purpose of the medication,
  - c. The prescribed dosage,
  - d. The route of administration,
  - e. The frequency that the medication must be administered, and
  - f. The circumstances under which the medication may be administered;
3. Provide the prescribed medication to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy intact; and
4. Collaborate with school personnel to create a seizure action plan.

The written authorization, written statement, and seizure action plan will be stored in the office of the school nurse or school administrator and will be distributed to any school personnel or volunteers responsible for supervision or care of the student. The written authorization for administration of seizure rescue medication shall only be effective for the school year in which it is granted and must be renewed each subsequent school year. School employees will not be subject to disciplinary proceedings or liability resulting from any action taken in compliance with the Seizure-Safe Schools Act, as provided for by law.

**Sunscreen:** Pursuant to the written authorization of a student's parent or guardian, a school nurse, or in the absence of such nurse, an administrator or designated school employee, may assist a student in applying sunscreen, a compound topically applied to prevent a sunburn. In addition, District shall permit students to possess and self-apply sunscreen that is regulated by the FDA without the written authorization of a parent, legal guardian or physician.

Adopted:

Revised: July 27, 2021; August 15, 2023; July 16, 2024; September 15, 2025

**GENERAL PERSONNEL POLICIES**

The District's personnel are an important resource for achieving a successful educational program. The District shall seek to employ those persons who have the highest capabilities, the strongest commitment to quality education, and the greatest probability of effectively implementing the District's educational program.

**Categories of Employees:** The District may employ certified administrators, certified teachers, and support employees. Full-time employment shall be employment on a regular basis, as opposed to temporary, for at least 6 hours per day, 5 days per week, for 10 months or more, except for certified teachers who shall be considered to be full-time if employed at least 7 hours, 5 days per week, for 10 months, or the equivalent amount of hours if District changes to not less than one thousand eighty (1,080) hours per year. Part-time employment shall be any employment for less than full-time employment. Temporary employment is employment to fill a position for a stated period of time on a non-continuing basis.

**Employment:** The Board shall determine whether to create new positions upon the Superintendent's recommendation which shall be accompanied by a proposed job description which contains the qualifications for the responsibilities of the proposed position. The Superintendent shall be responsible for recruiting and recommending qualified persons for employment with the District. In determining the qualifications of candidates, the Superintendent may consult with other personnel and shall insure that recommended candidates can produce legally sufficient proof of citizenship status. The Board shall employ those persons whom it determines should be hired after reviewing and considering the Superintendent's recommendation. Unless otherwise provided by law, no person shall have any right to employment in the District until such employment has been approved by the Board. However, when it is necessary to meet the best interests of the District, the Superintendent shall have the right to employ persons on a temporary basis until the Board can take action on the Superintendent's recommendation. All certified and clerical staff shall take an oath of loyalty. The District shall utilize a Status Verification System to verify the federal employment authorization status of all new employees as required by law.

**Employment Contracts:** Unless otherwise specified in any applicable negotiated agreement, every person employed by the District shall enter into a written contract of employment which shall describe the position in which the person is to be employed and set forth the term of the employment contract. All contracts of employment must be approved by the Board and may be signed by the Board President, the Clerk of the Board, or the Superintendent. Any person who fails to sign a contract of employment which accurately conveys the Board's offer, including salary and fringe benefits, within a reasonable time of presentation shall be considered to have refused the offered employment, and the position shall be declared vacant.

**Employment Vacancies:** Vacancies for teaching positions shall be posted in accordance with the applicable provisions of the negotiated agreement. Vacancies for other positions may be posted as determined by the Superintendent or the Superintendent's designee. In addition, the District may advertise vacancies in local, statewide, or national newspapers, school-related publications, or such other sources as may be determined by the Superintendent or the Board.

**Compensation:** The Administration shall annually prepare and submit to the Board for review and approval compensation plans for the various categories of employees, including certified administrators, certified teachers, and support personnel. Compensation plans need not be prepared, reviewed, and/or approved for those categories of employees whose compensation is determined by negotiated agreement. Such compensation plans may include the provision of fringe benefits, including, but not limited to, retirement, health insurance, disability insurance, and social security benefits.

District will provide all employees with the benefits afforded by the Oklahoma Workers' Compensation Act ("Act"). At the option of the employee, temporary total disability benefits may be supplemented by any sick leave or personal leave, or fractional use thereof, available to the injured employee, to the extent that the injured employee shall receive full wages during the employee's temporary absence. The sum of all temporary total disability payments and sick leave shall in no case combine to exceed one hundred percent (100%) of the employee's net pay as it existed prior to injury.

**Job Descriptions:** The Administration shall prepare, periodically review, and update job descriptions for all positions within the District.

**Felony Record Searches:** The Administration is authorized to conduct a state-wide and/or national felony record search for all new employees as provided by law. Employment contracts issued to any new employee shall be on a temporary basis for sixty (60) days pending the results of any felony record search. If the District has not received the results within the sixty (60) day period, the temporary employment will automatically terminate. If the District requires a felony record search, the employee or prospective employee shall pay the fee required for such search; however, the District shall promptly reimburse the employee or prospective employee in full if he or she is employed by the District at the time the national criminal history record check request is made unless the person was employed pending receipt of the results. if the employee or prospective employee is employed for more than ninety (90) days, except as otherwise provided. A person applying for or employed as a substitute teacher shall only be required to have a single felony record search for each school year and may request that the results of such felony record search be sent to the District. Both substitute and full-time teachers seeking future employment as a substitute or full-time teacher shall only be required to have a felony record search as required by law.

~~If the results of a felony record search indicate a prior felony, the District may take into account such factors as age at time of the offense, the seriousness and the nature of the felony, the relationship of the felony to the job applied for, any rehabilitation of the applicant, and the subsequent employment history of the applicant in determining whether to recommend the applicant for employment with the District. If a felony record search reveals a prior felony and the District determines that the person should not be recommended for employment based on the prior felony, the employment relationship may be terminated by notice from the Superintendent or the Superintendent's designee.~~

Except as otherwise provided by law, any teacher employed by an Oklahoma public school district prior to ~~May~~ August 19~~5~~5, 2020, who does not have an Oklahoma criminal history record check from the Oklahoma State Bureau of Investigation "OSBI") as well as a national criminal history record check on file with his or her employing district, shall complete the criminal history record checks upon the next renewal of his or her Standard Teaching Certificate.

Except as otherwise provided by law, any other person employed by an Oklahoma public school district prior to ~~May~~August 19~~5~~, 2020 who does not have an Oklahoma criminal history record check from the OSBI as well as a national criminal history record check on file with his or her employing district shall have until July 1, 2022 to complete the criminal history record checks.

Any teacher eligible to retire from the Teachers' Retirement System of Oklahoma who does not have an Oklahoma criminal history record check from the OSBI as well as a national criminal history record check on file with his or her employing district shall complete the criminal history record checks by the earlier of: July 1, 2022 or the next renewal of his or her Standard Teaching Certificate.

If a felony record search reveals a prior felony, the applicant may not be hired and any temporary contract may be terminated. District may take into account such factors as age at time of the offense, the seriousness and the nature of the felony, the relationship of the felony to the job applied for, any rehabilitation of the applicant, length of time since the offense, whether the State Department of Education has issued certification, and the subsequent employment history of the applicant in determining whether to recommend the applicant for employment with District. If a felony record search reveals a prior felony and the District determines that the person should not be recommended for employment based on the prior felony, the employment relationship may be terminated by notice from the Superintendent or the Superintendent's designee.

**Personnel Files:** The Administration shall maintain a personnel file for each employee of the District. Each personnel file shall contain the employee's application for employment and any other documents submitted during the application process, all evaluations, admonishments, reprimands, complaints, commendations, plans of improvement, and any other documents which Administrative Regulations may designate for inclusion. Personnel files shall be confidential and shall not be released except as provided in this policy or any applicable negotiated agreement. However, an employee's personnel file may be provided to the following without the employee's notification and/or consent:

1. members of the Board;
2. administrators and/or supervisors;
3. agents of the District authorized by the Administration; or
4. when ordered to be released by court order or subpoena.

Except as otherwise provided by law, all records created pursuant to the Oklahoma Teacher and Leader Effectiveness Evaluation System (TLE) which identify a current or former public employee and contain any evaluation, observation, or other TLE record of such employee should be kept confidential. These records shall not be subject to disclosure under the Oklahoma Open Records Act and where disclosure of TLE records is required, all individually identifying information shall be removed to the fullest extent possible.

**Conflicts of Interest:** A conflict of interest represents a conflict between the private interest and the public obligations of a person in an official position. Listed below are employee standards of conduct which prohibit specific acts which could lead to a conflict of interest.

Standards of Conduct:

1. Except for a substitute teacher, no person shall be employed who is related to a member of the Board within the degree prohibited by law. No employee shall directly supervise any other employee who is a member of the employee's family within the second degree of consanguinity or affinity.
2. No employee, officer or agent may participate in the selection, award, or administration of contract(s) supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest could arise where an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. No employee, officer, or agent of District may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts unless the financial interest is insubstantial or the gift is an unsolicited item of nominal value. District defines nominal value to mean a value of Five Hundred Dollars (\$500.00) or less.
4. Employees shall be in compliance with all statutes, regulations, and case law governing conflicts of interest involving school districts.
5. District and its employees shall fully disclose any instances of conflict of interest or relevant violations of Federal criminal law involving fraud, bribery, or gratuity violations in Title 18 of the United States Code, as effective measures to help prevent or prosecute instances of waste, fraud, or abuse.
6. Employees may be disciplined in accordance with State law as well as District policy and procedure for violating the above referenced instances of waste, fraud or abuse, as well as conflict of interest guidelines in addition to any other situation which fails to be mentioned herein, but which leads to a real or apparent conflict of interest for a District employee, officer, or agent.

**Assignments and Transfers:** Unless otherwise provided in any applicable negotiated agreement, employees shall be assigned to a position by the Superintendent and may be transferred to a position on the basis of the needs of the District, the employee's qualifications, and the employee's expressed desires. The needs of the District shall be the primary criteria in determining any assignments or transfers, and the secondary criteria shall be the employee's qualifications.

**Work Hours:** Unless otherwise provided in any applicable negotiated agreement, the Administration shall establish the work hours of the different categories of employees and shall notify employees of their work hours.

**Overtime:** The District shall comply with the Fair Labor Standards Act ("FLSA"). Employees who are not exempt from the overtime provisions of the FLSA shall be entitled to overtime compensation or compensatory time for hours worked in excess of forty (40) per work week. The District's work week shall commence on Sunday at 12:00 a.m. and end on Saturday at

11:59 p.m. An employee shall not work overtime unless authorized in writing by the employee's supervisor.

**Substitutes:** The Administration may develop and maintain a list or lists of qualified substitutes who may be called upon to temporarily replace or substitute for employees when required by an agreement or the needs of the District. A substitute teacher who holds a valid teaching certificate may teach for an unlimited number of school days in any assignment. A teacher who does not hold a current Oklahoma certificate, but holds a bachelor's level college degree or possess a lapsed or expired certificate shall be employed for a maximum period of one hundred and forty-five (145) school days during the school year, whether in one teaching assignment or multiple teaching assignments. A substitute without a current Oklahoma certificate and who does not possess a lapsed or expired certificate, or a bachelor's level college degree shall be employed for a maximum period of one hundred and thirty-five (135) school days during a school year, whether in one teaching assignment or in multiple teaching assignments.

**Supervision and Evaluation:** Unless otherwise provided in any negotiated agreement, Administrative Regulations shall provide for the supervision and evaluation of all District personnel, except for the Superintendent. Such regulations may provide for supervisory personnel to observe the performance of any employee for whom the supervisor will be required to complete an evaluation. Subject to any applicable negotiated agreement, the Administration shall prepare appropriate forms for the evaluation of teachers, administrators, and support personnel. Unless otherwise provided for by law, policy, or negotiated agreement, all District employees shall be evaluated in writing, according to the standards provided for in law, at least once during each fiscal year by a supervisor. All evaluations and any responses shall be maintained in the employee's personnel file. In addition to its policy of evaluation, District must also create and maintain a corresponding professional development policy for all teachers and administrators.

It will be District's policy of professional development to:

1. Establish an annual professional growth goal for the teacher or administrator that is developed by the teacher or administrator in collaboration with the evaluator;
2. Address a specific area or criteria identified through the qualitative component of the TLE;
3. Allow the teacher or administrator to actively engage with learning practices that are evidence-based, researched practices that are correlated with increased student achievement; and
4. Refer to resources, in drafting and reviewing its policy of professional development, that are easily available and supplied by the school district and the State Department of Education.

District will monitor compliance with each individualized program of professional development. All professional development completed pursuant to an individualized program of professional development shall count toward the total number of points a teacher or administrator is required to complete as established by district's board of education.

Individualized programs of professional development required by this subsection may include but are not limited to the following learning practices:

1. Presenter-led workshops;

2. Individual or faculty studies of books, scholarly articles and video productions,
3. Peer observations;
4. Committee studies to address student achievement issues;
5. Work related to a specific subject area or areas associated with obtaining an advanced degree or professional certification;
6. Action research projects designed to improve student achievement; and
7. Participation in local, regional or state initiatives associated with the development or implementation of curriculum standards.

**Resignation and Retirement:** Any employee who wishes to resign or to retire from employment with the District must do so in writing submitted to the Superintendent or the Superintendent's designee. Except as otherwise provided herein, such resignation or retirement shall be effective and may not be revoked when submitted to the Superintendent or the Superintendent's designee unless otherwise determined by the Board. Subject to the provisions of any applicable negotiated agreement and in accordance with Oklahoma law, teachers shall be required to give notice of resignation or retirement by April 25 or else the teacher will be bound to perform pursuant to a continuing contract. The Board shall not release from contract any teacher who desires to resign or retire after July 1 unless a qualified replacement is obtained.

**Medical Examinations:** In accordance with applicable laws, an employee or applicant for employment may be required to undergo a physical and/or medical examination to determine the employee's or applicant's ability to perform the essential functions of the job. The District shall pay for any required medical examination.

**Recommendation for Dismissal or Non-reemployment:** When a superintendent decides to recommend that a teacher or administrator be dismissed or not reemployed, the superintendent shall state that recommendation in writing, setting forth the basis for the recommendation, and shall submit such recommendation to the board. If the recommendation includes grounds that could form the basis of criminal charges sufficient to result in the denial or revocation of certification or if it includes such grounds and is based on an agreement between the teacher or administrator and the district to avoid civil litigation or a settlement of a civil action unless the court orders the terms of the settlement to be confidential, a copy of the recommendation shall also be forwarded to the State Board of Education (SBE) when the recommendation is made pursuant to the due process procedures provided for by law regardless of whether the teacher or administrator resigns before or after a recommendation for termination is made, provided that the resignation occurs while the teacher or administrator is under investigation for conduct that could form the basis for criminal charges or certificate revocation. A report of the resignation and any investigatory findings to date shall be forwarded to the SBE as well as to the teacher or administrator who may provide supplementary information.

If the investigation into the conduct of the teacher or administrator concludes with findings to support criminal charges, certificate revocation, or termination, the individual's report shall be expunged from the SBE records and written notification of the clearance shall be sent to all affected parties. Any request for a copy of the recommendation will be handled in accordance with applicable law.

Absent a presidential or gubernatorial pardon, a teacher shall be dismissed or not reemployed, if, during the term of employment, the teacher is convicted of:

1. Any sex offense subject to the Sex Offenders Registration Act in this state or subject to another state's or the federal sex offender registration provisions;
2. Knowingly or willfully failing to report suspected abuse or neglect of a child as provided for by law; or  
Any felony offense.

**Breastfeeding:** District will provide a private, secure and sanitary location for any employee who is lactating to express her milk or breastfeed her child. This location will not be a bathroom. District will provide an employee with a reasonable break time for breastfeeding or pumping for up to one year after the birth of the employee's child and will not lose any pay as a result.

**Code of Ethics:** All employees shall adhere to and conduct themselves in a manner consistent with the following:

- a) Upholding the honor and dignity of the profession in all actions and relations with students, colleagues, board members, and the public;
- b) Carrying out in good faith all policies and Administrative Regulations;
- c) Rendering services to the best of one's ability;
- d) Honoring the public trust of the position above any economic or social award; and
- e) Not permitting considerations of private gain or personal economic interest to affect the discharge of responsibilities.

Adopted:

Revised: August 12, 2019; July 20, 2020; July 6, 2021; August 15, 2023; September 15, 2025

### **CERTIFIED TEACHERS**

**Definition:** Certified teacher means a person who holds a teaching certificate or license, who is employed as a teacher, counselor, librarian, school nurse, entry-year teacher, or in any other instructional position for which a teaching license or certificate is required by the Oklahoma State Department of Education, and who does not exercise supervisory authority with respect to other certified teachers of District.

**Standards of Performance and Conduct:** Certified teachers are expected to adhere to the standards of performance and conduct for teachers which are adopted by the Oklahoma State Board of Education, and such standards of performance and conduct are incorporated herein by reference as if fully set forth.

**Evaluation:** Certified teachers shall be evaluated as designated by Oklahoma law. All evaluations shall be done in writing and shall be maintained, along with any responses, in the certified teacher's personnel file. All certified personnel shall be evaluated by a principal, assistant principal or other trained certified individual designated by the Board. All individuals designated by the Board to conduct personnel evaluations shall participate in training conducted by the State Department of Education or training provided by District using guidelines and materials developed by the State Department of Education prior to conducting evaluations.

**Duties and Responsibilities:** Certified teachers shall perform those duties and responsibilities set forth in any applicable job description, contract, District policy, Administrative Regulation or administrative directive.

**Admonishment:** Certified teachers may be admonished as provided by law.

**Dismissal, Non-re-employment, or Suspension:** Certified teachers may be dismissed, non-re-employed, or suspended according to applicable law.

**Temporary Teachers:** Certified teachers may be employed on a temporary basis in certain circumstances and pursuant to a Temporary Teacher Contract. Temporary Teacher Contracts are not subject to the continuing contract law and shall be effective only for the specified term which shall not exceed the end of the school year in which the contract begins.

No teacher shall be hired on a temporary contract by the District for more than four semesters, cumulatively or consecutively, unless:

1. The teacher is hired to replace a teacher who is on an approved leave of absence and is expected to return to employment in the District;
2. The teacher is a retired member of the Teachers' Retirement System of Oklahoma; or
3. The teacher is on an emergency or provisional certificate.

**Reporting:** District will not prohibit or take disciplinary measures against teachers for: disclosing public information to correct what the teacher reasonably believes evidences a violation of the Oklahoma Constitution or a law or rule promulgated pursuant to law; reporting a violation of the Oklahoma Constitution or state or federal law; or taking any of the aforementioned actions without giving regardless of whether or not prior notice was given to the teacher's supervisor or anyone else in the teacher's relevant chain of command.

For purposes of this section, "reporting" includes providing a written or spoken account to a supervising teacher, administrator, school board member, an Oklahoma State Department of Education ("OSDE") representative, law enforcement official, district attorney, and/or parent or legal guardian of a student directly impacted by the actions.

The Family Educational Rights and Privacy Act ("FERPA"): This does not exempt a teacher or support employee from adhering to a student or parent's rights to confidentiality and protection under FERPA.

**Reduction in Force:** In the event it becomes necessary to reduce the number of certified teachers because of actual or projected decreases in revenues, actual or projected declines in enrollment, consolidation of programs or positions, elimination of programs, changes in curriculum, or other circumstances determined by the Board, the Board may undertake a reduction in force in accordance with the provisions of the law and regulation and any negotiated agreement. The Board will determine which programs can best serve the needs of the students. The position or the program shall be the determining factor(s) for what will be eliminated, not the individuals that occupy the position or serve the program. The Board shall attempt to reduce staff by normal attrition. Any other determinations regarding retention or reassignment of affected teachers shall be made primarily based on the ratings of the administrators as measured pursuant to the Teacher and Leader Effectiveness Evaluation System ("TLE").

Adopted:

Revised: July 28, 2021; September 15, 2025

**SUPPORT PERSONNEL**

**Definition:** Support personnel are those persons employed full-time by District who provide necessary services not performed by certified teachers or certified administrators.

**Categories of Support Personnel:** Support personnel shall include, but not be limited to the following categories:

1. Secretaries
2. Teacher Assistants
3. Library Media Assistants
4. Paraprofessionals
5. Health Aides
6. Custodians and Maintenance Personnel
7. Bus Drivers
8. Cafeteria Personnel
9. Management and technical staff who are not certified administrators

**Dismissal, Non-reemployment, Demotion, or Suspension:** A support employee who has been employed by the District for less than one (1) complete year of service or who is employed on a part-time and/or temporary basis may be suspended, demoted, terminated, or non-reemployed with or without cause. A support employee who has been employed by the District for more than one (1) complete year of service may only be suspended, demoted, terminated, or non-reemployed for cause as allowed by law. Nothing contained in this policy shall be construed to prevent layoffs for lack of funds or lack of work. The District adopts the following causes for suspension, demotion, termination, or non-reemployment:

1. Failure to be at work station at starting time.
2. Leaving work station without authorization prior to lunch periods or end of work day.
3. Excessive unexcused absenteeism.
4. Chronic absenteeism for any reason.
5. Excessive tardiness.
6. Wasting time or loitering during working hours without permission.
7. Leaving work area during working hours without permission.
8. Falsification of personnel or other records.
9. Possession of dangerous weapons on the premises at any time.
10. Removing District property, records, or confidential information from premises without proper authority.
11. Willful abuse, misuse, defacing, or destruction of District property, including tools, equipment, or property of other employees.

12. Theft or misappropriation of property of employees, students, or of the District.
13. Sabotage.
14. Distracting the attention of others.
15. Refusal to follow instructions of supervisor.
16. Refusal or failure to do work assignment.
17. Unauthorized operation of machines, tools, or equipment.
18. Threatening, intimidating, coercing, or interfering with employees or supervision at any time.
19. The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, or the District.
20. Creating disturbances on the premises at any time.
21. Creating or contributing to unsanitary conditions.
22. Practical jokes injurious to employees' or District property.
23. Possession, consumption, or reporting to work under the influence of alcohol, non-prescribed drugs, or controlled substances.
24. Disregard of known safety rules or common safety practices.
25. Unsafe operation of motor-driven vehicles.
26. Operating machines or equipment without safety devices provided.
27. Gambling, lottery, or any other game of chance on District property.
28. Unauthorized distribution of literature (written or printed matter of any description) on District property.
29. Posting or removing notices, signs, or writing in any form on bulletin boards of District property at any time without specific authority of the administration.
30. Poor workmanship.
31. Immoral conduct or indecency, including abusive and/or foul language.
32. Sexual harassment.
33. Personal calls during working hours, except for emergencies. This includes incoming and out-going calls.
34. Walking off job.
35. Clocking in or out another's time card.
36. Smoking in unauthorized area or at any unauthorized time.
37. Failure to follow District dress code.
38. Refusal of job transfer within the District, if transfer does not result in a demotion.
39. Abuse of "breaks" (rest periods) or meal period policies.
40. Insubordination of any kind.
41. Violation of any District rule or policy.
42. Violation of any administrative rule or order.
43. Conviction of a felony.
44. Engaging in criminal sexual activity or criminal misconduct.
45. Administering student discipline.
46. ~~Wilful~~Willful neglect of duty.
47. When it is deemed to be in the best interest of the School District.

District shall comply with the statutory procedures for the suspension, demotion, termination, or non-reemployment of a support employee who may be suspended, demoted, terminated, or non-reemployed only for cause.

**Reporting:** District will not prohibit or take disciplinary action against support employees for disclosing public information to correct what the support employee reasonably believes evidences a violation of the Oklahoma Constitution, law or a rule promulgated pursuant to law or reporting a violation of the Oklahoma Constitution or state or federal law, regardless of whether or not prior notice was given to the support employee’s supervisor or any other party in the relevant chain of command.

For purposes of this section, “reporting” includes providing a written or spoken account to a supervising teacher, administrator, school board member, an Oklahoma State Department of Education (“OSDE”) representative, law enforcement official, district attorney, and/or parent or legal guardian of a student directly impacted by the actions.

The Family Educational Rights and Privacy Act (“FERPA”): This does not exempt a teacher or support employee from adhering to a student or parent’s rights to confidentiality and protection under FERPA.

**Temporary Contracts:** Support personnel may be employed on a temporary basis in certain circumstances. Temporary Support Personnel Contracts shall be effective only for the specified term which shall not exceed the end of the fiscal year in which the contract begins. Temporary Support Personnel Contracts may be utilized for support personnel who are employed:

1. for a period of time during the absence of support personnel on District-approved leave;
2. to fill a new position created because of increased enrollment after the commencement of school;
3. to fill a vacancy which occurs after July 1 of the fiscal year; or
4. to fill a need of the District which does not require a full-time, permanent position.

**Reduction in Force:** District may implement a reduction in force when necessary due to lack of funds or lack of work, including but not limited to, actual or projected decreases in enrollment, consolidation of programs or positions, elimination of programs, changes in curriculum, or other circumstances determined by the Board. A reduction in force shall begin by normal attrition throughout the District and possible transfer of support employees declared excess in a building to a vacancy for which they are qualified. However, if necessary, the District may reduce full-time support employees considering the following criteria:

1. Review current assignment and qualifications;
2. Review district evaluations; and
3. Review years of service in the district.

There shall be no right to recall after a reduction in force. However, employees whose positions are eliminated may be considered for reemployment upon the submission of an application

for employment and may be considered for transfers to other available positions depending on the employee's qualifications and performance.

**Hearing Before Board of Education:** Any support employee who is entitled by law to a hearing before the Board prior to any termination or non-renewal or following any suspension must request a hearing before the Board, in writing delivered to the Board Clerk, within ten (10) working days of the date of the mailing of the notification to the support employee of the notice of the recommendation for termination or non-renewal or of the suspension without pay. Failure to request a hearing will be deemed to be a waiver of the right to a hearing. The Board will provide the hearing as required by Oklahoma law, and will follow the procedures set forth by the Oklahoma State Department of Education for hearings on the termination or non-renewal of certified teachers. The decision of the Board at the hearing will be final.

Adopted:

Revised: July 28, 2021; September 15, 2025

### **LEAVE**

This policy shall apply to all employees of the District except those covered by an applicable negotiated agreement. The leave benefits provided in the negotiated agreement to certified teachers shall be provided to certified administrators.

**Sick Leave:** An employee who is absent from duty because of personal illness, injury, or pregnancy, or serious illness in the immediate family shall be allowed Sick Leave. Immediate family includes the employee's spouse, parents, children, siblings, or a household member. Employees shall accrue Sick Leave at the rate of one (1) day of sick leave for each month employed by the District. Hours per day of paid sick leave shall not exceed the number of hours per day for which the employee is regularly employed.

Sick Leave shall be cumulative up to ninety (90) days. According to applicable law, accrued but unused sick leave may be transferred to another school district or may be used for service credit with the Oklahoma Teachers' Retirement System. Upon termination, resignation, an employee shall not be entitled to payment for accrued, unused sick leave.

According to applicable law, an employee may transfer accrued, unused sick leave to another school district or to the Oklahoma School for the Blind or the Oklahoma School for the Deaf or to the Oklahoma Teachers' Retirement System. According to applicable law, employees may transfer sick leave from another school district provided that the number of days transferred shall not exceed the maximum days permitted by the receiving school and that such transferred days shall be used first in case of illness and, provided also, that if the receiving school pays teachers for unused sick leave upon retirement or termination of contract, then said payments shall be for only those days accumulated in the receiving school. The school board of the sending district shall certify the exact number of days that are eligible for transfer.

An employee who is going to utilize sick leave shall notify his/her supervisor as much in advance as possible and may be required to provide documentation of illness in certain circumstances, including, but not limited to, when sick leave is taken on days of unusual or inclement weather, during the last four (4) weeks of school or prior to the end of employment, immediately preceding or following holidays or non-work days, or whenever cause exists to believe that sick leave benefits are being abused.

**Sick Leave Sharing:** The District hereby adopts a Sick Leave Sharing Program to be administered in accordance with the applicable law. Employees may be permitted to donate sick leave to other employees who suffer from those conditions set forth in the law and according to the conditions set forth in the law.

**Personal Business Leave:** Certified teachers and administrators shall be provided Personal Business Leave as set forth in the negotiated agreement.

The Board of Education may provide additional days of paid personal leave to employees in the event that District schools are closed as the result of a sudden emergency, natural disaster, epidemic, pandemic, or when school closure has been ordered by an authorized government official. In the event support employees are required to work during school closure and at the discretion of the Superintendent or supervising administrator, those support employees may utilize such days of personal leave when schools have reopened.

**Professional Leave:** All employees may be allowed Professional Leave as set forth in the negotiated agreement for certified teachers.

**Emergency Leave:** Full-time employees, upon application and prior approval by the Superintendent, may be granted five (5) days of non-cumulative emergency leave for use upon the occurrence of unforeseen circumstances that call for immediate action and that cannot be handled during non-school time.

The Superintendent will determine whether a request for emergency leave meets the requirements of this section. Emergency Leave is not cumulative, and employees shall not be compensated for such leave if not used.

~~At any time during the fiscal year, District's Board of Education may grant up to ten (10) days of emergency leave for all employees to be used for days when District's schools are closed due to inclement weather, unsafe conditions of physical facilities, lack of proper supervision of students, unsafe conditions for students, and other unforeseen conditions that are declared an emergency. Emergency leave shall not be cumulative from year to year and will only be available to an employee if the Board approves such leave. In approving district emergency leave, the Board may designate that employees whose services are essential, are not allowed district emergency leave for the days designated as an emergency. Provisions may be made to provide district emergency leave for essential personnel at a later date following the declared emergency.~~

**Bereavement Leave:** All employees shall be allowed seven (7) days of paid Bereavement Leave each fiscal year.

**Family and Medical Leave:** Pursuant to the Family and Medical Leave Act of 1993("FMLA"), an employee who has worked at least one thousand two hundred fifty (1250) hours during the previous twelve (12) month period and all teachers shall be allowed up to twelve (12) weeks of unpaid leave for the following reasons: 1)the birth or adoption of a child; 2)because of any qualifying exigency arising out of the fact that the spouse, son, daughter or parent of the employee is on active duty or has been notified of an impending call to active duty status in support of a contingency operation; 3)for the employee's own serious health condition; or, 4)to care for the employee's spouse, child, or parent who has a serious health condition. In addition, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the servicemember. This military

caregiver leave is available during a single 12-month period during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave. For purposes of the FMLA, a year shall be considered the District's fiscal year. Prior to taking unpaid leave, an employee must utilize any accrued paid leave to which the employee is entitled. An employee may be required to provide certification from a physician of the necessity for such leave, including the date the condition began, the anticipated duration, and the medical facts regarding the condition.

**Maternity Leave:** Full-time employees in the District shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child provided that:

1. The employee has been employed by the District for at least one (1) year;
2. The employee has worked at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period; and
3. The leave is used immediately following the birth of the employee's child.

Paid maternity leave provided pursuant to ~~this section~~ state law shall be in addition to sick leave taken due to pregnancy and no employee who takes maternity leave pursuant to ~~this section~~ state law shall be deprived of any compensation or other benefits to which the employee is otherwise entitled. In addition, maternity leave shall run concurrently with the first six (6) weeks of any qualifying FMLA leave.

Qualifying employees may utilize accrued sick leave to extend the duration of their maternity leave beyond six (6) weeks in order to recover from childbirth, bond with a newborn, or care for a newborn, without requiring additional approval of the Board or administration. The employee must have sufficient sick leave to cover the extended duration of the leave and the additional sick leave shall not exceed six (6) weeks or a combined total of twelve (12) weeks of FMLA leave, unless a licensed medical professional provides the district with written certification recommending additional leave for the employee due to medical necessity related to recovery from child birth, or to care for the newborn.

An employee seeking to use sick leave to extend the duration of their maternity leave shall notify their employer in accordance with FMLA. FMLA leave shall run concurrently with the extended duration of the paid sick leave.

Once sick leave and maternity leave are exhausted, a full-time teacher, who with proper Board approval, takes not more than ninety (90) school days of leave without pay to care for the teacher's child during the first year of life, shall receive full credit for days on leave without pay as though the teacher had been on leave with pay for purposes of computing experience for the minimum teacher salary schedule. A teacher on leave without pay pursuant to this section shall have the period during which such leave is taken counted toward retirement service credit as though the teacher had been on leave with pay so long as the requirements of Oklahoma law and OTRS are met.

**Additional Leave Less Cost of a Substitute Teacher:** If a certified teacher is absent from his or her duties due to personal accidental injury, illness, or pregnancy, and all applicable sick leave and maternity leave have been exhausted, the teacher shall receive, for a period not to exceed

twenty (20) days, his or her full contract salary less the amount:

1. Actually paid to a certified substitute teacher for his or her position if a certified substitute teacher is hired; or
2. Normally paid a certified substitute teacher for his or her position if a certified substitute teacher is not hired.

**Jury or Witness Leave:** All employees shall be excused from employment without loss of pay when summoned for jury service or when subpoenaed in a criminal or civil proceeding.

**Military Leave:** All employees shall be excused from employment for military leave according to applicable law.

**Leave of Absence:** Any employee may request an unpaid leave of absence for a period which shall not exceed one school year in duration. Requests for such leave must be made in writing, submitted to the Superintendent, and contain sufficient detail as to the reasons for the leave so that a decision may be made based on the merits of the request. As a condition of approval, the employee must state that the reason for the leave is not for the purpose of accepting other employment or other activities for direct personal financial gains. A leave of absence may be used when all other applicable leave has been exhausted and the employee is unable to return to work. The Board shall determine if an employee's request for a leave of absence is to be approved, and approval of a leave of absence is contingent upon the needs of the District. An employee who returns to work after an approved leave of absence shall be returned to the position previously held or to another comparable position for which the employee is qualified. Except for employees on an approved leave of absence to hold office as an officer, director, trustee or agent of a national, statewide, or school district employee association, employees on an approved leave of absence may participate in and pay for continued insurance coverage and/or professional memberships, , however, sick leave, personal business leave, and vacation leave shall not accrue for the period of time the employee is on an approved leave of absence. Salary increments or years of experience will not increase and/or accumulate during a Leave of Absence except in those cases involving military leave and/or teaching assignments that qualify as teaching experience according to the regulations of the Oklahoma State Department of Education, provided said teaching experience is not a paid position.

Employees who are on an approved Leave of Absence must submit a written request for reinstatement or request an extension of the approved Leave of Absence by certified mail to the Superintendent on or before April 1 prior to the contractual year in which the employee wishes to return. An employee who is on an approved Leave of Absence who fails to submit a request for reinstatement or a request for extension of the approved Leave of Absence shall be considered to have resigned his/her employment with District. A Leave of Absence may only be extended one time, except in the case of an elected/appointed officer.

Leaves of absence may be granted for the following reasons:

1. Parental Leave: Parental leave may be granted for the purpose of child rearing

2. **Illness:** Personal illness or caring for a sick member of the immediate family. Requests for such leave must be accompanied by a physician's statement. Immediate family is defined as spouse, children, step-children, parent(s), step-parent(s) and legal guardian of the employee.
3. **Educational Leave:** Employees pursuing the completion of an advanced degree or additional certification from an institute of higher learning. Proof of satisfactory completion of at least six (6) hours per semester will be required.
4. **Election/Appointed Officer:** Employees serving as a full-time elected/appointed officer of a professional organization at the state or national level for the duration of the term.

Decisions on whether to grant a leave of absence will be based on the benefit of the employee, the benefit of the District, and the availability of a replacement teacher who is willing to sign a Duration of Need contract. This does not apply to parental leave requested prior to June

**Vacation Leave:** Unless otherwise provided in any applicable agreement, the District shall provide all other twelve-month employees with ten (10) days of paid vacation each fiscal year. Employees who are employed for less than twelve months shall not receive any paid vacation. Upon termination of employment, no employee shall be compensated for unused, accrued vacation pay.

Adopted:

Revised: August 11, 2008; November 2, 2016; September 6, 2017; July 20, 2020;  
August 2, 2021; August 15, 2023; August 1, 2024; September 16, 2025

**PROFESSIONAL DEVELOPMENT PROGRAM**

**Applicability:** All licensed and certified teachers and administrators employed by the District, including teachers on temporary contracts, shall be required to meet the professional development requirements established by the Board in accordance with state law.

**Professional Development Committee:** As provided for by law, the Board shall annually appoint a Professional Development Committee which shall be comprised of a majority of teachers and shall also include administrators, school counselors and mental health providers, and parents/guardians/custodians of students in the District. A majority of the committee members shall be classroom teachers selected by a designated administrator and chosen from a list of names submitted by teachers in the district, and approved by the majority vote of the teachers in the District. The Professional Development Committee shall consult with a member of the faculty of an institution of higher education as needed.

**Professional Development Program:** The Board shall adopt Professional Development Programs based on the recommendations of the Professional Development Committee. The Professional Development Committee shall prepare and recommend Professional Development Programs as required by law which comply with the regulations of the State Department of Education and state law. The Professional Development Committee shall present such programs to the Board for review, modification, and adoption. The Professional Development Programs adopted by the Board shall be submitted to the State Board of Education as required by law.

**Penalties for Failure to Comply:** The failure of any certified employee to meet the Professional Development Programs adopted by the Board may be grounds for non-renewal of the certified employee's contract, withholding of salary increments, and/or withholding step increases. Teachers should maintain written documentation of all completed professional development courses.

**Faculty Professional Growth:** The Board believes that teachers need to keep abreast of new knowledge in their fields of expertise.

**Staff Development:**

1. Each teacher shall satisfy the District required staff development points each year.
2. Teachers are encouraged to attend workshops and conferences in their fields of study.
3. Teachers are encouraged to attend summer school for refresher courses from time to time.
4. Counselors are encouraged to attend programs specifically designated for school counselors each year.

Adopted:

Revised: July 27, 2015; July 28, 2021; August 15, 2023; September 16, 2025

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### **Professional Boundaries**

The Board counts on staff to adhere at all times to recognized standards of professional conduct. Teachers, administrators, and support employees are role models and must exemplify ethical behavior in their relationships with students, patrons, and other staff members. The Board expects staff to be mindful that they are professionals and their conduct, particularly in relation to students, patrons, and other staff, must be consistent with professional standards. Staff members must never engage in conduct which detracts from a safe, positive or appropriate learning environment.

The Board believes that all staff members have a responsibility and professional obligation to be familiar with, and abide by, the laws of Oklahoma, the policies of the Board, and the administrative regulations designed to implement them – as they affect the employee’s job and commitments to students and others. No teacher or support employee shall be prohibited from or disciplined for disclosing public information to correct what the teacher or support employee reasonably believes evidences a violation of the Oklahoma Constitution or law or a rule promulgated pursuant to law or reporting a violation of the Oklahoma Constitution or state or federal law, regardless of whether or not prior notice was given to the teacher or support employee’s supervisor or any other party in the relevant chain of command.

For purposes of this section, “reporting” includes providing a written or spoken account to a supervising teacher, administrator, school board member, an Oklahoma State Department of Education (OSDE) representative, law enforcement official, district attorney, and/or parent or legal guardian of a student directly impacted by the actions.

The Family Educational Rights and Privacy Act (FERPA): This does not exempt a teacher or support employee from adhering to a student or parent’s rights to confidentiality and protection under FERPA.

The OSDE Standards of Performance and Conduct set forth standards for the professional conduct of teachers. The Board, like the State Department of Education, requires teachers in the school system to adhere to this code. It expects its administrators also to adhere to requirements for administrators. In addition, the Board approves specific ethical standards that must guide the conduct of all staff members.

**Specific Responsibilities.** Essential to the success of ongoing District operations and the instructional program are the following responsibilities, required of all personnel:

1. Support and enforcement of policies of the Board and regulations of the District administration with regard to students.
2. Concern and attention toward their own and the District’s legal responsibilities for the

- safety and welfare of students, including the need to assure that students are responsibly supervised within the constraints presented.
3. Avoidance of exploitation of relationships with students, other staff members or District patrons.
  4. Consistency and promptness in attendance at work.
  5. Diligence in submitting required reports promptly at the times specified.
  6. Care and protection of District property.

**Staff -Student Relationships:** Exploitation of staff-student relationships is inconsistent with obligations owed to students. Commercial and business dealings between students and staff members are prohibited. A staff member may not use a teacher/administrator or similar relationship with a student for personal gain. Likewise, staff members may not use student property for personal use or benefit. Staff members who suspect or recognize an inappropriate relationship between a student or staff member or who observe inappropriate conduct toward or contact with a student are required to report this in writing to their supervisor, the Superintendent, or other District official.

**Exploitation of a Student.** Exploitation of a student may result from an improper personal relationship encouraged by a teacher, administrator or support employee. Staff members should be aware that gestures and physical conduct, even though innocent and properly motivated, may be misrepresented by students or parents. Therefore, teachers, administrators, and support employees must avoid conduct that might be characterized as evidencing an improper or unprofessional personal attachment toward a student. Sponsors or chaperones shall not sleep in the same rooms with students on overnight activity trips unless the sponsor or chaperone is the parent or legal guardian of the student. Likewise, coaches, sponsors or chaperones shall not accompany a single student on a trip or activity unless written approval is received from parents or legal guardian of the student and the Superintendent or Superintendent's designee. Sexual or romantic involvement with a student and sexual harassment by any employee, regardless of the student's age or student's placement in or out of the teacher's class, is prohibited. School officials will seek criminal investigation and prosecution of any employee suspected of engaging in child exploitation.

**Standards of Behavior.** Staff is expected, in the capacity as role models, to establish an example of acceptable behavior for students in connection with classes and extracurricular activities. Teachers, administrators and support employees must refrain from the use of vulgar or obscene language and conduct in the presence of students. Similarly, discussion with students of issues personal to the staff member, such as divorce, sexual issues, or similar highly personal subjects, is inappropriate. The use of alcohol by any staff member in the presence of students is prohibited. Likewise, the use of illegal or illicit drugs by employees in or outside the presence of students is prohibited. Likewise, the use of illegal or illicit drugs by employees in or outside the presence of students is prohibited and grounds for disciplinary action, including dismissal.

District has adopted policies relating to employee and student use of wireless telecommunications devices and social networking sites, and employees shall adhere to these provisions. Staff members are expected to refrain from comments or statements, even in jest, reflecting adversely on any person or group with reference to race, color, religion, sex, status,

sexual orientation, age or genetic information. Racial, ethnic, or sexual slurs in the presence of student or during work or work-related activities or programs constitute unprofessional conduct.

**Exploitation by Supervisors of Subordinate Employees.** The exploitation by supervisors of subordinate employees is improper and prohibited. In particular, any employee who supervises, directs, evaluates or makes any employment recommendation with regard to any other employee (ie. acts as a supervisor) is prohibited from engaging in any commercial, business, romantic, sexual, or other similar type of personal relationship with any employee who is or may be subordinate to the supervisor.

**Fiscal Management.** It is imperative that sound fiscal management procedures be followed by staff to ensure maximum benefit for each dollar expended. Accordingly, misuse of District property and/or funds constitutes unacceptable behavior. Employees must adhere to accepted procedures of sound accounting, reporting, business and purchasing practices.

**Every employee of the District has the duty to abide by this professional boundary policy. Failure to do so may lead to disciplinary action including dismissal or non-renewal from employment, referral to law enforcement authorities for prosecution, to other action appropriate to the nature, gravity, and effect of the relationship on students, other staff members, or school operations.**

Adopted:  
Revised: September 15, 2025

**GENERAL STUDENT POLICIES**

**School Calendar:** School shall be in session and classroom instruction offered:

- For not less than 1,08~~60~~ hours with a minimum of 16~~65~~ days of instruction each school year, if ~~the~~ district board adopts a school-hours policy and notifies the SBE prior to October 15 of the applicable school year; ~~or~~
- ~~For not less than 1,080 hours each school year, if a district board adopts a school-hours policy, notifies the SBE prior to October 15 of the applicable school year~~6 and meets the requirements established by the SBE pursuant to law; or-
- For not less than 1,086 hours each school year if the Board adopts a school-hours policy, notifies the SBE prior to October 15 of the applicable school year, and the district meets or exceeds the minimum guidelines for student performance and school district cost savings established by the SBE.

Annually, the Superintendent or the Superintendent's designee shall prepare and present for Board approval a school calendar which indicates the dates of the opening and the closing of school and all applicable instructional and professional days. The District will not count more than 30 hours of attendance at professional meetings each school year toward the 181 days or the 1,086 hours of classroom instruction time required by law. In addition, the Superintendent shall have the authority to make short-term adjustments to the calendar as necessary, including but not limited to distance learning schedules and related planning and redefining attendance and absence requirements for students and staff.

For the purposes of this subsection, "virtual instruction" means the use of the Internet or other means of digital information transmission systems as a form of academic instruction. Beginning with the 2026-2027 school year, the district shall not count days or portions of days when school is closed and virtual instruction is provided towards the 181 days or 1,086 hours of classroom instruction. However, a district may count up to two (2) days or twelve (12) hours when school is closed and virtual instruction is provided towards the 181 days or 1,086 hours of classroom instruction time only if certain requirements are met as required by law, including but not limited to annual approval by the district's board as well as the State Superintendent. This provision does not apply to full-time virtual education programs operated by a district.

**School Day:** A school day shall consist of not less than six (6) hours devoted to school activities except as allowed by law. Students, except for kindergarten students, are expected to attend a minimum of four (4) consecutive class periods each day. The Administration shall establish the school hours within the school day and class schedules for the schools within the District, and may provide for flexible scheduling and a longer school day to accommodate flexible scheduling.

**Class Schedules:** Each principal or principal's designee shall be responsible for

implementing an instructional schedule for each student which provides for the best use of the student's time in relationship to the student's goals within the framework of practicable school operation, course offerings, and staffing. Students may request changes to their schedules through the school counselor's office until the end of the third day of the current term. If a student-requested change is granted, the student will be allowed to make up and be given credit for assignments/tests which were missed.

After the third day of the current term, there will be no changes in a student's class schedule unless the request for a change is made by a counselor or parent and a conference between the teacher, parent, counselor, and student has taken place to discuss the proposed change. However, if there are extenuating circumstances, including but not limited to, the resignation of a teacher or other staffing issues, the Administration may modify a student's class schedule to best meet the needs of the student and the needs of the District.

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

**School Ceremonies and Observances:** According to state law, each school may lead its students in a daily, but not less than weekly, pledge of allegiance to the flag of the United States of America and may fly the United States and Oklahoma flags on school grounds on school days when weather permits. The United States Flag will be on display, either inside or outside, on school property as required by law. Any person who mistreats or dishonors the Flag will be subject to consequences pursuant to state law and district policy. In addition, students who do not wish to participate in the pledge will not be required to do so or penalized for noncompliance, so long as it is respectful. Schools within the District may observe the holidays of various religions and present assembly programs with songs and decorations in accordance with the traditional and historical significance of the religious holiday. Schools within the District may conduct programs commemorating events in the history of Oklahoma and the United States. Student assemblies shall be considered part of the school program and shall be held during school hours.

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

The minute of silence shall commence with an announcement substantially mirror the following statement: "We now pause for a minute of silence in which students may reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices." Any complaints regarding violations of this policy will be addressed promptly and in accordance with law and District's complaint procedures.

**Voluntary Prayer:** District acknowledges the right to engage in voluntary prayer. Those

who wish to participate in voluntary prayer will be permitted to do so pursuant to the Oklahoma Administrative Code at OAC 210:35-3-251. Voluntary prayer is permitted at school events, including but not limited to sporting events or graduation ceremonies, so long as it is non-disruptive and respectful of the rights of other individuals present. Any complaints regarding violations of this policy will be addressed promptly and in accordance with law and District's complaint procedures.

**Student Vehicles:** Students are granted the privilege of driving their vehicles on to the District's campus. Students shall enter the school grounds, choose a parking place, and park immediately. Students shall observe and obey the posted speed limits and respect one-way zones, handicapped zones, and "no parking" areas. Any student's continued failure to comply with rules for driving a personal vehicle may result in the loss of the privilege of driving on to the District's property or otherwise subject the student to discipline. Any vehicle on the District's property may be subjected to a search for controlled dangerous substances, alcohol, weapons, or stolen items when circumstances so justify a search.

**Visitors:** Visitors must sign in at the administrative office before visiting students.

**Volunteers:** The District recognizes that volunteers may make valuable contributions to the District's educational programs. Therefore, when appropriate, volunteers will be encouraged and utilized. The Administration may develop appropriate regulations regarding the use of volunteers.

**Textbook Distribution:** Books shall be distributed for each class by the teacher in charge. The distributing teacher shall record each student's name, the identification number of the book, and the condition of the book. Students shall not deface books in any way. Fines or the cost of replacement may be assessed for damaged books if the books are damaged to the extent that they can no longer be used.

Adopted:

Revised: August 12, 2019; July 28, 2021; August 12, 2024; February 3, 2025;  
September 16, 2025

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

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

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

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

**Age Requirements:**

- A. Minimum Age: A child must be four (4) years old on or before September 1 in order to enroll in the District's early childhood program. A child must be five (5) years old on or before September 1 in order to enroll in kindergarten. A child must be six (6) years old on or before September 1 in order to enroll in first grade, unless otherwise entitled to enroll by law.
- B. Maximum Age: All students who have not completed the twelfth grade shall be eligible to attend school in the district until they reach twenty-one (21) years of age on or before September 1 of the school year in which enrollment is sought; provided that upon submitting evidence to the Board of Education in the student's resident district, or the Board's designee, showing that the student who is a resident of the State of Oklahoma, is lawfully present in the United States, and was unable to attend school because of ~~physical disability or service in the United States Armed Forces or auxiliary organizations by~~ reasons provided for by law which made it was impossible to complete the twelfth grade before the age of twenty-one (21), a student may attend school in the District until the student attains the age of ~~thirtytwo-six (3026).~~ Persons applying for and approved under this subsection shall only be eligible if the district offers a full-time virtual education program, which the student utilizes to complete their high school education.
- C. Students with Disabilities: Students with disabilities may be entitled to attend school from three (3) years of age. The District's Special Education Director should be contacted to determine eligibility of students with disabilities for early admission.

- D. Proof of Age: Unless identified as homeless in accordance with the McKinney-Vento Homeless Education Assistance Act, any student who is enrolling in school for the first time shall present upon enrollment a birth certificate which verifies the student's age. If a birth certificate is not presented within four (4) weeks after its request, the student's enrollment may be terminated depending on the circumstances.

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

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

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

**Residency Requirements:**

- A. Categories of Residency: The following students shall be considered legal residents of the District:
1. Students whose parent, legal guardian or legal custodian holds legal residence in the District.
  2. Students who have been placed in a foster home within the District (a) by the person or agency holding legal custody pursuant to court order, or (b) by a state agency having legal custody; provided that "foster home" means a family home, other than the home of a parent, step-parent, grandparent, brother, sister, uncle, or aunt, which provides full-time care for five or fewer children.

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

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

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

~~Residency by Military Order~~ — A student whose parent or legal guardian is transferred or is

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

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

~~For purposes of this policy:~~

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

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

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

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

- A. By the submission of proof that the student’s residence for school purposes has changed or is about to change to another school district;
- B. By the submission of proof that the student has attained the age of eighteen (18);
- C. If the student has attained the age of sixteen (16), upon written agreement between the principal and the parent, guardian or custodian of the student that such withdrawal is in the best interests of the student and/or community, and that the student shall thereafter be under the supervision of the parent, guardian or custodian until the student has reached the age of eighteen (18); and
- D. By administrative action, if the student has had ten (10) consecutive unexcused absences.

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

Third grade students shall be retained as required by law in accordance with District Regulations.

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

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

**Student Transfers:** Subject to certain exceptions provided for by law, the transfer of a student from the district in which the student resides to District or within the District by a student attending a different school site within the District shall be granted at any time during the school year unless the requested transfer exceeds 75% capacity of the grade level or program sought for each school site or desired schools site within the District. District's Board will meet by the first day of January, April, July and October each year to establish the number of transfer students the school has the capacity to accept in each grade level for each school site within the District. District's capacity will be published on District's website and reported to the State Department of Education ("SDE"). District's capacity is as follows:

- **Pre-kindergarten:** No more than 20 students per classroom or 10 students per adult in the classroom.
- **Kindergarten:** No more than 20 students per teacher (excluding PE and Music

classes), unless an additional class would have fewer than 10 students or unless a teacher's assistant is hired.

- **Grades 1-3:** No more than 20 students per teacher (excluding PE and Music classes), unless an additional class would have fewer than 10 students or unless a teacher's assistant is hired.
- **Grades 4-6:** No more than 20 students per teacher (excluding PE and Music classes), unless an additional class would have fewer than 16 students.
- **Secondary:** No more than 140 students per day (excludes PE and music classes).
- **Special Education:** Determined by availability of the appropriate program, services and case-load for teachers currently on staff at site or grade level requested in accordance with state law.

In order for a student to be transferred, the parent or guardians of the student must first submit an application form specified by the State Board of Education ("SBE") and in accordance with SBE's procedures to the District Superintendent. District will approve or deny transfer applications and notify the parents of the decision in writing within thirty (30) days of receiving an application. If the capacity of a grade level for each school site or the desired school site within the District is insufficient to enroll all eligible students, District shall select transfer students in the order in which District received the student transfer applications. If the transfer application is accepted, the parent or guardians shall notify District in writing within ten (10) days of receiving notice of approval that the student will be enrolling in the District. Failure to provide such notice may result in District's decision to cancel the transfer, which will be provided in writing immediately upon the cancellation. If the transfer application is denied, the parent or guardians may appeal such denial as set forth in law and regulation.

A transfer may be denied if it will exceed 75% enrollment capacity, or for student discipline as provided for in § 24-101.3 or for attendance issues. "Attendance Issues" are defined as ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness. District will begin receiving new applications for the subsequent school year on or after July 1<sup>st</sup> each school year. However, any currently approved transfers may be approved for the next school year beginning on May 1<sup>st</sup>.

All student transfers previously granted will remain in effect unless the District takes action to deny the continued transfer a future year's attendance based on discipline or attendance issues as provided for by law previously stated herein. If District intends to deny a student's continued transfer, the parents or guardians will be notified by or before July 15<sup>th</sup>. If the grade a student is entitled to pursue is not offered in the student's resident district, the transfer will be automatically approved.

A student whose parent or legal-guardian is employed by the District may transfer to the District regardless of capacity. The child of a District employee who resides in the District, but wishes to attend a different school site within the District where the student resides may be granted an intra-district transfer as long as the student does not meet the criteria as a basis for denial as provided for herein. In addition, any student who has attended school as a resident student for at

least three (3) years prior to moving out of the District may be allowed to transfer regardless of capacity, provided that the student does not meet a criteria for denial as provided for herein.

Any child in the custody of the Department of Human Services (“DHS”) in foster care who is living in the home of a student who transfers to the District or to another school site within the District may attend school in the District as provided for by law. Except for a child in the custody of DHS in foster care, a transfer student shall not transfer more than two times per school year to one or more districts in which the student does not reside or to other school sites within the District where the student resides, provided that the student may reenroll in his or her district or school site of residence at any time.

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

A student who changes residence within the District, but wishes to attend the same school site may be granted an intra-district transfer provided that the student does not meet the criteria as a basis for denial as provided for herein.

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

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

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

**Special Education and Gifted Education Transfers:** Transfers regarding students with disabilities will be considered in accordance with law and SDE regulations. Prior to approving the transfer of a student with disabilities, the receiving district shall establish

availability of the appropriate program, staff, and services. In addition, a joint IEP conference shall be required between the district of residence and the receiving district prior to approval of the transfer. If a request to transfer a student with disabilities to a district other than the resident district is denied, the parent or ~~legal~~ guardian or an adult student who is eighteen (18) years of age or older, but under the age of twenty-two (22) may appeal the denial within ten (10) days of notification of the denial to the receiving district's board of education. The receiving district's board shall consider the appeal at its next regularly scheduled meeting. If the receiving district's board denies the appeal, the parent, ~~legal~~ guardian, or qualifying adult student may appeal the denial to the State Board of Education within ten (10) days of notification of the denial. The appeal process shall be conducted as provided for in law and regulation.

**Military Parent Transfers:** Students who are dependent children of a member of the active uniformed military services of the United States on full-time active duty status and students who are the dependent children of a member of the military reserve on active duty orders shall be eligible for admission to the District regardless of its capacity, but in accordance with state law, if: ~~a) at least one (1) parent of the student has a Department of Defense-issued identification card; and b) at least one (1) parent can provide evidence that he or she will be on active duty status or active duty orders, meaning that the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation, or a natural disaster requiring the use of orders for more than thirty (30) consecutive days.~~

Specifically, 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 a member of the military reserve on active duty orders, shall be provided provisional eligibility for intra-district transfers regardless of capacity except that the number of intra-district transfers specific to military dependents shall be based on two (2) military dependents per one hundred (100) enrolled students at the elementary school level, four (4) military students per one hundred (100) students at the middle school level, and six (6) military dependents at the high school level.

For purposes of this policy:

"Elementary school" means kindergarten through fifth grade;

"Middle school" means sixth grade through eighth grade; and

"High school" means ninth grade through twelfth grade.

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

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

A student shall not be precluded from enrollment prior to residency for any of the following reasons:

1. Having an individualized education program (IEP) or an individualized family service plan (FSP) under the Individuals with Disabilities Education Act (IDEA);
2. Receiving or qualifying for special education courses or services; or
3. Receiving or qualifying for accommodations or services under Section 504 of the Rehabilitation Act of 1973 (Section 504).

If the enrolling student is transferring with an IEP, ISP, or a Section 504 Plan, the District's Board shall take the necessary steps including but not limited to, the transfer of records and any prior evaluations, the performance of reevaluations, if necessary, and meeting to ensure that comparable services are in place prior to the student's first day of school in the state.

For purposes of this policy:

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

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

**McKinney-Vento Act:** The Education for Homeless Children and Youth ("EHCY") program is authorized under the McKinney-Vento Homeless Assistance Act ("McKinney-Vento Act"), as amended by Every Student Succeeds Act ("ESSA"). The mission of the EHCY program at the Oklahoma State Department of Education ("OSDE") and District is to ensure educational equity and success for students experiencing homelessness by providing support according to the McKinney-Vento Act.

Homeless children and youth are defined as those who lack a fixed, regular, and adequate nighttime residence. Determinations will be made on a case-by-case basis as provided for in the Student Handbook. The District McKinney-Vento Liaison is the Superintendent and may be reached at (405) 399-9215. Each site will also have a McKinney-Vento liaison, who can be reached through the Administration office at each school site.

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

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

District Responsibilities: ~~Beginning with the 2024-2025 school year,~~ The State of Oklahoma will require a parent or guardian of a student, or the student if he or she is not in the physical custody of a parent or guardian, to complete the form provided by the OSDE for students who are identified as homeless children and youth at the time of enrollment.

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

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

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

the school, district or state involved, including the rights of the parent, guardian, or unaccompanied youth to appeal such decisions.

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

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

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

Adopted:

Revised: July 6, 2021; October 25, 2021; June 1, 2022; August 15, 2023; July 2, 2024;  
September 16, 2025

### **ATTENDANCE**

**General:** Every student shall attend school regularly. Regular attendance at school is necessary for students to fully benefit from the educational experience, teaches students the necessity of regular attendance in preparation for work, and teaches students to be personally responsible. The Administration shall notify a student's parent or guardian regarding the student's absences and tardies as set forth in Administrative Regulations or Student Handbooks.

**Absences:** Students are expected to attend all classes if possible. Absences, including excused and unexcused absences, shall be determined according to the provisions of the Student Handbooks. Included in the excused absences shall be absences for the purpose of receiving speech therapy, occupational therapy, or any other service related to the child's IEP so long as the parent, guardian, or other person with custody or control over the child submits a prior written request for the absence and provides subsequent documentation from the provider.

In addition, students who are absent in order to participate in a scheduled 4-H activity or program as approved by the 4-H educator shall receive an excused absence under this policy so long as the absence is not during scheduled statewide student assessments or during any period for which the student is subject to discipline that would preclude participation in an educational field trip or extracurricular activity. Students shall be given the opportunity to make up any missed schoolwork without having their grades adversely affected due to participation in activities or programs sponsored by 4-H. Documentation of proof of student participation shall be provided by a 4-H educator upon request by a school principal or attendance officer.

**Tardiness:** Tardy is defined as arriving after the class bell rings at the beginning of the school day.

**Early Dismissal:** A student shall not be excused and dismissed from school before the end of the school day without an approved written request for early dismissal from the student's parent or guardian or the approval of an administrator. Telephone requests for early dismissal of a student will only be honored if the caller can be positively identified as the student's parent or guardian. Additional precautions regarding excusing students from school may be taken as appropriate to the age of the student and/or as circumstances warrant.

**Truancy:** The District may take reasonable measures to enforce the provisions of the compulsory attendance laws to ensure that all students attend school on a consistent basis. During the times when school is in session, the District's attendance officer or any District administrator may detain and assume temporary custody of any student enrolled in the District who is subject

to the compulsory attendance laws, who is found away from home, and who is absent from school without excuse.

**Released Time Courses:** A student will be excused from school to attend a course in religious or moral instruction that is conducted off of District property and by an independent entity. The student may be excused for up to three (3) class periods per week, but no more than one hundred twenty-five (125) class periods per school year. The student's parent or legal guardian must provide the District with written consent prior to the student's participation in the course and any transportation provided to and/or from the place of instruction is the sole responsibility of the independent entity, the student, or the student's parent or legal guardian. District and its board shall be provided access to the independent entity's attendance records regarding District students. The student will be responsible for any missed school work and will complete such work in accordance with District policy. The student will not be excused to participate in the course during any classes in which the subject matter is subject to the assessment requirements of Section 1210.508 of Title 70 of the Oklahoma Statutes.

A student who attends the course will still be considered in attendance at the District. The student may also be awarded elective credit for the course provided that the work is substantiated by a valid transcript from the independent entity and additional criteria is met as provided for by law.

**Chronic Absenteeism:** Chronic absenteeism is occurs when a student is absent from school at least ten percent (10%) of the time that school is in session and the student is included in membership, eighteen (18) or more days on a one hundred and eighty-one (181~~0~~) day school calendar or ten percent (10%) or more of school days on a one thousand and eighty-six (1,086~~0~~) hour school calendar. The district recognizes that medical exemptions from chronic absenteeism may be appropriate in addition to other absences provided for by state law and/or regulation. Student absences which are due to a significant medical condition may be exempt from inclusion in the school site's chronic absenteeism indicator upon determination of eligibility by district's medical exemption review committee. District's medical exemption review committee consists of:

A significant medical condition, for the purposes of this policy, means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma that meets the following criteria:

- A. The condition affects the student so severely that it incapacitates the student from attending school for an identifiable time period or number of school days, or for which the student must receive regular medical care that requires him or her to be absent from school;
- B. The student is unable to receive instruction through homebound education services for an identifiable time period or number of school days due to the medical condition or treatment of the medical condition, or homebound

- education is not appropriate due to brief recurring absences for treatment purposes;
- C. The school or school district has been provided with written documentation of the condition that has been verified in writing by a physician licensed to practice in Oklahoma, or by a physician licensed to practice in another state if the treatment is in another state. A copy of the documentation verifying the student's condition shall be filed in the student's educational record. For qualifying circumstances, such as sexual assault or other events of a traumatic nature, that may not include official documentation, a letter from a school counselor or administrator explaining the student's qualifying circumstance may qualify as documentation. District's medical exemption review committee shall respect and protect the privacy of students and others in its review of medical exemption requests.
  - D. Examples of significant medical conditions may include, but are not limited to:
    - a. Student has a terminal disease or degenerative illness, or has been placed in hospice care;
    - b. Student is comatose;
    - c. Student has a serious chronic medical condition (lasting 3 months or more) and is absent for the purpose of receiving condition-related treatment (ie. chemotherapy, dialysis);
    - d. Death or life-threatening injury of an immediate family member of the student (ie. parent/guardian, sibling, child, or another member of the household); or
    - e. Student has sustained serious medical or physical injury as a result of a catastrophic event, such as:
      - i. A natural disaster or other event;
      - ii. An act of violence (ie. physical assault, sexual assault, kidnapping, homicide, torture, or terrorism);
      - iii. Drowning;
      - iv. Poisoning, fall ,or a traumatic brain injury; or
      - v. Fire or explosion in student's home.
  - E. Absent another qualifying condition, a significant medical condition does not include:
    - a. Minor illness or injury that does not incapacitate the student or require recurring treatment;
    - b. Short-term illness or injury resulting in absences of ten (10) or fewer consecutive instructional days, including those that require short-term hospitalization of ten (10) or fewer consecutive instructional days;
    - c. Pregnancy, unless complications of the pregnancy otherwise meet the requirements of this policy; or
    - d. Refusal of a parent/guardian to permit the student to attend school or receive homebound services due to illness, injury or trauma.

Student absences that are classified as “excused” under Oklahoma law and/or district policies should be classified as “excused” in the student information system and do not automatically qualify for a medical exemption for purposes of the chronic absenteeism indicator. In order to qualify for consideration under a chronic absenteeism medical exemption, an absence must fall under the definition of a “significant medical condition”. Furthermore, if a student has been determined to have a significant medical condition under the terms of this policy, only absences that are related to the student’s identified condition(s) or qualifying circumstances may be exempted from inclusion in the chronic absenteeism indicator.

District shall report any absences determined to be medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability. All documentation considered during the medical exemption review committee’s consideration of potentially eligible absences shall be maintained by the district.

**Virtual Attendance Policy:** District recognizes that circumstances may create a need for the implementation of its virtual education program. Beginning with the 2026-2027 school year, district may not count days or portions of days when school is closed and virtual instruction is provided toward the 181 days or 1,086 hours of classroom instruction unless the district has met the requirements provided for by law, including but not limited to, approval by the Superintendent of Public Instruction of the district’s virtual education plan. In the event these requirements are met, the district may count up to two (2) days or twelve (12) hours when school is closed and virtual instruction is provided toward the 181 days or 1,086 hours of classroom instruction time. Exceptions to this requirement may be on an individualized basis including but not limited to, a student’s needs under a medical plan, IEP, or Section 504 Plan. Nothing in this provision is intended to negate a student’s education pursuant to a qualifying full-time virtual education program.

In the event that the need for participation in a virtual education program ~~this situation~~ arises, the first date of attendance for a student beginning a virtual education program with District shall be the first date the student completes a virtual instructional activity. “Instructional activities” shall include instructional meetings with a teacher, completed assignments that are used to record a grade for a student that is factored into the student’s grade for the semester during which the assignment is completed, testing, and other activities identified as such by the District.

A student who is attending a virtual educational program through District shall be considered in attendance for a quarter if the student:

- a. Completes instructional activities on no less than ninety percent (90%) of the days within the quarter,
- b. Is on pace for on-time completion of the course as defined by District’s board of education, or
- c. Completes no less than seventy-two (72) instructional activities within the quarter of the academic year.

For students who do not meet any of the above-mentioned criteria, the amount of the attendance recorded shall be the greater of:

- a. The number of school days during which the student completed instructional activities during the quarter,
- b. The number of school days proportional to the percentage of the course that has been completed, or
- c. The number of school days proportional to the percentage of the required minimum number of completed instructional activities during the quarter.

Students are expected to login and work daily on assignments and tasks as assigned by District employees or the assigned learning platform. Students who violate the District's attendance requirements are subject to disciplinary action, including but not limited to academic probation.

For students who are participating in a part-time or temporary remote learning program, attendance and participation will be monitored in accordance with district policy and through documented student/teacher/course interaction that may include, but is not limited to, online chats, e-mails, posting/submission of lessons. A student may be counted as "present" or "in attendance" when the student/teacher/course interaction demonstrates student progress toward learning objectives as well as regular engagement in course activity. Regular engagement in the course activity includes, but is not limited to, daily log-ins to the assigned learning platform and completion of required activities. Daily log-in times must meet duration requirements necessary to complete the required activities.

Students who are interested in participating in extracurricular activities must attend at least one (1) class period on campus each day. This class period can be the class for the co-curricular or extra-curricular activity if it is a part of the school day.

Adopted: October 11, 1999

Revised: July 20, 2020; July 10, 2024; September 16, 2025

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

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

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

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

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

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

**Report Cards and Progress Reports:** Report cards shall be sent to parents and/or guardians at the end of each nine-week period. In addition, progress reports may be sent during the nine-week period and telephone calls and personal visits may be scheduled as needed. Parent-teacher conferences may be scheduled as needed.

**Transcripts:** A transcript is any record of a grade or grades given to a student by a teacher. Students requesting a copy of their transcript shall be provided a copy. However, if a student has

failed to return any textbook or failed to make payment for a textbook which has not been returned, the District shall withhold the transcript until such time as payment is made. The Superintendent may waive the withholding of a student's transcript because of failure to return a textbook or failure to remit payment for a textbook depending on the circumstances involved.

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

**Retention:** In general, students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. Where possible, the educational program shall provide for the continuous progress of students from grade to grade, with students spending one year in each grade.

**Strong Readers Act:** The Strong Readers Act ensures that the progression from one grade to the next is at least partially determined by proficiency in reading and that reading instruction and intervention services are implemented to address student reading needs. Students and their parents or legal guardians will be informed of reading progress.

In order to identify students who have ~~a reading deficiency including identifying students with~~ characteristics of dyslexia that lead to or cause reading difficulty, each student enrolled in kindergarten, first grade, second grade, and third grade ~~in a public school~~ shall be screened at the beginning, middle, and end of each school year for reading skills. These reading skills shall include, but not be limited to, phonological awareness, decoding, fluency, vocabulary, and comprehension. District will utilize an approved screening instrument that meets the requirements under the law.

~~Beginning in the 2025-2026 school year, t~~The State Board of Education (SBE) will approve screening instruments that meet the criteria provided for by law. Students who provide documented evidence that they meet at least one of the following criteria may be exempt from ~~these~~ screening requirements ~~provided for by law~~:

1. The student participates in the Oklahoma Alternate Assessment Program (OAAP) and is taught using alternate methods;
2. The student's primary expressive or receptive communication is sign language;
3. The student's primary form of written or read text is Braille; or
4. The student's primary expressive or receptive language is not English, the student is identified as an English learner using a state-approved identification assessment, and the student has had less than one (1) school year of instruction in an English-learner program.

If an exemption is granted, evidence of progression toward English language acquisition will be provided with the same frequency as administration of screening instruments.

Students who are administered a screening instrument and are determined not to be meeting grade-level targets shall be provided with a program of reading instruction that is

designed to enable students to acquire appropriate grade-level reading skills. The program shall be based on scientific research and align with SBE standards and shall include:

1. Sufficient additional in-school instructional time for the acquisition of phonological awareness, decoding, fluency, vocabulary, and comprehension;
2. If funding is available and it is determined to be necessary, tutorial instruction outside of regular school hours;
3. Assessments identified for diagnostic purposes and periodic monitoring to measure the acquisition of reading skills including, but not limited to, phonological awareness, decoding, fluency, vocabulary, and comprehension, as identified in the student's reading instruction program;
4. High-quality instructional materials grounded in scientifically based reading research; and
5. A means of providing every prekindergarten, kindergarten, first grade, second grade, and third grade student's family access to free online, evidence-based literacy instruction resources to support literacy development at home.

The parent or legal guardian of a student who is enrolled in kindergarten, first grade, second grade, or third grade and who shows a deficiency in reading, based on the results of the screening instrument administered by the district, shall be notified and the student shall receive an individual reading intervention plan no later than thirty (30) days after the reading deficiency is identified. The reading intervention plan shall be provided in addition to core reading instruction and shall:

1. Describe the research-based reading intervention services that the student will receive to remedy the reading deficiency;
2. Provide explicit and systematic instruction in phonological awareness, decoding, fluence, vocabulary, and comprehension, as applicable;
3. Monitor each student's reading skills progress throughout the school year and adjust instruction according to the student's needs; and
4. Continue until the student is determined to be meeting grade-level targets in reading based on the results of the screening instruments or assessments administered pursuant to law.

The reading intervention plan for each student identified as having a deficiency in reading shall be developed by a Student Reading Proficiency Team composed of the parent or legal guardian of the student, the teacher assigned to the student who was responsible for reading instruction during that academic year, a teacher who is responsible for reading instruction in the next grade level of the student, and a certified reading specialist or an individual with advanced training or specialization in literacy instruction, if available.

District shall adopt and implement a strong readers plan with input from administrators, teachers, parents and legal guardians, and a reading specialist, where possible. District shall update its strong readers plan annually taking into consideration all of the requirements prescribed in law as well as the input of school administrators, teachers, parents and legal guardians, and if possible, a reading specialist.

Any first-grade, second-grade, or third-grade student who demonstrates proficiency in reading through a grade-level appropriate screening instrument approved pursuant to law shall not require a program of reading instruction or an individual reading intervention plan. Upon demonstration of proficiency, the district shall notify the parent(s) or legal guardian(s) of the student that he or she has satisfied the requirements of the Strong Readers Act. District shall continue to monitor the student in the next successive grade level in order to ensure that he or she maintains proficiency.

~~Beginning with the 2025-2026 school year, if~~ a third-grade student is identified as having a significant reading deficiency, which means that he or she is not meeting grade-level targets on a screening instrument, district shall provide the student with intensive intervention services for the appropriate amount of the instructional day consistent with the student's individual reading intervention plan and as determined by the Student Reading Proficiency Team. Intensive intervention services shall continue until the student demonstrates proficiency at his or her grade level based on the administration of a screening instrument.

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

- a. That the student has been identified as having a substantial deficiency in reading;
- b. A description of the services being provided to the student pursuant to law;
- c. A description of the proposed intensive intervention services and supports that will be provided to student and are designed to remediate the identified area of reading deficiency as provided for by law;
- d. That a student who is promoted to the fourth grade shall receive supplemental intensive intervention services;
- e. Strategies for parents to use in helping the student succeed in reading proficiency; and
- f. The grade-level performance scores of the student.
- g.

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

A teacher who determines that a student in kindergarten or first through third grade is not reading at grade level by the end of the second quarter of the school year, shall notify the parent or legal guardian of the student's reading level, the program of reading instruction for the student

as required by the Strong Readers Act, and the potential need for summer academy or another program designed to assist students in attaining grade-level reading skills.

**Dyslexia Screening:** Any student enrolled in kindergarten-third grade ~~in an Oklahoma public school~~ who is assessed through the Strong Readers Act and is not meeting grade-level targets in reading after the beginning-of-the-year assessment shall be screened for dyslexia. Screening may also be requested by a parent or legal guardian, teacher, counselor, speech-language pathologist or school psychologist. All processes and characteristics of the dyslexia screening shall follow State Department of Education guidelines.

**Oklahoma Math Achievement and Proficiency Act:** The Oklahoma Math Achievement and Proficiency Act ensures that student achievement in math is encouraged and progression from one grade to another is determined, in part, upon proficiency in mathematics, advanced math instruction and intervention services are promoted to address student math needs, and that each student and his or her parent or legal guardian are informed of the student's progress in mathematics.

In order to identify students who have a math deficiency including students with characteristics of dyscalculia, each student enrolled in second, third, fourth, and fifth grade shall be screened at the beginning, middle, and end of each school year for math proficiency including, but not limited to, real-world problem-solving skills, procedural fluency, conceptual understanding, and productive dispositions. District will utilize an approved screening instrument that meets the requirements under the law.

Beginning in the 2026-2027 school year, the State Board of Education will approve a list screening instruments for use at the beginning, middle, and end of the school year for monitoring progress and measurement of math proficiency as provided for by law. Students who provide documented evidence that they meet at least one of the following criteria may be exempt from these screening requirements:

1. The student participates in the Oklahoma Alternate Assessment Program (OAAP) and is taught using alternate methods;
2. The student's primary expressive or receptive communication is sign language;
3. The student's primary form of written or read text is Braille; or
4. The student's primary expressive or receptive language is not English, the student is identified as an English learner using a state-approved identification assessment, and the student has had less than one (1) school year of instruction in an English-learner program.

If an exemption is granted, evidence of progression toward English language acquisition will be provided with the same frequency as administration of screening instruments.

Students who are administered a screening instrument and are determined to be exceeding grade-level targets shall be provided advanced learning opportunities in mathematics approved

for the student's grade level. A student may only be removed from the advanced learning opportunity if the parent or legal guardian of the student provides written consent for the student to be excluded or removed after being adequately informed that the student's placement was determined by the student's achievement on the screening instrument.

Students who are administered a screening instrument and are determined not to be meeting grade-level targets shall be provided with a program of math instruction that is designed to enable students to acquire appropriate grade-level math proficiency. The program shall be based on scientific math research and align with SBE standards and shall include:

1. Sufficient additional in-school instructional time for the acquisition of mathematical proficiency, which is a combination of real-world problem-solving skills, procedural fluency, conceptual understanding, and productive dispositions;
2. If funding is available and it is determined to be necessary, tutorial instruction outside of regular school hours; however such instruction may not count toward the day or hour requirements provided for by law;
3. Assessments identified for diagnostic purposes and periodic monitoring to measure the acquisition of math proficiency including, but not limited to, real-world problem-solving skills, procedural fluency, conceptual understanding, and productive dispositions, as identified in the student's program of math instruction;
4. High-quality instructional materials grounded in scientifically based math research; and
5. A means of providing every family of a student in second, third, fourth, and fifth grade access to free online, evidence-based math instruction resources to support the student's math development at home.

The parent or legal guardian of any student in second, third, fourth, and fifth grade who exhibits a deficiency in math at any time based on the screening instrument administered by the district shall be notified and the student shall receive an individual math intervention plan no later than thirty (30) days after the math deficiency is identified. The math intervention plan shall be provided in addition to core math instruction and shall:

1. Describe the research-based math intervention services that the student will receive to remedy the math deficiency;
2. Provide explicit and systematic instruction in real-world problem-solving skills, procedural fluency, conceptual understanding, and productive dispositions, as applicable;
3. Monitor the math progress of each student's math proficiency throughout the school year and adjust instruction according to the student's needs; and

4. Continue until the student is determined to be meeting grade-level targets in math based on the screening instruments administered or assessments identified for diagnostic purposes and periodic monitoring pursuant to law.

The math intervention plan for each student identified as having a deficiency in math shall be developed by a student math proficiency team and shall include supplemental instructional services and supports. The team shall be composed of the parent or legal guardian of the student, the teacher assigned to the student who was responsible for math instruction during that academic year, a teacher who is responsible for math instruction in the next grade level of the student, and a teacher who specializes in math interventions, if available.

By the start of the second quarter of the school year, if a teacher determines that a student in second, third, fourth, and fifth grade is performing above grade level in mathematics, the parent or legal guardian shall be notified of:

1. The math proficiency level of the student;
2. The program of advanced math instruction available for the student; and
3. The potential for the student to participate in a summer academy or other program designed to assist the student in excelling in mathematics.

By the start of the second quarter of the school year, if a teacher determines that a student in second, third, fourth, and fifth grade is not performing at grade level in mathematics, the parent or legal guardian of the student shall be notified of:

1. The math proficiency level of the student;
2. The program of math instruction for the student; and
3. The potential need for the student to participate in a summer academy or other program designed to assist the student in attaining grade-level math proficiency.

A teacher who determines that a student in second, third, fourth, and fifth grade is exceeding or not meeting grade-level targets for mathematics may, after consultation with the student's parent or legal guardian, recommend that the student participate in and complete a summer academy or other program. Summary Academy or other programs approved by the district must meet the requirements provided for by state law and the OSDE.

**Dyscalculia:** Beginning with the 2026-2027 school year and for each school year thereafter, any student enrolled in second, third, fourth, and fifth grade who is assessed through the Oklahoma Math Achievement and Proficiency Act and is not meeting grade-level targets in

mathematics after the beginning-of-the-year screening instrument shall be screened for dyscalculia. Screening may also be requested by a parent or legal guardian, teacher, or counselor. A student who is identified with the characteristics of dyscalculia shall not be required to be rescreened unless requested by his or her parent or legal guardian. All processes and characteristics of dyscalculia screening shall follow State Department of Education and state law guidelines.

**Course Failure:** A teacher may recommend that a student not be given credit due to a failing grade in the course or due to a failure to meet attendance or tardiness requirements. If the student's parent or guardian is dissatisfied with the recommendation, the parent or guardian may appeal the decision to the Board. The decision of the Board shall be final.

**Acceleration:** In certain circumstances, students may be accelerated ahead of grade level. Such acceleration shall only occur after discussion with the student's teachers and counselors and approval of the student's parent or guardian and principal. Twice a year, the District shall offer proficiency testing to students.

**Graduation Requirements:** In order to receive a diploma from the District, students must complete certain course requirements and be enrolled in the District as set forth in Administrative Regulations or Student Handbooks.

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

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

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

**Graduation Attire:** Students who can verify their enrollment in a federally recognized Indian tribe or tribe of another country will be allowed to wear tribal regalia during the District's official graduation ceremonies.

No alterations may be made to the graduation robe and any beading shall be attached to the mortar board and shall not exceed the edge of the mortar board such that it impedes an individual's ability to see or be seen. No discriminatory, intimidating or harassing items of any kind, profanity, anything relating to drug paraphernalia or the like, or any other obscenities of any kind may be incorporated with the regalia. Prior to the beginning of the graduation ceremony, each student celebrating their tribal heritage through expression on their regalia must check in with District personnel for approval of the items. For purposes of this policy, students are considered students of District until graduation ceremonies have been completed and are required to abide by District's policies and procedures. Failure to follow the aforementioned guidelines may result in disciplinary action and/or prohibition from participation in graduation exercises.

"Tribal Regalia" is defined as traditional garments, jewelry, other adornments such as an eagle feather, an eagle plume, a beaded cap, a stole, or similar objects of cultural and religious significance. Tribal regalia shall not include a firearm or any other weapon. Tribal regalia also does not include any object otherwise prohibited by federal law unless it is in compliance with a properly obtained federal permit.

Adopted:

Revised: July 27, 2015; September 6, 2017; August 12, 2019; July 20, 2020; June 29, 2022;  
August 15, 2023; August 7, 2024; September 16, 2025

**USE OF AUTOMATIC EXTERNAL DEFIBRILLATOR**

The AED's are to be located so that any victim may be reached in five minutes or less. Therefore, they will be stored in the elementary hallways, high school hallway, middle school hallway, and SECC hallway.

**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 the 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 emergency response plan by following the suggested guidelines set forth by the American Heart Association. 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:** 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.

Adopted:

Revised: September 16, 2025

**JONES PUBLIC SCHOOLS: DISTRICT FORM**

**EE-R-F**

**AED Maintenance**

AED Maintenance Checklist	Month/Year:
Site Name:	Primary Liaison:
Site Address:	Backup Liaison:
Site Phone:	

Type of Unit:      Portable *	Wall Mounted*	Electrode Expiration Date:
Specific Location of Unit:		
SERIAL # OF AED:		

Date of Check	Green Light		Initials of Liaison Performing Daily Check	Comments (Optional)
	Yes	No		
1	*	*		
2	*	*		
3	*	*		
4	*	*		
5	*	*		
6	*	*		
7	*	*		
8	*	*		
9	*	*		
10	*	*		
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29	*	*		
30	*	*		
31	*	*		

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of AED/PAD Program Liaison

FAX THIS FORM ON THE LAST DAY OF THE MONTH TO THE DISTRICT NURSE COORDINATOR at 405-399-9215 or scan and send to [sblankenship@jonesps.org](mailto:sblankenship@jonesps.org).

Adopted:  
Revised: September 16, 2025

**STUDENT DISCIPLINE, SUSPENSION, AND DUE PROCESS**

**Discipline:** Good discipline is vital to the educational program. Discipline should be fair, dignified, and administered with an even temper. Discipline may include, but is not limited to, conferences with students, parents, or guardians, in-school detention, detention, referral to counseling or appropriate social agency, referral to law enforcement, behavioral contract, financial restitution, restriction of or revocation of privileges, in-school suspension, corporal punishment, and suspension. Disciplinary action shall be based on an assessment of the circumstances surrounding each infraction and may take into consideration the following criteria:

- (a) the student's attitude;
- (b) the seriousness of the offense;
- (c) the effect of the offense on other students;
- (d) whether the offense is physically or mentally injurious to other people;
- (e) whether the incident is isolated or repeated behavior; and
- (f) any other circumstances which may be appropriately considered.

Discipline may be administered as set forth in the District's Student Handbooks.

**Students with Disabilities:** Students with disabilities as defined by the Individuals with Disabilities Education Act ("IDEA") shall be disciplined in accordance with the policies and procedures established by the Oklahoma State Board of Education. Where Federal and Oklahoma law or regulation permit, are silent, or do not directly address issues dealing with students with disabilities, District policy and regulations will be followed. Unless otherwise prohibited by law, students who are "handicapped" as defined by Section 504 of the Rehabilitation Act ("Section 504") or students who are "disabled" as defined by the Americans with Disabilities Act ("ADA") shall be subject to the same discipline policies and regulations as any other student.

**Corporal Punishment:** Corporal Punishment is defined as the deliberate infliction of physical pain by hitting, paddling, spanking, slapping or any other physical force used as a means of discipline. The District recognizes corporal punishment as a means of discipline. However, corporal punishment shall be used only as a last resort and only after other reasonable corrective measures have been used without success. Corporal punishment may be administered only after consultation with the administrator or the administrator's designee, and only in the presence of a witness. Corporal punishment shall only be administered in the principal's office or another location where some degree of privacy exists. Other than corporal punishment, employees shall not use physical force against a student unless such force is reasonably necessary for the employee's self-defense, for the preservation of order, for the protection of others, or for the

protection of property of another person or the District.

District personnel ~~shall be prohibited from~~ ~~will not use~~ corporal punishment on any students identified with ~~the most significant cognitive disabilities, according to the criteria established by the Oklahoma State Department of Education, unless addressed in an annual individualized education program (IEP) developed~~ a disability pursuant to the IDEA. ~~A waiver will be granted if the parent or legal guardian of a student provides written consent.~~

**Suspension:** An administrator may suspend a student when the student's behavior is in violation of District's Student Conduct Policy, Administrative Regulations, student handbook directives, or directives received from school authorities and the behavior occurs while the student is:

- A. in attendance at school or any function authorized or sponsored by District;
- B. in transit to or from school or any function authorized or sponsored by District;
- C. on any property subject to the control and authority of District; or
- D. not on District property but the student's actions:
  1. are a continuation of activity that was initiated under conditions A through C above,
  2. adversely affect or pose a threat to the physical or emotional safety and well-being of other students, employees, or District property,
  3. disrupt school operations, or
  4. are any form of communication specifically directed at students or school personnel which concerns harassment, intimidation, or bullying at school.

Before a student can be deprived by way of suspension of the student's right to an education, the student has the right to notice of the alleged misconduct and an opportunity to respond to the allegations. The appropriate administrator shall have a conference with the student and shall provide the student with notice of the alleged misconduct and an opportunity to respond to the allegations. If the student's response does not reverse the administrator's belief that cause for suspension exists, the administrator shall provide the student, or the student's parents or guardians if the student is under 18 years of age, with written notice of the decision to suspend which shall state the length of the suspension and the right to appeal the administrator's decision as set forth below. The administrator shall keep written records of each suspension conference identifying the date of the conference, the names of the persons present, the duration of the conference, and a summary of the statements of the persons present.

When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions during the current school year may be considered, particularly when similar infractions have occurred, and other forms of discipline have not deterred such behavior. The administrator shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such

as placement in an alternative school setting, reassignment to another classroom, or in-school detention. Except for suspensions for possession of a firearm which may be for a period of one (1) year, no suspension shall be longer than the remainder of the current semester and the succeeding semester.

**Appeal of Suspension:** A short-term suspension is any suspension for ten (10) or fewer days. A long-term suspension is a suspension for more than ten (10) days. If the decision of the administrator is averse to the student, the student shall be notified of the right to appeal the administrator's decision as follows:

A. Short Term Suspensions:

1. A student may appeal an administrator's decision as to a short-term suspension to a Suspension Appeal Committee by submitting a written request for an appeal to the Superintendent within three (3) days after receipt of the administrator's decision. If a timely request for an appeal is not received, the administrator's decision shall be final.
2. Upon receiving a request for an appeal, the Superintendent shall appoint a Suspension Appeal Committee comprised of three certified employees and shall designate a chairperson for the Committee. No employee may serve on the Committee who was a witness to the student's conduct or who has the student in his/her class for the current school semester.
3. A hearing shall be scheduled during regular school hours, and the student and/or the student's parent or guardian shall be notified in writing of the date, time and place of the hearing. The student may be represented by legal counsel at the hearing. The administrator who recommended the suspension shall attend the hearing and may be represented by legal counsel.
4. The Committee shall conduct an informal hearing as to the student's suspension which shall include a presentation by the administrator as to the student's conduct, the policy, rule, or regulation violated by the student's conduct, and any evidence and/or witnesses that support the principal's decision to suspend the student. The student and/or the student's parent or guardian shall then be given an opportunity to respond to the testimony and evidence presented and to present any evidence and/or witnesses in support of the student's position.
5. At the conclusion of the hearing, the Committee shall deliberate outside the hearing of the administrator and the student shall render a decision as to the guilt or innocence of the student and the reasonableness of the term of the suspension. The chairperson of the Committee shall insure that a copy of the written decision is mailed to the student or the student's parent or guardian and provided to the administrator.
6. The Committee's decision shall be final and unappealable.

### B. Long Term Suspensions:

1. A student may appeal a long-term suspension to the Board by submitting a written request for an appeal to the Superintendent within three (3) days after receipt of the administrator's decision.
2. A hearing before the Board shall be scheduled and the student or the student's parent or guardian shall be notified in writing of the date, time, and place of the hearing. The student or the student's parent or guardian shall also be notified of the right to have the hearing conducted in either an open or closed session of the Board and shall be required to advise the Superintendent at least three (3) days prior to the hearing as to which option is being chosen. The student or the student's parent or guardian shall also notify the Superintendent at least three (3) days prior to the hearing if the student is to be presented by legal counsel.
3. At the hearing before the Board, the administration will present its witnesses and evidence and the student shall have the right to cross-examine any witnesses. The Board may also ask questions of any witnesses. The student will then have the opportunity to present witnesses and evidence, subject to cross-examination by the administration. Both parties may make closing statements.
4. The Board shall then deliberate. If the hearing was conducted in executive session, the Board may excuse the parties while conducting its deliberations. If the hearing was conducted in open session, the deliberations will take place in open session.
5. If not already in open session, the Board shall then return to open session, shall make findings of fact, and shall note to uphold, modify, or revoke the long-term suspension. The decision of the Board shall be final.
6. Pending an appeal hearing on a long-term suspension, the student may attend school subject to "in-house" restrictions. However, if the administrator who determined to suspend the student believes that the attendance of the student would be dangerous to other students, teachers, or school property or would substantially interfere with the educational process, the student may be prohibited from school pending an appeal hearing.

**Effect of Suspension:** Except as otherwise provided, when a student is suspended, the student shall not be allowed to make-up assignments and tests given during the suspension period. A student who is suspended from school for longer than five (5) days shall be given assignments in core unit subjects that should be completed and returned to the school on a regular basis according to an education plan to be developed and provided to the student and/or the student's parent or guardian.

A student who is suspended for possession of a weapon or a firearm shall not be provided an education plan, shall not be allowed to make-up ny work missed during the period of suspension, and shall not receive any credit during the suspension. A student who is suspended for possession of a controlled dangerous substance for the first time shall be provided an education plan, shall be allowed to make-up any work missed during the period of suspension, and shall receive credit during the suspension. However, any student suspended more than once for possession of a controlled dangerous substance shall not be provided an education plan, shall not be allowed to make up any work missed during the period of suspension, and shall not receive any credit during the suspension.

**Extra-curricular Activities:** A student may not attend or participate in any school activities, including all extra-curricular functions, while suspended from school. A suspension is effective until the next school day following the ending date of the suspension (i.e. if suspended from school through Friday, suspension is effective until next school day, Monday.)

Adopted:

Revised: August 11, 2008; September 6, 2017; July 29, 2021; July 7, 2025

## Jones Elementary Fundraisers 25-26

<b>GROUP</b>	<b>ACTIVITY</b>	<b>Target audience</b>	<b>SPLIT</b>	<b>PURPOSE</b>
<b>Principal</b>	Advertising - Car Tags	Bussinesses	100%	Off Set costs of Car Dismissal Tags
	technology days	Students	100%	school/classroom supplies
	Apparel Sales	Students and Parents	100%	school/classroom supplies
	Restaurant Night (various establishments)	Students and Parents	100%	school/classroom supplies
	Boosterthon	Students and Parents	100%	school/classroom supplies
	CrockStar Online Sales	Community	100%	school/classroom supplies
	Donations	Community	100%	school/classroom supplies
	Field Trips	Students and Parents	100%	field trip costs
	Spirit Ribbons	Students	100%	more spirit ribbons
	Pickle Shack	Students	100%	school/classroom supplies
<b>STEM Club</b>	Apparel Sale	Club Members	100%	Purchase of Shirts
<b>Lighthouse</b>	Penny Wars	Students & Parents	100%	Designated Service Project
<b>K-Kids</b>	Apparel Sale	Club Members	100%	Purchase of Shirts
<b>Library</b>	Book Fair	Community	100%	Library Books & Supplies

**JONES PUBLIC SCHOOLS  
Gifted Advisory Committee  
2025-2026**

Brooke Guthery  
**Administrator**

Carla Carmichael  
**District Coordinator/Counselor**

Susan Gierhart  
**Middle School Coordinator/Counselor**

Curtis Moses  
**High School Coordinator/Counselor**

Laura Standley  
**High School Teacher**

Amy Hopkins  
**High School Teacher**

Jacob McCullough  
**Middle School Teacher**

Lindsey Smith  
**Upper Elementary Teacher**

Brooke Wise  
**Support Staff**

Debby McEwen/**Parent**  
Cindy Valdez/**Parent**

## JONES PUBLIC SCHOOLS

### Plan for Serving Gifted Students

#### PHILOSOPHY

Jones Public Schools recognizes that gifted students have special abilities and with those come unique needs. These students should be offered the opportunity to develop to their highest potential. Although gifted students have the same needs for understanding, self-esteem, sense of accomplishment, independence, love and acceptance as other students, they require a curriculum that is qualitatively different and appropriate to their unique learning needs.

It is the goal of the Jones Public Schools to provide the special instructional programs, supportive services, unique educational materials, learning settings, and other educational services to differentiate, supplement and support the regular instructional program to meet the needs of the gifted child.

#### DEFINITION

“Gifted Children” means those boys and girls identified at the elementary and secondary levels as having demonstrated potential abilities of high performance capability and needing differentiated or accelerated education or services.

## I. IDENTIFICATION

### A. Site team on gifted educational programming

1. The team at each school site will include: the site coordinator for gifted programming (trained in gifted education), may include the site principal, teachers, counselor, library/media specialist and others as appropriate.
2. The team coordinates and uniformly implements the process for Identification and communicates these procedures to the entire school staff consistent with this Gifted Educational Plan, State Board of Education regulations and state statutes.
3. The team collects and analyzes data, maintain records, and makes decisions regarding placement of students.

### B. Process for identifying students

1. Procedures used in the identification process will be nondiscriminatory with respect to race, economic background national origin or handicapping conditions.
2. Nominations will be sought from a wide variety of sources.
  - a) Professional educators
  - b) Parents
  - c) Community members
  - d) Self
  - e) Others as appropriate

3. Data will be collected on nominated students.

a) Testing methods may include but are not limited to:

(1) Group ability tests

(2) Individual Intelligence tests

(3) Student achievement within the curriculum

(4) Others as appropriate

b) Non-testing methods may include but are not limited to:

(1) Inventory

(2) Student work portfolio

(3) Student achievement outside the school's  
curriculum

(4) Other as appropriate

4. The site team analyzes data and makes placement decisions.

a) A score in the top 3% on a nationally standardized test of intellectual ability results in automatic placement into appropriate gifted programming options with parental approval.

b) Placement decisions will be based on multiple criteria to include but not limited to creative thinking ability, leadership ability, visual and performing arts ability and/or specific academic ability. No single criterion or cut-off score is used to exclude a student from placement.

c) Uniform identification procedures at each site will be used to identify students for specific programming options.

d) To allow for the unbiased assessment of all cultural and economic backgrounds, a team decision for placement may be made based on referral, student product or performance, appropriate checklists and other relevant information. The

site team on gifted education may authorize the use of alternative assessment procedures when appropriate for a

student.

- e) Placement will be made in programming options appropriate to the student's education needs, interests, and/or abilities with parental approval.
- f) Instructionally useful information about individual students obtained during the identification process will be communicated to the appropriate members of the instructional staff regardless of final placement.

5. Identification of gifted students is an ongoing process extending from PK- 12<sup>th</sup> grade.

- a) Opportunities will be provided for students to be considered for placement in gifted programs throughout their school experience.
- b) Students may be identified based on a nationally standardized test of intellectual ability and will be valid for the student's entire educational experience.
- c) Students who were identified as gifted and talented in another school district will be considered for identification and placement by the site team in a timely manner. If, upon the team's receiving previous testing information, these students have scores and other data which meet the Jones eligibility criteria, they will be included in the program. If scores and other data do not meet the criteria, the assessment and placement process described in this policy will be applied. The parent may request further evaluation.
- d) Evaluation of the appropriateness of student's placement in gifted educational programming will be ongoing.
- e) Students may be removed from a programming option which is not meeting their educational needs following a conference with parents.
- f) Students whose needs are not met by current placement will be considered for other programming options which may be more appropriate to their needs.
- g) Strict confidentiality procedures, as elsewhere defined in local board policy, will be followed in regards to records of placement, decisions, and data on all nominated students. Only those persons directly involved with the student's educational program will have access to the student's confidential records without the parents written permission.
- h) Record of placement decisions and data on all nominated students will be kept on file for a minimum of five years or for as long as needed for educational decisions.

6. The identification and placement process includes parental involvement.
  - a) Written parental consent must be obtained before an individual student's evaluation is conducted.
  - b) The parent may obtain an independent evaluation, the results of which will be used, along with other information gathered by the district, to determine eligibility.
  - c) Parents will be given written notice that their child has been identified for placement in gifted education programming
  - d) Parents will be provided with a summary of the gifted educational programming to be offered to their child.
  - e) Parents may appeal a placement decision with which they disagree. Appeal will be made to the site team. Further appeals may be made to the district program coordinator.
  - f) An additional evaluation is available upon parent request.

## II DIFFERENTIATED EDUCATION

- A. Differentiated education includes multiple programming options and curriculum in which consent is differentiated in breadth, depth and/or pace.
  1. Curriculum for the gifted extends or replaces the regular curriculum and is planned to assure continuity.
  2. Programming options will be coordinated by the district gifted education coordinator and site teams to guide the development of gifted students from the time they are identified through graduation from high school.
  3. Students will be placed in programming options based on their abilities, needs, and interests.
  4. Gifted child educational programming is ongoing and a part of the school schedule.
  5. Student will be provided an appropriate education within three weeks of the beginning of each school term.
- B. Appropriate learning opportunities will be provided for identified gifted students at each school site through a site developed program which is an integral part of the total school program.
  1. Every school site will complete a site gifted plan for the following year by April 30 of each year.

2. Each site will plan curriculum opportunities to allow students to move through the curriculum at the appropriate flexible pace, opportunities that meet their unique needs, and facilitate academic/social support.

3. When appropriate, differentiation will occur in content, process (stressing creativity and higher level thinking skills) and/ or product.

C. The site team will recommend appropriate program options for each student determined eligible for the Gifted Program. These options may include, but are not limited to:

: 1. Appropriate Flexible Pacing:

- a) Individual Instruction--Instruction for an individual student focused on the specific educational needs of that student.
- b) Proficiency Based Promotion - Elementary or secondary students advancing one or two more levels in a curriculum area by demonstrating proficiency at the 90% level on designated assessment.
- c) Differentiated or Enriched Classes - Curriculum designed to meet the needs of high ability students which is different according to content, process or product.
- d) Independent Study- Individual in-depth study of a topic at a student's own pace on a student-selected topics of interest.
- e) Interest-based Independent Study - Individual in-depth study of a topic at a student's own pace on student-selected topics of interest.
- f) Learning Centers - a designated area or portable center designed to accelerate students' interests in a given area.
- g) Acceleration of Content - Individual study of curriculum content at an appropriate accelerated pace within the context of the traditional course.
- h) Correspondence Courses - High school courses taken by correspondence through an approved university.
- i) Honors Classes - Classes with differentiated curriculum and accelerated content designed for able students. These classes need not be limited to gifted students.
- j) Concurrent Enrollment - Qualified students taking college classes concurrently while in high school.
- k) Cross-grade grouping- Opportunity for student to work in an advanced grade level setting with one or more students sharing a similar readiness for the learning task and performance expectations.

## 2. Enrichment

- a) Enrichment in Regular Classroom - Experiences provided in regular classrooms that are supplemental to the established curriculum and which are purposely planned with the need, interests, and capabilities of particular students in mind. Appropriate enrichment experiences are not a repetition of Material.
- b) Learning Centers - A designated area of portable center designed to enrich students' interest in a given content area.
- c) Independent Study - Individual in-depth study of a topic or unit of study taken through an individual arrangement.
- d) Interest-based Independent Study - Individual in-depth study of a topic or unit of study at a student's own pace on student e)
- e) Competitions - Organized opportunities for students to enter local, regional, state, or national contests in a variety of areas.
- f) Debate - Allowing students to participate in a formal method of interactive and representational argument.
- g) Field Trip - Providing students experiences outside their every day activities, observation of a subject in its natural state and bringing closure to units of study.
- h) Enrichment Groups - Any group of identifiable differentiated Instructions in a curriculum area.

i) Guidance and counseling for scheduling classes. j) Enrichment - A program which pairs individual students with someone who has advanced skills and experience in a particular discipline and can serve as a guide, advisor, counselor and role model.

## II. EVALUATION

- A. An on-going evaluation process will be established by the local Advisory Committee on Gifted Education.
1. Each site plan will provide an evaluation process which details both the data to be collected and the personnel responsible for analysis of the data.
  2. Previous evaluations will be the basis for site planning.
  3. A plan for evaluation is developed at the time the programming option is planned, specifying data to be collected and personnel responsible for analysis of the data.
- B. Students, teachers, parents, and administrators will annually evaluate gifted programming at each school site.
1. Evaluations will be completed and compiled by April 1.
  2. Updated site plans submitted April 30 will reflect evaluation data.
  3. Where appropriate, evaluation results will be communicated to students, parents and the public.
- C. The evaluation process assesses each component of the gifted educational program. These include:
1. Identification
  2. Staff Development
  3. Programming Options
  4. Curriculum
  5. Community Involvement
  6. Evaluation
- D. Data for evaluation will be obtained from a variety of instruments,

procedures, and information sources.

E. Student progress will be assessed, with attention to mastery of content, higher level of thinking skills, and creativity.

F. Advanced content courses will be noted on the student transcript.

### III. LOCAL ADVISORY COMMITTEE

- A. The Local Advisory Committee, consists of at least three but no more than eleven members, at least one-third of whom shall be selected from a list of nominations submitted by associations whose purpose is advocacy for gifted and talented children.
- B. The Local Advisory Committee is demographically representative of the community.
- C. The Local Advisory Committee is appointed no later than September 15 of each school year for a two-year term and consists of parents of children identified as gifted and talented and community members who may be but are not required to be parents of students within the district.
- D. The first meeting is called by the Superintendent no later than October 1 of each year. At this meeting, the committee shall elect a chair and a vice chair and the chair shall elect site coordinators and team members to serve as the advisory committee.
- E. The advisory committee meets at other times during the year as necessary in meeting space furnished by the district. All meetings of the committee are subject to the provisions of the Oklahoma Open Meeting Act.
- F. The School district furnishes staff who have training in gifted education for the advisory committee.
- G. The Local Advisory Committee assists in the formulation of district goals for gifted education, assists in development of the district plan for gifted educational programming, assists in preparation of the district report on gifted educational programming, and performs other advisory duties as requested by the board of education.

### QUALIFICATIONS AND RESPONSIBILITIES OF GIFTED CHILD EDUCATIONAL PROGRAM STAFF

A. Qualifications of staff are:

1. Teachers hold a valid Oklahoma teaching certificate appropriate

- to the grade level(s) included in the program.
2. Teachers whose duties include direct involvement with gifted and talented students shall participate in in-service training or college training designed to educate and assist them in the area of gifted education.
  3. Gifted educational program coordinators hold a valid Oklahoma teaching certificate.
  4. Gifted educational program coordinators shall participate in in-service training or college training designed to educate and assist them in the area of gifted education.

B. Responsibilities of staff are:

1. The district coordinator for gifted educational programming will be responsible for:
  - a) working with the local advisory committee
  - b) communicating gifted information throughout the district
  - c) overseeing the site coordinators and site plans
  - d) filing such reports and information as are required by the State Department of Education relative to gifted educational programming.
2. The site coordinator for gifted educational programming will be responsible for:
  - a) Working with the site team
  - b) Coordinating gifted educational programming related to the site gifted plan
  - c) Communicating gifted information within their site
  - d) Completing such reports and information as required by the district coordinator for gifted educational programming.
3. The site team on gifted educational programming is responsible for:
  - a) with the site coordinator to develop the gifted site plan each year.
  - b) obtaining parental consent for individual student evaluation for placement
  - c) notifying parents that their child has been identified for

- placement
- d) providing parents with a summary of the programming options offered to their child
  - e) maintaining and updating student records
  - f) providing, implementing, and compiling evaluation of the program
  - g) communicating evaluation results as necessary
  - h) determining who will post advanced consent courses on
  - i) delegating to members of the team any of the above responsibilities

## VI. BUDGET

- A. Each site coordinator for gifted educational programming, in conjunction with the site team and administration will prepare a budget proposal for gifted programming as a part of the site gifted plan.
- B. The district coordinator will compile the site budget proposals and will prepare, in conjunction with the local advisory committee, a district budget for gifted educational programming.
- C. The budget for gifted educational programming will be approved by the board of education before filing with the State Department of Education.
- D. The district budget for gifted educational programming will be prepared on forms required by the State Department of Education and submitted as required.

## VII. EXPENDITURES REPORT

- A. The local advisory committee in conjunction with the superintendent will compile an expenditures report for the previous year to be submitted by the superintendent to the State Department of Education by August 1 of each year as required by 70 O.S. 1210.307(D).
- B. The report will outline the expenditures made by the district during that year for gifted child educational programming.
- C. The report will identify expenditures by major object codes and program classifications pursuant to the Oklahoma Cost Accounting System.

## Jones Public Schools Gifted and Talented 2025-2026 Budget

### Salaries

HS AP Bio Teacher		\$9,656.76
HS AP Bio Extra Duty Stipend		\$300.00
	Benefits	\$3,034.20
HS AP Lit and Leadership Teacher		\$13,716.34
HS AP Lit Extra Duty Stipend		\$300.00
	Benefits	\$3,797.16
AP Calculus Teacher		\$6,374.00
District STEM Director		\$700.00
	Benefits	\$1,631.64
HS Coordinator (GT, AP, Honor Society)		\$2,200.00
	Benefits	\$377.63
MS Honors Lit Teacher		\$6,831.93
	Benefits	\$1,559.25
MS Honors Lit Teacher		\$7,766.22
	Benefits	\$1,772.48
MS Honors Lit Teacher		\$7,216.24
	Benefits	\$1,645.30
MS Honors Math Teacher		\$9,262.80
MS Honor Society Extra Duty Stipend		\$500.00
	Benefits	\$2,225.92
MS Honors Math Teacher		\$7,290.01
MS Honor Society Extra Duty Stipend		\$500.00
	Benefits	\$1,776.12
MS Honors Math Teacher		\$8,222.50
	Benefits	\$1,874.73
MS STEM Club		\$500.00
	Benefits	\$114.00
MS Coordinator		\$700.00
	Benefits	\$159.60
ES STEM Club		\$500.00
	Benefits	\$114.00
ES STEM Club		\$500.00
	Benefits	\$114.00
ES STEM Club		\$500.00
	Benefits	\$114.00
District/ES Coordinator		\$1,000.00
	Benefits	\$228.00
<b>HS Supplies/Fees</b>		<b>\$1,500.00</b>
<b>MS Supplies/Fees</b>		<b>\$1,500.00</b>
<b>ES Supplies/Fees</b>		<b>\$1,500.00</b>
	<b>Salaries Total</b>	<b>\$109,574.83</b>

## District Capacity as of October 1, 2025

Grade Level	# Currently Enrolled	# Allowable	# Available	# Avg. Class Size
P-3	2			
Pre K	55	45	0	13.75
Kinder	78	60	0	19.50
1st	70	60	0	17.50
2nd	69	60	0	17.25
3rd	82	60	0	20.50
4th	95	60	0	23.75
5th	95	60	0	23.75
6th	91	68	0	18.20
7th	70	68	0	17.50
8th	77	68	0	19.25
9th	88	105	17	14.67
10th	85	105	20	17.00
11th	94	105	11	15.67
12th	87	105	18	12.43
<b>TOTAL</b>	<b>1138</b>			

**Personnel Schedule**  
**October 14, 2025**

<b>Employment FY26</b>				
<b>Last Name</b>	<b>First Name</b>	<b>Certified Support Hourly/Daily Temporary</b>	<b>Site/Assignment</b>	<b>Effective Date</b>
Debord- Russell	Christin	Daily	District/Substitute	10-08-2025
Olivas	Hayden	Daily	High School/Lay Coach – Baseball	01-15-2026
Reas	Brandey	Support	Middle School/Paraprofessional	09-29-2025