

Owasso Board of Education Regular Meeting
Monday, January 13, 2025 6:30 PM Central

Board of Education Conference Room of the Dale C. Johnson Education Service Center
1501 N Ash St.
Owasso, Oklahoma 74055

I. **Call to Order and Roll Call**

Attendance Taken at 6:30 PM.

Brent England: Present
Neal Kessler: Present
Rhonda Mills: Present
Stephanie Ruttman: Present
Forrest Turpen: Present

Present: 5.

II. **Special Recognition/Pledge of Allegiance** - Mrs. Tyler Martin, Elizabeth Riddle and Brandon Lee

III. **Reports to the Board**

A. Superintendent - Dr. Margaret Coates Dr. Coates shared the Owasso Public Schools Legislative priorities for the next legislative session, including supporting equal accountability for all schools receiving public dollars, local control with educational decisions being made by locally elected Boards of Education and eliminating unfunded mandates. She stated there would be a tour of the district for local legislators immediately following the Legislative kick-off breakfast being hosted by the Chamber on Friday. She also reported there will be five community meetings sharing all the information regarding the upcoming bond issue in February.

B. Teaching and Learning - Mr. Mark Officer Mr. Officer reported the January 6 Collaboration Day was successful and appreciated by certified staff. Our recent Distance Learning day was also successful and Mr. Officer thanked the technology department for their support during the day. Special Olympics winter sports are kicking off and the Fine Arts OkMEA Annual Conference is this week, where sixth grade choir director Robin Wall will receive the OkMEA Exemplary Teacher of the year award.

C. District Services - Mr. Kerwin Koerner Mr. Koerner thanked plant operations employees for clearing our parking lots and side walks after the recent snowfall. He shared the track project is on going with lots of recently completed projects, including electrical power to all buildings, HVAC exhaust fans/ductwork and the egress gate has been installed. At Hodson the concrete walls are being erected, and the water retention area is completed. The Enrollment Center is completed and the Technology department and enrollment personnel have moved in.

D. Continuous Strategic Improvement (CSI) - Goal Area #2 Ram Team - Mr. Phillip Storm Mr. Storm reported we are currently planning to attend 7 external job fairs as part of the recruitment and retention plan. As part of the

professional development initiative, we will provide training on trauma-informed instruction, authentic instructional technology and differentiated instruction.

IV. **Comments from the Public Regarding Agenda Items**

Each individual will have five (5) minutes to share their remarks related to the specific agenda item identified by the individual when signing up to speak. The total time allotted to comments from the public regarding the agenda will not exceed fifteen (15) minutes.

There were no comments from the public.

V. **Consent Agenda:** Board to consider and take possible action on the following consent agenda items. (Dr. Coates)

Motion to approve consent agenda items V.A. through V.F.i. This motion, made by Stephanie Ruttman and seconded by Rhonda Mills, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea

Yea: 5, Nay: 0

A. Minutes of Regular Meeting December 9, 2024

B. Minutes of Special Meeting December 12, 2024

C. Teaching and Learning

i. Out of State Student Activity Trips

D. Technology

i. Contract with United Systems for Erate Category 2 Internal Connections project for the 2025-2026 school year at a cost of \$334,072.96 as outlined in the attachment and authorize the Superintendent or designee to execute the contract

ii. Surplus of items listed on the attachment titled Technology Surplus - January 13, 2025

E. Finance

i. Purchase orders (encumbrances) and changes to encumbrances for December 2024 2024-2025 General Fund #1076-1136 (Vendors) \$32,317.72

2024-2025 General Fund Net Change Orders \$618.27

2024-2025 Building Fund #77 (Vendors) \$10,000.00

2024-2025 Child Nutrition Fund #43-44 (Vendors) \$19,392.91

2024-2025 Bond Fund 31 # 321-328 (Vendors) \$824,289.18

2024-2025 Bond Fund 35 #1 (Vendors) \$32,822.00

ii. Activity Financial Report for December 2024

F. Human Resources

i. Transitions

VI. **Communications/Superintendent** - Dr. Margaret Coates

- A. Board to consider and take possible action on the proposed edits, changes, and additions to the 2024-2025 Student Handbooks: Elementary, 6th,7th,8th Grade, Owasso Ram Academy, and Owasso High School, as outlined in the attachments - Mr. Korphage

Motion to approve the proposed edits, changes, and additions to the 2024-2025 Student Handbooks: Elementary, 6th,7th,8th Grade, Owasso Ram Academy, and Owasso High School, as outlined in the attachments. This motion, made by Neal Kessler and seconded by Stephanie Ruttman, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 5, Nay: 0

VII. Teaching and Learning - Mark Officer

- A. Board to consider and take possible action to Amend the Agreement with the State of Oklahoma, Department of Rehabilitation Services, Transition School-To-Work: Work Study for the 2024-2025 school year at no cost to the district, as outlined in the attachment and authorize the Superintendent or designer to execute the Agreement

Motion to approve the Amended Agreement with the State of Oklahoma, Department of Rehabilitation Services, Transition School-To-Work: Work Study for the 2024-2025 school year at no cost to the district, as outlined in the attachment and authorize the Superintendent or designee to execute the Agreement. This motion, made by Rhonda Mills and seconded by Stephanie Ruttman, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 5, Nay: 0

- B. Board to consider and take possible action on the proposed edits, changes, and additions to Policy # 2.23, as outlined in the attachment

Motion to approve the proposed edits, changes, and additions to Policy # 2.23, as outlined in the attachment. This motion, made by Stephanie Ruttman and seconded by Rhonda Mills, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 5, Nay: 0

- C. Board to review Policy #1.22 for first reading. Edits, changes, and additions to the policy are outlined in the attachment
- D. Board to review Policy #1.22b for first reading. Edits, changes, and additions to the policy are outlined in the attachment
- E. Board to consider and take possible action to rescind Policy #1.45
Motion to table rescinding Policy #1.45. This motion, made by Stephanie Ruttman and seconded by Neal Kessler, tabled.
Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 5, Nay: 0

VIII. **District Services** - Kerwin Koerner

- A. Board to consider and take possible action on Stacy Group Architects Supplemental Schedule 4 for the 7th Grade Safe Structure & Soccer Complex
Motion to approve the Stacy Group Architects Supplemental Schedule 4 for the 7th Grade Safe Structure & Soccer Complex. This motion, made by Rhonda Mills and seconded by Neal Kessler, passed.
Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 5, Nay: 0
- B. Board to consider and take possible action on Stacy Group Architects Supplemental Schedule 5 for the West Campus Performing Arts Center
Motion to approve the Stacy Group Architects Supplemental Schedule 5 for the West Campus Performing Arts Center. This motion, made by Stephanie Ruttman and seconded by Neal Kessler, passed.
Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 5, Nay: 0

IX. **Technology** - Russell Thornton

- A. Board to consider and take possible action on a quote from Lenovo, Inc. for the purchase of employee laptops, workstations and docking stations at a cost of \$1,265,805.00, as outlined in the attachment and authorize the Superintendent or designee to execute Quote
Motion to approve quote from Lenovo, Inc. for the purchase of employee laptops, workstations and docking stations at a cost of \$1,265,805.00, as

outlined in the attachment and authorize the Superintendent or designee to execute Quote. This motion, made by Neal Kessler and seconded by Brent England, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

X. **Finance - Phillip Storm**

A. Board to consider and take possible action on the Treasurer's Report for December 2024

Motion to approve the Treasurer's Report for December 2024. This motion, made by Stephanie Ruttman and seconded by Rhonda Mills, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

XI. **Executive Session**

A. Vote to convene into executive session for the purpose of discussing (1) The Superintendent's annual evaluation and (2) reviewing the contract for the Superintendent as authorized by Okla.Stat.Tit.25§307(B)(1)

Motion to convene to convene into executive session at 7:31p.m. for the purpose of discussing (1) The Superintendent's annual evaluation and (2) reviewing the contract for the Superintendent. This motion, made by Neal Kessler and seconded by Stephanie Ruttman, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

B. Acknowledge return to Open Session Acknowledge return to Open Session at 9:23p.m.

C. Statement of Executive Session Minutes

During the executive session, the members of the Board of Education who were present were Frosty Turpen, Stephanie Ruttman, Rhonda Mills, Neal Kessler and Brent England. Also present during the executive session was Dr. Margaret Coates. During the executive session, board members discussed (1) the Superintendent's annual evaluation and (2) reviewing the contract for the Superintendent. This will constitute the minutes of the executive session.

XII. Board to consider and take possible action on the extension of the Superintendent's contract from July 1, 2027 to June 30, 2028

Motion to approve the extension of the Superintendent's contract from July 1, 2027 to June 30, 2028. This motion, made by Stephanie Ruttman and seconded by Brent England, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

XIII. **New Business**

There was no new business.

XIV. **Vote to Adjourn**

Motion to adjourn at 9:25p.m. This motion, made by Brent England and seconded by Rhonda Mills, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

Owasso Board of Education Regular Meeting
Monday, December 9, 2024 6:30 PM Central

Board of Education Conference Room of the Dale C. Johnson Education Service Center
1501 N Ash St.
Owasso, Oklahoma 74055

I. Call to Order and Roll Call

Attendance Taken at 6:30 PM.

Brent England: Present

Neal Kessler: Absent

Rhonda Mills: Present

Stephanie Ruttman: Present

Forrest Turpen: Present

Present: 4, Absent: 1.

II. Special Recognition/Pledge of Allegiance - Ms. Katharine Giffhorn, Hannah Parker and Jailen Conyers

III. Special Recognition - Owasso Girls Cross Country State Champions

IV. Special Recognition - Unified Transition Cheer Team OSSAA Cheer Competition Runner-up

V. Reports to the Board

A. Superintendent - Dr. Margaret Coates Dr. Coates discussed that our district team has been working to refine our legislative priorities in preparation for the next legislative session. She share the Owasso Education Foundation recently distributed over \$60,000 in teacher grants throughout the district. Site teachers of the year have all been selected and each will receive an additional \$4000 stipend due to the Oklahoma Teacher Empowerment Grant.

B. Teaching and Learning - Mr. Mark Officer Mr. Officer shared we will be participating in various professional developments district wide on January 6th. Fine Arts had 14 high school choir students named to the OkMEA All-State Choir and 26 students named to the All-State Band.

C. District Services - Mr. Kerwin Koerner Mr. Koerner gave an update on the Opioid grant stating it had been approved, and we would use those funds to hire an additional nurse. Transportation software has been installed that allows us to track all of our buses in real time. In construction, the track project is almost complete. The track surface has been asphalted and is curing before the final grade is installed. At Hodson, the underground rough in is complete and the block wall construction for the storm shelter is ongoing. Technology and Enrollment will be occupying their completed remodeled space before Winter Break.

D. Continuous Strategic Improvement (CSI) Goal Area #1 Ram Achievement and Enrichment - Mr. Mark Officer Mr. Officer reported we are making good progress on our full day preK goal including meeting with teachers and staff about site needs for that program. All sites are doing an amazing job on Individual Career Academic Plans exposing students to various career fields and exploring those options for future job opportunities. 53 Owasso teachers and

staff will be attending the PLC's at work conference in May of 2025 as professional development opportunity.

VI. Comments from the Public Regarding Agenda Items

Each individual will have five (5) minutes to share their remarks related to the specific agenda item identified by the individual when signing up to speak. The total time allotted to comments from the public regarding the agenda will not exceed fifteen (15) minutes.

There were no comments from the public regarding agenda items.

VII. Consent Agenda: Board to consider and take possible action on the following consent agenda items. (Dr. Coates)

Motion to approve consent agenda items VII.A. through VII.F.i. This motion, made by Stephanie Ruttman and seconded by Rhonda Mills, passed.

Brent England: Yea

Neal Kessler: Absent

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 4, Nay: 0, Absent: 1

A. Minutes of Regular Meeting November 11, 2024

B. Teaching and Learning

i. Out of State Student Activity Trips

C. Technology

i. Current capacity numbers for transfer students

D. Finance

i. Purchase orders (encumbrances) and changes to encumbrances for November 2024 2024-2025 General Fund #998-1075 (Vendors) \$182,918.33
2024-2025 General Fund Net Change Orders \$356.89
2024-2025 Building Fund #75-76 (Vendors) \$16,000.00
2024-2025 Bond Fund 31 #299-320 (Vendors) \$321,113.16

ii. Activity Financial Report for November 2024

iii. Service Contract with ArbiterSports, LLC for a one year program subscription for the 2024- 2025 school year at a price of \$3,370.50 as outlined in the attachment and authorize the Superintendent or designee to execute the Service Contract

E. Human Resources

i. Transitions

VIII. Communications/Superintendent - Dr. Margaret Coates

A. Board to consider and take possible action on the proposed edits, changes, and additions to the Continuous Strategic Improvement plan, as outlined in the attachment

Motion to approve the proposed edits, changes, and additions to the Continuous Strategic Improvement plan, as outlined in the attachment. This motion, made by Rhonda Mills and seconded by Brent England, passed.

Brent England: Yea

Neal Kessler: Absent

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 4, Nay: 0, Absent: 1

IX. Teaching and Learning -Mark Officer

A. Board to review Policy #2.23 Professional Development for first reading. Edits, changes, and additions to the policy are outlined in the attachment

X. District Services - Kerwin Koerner

A. Board to consider and take possible action on a contract with Lowry Construction Services for construction management services for the 8GC remodel and addition as outlined in the attachment and authorize the Superintendent or designee to execute the contract

Motion to approve the contract with Lowry Construction Services for construction management services for the 8GC remodel and addition as outlined in the attachment and authorize the Superintendent or designee to execute the contract. This motion, made by Stephanie Ruttman and seconded by Rhonda Mills, passed.

Brent England: Yea

Neal Kessler: Absent

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 4, Nay: 0, Absent: 1

B. Board to consider and take possible action on a contract with TOPS(The Oklahoma Purchasing System), at a cost of \$0.00 as outlined in the attachment and authorize the Superintendent or designee to execute the contract

Motion to approve the contract with TOPS(The Oklahoma Purchasing System), at a cost of \$0.00 as outlined in the attachment and authorize the Superintendent or designee to execute the contract. This motion, made by Rhonda Mills and seconded by Brent England, passed.

Brent England: Yea

Neal Kessler: Absent

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 4, Nay: 0, Absent: 1

XI. Technology - Russell Thornton

A. Board to consider and take possible action on a contract with United Systems, Inc. to replace the existing phone system with a Fortinet FortiVoice solution at a cost of \$423,780.25, as outlined in the attachment and authorize the Superintendent or designee to execute the agreement

Motion to approve a contract with United Systems, Inc. to replace existing phone system with a Fortinet FortiVoice solution at a cost of \$423,780.25, as outlined in the attachment and authorize the Superintendent or designee to execute the agreement. This motion, made by Rhonda Mills and seconded by Stephanie Ruttman, passed.

Brent England: Yea

Neal Kessler: Absent

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 4, Nay: 0, Absent: 1

XII. Finance - Phillip Storm

A. Board to consider and take possible action on the Treasurer's Report for November 2024

Motion to approve the Treasurer's Report for November 2024. This motion, made by Rhonda Mills and seconded by Stephanie Ruttman, passed.

Brent England: Yea

Neal Kessler: Absent

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 4, Nay: 0, Absent: 1

B. Board to Consider and Take Possible Action on the Fiscal Year 2024 Financial Audit

Motion to table the Fiscal Year 2024 Financial Audit. This motion, made by Brent England and seconded by Rhonda Mills, passed.

Brent England: Yea

Neal Kessler: Absent

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 4, Nay: 0, Absent: 1

C. Board to consider and take possible action on a Memorandum of Understanding with Owasso Education Association to add OTEP grant funding to extra-duty stipends for the roles listed on the attachment for the 2024-2025 Year

Motion to approve a Memorandum of Understanding with Owasso Education Association to add OTEP grant funding to extra-duty stipends for the roles listed on the attachment for the 2024-2025 Year. This motion, made by Stephanie Ruttman and seconded by Brent England, passed.

Brent England: Yea
Neal Kessler: Absent
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 4, Nay: 0, Absent: 1

D. 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 \$33,660,000 General Obligation Combined Purpose Bonds of the School District

Motion to approve a resolution determining the maturities of, and setting Thursday, February 6, 2025 at 12:00p.m. for the sale of the \$33,660,000 General Obligation Combined Purpose Bonds of the School District. This motion, made by Stephanie Ruttman and seconded by Brent England, passed.

Brent England: Yea
Neal Kessler: Absent
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 4, Nay: 0, Absent: 1

E. Consider and Approve an Agreement for Bond Counsel Services with Hilborne and Weidman

Motion to approve an Agreement for Bond Counsel Services with Hilborne and Weidman. This motion, made by Rhonda Mills and seconded by Brent England, passed.

Brent England: Yea
Neal Kessler: Absent
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 4, Nay: 0, Absent: 1

F. Board to take action on the employment of Stephen H. McDonald & Associates, Inc. as Financial Consultant to the School District

Motion to approve the employment of Stephen H. McDonald & Associates, Inc. as Financial Consultant to the School District. This motion, made by Rhonda Mills and seconded by Brent England, passed.

Brent England: Yea
Neal Kessler: Absent
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 4, Nay: 0, Absent: 1

G. Board to consider and take action on separate resolutions authorizing the calling and holding of a special election to be held in this School District to authorize the issuance of general obligation bonds

Motion to approve separate resolutions authorizing the calling and holding of a special election to be held in this School District to authorize the issuance of general obligation bonds.

This motion, made by Rhonda Mills and seconded by Stephanie Ruttman, passed.

Brent England: Yea

Neal Kessler: Absent

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 4, Nay: 0, Absent: 1

XIII. New Business There was no new business.

XIV. Vote to Adjourn

Motion to adjourn at 8:11 p.m. This motion, made by Stephanie Ruttman and seconded by Rhonda Mills, passed.

Brent England: Yea

Neal Kessler: Absent

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 4, Nay: 0, Absent: 1

MINUTES AND RESOLUTION AUTHORIZING SALE OF BONDS

The Board of Education of Independent School District Number 11 of Tulsa County, Oklahoma, met in Regular Session at the Conference Room, Dale C. Johnson Education Service Center, Owasso Public Schools, 1501 North Ash, Owasso, Oklahoma, in said School District on the 9th day of December, 2024, at 6:30 o'clock p.m.

PRESENT: FORREST J. TURPEN, President; STEPHANIE RUTTMAN, Vice President; RHONDA MILLS, Clerk and Member; BRENT ENGLAND, Member

ABSENT: NEAL KESSLER, Member

Notice of the schedule of regular meetings of the School District for the calendar year 2024 was given in writing, to the County Clerk of Tulsa County, Oklahoma at 8:35 o'clock a.m. on the 16th day of August, 2023, and public notice of this meeting, setting forth the date, time, place and agenda was posted at the entrance of the Board of Education Room located in the Dale C. Johnson Education Service Center, in prominent view and open to the public twenty-four (24) hours each day, seven (7) days each week at 4:00 o'clock p.m. on the 6th day of December, 2024, being twenty-four (24) hours or more prior to this meeting, excluding Saturdays, Sundays, and State designated legal holidays, all in compliance with the Oklahoma Open Meeting Act (as attached hereto).

(OTHER PROCEEDINGS)

Thereupon **TURPEN** introduced a Resolution which was read in full by the Clerk, and upon motion by **RUTTMAN**, seconded by **ENGLAND**, was adopted by the following vote:

AYE: TURPEN, RUTTMAN, MILLS, ENGLAND

NAY: None

Said Resolution was thereupon signed by the President, attested by the Clerk, sealed with the seal of said School District, and is as follows:

RESOLUTION

A resolution fixing the amount of bonds to mature each year, fixing the time and place the bonds are to be sold, and authorizing the clerk to give notice of said sale as required by law.

WHEREAS, the issuance of \$80,275,000 of General Obligation Building Bonds by Independent School District No. 11 of Tulsa County, Oklahoma, has been duly authorized at an election held on the 5th day of April, 2022, for that purpose; and

WHEREAS, \$48,150,000 of the \$80,275,000 has previously been sold, issued and delivered, and the Board of Education of Independent School District No. 11 of Tulsa County, Oklahoma, now desires to sell a final installment of \$32,125,000; and

WHEREAS, the issuance of \$3,685,000 of General Obligation Transportation Equipment Bonds by Independent School District No. 11 of Tulsa County, Oklahoma, has been duly authorized at an election held on the 5th day of April, 2022, for that purpose; and

WHEREAS, \$2,150,000 of the \$3,685,000 has previously been sold, issued and delivered, and the Board of Education of Independent School District No. 11 of Tulsa County, Oklahoma, now desires to sell a final installment of \$1,535,000; and

WHEREAS, the Board of Education of Independent School District No. 11 of Tulsa County, Oklahoma, pursuant to Title 62, Oklahoma Statutes 2011, Section 354, desires to sell at this time \$33,660,000 in bonds consisting of a combined issue of \$32,125,000 of Building Bonds and \$1,535,000 of Transportation Equipment Bonds;

Now, therefore, be it resolved by the Board of Education of Independent School District No. 11 of Tulsa County, Oklahoma:

SECTION 1.

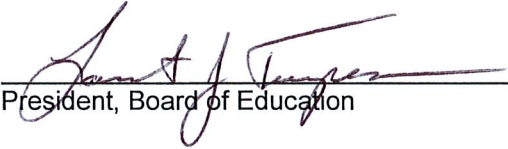
That the \$33,660,000 of General Obligation Combined Purpose Bonds of Independent School District No. 11 of Tulsa County, Oklahoma, voted on the 5th day of April, 2022, shall be offered for sale at the Conference Room, Dale C. Johnson Education Service Center, Owasso Public Schools, 1501 North Ash, Owasso, Oklahoma, on the 6th day of February, 2025, at 11:30 o'clock a.m.; said Bonds to become due:

\$2,620,000 in three years from their date, and \$15,520,000 annually each year thereafter until paid.

SECTION 2.

That the Clerk of the Board of Education is hereby ordered and directed to cause notice of the sale of said Bonds to be given as required by law.

ADOPTED this 9th day of December, 2024.



President, Board of Education

ATTEST:



Clerk, Board of Education

(SCHOOL DISTRICT SEAL)



RESOLUTION AUTHORIZING ELECTION (“FIRST RESOLUTION”)

Pursuant to notice given under The Open Meeting Act, the Board of Education of Independent School District Number 11 of Tulsa County, State of Oklahoma, met in Regular Session at the Conference Room, Dale C. Johnson Education Service Center, Owasso Public Schools, 1501 North Ash, Owasso, Oklahoma, in said School District on the 9th day of December, 2024, at 6:30 o'clock p.m.

PRESENT: FORREST J. TURPEN, President; STEPHANIE RUTTMAN, Vice President; RHONDA MILLS, Clerk and Member; BRENT ENGLAND, Member

ABSENT: NEAL KESSLER, Member

Notice of the schedule of regular meetings of the School District for the calendar year 2024 was given in writing, to the County Clerk of Tulsa County, Oklahoma at 8:35 o'clock a.m. on the 16th day of August, 2023, and public notice of this meeting, setting forth the date, time, place and agenda was posted at the entrance of the Board of Education Room located in the Dale C. Johnson Education Service Center, in prominent view and open to the public twenty-four (24) hours each day, seven (7) days each week at 4:00 o'clock p.m. on the 6th day of December, 2024, being twenty-four (24) hours or more prior to this meeting, excluding Saturdays, Sundays, and State designated legal holidays, all in compliance with the Oklahoma Open Meeting Act (as attached hereto).

(OTHER PROCEEDINGS)

TURPEN introduced a Resolution which was read in full by the Clerk and upon motion by **MILLS**, seconded by **RUTTMAN**, was adopted by the following vote:

AYE: TURPEN, RUTTMAN, MILLS, ENGLAND

NAY: NONE

and said Resolution was thereupon signed by the President, attested by the Clerk, sealed with the seal of said School District, and is as follows:

RESOLUTION

A resolution authorizing the calling and holding of an election of Independent School District Number 11 of Tulsa County, Oklahoma for the purpose of submitting to the registered, qualified electors thereof the question of the issuance of the bonds of said School District in the sum of One Hundred Ninety Three Million Forty Five Thousand Dollars (\$193,045,000).

To be issued in one or more series to provide funds for the purpose of constructing, equipping, repairing and remodeling school buildings, acquiring school furniture, fixtures and equipment and acquiring and improving school sites, and levying and collecting an annual tax in such district for the payment of the interest and principal of said bonds.

WHEREAS, it is deemed advisable by the Board of Education of Independent School District Number 11 of Tulsa County, Oklahoma, to construct, equip, repair and remodel school buildings, acquire school furniture, fixtures and equipment and acquire and improve school sites, and

WHEREAS, there are no funds in the treasury for such purpose and power is granted said Board by Article X, Section 26 of the Oklahoma Constitution and Title 70, Article XV of the Oklahoma Statutes, 2011, and laws supplementary and amendatory thereto, to issue bonds to provide funds for such purpose provided the same be authorized by the registered qualified electors thereof, voting at an election held for that purpose.

Now, therefore, be it resolved by the Board of Education of Independent School District Number 11 of Tulsa County, Oklahoma:

SECTION 1.

That a special election is hereby called in said School District to be held on the 11th day of February, 2025, for the purpose of submitting to the registered qualified electors of such School District the following proposition:

PROPOSITION NO. 1

Shall Independent School District Number 11 of Tulsa County, Oklahoma, incur an indebtedness by issuing its bonds in the sum of One Hundred Ninety Three Million Forty Five Thousand Dollars (\$193,045,000) to be issued in one or more series to provide funds for the purpose of constructing, equipping, repairing and remodeling school buildings, acquiring school furniture, fixtures and equipment and acquiring and improving school sites, and levy and collect an annual tax, in addition to all other taxes, upon all the taxable property in such District sufficient to pay the interest on such bonds as it falls due and also to constitute a sinking fund for the payment of the principal thereof when due, said bonds to bear interest not to exceed the rate of ten (10%) per centum per annum, payable semi-annually and to become due serially within ten (10) years from their date?

SECTION 2.

That such call for said election shall be by proclamation and notice signed by the President or Vice-President and attested by the Clerk or Deputy Clerk setting forth the proposition to be voted upon, the number and location of the polling places, the hours of opening and closing of the polls, the names of the officers who shall conduct said election and the substance of Section 4 hereof, that the ballots shall set forth the proposition to vote upon substantially as set out in Section 1 hereof, and that the returns of said election shall be canvassed and certified to by the County Election Board.

SECTION 3.

That the number and location of the polling places and precinct officers for said election shall be as prescribed by the County Election Board.

SECTION 4.

That the specific projects for which at least eighty-five percent (85%) of the proceeds of the aforesaid Bonds shall be expended and the dollar amounts for each project shall be as follows:

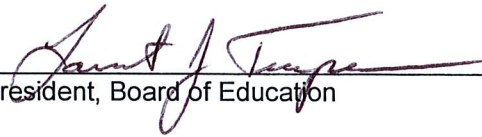
to construct, furnish, equip and/or acquire a new 5th Grade Center to include a safe structure	\$61,964,952.57
to construct, furnish, equip and/or acquire a new fine arts center	\$20,257,772.95
to construct, furnish, equip, renovate, repair, remodel and/or acquire improvements at the 7th Grade Center to include but not be limited to: multi-use safe structure	\$9,533,069.63
to construct, furnish, equip, renovate, repair, remodel and/or acquire improvements at the 8th Grade Center to include but not be limited to: additonal classrooms	\$7,000,000.00

to construct, furnish, equip, and/or acquire a soccer complex	\$9,533,069.63
to construct, furnish, equip, renovate, repair, remodel and/or acquire improvements at the High School to include, but not be limited to: update façade, acquire and install flooring, lighting, and furniture as needed	\$6,971,057.16
to construct, furnish, equip, renovate, repair, remodel and/or acquire athletic improvements district wide to include, but not be limited to: bleachers, turf, resurface tennis court , parking lot(s)	\$5,481,515.03
to replace, repair and/or acquire roofs district wide as needed	\$19,751,328.63
to acquire and install equipment district wide to include, but not be limited to: technology hardware/software, devices and copiers	\$14,167,900.00
to acquire equipment district wide to include, but not be limited to: textbooks, instructional materials, fine arts equipment and library materials	\$10,582,329.48
to acquire equipment and perform improvements district wide to include, but not be limited to: security upgrades, fire panel replacements, kitchen equipment, HVAC, flooring, furniture, uniforms, and maintenance equipment	\$17,317,310.92
to construct, furnish, equip, renovate, repair, remodel and/or acquire improvements district wide to include, but not be limited to: awnings, fencing, renovate/remodel classroom(s), parking and/or road improvements, building maintenance and/or repair, and playground improvements	<u>\$10,484,694.00</u>
TOTAL:	<u>\$193,045,000.00</u>

SECTION 5.

That a copy of this Resolution shall be personally delivered to the office of the County Election Board of Tulsa County, State of Oklahoma, at least sixty (60) days prior to the date of said election.

ADOPTED AND APPROVED this 9th day of December, 2024.



President, Board of Education

ATTEST:



Clerk, Board of Education

(SEAL)



INFORMATIVE NOTE TO THE COUNTY ELECTION BOARD: The proposition contained in this resolution requires a three-fifths (60%) majority for its passage and approval.

RESOLUTION AUTHORIZING ELECTION (“FIRST RESOLUTION”)

Pursuant to notice given under The Open Meeting Act, the Board of Education of Independent School District Number 11 of Tulsa County, State of Oklahoma, met in Regular Session at the Conference Room, Dale C. Johnson Education Service Center, Owasso Public Schools, 1501 North Ash, Owasso, Oklahoma, in said School District on the 9th day of December, 2024, at 6:30 o'clock p.m.

PRESENT: FORREST J. TURPEN, President; STEPHANIE RUTTMAN, Vice President; RHONDA MILLS, Clerk and Member; BRENT ENGLAND, Member

ABSENT: NEAL KESSLER, Member

Notice of the schedule of regular meetings of the School District for the calendar year 2024 was given in writing, to the County Clerk of Tulsa County, Oklahoma at 8:35 o'clock a.m. on the 16th day of August, 2023, and public notice of this meeting, setting forth the date, time, place and agenda was posted at the entrance of the Board of Education Room located in the Dale C. Johnson Education Service Center, in prominent view and open to the public twenty-four (24) hours each day, seven (7) days each week at 4:00 o'clock p.m. on the 6th day of December, 2024, being twenty-four (24) hours or more prior to this meeting, excluding Saturdays, Sundays, and State designated legal holidays, all in compliance with the Oklahoma Open Meeting Act (as attached hereto).

(OTHER PROCEEDINGS)

TURPEN introduced a Resolution which was read in full by the Clerk and upon motion by **MILLS**, seconded by **RUTTMAN**, was adopted by the following vote:

AYE: TURPEN, RUTTMAN, MILLS, ENGLAND

NAY: NONE

and said Resolution was thereupon signed by the President, attested by the Clerk, sealed with the seal of said School District, and is as follows:

RESOLUTION

A resolution authorizing the calling and holding of an election of Independent School District Number 11 of Tulsa County, Oklahoma for the purpose of submitting to the registered, qualified electors thereof the question of the issuance of the bonds of said School District in the sum of Four Million Four Hundred Fifty Five Thousand Dollars (\$4,455,000).

To be issued in one or more series to provide funds for the purpose of purchasing transportation equipment, and levying and collecting an annual tax in such district for the payment of the interest and principal of said bonds.

WHEREAS, it is deemed advisable by the Board of Education of Independent School District Number 11 of Tulsa County, Oklahoma, to purchase transportation equipment, and

WHEREAS, there are no funds in the treasury for such purpose and power is granted said Board by Article X, Section 26 of the Oklahoma Constitution and Title 70, Article XV of the Oklahoma Statutes, 2011, and laws supplementary and amendatory thereto, to issue bonds to provide funds for such purpose provided the same be authorized by the registered qualified electors thereof, voting at an election held for that purpose.

Now, therefore, be it resolved by the Board of Education of Independent School District Number 11 of Tulsa County, Oklahoma:

SECTION 1.

That a special election is hereby called in said School District to be held on the 11th day of February, 2025, for the purpose of submitting to the registered qualified electors of such School District the following proposition:

PROPOSITION NO. 2

Shall Independent School District Number 11 of Tulsa County, Oklahoma, incur an indebtedness by issuing its bonds in the sum of Four Million Four Hundred Fifty Five Thousand Dollars (\$4,455,000) to be issued in one or more series to provide funds for the purpose of purchasing transportation equipment, and levy and collect an annual tax, in addition to all other taxes, upon all the taxable property in such District sufficient to pay the interest on such bonds as it falls due and also to constitute a sinking fund for the payment of the principal thereof when due, said bonds to bear interest not to exceed the rate of ten (10%) percentum per annum, payable semi-annually and to become due serially within five (5) years from their date?

SECTION 2.

That such call for said election shall be by proclamation and notice signed by the President or Vice-President and attested by the Clerk or Deputy Clerk setting forth the proposition to be voted upon, the number and location of the polling places, the hours of opening and closing of the polls, the names of the officers who shall conduct said election and the substance of Section 4 hereof, that the ballots shall set forth the proposition to vote upon substantially as set out in Section 1 hereof, and that the returns of said election shall be canvassed and certified to by the County Election Board.

SECTION 3.

That the number and location of the polling places and precinct officers for said election shall be as prescribed by the County Election Board.

SECTION 4.

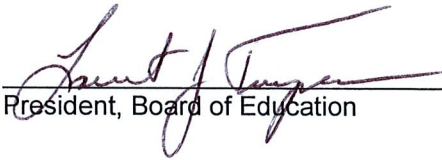
That the specific projects for which at least eighty-five percent (85%) of the proceeds of the aforesaid Bonds shall be expended and the dollar amounts for each project shall be as follows:

to acquire vehicle(s) for pupil transportation	\$4,455,000.00
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SECTION 5.

That a copy of this Resolution shall be personally delivered to the office of the County Election Board of Tulsa County, State of Oklahoma, at least sixty (60) days prior to the date of said election.

ADOPTED AND APPROVED this 9th day of December, 2024.



President, Board of Education

ATTEST:



Clerk, Board of Education

(SEAL)



INFORMATIVE NOTE TO THE COUNTY ELECTION BOARD: The proposition contained in this resolution requires a three-fifths (60%) majority for its passage and approval.

Owasso Board of Education Special Meeting
Thursday, December 12, 2024 4:30 PM Central

Board of Education Conference Room of the Dale C. Johnson Education Service Center
1501 N Ash St.
Owasso, Oklahoma 74055

I. Call to Order and Roll Call

Attendance Taken at 4:30 PM.

Brent England: Present
Neal Kessler: Present
Rhonda Mills: Present
Stephanie Ruttman: Present
Forrest Turpen: Present
Present: 5.

II. Pledge of Allegiance

III. Board to consider and take possible action on corrected copy of Fiscal Year 2024 Financial Audit

Motion to receive corrected copy of Fiscal Year 2024 Financial Audit. This motion, made by Brent England and seconded by Rhonda Mills, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 5, Nay: 0

IV. Executive Session

A. Vote to convene into executive session for the purpose of discussing the hiring of a Director of Football Operations and Head Football Coach as authorized by Okla. Stat. Tit. 25§307(B)(1).

Motion to convene into executive session 4:32p.m. for the purpose of discussing the hiring of a Director of Football Operations and Head Football Coach as authorized by Okla. Stat. Tit. 25§307(B)(1). This motion, made by Rhonda Mills and seconded by Neal Kessler, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 5, Nay: 0

V. Acknowledge Board's return from executive session
Acknowledge return to open session at 4:48 p.m.

VI. Statement of executive session minutes

During the executive session, the members of the Board of Education who were present were Frosty Turpen, Stephanie Ruttman, Rhonda Mills, Neal Kessler and Brent England. Also present during the executive session was Dr. Margaret Coates, Phillip Storm and Mr. Zach Duffield. During the executive session, board members discussed the hiring of a Director of Football Operations and Head Football Coach. This will constitute the minutes of the executive session.

VII. Board to consider and take possible action to hire a Director of Football Operations and Head Football Coach

Motion to hire Bill Blankenship as the Director of Football Operations and Head Football Coach. This motion, made by Rhonda Mills and seconded by Neal Kessler, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 5, Nay: 0

VIII. **Vote to Adjourn**

Motion to adjourn at 4:50 p.m. This motion, made by Rhonda Mills and seconded by Stephanie Ruttman, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 5, Nay: 0

January 13, 2025 Overnight/Out of State Student Activity Requests

- **February 5-8, 2025 - Junior High State Tournament - Jr High Wrestling - OKC, OK**
- **February 21-22, 2025 - Southmoore Speech and Debate Tournament - OHS Speech and Debate - Moore, OK**
- **March 9-10, 2025 - Edmond North Invitational - OHS Girls Golf - Edmond, OK**
- **April 9-12, 2025 - Speech and Debate State - OHS Debate Team - SNU-Bethany, OK**
- **April 16-17, 2025 - Putnam North Invitational - OHS Girls Golf - OKC, OK**



Partner of  BLUE ALLIANCE



Owasso Public Schools

E-Rate FY2025-2026 YR28

Category 2
Internal Connections
FCC Form 470 #250003135

Prepared by:
David Laase
Sales Solutions Manager
SPIN #143004698
December 6, 2024

December 6, 2024

Russell Thornton
Director of Technology
1501 N. Ash
Owasso, OK 74055

Dear Russell Thornton,

United Systems, LLC is pleased to present this proposal for E-rate FY2025-2026 Internal Connections. With decades of experience serving K-12 schools, we have a deep understanding of the unique technological needs of educational institutions. Our team of experts is well-versed in navigating the E-rate process, ensuring your district receives the maximum benefit from this essential funding.

Our proposal is designed to provide your district with cost-effective, reliable, and future-proof technology solutions, backed by the knowledge and abilities of our certified technical personnel. We are committed to delivering a smooth, efficient deployment to keep your school's technology running at peak performance.

If you have any questions or concerns, I am available to discuss them at your convenience. On behalf of United Systems, thank you for this opportunity, and we look forward to supporting your district's technology needs.

Sincerely,

David Laase
Sales Solutions & Partner Manager
5700 N Portland Ave, Suite 201
Oklahoma City, OK 73112
405-523-2162 (office)
405-778-8326 (direct)
405-818-9575 (mobile)
dlaase@unitedsystemsok.com

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EXECUTIVE SUMMARY

United Systems: Leading IT Solutions for Education

For over 40 years, United Systems has been a leader in providing comprehensive IT services, network infrastructure, cybersecurity, and phone solutions to schools and businesses across Oklahoma, Texas, Kansas, Missouri, and Arkansas. Our vast knowledge and deep expertise in the E-rate program have allowed us to support K-12 schools in maximizing their technology investments, ensuring they benefit from the latest innovations while meeting their specific needs.

What sets United Systems apart is our experienced team of certified engineers, technicians, and project managers who have worked extensively in education technology environments. We understand the unique challenges schools face and are committed to offering superior service through a customer-centric approach. Our comprehensive system design, implementation, and support ensure a seamless experience from start to finish.

As a trusted partner of Blue Alliance, United Systems combines local expertise with access to a national network of IT resources. This allows us to deliver best-in-class technology solutions, backed by unparalleled support and knowledge, making us a reliable partner for school districts.

Our focus on innovation, scalability, and excellence has earned us a reputation as a leading provider of IT solutions in the education sector. We specialize in navigating the complexities of E-rate funding, helping schools access and use technology to build a brighter future.

With United Systems, you are partnering with an industry leader dedicated to delivering results that align with your district's vision for the future.

Our products and services include, but are not limited to:

- Assessment, design, product procurement, implementation and support for all technology solution areas listed
- Wired and wireless LAN/WAN switches, access points and modules
- Structured Category 6 and optical fiber cabling
- Servers, storage and data center solutions
- Data protection, disaster recovery and business continuity
- Comprehensive maintenance agreements with remote monitoring and support
- Server consolidation and virtualization
- Network security, firewall and content filter
- Printing, and MFP devices
- Desktop, laptop, tablet, mobile, and peripherals
- VoIP phone systems and unified communications
- Intercom and bell systems
- Video surveillance and electronic access control
- Distance learning, video conferencing, video distribution and digital signage
- Mobile device management (MDM) and 1:1 classroom technology
- Cybersecurity products and services

Each customer has a different set of requirements, and we tailor our services to meet or exceed those requirements.

We look forward to the opportunity to serve Owasso Public Schools for many years.

E-RATE PROPOSAL OVERVIEW

This proposal by United Systems for Owasso Public Schools describes equipment and services that meet or exceed the requirements set forth in the E-rate FY2025-2026 Form 470/Request for Proposal. Key elements considered by United Systems in the development of this proposal include background knowledge derived from a working relationship with Owasso Public Schools and an application of relevant experience gained from our experience helping other school districts with similar technological challenges.

Project Scope – Category 2 Internal Connections

The goal of this proposal is to provide Owasso Public Schools with technical services required to install and configure equipment purchased under the E-rate Program.

United Systems proposes an HPE Aruba network switch solution - Aruba 6300M JL6569A 48-port multi-gig Class 6 PoE switches. Each switch includes Aruba Central Advanced 3YR subscription license.

******NOTE: Aruba JZ536AAE Central Advanced 3YR licenses are 67% E-rate eligible.**

E-rate Eligible: \$506.87 each switch license

E-rate Ineligible: \$249.065 each switch license

United Systems proposes an HPE Aruba wireless solution. The proposal includes Aruba AP-635, AP-655 and AP654 wireless access points with appropriate mounting brackets. Aruba Central Foundation licenses for 3YR are also included in the solution.

United Systems proposes Tripp Lite UPS SMART1500RM2UN battery backup solution.

United Systems proposes Tripp Lite SRW18USDP wall mounted enclosed cabinet. Installation of grounding bus accessories is included for all proposed racks. Grounding solutions will meet or exceed industry standards.

United Systems proposes single-mode fiber-optic cabling for the stadium fiber project.

SEE ATTACHED QUOTE/DOCUMENT FOR ADDITIONAL DETAILS.

United Systems understands the Owasso Public Schools E-rate FY2025-2026 YR28 Internal Connections Request for Proposal (RFP) to require the following elements:

1. Provide network switches.
2. Provide wireless access points.
3. Provide UPS units.
4. Provide network cabinets.
5. Provide fiber cabling solution.

Our proposal provides complete responses for all areas requested.

STATEMENT OF WORK

Scope of Services

This Statement of Work (“SOW”) describes the E-rate Internal Connections eligible services to be provided by United Systems, LLC (“United Systems”) to Owasso Public Schools (“Customer”). This SOW defines the services to be performed to implement a successful project.

Site Survey/Assessment

Commitment to a Successful Installation

United Systems is dedicated to ensuring a smooth installation process that exceeds expectations.

- **Site Survey and Data Collection**

United Systems may conduct a site survey to verify installation locations, required parts, and hardware. This data collection ensures all assumptions in the Statement of Work (SOW) are accurate. If discrepancies arise, pricing or scope will be adjusted accordingly.

- **Power, Space, and Documentation**

We will verify that power outlets and physical space are adequate. Documentation of the survey will be provided for reference and future needs.

- **Pre-Survey Requirements**

Prior to the survey, we request floor plans or fire escape plans to confirm equipment and cabling locations.

Project Management

United Systems will assign a project manager as a single point of contact responsible for coordination of all activities. This project manager will coordinate the entire implementation to optimize the productivity of resources and attempt to prevent disruptions to the project.

Purchasing of Equipment

Product Updates and Substitutions

When manufacturers update products, United Systems will recommend equipment substitutions to ensure Owasso Public Schools get the latest technology. All changes will be coordinated with the district for a service substitution request.

The following lists In-Scope activities unless noted otherwise:

United Systems will provide the following for Owasso Public Schools pursuant to this project.

Installation of Switches

1. Unpack and inspect hardware.
2. Verify correct power outlets and sufficient space for switches.
3. Configure switches with IP, mask, gateway, and VLAN.
4. Firmware updates and network connection.
5. Test switch connectivity.
6. Labeling with E-rate details: E-rate Funding Year, 471 Number, Funding Request Number (FRN) and Service Provider Number (SPIN).

OUT of SCOPE: Customer must provide either existing or new network racks.

Installation of Wireless Access Points

1. Unpack and inspect hardware.
2. Configure and install/mount wireless access points.
3. Test power, LAN access, and wireless communication.
4. Configure SSID, security, IP settings, and guest networks.
5. Labeling with E-rate details: E-rate Funding Year, 471 Number, Funding Request Number (FRN) and Service Provider Number (SPIN).

QUOTE DOES INCLUDE A SCISSOR LIFT TO MOUNT WIRELESS ACCESS POINTS

Installation of UPS

1. Unpack and install UPS.
2. Test UPS functionality.
3. Labeling with E-rate details: E-rate Funding Year, 471 Number, Funding Request Number (FRN) and Service Provider Number (SPIN).

OUT of Scope: Customer will be responsible for providing correct power and outlets for UPS.

Installation of Wall Mount Enclosed Cabinet

1. Mount and assemble racks as needed.
2. Inspect walls for load-bearing capability.
3. Install fire-rated backboard if one does not already exist.
4. Ground racks to ensure longevity of equipment.
5. Provide and install grounding bar, cable, and lug.
6. Labeling with E-rate details: E-rate Funding Year, 471 Number, Funding Request Number (FRN) and Service Provider Number (SPIN).

OUT of SCOPE: Customer will be responsible for providing a licensed electrician to connect the ground bus to an appropriate building ground.

Installation of Category Single-mode Cable

United Systems has invested in trained personnel to implement certified cable plant installations. United Systems will provide the following for the Owasso Public Schools pursuant to this project:

United Systems will adhere to all BICSI and NEC standards during the installation of the proposed cabling.

1. United Systems will install single-mode/multi-mode fiber between network closet racks/cabinets for network connectivity. United Systems will terminate all fiber ends. A service loop will be provided at both ends of the fiber run.
2. High quality plenum cable will be used in the fiber cabling. Plenum will not emit toxic fumes when exposed to extreme heat. It also has a higher ignition point and will not burn as easily, which enhances the safety of Owasso Public Schools students and faculty.
3. Pursuant to structured cabling specifications, United Systems will provide and/or adhere to a cable pathway. Data cable and fiber optic cable must be supported every 4-5 feet by J hooks or other hanging support hardware, or travel within cable trays or conduit. All cable runs will have a service loop at both ends.
4. United Systems will affix labels to fiber cabling at the MDF/IDF. All labels will be printed by machine and not handwritten.

5. United Systems will work with district personnel when penetrating any firewalls or safe room walls. All penetrations will be filled with firestop and will comply with NEC/NFPA standards.

Wiring plan for Single-mode

United Systems terminate existing fiber, install enclosures for Owasso Public Schools stadium fiber project.

Owasso Public Schools Responsibilities

1. Assign a single point of contact for all project communication with United Systems.
2. Provide safe and accessible work environments for United Systems staff at all affected facilities.
3. Ensure clear access to corridors, ceilings, walls, and equipment enclosures—no heavy furniture or equipment should block these areas.
4. Coordinate with the United Systems project manager before scheduling building maintenance (e.g., floor waxing, carpet cleaning) to avoid conflicts with the project timeline.
5. Ensure all necessary customer resources (including technical contacts) are available throughout the project.
6. Provide Administrative User IDs, passwords, and system access for systems involved in this project.
7. Notify all affected locations within Owasso Public Schools about the nature and impact of this project.
8. Provide all relevant system documentation (e.g., configuration, floor plans, network closet locations).
9. Inform United Systems of any factors that may affect installation (e.g., historical building status, asbestos, modular walls).
10. Ensure adequate power is available that meets or exceeds the manufacturer's requirements. The customer is responsible for addressing any power inadequacies.
11. Participate in pre-project and post-project meetings to align on expectations and project parameters.

United System's Responsibilities

1. Provide a single point of contact for project communication.
2. Coordinate the project schedule with Owasso Public Schools.
3. Provide power requirements for each equipment location.
4. Regularly report on project tasks, next steps, and potential issues.
5. Notify Owasso Public Schools of any required configuration changes.
6. Remove trash from equipment unboxing.
7. Conduct pre- and post-project meetings to ensure alignment on service delivery and project scope.

Key Assumptions

- United Systems will not have any work stoppages caused by Owasso Public Schools departments.
- United Systems will not interrupt regularly scheduled Owasso Public Schools activities unless required for critical network problem resolution.
- Rack space and power will be made available.

Deliverables/Documentation

- IP Addresses and Authentication information for all installed equipment.
- Additional configuration information necessary for day-to-day maintenance of installed equipment.
- Any manufacturer provided documentation for proposed hardware equipment.

Performance Period

For the purposes of this contract the period of performance will be as agreed upon by both parties.

Standard Service Prices OUTSIDE the Scope of Work

These rates reflect normal education discounts for work outside of the agreed scope of work.

1. Engineering services outside contract: **\$165/hour**.
2. Bench technician services outside contract: **\$145/hour**.
3. Cabling technician services outside contract: **\$135/hour**.
4. Additional block time available for pre-purchase.
5. Travel charges may apply for out-of-scope work, agreed upon prior to invoicing.
6. Payment due **30 days** after receipt of invoice.

UNITED SYSTEMS VENDOR INFORMATION

HEADQUARTERS: United Systems, LLC
5700 N Portland Ave.
Suite 201
Oklahoma City, OK 73112
PHONE: (405) 523-2162 or (800) 333-3549
FAX: (405) 523-2185
WEBSITE: www.unitedsystemsok.com

Service Provider Identification Number (SPIN): 143004698
FCC FRN Number: 0011579935

SALES CONTACTS:

Alvin Myers, CEO amyers@unitedsystemsok.com	Ext. 305
Jackson Myers, Texas Ops/Sales Manager jmyers@unitedsystemsok.com	405-778-8365
David Laase, Sales Solutions Manager/E-rate dlaase@unitedsystemsok.com	Ext. 326
Mandy Wood, E-rate mwood@unitedsystemsok.com	Ext. 360
Alix Duran, Account Manager aduran@unitedsystemsok.com	Ext. 339
Scott Parker, Account Manager jmyers@unitedsystemsok.com	Ext. 343

SERVICE/PROJECT CONTACTS:

Rich Brookhart, Director, Technical Services rbrookhart@unitedsystemsok.com	Ext. 303
Stephen Nixon, Technical Project Manager snixon@unitedsystemsok.com	Ext. 352

Service calls can be placed with one of the following tools:

- **Email** – Send an email to support@unitedsystemsok.com. This will generate a trouble ticket in the United Systems Service Dispatch System and email you a ticket number.
- **Phone** – Service Desk (405) 523-2162 ext. 316
- **Service Desk Portal** – Direct access to our ticketing system. Please contact your Sales Account Manager for more information.

UNIVERSAL SERVICES FUND (E-RATE) EXPERTISE

United Systems, LLC has been involved as a Category 2 Internal Connections, Basic Maintenance and Managed Internal Broadband Services provider and partner for the Universal Service Fund (E-rate) process in K-12 school districts since its inception. We assist an average of eighty Oklahoma school districts each year in attaining their E-rate objectives.

Each year, our staff members attend continuing education courses related to the E-rate program. Account managers attend training provided by leading E-rate experts to stay abreast of rule changes, and our leadership team attends training conducted by USAC to provide in-house training for United Systems' technical and administrative staff.

We provide the following services related to E-rate:

- Respond to RFPs issued for Internal Connections outlined in the Form 470 filing
- Provide detailed design and configuration information as required by RFPs
- Monitor funding decision announcements, rule changes, and news releases, keeping customers informed on these items throughout the year
- Assist customers in problem-resolution with the SLD and/ or telecommunications service and internet access service providers
- Provide an in-house E-rate specialist who attends periodic SLD Service Provider training to stay up to date

Our expertise in school district technology needs combined with our thorough understanding of E-rate eligible services allow for limited common fiscal resources to meet extraordinary objectives. Our expertise in these areas commonly helps our customers submit applications that satisfy the integrity requirements of the School and Library Division (SLD).

Service Provider Identification Number (SPIN): 143004698

FOCUS ON EDUCATION

United Systems' commitment to the K-12 Education Community remains the same as it always has: *To provide our customers with quality, innovative technology solutions.* Due to our long history of service to K-12 education entities, we understand how schools operate and what is necessary to meet their needs. Whether it is working with bids, purchase orders or teachers in the classroom, the terminology, environments and procedures are familiar to us. We also know that those who are trying to manage technology in a school district sometimes wear many hats. Since we have the expertise to handle all facets of a project, it provides our customers with the ability to make a single choice to execute the entire project. This removes the issue of multi-vendor management and finger pointing that sometimes takes place when several companies are working on a single project. Our customers have affirmed that this is one of the things they like the most about United Systems.

THE PERSONNEL DIFFERENCE

- Our Executive Management team is led by the former CIO of one of the largest Oklahoma school districts, who also maintains leadership positions in several organizations tied to the education technology industry.
- United Systems employees work in educational environments every day and have for over 38 years.
- We have full-time resources dedicated to key operational areas including service, accounting, sales, and purchasing, and all understand the elements of education; RFPs, bids, purchase orders, board approvals and fiscal year cycles.

THE SERVICE DIFFERENCE

We are a full-service organization with extensive experience and certification in the equipment and software commonly used in education. We have dedicated personnel to provide expert design, implementation, support and comprehensive solutions in each of the following areas:

- Networks – Structured Cabling, Switches, Wireless, Firewall and Filtering
- Security – Access control and surveillance cameras/NVRs
- Datacenter – Servers, Storage, Backup, Disaster Recovery and Cloud
- Client Systems – Desktop, Laptop, Tablet and Mobile Devices
- Protection/Security – Digital, Physical and Data
- Classroom – Video, Audio and 1:1 Digital Learning

EDUCATION INDUSTRY REFERENCES

Bethany Public Schools

Contact: Adam Forester
Technology Director
4311 N Asbury Ave.
Bethany, OK 73008
(405) 789-6370

Oakdale Public Schools

Contact: Dr. Carl Johnson
Superintendent
10901n Sooner Rd
Edmond, OK 73013
(405) 771-3373

Millwood Public Schools

Contact: Mr. Shannon Hayes
Director Operations/Technology
6724 Martin Luther King Ave.
Oklahoma City, OK 73111
(405) 478-1336

Pauls Valley Public Schools

Contact: Mr. Travis Thompson
Director of Technology
P.O. Box 780
Pauls Valley, OK 73075
(405) 238-6453

Broken Bow Public Schools

Contact: Ms. Carla Ellisor
Superintendent
108 W 5th Street
Broken Bow, OK 74728
(580) 584-3306

Norman Public Schools

Contact: Ms. Christy Fisher
Director of Technology Services
4100 N. Flood
Norman, OK 73069
(405) 366-5822

Washington Public Schools

Contact: Mr. Chris Reynolds
Superintendent
201 E Kerby Ave
Washington, OK 74401
(405) 288-6190

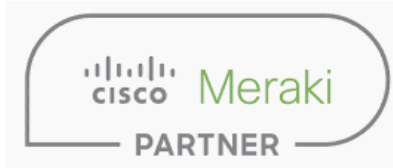
Yukon Public Schools

Contact: Mr. Jason McDaniel
Chief Information Officer
600 Maple St
Yukon, OK 73099
(405) 354-2587

INDUSTRY PROJECTS

- Universal Service Fund (E-rate) planning assistance and internal connections Implementation
- Implementation of fully switched and managed enterprise WAN solution
- Implementation of secure wireless networking across multiple school campuses
- Enterprise structured cabling design implementation including Cat5e/6/6A and fiber
- Internet router installation
- Firewall implementation
- Upgrade of WAN to 1Gbps/10Gbps
- Design and deployment of 40 Gb WAN
- Large public venue Wi-Fi design and deployment
- Enterprise server implementation and storage consolidation projects
- Microsoft Windows Server installation and support
- Microsoft Windows and Office installation and support
- District server consolidation with VMWare virtualization and iSCSI SAN
- Data backup services/disaster recovery implementation
- Bond issue preparation
- Fixed asset system project management and implementation
- Full IT support service for network and clients
- IT Services outsourcing network and desktops
- Information technology advisement and design services
- Managed service contract utilizing remote monitoring, remote support and on-site support
- Lightspeed Systems installation
- Installation and support of district software applications, i.e. Destiny library system, Renaissance Learning, NCS/Person, MAS (Municipal Accounting System), ADPC
- TrendMicro Anti-Virus
- Dell and HPE desktop installation
- Dell and HPE warranty support services
- H.323 / H.264 video conference/distance learning installation and support
- Implementation and support of video surveillance system
- Enterprise printing
- Implementation of full VoIP system
- Implemented intercom/clock/bell system
- Implemented Intelligent classroom project

VENDOR PARTNERSHIPS





E-RATE CATEGORY 2 CONTRACT - FUNDING YEAR 2025-2026

This is an Agreement between United Systems, LLC and Owasso Public Schools (Applicant) effective _____, 2025. For setting forth the exclusive terms and conditions by which Applicant will issue Purchase Orders for the purchase and installation of Category 2 E-rate Eligible Services which provide and/or support access to the Internet as evidenced by:

**Quote Number _____ in the Amount of \$ _____ for C2 Internal Connections
Contract # Owasso Public Schools - FY2025-2026-CAT2-IC**

PURCHASE ORDERS

Applicant is not obligated to issue any Purchase Orders under this agreement until the approval has been received from the Universal Service Administrative Company (USAC) Schools and Libraries Division (SLD) for E-Rate discounts. Applicant may issue Purchase Orders, which will contain the specific locations receiving services and the timing for services to begin, which will be agreed upon by both parties. Applicant shall have the right by written order to make changes in the work, specifications, or quality, provided any change in price or delivery caused thereby shall be adjusted equitably by mutual agreement. United Systems will provide the Category 2 Services as described.

PAYMENT METHOD

Work at each site is to be invoiced in total when the job has commenced. Payment will be made after satisfactory performance of the contract in accordance with all of the provisions thereof and upon receipt of a properly completed invoice. The School Board reserves the right to withhold any or all payments or portions thereof for the contractor's failure to perform in accordance with the provisions of the contract or any modifications thereto.

GOVERNING LAW

This agreement shall be interpreted and enforced in accordance with the laws of the State of Oklahoma.

TERM

In accordance with E-rate FY2025-2026, this agreement is in effect for the period of July 1, 2025, through (a) June 30, 2026, for recurring services or (b) September 30, 2026, for non-recurring services. This agreement may be extended and otherwise altered to coincide with any funding delays or other unforeseen circumstances that do not allow the contract to be fulfilled within the original stated timeframe. It may also be voluntarily extended for subsequent years through mutual agreement by both parties. This agreement may only be terminated in the event that United Systems is unable or unwilling to perform delivery of associated products and services.

FORCE MAJEURE

Neither United Systems nor Applicant shall be responsible for damages resulting from riots, flood, strikes, Acts of God and/or other foreseen events.

WARRANTY

United Systems will provide a warranty from the manufacturer. United Systems certifies that it has the insurance coverage for General Liability of \$1,000,000 combined single limits and Worker's Compensation as required by law. In no event shall United Systems be liable for consequential damages.

EXECUTION

Each individual executing this Agreement on behalf of a party to this agreement represents and personally warrants that he has authority to enter into this Agreement on behalf of such party and that this Agreement is binding on such party.

Owasso Public Schools
1501 N. Nash
Owasso, OK 74055
FCC Form 470 #250003135

United Systems, LLC
5700 N Portland Ave, Suite 201
Oklahoma City, OK 73112
SPIN # 143004698

By _____
Authorized Signature
Date _____

By _____
United Systems Representative
Date _____

CATEGORY 2 INTERNAL CONNECTIONS QUOTE

We have prepared a quote for you

**Owasso Schools - E-rate FY2025 -
470 250003135 - C2 Internal
Connections**

Quote # 017707
Version 1

Prepared for
Owasso Ind School Dist 11

Prepared by
David Laase

Phone: 405-523-2162

 Email: dlaase@unitedsystemsok.com

 Web: <http://www.unitedsystemsok.com>

Owasso Schools - E-rate FY2025 - 470 250003135 - C2 Internal Connections

Prepared for:
Owasso Ind School Dist 11

 1501 N. Ash
 Owasso, OK 74055
 Russell Thornton
 (918) 376-1293
russell.thornton@owassops.org
Prepared by:
United Systems, Inc.


 David Laase
 405-778-8326
 Fax 405-523-2185
dlaase@unitedsystemsok.com
Quote Information:
Quote #: 017707

 Version: 1
 Delivery Date: 12/10/2024
 Expiration Date: 01/04/2025

Aruba Switches		Price	Qty	Ext. Price
JL659A	HPE Aruba 6300M Ethernet Switch - 48 SR5 Ports - Class 6 PoE - 4 SFP56 - Manageable - 3 Layer Supported - Modular - 4 SFP Slots - Twisted Pair, Optical Fiber - 1U High - Rack-mountable - Lifetime Limited Warranty	\$5,569.75	17	\$94,685.75
JL670A	HPE Aruba X372 54VDC 1600W PS	\$559.00	34	\$19,006.00
JZ536AAE	HPE Aruba Networking Central Switch Class-3 Advanced 3-year Subscription E-STU E-RATE ELIGIBLE: \$506.87 E-RATE INELIGIBLE: \$249.65	\$756.52	17	\$12,860.84
92099	FS J9151D HPE Aruba Compatible 10GBASE-LR SFP+ 1310nm 10km DOM Duplex LC/UPC SMF Optical Transceiver Module for HPE Aruba	\$69.41	34	\$2,359.94
USI SERVICES				
Installation- Network Equipment	USI Installation - Aruba Switches Installation & Configuration of Network Equipment - Aruba Switches	\$4,930.00	1	\$4,930.00
Travel	USI Travel - Aruba Switches Related Travel Expenses	\$1,180.00	1	\$1,180.00
Project Management	USI Project Management - Aruba Switches Project Management - United Systems will assign a project manager with the responsibilities of coordination of all equipment installation.	\$900.00	1	\$900.00
Subtotal				\$135,922.53

Aruba Wireless		Price	Qty	Ext. Price
R7J28A	HPE Aruba AP-635 (US) - Campus - wireless access point - ZigBee, Bluetooth 5.0 - ZigBee, Bluetooth, Wi-Fi 6E - 2.4 GHz, 5 GHz, 6 GHz	\$495.67	219	\$108,551.73
R7J39A	HPE Aruba AP-655 (US) - Campus - wireless access point - Wi-Fi 6E	\$644.16	22	\$14,171.52
S1G54A	HPE Arua ANW AP-654-US Tri-radio 4x4:4 Wi-Fi 6E External Antennas Campus AP	\$673.51	12	\$8,082.12
S1F82A	HPE Aruba ANW AP-ANT-340 Cabled RP-SMA Tri-Band 4x4 Downtilt Omni Ceiling Antenna	\$89.01	12	\$1,068.12
Q9G69A	HPE Aruba Mounting Bracket for Wireless Access Point - 10 Pack	\$39.29	25	\$982.25
R3J16A	HPE Aruba Mounting Bracket for Wireless Access Point	\$5.22	3	\$15.66
R3J19A	HPE Aruba AP-MNT-E - Network device mounting kitting Bracket	\$7.17	1	\$7.17
Q9Y59AAE	HPE Aruba Central Foundation - Subscription License - 1 Access Point - 3 Year - Electronic	\$115.76	253	\$29,287.28
USI SERVICES				
Installation- Network Equipment	USI Installation - Aruba Wireless Installation & Configuration of Network Equipment - Aruba Wireless	\$2,320.00	1	\$2,320.00
Installation- Network Equipment	USI Installation - Attach APs Installation of Network Equipment - Attach AP to Ceiling Grid	\$8,538.75	1	\$8,538.75
Travel	USI Travel - Aruba Wireless Related Travel Expenses	\$1,380.00	1	\$1,380.00
Project Management	USI Project Management - Aruba Wireless Project Management - United Systems will assign a project manager with the responsibilities of coordination of all equipment installation.	\$1,200.00	1	\$1,200.00
Subtotal				\$175,604.60

Tripp Lite UPS		Price	Qty	Ext. Price
SMART1500R M2UN	Tripp Lite UPS Smart 1500VA 1350W Rackmount AVR 120V Pure Sine Wave USB DB9 Preinstalled WEBCARDLX 2URM - UPS - AC 120 V - 1.35 kW - 1500 VA - Ethernet, RS-232, USB - output connectors: 8 - 2U - 19"	\$1,023.53	10	\$10,235.30
Shipping	USI Shipping - Tripp Lite UPS Shipping and Handling Charges	\$350.00	1	\$350.00
USI SERVICES				
Installation- Network Equipment	USI Installation - Tripp Lite UPS Installation & Configuration of Network Equipment - Vertiv UPS	\$1,450.00	1	\$1,450.00
Project Management	USI Project Management - Tripp Lite UPS Project Management - United Systems will assign a project manager with the responsibilities of coordination of all equipment installation.	\$300.00	1	\$300.00
Subtotal			\$12,335.30	

Tripp Lite Cabinet		Price	Qty	Ext. Price
SRW18USDP 	Eaton Tripp Lite Series SmartRack 18U UPS-Depth Wall-Mount Half-Height Rack Enclosure, Hinged Back - For UPS - 18U Rack Height x 19" Rack Width x 24.50" Rack Depth - Wall Mountable - Black - Steel - 250 lb Maximum Weight Capacity - 250 lb Static/Stationar	\$875.03	1	\$875.03
Cabling Hardware	Cabling Hardware - Tripp Lite Cabinet Cabling Hardware - Fire-rated Backboard, Ground Bar/Cable	\$447.86	1	\$447.86
Installation- Cabling	USI Installation - Tripp Lite Cabinet Installation-Cabling - Fire-rated Backboard, Ground Bar/Cable, Tripp Lite Cabinet	\$540.00	1	\$540.00
Subtotal			\$1,862.89	

Single-mode Fiber Cabling		Price	Qty	Ext. Price
Installation-Cabling-Ext	USI Installation - Single-mode Fiber Cabling Installation-Cabling - Stadium Fiber --1x Terminate, Test, and Label Fiber --1x Install Enclosure and Attach Existing Conduit to Enclosure --1x 24"X24"X6" Steel Outdoor Enclosure --2x Unistrut --1x Conduit Connectors and Hardware --1x 6 Slot Wall Mount Fiber Patch Panel --6x LC Adapter Panels --72x LC Fusion Splice Connectors --6x 1m LC To LC Fiber Jumpers --Travel	\$8,347.64	1	\$8,347.64
Subtotal				\$8,347.64

Quote Summary	Amount
Aruba Switches	\$135,922.53
Aruba Wireless	\$175,604.60
Tripp Lite UPS	\$12,335.30
Tripp Lite Cabinet	\$1,862.89
Single-mode Fiber Cabling	\$8,347.64
Total:	\$334,072.96

Pricing is valid for 30 days. Signature below constitutes acceptance of this quotation and authorizes United Systems, Inc. to proceed to supply all goods and services as stated. I hereby declare acceptance of payment terms, which is due upon receipt of invoice. Product will be invoiced when delivered and services will be invoiced as they are completed. Items that are returned or cancelled after written approval will be charged a restocking fee.

United Systems, Inc.

Owasso Ind School Dist 11

Signature: David Laase

Name: David Laase

Title: Sales Solutions Manager

Date: 12/10/2024

Signature: _____

Name: _____

Title: _____

Date: _____

TECHNOLOGY SURPLUS - JANUARY 13, 2025	
Item	Quantity
Dell 9010 Desktop	109
Venure Special Unknown Desktop	3
i3 Desktop Tower	1
NewLine 7521Q	1
NewLine 7519 RS	1
NewLine 7518 RS	1
Power Distribution Strips	2
Viewsonic TV	1
Dell V6000 Docks	10
NEC Projector Lamp	1
HP8 port switch	1
Hovercam	1
Varies USB Mice	18
Totes of various misc cables	3
Box of various metal keystone wall plates	1
Network Cabnet Small	2
Network Cabnet Medium	2
Network Cabnet Large	1
iPad carts	2
Chromebook Cart	1
Laptop Cart 1	1
Totes of keyboards and mice	8
Tote of 65 Watt Yellow plug chargers	1
Metal chair dolly	1
Dell Projector Mount	7
Dell Projector S560P	1
Underdesk Foot stand	1
Asus VW199 Monitor	1
Chromebooks	Quantity
Unknown	50
Lenovo 100e 2nd Gen AST	25
HP 11A G8	1739
Dell 3100	71
Lenovo 100e	131
Lenovo 100e 2nd Gen	41
Lenovo 100e 2nd Gen MTK	22
Lenovo 100e 3rd Gen	17
Lenovo N22/N23	63
TOTAL CHROMEBOOKS	2159

CERTIFICATE OF APPROVAL

January 13, 2025

Purchase Orders to be approved by the Board of Education:

2024-2025 General Fund

		<u>P.O. Nos.</u>	
<i>VENDORS</i>		1076-1136	32,317.72
<i>VENDORS</i>	Change Orders		618.27
			<u>\$ 32,935.99</u>

2024-2025 Building Fund

		<u>P.O. Nos.</u>	
<i>VENDORS</i>		77	10,000.00
<i>VENDORS</i>	Change Orders		0.00
			<u>\$ 10,000.00</u>

2024-2025 Child Nutrition Fund

		<u>P.O. Nos.</u>	
<i>VENDORS</i>		43-44	19,392.91
<i>VENDORS</i>	Change Orders		0.00
			<u>\$ 19,392.91</u>

2024-2025 Bond Fund 31

		<u>P.O. Nos</u>	
<i>VENDORS</i>		321-328	824,289.18
<i>VENDORS</i>	Change Orders		132.84
			<u>\$ 824,422.02</u>

2024-2025 Bond Fund 33

		<u>P.O. Nos</u>	
<i>VENDORS</i>			0.00
<i>VENDORS</i>	Change Orders		0.00
			<u>\$ -</u>

2024-2025 Bond Fund 35

		<u>P.O. Nos.</u>	
<i>VENDORS</i>		1	32,822.00
<i>VENDORS</i>	Change Orders		0.00
			<u>\$ 32,822.00</u>

2024-2025 Bond Fund 39

		<u>P.O. Nos.</u>	
<i>VENDORS</i>			0.00
<i>VENDORS</i>	Change Orders		0.00
			<u>\$ -</u>

2024-2025 Bond Fund 04-BOK

		<u>P.O. Nos</u>	
<i>VENDORS</i>			0.00
<i>VENDORS</i>	Change Orders		0.00
			<u>\$ -</u>

Purchase Order Register

Options: Year: 2024-2025, Fund(s): 11 - GENERAL, Date Range: 12/5/2024 - 1/8/2025, PO Range: 1076 - 1136

PO No	Date	Vendor No	Vendor	Description	Amount
1076	12/05/2024	1687	ORIENTAL TRADING CO., INC.	Supplies and Materials for Enrichment Lab	315.00
1077	12/05/2024	18266	LENORA MCMULLEN	Native American beading presentation	150.00
1078	12/05/2024	16521	OPERATION EAGLE INDIAN ED ASSOC	Native American Dance Presentation	500.00
1079	12/05/2024	17164	JAMES GREGORY BILBY	Stickball Presentation - Dec. 2024	300.00
1080	12/05/2024	11351	AMAZON	Adaptive supplies and materials	66.93
1081	12/06/2024	10483	SAM'S CLUB	sams club renewal	50.00
1082	12/06/2024	8382	BOARD OF REGENTS OF THE UNIVERSITY	PECS Level 1 Training	700.00
1083	12/11/2024	11351	AMAZON	2nd Grade Christmas Project	59.95
1084	12/11/2024	11351	AMAZON	supplies for history students	155.94
1085	12/11/2024	18987	ELIZABETH SEVENOAKS	Cultural holiday craft presentation	125.00
1086	12/11/2024	80926	WENDY J STOKES	Cherokee language instruction	300.00
1087	12/11/2024	13170	KATHY SAMPLEY	Cherokee language instruction	600.00
1088	12/11/2024	18996	LITERACY RESOURCES, LLC	Phonics Awareness -Digital Resources	89.00
1089	12/12/2024	4462	OKLAHOMA LIBRARY ASSOCIATION	GALLAGHER/SHUCK/OK LIBRARY ASSOC CONFERENCE	550.00
1090	12/12/2024	11795	EMBASSY SUITES NORMAN	GALLAGHER/OK LIBRARY ASSOCIATION CONFERENCE	312.89
1091	12/12/2024	16626	UNIVERSITY OF CONNECTICUT	Taste of Confratute PD	795.00
1092	12/12/2024	4999	OFFICE DEPOT	Open PO for Misc Office Supplies	500.00
1093	12/17/2024	11351	AMAZON	classroom supplies for stem	1,100.00
1094	12/17/2024	11351	AMAZON	mic for tech videos	35.00
1095	12/17/2024	11351	AMAZON	Adaptive supplies and materials	800.00
1096	12/17/2024	11351	AMAZON	Adaptive supplies and materials	145.00
1097	12/17/2024	11351	AMAZON	Photo Albums for Class Pictures	45.00
1098	12/17/2024	1817	SHREDDERS, INC.	District Wide Shredding	1,000.00
1099	12/18/2024	11351	AMAZON	Science/STEM Activity Kits	110.00
1100	12/18/2024	19634	OKLAHOMA CHRISTIAN UNIVERSITY INC	College Career Fair	125.00
1101	12/18/2024	4650	UNIVERSITY OF OKLAHOMA	College Career Fair	625.00
1102	12/18/2024	3531	ORAL ROBERTS UNIVERSITY	College Career Fair	200.00
1103	12/18/2024	8950	OSU CAREER SERVICES	College Career Fair	575.00
1104	12/18/2024	9009	AMERICAN HEART ASSOCIATION INC	CPR Student Workbooks	99.32
1105	12/19/2024	16641	SCHOLASTIC SALES, INC.	JOM Senior Cap & Gown Incentive	2,600.00
1106	12/19/2024	18584	La Union Dos Inc.	Cultural Craft Supplies	150.00
1107	12/19/2024	11351	AMAZON	Instructional Classroom Supplies	500.00
1108	12/19/2024	276	WALMART #168	Instructional Classroom Supplies	400.00
1109	12/19/2024	9608	HOBBY LOBBY #25	Cultural Craft Supplies	100.00
1110	12/19/2024	11351	AMAZON	Cultural Craft Supplies	500.00
1111	12/19/2024	13801	LORETTA BURGESS	Basket Weaving Presentation on 1/9/2025	400.00
1112	12/19/2024	13170	KATHY SAMPLEY	Cherokee Language Instruction - Jan. - Feb. 2025	800.00
1113	12/19/2024	11443	WENDY STOKES	Cherokee Language Instruction - Jan. - Feb. 2025	800.00

Owasso Public Schools

Purchase Order Register

Options: Year: 2024-2025, Fund(s): 11 - GENERAL, Date Range: 12/5/2024 - 1/8/2025, PO Range: 1076 - 1136

PO No	Date	Vendor No	Vendor	Description	Amount
1114	12/19/2024	9608	HOBBO LOBBY #25	Sewing lab supplies for spring semester	400.00
1115	12/19/2024	5732	SAM'S CLUB	JOM Competition student refreshments	100.00
1116	12/19/2024	5773	CICI'S PIZZA	JOM Language Student Lunch Refreshment	175.00
1117	12/20/2024	3095	WILLIAM V. MACGILL & CO	Nursing Supplies	3,515.24
1118	01/07/2025	4999	OFFICE DEPOT	Blanket PO for Office Supplies	500.00
1119	01/08/2025	11351	AMAZON	Dodge - Musical Props/Costumes	500.00
1120	01/08/2025	276	WALMART #168	Dodge - Musical Props/Costumes	500.00
1121	01/08/2025	11351	AMAZON	Dodge - Musical Props/Costumes	500.00
1122	01/08/2025	276	WALMART #168	Dodge - Musical Props/Costumes	500.00
1123	01/08/2025	16138	ASSOCIATED THEATRICAL CONTRACTORS	Dodge - Musical Set/Rigging Supplies	500.00
1124	01/08/2025	9608	HOBBO LOBBY #25	Dodge - Musical Costume/Crafts	300.00
1125	01/08/2025	9590	NCTM CONFERENCE REGISTRATION	NCTM Conference-February 5-7, 2025-REJOICE	918.00
1126	01/08/2025	2761	KELLI BALL	Rejoice-Per Diem/Hotel/Gas Reimbursement NCTM Conf	850.00
1127	01/08/2025	19947	CHERI SCHULER	Rejoice-Per Diem/Hotel Reimbursement NCTM Conf	650.00
1128	01/08/2025	85931	RACHAEL E HAGEN	Per Diem PECS Training 1/21 - 1/23/25	137.50
1129	01/08/2025	85338	JENA V NORMANDIN	Per Diem PECS Training 1/21 - 1/23/25	137.50
1130	01/08/2025	86651	KRISTIE LYNN NELSON	Per Diem PECS Training 1/21 - 1/23/25	137.50
1131	01/08/2025	18354	SCHOOL SPECIALTY LLC	Construction paper. various	650.00
1132	01/08/2025	11351	AMAZON	Various office supplies - 2nd semester	600.00
1133	01/08/2025	276	WALMART #168	SMITH/OPEN PO/GROCERY ITEMS FOR FOOD LABS	500.00
1134	01/08/2025	8190	HOME DEPOT	CANNADY/TWO DEEP FREEZERS	3,000.00
1135	01/08/2025	7203	OFFICE DEPOT	Totes to store classroom supplies	70.00
1136	01/08/2025	11351	AMAZON	ODDA Areospace & Aviation Grant	497.95

Non-Payroll Total:	\$32,317.72
Payroll Total:	\$0.00
Report Total:	\$32,317.72

Owasso Public Schools

Change Order Listing

Options: Fund(s): 11 - GENERAL, Year: 2024-2025, ReferenceDate: PO Date, Date Range: 12/5/2024 - 1/8/2025, PO Range: 1 - 1075, Minimum Percentage Change: 20.00%, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
942	10/25/2024	19894	OKLAHOMA TECHNOLOGY STUDENT ASSOC	Registration for TSA	100.00
1026	11/18/2024	19935	APPLE NINE HOSPITALITY MGMT INC	LUTZ/HOTEL STAY FOR AOPA SYMPOSIUM	508.30
1032	11/19/2024	276	WALMART #168	Classroom supplies for SPED	9.97
Non-Payroll Total:					\$618.27
Payroll Total:					\$0.00
Report Total:					\$618.27

Owasso Public Schools

Purchase Order Register

Options: Year: 2024-2025, Fund(s): 21 - BUILDING, Date Range: 12/5/2024 - 1/8/2025, PO Range: 77 - 77

PO No	Date	Vendor No	Vendor	Description	Amount
77	12/17/2024	18550	PAUL DAVIS RESTORATION	Restoration	10,000.00
Non-Payroll Total:					\$10,000.00
Payroll Total:					\$0.00
Report Total:					\$10,000.00

Owasso Public Schools

Purchase Order Register

Options: Year: 2024-2025, Fund(s): 22 - CHILD NUTRITION, Date Range: 12/5/2024 - 1/8/2025, PO Range: 43 - 44

PO No	Date	Vendor No	Vendor	Description	Amount
43	12/17/2024	2668	PLATINUM VENTURES, INC	Smallwares	420.73
44	01/08/2025	2668	PLATINUM VENTURES, INC	Serving Line	18,972.18
Non-Payroll Total:					\$19,392.91
Payroll Total:					\$0.00
Report Total:					\$19,392.91

Owasso Public Schools**Purchase Order Register****Options:** Year: 2024-2025, Fund(s): 31 BOND - 2022, Date Range: 12/5/2024 - 1/8/2025, PO Range: 321 - 328

PO No	Date	Vendor No	Vendor	Description	Amount
321	12/12/2024	17224	CMC NEPTUNE LLC	BOND 31: MUSIC RENEWAL SUBSCRIPTION	1,620.00
322	12/12/2024	2010	UNITED SYSTEMS LLC	FortiVoice Solution Implementation	423,780.25
323	12/17/2024	11061	ULINE	District Wide Furniture & Fixtures	5,000.00
324	12/19/2024	19941	ATWELL ROOFING CO INC	Hodson Elementary Re-Roof	350,000.00
325	12/19/2024	9205	FOLLETT SCHOOL SOLUTIONS, INC	Misc. titled books for the Media Center	531.28
326	12/20/2024	8837	LOWRY CONSTRUCTION SERVICES INC	8GC Phase 1 pre-construction	35,000.00
327	12/20/2024	8028	OWASSO FENCE CO LLC	District Wide for New Fence & Materials	5,000.00
328	01/08/2025	175	HERTZBERG-NEW METHOD, INC.	LIBRARY BOOK ORDER WITH BOND MONEY	3,357.65

Non-Payroll Total: \$824,289.18**Payroll Total:** \$0.00**Report Total:** \$824,289.18

Owasso Public Schools

Change Order Listing

Options: Fund(s): 31 BOND - 2022, Year: 2024-2025, ReferenceDate: PO Date, Date Range: 12/5/2024 - 1/8/2025, PO Range: 1 - 320, Minimum Percentage Change: 20.00%, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
316	12/03/2024	16233	TEACHER PAY TEACHERS	ELL TPT Subscriptions	132.84
Non-Payroll Total:					\$132.84
Payroll Total:					\$0.00
Report Total:					\$132.84

Owasso Public Schools

Purchase Order Register

Options: Year: 2024-2025, Fund(s): 35 BOND - 2017, Date Range: 12/5/2024 - 1/8/2025, PO Range: 1 - 1

PO No	Date	Vendor No	Vendor	Description	Amount
1	01/08/2025	12357	STANDARD & POOR'S FINANCIAL SVC,LLC	RATING FEE FOR BOND SALE	32,822.00
Non-Payroll Total:					\$32,822.00
Payroll Total:					\$0.00
Report Total:					\$32,822.00

Owasso Public Schools

Cash Balances

Options: Fiscal Years: 2025, Funds: 60, As Of Date: 12/31/2024, Account Types: AC

Cash By Account and Fund

AC 0110	ROGERS COUNTY BANK				
2025	60	60 - ACTIVITY FUND			\$3,047,312.51
			Total AC	0110	\$3,047,312.51
					<u>\$3,047,312.51</u>

Cash By Fund

2025	60	60 - ACTIVITY FUND			\$3,047,312.51
					<u>\$3,047,312.51</u>

Owasso Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2024 - 12/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 ESC ACTIVITY FUND	\$0.00	\$73,633.29	\$156,685.74	\$15,778.10	\$214,540.93	\$12,918.88	\$201,622.05
804 CN REFUND SUB ACCT	\$0.00	\$10,000.00	\$0.00	\$2,525.95	\$7,474.05	\$0.00	\$7,474.05
805 OHS ACTIVITY	\$0.00	\$23,990.27	\$74,852.73	\$3,612.04	\$95,230.96	\$11,409.91	\$83,821.05
806 HS AP	\$0.00	\$258.00	\$33,936.41	\$450.00	\$33,744.41	\$400.00	\$33,344.41
807 HS NATIONAL HONOR SOCIETY	\$0.00	\$3,290.00	\$24,968.69	\$3,870.38	\$24,388.31	\$2,100.00	\$22,288.31
808 HS STUDENT COUNCIL	\$0.00	\$37,493.00	\$82,695.76	\$26,107.98	\$94,080.78	\$6,500.00	\$87,580.78
809 HS SPEECH/DEBATE	\$0.00	\$44.00	\$4,635.46	\$0.00	\$4,679.46	\$0.00	\$4,679.46
810 OHS - TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,837.72	\$1,501.36	\$336.36	\$336.36	\$0.00
811 HS YOUTH ALIVE	\$0.00	\$0.00	\$805.69	\$0.00	\$805.69	\$0.00	\$805.69
812 HS YEARBOOK	\$0.00	\$1,616.70	\$8,632.95	\$3,084.85	\$7,164.80	\$217.98	\$6,946.82
814 HS ACADEMIC BOWL	\$0.00	\$226.60	\$668.05	\$401.59	\$493.06	\$80.00	\$413.06
815 HS EQUALITY CLUB	\$0.00	\$0.00	\$178.43	\$0.00	\$178.43	\$0.00	\$178.43
816 HS BAND	\$0.00	\$261,668.94	\$199,329.31	\$253,114.13	\$207,884.12	\$32,764.51	\$175,119.61
817 5TH GRADE HONOR CHOIR-DISTRICTWIDE	\$0.00	\$0.00	\$4,071.82	\$0.00	\$4,071.82	\$0.00	\$4,071.82
818 HS FFA	\$0.00	\$53,841.00	\$30,956.25	\$44,791.05	\$40,006.20	\$17,300.00	\$22,706.20
819 HS EAST - THE RAM RESERVE - SCHOOL STORE	\$0.00	\$0.00	\$750.00	\$666.00	\$84.00	\$0.00	\$84.00
820 HS STEM CLUB	\$0.00	\$0.00	\$79.25	\$0.00	\$79.25	\$0.00	\$79.25
821 HS COUNSELORS	\$0.00	\$0.00	\$3,190.03	\$297.88	\$2,892.15	\$0.00	\$2,892.15
822 HS ART	\$0.00	\$7,075.00	\$1,801.90	\$2,356.44	\$6,520.46	\$5,155.00	\$1,365.46
824 HS STAGECRAFT	\$0.00	\$0.00	\$405.18	\$0.00	\$405.18	\$0.00	\$405.18
825 HS LIBRARY	\$0.00	\$17,378.98	\$10,886.81	\$14,344.66	\$13,921.13	\$3,579.99	\$10,341.14
826 HS SENIOR CLASS	\$0.00	\$17,329.59	\$38,217.01	\$7,039.84	\$48,506.76	\$2,761.54	\$45,745.22
827 HS UNIFIED CLUB	\$0.00	\$360.00	\$1,130.48	\$680.31	\$810.17	\$0.00	\$810.17
828 HS JUNIOR CLASS	\$0.00	\$0.00	\$50,082.93	\$7,529.05	\$42,553.88	\$2,300.00	\$40,253.88
830 SPARK	\$0.00	\$478,369.20	\$111,010.47	\$291,947.23	\$297,432.44	\$31,074.46	\$266,357.98
831 E-SPORTS	\$0.00	\$2,355.00	\$1,861.17	\$2,001.53	\$2,214.64	\$1,750.00	\$464.64
834 HS FCA - FELLOWSHIP OF CHRISTIAN ATHLETES	\$0.00	\$0.00	\$115.00	\$0.00	\$115.00	\$0.00	\$115.00
835 HS HISTORY CLUB	\$0.00	\$0.00	\$580.62	\$0.00	\$580.62	\$150.00	\$430.62
836 HS WORLD TRAVEL CLUB	\$0.00	\$0.00	\$359.25	\$0.00	\$359.25	\$100.00	\$259.25
837 HS ROBOTICS	\$0.00	\$0.00	\$1,018.72	\$0.00	\$1,018.72	\$0.00	\$1,018.72
838 OHS LARP CLUB	\$0.00	\$0.00	\$230.39	\$90.40	\$139.99	\$0.00	\$139.99
839 HS DRAMA/PRODUCTIONS	\$0.00	\$3,964.73	\$10,040.72	\$4,962.38	\$9,043.07	\$3,675.00	\$5,368.07
840 8GC TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$947.01	\$417.72	\$529.29	\$500.00	\$29.29
841 EIGHTH GRADE ACTIVITY	\$0.00	\$280.00	\$3,306.00	\$0.00	\$3,586.00	\$40.00	\$3,546.00
842 EIGHTH GRADE STUDENT COUNCIL	\$0.00	\$1,862.00	\$5,728.59	\$1,912.80	\$5,677.79	\$0.00	\$5,677.79
844 EIGHTH GRADE FACS	\$0.00	\$1,515.00	\$2,089.95	\$173.06	\$3,431.89	\$200.00	\$3,231.89
845 EIGHTH GRADE YEARBOOK	\$0.00	\$723.70	\$2,409.64	\$2,044.61	\$1,088.73	\$0.00	\$1,088.73
848 EIGHTH GRADE ART	\$0.00	\$2,210.00	\$1,474.89	\$204.26	\$3,480.63	\$2,000.00	\$1,480.63
849 EIGHTH GRADE FOREIGN LANGUAGE	\$0.00	\$1,140.00	\$1,585.48	\$646.71	\$2,078.77	\$0.00	\$2,078.77
851 EIGHTH GRADE ROBOTICS	\$0.00	\$0.00	\$24.62	\$0.00	\$24.62	\$0.00	\$24.62
853 EIGHTH GRADE COMPUTER	\$0.00	\$240.00	\$168.97	\$0.00	\$408.97	\$0.00	\$408.97
855 EIGHTH GRADE ENGLISH	\$0.00	\$0.00	\$114.52	\$0.00	\$114.52	\$0.00	\$114.52
856 EIGHTH GRADE TEACHERS WELFARE	\$0.00	\$525.00	\$898.91	\$196.09	\$1,227.82	\$253.91	\$973.91
857 7TH GRADE STEM	\$0.00	\$725.00	\$268.43	\$683.08	\$310.35	\$0.00	\$310.35
858 EIGHTH GRADE FCCLA	\$0.00	\$1,724.00	\$520.81	\$1,247.46	\$997.35	\$345.00	\$652.35
859 EIGHTH GRADE STRENGTH & CONDITIONING / PE	\$0.00	\$100.00	\$829.62	\$0.00	\$929.62	\$0.00	\$929.62
860 EIGHTH GRADE STEM	\$0.00	\$410.00	\$712.08	\$680.99	\$441.09	\$0.00	\$441.09
861 SEVENTH GRADE ACTIVITY	\$0.00	\$0.00	\$10,390.53	\$409.63	\$9,980.90	\$1,135.00	\$8,845.90
862 SEVENTH GRADE YEARBOOK	\$0.00	\$0.00	\$1,238.94	\$0.00	\$1,238.94	\$0.00	\$1,238.94
863 SEVENTH FOREIGN LANGUAGE	\$0.00	\$1,073.00	\$112.16	\$285.99	\$899.17	\$0.00	\$899.17
864 SEVENTH GRADE STUDENT COUNCIL	\$0.00	\$4,182.00	\$1,836.76	\$3,280.85	\$2,737.91	\$0.00	\$2,737.91
866 SEVENTH GRADE SCIENCE	\$0.00	\$0.00	\$137.11	\$0.00	\$137.11	\$0.00	\$137.11

Owasso Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2024 - 12/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
868 SEVENTH GRADE PHYS ED	\$0.00	\$900.00	\$3,278.08	\$799.80	\$3,378.28	\$15.00	\$3,363.28
869 7GC FACS	\$0.00	\$820.00	\$219.54	\$478.52	\$561.02	\$200.00	\$361.02
870 7GC TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$353.53	\$131.51	\$222.02	\$0.00	\$222.02
871 SEVENTH GRADE TEACHERS WELFARE	\$0.00	\$0.00	\$24.05	\$24.05	\$0.00	\$0.00	\$0.00
872 SEVENTH GRADE NATL JR HON SOC	\$0.00	\$0.00	\$1,383.04	\$100.00	\$1,283.04	\$280.00	\$1,003.04
874 SEVENTH GRADE LIBRARY	\$0.00	\$3,885.49	\$2,791.63	\$4,140.29	\$2,536.83	\$0.00	\$2,536.83
875 BARNES ACTIVITY	\$0.00	\$2,925.79	\$9,546.37	\$4,922.46	\$7,549.70	\$870.00	\$6,679.70
876 BARNES ALL IN	\$0.00	\$3.20	\$1,393.87	\$504.78	\$892.29	\$0.00	\$892.29
877 BARNES LIBRARY	\$0.00	\$4,664.46	\$20,413.60	\$5,801.47	\$19,276.59	\$0.00	\$19,276.59
878 BARNES TACK	\$0.00	\$0.00	\$27.81	\$0.00	\$27.81	\$0.00	\$27.81
879 SEVENTH GRADE ART	\$0.00	\$3,620.00	\$1,366.87	\$2,539.83	\$2,447.04	\$0.00	\$2,447.04
880 BARNES TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$749.17	\$435.27	\$313.90	\$0.00	\$313.90
881 BARNES MUSIC	\$0.00	\$310.00	\$193.14	\$168.84	\$334.30	\$300.00	\$34.30
882 ATOR LIBRARY	\$0.00	\$3,101.58	\$5,801.60	\$6,913.44	\$1,989.74	\$158.48	\$1,831.26
883 ATOR ACTIVITY	\$0.00	\$2,250.00	\$8,879.86	\$811.23	\$10,318.63	\$1,976.41	\$8,342.22
884 ATOR PHYSICAL EDUCATION	\$0.00	\$0.00	\$1,594.70	\$0.00	\$1,594.70	\$0.00	\$1,594.70
885 ATOR MUSIC	\$0.00	\$360.00	\$696.40	\$311.81	\$744.59	\$360.00	\$384.59
887 MILLS ACTIVITY	\$0.00	\$2,194.00	\$6,919.04	\$3,809.55	\$5,303.49	\$1,728.10	\$3,575.39
888 STUDENT LEADERSHIP	\$0.00	\$0.00	\$1,561.50	\$0.00	\$1,561.50	\$0.00	\$1,561.50
889 MILLS TEACHER WELFARE	\$0.00	\$570.00	\$4,208.52	\$566.06	\$4,212.46	\$0.00	\$4,212.46
890 MILLS TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,000.00	\$263.10	\$736.90	\$236.90	\$500.00
891 MILLS LIBRARY	\$0.00	\$5,115.09	\$5,622.94	\$3,367.73	\$7,370.30	\$1,628.34	\$5,741.96
892 SMITH TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,000.00	\$69.76	\$930.24	\$630.00	\$300.24
893 SMITH ACTIVITY	\$0.00	\$5,208.68	\$18,993.21	\$5,684.70	\$18,517.19	\$1,270.02	\$17,247.17
894 SMITH LIBRARY	\$0.00	\$3,989.01	\$12,241.85	\$5,687.86	\$10,543.00	\$5,300.00	\$5,243.00
897 SMITH TEACHERS WELFARE	\$0.00	\$322.00	\$1,858.46	\$1,092.34	\$1,088.12	\$0.00	\$1,088.12
898 HODSON ACTIVITY	\$0.00	\$2,120.42	\$20,489.81	\$2,061.72	\$20,548.51	\$3,539.84	\$17,008.67
899 HODSON TEACHER WELFARE	\$0.00	\$661.00	\$568.09	\$525.29	\$703.80	\$172.00	\$531.80
900 HODSON TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$588.81	\$474.56	\$114.25	\$89.28	\$24.97
901 HODSON LIBRARY	\$0.00	\$4,034.29	\$10,022.36	\$5,382.69	\$8,673.96	\$217.00	\$8,456.96
902 HODSON PHYS ED	\$0.00	\$0.00	\$948.21	\$0.00	\$948.21	\$0.00	\$948.21
903 HODSON MUSIC	\$0.00	\$2,405.00	\$735.81	\$1,343.00	\$1,797.81	\$608.23	\$1,189.58
904 NORTHEAST TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$938.32	\$24.41	\$913.91	\$275.59	\$638.32
905 NORTHEAST ACTIVITY	\$0.00	\$3,213.00	\$26,044.60	\$3,260.92	\$25,996.68	\$560.00	\$25,436.68
906 NORTHEAST TEACHERS WELFARE	\$0.00	\$0.00	\$567.80	\$159.84	\$407.96	\$218.09	\$189.87
907 NORTHEAST LIBRARY	\$0.00	\$24,031.27	\$21,571.40	\$11,988.90	\$33,613.77	\$7,622.54	\$25,991.23
911 BAILEY ACTIVITY	\$0.00	\$3,179.25	\$12,781.35	\$4,796.61	\$11,163.99	\$1,130.00	\$10,033.99
912 BAILEY TEACHERS WELFARE	\$0.00	\$0.00	\$190.56	\$0.00	\$190.56	\$0.00	\$190.56
914 BAILEY LIBRARY	\$0.00	\$6,936.82	\$7,269.26	\$8,032.51	\$6,173.57	\$0.00	\$6,173.57
915 BAILEY TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,000.00	\$599.04	\$400.96	\$400.00	\$0.96
924 EIGHTH GRADE LIBRARY	\$0.00	\$999.13	\$3,520.76	\$951.99	\$3,567.90	\$578.00	\$2,989.90
926 EIGHTH GRADE NATL JR HONOR SOC	\$0.00	\$730.00	\$2,594.52	\$154.74	\$3,169.78	\$385.00	\$2,784.78
927 EIGHTH GRADE SCIENCE	\$0.00	\$0.00	\$407.23	\$0.00	\$407.23	\$0.00	\$407.23
929 SPECIAL ED PROGRAMS	\$0.00	\$0.00	\$223,774.82	\$5,337.82	\$218,437.00	\$6,312.02	\$212,124.98
930 ATOR TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$812.81	\$0.00	\$812.81	\$600.00	\$212.81
932 SPEC OLYMPICS - DIST WIDE	\$0.00	\$4,606.00	\$86,506.93	\$3,200.00	\$87,912.93	\$600.00	\$87,312.93
933 RAM ACADEMY	\$0.00	\$1,906.50	\$6,533.93	\$2,193.47	\$6,246.96	\$2,936.06	\$3,310.90
934 INDIAN EDUCATION ACTIVITY	\$0.00	\$13,220.00	\$7,648.53	\$8,074.55	\$12,793.98	\$2,500.00	\$10,293.98
936 GRANTS - (OEF ONLY)	\$0.00	\$62,155.54	\$0.00	\$0.00	\$62,155.54	\$4,538.59	\$57,616.95
937 GRANTS (EXCEPT OEF-SEE 936)	\$0.00	\$7,500.00	\$4,246.20	\$2,046.20	\$9,700.00	\$0.00	\$9,700.00

Owasso Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2024 - 12/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
938 STAFF APPRECIATION-DISTRICT SERVICES-FOOD ONLY	\$0.00	\$2,726.55	\$1,955.84	\$2,070.27	\$2,612.12	\$0.00	\$2,612.12
941 ATHLETICS	\$0.00	\$493,232.68	\$408,130.00	\$424,155.44	\$477,207.24	\$107,292.88	\$369,914.36
942 RAM PARTNERS	\$0.00	\$160,625.00	\$114,641.93	\$90,070.30	\$185,196.63	\$37,249.41	\$147,947.22
944 VIRTUAL/SUMMER SCHOOL	\$0.00	\$500.00	\$22,875.00	\$0.00	\$23,375.00	\$0.00	\$23,375.00
946 DISTRICT FINE ARTS	\$0.00	\$15,175.00	\$102,480.37	\$17,017.90	\$100,637.47	\$21,508.77	\$79,128.70
947 OPERATIONS WELFARE FUND	\$0.00	\$0.00	\$179.58	\$0.00	\$179.58	\$0.00	\$179.58
949 HEALTH SERVICES	\$0.00	\$0.00	\$106.29	\$0.00	\$106.29	\$0.00	\$106.29
951 RAM TEACHER WELFARE	\$0.00	\$194.81	\$4,621.05	\$222.77	\$4,593.09	\$125.00	\$4,468.09
953 HS FACS	\$0.00	\$4,965.00	\$6,487.95	\$4,046.64	\$7,406.31	\$1,150.00	\$6,256.31
957 HS VOCAL	\$0.00	\$81,126.69	\$47,919.01	\$75,875.90	\$53,169.80	\$18,367.50	\$34,802.30
960 STEM - 6GC	\$0.00	\$970.00	\$1,867.72	\$1,351.01	\$1,486.71	\$0.00	\$1,486.71
962 STUDENT HOLDING ACCOUNT	\$0.00	(\$9,369.03)	\$97,693.28	\$0.00	\$88,324.25	\$0.00	\$88,324.25
963 HS LIBERTY COMMITTEE	\$0.00	\$1,083.00	\$5,292.19	\$3,104.52	\$3,270.67	\$0.00	\$3,270.67
965 HS TEACHERS WELFARE	\$0.00	\$3,086.19	\$14,853.20	\$5,603.67	\$12,335.72	\$1,154.94	\$11,180.78
968 MORROW ACTIVITY	\$0.00	\$5,921.44	\$17,175.06	\$4,450.44	\$18,646.06	\$2,330.00	\$16,316.06
969 MORROW TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$902.22	\$77.33	\$824.89	\$422.67	\$402.22
970 RAM ACADEMY TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$78.22	\$0.00	\$78.22	\$0.00	\$78.22
971 HS FCCLA	\$0.00	\$2,995.35	\$529.43	\$2,418.00	\$1,106.78	\$0.00	\$1,106.78
972 MORROW TEACHER WELFARE	\$0.00	\$3,123.00	\$3,950.02	\$1,462.80	\$5,610.22	\$0.00	\$5,610.22
973 HS FOREIGN LANGUAGE CLUB	\$0.00	\$6,769.22	\$11,157.87	\$4,982.54	\$12,944.55	\$2,632.49	\$10,312.06
974 MORROW LIBRARY	\$0.00	\$6,659.93	\$10,557.72	\$6,869.36	\$10,348.29	\$1,125.00	\$9,223.29
975 SIXTH GRADE ACTIVITY	\$0.00	\$0.00	\$8,141.46	\$988.82	\$7,152.64	\$141.42	\$7,011.22
976 SIXTH GRADE PHYS ED	\$0.00	\$20.00	\$896.98	\$0.00	\$916.98	\$0.00	\$916.98
977 SIXTH GRADE STUDENT COUNCIL	\$0.00	\$0.00	\$5,919.58	\$0.00	\$5,919.58	\$75.00	\$5,844.58
978 SIXTH GRADE YEARBOOK	\$0.00	\$0.00	\$18,369.04	\$375.76	\$17,993.28	\$0.00	\$17,993.28
979 SIXTH GRADE COMPUTER	\$0.00	\$0.00	\$22.42	\$0.00	\$22.42	\$0.00	\$22.42
980 6GC TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$119.44	\$0.00	\$119.44	\$0.00	\$119.44
982 SIXTH GRADE SCIENCE	\$0.00	\$0.00	\$932.41	\$815.02	\$117.39	\$0.00	\$117.39
983 SIXTH GRADE ART	\$0.00	\$4,565.00	\$1,691.93	\$0.00	\$6,256.93	\$3,100.00	\$3,156.93
984 SIXTH GRADE TEACHERS WELFARE	\$0.00	\$0.00	\$3,415.05	\$1,161.51	\$2,253.54	\$0.00	\$2,253.54
986 SIXTH GRADE MATH	\$0.00	\$0.00	\$8.99	\$0.00	\$8.99	\$0.00	\$8.99
988 SIXTH GRADE SOCIAL STUDIES	\$0.00	\$0.00	\$2,747.05	\$624.04	\$2,123.01	\$0.00	\$2,123.01
989 SIXTH GRADE LIBRARY	\$0.00	\$3,850.38	\$14,787.31	\$3,601.46	\$15,036.23	\$0.00	\$15,036.23
990 STONE CANYON TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$683.29	\$375.52	\$307.77	\$307.77	\$0.00
993 SIXTH GRADE E.S.C.	\$0.00	\$0.00	\$1,572.00	\$0.00	\$1,572.00	\$0.00	\$1,572.00
994 STONE CANYON ACTIVITY	\$0.00	\$9,466.44	\$8,257.57	\$9,517.23	\$8,206.78	\$985.00	\$7,221.78
995 STONE CANYON TEACHERS WELF	\$0.00	\$675.00	\$953.97	\$657.00	\$971.97	\$0.00	\$971.97
997 STONE CANYON LIBRARY	\$0.00	\$9,004.38	\$22,159.79	\$14,248.89	\$16,915.28	\$3,920.00	\$12,995.28
998 CHROMEBOOK INS/ACCESORIES	\$0.00	\$35,507.50	\$99,800.85	\$5,013.27	\$130,295.08	\$36,986.73	\$93,308.35
Total	\$0.00	\$2,030,415.05	\$2,506,623.93	\$1,489,726.47	\$3,047,312.51	\$426,157.61	\$2,621,154.90

Old language at the end of the Table of Contents:

NONDISCRIMINATION

There will be no discrimination in the district because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the district's non-discrimination policies * Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability) * Director of Special Services Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-8021 * Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin) * Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 * Title IX Coordinator (for questions or complaints based on sex, pregnancy, gender, gender expression or identity)

Athletic Director Owasso Public Schools 12901 E. 86th St. N., Owasso, OK 74055 918-272-1867 * Age Act Coordinator (for questions or complaints based on age) * Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 * Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact: * Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 * Outside Assistance may be obtained from: * U.S. Department of Education Office for Civil Rights One Petticoat Lane 1010 Walnut Street, Suite 320 Kansas City, MO 64106 (816) 268-0550 (816) 268-0599 (Fax) (877) 521-2172 (TTY) E-mail: OCR.KansasCity@ed.gov

[Policy 1.22a](#)

New language at the end of the Table of Contents:

NONDISCRIMINATION

Owasso Public Schools complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex (including pregnancy, sexual orientation, and gender identity) and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to the Owasso Public Schools Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The Owasso Public Schools Title IX Coordinator is the Assistant Superintendent of Teaching & Learning and can be contacted at:

1501 N. Ash, Owasso, OK, 74055
titleixofficer@owassops.org
918-272-8182

The district has adopted grievance procedures for filing, processing, and resolving alleged discrimination complaints. Those procedures can be viewed in the Owasso Public Schools Policy Manual, [Policy #1.22](#). To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please visit the district's [Title IX webpage](#).

The following section was added to each student handbook under the heading "Title IX":

At Owasso Public Schools the safety and well-being of every student and staff member is our top priority and District policy strictly prohibits sex discrimination, including sexual harassment, in all District programs and activities. Prohibited sexual harassment includes conduct based on sex that may meet one or more definitions outlined in Title IX regulations (34 C.F.R. § 106.30(a)), and this applies to **ALL students**. We are committed to conducting a thorough and equitable investigation into all reported incidents of sexual harassment and will take immediate and appropriate action to address any violations of our policies.

If any student, parent, or employee believes they have been subjected to sexual harassment, we encourage you to report the incident to the District's Title IX Coordinator. It is essential that we are made aware of these situations so we can address them promptly and effectively. The District is dedicated to completing investigations into allegations of sexual harassment in a timely and appropriate manner, ensuring that all community members feel safe and respected in our schools.

District community members may report allegations of sexual harassment to any employee at a District school. You may also file a formal Title IX complaint in accordance with the District's grievance procedures with our Title IX Coordinator. The Title IX Coordinator serves as the point of contact for addressing complaints and ensuring compliance with Title IX regulations. You can reach our Title IX Coordinator at:

Assistant Superintendent of Teaching & Learning
1501 N. Ash Street, Owasso, OK 74055
titleixofficer@owassops.org
918-272-8182

Additional changes:

All instances in the handbooks where a policy is linked to the district's website, that link has been changed to a webpage containing that specific policy. Previously, the link went to the webpage containing the entire policy manual.



Elementary Handbook

2024-2025

Ator Elementary	1500 North Ash, Owasso, OK 74055	918-272-2204
Bailey Elementary	10221 E 96th Street, Owasso, OK 74055	918-272-5399
Barnes Elementary	7809 E 76th Street North, Owasso, OK 74055	918-272-1153
Hodson Elementary	14500 E 86th Street, Owasso, OK 74055	918-272-8160
Mills Elementary	8200 North 124th E Avenue, Owasso, OK 74055	918-272-2288
Morrow Elementary	12301 N 132nd E Ave, Collinsville, OK 74021	918-928-4050
Northeast Elementary	13650 E 103rd Street, Owasso, OK 74055	918-272-0015
Smith Elementary	12223 E 91st Street, Owasso, OK 74055	918-272-5162
Stone Canyon Elementary	7305 N 177th East Avenue, Owasso, OK 74055	918-274-1634

This handbook contains helpful information, guidelines, and procedures that correspond with state law and the Owasso School Board Policies. The purpose of this handbook is to assist parents and students with navigating the school years as students learn and grow to become independent, responsible, **Respectful Rams**. We welcome the partnership of parents as we support the success of our students.

SCHOOL DISTRICT MISSION STATEMENT

Our mission is to provide a safe environment that equips, educates, and empowers students on their journey toward outstanding character and success.

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ARRIVAL/DISMISSAL PROCEDURES

Doors open at 8:45 a.m. for student arrival. The elementary school day begins at 9:00 a.m. and ends at 3:45 p.m.

ELEMENTARY SCHEDULE GRADES PreK-5

- **ARRIVAL:** After students arrive at school they are not permitted to leave school property during school hours, except in the company of the adult guardian.
- **EARLY DISMISSAL:** If it becomes necessary for you to pick up your child before regular school dismissal, go to the office to sign out your child. Early dismissals will be counted as a tardy or absence depending on the time of day. No student will be dismissed from the classroom until the teacher receives appropriate notification. Only persons listed in PowerSchool will be allowed to pick up a child. This is a protective measure both for your child and school personnel.
- **PUNCTUALITY:** It is important for students to arrive at school **on time**, so the class can begin promptly. If children arrive late, they start the day already behind in their instructional day . It can also be a disruption to the teaching/learning process.
- **DISMISSAL:** Dismissal procedures are specific to each school site. Please make arrangements with your child regarding their after school plans for transportation. If there is a change to your child's transportation or dismissal plans, please call the school office and communicate those plans by 2:00 p.m.

ASSIGNMENTS

MAKE-UP WORK

1. When a student is absent longer than two (2) days, the parent may call the school to request assignments on the third day.
2. When students are absent, they have the number of school days they were absent plus one school day to complete assignments. (Example: If a student is absent 3 days, the student has 4 days to complete the homework.) POLICY [5.03](#)

ATTENDANCE MATTERS

Encouraging regular attendance is one of the most powerful ways you can prepare your child for success in school. When school attendance is a priority, children get better grades, develop healthy life habits, avoid dangerous behavior and have a better chance of graduating high school. When students are absent for fewer days, their grades and reading skills often improve. Students who attend school regularly also feel more connected to their community, develop important social skills and friendships, and are significantly more likely to graduate from high school, setting them up for a strong future. Regular attendance at school is required by state law. Under school law, parents are responsible for their child's attendance until graduation from high school or the age of 18. When students are absent just two days per month - even when the absences are excused - it can have a negative impact. **This adds up to being absent 18 times during the year, which is considered chronically absent. Over the course of a student's school career, this equals 234 days, which is almost 1 ½ years of school missed.**

“A student who is absent from instruction without excuse for ten (10) consecutive days is to be recorded as absent each day. On day eleven (11), the pupil is to be exited from the roll” Okla. Admin. Code § 210:10-1-5. Re-enrollment will be required if the student returns to the district.

As a parent, you can prepare your child for a lifetime of success by making regular school attendance a priority. By figuring out the reasons for your child’s absences, whether they’re physical or emotional, and taking advantage of support services, such as tutoring and student mentoring, we can partner with you to set your child on the path to success.

ATTENDANCE PROCEDURES/POLICY

Pre-K instructional time is equal to 2.5 hours for the morning and 2.5 hours for the afternoon. Please go to your school’s web page for specific starting and ending times.

- If your child is absent from school, please call the attendance number of your child’s school to report the absence between 8:15 a.m. and 9:30 a.m. each day he/she is absent.
- Half-Day: In order for a student to be credited for a half-day of attendance, a student must be in attendance two of the first three hours of the school day to be recorded present for one-half day. Likewise, a student must be in attendance two of the final three hours to be recorded present for one-half day. (Per Accreditation of Oklahoma Schools)
- If an absence is anticipated, please notify the teachers and attendance office ahead of time. Parents who will be out of town and unable to contact the attendance office in case their student is absent must contact the attendance office before leaving town and designate the person/persons responsible for clearing their student’s absence notifying the school of the student’s absence while they are unavailable.
- Any student who is not at school will be charged with an absence, whether it is excused or unexcused. An absence is considered unexcused until a parent calls the attendance office.
- Excessive tardiness causes students to miss out on valuable instruction. Excessive tardies may result in consequences.
- Any child running a fever is not permitted to be at school. **Children MUST be fever free for 24 hours without the aid of fever reducing medication before returning to school.**
- Scheduled medical appointments will be viewed as excused tardies with a note showing verification from a medical professional. **Early dismissal will be considered unexcused unless written documentation is provided from the appointment.**
- Parents of students who have excessive absences will be notified.
- In the event of absences occurring due to a chronic or recurring illness, documentation by the student’s doctor indicating the nature of the chronic or recurring condition, including diagnosis is required, per POLICY [5.03](#)

BULLYING

Bullying is any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed towards a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Owasso Public Schools strives to ensure a safe environment for every student. If you have witnessed or received a report of a bullying situation, please provide information to an administrator, teacher, or counselor so the school and district can take

appropriate action. Students may make a report and all information will be confidential, and if you wish you have the right to submit the report anonymously. Visit the [Bullying Prevention page](#) on the OPS website for more guidance, reporting, and resources.

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING POLICY [5.13](#)

Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq. (“Act”). The district intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the district’s policy on student behavior. Students who bully may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

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

Definition of Terms

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

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

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

2. The “Reasonable Person” Standard

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

3. General Display of Bullying Acts

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

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

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

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

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

harassment – also prohibited by Owasso Public Schools.

E. Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can also include sharing personal or private information about someone else causing embarrassment or humiliation. Additional examples include, but are not limited to, sending cruel, vicious and sometimes threatening messages; using group chats as a way to gang up on one person; posting mean or untrue statements of classmates online with intent to embarrass them; breaking into an email account or online profile and sending vicious or embarrassing material to others; engaging in messaging intended to trick another person into revealing sensitive or personal information and forwarding that information to others; taking nude or otherwise degrading photos or videos of a person and sharing that content.

Understanding of and Prevention of Bullying of Students

A. Student and Staff Education and Training

A full copy of this policy will be posted on the district's website and included in all district handbooks.

All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will have access to the policy in the student handbook and a copy of the entire policy is available on request. Owasso Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct. Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

B. Owasso Public Schools' Safe School Committees

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which interfere with and adversely affect school safety. With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. (See also POLICY [1.43](#))

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying. The Report and Stop Bullying form is available under the student tab on each school site's web page.

Staff Reporting

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

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

Parental Reporting and Responsibilities

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

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately by using the Report and Stop Bullying form on the Owasso Public Schools' website under the parent tab if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a target of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq., the district will identify a Bullying Coordinator who will serve as the district contact responsible for providing information to the State Board of Education.

A copy of this policy will be submitted to the State Department of Education annually as part of the school district's Annual Performance Report.

Disciplinary Measures

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

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

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

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

The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

CAFETERIA

BREAKFAST/LUNCH

1. A hot breakfast and lunch program is provided in the cafeteria for the benefit and convenience of both the student and parent.
2. Students may bring their breakfast or lunch.
3. If a parent wishes to have lunch with their child, they must sign them out of the building and back in upon return.
4. Breakfast/Lunch times vary by site.

LUNCH PAYMENTS/CHARGES

Students should have funds in their accounts before they attempt to purchase a meal or a la carte items on their account. Occasionally, a student may need to “charge” a breakfast or lunch on account; this means the student’s account is placed in the negative in order to allow for the meal, a la carte items are not allowed to be charged. For details related to meal balances and charges, please see POLICY [5.49](#). All parents/guardians are encouraged to complete a free/reduced meal [application](#). If you should need one during the school year, forms are available [online](#) and at the school offices.

MY SCHOOL BUCKS

For your convenience, you may pay with a credit/debit card using the My School Bucks application to load money on your child’s account. [My School Bucks application](#) information can be found on the Owasso Public Schools website. If you have questions or need further assistance, please call the Child Nutrition Department at (918)272-8034. POLICY [5.49](#)

CANCELLATIONS

Announcements about school cancellations will be shared via the district’s social media and will be broadcast on local radio and television stations.

CELL-PHONES/WIRELESS TELECOMMUNICATIONS

The School District desires to provide a learning environment that is free from distraction. It is the student’s responsibility to ensure that all electronic devices are not in use during class hours, unless directed by the teacher to use them for educational purposes.

Any and all electronic devices, including but not limited to cell phones, smart phones, tablets, laptops, smart watches, earbuds, or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a school violation be suspected. Possession and/or use of any personal electronic device is a privilege, not a right, that is extended to the student, which, at the discretion of the school, may be revoked should circumstances warrant and disciplinary consequences may occur. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on cell phones and mobile devices. POLICY [1.76](#) , [5.31](#)

DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

- Student's Name
- Photograph
- Athletic Information, including height and weight
- Grade Level (i.e., first grade, tenth grade, etc.)
- Participation in officially recognized activities and sports
- Degrees, Honors, & Awards received

Within the first three weeks of each school year, the school district will publish the above list of directory information it proposes to designate as directory information for the school year. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment. Parents or eligible students have two weeks following this publication or notice to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about their student.

POLICY [5.28](#)

DRESS CODE PROTOCOL

The school policies are the result of the cooperative effort of the school board and the administration. It is understandable that criteria be established to prohibit extreme styles and designs in clothing which might disrupt the education process or endanger the health and safety of pupils. The following dress and grooming policy applies at school, while on school vehicles, or going to or from or attending school events.

1. Students will not wear clothes or accessories showing vulgar, profane, or obscene images, words, or numbers, or anything promoting tobacco, alcohol, drugs, or related items.
2. Midriffs, halter tops, backless dresses, and sleeveless garments resembling tank tops are not permitted. Clothing should not expose or display undergarments.
3. Wearing pants below the waistline (sagging and bagging clothes) or wearing caps, bandanas, handkerchiefs, shoestrings or items associated with gang related behavior are not permitted.
4. Shorts, skirts, dresses, and holes in pants should cover the upper to mid-thighs and should not expose undergarments.
5. All students are required to wear shoes. No exceptions except for medical reasons. It is recommended for safety reasons that no strapless shoes be worn. Shoes with wheels are not to be worn on school property.
6. Students will not wear hats or caps, bandanas, stocking caps, or hoodies covering the head while in the building. Exceptions will be made for religious purposes, medical reasons and/or for special events.
7. Costumes and costume accessories are not permitted, except for specified school events or designated spirit weeks.

Building Administrators will have total authority for the interpretation of the dress code to all students. If there are situations that arise that are not specifically covered in this code, the administrator in charge

will interpret the situation in light of the basic intent of this policy and that ruling will be final until such time that the policy is revised or changed to cover the situation.

EMERGENCY PROCEDURES

FIRE DRILL PROCEDURES

1. Each building is equipped with its own fire alarm signal and procedure.
2. Students will know and use the proper exit from anywhere in the school building.
3. Students will evacuate the building immediately in a proper manner.
4. Teachers will assure all students on his/her roster are present and accounted for once clear of danger.
5. Fire Drills are practiced on a regular basis.

TORNADO DRILL PROCEDURES

1. Each building is equipped with its own tornado alarm signal and procedure.
2. Students will “duck and cover” in areas designated by the building principal.
3. Tornado Drills are practiced on a regular basis.

SECURITY DRILLS

- Security drills are practiced on a regular basis.
 - a. lockdown drills - security threat inside the building
 - b. lockout drills - security threat outside the building

In the event of an emergency, parents or guardians are encouraged NOT to initially respond to the school during a crisis. This will allow city and school officials to assess the situation and activate the school's crisis plan. Should there be an emergency (national, local or school), **parents are asked to:**

- Cooperate with safety and school officials.
- Wait for notification of how and when to respond. This notification will come via the Owasso Public School’s communication tools and local media. ***It is imperative that you refrain from using cell phones to contact your student as the overload will impair emergency personnel from performing their duties.***

ENROLLMENT and REGISTRATION

NEW STUDENTS: Enrollment information for students new to Owasso is available on the district website.

RETURNING STUDENTS: Students with continual enrollment in Owasso schools must go through an annual registration process through their school site in order to verify residency.

FERPA

FERPA NOTICE

The Board of Education intends to comply with the Family Educational Rights and Privacy Act (FERPA). Questions regarding the district policy and FERPA may be directed to the principal at the school site or the Owasso Public School Education Service Center at 1501 N. Ash, 918-272-5367.

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on student Records. POLICY [5.28](#)

GUIDANCE AND COUNSELING PROGRAM

Our school counseling offices are available to support students in the areas of academic, career, social and personal issues. Students should sign up in the counseling office to see a counselor. The counselor will send for the student during the day as soon as possible. Crisis situations will be addressed immediately. Students, parents and teachers are encouraged to refer individual students to the counseling staff when they have a concern about the well-being of a particular student. Referrals for outside resources are made on an informal basis and are optional for students or parents. Small group counseling is utilized to address academic issues within the classroom. Mediation is available to students who are experiencing conflict with another student that has not reached a level requiring disciplinary action. Referrals to local counseling resources are available.

GRADING PRACTICE

- Owasso Public Schools want to have strong communication with parents about their child's academic progress.
- Parents have a right to be updated about their child's academic progress and Owasso Public Schools has provided various tools for that purpose.
- Academic progress will be recorded in a timely manner.
- The electronic grade book is available to parents online, 24 hours a day, to accommodate a variety of schedules.
 - For Grades PreK-4, parents will receive quarterly reports of standard mastery, in the form of a standards-based report of progress.
 - For Grade 5, a parent will be able to see individual grades for each assignment as well as their child's average in each subject.
 - Grades are recorded to reflect academic progress. In shorter weeks, holidays, or when special projects may occur, fewer grades may be recorded.
 - If there are challenges in accessing grades online, the teacher and/or office staff at their child's school is available to help parents.
- Regular academic reports will be shared with the parents on the following schedule:
 - Report of Progress (End of 1st Nine Weeks)
 - Report Card (End of 1st Semester)
 - Report of Progress (End of 3rd Nine Weeks)
 - Report Card (End of 2nd Semester)
- Classroom teachers will utilize parent conferences to visit with parents to discuss their child's progress.
- Parents may request or receive information about your child's grades any time during the school year.
- Teachers will respond as quickly as possible to parents, but the first priority is always serving the children in the classroom. Therefore, it may be the next business day before a grading question is answered.

HEALTH SERVICES

The Health Services Department serves our students and schools in a variety of areas. Please see the [health services](#) page on our district website for specific information regarding:

- COVID
- Flu
- Immunizations
- Lice
- Meningitis
- MRSA
- Pink Eye

BED BUGS GUIDELINES

While inconvenient and a nuisance, bed bugs do not cause disease and can be effectively eradicated. A diagnosis of bed bug bites or exposure should not disrupt the educational process.

Upon discovering bed bugs, known exposure or a suspected bite, a child’s parent should be notified by the nurse and treatment options discussed. It is not necessary or effective to do school-wide or classroom-wide checks. Anyone that has had known close contact may be checked as well. The ultimate responsibility for bed bug checks, treatment and control lies with the parents. Children who have known bed bug exposure and/or bites can be checked at the nurse’s discretion or if a parent requests. The school nurse’s goals are to facilitate an accurate assessment of the problem, provide appropriate resources for treatment and prevention, and minimize school absences. References: National Association of School Nurses (NASN); Center for Disease Control (CDC).

MEDICATION

Except for provisions allowed in the district Medication Administration Policy, **students may not retain possession of or self-administer any medication.** Student’s requiring medication at school must report to the School Nurse’s office for appropriate paperwork and storage of medication. **Narcotic medication will not be stored or administered at school by school personnel.** The Medication Administration Policy is available in the Nurse’s office and on the school website. **Violation of this policy may result in discipline, including out of school suspension.** POLICY [5.01](#)

MENINGITIS INFORMATION

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called Neisseria meningitis. The disease causes either meningitis, severe swelling of the brain and spinal cord or meningococemia, a serious infection of the blood.

Vaccines can prevent many types of meningococcal disease, but not all types. This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing. For more information, contact your healthcare provider, local county health department or visit the National Meningitis Association website at www.nmaus.org. Please refer to the following Owasso Public School website link for more information about Meningitis. [OPS Health Services/Meningitis](#)

LIBRARY BOOKS

TEXTBOOK/LIBRARY

Each student is responsible for the care of his or her textbooks and/or library books. We do not charge any fines for overdue books, however, lost, damaged or destroyed books will need to be paid for by the

end of the nine-week period or check out periods will be suspended. Store-bought replacements will not be accepted because our copies are purchased from companies that specialize in library-bound books.

LOST AND FOUND PROCEDURES

1. Please use name labels or some form of identification on items of clothing, lunch boxes and other personal items.
2. All articles found are to be placed in the lost and found areas. Articles not claimed will be given to a local charitable organization on a regular basis.

MONEY

When sending money to school, please send the correct change or a check in a labeled envelope specifying the child's name, teacher, and purpose of the money.

NON-SCHOOL ACTIVITIES

The school assumes no responsibility for information or management of non-school activities such as scouts, soccer, wrestling, cheerleading, gymnastics, and other such activities not provided by Owasso Public Schools.

OPEN TRANSFERS

A request for a transfer into this district initiated by or on behalf of a nonresident student will be approved or denied in accordance with district policy. Priority for space and resources is assigned to resident students and the children of Owasso Public Schools staff. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on open transfers. POLICY [5.20](#)

PARENTS' BILL OF RIGHTS

Owasso Public Schools is in compliance with the Parents' Bill of Rights. Additional information is available for parents in the school policy manual on this subject. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of Rights law during regular school business hours by contacting the building principal or the superintendent. 25 O.S. Section 2001 Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Parents' Bill of Rights POLICY [1.69](#)

PARTIES

During the year there will be only two school-wide parties, Winter Holiday and Valentine's Day. Any refreshments brought to school for these parties must be store-bought. **Parents may not bring birthday treats for the class, and please do not send party invitations to the school to be distributed.** Any visitor attending a party must check in at the safe school identification system.

PHYSICAL EDUCATION

1. Students not taking physical education are to have a statement from the doctor. Before a student who is under a physician's care will be allowed to resume physical activity, a written release from the doctor must be presented to the physical education teacher.
2. Students not participating in physical education due to a short-term illness must have a note dated and signed by a parent. This is to be given to the school nurse.
3. Students do not change clothes for physical education in elementary school. We encourage shoes and clothing that are appropriate for both physical education and recess.

PRE-K GENERAL PARENT INFORMATION

Pre-K is an exciting time as children embark upon new adventures in the world of learning. We look forward to providing the best possible learning environment to educate the “whole” child. Each child will progress at his/her own rate, acquiring skills as he/she is developmentally ready. Maintaining each child’s self-esteem and building a secure foundation for future growth will always remain a priority. With teamwork and cooperation among parents, teachers, and students, we will have a successful year!

- Please send a change of clothes, including underwear, socks, shirt and pants in a Ziploc bag with your child’s name. Extra shoes are also acceptable but not required.
- Students may go outside to recess each day weather permitting. Please send appropriate outerwear with your child daily when the weather gets colder. Please write your child’s name in the jacket or coat.
- Students are expected to be fully potty trained and able to take care of their toileting needs and routines. Students requiring pull ups are not considered to be potty trained. Your child will be coached to change their clothes when accidents occur. Parents will be called to assist in changing clothes when a bowel movement accident occurs.

PROHIBITION OF RACE AND SEX DISCRIMINATION

The Board of Education hereby directs that neither the district, nor any employee of the district, shall teach or include in a course for students or employees the discriminatory principles outlined in policy 5.58. The district hereby designates the Assistant Superintendent of Teaching and Learning, as the employee responsible for receiving complaints. Complaints may be submitted online through the district website. Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt. POLICY [5.58](#)

PROTECTION OF PUPIL RIGHTS (PPRA)

PPRA affords parents certain rights regarding the conduct of surveys, collection, and use of information for marketing purposes and certain physical exams. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Protection of Pupil Rights Amendment.

POLICY [1.38](#)

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue,
SW Washington, D.C. 20202-5920
1-800-872-5327

RESIDENCY

Oklahoma law provides a definition of “residence” for children attending school at 70 O.S. Section 1-113. If a child is between the ages of five and twenty-one, they are entitled to attend school free of charge in the district of residence. State law provides that a child’s residence for school purposes is the school district in which the (1) parents, (2) guardian or (3) person having legal custody of the child holds legal residence. Children may also establish residency if their attorney-in-fact is a resident of the district. Owasso Public Schools does not permit students to establish residency based on the affidavit of a person who has assumed permanent care and custody of the child under Okla. Stat. tit. 70 O.S. Section 1-113. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on residency POLICY [5.23](#)

SEARCH AND SEIZURE

The superintendent, principal, teacher, or security personnel of Owasso Public Schools, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on search and seizures. Oklahoma HB 1634 (2023) allows for the search of shoes and hand and head coverings. POLICY [5.19](#), [5.29](#)

SEXUAL HARASSMENT

All students, employees, and Board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, and applicant for employment, vendor representative, or patron of the School District. In the case of a student of the School District, “sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District’s Policy on Student Behavior. Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to either the superintendent, assistant superintendent, principal, assistant principal, or any Board member of the School District. If a report of an incident needs to be made after normal school hours, the above-listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full, complete, and immediate reporting of such prohibited activities, any person may report such incidents in

writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee, or Board member, the person(s) being harassed, the nature, contacts and extent of the prohibited activity, the dates of the prohibited activity, and any other information necessary to a full report and investigation of the matter. The School District will investigate all reports.

STUDENT DISCIPLINE POLICY

One of the most important phases of a person's educational development is that of learning proper behavior, cooperation, respect, and self-discipline. Without these characteristics, it is difficult for a person to maintain the proper attitude to develop intellectually. It is the school's responsibility as a part of the total educational process to assist the student in the development of self-discipline. POLICY [5.26](#), [5.27](#)

The following discipline methods may be assigned by the principal or assistant principal for a student that engages in any of the behaviors listed under the Discipline Code section while at school, while on school vehicles, or going to or from or attending school events:

1. **Counseling**- May involve the classroom teacher, counselor, or administrator.
2. **Removal from class (non-appealable)** – Students will be allowed to come to school, but will be isolated from certain class periods.
3. **Detention (non-appealable)** – Students will be required to study, complete assignments, or do other school work during detention.
4. **School Service (non-appealable)**- School service may be used in lieu of other normally assigned disciplinary actions. Service opportunities may include, but are not limited to cleaning cafeteria tables, grounds beautification, general cleaning, etc.
5. **Alternative In-School Placement (non-appealable)**- Students will be allowed to come to school, but will be isolated or restricted from the main flow of daily routine. School administrators will decide how many days of in-school placement a student serves based on the severity of the offense. In school placement stays will be communicated to the parent or guardian by the school administrator.
6. **Out of School Suspension (appealable)**-Students may be suspended out of school as a result of a major offense, multiple offenses, or repeated offenses. Length of short-term suspensions may include 1-10 school days. Length of long-term suspensions will be 11 days or more, up to or including one calendar year for long-term based on the level of offense(s).
7. **Change of Placement (appealable)** – Students may receive a change of placement to an alternative educational setting in lieu of an out-of-school suspension lasting more than 10 days or up to one calendar year for long-term based on the level of offense(s).

DISCIPLINE CODE

The principal or assistant principal shall have the authority to assign any of the above disciplinary options to any student who engages in the following behavior at school, on school grounds, while on school vehicles, or going to or from, or attending school events:

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery

4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making, transmitting, causing, allowing to be transmitted, broadcasting, publishing, distributing, causing, or allowing to be broadcast, published or distributed, any message, material, telephonic, computerized or electronic message.
5. Cheating - violations of OHS Academic Honesty Policy
6. Conduct that threatens or jeopardizes the safety of others
7. Cutting class or sleeping, eating or refusing to work in class
8. Disruption of the educational process or operation of the school
9. Extortion
10. Failure to attend assigned detention, alternative school, or other disciplinary assignment without approval
11. Failure to comply with state immunization records
12. False reports or false calls
13. Fighting
14. Forgery, fraud, or embezzlement
15. Gambling
16. Gang related activity or action
17. Harassment, intimidation, or bullying, including gestures, written or verbal expression, electronic communication or physical acts
18. Hazing's (whether involving initiations or not) in connection with any school activity, regardless of location
19. Immorality
20. Inappropriate attire, including violation of dress code
21. Inappropriate behavior or gestures
22. Indecent exposure
23. Intimidation or harassment because, of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
24. Obscene language
25. Physical or verbal abuse
26. Plagiarism-violations of OHS Academic Honesty Policy
27. Possession or distribution of a caustic substance
28. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
29. Possession, without prior authorization, of a wireless telecommunication device
30. Possession, threat or use of a dangerous weapon, replica weapons, toy guns/facsimile and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
31. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended, therapeutic

- purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.
32. Possession of illegal and/or drug related paraphernalia
 33. Possession or claimed possession of prescription and/or non-prescription medicine while at school and school related functions without prior district approval
 34. Profanity
 35. Purchasing, selling and/or attempting to purchase or sell prescription and nonprescription medicine while at school and school related functions.
 36. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
 37. Theft
 38. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
 39. Truancy
 40. Use, possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing, tobacco, snuff, matches, lighters, e-cigarettes, personal vaporizers, electronic nicotine delivery systems, and any cartridge, container or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product.
 41. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee or the school
 42. Using racial, religious, ethnic, sexual, gender or disability-related epithets
 43. Vandalism
 44. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering or in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
 45. Vulgarity
 46. Willful damage to school property
 47. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action. Examples of immediate negative effects include, but are not limited to, electronic communication, negative reaction by the victim, overt face to face confrontations at school or school events, etc. Students found in violation of any of the above may receive disciplinary action. Any student who is determined to have brought a firearm on school grounds under the jurisdiction of the School District shall be suspended out of school for a period of not less than one calendar year. **Participation in the school's extracurricular activities is a privilege, not a right.** When a student's behavior results in an out-of-school suspension, Change of Placement (COP), or In-School Placement (ISP), the student immediately (notwithstanding the filing of an appeal) forfeits the privilege of participating in all extracurricular activities of the school. In addition, when the principal determines to impose alternative in-school placement or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the student's offense.

DUE PROCESS AND STUDENT SUSPENSIONS

Alternative in-school placement, detention, and similar disciplinary options or correctional measures are not considered by law to be out-of-school suspension and do not require or involve due process procedures.

Suspension and Change of Placement Terms

All suspensions and changes of placement will have a definite start and end date. The term may be reduced if a student performs a specified remedial act if those conditions are agreed to at the time of the suspension or change of placement. Term lengths will be as consistent as possible between students considering the nature of the conduct and the previous disciplinary history of the student.

Long-term suspensions and changes of placement are those in excess of ten (10) school days. Suspensions and changes of placement will not extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case a suspension shall be for a period of not less than one (1) calendar year. Suspensions involving firearms are governed by the school district's Gun-Free Schools Student Suspension policy.

Short-term suspensions are those suspensions of ten (10) or fewer school days.

Short-Term Suspension Appeals (10 or fewer days)

A parent or student may appeal the suspension decision to a site committee. The principal shall inform the parent/student of the right to appeal the suspension and the method for appealing. An appeal must be presented, electronically or in writing, to the principal within three (3) days(excluding days when school is not in session) after the parent/student receives the principal's decision. If the principal does not receive a written appeal within three (3) days (excluding days when school is not in session) of the decision, the principal's suspension decision is final. The principal shall assemble a committee within three (3) days (excluding days when school is not in session) of receiving the parents request to appeal and that committee shall consist of the following members.

- A principal or assistant principal from a different school.
- A teacher of the student's choice.
- A teacher from the same site who has not had the student in class.

During the time of the appeal the student will be placed in In-House Suspension and the days spent in In-House Suspension will not count towards days of suspension.

Long-Term Suspension or Change of Placement Appeals

Site Level - 1st Level of Appeal

A parent or student may appeal the suspension or change of placement decision to a site committee. The principal shall inform the parent/student of the right to appeal the suspension or change of placement and the method for appealing.

An appeal must be presented, electronically or in writing, to the principal within five (5) days (excluding days when school is not in session) after the parent/student receives the principal's decision. If the principal does not receive a written appeal within three (3) days (excluding days when school is not in session) of the decision, the principal's decision is final. The principal shall assemble a committee within five (5) days (excluding days when school is not in session) of receiving the parents request to appeal and that committee shall consist of the following members.

- A principal or assistant principal from a different school.
- A teacher of the student's choice.
- A teacher from the same site who has not had the student in class.

During the time of the appeal, the student will be placed in In-House Suspension and the days spent in In House Suspension will not count towards days of suspension or change of placement.

District Level - 2nd Level of Appeal

In the event the complainant does not accept the decision of the review committee, he/she may appeal to the Assistant Superintendent of Teaching and Learning, who will assemble a 5 person committee of district level administrators.. The request to appeal must be received by the Assistant Superintendent of Teaching and Learning within 5 days (excluding days when school is not in session) after the parent receives the decision from the site-level committee. If the request is not received within this time-frame, the site-level committee decision is final. In the event the complainant does not accept the decision of the Assistant Superintendent of Teaching and Learning, he/she may appeal to the Owasso Board of Education, within 5 days (excluding days when school is not in session) of receiving the decision from the assistant superintendent.

Board of Education or Designated Hearing Officer - 3rd Level of Appeal

An appeal must be presented, electronically or in writing, to the superintendent within five (5) days (excluding days when school is not in session) days after the parent/student receives the assistant superintendent's decision. If the superintendent does not receive a written appeal within five (5) days (excluding days when school is not in session) of the assistant superintendent's decision, the assistant superintendent's decision is final. If the board receives a timely written appeal request, the board or an appointed hearing officer, will hear the appeal as soon as possible. This decision is final and non-appealable.

Board Hearing Procedures

The parent/student will be notified in writing of the date, time and place of the hearing and will have the right to choose an "open" or "closed" hearing. Reasonable efforts will be made to accommodate the work schedule of parents. The following procedures will be followed:

1. The board president or the appointed hearing officer should:
 - a. Announce that the next agenda item is a suspension or change of placement review hearing.
 - b. Ask whether the parent/student wants the hearing to be open to the public or in executive session. The offer of an open hearing and the response is to be made a part of the minutes of the meeting. If the parent/student requests a closed hearing, a motion to go into executive session per their request should be made and voted on.
2. The board president or hearing officer should advise the parent/student:
 - a. That they are entitled to legal counsel, if they desire it.
 - b. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.
 - c. That the parent/student will be given an opportunity to call any relevant witnesses and present any relevant evidence, subject to cross-examination by the administration's legal counsel.
 - d. That the board or its hearing officer will consider the evidence and documents and reach a decision that will be recorded by vote in open session.
 - e. That the parent/student may ask any questions about the procedure.
3. Administration may call witnesses and present documents subject to cross-examination.
4. Parent/student may call any witnesses and present documents subject to cross-examination.
5. After each witness is presented board members or the hearing officer may ask the witness questions.
6. Parent/student's closing statement.
7. Administration's closing statement.
8. Deliberate in private. (If the hearing is not in executive session, the board or its hearing officer may deliberate in executive session only with permission of the parent/student.)
9. Return to open session and vote. After adopting a motion making certain findings of fact the board must make a motion to:

- a. affirm the suspension;
- b. modify the suspension or change of placement (increase or decrease severity of the suspension or change of placement)
- c. revoke the suspension or change of placement. If the hearing is before a hearing officer, no motions will be required as a part of the hearing process; otherwise, the hearing officer will have the same obligations as the board when rendering a decision.

Attendance at School Pending Appeal Hearing

Pending an appeal of the student suspension or change of placement, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal the student's continued presence in the building will constitute an immediate danger to the health or safety of students, school employees, school property, or would be a substantial disruption of the educational process. The days in "in-house" will not count toward the days of out of school suspension.

Please refer to the following Owasso Public Schools Board of Education Policy links for more information on Student suspension and appeals process. POLICY [5.26](#), [5.57](#)

STUDENT INTERNET USAGE AGREEMENT

As a part of the resources available to students, the district provides internet access at each school site. The district intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. Any individual using district resources to engage in electronic or digital communications has no expectation of privacy. Furthermore, students must be cognizant of the fact that electronic or digital communications which occur on private equipment are often permanently available and may be available to school administrators. It is presumed users will comply with district standards and will honor the district's policies, rules and regulations. Regarding school internet and computer, electronic, or digital usage, the following are not permitted.

- Displaying or sharing offensive messages, pictures, or site addresses.
- Damaging computers, computer systems, computer networks or computer services.
- Violating copyright laws.
- Downloading, uploading, or distributing software.
- Using obscene language.
- Harassing, attacking or insulting others.
- Cyberbullying.
- Illegally accessing content through District network applications or equipment, or bypassing software parameters set in place by the District

For more information please see the Owasso Public School [Student Technology Use Agreement](#).

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Electronic and Digital communication. POLICY [1.76](#)

TECHNOLOGY: PERSONAL COMMUNICATION DEVICE USAGE

1. Personal communication device (cell phone, smartwatch or similar devices) usage is not permitted during school hours.

TELEPHONE

2. Students must have permission from a teacher and/or office personnel to use the school telephone.
3. Outgoing calls are to be made only in cases of emergency, such as illness or inclement weather. Permission to go home with a friend or change plans after school does not constitute an emergency.
4. Recommendation is made that the parent and child work out an agreement at the beginning of the term as to where the parent will meet the child during bad weather, thus saving some telephone calls.
5. Students will be called to the telephone only in cases of emergency. We discourage parents from calling their children at school and asking office personnel to deliver messages unless it is an emergency. Principals will assist their staff in managing these processes.
6. Please make arrangements with your child regarding their after school plans for transportation. Please do not hesitate to call the school office and communicate those plans by 2:00 p.m. This allows the school ample time to communicate changes with the student.

TESTING

All Owasso elementary schools comply with state mandated testing requirements. Your child's school will communicate site specific testing information.

TEXTBOOKS/CHROMEBOOKS

Students are responsible for the textbooks and chromebooks issued to them. Each student will be expected to pay for any textbooks or chromebooks lost or damaged. The fee for damages varies depending upon the severity of damage. Lost or damaged textbooks, library books, and chromebooks will be assessed at replacement value. Parents will be notified by school staff when materials are lost or damage occurs that results in an expense to parents.

The [Student Technology Insurance Program](#) has been established to provide parents the opportunity to purchase insurance for 1:1 student technology devices. The insurance program is voluntary, but families are highly encouraged to participate.

TITLE IX

At Owasso Public Schools the safety and well-being of every student and staff member is our top priority and District policy strictly prohibits sex discrimination, including sexual harassment, in all District programs and activities. Prohibited sexual harassment includes conduct based on sex that may meet one or more definitions outlined in Title IX regulations (34 C.F.R. § 106.30(a)), and this applies to **ALL**

students. We are committed to conducting a thorough and equitable investigation into all reported incidents of sexual harassment and will take immediate and appropriate action to address any violations of our policies.

If any student, parent, or employee believes they have been subjected to sexual harassment, we encourage you to report the incident to the District's Title IX Coordinator. It is essential that we are made aware of these situations so we can address them promptly and effectively. The District is dedicated to completing investigations into allegations of sexual harassment in a timely and appropriate manner, ensuring that all community members feel safe and respected in our schools.

District community members may report allegations of sexual harassment to any employee at a District school. You may also file a formal Title IX complaint in accordance with the District's grievance procedures with our Title IX Coordinator. The Title IX Coordinator serves as the point of contact for addressing complaints and ensuring compliance with Title IX regulations. You can reach our Title IX Coordinator at:

Assistant Superintendent of Teaching & Learning
1501 N. Ash Street, Owasso, OK 74055
titleixofficer@owassops.org
918-272-8182

TOBACCO POLICY

Students are not allowed to use tobacco or be in possession of tobacco in school buildings, school vehicles, including buses, or on the school campus. Possession of tobacco will be defined as any form of tobacco being on a student's person or in his/her purse, locker, gym bag, or vehicle. Electronic cigarettes and/or vaping products are not allowed. Violation of this policy will result in disciplinary action. [POLICY 1.52](#)

TRANSPORTATION

BICYCLES

The parent should consider the following recommendations:

1. The bicycle should be in good repair and meet all safety standards.
2. The rider should know and observe all traffic laws.
3. Bicycles are to be parked at the bicycle rack upon arriving at school and not ridden again until school is dismissed.
4. The school will not be held responsible for stolen bikes. **We strongly recommend padlocks on bicycles.**
5. Students are to walk their bicycles at all times while on school grounds.

BUSES

Transportation in district-owned buses is furnished to students who reside one and one-half miles or more from the school. All buses used by the Owasso Schools meet the requirements of the State Board of Education and operate in compliance with their regulations. All students are expected to regard the bus as a classroom and conduct themselves appropriately. Safety is stressed at all times.

The driver of the bus is a school official and has the same authority as a classroom teacher over the students in his/her care. After a student gets on the bus, he/she is under the supervision of the bus driver and is expected to help him maintain discipline in order to prevent serious accidents. The driver has authority and is expected to look after the welfare of all students under his/her care. Any student may be removed from the bus that persists in disobeying regulations. After getting on the bus, no student is to depart from the bus until it reaches school in the morning or arrives at the designated place for him/her to leave the bus in the evening, except by special permission from the driver. **A note signed and dated by the parents would be necessary for permission to be given for the student to ride a different bus than normal.**

RULES FOR BUS RIDERS

Bring a note signed by your parent if you are to do anything other than ride your usual bus. The note is due the day of the change. An unexpected change in afternoon plans must be called in before 2:00 p.m.

1. Use a safe route in walking to and from the bus stop. Walk facing traffic, if at all possible.
2. Be on time at school bus stops. Avoid having to run to catch the bus or having the school bus wait for you.
3. Always use the handrail when getting on or off the school bus.
4. Be seated immediately.
5. Keep the aisle clear.
6. Keep all parts of your body inside the bus at all times.
7. Do not throw things out of the school bus windows.
8. Do not eat or drink while on the school bus.
9. Do not be loud or boisterous.
10. Absolutely no distracting behavior is allowed on the school bus.
11. Complete silence at railroad crossings is needed.
12. When unloading to cross the street, always walk to the front of the bus and wait for the driver to motion you across the street.
13. Do not walk behind the school bus when it is loading and unloading.
14. Do not open or close the school bus doors.

WALKERS AND CAR RIDERS

1. Walkers and car riders should NOT arrive before 8:45 a.m.
2. It is the responsibility of the parent to communicate appropriate safety measures when students are walking to and from school. Students should use the designated crosswalk and obey the directives of the crossing guard.
3. Parents should not leave their children at a school outside of school hours as the supervision of students is a priority.

VISITORS

Parents are welcome to visit the school. All visitors must sign in and out in the main office, and provide identification, and are required to use our school identification process. All visitors must wear a visible visitor's badge/sticker while on a school campus. Student visitors are not permitted on campus. A parent needing to see his/her child during the school day should report to the main office.

Visitors can be asked to leave by administrators at any time. Visitation privileges can and will be revoked if deemed necessary by administrators and SRO's. If you need to visit a teacher, please call the school

office or email your child's teacher to make an appointment. Scheduling a visit will help to prevent disruptions to the educational process. Visitors are not permitted on the playground during school hours, nor are they permitted to stand or park near the playgrounds. The school will contact the Owasso Police Department to report loitering individuals near the property. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on visitors. POLICY [1.44](#)

VOLUNTEER GUIDELINES

Volunteers are welcome and appreciated at school sites. Specific needs for volunteers vary from site to site. Contact your child's school for details.

- Volunteers are expected to adhere to confidentiality regarding any student information and/or situations that they may encounter.
- Any obtained information should NOT be shared on or off school grounds. Concerns should be reported to appropriate school personnel.
- Please contact the site principal, or their designee, for additional requirements, expectations, and guidelines.

WITHDRAWALS

Parents who wish to withdraw their children must follow these steps:

1. Inform the office and teacher at least one week prior to leaving.
2. Make sure all charges are paid to the cafeteria and that all textbooks, library books, and school property are returned.
3. A withdrawal slip must be completed in the school office.

Approved by Board the Board of Education on 6/10/24



Owasso

6th - 7th - 8th

Grade Handbook

2024-2025

6th Grade Center	8101 N 129th E Avenue, Owasso, OK 74055	918-274-3020
7th Grade Center	1400 North Main, Owasso, OK 74055	918-272-1183
8th Grade Center	13901 E 86th Street, Owasso, OK 74055	918-272-6274

This handbook contains helpful information, guidelines, and procedures that correspond with state law and the Owasso School Board Policies.

SCHOOL DISTRICT MISSION STATEMENT

Our mission is to provide a safe environment that equips, educates, and empowers students on their journey toward outstanding character and success.

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NONDISCRIMINATION

Owasso Public Schools complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex (including pregnancy, sexual orientation, and gender identity) and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to the Owasso Public Schools Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The Owasso Public Schools Title IX Coordinator is the Assistant Superintendent of Teaching & Learning and can be contacted at:

1501 N. Ash, Owasso, OK, 74055
titleixofficer@owassops.org
918-272-8182

The district has adopted grievance procedures for filing, processing, and resolving alleged discrimination complaints. Those procedures can be viewed in the Owasso Public Schools Policy Manual, [Policy #1.22](#). To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please visit the district's [Title IX webpage](#).

The goal of this handbook is to inform parents and students of school guidelines. In addition, a goal of this handbook and all school rules is to help foster fully capable, independent, young adults. We know that goal requires the support of parents and we welcome that partnership.

ATTENDANCE

ARRIVAL AT SCHOOL

Students should not arrive at school until after 7:10 a.m. The building will not be open before then. Students are to be seated in the designated areas until dismissed by the duty teachers. Classes begin at 8:00 a.m. and end at 2:45 p.m. Once at school, students may not leave campus unless checked out by a parent/guardian.

ATTENDANCE MATTERS

Encouraging regular attendance is one of the most powerful ways you can prepare your child for success in school. When school attendance is a priority, children get better grades, develop healthy life habits, avoid dangerous behavior and have a better chance of graduating high school. When students are absent for fewer days, their grades and reading skills often improve. Students who attend school regularly also feel more connected to their community, develop important social skills and friendships, and are significantly more likely to graduate from high school, setting them up for a strong future. Regular attendance at school is required by state law and encouraged by the Owasso Public School District. Under school law, parents are responsible for their child's attendance until graduation from high school or the age of 18. When students are absent just two days per month - even when the absences are excused - it can have a negative impact. This adds up to being absent 18 times during the year, which is considered chronically absent. Over the course of a student's school career, this adds up to 234 days, which is almost 1 ½ years of school missed.

As a parent, you can prepare your child for a lifetime of success by making regular school attendance a priority. By figuring out the reasons for your child's absences, whether they're physical or emotional, and taking advantage of support services, such as free tutoring, student mentoring and after school activities, we can partner with you to set your child on the path to success.

ATTENDANCE PROCEDURES/POLICY

1. Anytime a student is absent from school, a parent/guardian should call the school office for each day the student is absent. Any student who is absent is considered unexcused until a parent/guardian calls the attendance office.
2. In the event of absences occurring due to a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition, including diagnosis is required, per POLICY [5.03](#)
3. Anytime a student arrives after 8:00 a.m. he/she must check in at the attendance office before going to class. A parent/guardian should call the attendance office to report the tardy.
4. Anytime a student arrives for first period after 8:10 a.m., it will be counted as an absence for first hour.
5. **The maximum number of days that a student may be absent and still receive high school credit for the semester is nine. The maximum includes BOTH excused and unexcused absences.** It does not include student activities.

6. Parents of students who have excessive absences will be notified in writing. Attendance is a priority for all Owasso Public School students.
7. There are two types of absences: excused and unexcused. School work missed because of an **excused** absence is to be made up by the student. It is the responsibility of the student to check with the teachers to see what work was missed and when it is due. A student going on a field trip, an activity trip, or must check before the trip with his/her teachers for his/her assignments. The student will receive full credit for the make-up work when it is turned in, on or before the specified time. For excused absences a student will receive a day for every day out. For a school activity, work is due on the due date or immediately upon return.
8. "A student who is absent from instruction without excuse for ten (10) consecutive days is to be recorded as absent each day. On day eleven (11), the pupil is to be exited from the roll" Okla. Admin. Code § 210:10-1-5. Re-enrollment will be required if the student returns to the district.

ATTENDANCE INCENTIVE – SEMESTER TEST EXEMPTIONS

All students are required to take each of their semester finals in the fall semester. Students may exempt Spring semester finals if they meet the following **FULL** year requirements. Classes for high school credit may require a semester test worth up to, but no more than 15% of the course grade.

1. 10 absences for the full year and an 85% in both semesters of the class.

The only type of absence that does not count against exemptions is the Student Activity (SA) absence. Students who are exempt are not required to come to school during the hour of that final.

BULLYING

Bullying is any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed towards a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Owasso Public Schools strives to ensure a safe environment for every student. If you have witnessed or received a report of a bullying situation, please provide information to an administrator, teacher, or counselor so the school and district can take appropriate action. Students may make a report and all information will be confidential, and if you wish you have the right to submit the report anonymously. Visit the [Bullying Prevention page](#) on the OPS website for more guidance, reporting, and resources.

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING POLICY [5.13](#)

Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq. ("Act"). The district intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the district's policy on student behavior. Students who bully may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with

assistance to overcome the negative effects of bullying.

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

Definition of Terms

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

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

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

2. The "Reasonable Person" Standard

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

3. General Display of Bullying Acts

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

A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching,

pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

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

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

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

E. Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can also include sharing personal or private information about someone else causing embarrassment or humiliation. Additional examples include, but are not limited to, sending cruel, vicious and sometimes threatening messages; using group chats as a way to gang up on one person; posting mean or untrue statements of classmates online with intent to embarrass them; breaking into an email account or online profile and sending vicious or embarrassing material to others; engaging in messaging intended to trick another person into revealing sensitive or personal information

and forwarding that information to others; taking nude or otherwise degrading photos or videos of a person and sharing that content.

Understanding of and Prevention of Bullying of Students

A. Student and Staff Education and Training

A full copy of this policy will be posted on the district's website and included in all district handbooks.

All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will have access to the policy in the student handbook and a copy of the entire policy is available on request. Owasso Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct. Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

B. Owasso Public Schools' Safe School Committees

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which interfere with and adversely affect school safety. With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. (See also POLICY [1.43](#))

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying. The Report and Stop Bullying form is available under the student tab on each school site's web page.

Staff Reporting

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

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

Parental Reporting and Responsibilities

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

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately by using the Report and Stop Bullying form on the Owasso Public Schools' website under the parent tab if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a target of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq., the district will identify a Bullying Coordinator who will serve as the district contact responsible for providing information to the State Board of Education.

A copy of this policy will be submitted to the State Department of Education annually as part of the school district's Annual Performance Report.

Disciplinary Measures

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

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods,

nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

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

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

The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

CAFETERIA

BREAKFAST/LUNCH

1. A hot breakfast and lunch program is provided in the cafeteria for the benefit and convenience of both the student and parent.
2. Students may bring their breakfast or lunch, but they will be required to eat in the cafeteria.
3. Parents may sign their children out for lunch and must sign them back in when they return.

4. Breakfast/Lunch times vary by site.

LUNCH PAYMENTS/CHARGES

Students should have funds in their accounts before they attempt to purchase a meal or a la carte items on their account. Occasionally, a student may need to “charge” a breakfast or lunch on account; this means the student’s account is placed in the negative in order to allow for the meal, a la carte items are not allowed to be charged. For details related to meal balances and charges, please see POLICY [5.49](#). All parents/guardians are encouraged to complete a free/reduced meal [application](#). If you should need one during the school year, forms are available [online](#) and at the school offices.

MY SCHOOL BUCKS

For your convenience, you may pay with a credit/debit card using the My School Bucks application to load money on your child’s account. [My School Bucks application](#) information can be found on the Owasso Public Schools website. If you have questions or need further assistance, please call the Child Nutrition Department at (918)272-8034. POLICY [5.49](#)

CANCELLATIONS

Announcements about school cancellations will be shared via the district’s social media and will be broadcast on local radio and television stations.

CELL-PHONES/TELECOMMUNICATION DEVICES

The School District desires to provide a learning environment that is free from distraction. It is the student’s responsibility to ensure that all electronic devices are not in use during class hours, unless directed by the teacher to use them for educational purposes.

Any and all electronic devices, including but not limited to cell phones, smart phones, tablets, laptops, smart watches, earbuds, or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a school violation be suspected. Possession and/or use of any personal electronic device is a privilege, not a right, that is extended to the student, which, at the discretion of the school, may be revoked should circumstances warrant and disciplinary consequences may occur. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on cell phones and mobile devices. POLICY [1.76](#) , [5.31](#)

CLOSED CAMPUS

The Owasso 6th, 7th, and 8th Grade Centers are closed at lunch. Students are required to eat lunch on campus. Students may bring their lunch or purchase the meals provided by the cafeteria. Students will not be permitted to leave campus during lunch except when they are checked out by [a parent/guardian](#). If lunch is delivered to a student, please make sure your student knows the lunch is being delivered and ensure it arrives before lunch starts. Students will not be allowed to have food and/or drink items delivered to the school by third party vendors.

DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

- Student's Name
- Photograph
- Athletic Information, including height & weight
- Grade Level (i.e., first grade, tenth grade, etc.)
- Participation in officially recognized activities and sports
- Degrees, Honors, & Awards received

Within the first three weeks of each school year, the school district will publish the above list of directory information it proposes to designate as directory information for the school year. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment. Parents or eligible students have two weeks following this publication or notice to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about their student. POLICY [5.28](#)

DRESS and GROOMING GUIDELINES

The school policies are the result of the cooperative effort of the school board and the administration. It is understandable that criteria be established to prohibit extreme styles and designs in clothing which might disrupt the education process or endanger the health and safety of pupils. The following dress and grooming policy applies at school, while on school vehicles, or going to or from or attending school events. **The principal and assistant principal have total authority in the interpretation of the dress code.** If situations arise that are not specifically covered in the guidelines, the administration will interpret the situation in light of the basic intent of the policy and that ruling will be final until such time that the policy is revised or changed to cover this situation.

- D
1. Students will not wear clothes or accessories showing vulgar, profane, or obscene images, words, or numbers, or anything promoting tobacco, alcohol, drugs, or related items. Midriffs, halter tops, backless dresses, spaghetti strap shirts or dresses, and sleeveless garments resembling tank tops are not permitted. Clothing should not expose or display undergarments.
 2. Shorts, skirts, dresses, and holes in pants should cover the upper to mid-thighs and should not expose undergarments.
 3. All students are required to wear shoes. No exceptions except for medical reasons.
 4. Students will not wear hats, caps, bandanas, stocking caps, or hoodies covering the head while in the building. Exceptions will be made for religious purposes, medical reasons and/or for special events.
 5. Costumes and costume accessories are not permitted, except for specified school events or designated spirit weeks.
 6. Writing on clothes, hands, or any other parts of the body is not permitted.

The staff and administration believe that good grooming, cleanliness and neatness are important for a good learning environment. Those who wear clothes that do not conform to the guidelines will not

return to class until proper attire is attained and discipline may be assigned as deemed appropriate by administration.

DRUGS AND ALCOHOL

1. Illegal and illicit drugs and alcohol
 - a. Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. A drug detection dog is used randomly on campus. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, non-intoxication alcoholic beverages (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs (any amount), or other synthetic products used as mood-altering substances at school, while on school vehicles or at any school-sponsored event. "Illicit drugs" include steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. "Mood-altering substances" include paint, glue, aerosol sprays, and similar substances. Violation of this rule will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester. The length of a student suspension for violation of this rule may be shortened in some cases at the discretion of the building principal provided that:
 - i. The suspended student completes the school drug and alcohol education program counseling and
 - ii. The student is in good academic standing
 - b. Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities. Drug testing policies and procedures are available in the nurse's office or online at the school's website.
2. Distribution of Information
 - a. Information for students and their parents about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the principal at each student's school.
 - b. Copies of these rules shall be provided to all students and their parents at the beginning of each school year.

EARLY DISMISSAL

If it is necessary for a student to leave school before the end of the day, a verified parent/guardian must come into the office and sign the student out and the student must sign back in upon returning to school. Any student leaving campus without checking out through the office will be considered truant.

If a student should need an early dismissal with someone other than a parent/guardian, a parent/guardian must call the office, identify the person and give permission for them to pick up the student. In order to maintain student safety, notes cannot be accepted for early dismissals. Early dismissals do NOT include lunch dismissals. Students checking out for lunch may only be signed out by those that are previously identified on InfoSnap. **Notes or calls will not be accepted for lunch dismissals.**

EMERGENCY PROCEDURES

FIRE DRILL PROCEDURES

- Each building is equipped with its own fire alarm signal and procedure.
- Students will know and use the proper exit from anywhere in the school building.
- Students will evacuate the building upon direction.
- Teachers will check rolls once clear of danger.
- Fire Drills are practiced on a regular basis.

TORNADO DRILL PROCEDURES

- Each building is equipped with its own tornado alarm signal and procedure.
- Students will 'duck and cover' in areas designated by the building principal.
- Tornado Drills are practiced on a regular basis.

SECURITY DRILLS

- Security drills are practiced on a regular basis.
 - a. lockdown drills - security threat inside the building
 - b. lockout drills - security threat outside the building

In the event of an emergency, parents or guardians are encouraged NOT to initially respond to the school during a crisis. This will allow city and school officials to assess the situation and activate the school's crisis plan. Should there be an emergency (national, local or school), **parents are asked to:**

- Cooperate with safety and school officials.
- Wait for notification of how and when to respond. This notification will come via the Owasso Public School's communication tools and local media. ***It is imperative that you refrain from using cell phones to contact your student as the overload will impair emergency personnel from performing their duties.***

EXTRACURRICULAR ACTIVITIES, CLUBS AND ORGANIZATIONS

Clubs and other organizations are offered on a voluntary basis. Wholehearted participation in these activities is encouraged. **In order to attend practice or participate in an extracurricular activity, a student must be in attendance three hours on the day of the activity. Failure to be in attendance will result in the student being withheld from the activity.** Students participating in school activities are subject to eligibility rules. **A student who is ineligible shall not be allowed to miss school or be approved to participate in any school activity, during the school day or after the school day.** Academics come first; passing grades take priority. In the instance where the school activity is a part of a performance-based class where participation in the activity is required for a grade, an alternative assignment may be used as a substitute for the missed school activity. Academic eligibility will be monitored on a weekly basis per Oklahoma Secondary School Activities Association guidelines. All students participating in Oklahoma Secondary Schools Athletic Association (OSSAA) sanctioned activities are subject to all residency requirements. For complete details of these requirements and guidelines, go to: www.ossaa.com. All clubs are required to maintain a charter or constitution and to function in

accordance with its guidelines. A student appealing a teacher's/sponsor's/coach's decision cannot participate in extracurricular activities until the appeal process has been completed. All students involved in competitive extracurricular activities will be subject to random drug testing. Parents must submit a signed consent form **before** participation. Students are not allowed to participate until the signed consent form is submitted. A list of organizations is provided on the [OPS website](#).

FERPA

The Board of Education intends to comply with the Family Educational Rights and Privacy Act (FERPA). Questions regarding the district policy and FERPA may be directed to the principal at the school site or the Owasso Public School Education Service Center at 1501 N. Ash, 918-272-5367. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on student Records. POLICY [5.28](#)

GUIDANCE AND COUNSELING PROGRAM

Our school counseling offices are available to support students in the areas of academic, career, social and personal issues. Students should sign up in the counseling office to see a counselor. The counselor will send for the student during the day as soon as possible. Crisis situations will be addressed immediately. Students, parents and teachers are encouraged to refer individual students to the counseling staff when they have a concern about the well-being of a particular student. Referrals for outside resources are made on an informal basis and are optional for students or parents. Small group counseling is utilized to address academic issues within the classroom. Mediation is available to students who are experiencing conflict with another student that has not reached a level requiring disciplinary action. Referrals to local counseling resources are available.

GRADING PRACTICE

- Our schools want to have strong communication with parents about their child's academic progress. We take that responsibility seriously.
- Parents have a right to be updated about their child's academic progress and Owasso Public Schools has provided various tools for that purpose.
- The electronic grade book is available to parents on-line, 24 hours a day, to accommodate a variety of schedules.
 - A parent will be able to see individual grades for each assignment as well as their child's average in each subject.
 - We encourage our teachers to take two grades a week in each subject but shorter weeks, holidays, or special projects may affect that expectation.
 - If there are challenges in accessing grades on-line, the office staff at their child's school is more than willing to help parents.
- Regular academic progress will be up to date on PowerSchool and shared with the parents on the following schedule:
 - Report of Progress (End of 1st Nine Weeks)
 - Report Card (End of 1st Semester)
 - Report of Progress (End of 3rd Nine Weeks)
 - Report Card (End of 2nd Semester)

- Classroom teachers will utilize parent conferences to visit face-to-face with parents to discuss their child's progress.
- Should communication about grades be needed by either the parent or the teacher, that can happen at any time during the school year.
- Teachers will respond as quickly as possible to parents, but the first priority is always serving the children in the classroom. Therefore, it may be the next day before a grading question is answered. A child's academic success is a team effort between home and school. We're serving students together!

GRADUATION REQUIREMENTS

A total of twenty-three units of credit must be earned during the four years of high school. The specific requirements for graduation are listed in the secondary course guide. The secondary course guide also provides information for students and families regarding which courses count for high school credit. High school credits are earned on a semester basis. A student receives .5 unit of credit for each semester that he/she receives a passing grade in a given subject for high school credit. [See Course Guide](#)

HEALTH SERVICES

The Health Services Department serves our students and schools in a variety of areas. Please see the [health services](#) page on our district website for specific information regarding:

- COVID
- Flu
- Immunizations
- Lice
- Meningitis
- MRSA
- Pink Eye

MEDICATION

Except for provisions allowed in the district Medication Administration Policy, **students may not retain possession of or self-administer any medication.** Student's requiring medication at school must report to the School Nurse for appropriate [paperwork](#) and storage of medication. **Narcotic medication will not be stored or administered at school by school personnel.** The Medication Administration Policy is available in the Nurse's office and on the school website. **Violation of this policy may result in discipline, including out of school suspension.** POLICY [5.01](#)

MENINGITIS INFORMATION

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called Neisseria meningitis. The disease causes either meningitis, severe swelling of the brain and spinal cord or meningococemia, a serious infection of the blood.

Vaccines can prevent many types of meningococcal disease, but not all types. This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing. For more information, contact your healthcare provider, local county health department or visit the National Meningitis Association website at www.nmaus.org. Please refer to the

following Owasso Public School website link for more information about Meningitis. [OPS Health Services/Meningitis](#)

OPEN TRANSFERS

A request for a transfer into this district initiated by or on behalf of a nonresident student will be approved or denied in accordance with district policy. Priority for space and resources is assigned to resident students and the children of Owasso Public Schools staff. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on open transfers. POLICY [5.20](#)

PARENT BILL OF RIGHTS

Owasso Public Schools are in compliance with the Parents' Bill of Rights. Additional information is available for parents in the school policy manual on this subject. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of Rights law during regular school business hours by contacting the building principal or the superintendent.

25 O.S. Section 2001

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Parents Bill of Rights POLICY [1.69](#)

PROHIBITION OF RACE AND SEX DISCRIMINATION

The Board of Education hereby directs that neither the district, nor any employee of the district, shall teach or include in a course for students or employees the discriminatory principles outlined in policy [5.58](#). The district hereby designates the Assistant Superintendent of Teaching and Learning, as the employee responsible for receiving complaints. Complaints may be submitted online through the district website. Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt. POLICY [5.58](#)

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding the conduct of surveys, collection, and use of information for marketing purposes and certain physical exams. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Protection of Pupil Rights Amendment. POLICY [1.38](#)

Parents who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue,
SW Washington, D.C. 20202-5920
1-800-872-5327

RESIDENCY

Oklahoma law provides a definition of “residence” for children attending school at 70 O.S. Section 1-113. If a child is between the ages of five and twenty-one, they are entitled to attend school free of charge in the district of residence. State law provides that a child’s residence for school purposes is the school district in which the (1) parents, (2) guardian or (3) person having legal custody of the child holds legal residence. Children may also establish residency if their attorney-in-fact is a resident of the district. Owasso Public Schools does not permit students to establish residency based on the affidavit of a person who has assumed permanent care and custody of the child under Okla. Stat. tit. 70 O.S. Section 1-113.

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on residency POLICY [5.23](#)

SCHEDULE CHANGES

Schedule changes will only be made for the following school board approved reasons:

- To balance the size of classes
- Student is enrolled in a course incorrectly or if prerequisite courses have not been taken.
- Medical conditions warrant a change.
- A schedule change for any reason, other than the above, requires approval from an administrator.

SEARCH AND SEIZURE

The superintendent, principal, teacher, or security personnel of Owasso Public Schools, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. Students have no reasonable expectation of privacy rights in the contents of school lockers, desks, and other school property. Students who drive a vehicle onto school property do so as a privilege afforded them by the School District and not as a right.

Accordingly, any student who drives a vehicle of any kind to school and parks that vehicle on school property is deemed to authorize a search of the vehicle by the superintendent, principal, teacher, or security personnel at any time and for any reason deemed appropriate by the school principal or the Superintendent of Schools. Any student who refuses to peaceably submit his/her vehicle to a search when requested to do so may be suspended out of school for such refusal. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on search and seizures. Oklahoma HB 1634 (2023) allows for the search of shoes and hand and head coverings. POLICY [5.19](#), [5.29](#)

SEXUAL HARASSMENT

All students, employees, and Board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, and applicant for employment, vendor representative, or patron of the School District. In the case of a student of the School District, “sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District’s Student Discipline Policy. Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to either the superintendent, assistant superintendent, principal, assistant principal, or any Board member of the School District. If a report of an incident needs to be made after normal school hours, the above-listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full, complete, and immediate reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee, or Board member, the person(s) being harassed, the nature, contacts and extent of the prohibited activity, the dates of the prohibited activity, and any other information necessary to a full report and investigation of the matter. The School District will investigate all reports.

STUDENT DISCIPLINE POLICY

One of the most important phases of a person’s educational development is that of learning proper behavior, cooperation, respect, and self-discipline. Without these characteristics, it is difficult for a person to maintain the proper attitude to develop intellectually. It is the school’s responsibility as a part of the total educational process to assist the student in the development of self-discipline.

The following discipline methods may be assigned by the principal or assistant principal for a student that engages in any of the behaviors listed under the Discipline Code section while at school, while on school vehicles, or going to or from or attending school events:

1. **Counseling**- May involve the classroom teacher, counselor, or administrator.
2. **Removal from class (non-appealable)** – Students will be allowed to come to school, but will be isolated from certain class periods.
3. **Detention (non-appealable)** – Students will be required to study, complete assignments, or do other school work during detention.
4. **School Service (non-appealable)**- School service may be used in lieu of other normally assigned disciplinary actions. Service opportunities may include, but are not limited to cleaning cafeteria tables, grounds beautification, general cleaning, etc.
5. **Alternative In-School Placement (non-appealable)**- Students will be allowed to come to school, but will be isolated or restricted from the main flow of daily routine. School administrators will decide how many days of in-school placement a student serves based on the severity of the offense. In school placement stays will be communicated to the parent or guardian by the school administrator.
6. **Out of School Suspension (appealable)**-Students may be suspended out of school as a result of a major offense, multiple offenses, or repeated offenses. Length of short-term suspensions may

include 1-10 school days. Length of long-term suspensions will be 11 days or more, up to or including one calendar year for long-term based on the level of offense(s).

7. **Change of Placement (appealable)** – Students may receive a change of placement to an alternative educational setting in lieu of an out-of-school suspension lasting more than 10 days or up to one calendar year for long-term based on the level of offense(s).

DISCIPLINE CODE

The principal or assistant principal shall have the authority to assign any of the above disciplinary options to any student who engages in the following behavior at school, on school grounds, while on school vehicles, or going to or from, or attending school events:

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making, transmitting, causing, allowing to be transmitted, broadcasting, publishing, distributing, causing, or allowing to be broadcast, published or distributed, any message, material, telephonic, computerized or electronic message.
5. Cheating
6. Conduct that threatens or jeopardizes the safety of others
7. Cutting class or sleeping, eating or refusing to work in class
8. Disruption of the educational process or operation of the school
9. Extortion
10. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
11. Failure to comply with state immunization records
12. False reports or false calls
13. Fighting
14. Forgery, fraud, or embezzlement
15. Gambling
16. Gang related activity or action
17. Harassment, intimidation, or bullying, including gestures, written or verbal expression, electronic communication or physical acts
18. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location
19. Immorality
20. Inappropriate attire, including violation of dress code
21. Inappropriate behavior or gestures
22. Indecent exposure
23. Intimidation or harassment because, of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)

24. Obscene language
25. Physical or verbal abuse
26. Plagiarism
27. Possession or distribution of a caustic substance
28. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
29. Possession, without prior authorization, of a wireless telecommunication device
30. Possession, threat or use of a dangerous weapon, replica weapons, toy guns/facsimile and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
31. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended, therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.
32. Possession of illegal and/or drug related paraphernalia
33. Possession or claimed possession of prescription and/or non-prescription medicine while at school and school related functions without prior district approval
34. Profanity
35. Purchasing, selling and/or attempting to purchase or sell prescription and nonprescription medicine while at school and school related functions.
36. Sexual or other harassment of individuals including, but not limited to, students, school employees, patrons.
37. Theft
38. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
39. Truancy
40. Use, possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, personal vaporizers, electronic nicotine delivery systems, and any cartridge, container or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product.
41. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee or the school
42. Using racial, religious, ethnic, sexual, gender or disability-related epithets
43. Vandalism
44. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
45. Vulgarity
46. Willful damage to school property
47. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action. Examples of immediate negative effects include, but are not limited to, electronic communication, negative reaction by the victim, overt face to face confrontations at school or school events, etc. Students found in violation of any of the above may receive disciplinary action. Any student who is determined to have brought a firearm on school grounds under the jurisdiction of the School District shall be suspended out of school for a period of not less than one calendar year. **Participation in the school's extracurricular activities is a privilege, not a right.** When a student's behavior results in an out-of-school suspension, Change of Placement (COP), or In-School Placement (ISP), the student immediately (notwithstanding the filing of an appeal) forfeits the privilege of participating in all extracurricular activities of the school. In addition, when the principal determines to impose alternative in-school placement or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the student's offense.

DUE PROCESS AND STUDENT SUSPENSIONS

Alternative in-school placement, detention, and similar disciplinary options or correctional measures are not considered by law to be out-of-school suspension and do not require or involve due process procedures.

Suspension and Change of Placement Terms

All suspensions and changes of placement will have a definite start and end date. The term may be reduced if a student performs a specified remedial act if those conditions are agreed to at the time of the suspension or change of placement. Term lengths will be as consistent as possible between students considering the nature of the conduct and the previous disciplinary history of the student.

Long-term suspensions and changes of placement are those in excess of ten (10) school days. Suspensions and changes of placement will not extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case a suspension shall be for a period of not less than one (1) calendar year. Suspensions involving firearms are governed by the school district's Gun-Free Schools Student Suspension policy.

Short-term suspensions are those suspensions of ten (10) or fewer school days.

Short-Term Suspension Appeals (10 or fewer days)

A parent or student may appeal the suspension decision to a site committee. The principal shall inform the parent/student of the right to appeal the suspension and the method for appealing. An appeal must be presented, electronically or in writing, to the principal within three (3) days (excluding days when school is not in session) after the parent/student receives the principal's decision. If the principal does not receive a written appeal within three (3) days (excluding days when school is not in session) of the

decision, the principal's suspension decision is final. The principal shall assemble a committee within three (3) days (excluding days when school is not in session) of receiving the parents request to appeal and that committee shall consist of the following members.

- A principal or assistant principal from a different school.
- A teacher of the student's choice.
- A teacher from the same site who has not had the student in class.

During the time of the appeal the student will be placed in In-House Suspension and the days spent in In-House Suspension will not count towards days of suspension.

Long-Term Suspension or Change of Placement Appeals

Site Level - 1st Level of Appeal

A parent or student may appeal the suspension or change of placement decision to a site committee. The principal shall inform the parent/student of the right to appeal the suspension or change of placement and the method for appealing.

An appeal must be presented, electronically or in writing, to the principal within five (5) days (excluding days when school is not in session) after the parent/student receives the principal's decision. If the principal does not receive a written appeal within three (3) days (excluding days when school is not in session) of the decision, the principal's decision is final. The principal shall assemble a committee within five (5) days (excluding days when school is not in session) of receiving the parents request to appeal and that committee shall consist of the following members.

- A principal or assistant principal from a different school.
- A teacher of the student's choice.
- A teacher from the same site who has not had the student in class.

During the time of the appeal, the student will be placed in In-House Suspension and the days spent in In House Suspension will not count towards days of suspension or change of placement.

District Level - 2nd Level of Appeal

In the event the complainant does not accept the decision of the review committee, he/she may appeal to the Assistant Superintendent of Teaching and Learning, who will assemble a 5 person committee of district level administrators.. The request to appeal must be received by the Assistant Superintendent of Teaching and Learning within 5 days (excluding days when school is not in session) after the parent receives the decision from the site-level committee. If the request is not received within this time-frame, the site-level committee decision is final. In the event the complainant does not accept the decision of

the Assistant Superintendent of Teaching and Learning, he/she may appeal to the Owasso Board of Education, within 5 days (excluding days when school is not in session) of receiving the decision from the assistant superintendent.

Board of Education or Designated Hearing Officer - 3rd Level of Appeal

An appeal must be presented, electronically or in writing, to the superintendent within five (5) days (excluding days when school is not in session) days after the parent/student receives the assistant superintendent's decision. If the superintendent does not receive a written appeal within five (5) days (excluding days when school is not in session) of the assistant superintendent's decision, the assistant superintendent's decision is final. If the board receives a timely written appeal request, the board or an appointed hearing officer, will hear the appeal as soon as possible. This decision is final and non-appealable.

Board Hearing Procedures

The parent/student will be notified in writing of the date, time and place of the hearing and will have the right to choose an "open" or "closed" hearing. Reasonable efforts will be made to accommodate the work schedule of parents. The following procedures will be followed:

1. The board president or the appointed hearing officer should:
 - a. Announce that the next agenda item is a suspension or change of placement review hearing.
 - b. Ask whether the parent/student wants the hearing to be open to the public or in executive session. The offer of an open hearing and the response is to be made a part of the minutes of the meeting. If the parent/student requests a closed hearing, a motion to go into executive session per their request should be made and voted on.
2. The board president or hearing officer should advise the parent/student:
 - a. That they are entitled to legal counsel, if they desire it.
 - b. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.
 - c. That the parent/student will be given an opportunity to call any relevant witnesses and present any relevant evidence, subject to cross-examination by the administration's legal counsel.
 - d. That the board or its hearing officer will consider the evidence and documents and reach a decision that will be recorded by vote in open session.
 - e. That the parent/student may ask any questions about the procedure.
3. Administration may call witnesses and present documents subject to cross-examination.

4. Parent/student may call any witnesses and present documents subject to cross-examination.
5. After each witness is presented board members or the hearing officer may ask the witness questions.
6. Parent/student's closing statement.
7. Administration's closing statement.
8. Deliberate in private. (If the hearing is not in executive session, the board or its hearing officer may deliberate in executive session only with permission of the parent/student.)
9. Return to open session and vote. After adopting a motion making certain findings of fact the board must make a motion to:
 - a. affirm the suspension;
 - b. modify the suspension or change of placement (increase or decrease severity of the suspension or change of placement)
 - c. revoke the suspension or change of placement. If the hearing is before a hearing officer, no motions will be required as a part of the hearing process; otherwise, the hearing officer will have the same obligations as the board when rendering a decision.

Attendance at School Pending Appeal Hearing

Pending an appeal of the student suspension or change of placement, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal the student's continued presence in the building will constitute an immediate danger to the health or safety of students, school employees, school property, or would be a substantial disruption of the educational process. The days in "in-house" will not count toward the days of out of school suspension.

Please refer to the following Owasso Public Schools Board of Education Policy links for more information on Student suspension and appeals process. POLICY [5.26](#), [5.57](#)

STUDENT INTERNET USAGE AGREEMENT

As a part of the resources available to students, the district provides internet access at each school site. The district intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. Any individual using district resources to engage in electronic or digital communications has no expectation of privacy. Furthermore, students must be cognizant of the fact that electronic or digital communications which occur on private equipment are often permanently available and may be available to school administrators. It is presumed users will comply with district standards and will honor the district's policies, rules and regulations. Regarding school internet and computer, electronic, or digital usage, the following are not permitted.

- Displaying or sharing offensive messages, pictures, or site addresses

- Damaging computers, computer systems, computer networks or computer services
- Violating copyright laws
- Downloading, uploading, or distributing software
- Using obscene language
- Harassing, attacking or insulting others
- Cyberbullying

For more information please see the Owasso Public School [Student Technology Use Agreement](#). Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Electronic and Digital communication. POLICY [1.76](#)

TARDIES

Being on time to class each hour is required.

- Four minutes are allowed for changing classes. Under normal conditions, this is enough time to get from one class to another. Students should be in their respective classroom and in their seat when the tardy bell rings. Disciplinary action will be taken for unexcused tardiness.
- Any student not in their seat at the tardy bell will be considered tardy. First hour tardy students will be directed to the office for an admit pass.
- Students arriving to school after 8:00 a.m. will be considered tardy. Students arriving after 8:10 a.m. will be counted as absent for 1st period.
- All tardies to school, including those excused by a parent/guardian, will count towards the semester limit of five. Those tardies that are accompanied with a doctor's note will be the exception.

TARDIES TO SCHOOL:

FIRST HOUR TARDIES

- 1 – 4 Tardies per semester: Tardy recorded and staff will encourage timely attendance
- 5 – 8 Tardies per semester: Detention or other consequences may be assigned for each tardy to school. Parents will be notified with each consequence
- After 9th Tardy in the Semester: Parents will be contacted to attend a parent conference and other consequences and/or counseling services may be assigned

SECOND-SIXTH HOUR TARDIES

- 1 - 4 Tardies per semesters: Teacher assigned consequences
- 5 - 8 Tardies: Detention or other consequences
- 9 + Tardies: Detention, parent conference, counseling, or other measures

TELEPHONE

Students may receive phone calls in the main office, during class, only for an emergency. Parents are asked NOT to call students at school unless it is absolutely necessary. If it is necessary, the office staff will take a message and see that it is delivered in a timely manner. Students may only use the office phone for the following reasons:

- Emergency situations
- To return a parent/guardian call

- Need lunch or lunch money
- In violation of dress code
- Need transportation
- School activity canceled/time change

* Students are expected to make their plans prior to coming to school

TEXTBOOKS/LIBRARY BOOKS/CHROMEBOOKS

Students are responsible for the textbooks and chromebooks issued to them. Each student will be expected to pay for any textbooks or chromebooks lost or damaged. The fee for damages varies depending upon the severity of damage. Lost or damaged textbooks, library books, and chromebooks will be assessed at replacement value. Parents will be notified by school staff when materials are lost or damage occurs that results in an expense to parents.

The [Student Technology Insurance Program](#) has been established to provide parents the opportunity to purchase insurance for 1:1 student technology devices. The insurance program is voluntary, but families are highly encouraged to participate.

TITLE IX

At Owasso Public Schools the safety and well-being of every student and staff member is our top priority and District policy strictly prohibits sex discrimination, including sexual harassment, in all District programs and activities. Prohibited sexual harassment includes conduct based on sex that may meet one or more definitions outlined in Title IX regulations (34 C.F.R. § 106.30(a)), and this applies to **ALL students**. We are committed to conducting a thorough and equitable investigation into all reported incidents of sexual harassment and will take immediate and appropriate action to address any violations of our policies.

If any student, parent, or employee believes they have been subjected to sexual harassment, we encourage you to report the incident to the District's Title IX Coordinator. It is essential that we are made aware of these situations so we can address them promptly and effectively. The District is dedicated to completing investigations into allegations of sexual harassment in a timely and appropriate manner, ensuring that all community members feel safe and respected in our schools.

District community members may report allegations of sexual harassment to any employee at a District school. You may also file a formal Title IX complaint in accordance with the District's grievance procedures with our Title IX Coordinator. The Title IX Coordinator serves as the point of contact for addressing complaints and ensuring compliance with Title IX regulations. You can reach our Title IX Coordinator at:

Assistant Superintendent of Teaching & Learning
1501 N. Ash Street, Owasso, OK 74055
titleixofficer@owassops.org
918-272-8182

TOBACCO POLICY

Students are not allowed to use tobacco or be in possession of tobacco in school buildings, school vehicles, including buses, or on the school campus. Possession of tobacco will be defined as any form of tobacco being on a student's person or in his/her purse, locker, gym bag, or vehicle. Electronic cigarettes and/or vaping products are not allowed. Violation of this policy will result in disciplinary action. [POLICY 1.52](#)

TRANSPORTATION

BICYCLES

The parent should consider the following recommendations:

1. The bicycle should be in good repair and meet all safety standards.
2. The rider should know and observe all traffic laws.
3. Bicycles are to be parked at the bicycle rack upon arriving at school and not ridden again until school is dismissed.
4. The school will not be held responsible for stolen bikes. **We strongly recommend padlocks.**
5. Students are to walk their bicycles at all times while on school grounds.

BUSES

Transportation in district-owned buses is furnished to students who reside one and one-half miles or more from the school. All buses used by the Owasso Schools meet the requirements of the State Board of Education and operate in compliance with their regulations. All students are expected to regard the bus as a classroom and conduct themselves appropriately. Safety is stressed at all times.

The driver of the bus is a school official and has the same authority as a classroom teacher over the students in his/her care. After a student gets on the bus, he/she is under the supervision of the bus driver and is expected to help him maintain discipline in order to prevent serious accidents. The driver has authority and is expected to look after the welfare of all students under his/her care. Any student may be removed from the bus that persists in disobeying regulations. After getting on the bus, no student is to depart from the bus until it reaches school in the morning or arrives at the designated place for him/her to leave the bus in the evening, except by special permission from the driver. **A note signed and dated by the parents and a building administrator would be necessary for permission to be given for the student to ride a different bus than normal.**

RULES FOR BUS RIDERS

1. Bring a note signed by your parent if you are to do anything other than ride your usual bus. The note is due the day of the change. **An unexpected change in afternoon plans must be called in before 1:45 p.m.**
2. Use a safe route in walking to and from the bus stop. Walk facing traffic, if at all possible.
3. Be on time at school bus stops. Avoid running to catch the bus or having the bus wait for you.
4. Always use the handrail when getting on or off the school bus.
5. Be seated immediately.
6. Keep the aisle clear.
7. Keep all parts of your body inside the bus at all times.

8. Do not throw things out of the school bus windows.
9. Do not eat or drink while on the school bus.
10. Do not be loud or boisterous.
11. Absolutely no distracting behavior is allowed on the school bus.
12. Complete silence at railroad crossings is needed.
13. When unloading to cross the street, always walk to the front of the bus and wait for the driver to motion you across the street.
14. Do not walk behind the school bus when it is loading and unloading.
15. Do not open or close the school bus doors.

WALKERS AND CAR RIDERS

1. Walkers and car riders should NOT arrive before 7:10 a.m.
2. Parents of walkers should advise their children not to accept rides from strangers.
3. It is best if students who are walking to school have a definite route, agreed upon by parents, and children to follow to and from school. Students should use the designated crosswalk and obey the directives of the crossing guard.
4. Parents should not leave their children at a school outside of school hours.
5. After school, all students must go home and stay away from all school campuses. They cannot meet and or visit at other school sites, unless attending an authorized school activity.

TRUANCY

A truancy occurs when a student is absent without parents' knowledge or approval, or a student is not in his/her assigned area during the designated time. The policy for truancy is as follows:

1. First Offense: A student who is truant one, two, or three hours will receive two hours of detention for every hour or partial hour missed. A student truant more than three hours will receive alternative in-school placement.
2. Repeat Offenses: Alternative in-school placement or additional consequences

VALUABLE PROPERTY

We encourage students to leave valuable items at home. If a student chooses to bring a valuable item(s) to school, the student does so at his/her own risk.

VISITORS

All visitors must sign in and out in the main office, provide identification, and are required to use our school identification process. All visitors must wear a visible visitor's badge/sticker. Student visitors are not permitted on campus. A parent needing to see his/her child during the school day should report to the main office. Should anyone other than a parent request to see a student, the parent will be notified in order to grant permission. Visitors can be asked to leave by administrators at any time. Visitation privileges can and will be revoked if deemed necessary by administrators and SRO's. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on visitors. POLICY

[1.44](#)

WITHDRAWAL FROM SCHOOL

Parents who wish to withdraw their children must follow these steps:

- Parents should notify the office prior to the student's last day.
- Parents should complete all necessary paperwork to document the withdrawal.
- Fines must be paid and school property returned.
- In case of extenuating circumstances and the student is unable to follow this procedure, please contact the school administration.
- Grades and records will be sent to the student's new school, upon their request.

Approved by Board the Board of Education on 6/10/24



Owasso High School Handbook 2024-2025

East Campus (Grades 11-12)	12901 E 86th Street N, Owasso, OK 74055	918-272-5334
West Campus (Grades 9-10)	8800 North 129th East Avenue, Owasso, OK 74055	918-274-3000

This handbook contains helpful information, guidelines, and procedures that correspond with state law and the Owasso School Board Policies.

SCHOOL DISTRICT MISSION STATEMENT

Our mission is to provide a safe environment that equips, educates, and empowers students on their journey toward outstanding character and success.

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NONDISCRIMINATION

Owasso Public Schools complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex (including pregnancy, sexual orientation, and gender identity) and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to the Owasso Public Schools Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The Owasso Public Schools Title IX Coordinator is the Assistant Superintendent of Teaching & Learning and can be contacted at:

1501 N. Ash, Owasso, OK, 74055
titleixofficer@owassops.org
918-272-8182

The district has adopted grievance procedures for filing, processing, and resolving alleged discrimination complaints. Those procedures can be viewed in the Owasso Public Schools Policy Manual, [Policy #1.22](#). To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please visit the district's [Title IX webpage](#).

The goal of this handbook is to inform parents and students of school guidelines. In addition, a goal of this handbook and all school rules is to help foster fully capable, independent, young adults. We know that goal requires the support of parents, and we welcome that partnership.

ARRIVAL AT SCHOOL

Students should not arrive at school until after 7:10 a.m. The building will not be open before then. Students should report to specified areas. Classes begin at 8:00 a.m. and end at 2:45 p.m. Once at school, students may not leave campus unless checked out by a parent/guardian.

ATTENDANCE MATTERS

Encouraging regular attendance is one of the most powerful ways you can prepare your child for success in school. When school attendance is a priority, children get better grades, develop healthy life habits, avoid dangerous behaviors and have a better chance of graduating high school. When students are absent for fewer days, their grades and reading skills often improve. Students who attend school regularly also feel more connected to their community, develop important social skills and friendships, and are significantly more likely to graduate from high school, setting them up for a strong future. Regular attendance at school is required by state law and encouraged by the Owasso Public School District. Under school law, parents are responsible for their child's attendance until graduation from high school or the age of 18.

When students are absent just two days per month - even when the absences are excused - it can have a negative impact. This adds up to being absent 18 times during the year, which is considered chronically absent. Over the course of a student's school career, this is equal to 234 days, which is almost 1 ½ years of school missed.

As a parent, you can prepare your child for a lifetime of success by making regular school attendance a priority. By figuring out the reasons for your child's absences, whether they're physical or emotional, and taking advantage of support services, such as free tutoring, student mentoring, and after school activities, we can partner with you to set your child on the path to success. [POLICY 5.03](#)

ATTENDANCE PROCEDURES/POLICY

1. Anytime a student is absent from school, please call the proper attendance office each day he/she is absent: **Notes will not be accepted.**
 1. OHS Seniors: 918.272.8092
 2. OHS Juniors: 918.272.8094
 3. OHS Sophomores: 918.274.3031
 4. OHS Freshmen: 918.274.3033
2. The student must report to the attendance office, make contact with a parent to clear the absence, and receive an admit slip to class. Consequences may be assigned for any uncleared absences. The absence is considered unexcused until a parent or guardian contacts the attendance office.
3. If an absence is anticipated, please clear the absence ahead of time with the teachers and attendance office. **Parents who will be out of town and unable to contact the attendance office in case their student is absent must contact the attendance office before leaving town and**

designate the person/persons responsible for clearing their student's absence while they are unavailable.

4. There are two types of absences: excused and unexcused. School work missed because of an **excused** absence is to be made up by the student. It is the responsibility of the student to check with the teachers to see what work was missed and when it is due. A student going on a field trip or activity trip must check before the trip with his/her teachers for his/her assignments. The student will receive full credit for the make-up work when it is turned in, on or before the specified time. For excused absence a student will receive a day for every day out. For a school activity, work is due on the due date or immediately upon return. When a student receives a truancy.
5. In the event of absences occurring due to a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition is required, per policy [5.03](#)
6. Anytime a student leaves campus after 8:00 a.m., he/she must check out through the attendance office. If a student leaves campus without checking out, he/she will be considered truant.
7. Anytime a student arrives after 8:00 a.m., he/she must check in with the attendance office. Failure to do this will result in a disciplinary action.
8. Anytime a student arrives for first period after 8:10 a.m., it will be counted as an absence for first hour.
9. Seniors and Juniors may use two days per semester to visit a college or armed service as a school activity. An official letter must be turned into the attendance office the day the student returns to school.
10. A student who does not have a parking permit must be signed out by a parent or guardian.
11. If a student is checked out during 4th hour, lunch is a part of 4th hour, he/she may receive an absence for 4th hour.
12. **The maximum number of days that a student may be absent and still receive credit for the semester is nine.** The maximum includes **BOTH** excused and unexcused absences. It does not include student activities.
13. "A student who is absent from instruction without excuse for ten (10) consecutive days is to be recorded as absent each day. On day eleven (11), the pupil is to be exited from the roll" Okla. Admin. Code § 210:10-1-5. Re-enrollment will be required if the student returns to the district.

ATTENDANCE NOTIFICATION

- As student absences accrue, a notification will be sent to inform parents of the number of absences per class period.
- On the tenth absence in a class, the student will lose credit in that class. A letter will be mailed home stating that the student has lost credit, due to attendance.
- If a student does lose credit, due to attendance, the parents/guardians may submit an appeal to an assistant principal, within 5 days after the last day of the semester. A decision will be made by the attendance appeals committee regarding the outstanding circumstances and determine if credit will be given for any/all classes.

ATTENDANCE INCENTIVE – SEMESTER TEST EXEMPTIONS

Classes for high school credit may require a semester test worth up to, but no more than 15% of the course grade. All students are required to take each of their semester finals in the fall semester. Students may exempt Spring semester finals if they meet the following **FULL** year requirements.

1. 10 absences for the full year and a 85% or above in both semesters of the class

The only type of absence that does not count against exemptions is the Student Activity (SA) and College Visit (CV) absences. Students who are exempt are not required to come to school during the hour of that final.

BULLYING

Bullying is any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed towards a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Owasso Public Schools strives to ensure a safe environment for every student. If you have witnessed or received a report of a bullying situation, please provide information to an administrator, teacher, or counselor so the school and district can take appropriate action. Students may make a report and all information will be confidential. You have the right to submit the report anonymously. Visit the [Bullying Prevention page](#) on the OPS website for more guidance, reporting, and resources.

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING POLICY [5.13](#)

Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq. ("Act"). The district intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the district's policy on student behavior. Students who bully may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

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

Definition of Terms

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

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

- A. Harm another student;

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

2. The "Reasonable Person" Standard

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

3. General Display of Bullying Acts

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

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

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

C. Social Bullying includes harm to another's group acceptance, including but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the

student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

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

E. Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can also include sharing personal or private information about someone else causing embarrassment or humiliation. Additional examples include, but are not limited to, sending cruel, vicious and sometimes threatening messages; using group chats as a way to gang up on one person; posting mean or untrue statements of classmates online with intent to embarrass them; breaking into an email account or online profile and sending vicious or embarrassing material to others; engaging in messaging intended to trick another person into revealing sensitive or personal information and forwarding that information to others; taking nude or otherwise degrading photos or videos of a person and sharing that content.

Understanding of and Prevention of Bullying of Students

A. Student and Staff Education and Training

A full copy of this policy will be posted on the district's website and included in all district handbooks.

All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will have access to the policy in the student handbook and a copy of the entire policy is available on request. Owasso Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct. Students, like staff members, shall participate in an annual education program that sets

out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

B. Owasso Public Schools' Safe School Committees

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which interfere with and adversely affect school safety. With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. (See also POLICY [1.43](#))

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying. The Report and Stop Bullying form is available under the student tab on each school site's web page.

Staff Reporting

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

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

Parental Reporting and Responsibilities

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

encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately by using the Report and Stop Bullying form on the Owasso Public Schools' website under the parent tab if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a target of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq., the district will identify a Bullying Coordinator who will serve as the district contact responsible for providing information to the State Board of Education.

A copy of this policy will be submitted to the State Department of Education annually as part of the school district's Annual Performance Report.

Disciplinary Measures

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

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

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency

13. Suspension
14. Change of Placement
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

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

The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

CAFETERIA

BREAKFAST/LUNCH

1. A hot breakfast and lunch program is provided in the cafeteria for the benefit and convenience of both the student and parent.
2. Students may bring their breakfast or lunch, but they will be required to eat in the cafeteria.
3. Breakfast/Lunch times vary by site.

LUNCH PAYMENTS/CHARGES

Students should have funds in their accounts before they attempt to purchase a meal or a la carte items on their account. Occasionally, a student may need to “charge” a breakfast or lunch on account; this means the student’s account is placed in the negative in order to allow for the meal, a la carte items are not allowed to be charged. For details related to meal balances and charges, please see POLICY [5.49](#). All parents/guardians are encouraged to complete a free/reduced meal [application](#). If you should need one during the school year, forms are available [online](#) and at the school offices.

MY SCHOOL BUCKS

For your convenience, you may pay with a credit/debit card using the My School Bucks application to load money on your child’s account. [My School Bucks application](#) information can be found on the Owasso Public Schools website. If you have questions or need further assistance, please call the Child Nutrition Department at (918)272-8034. POLICY [5.49](#)

CANCELLATIONS

Announcements about school cancellations will be shared via the district's social media and will be broadcast on local radio and television stations.

CARE OF SCHOOL PROPERTY

It is essential that a wholesome respect for public property be fostered. Students who damage or destroy school property shall be required to make complete restitution. Other disciplinary action may be taken to ensure school facilities are appropriately maintained.

CELL-PHONES/TELECOMMUNICATION DEVICES

The School District desires to provide a learning environment that is free from distraction. It is the student's responsibility to ensure that all electronic devices are not in use during class hours, unless directed by the teacher to use them for educational purposes. Any and all electronic devices, including but not limited to cell phones, smart phones, tablets, laptops, smart watches, earbuds, or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a school violation be suspected. Possession and/or use of any personal electronic device is a privilege, not a right, that is extended to the student, which, at the discretion of the school, may be revoked should circumstances warrant and disciplinary consequences may occur. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on cell phones and mobile devices. POLICY [1.76](#) , [5.31](#)

CLOSED CAMPUS POLICY

The campus at Owasso High School will be closed from the time a student arrives on campus until the end of the school day. **The parking lot will be off-limits to students during this time.** There are seven reasons for a student to be in the school parking lot during the day. Those reasons include:

1. **Students Arriving Late to School.** These students will report directly to the attendance office to check in. They will receive an admit and proceed to class.
2. **Students With an Early Dismissal.** These students must have an early dismissal pass signed by the attendance office.
3. **Students Arriving from Morning Tech.** These students must have their Tulsa Technology Center ID.
4. **Students Leaving for Afternoon Tech.** These students must have their Tulsa Technology Center ID.
5. **Students Involved in Sixth Hour Athletics.** These students may leave campus to report to their practice areas. If the practice area is on the HS campus students are not allowed to move their vehicles.
6. **Students Involved in Concurrent Enrollment.** These students may arrive late or leave early due to their concurrent schedule.
7. **Students Involved in Career Connections Program (Internship).** These students may arrive late or leave early due to their internship schedules.

Students are not permitted to arrive on campus and leave without permission. Likewise, students are not permitted to leave campus and return while waiting for their bus. Any other student in the parking lot during the school day will be in violation of the Closed Campus Policy. Whether the student has actually left the campus or not is irrelevant. Violation of this rule will be documented and disciplined.

CONCURRENT ENROLLMENT

Students interested in earning college credit while in high school should visit with the OHS [college and career counselor](#). POLICY [5.35](#)

DELIVERIES

Deliveries of items to students by parents/guardians can be brought to the main office with students either being called down to the office or items being delivered to students. Parents/guardians may be asked for their ID to confirm their relationship with the student. Students will not be allowed to have food and/or drink items delivered to the school by third party vendors.

DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

- Student's Name
- Photograph
- Athletic Information, including height and weight
- Grade Level (i.e., first grade, tenth grade, etc.)
- Participation in officially recognized activities and sports
- Degrees, Honors, & Awards received

Within the first three weeks of each school year, the school district will publish the above list of directory information it proposes to designate as directory information for the school year. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment. Parents or eligible students have two weeks following this publication or notice to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about their student. POLICY [5.28](#)

DRESS AND GROOMING POLICIES

The school policies are the result of the cooperative effort of the school board and the administration. It is understandable that criteria be established to prohibit extreme styles and designs in clothing which might disrupt the education process or endanger the health and safety of pupils. The following dress and grooming policy applies at school, while on school vehicles, or going to or from or attending school events.

1. Students will not wear clothes or accessories showing vulgar, profane, or obscene images, words, or numbers, or anything promoting tobacco, alcohol, drugs, or related items.

2. Midriffs, halter tops, backless dresses, and sleeveless garments resembling tank tops are not permitted. Clothing should not expose or display undergarments.
3. Shorts, skirts, dresses, and holes in pants should cover the upper to mid-thighs and should not expose undergarments.
4. All students are required to wear shoes. No exceptions except for medical reasons.
5. Any item that obscures the eyes, face or ears that creates a distraction or is a safety issue must not be worn. Exceptions to the rule can be made for medical or religious reasons upon administrative approval.
6. Costumes and costume accessories are not permitted, except for specified school events or designated spirit weeks.
7. Facial and body piercings that disrupt the educational process or endanger the health and safety of students will not be permitted.

The staff and administration believe that good grooming, cleanliness and neatness are important for a good learning environment. Those who wear clothes that do not conform to the guidelines will not return to class until proper attire is attained and discipline may be assigned as deemed appropriate by administration. The assistant principal and principal will have total authority in interpreting the dress code to all students. If there are situations that arise that are not specifically covered in this code, the administrator in charge will interpret the situation in light of the basic intent of this policy, and that ruling will be final until such time that the policy is revised or changed to cover that situation.

DRUGS AND ALCOHOL

Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. A drug detection dog is used randomly on campus. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, non-intoxication alcoholic beverages (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs (any amount), or other synthetic products used as mood-altering substances at school, while on school vehicles or at any school-sponsored event. "Illicit drugs" include steroids, prescription and over-the-counter medications, marijuana, THC, and cannabis when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. "Mood-altering substances" include paint, glue, aerosol sprays, and similar substances. Violation of this rule will result in disciplinary measures, which may include suspension and/or change of placement for the remainder of the current semester and the following semester. The length of a student suspension and/or change of placement for violation of this rule may be shortened in some cases at the discretion of the building principal provided that:

- a. The student completes the school drug and alcohol education program counseling and
- b. The student is in good academic standing

Students in violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities. Drug testing policies and procedures are available in the nurse's office or online at the school's website. Information for students and their parents about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the principal at each student's school.

EMERGENCY PROCEDURES

FIRE DRILL PROCEDURES

- Each building is equipped with its own fire alarm signal and procedure.
- Students will know and use the proper exit from anywhere in the school building.
- Students will evacuate the building upon direction.
- Teachers will check rolls once clear of danger.
- Fire Drills are practiced on a regular basis.

TORNADO DRILL PROCEDURES

- Each building is equipped with its own tornado alarm signal and procedure.
- Students will 'duck and cover' in areas designated by the building principal.
- Tornado Drills are practiced on a regular basis.

SECURITY DRILLS

- Security drills are practiced on a regular basis.
 - a. lockdown drills - security threat inside the building
 - b. lockout drills - security threat outside the building

In the event of an emergency, parents or guardians are encouraged NOT to initially respond to the school during a crisis. This will allow city and school officials to assess the situation and activate the school's crisis plan. Should there be an emergency (national, local or school), **parents are asked to:**

- Cooperate with safety and school officials.
- Wait for notification of how and when to respond. This notification will come via the Owasso Public School's communication tools and local media. ***It is imperative that you refrain from using cell phones to contact your student as the overload will impair emergency personnel from performing their duties.***

EXTRACURRICULAR ACTIVITIES, CLUBS AND ORGANIZATIONS

Clubs and other organizations are offered on a voluntary basis. Wholehearted participation in these activities is encouraged. **In order to attend practice or participate in an extracurricular activity, a student must be in attendance three hours on the day of the activity. Failure to be in attendance will result in the student being withheld from the activity.** Students participating in school activities are subject to eligibility rules. **A student who is ineligible shall not be allowed to miss school or be approved to participate in any school activity, during the school day or after the school day.** Academics come first; passing grades take priority. In the instance where the school activity is a part of a performance-based class where participation in the activity is required for a grade, an alternative assignment may be used as a substitute for the missed school activity. Academic eligibility will be monitored on a weekly basis per Oklahoma Secondary School Activities Association guidelines. All students participating in Oklahoma Secondary Schools Athletic Association (OSSAA) sanctioned activities are subject to all residency requirements. For complete details of these requirements and guidelines, go to: www.ossaa.com. All clubs are required to maintain a charter or constitution and to function in accordance with its guidelines. A student appealing a teacher's/sponsor's/coach's decision cannot

participate in extracurricular activities until the appeal process has been completed. All students involved in competitive extracurricular activities will be subject to random [drug testing-5.27](#). Parents must submit a signed consent form **before** participation. Students are not allowed to participate until the signed consent form is submitted. A list of organizations is provided on the [OPS website](#).

FERPA

The Board of Education intends to comply with the Family Educational Rights and Privacy Act (FERPA). Questions regarding the district policy and FERPA may be directed to the principal at the school site or the Owasso Public School Education Service Center at 1501 N. Ash, 918-272-5367. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on student Records. POLICY [5.28](#)

GRADE CLASSIFICATION REQUIREMENTS

To be classified as a sophomore, a student must have earned a minimum of 4.5 units of credit at the beginning of the school year. To be classified as a junior, a student must have earned a minimum of 9.0 units at the beginning of the school year. To be classified as a senior, a student must have earned a minimum of 16.0 units at the beginning of the school year. [See Course Guide](#)

GRADING PRACTICE

- Our schools want to have strong communication with parents about their child's academic progress. We take that responsibility seriously.
- Parents have a right to be updated about their child's academic progress and Owasso Public Schools has provided various tools for that purpose.
- The electronic grade book is available to parents on-line, 24 hours a day, to accommodate a variety of schedules.
 - A parent will be able to see individual grades for each assignment as well as their child's average in each subject.
 - We encourage our teachers to take two grades a week in each subject but shorter weeks, holidays, or special projects may affect that expectation.
 - If there are challenges in accessing grades on-line, the office staff at their child's school is more than willing to help parents.
- Regular academic progress will be up to date on PowerSchool and shared with the parents on the following schedule:
 - Report of Progress (End of 1st Nine Weeks)
 - Report Card (End of 1st Semester)
 - Report of Progress (End of 3rd Nine Weeks)
 - Report Card (End of 2nd Semester)
- Classroom teachers will utilize parent conferences to visit face-to-face with parents to discuss their child's progress.
- Should communication about grades be needed by either the parent or the teacher, that can happen at any time during the school year.
- Teachers will respond as quickly as possible to parents, but the first priority is always serving the children in the classroom. Therefore, it may be the next day before a grading question is

answered. A child's academic success is a team effort between home and school. We're serving students together!

GRADUATION REQUIREMENTS

A total of twenty-three units of credit must be earned during the four years of high school. Senate Bill 1792 passed by the Oklahoma Legislature and effective July 1, 2006 requires all students to be automatically enrolled in the college preparatory graduation plan unless another plan is requested by a parent/guardian. Selection of the Core Curriculum Plan requires a signed notice from a parent/guardian. The specific requirements for the graduation plans are listed in the [secondary course guide](#) located on the Owasso High School webpage. Students must meet all graduation requirements as set forth by the State Department of Education in order to obtain an Owasso High School diploma. Students must be within one credit of meeting their graduation requirements in order to participate in commencement exercises. POLICY [5.34](#)

GUIDANCE AND COUNSELING PROGRAM

The high school [guidance and counseling offices](#) are available to support students in the areas of academic, career, social and personal issues. Students should sign up in the counseling office to see a counselor. The counselor will send for the student during the day as soon as possible. Crisis situations will be addressed immediately. Students, parents and teachers are encouraged to refer individual students to the counseling staff when they have a concern about the well-being of a particular student. Referrals for outside resources are made on an informal basis and are optional for students or parents. Small group counseling is utilized to address academic issues within the classroom. Mediation is available to high school students who are experiencing conflict with another student that has not reached a level requiring disciplinary action. Referrals to local resources are available for pregnant/parenting teens to provide health education regarding maternal/child needs. Tobacco education and group counseling is available for students who have expressed concerns regarding substance use issues. Conflict resolution training is available to high school students who have violated Owasso High School's policy regarding threatening behavior and/or bullying for the first time.

HEALTH SERVICES

The Health Services Department serves our students and schools in a variety of areas. Please see the [health services](#) page on our district website for specific information regarding:

- COVID
- Flu
- Immunizations
- Lice
- Meningitis
- MRSA
- Pink Eye

MEDICATION

Except for provisions allowed in the district Medication Administration Policy, **students may not retain possession of or self-administer any medication.** Student's requiring medication at school must report

to the School Nurse for appropriate [paperwork](#) and storage of medication. **Narcotic medication will not be stored or administered at school by school personnel.** The Medication Administration Policy is available in the Nurse's office and on the school website. **Violation of this policy may result in discipline, including out of school suspension.** POLICY [5.01](#)

MENINGITIS INFORMATION

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called Neisseria meningitis. The disease causes either meningitis, severe swelling of the brain and spinal cord or meningococemia, a serious infection of the blood. Vaccines can prevent many types of meningococcal disease, but not all types. This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing. For more information, contact your healthcare provider, local county health department or visit the National Meningitis Association website at www.nmaus.org. Please refer to the following Owasso Public School website link for more information about Meningitis. [OPS Health Services/Meningitis](#)

LIBRARY MEDIA CENTER

The mission for Owasso Libraries is to provide an opportunity for students and staff to become effective users of ideas and information, to encourage the enjoyment of reading, and to promote life-long learning.

The OHS Library Media Centers have a comprehensive online card catalog, the internet, online subscriptions, periodicals, and a collection of thousands of books.

- The OHS East and OHS West Library Media Centers are open Monday through Friday from 7:40 a.m. until 3:00 p.m. You are welcome to use the library for study groups, individual study, to read, or to browse the various sections in the library.
- You must have your current ID to check books out from the library.
- Books are checked out for a two-week time period. Students may renew books, if they have the book(s) with them, unless a reserve has been placed on the books. Reference books are not checked out.

MAKE-UP WORK

There are two types of absences: excused and unexcused. School work missed because of an **excused** absence is to be made up by the student. It is the responsibility of the student to check with the teachers to see what work was missed and when it is due. A student going on a field trip, an activity trip, or vacation must check before the trip with his/her teachers for his/her assignments. The student will receive up to full credit for the make-up work when it is turned in, on or before the specified time. For excused absence a student will receive a day for every day out. For a school activity, work is due on the due date or immediately upon return. When a student receives a truancy, there is to be no make-up work. POLICY [5.03](#)

MOTOR VEHICLE REGISTRATION FEES

Motor vehicle registration fees support the cost of security and maintenance of the parking lots and drives. For the security and well-being of our students and staff, vehicles driven to school must be registered and display the appropriate permit on the rear view mirror.

Parking Permit Fee: \$25

Parking in a No-Parking Zone, Teacher Designated Parking, Handicapped Zone

\$20 fine

Improper/Reckless Driving

\$20 (improper) \$30 (reckless) fine

No Parking Permit

\$20 fine plus permit fee, if applicable

- Students must make arrangements for paying fines with the grade-level principal. Failure to do so may result in the loss of driving privileges for a specified time period or other disciplinary action.
- Students who acquire four tickets in a year will lose their driving privileges for a specified period of time.
- Parking is a privilege and any unsafe operation or violation may result in revocation of parking privileges.
- Multiple offenses can but are not limited to vehicles being towed and parking privileges being revoked.

MOTOR VEHICLE REGULATIONS AND PENALTIES

1. All motor vehicles driven to school by students must be properly registered.
2. All students must obey the 10 MPH campus speed limit and Oklahoma traffic laws when operating a motor vehicle on campus.
3. Vehicles are to be operated in a safe and responsible manner at all times.
4. Student vehicles are to be parked in student-designated areas. Staff parking spaces are numbered, and students may not park there. All bus loops and entrances must be kept clear for buses and/or emergency vehicles.
5. In an effort to secure student vehicles, students are not permitted in the parking lots during class period or between classes. Students who go to the lots without an authorized pass to do so will be subject to disciplinary action. Please see the information above in regard to the Closed Campus Policy.
6. Any student(s) involved in an accident or who has had his/her vehicle tampered with or vandalized should notify their assistant principal's office immediately. School Resource Officers may be utilized to help in these situations.
7. School Resource Officers may be enlisted to help monitor appropriate parking lot behavior.
8. Parking permits must be placed on the rear view mirror for visibility purposes.

OPEN TRANSFERS

A request for a transfer into this district initiated by or on behalf of a nonresident student will be approved or denied in accordance with district policy. Priority for space and resources is assigned to resident students and the children of Owasso Public Schools staff. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on open transfers. POLICY [5.20](#)

PARENT BILL OF RIGHTS

Owasso Public Schools is in compliance with the Parents' Bill of Rights. Additional information is available for parents in the school policy manual on this subject. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of Rights law during regular school business hours by contacting the building principal or the superintendent.

25 O.S. Section 2001

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Parents Bill of Rights POLICY [1.69](#)

PROHIBITION OF RACE AND SEX DISCRIMINATION

The Board of Education hereby directs that neither the district, nor any employee of the district, shall teach or include in a course for students or employees the discriminatory principles outlined in policy 5.58. The district hereby designates the Assistant Superintendent of Teaching and Learning, as the employee responsible for receiving complaints. Complaints may be submitted online through the district website. Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt. POLICY [5.58](#)

PROTECTION OF PUPIL RIGHTS (PPRA)

PPRA affords parents certain rights regarding the conduct of surveys, collection, and use of information for marketing purposes and certain physical exams. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Protection of Pupil Rights Amendment. POLICY [1.38](#)

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW Washington, D.C. 20202-5920

1-800-872-5327

RESIDENCY

Oklahoma law provides a definition of "residence" for children attending school at 70 O.S. Section 1-113. If a child is between the ages of five and twenty-one, they are entitled to attend school free of charge in the district of residence. State law provides that a child's residence for school purposes is the school district in which the (1) parents, (2) guardian or (3) person having legal custody of the child holds legal

residence. Children may also establish residency if their attorney-in-fact is a resident of the district. Owasso Public Schools does not permit students to establish residency based on the affidavit of a person who has assumed permanent care and custody of the child under Okla. Stat. tit. 70 O.S. Section 1-113. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on residency POLICY [5.23](#)

SCHEDULE CHANGES

Circumstances which may warrant a schedule change are as follows:

1. Academic Misplacement
2. Schedule error
3. Adjustment to meet graduation, Oklahoma Promise or NCAA requirements
4. Completion of 1st semester activity (e.g. athletics, marching band)
5. Concurrent enrollment in a college course
6. If a student drops an AP course, they will only enroll in a concurrent or virtual course
7. A schedule change for any reason, other than the above, requires approval from an administrator.

Applications for a requested schedule change may be obtained from a Counselor and must be completed at the start of the semester within the timeframe set by the counseling office . Criteria for approval or disapproval of a schedule change may include:

1. Academic record
2. Graduation plan
3. Administration Approval
4. Parent conference
5. Availability in a core course

SEARCH AND SEIZURE

The superintendent, principal, teacher, or security personnel of Owasso Public Schools, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. Students have no reasonable expectation of privacy rights in the contents of school lockers, desks, and other school property. Students who drive a vehicle onto school property do so as a privilege afforded them by the School District and not as a right. Accordingly, any student who drives a vehicle of any kind to school and parks that vehicle on school property is deemed to authorize a search of the vehicle by the superintendent, principal, teacher, or security personnel at any time and for any reason deemed appropriate by the school principal or the Superintendent of Schools. Any student who refuses to peaceably submit his/her vehicle to a search when requested to do so may be suspended out of school and/or Change of Placement for such refusal. Please refer to the following Owasso Public Schools Board

of Education Policy link for more information on search and seizures. Oklahoma HB 1634 (2023) allows for the search of shoes and hand and head coverings. POLICY [5.19](#), [5.29](#)

SEXUAL HARASSMENT

All students, employees, and Board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, and applicant for employment, vendor representative, or patron of the School District. In the case of a student of the School District, “sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District’s Policy on Student Behavior. Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to either the superintendent, assistant superintendent, principal, assistant principal, or any Board member of the School District. If a report of an incident needs to be made after normal school hours, the above-listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full, complete, and immediate reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee, or Board member, the person(s) being harassed, the nature, contacts and extent of the prohibited activity, the dates of the prohibited activity, and any other information necessary to a full report and investigation of the matter. The School District will investigate all reports.

STUDENT DISCIPLINE POLICY

One of the most important phases of a person’s educational development is that of learning proper behavior, cooperation, respect, and self-discipline. Without these characteristics, it is difficult for a person to maintain the proper attitude to develop intellectually. It is the school’s responsibility as a part of the total educational process to assist the student in the development of self-discipline. POLICY [5.26](#), [5.27](#)

The following discipline methods may be assigned by the principal or assistant principal for a student that engages in any of the behaviors listed under the Discipline Code section while at school, while on school vehicles, or going to or from or attending school events:

1. **Counseling**- May involve the classroom teacher, counselor, or administrator.
2. **Removal from class (non-appealable)** – Students will be allowed to come to school, but will be isolated from certain class periods.
3. **Detention (non-appealable)** – Students will be required to study, complete assignments, or do other school work during detention.
4. **School Service (non-appealable)**- School service may be used in lieu of other normally assigned disciplinary actions. Service opportunities may include, but are not limited to cleaning cafeteria tables, grounds beautification, general cleaning, etc.
5. **Alternative In-School Placement (non-appealable)**- Students will be allowed to come to school, but will be isolated or restricted from the main flow of daily routine. School administrators will decide how many days of in-school placement a student serves based on the severity of the

offense. In school placement stays will be communicated to the parent or guardian by the school administrator.

6. **Out of School Suspension (appealable)**-Students may be suspended out of school as a result of a major offense, multiple offenses, or repeated offenses. Length of short-term suspensions may include 1-10 school days. Length of long-term suspensions will be 11 days or more, up to or including one calendar year for long-term based on the level of offense(s).
7. **Change of Placement (appealable)** – Students may receive a change of placement to an alternative educational setting in lieu of an out-of-school suspension lasting more than 10 days or up to one calendar year for long-term based on the level of offense(s).

DISCIPLINE CODE

The principal or assistant principal shall have the authority to assign any of the above disciplinary options to any student who engages in the following behavior at school, on school grounds, while on school vehicles, or going to or from, or attending school events:

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making, transmitting, causing, allowing to be transmitted, broadcasting, publishing, distributing, causing, or allowing to be broadcast, published or distributed, any message, material, telephonic, computerized or electronic message.
5. Cheating - violations of OHS Academic Honesty Policy
6. Conduct that threatens or jeopardizes the safety of others
7. Cutting class or sleeping, eating or refusing to work in class
8. Disruption of the educational process or operation of the school
9. Extortion
10. Failure to attend assigned detention, alternative school, or other disciplinary assignment without approval
11. Failure to comply with state immunization records
12. False reports or false calls
13. Fighting
14. Forgery, fraud, or embezzlement
15. Gambling
16. Gang related activity or action
17. Harassment, intimidation, or bullying, including gestures, written or verbal expression, electronic communication or physical acts
18. Hazing's (whether involving initiations or not) in connection with any school activity, regardless of location
19. Immorality
20. Inappropriate attire, including violation of dress code
21. Inappropriate behavior or gestures
22. Indecent exposure
23. Intimidation or harassment because, of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or

- genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
24. Obscene language
 25. Physical or verbal abuse
 26. Plagiarism-violations of OHS Academic Honesty Policy
 27. Possession or distribution of a caustic substance
 28. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
 29. Possession, without prior authorization, of a wireless telecommunication device
 30. Possession, threat or use of a dangerous weapon, replica weapons, toy guns/facsimile and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
 31. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended, therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.
 32. Possession of illegal and/or drug related paraphernalia
 33. Possession or claimed possession of prescription and/or non-prescription medicine while at school and school related functions without prior district approval
 34. Profanity
 35. Purchasing, selling and/or attempting to purchase or sell prescription and nonprescription medicine while at school and school related functions.
 36. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
 37. Theft
 38. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
 39. Truancy
 40. Use, possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing, tobacco, snuff, matches, lighters, e-cigarettes, personal vaporizers, electronic nicotine delivery systems, and any cartridge, container or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product.
 41. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee or the school
 42. Using racial, religious, ethnic, sexual, gender or disability-related epithets
 43. Vandalism
 44. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering or in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property

45. Vulgarity
46. Willful damage to school property
47. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action. Examples of immediate negative effects include, but are not limited to, electronic communication, negative reaction by the victim, overt face to face confrontations at school or school events, etc. Students found in violation of any of the above may receive disciplinary action. Any student who is determined to have brought a firearm on school grounds under the jurisdiction of the School District shall be suspended out of school for a period of not less than one calendar year. **Participation in the school's extracurricular activities is a privilege, not a right.** When a student's behavior results in an out-of-school suspension, Change of Placement (COP), or In-School Placement (ISP), the student immediately (notwithstanding the filing of an appeal) forfeits the privilege of participating in all extracurricular activities of the school. In addition, when the principal determines to impose alternative in-school placement or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the student's offense.

DUE PROCESS AND STUDENT SUSPENSIONS

Alternative in-school placement, detention, and similar disciplinary options or correctional measures are not considered by law to be out-of-school suspension and do not require or involve due process procedures.

Suspension and Change of Placement Terms

All suspensions and changes of placement will have a definite start and end date. The term may be reduced if a student performs a specified remedial act if those conditions are agreed to at the time of the suspension or change of placement. Term lengths will be as consistent as possible between students considering the nature of the conduct and the previous disciplinary history of the student.

Long-term suspensions and changes of placement are those in excess of ten (10) school days. Suspensions and changes of placement will not extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case a suspension shall be for a period of not less than one (1) calendar year. Suspensions involving firearms are governed by the school district's Gun-Free Schools Student Suspension policy.

Short-term suspensions are those suspensions of ten (10) or fewer school days.

Short-Term Suspension Appeals (10 or fewer days)

A parent or student may appeal the suspension decision to a site committee. The principal shall inform the parent/student of the right to appeal the suspension and the method for appealing. An appeal must be presented, electronically or in writing, to the principal within three (3) days(excluding days when

school is not in session) after the parent/student receives the principal's decision. If the principal does not receive a written appeal within three (3) days (excluding days when school is not in session) of the decision, the principal's suspension decision is final. The principal shall assemble a committee within three (3) days (excluding days when school is not in session) of receiving the parents request to appeal and that committee shall consist of the following members.

- A principal or assistant principal from a different school.
- A teacher of the student's choice.
- A teacher from the same site who has not had the student in class.

During the time of the appeal the student will be placed in In-House Suspension and the days spent in In-House Suspension will not count towards days of suspension.

Long-Term Suspension or Change of Placement Appeals

Site Level - 1st Level of Appeal

A parent or student may appeal the suspension or change of placement decision to a site committee. The principal shall inform the parent/student of the right to appeal the suspension or change of placement and the method for appealing.

An appeal must be presented, electronically or in writing, to the principal within five (5) days (excluding days when school is not in session) after the parent/student receives the principal's decision. If the principal does not receive a written appeal within three (3) days (excluding days when school is not in session) of the decision, the principal's decision is final. The principal shall assemble a committee within five (5) days (excluding days when school is not in session) of receiving the parents request to appeal and that committee shall consist of the following members.

- A principal or assistant principal from a different school.
- A teacher of the student's choice.
- A teacher from the same site who has not had the student in class.

During the time of the appeal, the student will be placed in In-House Suspension and the days spent in In House Suspension will not count towards days of suspension or change of placement.

District Level - 2nd Level of Appeal

In the event the complainant does not accept the decision of the review committee, he/she may appeal to the Assistant Superintendent of Teaching and Learning, who will assemble a 5 person committee of district level administrators.. The request to appeal must be received by the Assistant Superintendent of Teaching and Learning within 5 days (excluding days when school is not in session) after the parent

receives the decision from the site-level committee. If the request is not received within this time-frame, the site-level committee decision is final. In the event the complainant does not accept the decision of the Assistant Superintendent of Teaching and Learning, he/she may appeal to the Owasso Board of Education, within 5 days (excluding days when school is not in session) of receiving the decision from the assistant superintendent.

Board of Education or Designated Hearing Officer - 3rd Level of Appeal

An appeal must be presented, electronically or in writing, to the superintendent within five (5) days (excluding days when school is not in session) days after the parent/student receives the assistant superintendent's decision. If the superintendent does not receive a written appeal within five (5) days (excluding days when school is not in session) of the assistant superintendent's decision, the assistant superintendent's decision is final. If the board receives a timely written appeal request, the board or an appointed hearing officer, will hear the appeal as soon as possible. This decision is final and non-appealable.

Board Hearing Procedures

The parent/student will be notified in writing of the date, time and place of the hearing and will have the right to choose an "open" or "closed" hearing. Reasonable efforts will be made to accommodate the work schedule of parents. The following procedures will be followed:

1. The board president or the appointed hearing officer should:
 - a. Announce that the next agenda item is a suspension or change of placement review hearing.
 - b. Ask whether the parent/student wants the hearing to be open to the public or in executive session. The offer of an open hearing and the response is to be made a part of the minutes of the meeting. If the parent/student requests a closed hearing, a motion to go into executive session per their request should be made and voted on.
2. The board president or hearing officer should advise the parent/student:
 - a. That they are entitled to legal counsel, if they desire it.
 - b. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.
 - c. That the parent/student will be given an opportunity to call any relevant witnesses and present any relevant evidence, subject to cross-examination by the administration's legal counsel.
 - d. That the board or its hearing officer will consider the evidence and documents and reach a decision that will be recorded by vote in open session.
 - e. That the parent/student may ask any questions about the procedure.

3. Administration may call witnesses and present documents subject to cross-examination.
4. Parent/student may call any witnesses and present documents subject to cross-examination.
5. After each witness is presented board members or the hearing officer may ask the witness questions.
6. Parent/student's closing statement.
7. Administration's closing statement.
8. Deliberate in private. (If the hearing is not in executive session, the board or its hearing officer may deliberate in executive session only with permission of the parent/student.)
9. Return to open session and vote. After adopting a motion making certain findings of fact the board must make a motion to:
 - a. affirm the suspension;
 - b. modify the suspension or change of placement (increase or decrease severity of the suspension or change of placement)
 - c. revoke the suspension or change of placement. If the hearing is before a hearing officer, no motions will be required as a part of the hearing process; otherwise, the hearing officer will have the same obligations as the board when rendering a decision.

Attendance at School Pending Appeal Hearing

Pending an appeal of the student suspension or change of placement, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal the student's continued presence in the building will constitute an immediate danger to the health or safety of students, school employees, school property, or would be a substantial disruption of the educational process. The days in "in-house" will not count toward the days of out of school suspension.

Please refer to the following Owasso Public Schools Board of Education Policy links for more information on Student suspension and appeals process.

POLICY [5.26](#), [5.57](#)

STUDENT IDENTIFICATION

Students must, upon request, identify themselves to any school personnel, and may be asked to provide their ID card. ID cards are not to be covered with pins, stickers, pictures or other objects, nor should they be altered in any way. Lost IDs will be replaced at a cost of \$5.

STUDENT INTERNET USAGE AGREEMENT

As a part of the resources available to students, the district provides internet-access at each school site. The district intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. Any individual using district resources to engage in electronic or digital communications has no expectation of privacy. Furthermore, students must be cognizant of the fact that electronic or digital communications which occur on private equipment are often permanently available and may be available to school administrators. It is presumed users will comply with district standards and will honor the district's policies, rules and regulations. Regarding school internet and computer, electronic, or digital usage, the following are not permitted.

- Displaying or sharing offensive messages, pictures, or site addresses
- Damaging computers, computer systems, computer networks or computer services
- Violating copyright laws
- Downloading, uploading, or distributing software
- Using obscene language
- Harassing, attacking or insulting others
- Cyberbullying

For more information please see the Owasso Public School [Student Technology Use Agreement](#).

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Electronic and Digital communication. POLICY [1.76](#)

TARDIES

Definition of Tardy: A student is tardy if not in the classroom when the tardy bell rings. A student who is more than ten (10) minutes late for any period may receive a truancy code for class that day.

All students must check in at the appropriate attendance office for any first period tardy.

Procedure for Tardies:

1st and 2nd tardy verbal warning

3rd and 4th tardy parent contact by teacher, detention assigned

5th tardy detention assigned, admin referral

6th or more admin referral, additional consequences

TEXTBOOKS/LIBRARY BOOKS/CHROMEBOOKS

Students are responsible for the textbooks and chromebooks issued to them. Each student will be expected to pay for any textbooks or chromebooks lost or damaged. The fee for damages varies depending upon the severity of damage. Lost or damaged textbooks, library books, and chromebooks will be assessed at replacement value. Parents will be notified by school staff when materials are lost or damage occurs that results in an expense to parents.

The [Student Technology Insurance Program](#) has been established to provide parents the opportunity to purchase insurance for 1:1 student technology devices. The insurance program is voluntary, but families are highly encouraged to participate.

TITLE IX

At Owasso Public Schools the safety and well-being of every student and staff member is our top priority and District policy strictly prohibits sex discrimination, including sexual harassment, in all District programs and activities. Prohibited sexual harassment includes conduct based on sex that may meet one or more definitions outlined in Title IX regulations (34 C.F.R. § 106.30(a)), and this applies to **ALL students**. We are committed to conducting a thorough and equitable investigation into all reported incidents of sexual harassment and will take immediate and appropriate action to address any violations of our policies.

If any student, parent, or employee believes they have been subjected to sexual harassment, we encourage you to report the incident to the District's Title IX Coordinator. It is essential that we are made aware of these situations so we can address them promptly and effectively. The District is dedicated to completing investigations into allegations of sexual harassment in a timely and appropriate manner, ensuring that all community members feel safe and respected in our schools.

District community members may report allegations of sexual harassment to any employee at a District school. You may also file a formal Title IX complaint in accordance with the District's grievance procedures with our Title IX Coordinator. The Title IX Coordinator serves as the point of contact for addressing complaints and ensuring compliance with Title IX regulations. You can reach our Title IX Coordinator at:

Assistant Superintendent of Teaching & Learning
1501 N. Ash Street, Owasso, OK 74055
titleixofficer@owassops.org
918-272-8182

TOBACCO POLICY

Students are not allowed to use tobacco or be in possession of tobacco in school buildings, school vehicles, including buses, or on the school campus. Possession of tobacco will be defined as any form of tobacco being on a student's person or in his/her purse, locker, gym bag, or vehicle. Electronic cigarettes and/or vaping products/paraphernalia (including chargers) are not allowed. Violation of this policy will result in disciplinary action. POLICY [1.52](#)

TRANSPORTATION

BICYCLES

The parent should consider the following recommendations:

1. The bicycle should be in good repair and meet all safety standards.
2. The rider should know and observe all traffic laws.

3. Bicycles are to be parked at the bicycle rack upon arriving at school and not ridden again until school is dismissed.
4. The school will not be held responsible for stolen bikes. **We strongly recommend padlocks on bicycles.**
5. Students are to walk their bicycles at all times while on school grounds.

BUSES

Transportation in district-owned buses is furnished to students who reside one and one-half miles or more from the school. All buses used by the Owasso Schools meet the requirements of the State Board of Education and operate in compliance with their regulations. All students are expected to regard the bus as a classroom and conduct themselves appropriately. Safety is stressed at all times. POLICY [5.30](#)

The driver of the bus is a school official and has the same authority as a classroom teacher over the students in his/her care. After a student gets on the bus, he/she is under the supervision of the bus driver and is expected to help them maintain discipline in order to prevent serious accidents. The driver has authority and is expected to look after the welfare of all students under his/her care. Any student may be removed from the bus that persists in disobeying regulations. After getting on the bus, no student is to depart from the bus until it reaches school in the morning or arrives at the designated place for him/her to leave the bus in the evening, except by special permission from the driver. **A note signed and dated by the parents would be necessary for permission to be given for the student to ride a different bus than normal.**

RULES FOR BUS RIDERS

1. Bring a note signed by your parent if you are to do anything other than ride your usual bus. The note is due the day of the change. **An unexpected change in afternoon plans must be called in before 1:45 p.m.**
2. Use a safe route in walking to and from the bus stop. Walk facing traffic, if at all possible.
3. Be on time at school bus stops. Avoid having to run to catch the bus or having the school bus wait for you.
4. Always use the handrail when getting on or off the school bus.
5. Be seated immediately.
6. Keep the aisle clear.
7. Keep all parts of your body inside the bus at all times.
8. Do not throw things out of the school bus windows.
9. Do not eat or drink while on the school bus.
10. Do not be loud or boisterous.
11. Absolutely no distracting behavior is allowed on the school bus.
12. Complete silence at railroad crossings is needed.
13. When unloading to cross the street, always walk to the front of the bus and wait for the driver to motion you across the street.
14. Do not walk behind the school bus when it is loading and unloading.
15. Do not open or close the school bus doors.

WALKERS AND CAR RIDERS

1. Walkers and car riders should NOT arrive before 7:10 a.m.
2. Parents of walkers should advise their children not to accept rides from strangers.

3. It is best if students who are walking to school have a definite route, agreed upon by parents and child to follow to and from school.
4. Students should leave campus after school unless attending an authorized school activity.

TRUANCY

A truancy occurs when a student is absent without parents' knowledge or approval, or a student is not in his/her assigned area during the designated time. The policy for truancy is as follows:

1. First Offense: A student who is truant one, two, or three hours will receive two hours of detention for every hour or partial hour missed. A student truant more than three hours will receive alternative in-school placement.
2. Repeat Offenses: Alternative in-school placement or additional consequences

VISITORS

All visitors must sign in and out in the main office, provide identification, and are required to use our school identification process. All visitors must wear a visible visitor's badge/sticker. Students who do not attend Owasso High School are not permitted on campus. A parent needing to see his/her child during the school day should report to the main office. Should anyone other than a parent request to see a student, the parent will be notified in order to grant permission. Visitors can be asked to leave by administrators at any time. Visitation privileges can and will be revoked if deemed necessary by administrators and SRO's. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on visitors. POLICY [1.44](#)

WITHDRAWAL FROM SCHOOL

Any student needing to withdraw from Owasso High School must inform the appropriate attendance office. Parents will be contacted. Upon the parents' approval, the student will receive a withdrawal form to take to his/her teachers. When the form is complete, the student will receive all of his/her records if there are no holds on the student's records.

Approved by Board the Board of Education on 6/10/24



Owasso High School Ram Academy Handbook 2024-2025

Ram Academy	202 East Broadway, Owasso, OK 74055	918-272-8040
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This handbook contains helpful information, guidelines, and procedures that correspond with state law and the Owasso School Board Policies.

SCHOOL DISTRICT MISSION STATEMENT

Our mission is to provide a safe environment that equips, educates, and empowers students on their journey toward outstanding character and success.

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NONDISCRIMINATION

Owasso Public Schools complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex (including pregnancy, sexual orientation, and gender identity) and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to the Owasso Public Schools Title IX Coordinator, the U.S. Department of Education’s Office for Civil Rights, or both. The Owasso Public Schools Title IX Coordinator is the Assistant Superintendent of Teaching & Learning and can be contacted at:

1501 N. Ash, Owasso, OK, 74055
titleixofficer@owassops.org
 918-272-8182

The district has adopted grievance procedures for filing, processing, and resolving alleged discrimination complaints. Those procedures can be viewed in the Owasso Public Schools Policy Manual, [Policy #1.22](#). To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please visit the district’s [Title IX webpage](#).

The goal of this handbook is to inform parents and students of school guidelines. In addition, a goal of this handbook and all school rules is to help foster fully capable, independent, young adults. We know that goal requires the support of parents and we welcome that partnership.

OWASSO SCHOOL CALENDAR 2024-2025

FIRST BLOCK:

First Day of School	August 15, 2024
Labor Day	September 2, 2024
End of First Block	October 11, 2024
Fall Break	October 14-18, 2024

SECOND BLOCK:

First Day of Second Block	October 21, 2024
Thanksgiving Break	November 25-29, 2024
End of Second Block	December 20, 2024
Winter Break	December 20, 2024-January 6, 2025

THIRD BLOCK:

First Day of Third Block	January 7, 2025
Martin Luther King Holiday	January 20, 2025
Professional Development Day (no students)	January 21, 2025
President's Day Holiday	February 17, 2025
End of Third Block	March 14, 2025
Spring Break	March 17-21, 2025

FOURTH BLOCK:

First Day of Fourth Block	March 25, 2025
Last Day (Students & Teachers)	May 23, 2025

****All Owasso Ram Academy students and parents/guardians are required to abide by the policies and procedures contained within this handbook as well as all Owasso district policies and procedures provided in the policy manual section at www.owassops.org.**

ACADEMIC

ACADEMIC STUDY HALL

Students are expected to complete all assigned work. Students are not allowed to sleep in class, to not participate in class, or to pick and choose which assignments they complete. Students who have missing assignments may be placed in study hall in order to complete their work. Academic study hall may be assigned by the teacher, counselor, or principal before school, at lunch, or after school. Failure to attend study hall may result in disciplinary consequences.

ACADEMIC PROBATION

Students who fail one or more classes will be placed on probation and will be expected to pass all of their classes for the following academic block. Students who fail to do so may be removed from the Ram Academy Program.

CLASSIFICATION

Students are assigned a grade classification based on the number of academic credits they have earned:

Freshman	0-5 credits
Sophomore	6-9 credits
Junior	10-15 credits
Senior	16-23 credits

*23 credits are required to graduate

GRADING SCALE

GRADE	AP and COLLEGE CREDIT BEARING	ACADEMIC
A (90-100)	4.4	4
B (80-89)	4.0	3
C (70-79)	3.0	2
D (60-69)	2.0	1
F (0-59)	0.0	0

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on graduation. POLICY [5.34](#)

ATTENDANCE

ABSENCES

1. Students are allowed **FIVE total absences** in each class per nine-week academic block. Students who exceed the **FIVE** absence limit (excused and/or unexcused combined) will lose credit for the block and will be placed on attendance probation. Students who exhibit continued poor attendance will be removed from the Ram Academy.
2. Parents/guardians are strongly encouraged to monitor their student's attendance. Daily attendance records can be accessed through the parent portal.
3. Absences are considered excused through a parent phone call and/or medical documentation. Parents should always call the office in the morning at **918-272-8040** to notify the attendance secretary of an absence.
4. Absences are considered unexcused when not covered by a parent phone call and/or medical documentation.
5. School activities will **NOT** count against the **FIVE absence** limit.
6. In the event of absences occurring due to a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition, including diagnosis is required, per policy [5.03](#) Even with medical documentation, students who miss excessive days will be required to repeat the classes they have missed for educational purposes. Students who are unable to attend school due to chronic illnesses or medical conditions will be referred to Owasso Virtual School.
7. In the event of absences occurring due to a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition, including diagnosis is required, per policy [5.03](#) Even with medical documentation, students who miss excessive days will be required to repeat the classes they have missed for educational purposes. Students who are unable to attend school due to chronic illnesses or medical conditions will be referred to Owasso Virtual School.
8. Medical documentation is due in the office no later than the end of the day the student returns to school. All medical documentation should be **faxed** directly from the doctor's office to our office at **918-272-0712**.
9. "A student who is absent from instruction without excuse for ten (10) consecutive days is to be recorded as absent each day. On day eleven (11), the pupil is to be exited from the roll" Okla. Admin. Code § 210:10-1-5. Re-enrollment will be required if the student returns to the district.

ARRIVAL AT SCHOOL

The school day is from 8:30-2:10. The school doors will open at 7:20 a.m. Once on campus property, students should come inside the building and stay. Students are not to hang out in cars or outside the building at any time during the school day.

ATTENDANCE PROBATION

Students who exceed the **FIVE** absence limit and/or have excessive tardies will be placed on attendance probation for the following academic block with the expectation that there will be no repeat of this poor attendance behavior. Students who lose credits due to repeated violations of the attendance policy may be removed permanently from this program.

BULLYING

Bullying is any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed towards a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Owasso Public Schools strives to ensure a safe environment for every student. If you have witnessed or received a report of a bullying situation, please provide information to an administrator, teacher, or counselor so the school and district can take appropriate action. Students may make a report and all information will be confidential, and if you wish you have the right to submit the report anonymously. Visit the [Bullying Prevention page](#) on the OPS website for more guidance, reporting, and resources.

Prohibiting Harassment, Intimidation and Bullying: POLICY [5.13](#)

Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq. ("Act"). The district intends to comply with the mandates of the Act and expect students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the district's policy on student behavior. Students who bully may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

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

Definition of Terms

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

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

should recognize will:

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

2. The "Reasonable Person" Standard

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

3. General Display of Bullying Acts

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

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

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

C. Social Bullying includes harm to another's group acceptance, including but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of

current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

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

E. Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can also include sharing personal or private information about someone else causing embarrassment or humiliation. Additional examples include, but are not limited to, sending cruel, vicious and sometimes threatening messages; using group chats as a way to gang up on one person; posting mean or untrue statements of classmates online with intent to embarrass them; breaking into an email account or online profile and sending vicious or embarrassing material to others; engaging in messaging intended to trick another person into revealing sensitive or personal information and forwarding that information to others; taking nude or otherwise degrading photos or videos of a person and sharing that content.

Understanding of and Prevention of Bullying of Students

A. Student and Staff Education and Training

A full copy of this policy will be posted on the district's website and included in all district handbooks.

All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will have access to the policy in the student handbook and a copy of the entire policy is available on request. Owasso Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior

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

B. Owasso Public Schools' Safe School Committees

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which interfere with and adversely affect school safety. With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. (See also policy [1.43](#))

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying. The Report and Stop Bullying form is available under the student tab on each school site's web page.

Staff Reporting

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

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

Parental Reporting and Responsibilities

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

will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately by using the Report and Stop Bullying form on the Owasso Public Schools' website under the parent tab if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a target of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq., the district will identify a Bullying Coordinator who will serve as the district contact responsible for providing information to the State Board of Education.

A copy of this policy will be submitted to the State Department of Education annually as part of the school district's Annual Performance Report.

Disciplinary Measures

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

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

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges

11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Change of Placement
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

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

The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

CAFETERIA

BREAKFAST/LUNCH

1. A hot breakfast and lunch program is provided in the cafeteria for the benefit and convenience of both the student and parent.
2. Students may bring their breakfast or lunch, but they will be required to eat in the cafeteria.
3. Parents may sign their children out for lunch and must sign them back in when they return.
4. Breakfast/Lunch times vary by site.

LUNCH PAYMENTS/CHARGES

Students should have funds in their accounts before they attempt to purchase a meal or a la carte items on their account. Occasionally, a student may need to “charge” a breakfast or lunch on account; this means the student’s account is placed in the negative in order to allow for the meal, a la carte items are not allowed to be charged. For details related to meal balances and charges, please see POLICY [5.49](#). All parents/guardians are encouraged to complete a free/reduced meal [application](#). If you should need one during the school year, forms are available [online](#) and at the school offices.

MY SCHOOL BUCKS

For your convenience, you may pay with a credit/debit card using the My School Bucks application to load money on your child’s account. [My School Bucks application](#) information can be found on the

Owasso Public Schools website. If you have questions or need further assistance, please call the Child Nutrition Department at (918)272-8034. POLICY [5.49](#)

CANCELLATIONS

Announcements about school cancellations will be shared via the district's social media and will be broadcast on local radio and television stations.

CELL-PHONES/WIRELESS TELECOMMUNICATIONS

The School District desires to provide a learning environment that is free from distraction. It is the student's responsibility to ensure that all electronic devices are not in use during class hours, unless directed by the teacher to use them for educational purposes.

Any and all electronic devices, including but not limited to cell phones, smart phones, tablets, laptops, smart watches, earbuds, or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a school violation be suspected. Possession and/or use of any personal electronic device is a privilege, not a right, that is extended to the student, which, at the discretion of the school, may be revoked should circumstances warrant and disciplinary consequences may occur. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on cell phones and mobile devices. POLICY [1.76](#) , [5.31](#)

CLOSED CAMPUS

Once students are on school campus property, including the parking lot, they are not allowed to leave unless a parent calls the office and gives permission for an early dismissal. Students may **NOT** check themselves out during the day unless they are on documented self-support. Students are **NOT** allowed to leave campus without permission at any time during the day. Students are **NOT** allowed to leave for lunch.

DANGEROUS WEAPONS

Possession by any student of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited. Furthermore, use of any item or instrumentality by a student to threaten harm to any person or which is used to harm any person, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited. A dangerous weapon includes but is not limited to any type of gun, any type of knife, explosive devices, chemical protection sprays, brass knuckles, martial arts devices, etc... An additional descriptive list is provided in the district policy manual. Students who violate this policy will be subject to out of school suspension and/or permanent removal from this program. POLICY [5.05](#)

DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

- Student's Name
- Photograph
- Athletic Information, including height and weight
- Grade Level (i.e., first grade, tenth grade, etc.)
- Participation in officially recognized activities and sports
- Degrees, Honors, & Awards received

Within the first three weeks of each school year, the school district will publish the above list of directory information it proposes to designate as directory information for the school year. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment. Parents or eligible students have two weeks following this publication or notice to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about their student. POLICY [5.28](#)

DRESS CODE

The school policies are the result of the cooperative effort of the school board and the administration. It is understandable that criteria be established to prohibit extreme styles and designs in clothing which might disrupt the education process or endanger the health and safety of pupils. The following dress and grooming policy applies at school, while on school vehicles, or going to or from or attending school events.

1. Students will not wear clothes or accessories showing vulgar, profane, or obscene images, words, or numbers, or anything promoting tobacco, alcohol, drugs, or related items. Midriffs, halter tops, backless dresses, and sleeveless garments resembling tank tops are not permitted. Clothing should not expose or display undergarments.
2. Shorts, skirts, dresses, and holes in pants should cover the upper to mid-thighs and should not expose undergarments.
3. All students are required to wear shoes. No exceptions except for medical reasons.
4. Any item that obscures the eyes, face or ears that creates a distraction or is a safety issue must not be worn. Exceptions to the rule can be made for medical or religious reasons upon administrative approval.
5. Costumes and costume accessories are not permitted, except for specified school events or designated spirit weeks.
6. Facial and body piercings that disrupt the educational process or endanger the health and safety of students will not be permitted.

****The building principal has the final determination in what is and what is not acceptable attire at school.**

DRUGS/ALCOHOL

1. Illegal and Illicit Drugs and Alcohol

- a. Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.
- b. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, non-intoxicating alcoholic beverages (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs, or other mood-altering substances at school, while on school vehicles, or at any school-sponsored event.
- c. "Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student.
- d. "Mood-altering substances" include, but are not limited to, paint, glue, aerosol sprays, salts, incense, and other substances which may be used as an intoxicating substance.
- e. Violation of this policy will result in imposition of disciplinary measures, which may include suspension for the remainder of the current block and the following block and/or removal from this program.
- f. Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities.

EMERGENCY PROCEDURES

FIRE DRILL PROCEDURES

- Each building is equipped with its own fire alarm signal and procedure.
- Students will know and use the proper exit from anywhere in the school building.
- Students will evacuate the building immediately in a proper manner.
- Teachers will check rolls once clear of danger.
- Fire Drills are practiced on a regular basis.

TORNADO DRILL PROCEDURES

- Each building is equipped with its own tornado alarm signal and procedure.
- Students will 'duck and cover' in areas designated by the building principal.
- Tornado Drills are practiced on a regular basis.

SECURITY DRILLS

- Security drills are practiced on a regular basis.
 - a. lockdown drills - security threat inside the building
 - b. lockout drills - security threat outside the building

In the event of an emergency, parents or guardians are encouraged NOT to initially respond to the school during a crisis. This will allow city and school officials to assess the situation and activate the school's crisis plan. Should there be an emergency (national, local or school), **parents are asked to:**

- Cooperate with safety and school officials.
- Wait for notification of how and when to respond. This notification will come via the Owasso Public School's communication tools and local media. ***It is imperative that you refrain from***

using cell phones to contact your student as the overload will impair emergency personnel from performing their duties.

FERPA

The Board of Education intends to comply with the Family Educational Rights and Privacy Act (FERPA). Questions regarding the district policy and FERPA may be directed to the principal at the school site or the Owasso Public School Education Service Center at 1501 N. Ash, 918-272-5367. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on student Records. POLICY [5.28](#)

GANG POLICY

The following is prohibited at Owasso Public Schools at school, while on school vehicles or going to or from or attending school events (home and away):

1. Possessing, wearing, using, distributing, or displaying any sign, symbol, badge, color, or other item that is evidence of affiliation with or membership in a gang.
2. Wearing pants below the waistline (sagging and bagging) or wearing caps, bandannas, handkerchiefs, shoe strings or other items associated with gang-related behavior.
3. Participating in any act, either verbal or nonverbal, to include gestures, expression, handshakes, sign, etc. that may indicate an affiliation with or membership in a gang.
4. Participating in any act that may further the interest in a gang affiliation or gang membership such as, but not limited to, writing or inscribing of gang-related graffiti to include messages, symbols or signs on school property.
5. Wearing hats or caps inside the building.

Violation of this policy will result in disciplinary action up to and including suspension out of school for the current block and the following block and/or removal from this program and, if appropriate, the filing of criminal charges, depending on the severity of the infraction.

GUIDANCE AND COUNSELING

Students in alternative education programs are required to participate in guidance and counseling services. The school counselor will visit with each student about his/her individual graduation plan as well as career planning, post-high school education, and financial aid. The school counselor will also provide individual counseling as needed. In addition, outside agencies will provide individual and group counseling services throughout the school year. These agencies include but are not limited to Tristesse Grief Center, Youth Services of Tulsa, the Tulsa Health Department and CREOKS.

HEALTH SERVICES

The Health Services Department serves our students and schools in a variety of areas. Please see the [health services](#) page on our district website for specific information regarding:

- COVID - 19
- Flu
- Immunizations

- Lice
- Meningitis
- MRSA
- Pink Eye

MEDICATION

Except for provisions allowed in the district Medication Administration Policy, **students may not retain possession of or self-administer any medication.** Student's requiring medication at school must report to the School Nurse for appropriate [paperwork](#) and storage of medication. **Narcotic medication will not be stored or administered at school by school personnel.** The Medication Administration Policy is available in the Nurse's office and on the school website. **Violation of this policy may result in discipline, including out of school suspension.** POLICY [5.01](#)

MENINGITIS INFORMATION

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called Neisseria meningitis. The disease causes either meningitis, severe swelling of the brain and spinal cord or meningococemia, a serious infection of the blood.

Vaccines can prevent many types of meningococcal disease, but not all types. This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing. For more information, contact your healthcare provider, local county health department or visit the National Meningitis Association website at www.nmaus.org. Please refer to the following Owasso Public School website link for more information about Meningitis. [OPS Health Services/Meningitis](#)

OPEN TRANSFERS

A request for a transfer into this district initiated by or on behalf of a nonresident student will be approved or denied in accordance with district policy. Priority for space and resources is assigned to resident students and the children of Owasso Public Schools staff. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on open transfers. POLICY [5.20](#)

PARENT BILL OF RIGHTS

Owasso Public Schools are in compliance with the Parents' Bill of Rights. Additional information is available for parents in the school policy manual on this subject. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of Rights law during regular school business hours by contacting the building principal or the superintendent.

25 O.S. Section 2001 Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Parents Bill of Rights POLICY [1.69](#)

PARENT/TEACHER CONFERENCES

Parent/guardian/teacher conferences will be held one evening per block. Invitations will be emailed by the student's advisory teacher.

Parents/guardians may also request a conference with teachers at any time during the school year. The principal, counselor, or teachers also may request a conference as needed.

PROTECTION OF PUPIL RIGHTS (PPRA)

PPRA affords parents certain rights regarding the conduct of surveys, collection, and use of information for marketing purposes and certain physical exams. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Protection of Pupil Rights Amendment. POLICY [1.38](#)

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue,

SW Washington, D.C. 20202-5920

1-800-872-5327

RESIDENCY

Oklahoma law provides a definition of "residence" for children attending school at 70 O.S. Section 1-113. If a child is between the ages of five and twenty-one, they are entitled to attend school free of charge in the district of residence. State law provides that a child's residence for school purposes is the school district in which the (1) parents, (2) guardian or (3) person having legal custody of the child holds legal residence. Children may also establish residency if their attorney-in-fact is a resident of the district. Owasso Public Schools does not permit students to establish residency based on the affidavit of a person who has assumed permanent care and custody of the child under Okla. Stat. tit. 70 O.S. Section 1-113. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on residency POLICY [5.23](#)

SEARCH AND SEIZURE

The superintendent, principal, teacher, or security personnel of Owasso Public Schools, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if

practicable. Students have no reasonable expectation of privacy rights in the contents of school lockers, desks, and other school property. Students who drive a vehicle onto school property do so as a privilege afforded them by the School District and not as a right.

Accordingly, any student who drives a vehicle of any kind to school and parks that vehicle on school property is deemed to authorize a search of the vehicle by the superintendent, principal, teacher, or security personnel at any time and for any reason deemed appropriate by the school principal or the Superintendent of Schools. Any student who refuses to peaceably submit his/her vehicle to a search when requested to do so may be suspended out of school for such refusal. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on search and seizures. Oklahoma HB 1634 (2023) allows for the search of shoes and hand and head coverings. POLICY [5.19](#), [5.29](#)

STUDENT DISCIPLINE POLICY

One of the most important phases of a person's educational development is that of learning proper behavior, cooperation, respect, and self-discipline. Without these characteristics, it is difficult for a person to maintain the proper attitude to develop intellectually. It is the school's responsibility as a part of the total educational process to assist the student in the development of self-discipline.

The following discipline methods may be assigned by the principal or assistant principal for a student that engages in any of the behaviors listed under the Discipline Code section while at school, while on school vehicles, or going to or from or attending school events:

1. **Counseling**- May involve the classroom teacher, counselor, or administrator.
2. **Removal from class (non-appealable)** – Students will be allowed to come to school, but will be isolated from certain class periods.
3. **Detention (non-appealable)** – Students will be required to study, complete assignments, or do other school work during detention.
4. **School Service (non-appealable)**- School service may be used in lieu of other normally assigned disciplinary actions. Service opportunities may include, but are not limited to cleaning cafeteria tables, grounds beautification, general cleaning, etc.
5. **Alternative In-School Placement (non-appealable)**- Students will be allowed to come to school, but will be isolated or restricted from the main flow of daily routine. School administrators will decide how many days of in-school placement a student serves based on the severity of the offense. In school placement stays will be communicated to the parent or guardian by the school administrator.
6. **Out of School Suspension (appealable)**-Students may be suspended out of school as a result of a major offense, multiple offenses, or repeated offenses. Length of short-term suspensions may include 1-10 school days. Length of long-term suspensions will be 11 days or more, up to or including one calendar year for long-term based on the level of offense(s).
7. **Change of Placement (appealable)** – Students may receive a change of placement to an alternative educational setting in lieu of an out-of-school suspension lasting more than 10 days or up to one calendar year for long-term based on the level of offense(s).

DISCIPLINE CODE

The principal or assistant principal shall have the authority to assign any of the above disciplinary options to any student who engages in the following behavior at school, on school grounds, while on school vehicles, or going to or from, or attending school events:

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making, transmitting, causing, allowing to be transmitted, broadcasting, publishing, distributing, causing, or allowing to be broadcast, published or distributed, any message, material, telephonic, computerized or electronic message.
5. Cheating - violations of OHS Academic Honesty Policy
6. Conduct that threatens or jeopardizes the safety of others
7. Cutting class or sleeping, eating or refusing to work in class
8. Disruption of the educational process or operation of the school
9. Extortion
10. Failure to attend assigned detention, alternative school, or other disciplinary assignment without approval
11. Failure to comply with state immunization records
12. False reports or false calls
13. Fighting
14. Forgery, fraud, or embezzlement
15. Gambling
16. Gang related activity or action
17. Harassment, intimidation, or bullying, including gestures, written or verbal expression, electronic communication or physical acts
18. Hazing's (whether involving initiations or not) in connection with any school activity, regardless of location
19. Immorality
20. Inappropriate attire, including violation of dress code
21. Inappropriate behavior or gestures
22. Indecent exposure
23. Intimidation or harassment because, of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
24. Obscene language
25. Physical or verbal abuse
26. Plagiarism-violations of OHS Academic Honesty Policy
27. Possession or distribution of a caustic substance
28. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)

29. Possession, without prior authorization, of a wireless telecommunication device
30. Possession, threat or use of a dangerous weapon, replica weapons, toy guns/facsimile and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
31. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended, therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.
32. Possession of illegal and/or drug related paraphernalia
33. Possession or claimed possession of prescription and/or non-prescription medicine while at school and school related functions without prior district approval
34. Profanity
35. Purchasing, selling and/or attempting to purchase or sell prescription and nonprescription medicine while at school and school related functions.
36. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
37. Theft
38. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
39. Truancy
40. Use, possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing, tobacco, snuff, matches, lighters, e-cigarettes, personal vaporizers, electronic nicotine delivery systems, and any cartridge, container or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product.
41. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee or the school
42. Using racial, religious, ethnic, sexual, gender or disability-related epithets
43. Vandalism
44. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering or in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
45. Vulgarity
46. Willful damage to school property
47. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action. Examples of immediate negative effects include, but are not limited to, electronic communication, negative reaction by the victim, overt face to face confrontations at school or school events, etc. Students found in violation of any of the above may

receive disciplinary action. Any student who is determined to have brought a firearm on school grounds under the jurisdiction of the School District shall be suspended out of school for a period of not less than one calendar year. **Participation in the school's extracurricular activities is a privilege, not a right.** When a student's behavior results in an out-of-school suspension, Change of Placement (COP), or In-School Placement (ISP), the student immediately (notwithstanding the filing of an appeal) forfeits the privilege of participating in all extracurricular activities of the school. In addition, when the principal determines to impose alternative in-school placement or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the student's offense.

DUE PROCESS AND STUDENT SUSPENSIONS

Alternative in-school placement, detention, and similar disciplinary options or correctional measures are not considered by law to be out-of-school suspension and do not require or involve due process procedures.

Suspension and Change of Placement Terms

All suspensions and changes of placement will have a definite start and end date. The term may be reduced if a student performs a specified remedial act if those conditions are agreed to at the time of the suspension or change of placement. Term lengths will be as consistent as possible between students considering the nature of the conduct and the previous disciplinary history of the student.

Long-term suspensions and changes of placement are those in excess of ten (10) school days. Suspensions and changes of placement will not extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case a suspension shall be for a period of not less than one (1) calendar year. Suspensions involving firearms are governed by the school district's Gun-Free Schools Student Suspension policy.

Short-term suspensions are those suspensions of ten (10) or fewer school days.

Short-Term Suspension Appeals (10 or fewer days)

A parent or student may appeal the suspension decision to a site committee. The principal shall inform the parent/student of the right to appeal the suspension and the method for appealing. An appeal must be presented, electronically or in writing, to the principal within three (3) days (excluding days when school is not in session) after the parent/student receives the principal's decision. If the principal does not receive a written appeal within three (3) days (excluding days when school is not in session) of the decision, the principal's suspension decision is final. The principal shall assemble a committee within three (3) days (excluding days when school is not in session) of receiving the parents request to appeal and that committee shall consist of the following members.

- A principal or assistant principal from a different school.

- A teacher of the student’s choice.
- A teacher from the same site who has not had the student in class.

During the time of the appeal the student will be placed in In-House Suspension and the days spent in In-House Suspension will not count towards days of suspension.

Long-Term Suspension or Change of Placement Appeals

Site Level - 1st Level of Appeal

A parent or student may appeal the suspension or change of placement decision to a site committee. The principal shall inform the parent/student of the right to appeal the suspension or change of placement and the method for appealing.

An appeal must be presented, electronically or in writing, to the principal within five (5) days (excluding days when school is not in session) after the parent/student receives the principal's decision. If the principal does not receive a written appeal within three (3) days (excluding days when school is not in session) of the decision, the principal’s decision is final. The principal shall assemble a committee within five (5) days (excluding days when school is not in session) of receiving the parents request to appeal and that committee shall consist of the following members.

- A principal or assistant principal from a different school.
- A teacher of the student’s choice.
- A teacher from the same site who has not had the student in class.

During the time of the appeal, the student will be placed in In-House Suspension and the days spent in In House Suspension will not count towards days of suspension or change of placement.

District Level - 2nd Level of Appeal

In the event the complainant does not accept the decision of the review committee, he/she may appeal to the Assistant Superintendent of Teaching and Learning, who will assemble a 5 person committee of district level administrators.. The request to appeal must be received by the Assistant Superintendent of Teaching and Learning within 5 days (excluding days when school is not in session) after the parent receives the decision from the site-level committee. If the request is not received within this time-frame, the site-level committee decision is final. In the event the complainant does not accept the decision of the Assistant Superintendent of Teaching and Learning, he/she may appeal to the Owasso Board of Education, within 5 days (excluding days when school is not in session) of receiving the decision from the assistant superintendent.

Board of Education or Designated Hearing Officer - 3rd Level of Appeal

An appeal must be presented, electronically or in writing, to the superintendent within five (5) days (excluding days when school is not in session) days after the parent/student receives the assistant superintendent's decision. If the superintendent does not receive a written appeal within five (5) days (excluding days when school is not in session) of the assistant superintendent's decision, the assistant superintendent's decision is final. If the board receives a timely written appeal request, the board or an appointed hearing officer, will hear the appeal as soon as possible. This decision is final and non-appealable.

Board Hearing Procedures

The parent/student will be notified in writing of the date, time and place of the hearing and will have the right to choose an "open" or "closed" hearing. Reasonable efforts will be made to accommodate the work schedule of parents. The following procedures will be followed:

1. The board president or the appointed hearing officer should:
 - a. Announce that the next agenda item is a suspension or change of placement review hearing.
 - b. Ask whether the parent/student wants the hearing to be open to the public or in executive session. The offer of an open hearing and the response is to be made a part of the minutes of the meeting. If the parent/student requests a closed hearing, a motion to go into executive session per their request should be made and voted on.
2. The board president or hearing officer should advise the parent/student:
 - a. That they are entitled to legal counsel, if they desire it.
 - b. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.
 - c. That the parent/student will be given an opportunity to call any relevant witnesses and present any relevant evidence, subject to cross-examination by the administration's legal counsel.
 - d. That the board or its hearing officer will consider the evidence and documents and reach a decision that will be recorded by vote in open session.
 - e. That the parent/student may ask any questions about the procedure.
3. Administration may call witnesses and present documents subject to cross-examination.
4. Parent/student may call any witnesses and present documents subject to cross-examination.
5. After each witness is presented board members or the hearing officer may ask the witness questions.
6. Parent/student's closing statement.

7. Administration's closing statement.

8. Deliberate in private. (If the hearing is not in executive session, the board or its hearing officer may deliberate in executive session only with permission of the parent/student.)

9. Return to open session and vote. After adopting a motion making certain findings of fact the board must make a motion to:

- a. affirm the suspension;
- b. modify the suspension or change of placement (increase or decrease severity of the suspension or change of placement)
- c. revoke the suspension or change of placement. If the hearing is before a hearing officer, no motions will be required as a part of the hearing process; otherwise, the hearing officer will have the same obligations as the board when rendering a decision.

Attendance at School Pending Appeal Hearing

Pending an appeal of the student suspension or change of placement, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal the student's continued presence in the building will constitute an immediate danger to the health or safety of students, school employees, school property, or would be a substantial disruption of the educational process. The days in "in-house" will not count toward the days of out of school suspension.

Please refer to the following Owasso Public Schools Board of Education Policy links for more information on Student suspension and appeals process. POLICY [5.26](#), [5.57](#)

DETENTION

Students must serve detention as scheduled through the Counselor and/or Principal. Skipping detention more than once will result in 3 days ISP. Students who owe six or more hours of detention at one time may be assigned 3 days of ISP for excessive detention hours.

DISCIPLINARY PROBATION

Students who repeatedly violate Owasso Ram Academy and District policies will be placed on disciplinary probation. Students who violate the terms of their probation contract may be removed permanently from this program.

STUDENT DRIVERS

Students who violate any of the following requirements may be subject to disciplinary measures and/or may lose the privilege to drive to school:

1. All student drivers must register their vehicle with the office.
2. Student drivers must have a current, valid Oklahoma driver's license and proof of insurance.
3. Reckless driving and speeding are absolutely prohibited.
4. Students are to park only in designated areas.
5. Students are not allowed to congregate in the parking lot or to hang out in cars before, during, or after school.
6. The use of tobacco products or e-cigs in the vehicle while still on school property is not permitted.

STUDENT INTERNET USAGE AGREEMENT

As a part of the resources available to students, the district provides internet access at each school site. The district intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. Any individual using district resources to engage in electronic or digital communications has no expectation of privacy. Furthermore, students must be cognizant of the fact that electronic or digital communications which occur on private equipment are often permanently available and may be available to school administrators. It is presumed users will comply with district standards and will honor the district's policies, rules and regulations. Regarding school internet and computer, electronic, or digital usage, the following are not permitted.

- Displaying or sharing offensive messages, pictures, or site addresses
- Damaging computers, computer systems, computer networks or computer services
- Violating copyright laws
- Downloading, uploading, or distributing software
- Using obscene language
- Harassing, attacking or insulting others
- Cyberbullying
- Illegally accessing content through District network applications or equipment, or bypassing software parameters set in place by the District

For more information please see the Owasso Public School [Student Technology Use Agreement](#). Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Electronic and Digital communication. POLICY [1.76](#)

TARDIES

Students are to be inside their classroom when the bell rings. Students who are late to any hour will be required to get a tardy slip from the office. Any tardy consisting of 10 or more minutes will be recorded as an unexcused absence. Chronic tardiness will result in the following:

4th Tardy	1 hour of detention
5 th Tardy	2 hours of detention
6 th Tardy	Parent will be contacted

TITLE IX

At Owasso Public Schools the safety and well-being of every student and staff member is our top priority and District policy strictly prohibits sex discrimination, including sexual harassment, in all District programs and activities. Prohibited sexual harassment includes conduct based on sex that may meet one or more definitions outlined in Title IX regulations (34 C.F.R. § 106.30(a)), and this applies to **ALL students**. We are committed to conducting a thorough and equitable investigation into all reported incidents of sexual harassment and will take immediate and appropriate action to address any violations of our policies.

If any student, parent, or employee believes they have been subjected to sexual harassment, we encourage you to report the incident to the District's Title IX Coordinator. It is essential that we are made aware of these situations so we can address them promptly and effectively. The District is dedicated to completing investigations into allegations of sexual harassment in a timely and appropriate manner, ensuring that all community members feel safe and respected in our schools.

District community members may report allegations of sexual harassment to any employee at a District school. You may also file a formal Title IX complaint in accordance with the District's grievance procedures with our Title IX Coordinator. The Title IX Coordinator serves as the point of contact for addressing complaints and ensuring compliance with Title IX regulations. You can reach our Title IX Coordinator at:

Assistant Superintendent of Teaching & Learning
1501 N. Ash Street, Owasso, OK 74055
titleixofficer@owassops.org
918-272-8182

TOBACCO POLICY

Students are not allowed to use tobacco or be in possession of tobacco in school buildings, school vehicles, including buses, or on the school campus. Possession of tobacco will be defined as any form of tobacco being on a student's person or in his/her purse, locker, gym bag, or vehicle. Electronic cigarettes and/or vaping products are not allowed. Violation of this policy will result in disciplinary action. POLICY [1.52](#)

TRANSPORTATION

BICYCLES

The parent should consider the following recommendations:

1. The bicycle should be in good repair and meet all safety standards.
2. The rider should know and observe all traffic laws.
3. Bicycles are to be parked at the bicycle rack upon arriving at school and not ridden again until school is dismissed.
4. The school will not be held responsible for stolen bikes. **We strongly recommend padlocks on bicycles.**

5. Students are to walk their bicycles at all times while on school grounds.

BUSES

Transportation in district-owned buses is furnished to students who reside one and one-half miles or more from the school. All buses used by the Owasso Schools meet the requirements of the State Board of Education and operate in compliance with their regulations. All students are expected to regard the bus as a classroom and conduct themselves appropriately. Safety is stressed at all times.

The driver of the bus is a school official and has the same authority as a classroom teacher over the students in his/her care. After a student gets on the bus, he/she is under the supervision of the bus driver and is expected to help him maintain discipline in order to prevent serious accidents. The driver has authority and is expected to look after the welfare of all students under his/her care. Any student may be removed from the bus that persists in disobeying regulations. After getting on the bus, no student is to depart from the bus until it reaches school in the morning or arrives at the designated place for him/her to leave the bus in the evening, except by special permission from the driver. **A note signed and dated by the parents would be necessary for permission to be given for the student to ride a different bus than normal.**

RULES FOR BUS RIDERS

1. Bring a note signed by your parent if you are to do anything other than ride your usual bus. The note is due the day of the change. **An unexpected change in afternoon plans must be called in before 1:00 p.m.**
2. Use a safe route in walking to and from the bus stop. Walk facing traffic, if at all possible.
3. Be on time at school bus stops. Avoid having to run to catch the bus or having the school bus wait for you.
4. Always use the handrail when getting on or off the school bus.
5. Be seated immediately.
6. Keep the aisle clear.
7. Keep all parts of your body inside the bus at all times.
8. Do not throw things out of the school bus windows.
9. Do not eat or drink while on the school bus.
10. Do not be loud or boisterous.
11. Absolutely no distracting behavior is allowed on the school bus.
12. Complete silence at railroad crossings is needed.
13. When unloading to cross the street, always walk to the front of the bus and wait for the driver to motion you across the street.
14. Do not walk behind the school bus when it is loading and unloading.
15. Do not open or close the school bus doors.

WALKERS AND CAR RIDERS

1. Walkers and car riders should NOT arrive before 7:20 a.m.
2. Parents of walkers should advise their children not to accept rides from strangers.
3. It is best if students who are walking to school have a definite route, agreed upon by parents, and child to follow to and from school. Students should use the designated crosswalk and obey the directives of the crossing guard.

4. Parents should not leave their children at a school outside of school hours as the supervision of students is a priority.

VISITOR POLICY

All visitors should report to the office upon arrival. For security reasons, unidentified visitors will be asked for identification, required to use the safe school identification system and may be required to leave campus. Students should not invite guests to campus without prior authorization from the building principal. Parents/ guardians who wish to meet with a teacher, counselor, or the principal should call ahead and schedule an appointment so as not to interfere with the educational process.

POLICY [1.44](#)

TEXTBOOKS/LIBRARY BOOKS/CHROMEBOOKS

Students are responsible for the textbooks and chromebooks issued to them. Each student will be expected to pay for any textbooks or chromebooks lost or damaged. The fee for damages varies depending upon the severity of damage. Lost or damaged textbooks, library books, and chromebooks will be assessed at replacement value. Parents will be notified by school staff when materials are lost or damage occurs that results in an expense to parents.

The [Student Technology Insurance Program](#) has been established to provide parents the opportunity to purchase insurance for 1:1 student technology devices. The insurance program is voluntary, but families are highly encouraged to participate.

Approved by Board the Board of Education on 6/10/24

To: School Work Study (SWS) Schools (The contact person for your school)

It is time for all the school districts that have a Transition School-to-Work: School Work Study contract to sign a new contract for fiscal year 2025 (July 1, 2024 – June 30, 2025).

You are receiving this email with a new contract and the Vendor Information Form attached. **You will need to complete the “eSign”, which will automatically send them back to us for our signatures.** The forms will be tracked electronically from that point.

Please complete the entire eSign. Then please review the **entire contract** and find the indicated signature block for your eSignature. Follow the instructions.

Optional: If this email has been sent to someone other than the proper signatory, you may click the hyperlink that allows you to have someone else sign, or you may download a copy of the vendor form and contract then sign and email it back in its entirety to klowry@okdrs.gov.

We must receive the completed contract and Vendor Information Form before we can process your contract. Please submit as soon as possible so there are no delays in the processing of your contract.

Remember, the “EIN number” is your Federal ID Number.

Services beginning July 1, 2024 or after may not be provided until the Award of Contract has been issued.

If you have questions about signing the contract, please communicate with Chris Compton and cc: Renee Sansom Briscoe at the Oklahoma Department of Rehabilitation Services. Their email addresses are ccompton@okdrs.gov at (405) 605-9651 and rsansom@okdrs.gov at (405) 212-7789. For SWS contract content and service questions, contact Renee Sansom Briscoe at rsansom@okdrs.gov or (405) 212-7789.

If there are planned personnel changes that affect this contract, please also provide the new information to Chris and Renee at the above email addresses.

Thank you for your help in this matter.



The Workforce Innovation Opportunity Act (WIOA) requires the Department of Rehabilitation Services (DRS) to collect and report Measurable Skills Gains for youth.

To document these Measurable Skills Gains, Vocational Rehabilitation Counselors will need to obtain a consent form signed by a parent or the student (if they are age 18+) to then submit to your school to obtain copies of students' secondary transcripts. You can expect to receive such transcript requests at the end of each semester and should note that the signed consent forms are only good for one year.

The State Department of Education Special Education Services (OSDE-SES) and DRS request that LEAs collaborate with their local VR Counselors to establish procedures to assist VR Counselors with obtaining students' secondary transcripts and/or report cards to meet WIOA compliance.

Here are some examples of effective procedures VR counselors have shared:

1. The VR Counselor obtains a DRS release form signed by the student's parent/guardian or by the student if they are age 18+ (see example) and then provides a copy of the signed release forms to your school district. The LEA then provides the transcripts to the OKDRS/VR counselor.

(NOTE: LEA's are encouraged to establish a set contact person(s) for the VR Counselor to send consent forms, such as the counselor's office, registrar, special education administration support staff, etc.)

2. For those students participating in School Work Study (SWS), the VR Counselor will send copies of the signed release forms and the school can provide the students' transcripts along with the SWS time sheets.

3. The VR Counselor sends out the following letter to students and encloses a self-addressed postage-paid envelope for the student to return the transcript in the mail to DRS:

Dear [Client],

The first (second) semester of the school year is almost over, and I hope it has been a good semester for you! I am required to document in your vocational rehabilitation your educational process each semester. Please provide DRS with a copy of your semester's grades. Please return either a high school transcript for (insert the fall or spring semester and the year) or a report card in the enclosed postage-paid envelope or email it to me at (insert counselor's email address). Please contact me if you have any questions at all. Thank you!

Thank you for your support as we work to improve outcomes for students with disabilities.

A handwritten signature in black ink that reads "Renee Sansom Briscoe".

Renee Sansom Briscoe
Transition Coordinator
405-212-7789
rsansom@okdrs.gov

A handwritten signature in black ink that reads "Lori Chesnut".

Lori Chesnut
Program Specialist
405-521-4802
lori.chesnut@sde.ok.gov

**STATE OF OKLAHOMA
DEPARTMENT OF REHABILITATION SERVICES
TRANSITION SCHOOL-TO-WORK: WORK STUDY**

This agreement, consisting of seventeen (17) pages (the “Contract”), is hereby made between the Oklahoma Department of Rehabilitation Services (“DRS”) and

**Owasso Public Schools
1501 N. Ash
Owasso OK 74055-4920**

(“Contractor” or “School”), and constitutes the entire agreement between the DRS and the Contractor, and no other representations are given or should be implied from written or oral agreements or negotiations that preceded the Contract.

RECITALS

WHEREAS, the Oklahoma Department of Rehabilitation Services is authorized to make and enter into all contracts necessary or incidental to the performance of its duties, and may purchase or lease equipment, furniture, materials and supplies, and incur such other expenses as may be necessary to maintain and operate the Department, 74 O.S. § 166.1.C; and

WHEREAS, the Individuals with Disabilities Education Act (IDEA) and the Rehabilitation Act both provide for transition services for children with disabilities to facilitate the child’s movement from school to post-school activities including employment, 20 U.S.C. § 1401(34) and 29 U.S.C. § 721(a)(11)(D); and

WHEREAS, the Oklahoma Department of Rehabilitation Services is authorized by rules promulgated by the Oklahoma Commission for Rehabilitation Services at Subchapter 7 of Chapter 10 of Title 612 of the Oklahoma Administrative Code to implement the Transition from School-to- Work Program; and

WHEREAS, in the School-to-Work program, there are many services needed. Some of these services are provided by the school under the individualized education plan (IEP) and some are provided by the Oklahoma Department of Rehabilitation Services under the individualized plan for employment (IPE). Other services may be provided by the parents, Career Tech, and others. A major component of the Transition School-to-Work program is work-readiness training and work experience. The work experience can be provided through Work Adjustment Training or the three types of Work Study Programs.

NOW THEREFORE, the parties agree as follows:

I. Contract Period

The Contract is effective from the latest date of signature of both parties or July 1, 2024, whichever is the latter, through June 30, 2025. The Contract may be renewed for two additional one-year periods upon written agreement of the DRS and the Contractor.

II. Contract Services

Students eligible to participate in Work Study (School Work Study, Worksite Learning, Employer Work Study) include those:

- with documented disabilities (includes IEP, 504 Plan, or other documents), who have been determined eligible for DRS services or are on a trial work plan, as determined by the DRS counselor;
- with an approved DRS case;
- with an individualized plan for employment (IPE) in place;
- with School Work Study (SWS) as a line of service on the IPE;
- who are at least sixteen (16) years of age; and
- who are attending high school.

All students participating in Work Study shall be DRS clients.

Students participating in Work Study may do so for **no more than 24 cumulative months**, as authorized in the form of Authorization(s) for Purchase(s) provided by the DRS counselors prior to the students starting work. In order for the School to be reimbursed for wages paid to a student participating in School Work Study and/or Worksite Learning, the School must have received authorization in the form of an Authorization for Purchase from the DRS counselor prior to the student starting work.

The months do not need to be consecutive. Based on individual needs and barriers due to disability, there may be exceptions where the student requires more time to make additional progress. In that instance, the DRS counselor may authorize additional time. Summer months spent in Work Study count in the 24 cumulative months. Transportation, scheduling, administrative or family convenience, or family/individual income needs are not acceptable reasons to extend Work Study beyond 24 cumulative months.

Participating students may work **no more than 15 cumulative hours per week during the school year** (i.e., during the day, evenings, weekends, or holidays). In each of the cases described above, the students **must** be given school credit for their participation during the school day, and the School staff and the DRS counselor will provide important guidance and instructional help around the work experience. If the student works after school hours, in the evening or on weekends, the School may also choose to give the student school credit and is encouraged to do so to support earning elective credits. The School will provide staff to work with the DRS counselor in the area of transition. The School will have at least one (1) person designated to serve as the “teacher/transition coordinator”. Paraprofessionals could serve as

transition coordinator or could also be assigned to help with the process and documentation. The School agrees to provide designated staff time for performing the needed duties related to transition. The School agrees to fully inform the staff responsible for carrying out the duties set forth in the Contract. This includes providing all necessary staff with a copy of the Contract.

Students wishing to continue working through the summer as part of Transition School-To-Work: Work Study may do so if the School's current contract, which expires June 30, is renewed for the following fiscal year that begins July 1st.

During the school year - The maximum number of hours worked per student that is reimbursable by the DRS **cannot** exceed 15 cumulative hours per week during the school year. The DRS will reimburse 100% of the wages paid by the School for a maximum 15 cumulative hours per week

During the summer months - The maximum number of hours worked may exceed 15 cumulative hours and no more than 20 per week for summer work only when pre-approved by the DRS counselor. The DRS will reimburse 100% of the wages paid by the School for a maximum 20 cumulative hours per week. Students may work a maximum 20 cumulative hours per week beginning with the first day of summer break. However, upon the first day back to school, the students must go back to working no more than a maximum 15 cumulative hours per week. All Child Labor Laws apply and must be adhered to.

<https://www.dol.gov/general/topic/youthlabor>

The School is required to continue supervising, monitoring, and reporting on students working in the School or in the community during the summer.

Paid work positions must reflect **real work/jobs** and include tasks that would normally be a function of that position. The students must be learning skills that will transfer to competitive, integrated employment in the community. Classroom instructional time does not count as work. The School must ensure that students have access to a wide variety of work/job types and must also ensure the School has enough work to cover the number of students intended to participate in the program. Examples of work/jobs within the School include, but are not limited to, the following:

- office assistant/mail clerk - deliver mail/messages, stamping, sealing, organizing, cleaning, stocking, inventory, ordering, shredding, answering phones, making ID badges, laminating, taking messages, greeting visitors;
- transportation assistant - cleaning buses inside and out, light vehicle maintenance, checking fluids, tire pressure, assisting with trip tickets, cleaning bus barn;
- teacher's aide - reading to groups/individuals, cleaning, organizing, light grading, bulletin boards, listening to students read, engage students in activities, shredding, making copies;

- custodial -operating electric floor cleaning machines, simple maintenance, taking out trash, cleaning classrooms, sanitizing, dusting lockers and trophy cases, cleaning windows, restocking bathrooms, vacuuming rugs;
- manager of sports team - scorekeeping, ordering, inventory, hauling/moving equipment, washing towels, preparing water jugs and equipment for practices and games;
- information technology assistant - using compressed air to clean computers and keyboards; replacing batteries, mice and keyboards; cleaning monitors; deliveries to students and/or teachers; organizing order tickets;
- clerk in school store or coffee/snack cart - greeting, stocking, inventory, organizing, ordering, taking orders, filling orders, taking money and making change, cleaning, making displays;
- cafeteria assistant - wiping down tables, taking out trash, loading dishes, preparing food and utensils, stocking, serving, organizing;
- library aide - greeting, accepting books, checking books out, shelving books, research, cleaning, organizing, doing displays, answering phones; and
- landscaping/maintenance - mowing, weed eating, edging, pulling weeds, cleaning up flower beds, planting flower beds, selecting flowers/plants, planting in flower beds, trimming trees/shrubs, raking and bagging leaves, picking up trash from parking lot or around school grounds, light repairs on school properties, such as replacing light bulbs, painting, exterminating pests, etc.

The same guidelines should be adhered to when selecting community placements for paid work experiences.

In the final nine (9) months of the student's Work Study (School Work Study, Worksite Learning, Employer Work Study), the student must work for an employer outside of the school or school district, unless otherwise approved by the DRS counselor. Students may not work in their family-owned business unless approved by the DRS counselor. This includes farms and other businesses.

Upon graduation with a standard diploma and high school exit, students receiving services through the Contract must cease work on the last day of school. They may not continue participation in School Work Study and/or Worksite Learning beyond their high school departure .

A. Work Study Program

There are two types of Work Study through DRS:

1. School Work Study (SWS) allows students with disabilities to **work on the School campus**. The students are supervised or closely monitored by School personnel and the School pays the students a wage, with the **DRS making reimbursement to the School** for

that payment. The **School maintains liability** for the students while working on campus.

1. Worksite Learning allows students with disabilities to **work in the community**. The students are supervised or closely monitored by School personnel and the School pays the students a wage, with the **DRS making reimbursement to the School** for that payment. The **School maintains liability** for the students while working off campus.

B. Other Work Opportunities

This is not a Work Study through DRS:

1. Employer Work Study allows students with disabilities employment experience in **part-time jobs in the community**, with the employers paying the wages/salary(ies). In this instance, the students are employees of the community employers, **employers maintain liability**, and **the DRS does not reimburse the employers for the wages/salary(ies)**.

C. Contractor's/School's Obligations

The Contractor's/School's designated teacher/transition coordinator shall:

1. be knowledgeable about the contents and requirements of the Contract;
2. have received written authorizations from the DRS counselors prior to initiating work study services for eligible students or paying for work study services rendered by eligible students (i.e., not starting a student to work before the DRS has approved in writing);
3. serve as a member of the IEP team and make decisions for job placement as a team;
4. provide information regarding the program to School personnel, students, and parents;
5. provide job readiness instruction and assistance to the students in the program prior to starting their jobs (e.g., helping them prepare for interviewing for the potential position) through transition services or five core pre-employment transition services:
 - a. job exploration counseling;
 - b. work-based learning experiences;
 - c. counseling on opportunities for enrollment in postsecondary education (college, CareerTech, trade education, professional certification, etc.);
 - d. workplace readiness, including social and independent living skills; and
 - e. self-advocacy, including peer mentoring.
6. support students' job placement efforts, including tracking and regular follow up with students on their progress;
7. collaborate with the DRS counselor to keep track of all students who are taking part in the program, their place of employment, job title, and the skills they are learning or practicing, at least once per semester or whenever new students join or job duties change;
8. assist with the coordination of the individualized education program (IEP) and the individualized plan for employment (IPE) to reflect the SWS services provided by DRS,

including, but not limited to, present levels of performance, services, and annual education/training or employment goals on the IEP;

1. document such transition services or pre-employment transition services provided and completed by participating students;
2. provide such documentation to the DRS counselor at the end of each semester;
3. submit (at the same time and by the 15th of the following month or whenever payroll is run by the School for their payment cycle) monthly invoices/pay stubs, time sheets, progress reports, and proof of payment to students for reimbursement of the wages paid to students participating in School Work Study and/or Worksite Learning; and
4. ensure the electronic copy of the contract is routed to the appropriate person for signature and returned electronically to the DRS.

If claiming mileage reimbursement for the School's teacher/transition coordinator's travel to and from the job sites of participating Work Study students, the School shall submit monthly itineraries and travel claims that have been signed and verified by the School's designated signer.

D. DRS's Obligations

The DRS counselor shall:

1. provide authorization in the form of an Authorization for Purchase to the School's teacher/transition coordinator prior to the School initiating services for each eligible student participating in School Work Study and/or Worksite Learning;
2. provide a written/emailed approval to the School's teacher/transition coordinator prior to the initiation of a student's participation in Employer Work Study;
3. accept referrals, process applications, and help to organize the IEP and the IPE;
4. provide input on the IEP's employment goals, serve as a member of the IEP team, and make decisions for job placement as a team;
5. arrange work schedules to allow for meetings with School staff, the student in the program, parents, employers, and other people involved in the process;
6. organize and provide necessary services, such as, but not limited to vocational assessment & counseling and guidance;
7. provide the School's teacher/transition coordinator with updated information as it becomes available, upon request;
8. support students' job placement efforts, including tracking and regular follow up with students on their progress;
9. collaborate with the School's teacher/transition coordinator to keep track of all students who are taking part in the program, their place of employment, job title, and the skills they are learning or practicing, at least once per semester or whenever new students join or job duties change;
10. monitor students progress at job sites;
11. ensure that the School is submitting monthly timesheets, progress reports, proof of payments to students, and documentation of transition services or pre-employment transition services (as completed) on a regular basis;

1. provide reimbursement to the School for wages paid to students participating in School Work Study and/or Work Site Learning;
2. provide mileage reimbursement at the state rate for the School's teacher/transition coordinator's travel to and from job sites of students participating in School Work Study and/or Worksite Learning; and
3. provide support in assisting students graduating into Employer Work Study.

E. Student Wage

1. The DRS and the School agree that students who are employed by the School as part of a training program are not independent contractors, but employees of the School. **The School agrees to deduct state and federal income tax from wages paid to the student.** The School is responsible for costs incurred for workers' compensation or other expenses not included in the minimum wage reimbursed by the DRS, as part of its contribution toward providing coordinated transition services outlined in the Individuals with Disabilities Education Act (IDEA) and the Workforce Innovation and Opportunity Act (WIOA).

2. The DRS and the School further agree that **IRS regulations provide that services performed by a student who is employed by the school in which the student is enrolled are not considered "employment" for purposes of FICA (Federal Insurance Contribution Act—Social Security and Medicare) and FUTA (Federal Unemployment Tax Act—employment tax)** payroll deductions. 26 C.F.R. § 31.3121(b)(10)-2(a)(1) and § 31.3306(c)(10)-2(a). The rules provide that the services performed by the student must be incident to and for the purposes of pursuing a course of study at the School. 26 C.F.R. § 31.3121(b)(10)-2. **The DRS and the School agree that students who are employed by the School as part of a training program are not subject to FICA or FUTA, except as otherwise provided below.** The employee/student must be enrolled and regularly attending classes at the school where they are employed to have the status of a student within the meaning of the regulations. This exemption does not apply if the student is working for a private employer through Employer Work Study, rather than for the School as part of an internship program. *The student must be employed by the School in order for the exception to apply.* The Oklahoma Employment Security Act provides that employment as part of a work-training program is exempt from the definition of "employment" and, therefore, not subject to the Act and, therefore, should not be documented as wages paid in quarterly submissions to the Oklahoma Employment Security Commission (OESC). 40 O.S. §1-210 (15)(l). **At the end of the calendar year, students are to be provided a W-2 (Wage and Tax Statement), and not a 1099-Misc form for independent contractors.**

3. In order for the School to be reimbursed for wages paid to a student participating in School Work Study and/or Worksite Learning, the School must have received authorization in the form of an Authorization for Purchase from the DRS counselor prior to the student starting work.

I. Compensation

A. Contract Amount

The DRS shall reimburse the Contractor as follows:

- school months –the current federal minimum wage. EXEMPT from FICA and FUTA, thus should not be taken out of the student’s check.
- summer months –the current federal minimum wage, plus FICA and FUTA, as summer months are NOT exempt due to the student not being enrolled at least half-time in school.

Payment shall be made upon receipt of properly completed and approved invoices/pay stubs, timesheets and progress reports documenting the provision of services and/or receipt of proper claims for reimbursement of travel expenses pursuant to the contract for services. By law the **DRS cannot pay** in advance. Neither the Contractor nor any other parties may rely upon any amount set by the DRS in the Contract, or otherwise, as a guaranty, warranty, or any other promise of receipt or payment of that amount, except for those goods and/or services provided to and accepted by the DRS pursuant to the Contract.

The **DRS will cancel the Contract if procedures are not followed** (e.g., putting students to work before authorized, inappropriate job placements, delayed billing, not submitting proper documentation as outlined in the Contract). If a settlement/ratification agreement must be reached between the Contractor and the DRS, the Contractor will receive only 50% of the funds for which it is seeking reimbursement.

The Oklahoma State Constitution, Article 10, Section 23 states, “Balanced Budget - Procedures. The state shall never create or authorize the creation of any debt or obligation, or fund or pay any deficit, against the state, or any department, institution, or agency thereof, regardless of its form or the source of money from which it is to be paid, except as may be provided in this section and in Sections 24 and 25 of Article X of the Constitution of the State of Oklahoma.”

An express or written contract is a document evidencing, among other things, the mutual consent of the contracting parties. The written document becomes effective when the parties have signified their mutual consent by the act of signing it. The act of signing occurs when it occurs and applies only to events in the future.

To ensure you stay within the law and that you receive full compensation for services provided, please wait for official written documentation from your DRS counselors as to when a service may actually begin for an approved DRS client. The DRS CANNOT backdate in order to pay for services for any youth with disabilities.

According to 70 O.S. § 5-142, school districts must conduct national criminal record background searches and fingerprinting on prospective employees. Therefore, the DRS will reimburse the School up to fifty dollars (\$50.00) per DRS client who:

- * is going to participate in School Work Study and/or Worksite Learning;

- * is at least eighteen (18) years of age; and
- * has not previously had a criminal background check completed by the school district or any other school district in Oklahoma.

This reimbursement will occur upon request and submission of properly completed documentation to the DRS counselor. If the Contractor chooses to request the expedited background check from the Oklahoma State Department of Education, the Contractor will be responsible for any additional fees beyond the fifty dollars (\$50.00).

A. Payment

The State of Oklahoma has forty-five (45) days from receipt of properly completed and approved invoices/pay stubs, timesheets and progress reports documenting the provision of services and/or receipt of proper claims for reimbursement of travel expenses pursuant to the contract for services to make payment to the Contractor. Invoices/pay stubs, timesheets, progress reports, and claims shall be sent to the DRS counselor who authorized services for each DRS client. **DRS cannot reimburse wages for School Work Study and/or Worksite Learning hours that were not authorized in the form of an Authorization for Purchase provided by the DRS counselor prior to the student starting work.** The DRS counselor's name, address, and telephone number are shown on each DRS client's Authorization for Purchase. If the State of Oklahoma fails to make payment within the forty-five (45) days, the Contractor is eligible to receive interest on the unpaid balance due per State of Oklahoma Statutes. The Contractor is responsible for claiming the interest. Pursuant to 2 C.F.R. § 200.407(n), 2 C.F.R. § 200.441, the DRS shall not use federal funds or non-federal funds used for vocational rehabilitation (VR) match to pay interest assessed for late payments to the Contractor.

B. Lapse Of Invoices/Claims

Properly completed and approved invoices/pay stubs, timesheets, and progress reports documenting the provision of services and/or proper claims for reimbursement of travel expenses pursuant to the contract for services shall be submitted within ninety (90) calendar days of the provision of those services and/or incurrence of those travel expenses. Supporting encumbrances may be cancelled upon a lapse of six (6) months from the actual provision of services and/or incurrence of travel expenses pursuant to the contract for services, unless specified otherwise in the Contract.

I. Standard Terms

A. Equal Opportunity/Non-Discrimination

The Contractor shall at all times comply with all federal laws relating to nondiscrimination, including but not limited to, Presidential Executive Order 11246 as amended and the Civil Rights Act of 1964, 42 U.S.C. §2000 *et seq.*; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794; the Americans With Disabilities Act of 1990, 42 U.S.C. §12101 *et seq.*; Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*; the Age

Discrimination in Employment Act, 42 U.S.C. §6101 *et seq.* and all amendments to these acts, and all requirements imposed by the regulations issued pursuant to these acts, including, but not limited to, providing equal opportunity both to those seeking employment and those seeking services without regard to race, color, religion, sex, national origin, age, or handicap.

A. Lobbying Activities

The Contractor certifies the following:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, renewal, amendment or modification of any federal grant, or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

B. Debarment And Suspension

In accordance with Presidential Executive Orders 12549 and 12689, the Contractor certifies that neither it nor its principals are presently debarred, suspended or otherwise disqualified for participation in federal assistance programs. Such certification is a material representation of fact upon which reliance is being placed when entering into the Contract. A determination that the Contractor knowingly rendered an erroneous certification, in addition to other available remedies, may result in whole or partial termination of the Contract for the Contractor's default. Additionally, the Contractor shall promptly provide written notice to the Oklahoma state purchasing director if the certification becomes erroneous due to changed circumstances.

C. Drug-Free Workplace

The Contractor certifies compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988.

D. Modification

The Contract may only be modified by mutual consent of the parties in writing.

E. Cancellation

1. With Cause: In the event the Contractor fails to meet the terms and conditions of the Contract or fails to provide services in accordance with the provisions of the Contract, the DRS may upon written notice of default transmitted via Certified Mail to Contractor, cancel the Contract effective upon receipt of notice or at 5:00 PM on the fifth calendar day from the date DRS mailed the notice, whichever occurs first. Such cancellation shall not be an exclusive remedy, but shall be in addition to any other rights and remedies provided for by law. In the event a Notice of Cancellation is issued, the Contractor shall have the right to request a review of such decision as provided by the rules and regulations promulgated by the State of Oklahoma, Office of Management and Enterprise Services.

2. Without Cause: It is further agreed that the Contract may be canceled by either party by providing thirty (30) days prior written notice.

F. Access To And Retention Of Records

The Contractor shall maintain adequate and separate accounting and fiscal records and account for all funds provided by any source to pay the cost of the Contract. Authorized personnel of the U.S. Department of Education or other pertinent federal agencies, and authorized personnel of the Oklahoma Department of Rehabilitation Services, State Auditor and Inspector, and other appropriate state entities shall have the right of access to any books, documents, papers, or other records of contract which are pertinent to the performance or payment of the Contract in order to audit, examine, make excerpts and/or transcripts.

The Contractor is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion or termination of the Contract, unless otherwise indicated in the Contract terms. If a claim, audit, litigation or other action involving such records is started before the end of the seven-year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved or until the end of the seven-year retention period, whichever is later.

G. Subcontracting

The services to be performed under the Contract shall not be subcontracted, in whole or in part, to any other person or entity without written approval by the DRS. The terms of the Contract, and such additional terms as the DRS may require, shall be included in any subcontract. Approval of the subcontract shall not relieve the Contractor of any responsibility for performing the Contract.

H. Compliance With State And Federal Laws

The Contractor shall comply with all applicable state and federal laws, rules and regulations relevant to the performance of the Contract. Compliance shall be the responsibility of the Contractor, without reliance on or direction by the DRS.

A. Travel

The travel expenses to be incurred by the Contractor pursuant to the Contract shall be included in the total amount of the contract award. The DRS will only pay travel expenses (including per diem) specified in and charged against the total amount of the contract award. In addition, the DRS will not reimburse travel expenses in excess of the rate established by the Oklahoma State Travel Reimbursement Act, 74 O.S. § 500.1-37. The Contractor shall be responsible for all travel arrangements, and provide supporting documentation for reimbursement.

B. Client Confidentiality

The Contractor assures compliance with DRS requirements pertaining to the protection, use, and release of personal information. The Contractor will hold confidential all personal information regarding individuals, including lists of names, addresses, photographs, records of evaluation, and all other records of the DRS client. This information may not be disclosed, directly or indirectly, unless consent is obtained in writing or as otherwise required by law.

C. Unallowable Costs

In the event any audit, audit resolution, review, monitoring, or other oversight results in the determination that the Contractor has expended DRS funds on unallowable costs on this or any previous contract, the Contractor shall reimburse the DRS in full for all such costs on demand. The DRS may, at its sole discretion, deduct and withhold such amounts from subsequent payments to be made to the Contractor under this or other contracts.

D. Audit

1. Federal Funds

Organizations that expend \$750,000 or more in a year in federal funds from all sources shall have a certified independent audit conducted in accordance with 2 C.F.R. Part 200.

2. State Funds

Corporations both for-profit and non-profit, and governmental entities that receive \$50,000 or more in a year in State funds from DRS shall have a certified independent audit of its operations conducted in accordance with Government Auditing Standards. The financial statements shall be prepared in accordance with Generally Accepted Accounting Principles, and the report shall include a supplementary schedule of awards listing all state and federal funds by funding source.

1. Auditor Approval and Audit Distribution

The audit shall be performed by a certified public accountant or public accountant who has a valid and current permit to practice public accountancy in the State of Oklahoma, and who is approved by the Oklahoma Accountancy Board to perform audits according to Government Auditing Standards. The Contractor's fiscal managers and appropriate oversight bodies shall review the auditor's latest external quality control review report prior to the audit being conducted. DRS retains the right to examine the work papers of said auditor.

The Contractor shall submit two copies of the annual audit report, management letter (if applicable), corrective action plan to all audit findings, and the auditor's latest external quality control review report to the DRS Contracts Unit at 3535 N.W. 58th Street, Suite 300, Oklahoma City, OK 73112 or Contracts@okdrs.gov within 120 days of the Contractor's fiscal year end. In the event the Contractor is unable to provide the audit report within the time specified, the Contractor shall submit a written request for an extension to the physical address or email address listed above, citing the reason for delay. The DRS reserves the right to suspend payment to the Contractor for costs owed pursuant to this Contract if the DRS has not received the prior year audit.

E. Clean Air Act

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 *et seq.* The Contractor agrees to report each violation to DRS and understands and agrees that DRS will, in turn, report each violation as required to assure notification to the appropriate Environmental Protection Agency Regional Office.

F. Employment Relationship

The Contract does not create an employment relationship. Individuals performing services required by the Contract are not considered employees of the State of Oklahoma or the DRS for any purpose, and as such shall not be eligible for benefits accruing to state employees. The Contractor shall comply with all applicable laws regarding workers' compensation insurance.

G. Insurance

If the Contractor is not a self-insured governmental entity, the Contractor is hereby required to carry liability insurance adequate to compensate persons for injury to their person or property occasioned by an act of negligence by the Contractor, its agents or employees. Said policy must provide that the carrier may not cancel or transfer the policy without giving the DRS thirty (30) days written notice prior to the cancellation or transfer. The Contractor shall timely renew the policies to be carried pursuant to this section

throughout the term of the Contract, and provide the DRS with evidence of such insurance and renewals upon request.

A. Punitive Actions

The Contractor understands that payment for services to DRS clients pursuant to the Contract shall be made by the DRS. Accordingly, the Contractor shall not restrict or refuse services under the Contract to DRS clients based on nonpayment by the DRS. No actions shall be taken against the DRS client, including collection actions for any service covered under the Contract, or for any late payment for which the DRS has responsibility. In addition, the Contractor agrees that no punitive actions will be taken against any client of the DRS for late payment of any tuition, fees, books, supplies, etc. for which the DRS has responsibility. This includes, but is not limited to, withholding grades, Pell or other financial aids, or delaying enrollment.

B. Prior DRS/State Employment

The Contractor hereby certifies that at the start of the contract period neither he/she nor, if applicable, any member of its board or officers are former DRS employees who were employed by the DRS during the prior twelve (12) months. Pursuant to 74 O.S. § 85.42(B), the Contractor also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the Contractor to fulfill any of the services provided for under said contract. This term shall not apply when the Contractor is a State of Oklahoma governmental entity.

C. Legal Employment Status Verification System

The Contractor certifies that it and all proposed subcontractors, whether known or unknown at the time the Contract is executed or awarded, are in compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007 (25 O.S. §§ 1312 and 1313) and all applicable federal immigration laws and are registered and participate in the Status Verification System. The Status Verification System is defined at 25 O.S. §1312, and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and is available at www.dhs.gov/E-Verify.

D. Contract Jurisdiction

The Contract will be governed in all respects by the laws of the State of Oklahoma. The State of Oklahoma, District Court of Oklahoma County will be the venue in the event any legal action is filed by the DRS or the Contractor to enforce or to interpret provisions of the Contract.

E. Severability

If any provision under the Contract, or its application to any person or circumstance, is held invalid by any court of competent jurisdiction, such invalidity does not affect any other provision of the Contract or its application that can be given effect without the invalid provision or application.

A. TikTok Ban

Pursuant to State of Oklahoma Governor's Executive Order 2022-33, no person or entity who contracts with the State of Oklahoma, including but not limited to any State agency, board, commission, or authority and agents thereof, shall download or use the TikTok application or visit the TikTok website on government networks or other State-owned or State-leased equipment.

B. Certification For Non-Boycott Of Israel Goods Or Services

Pursuant to 74 O.S. § 582, in contracts of more than \$100,000, the Contractor certifies that it is not currently engaged in a boycott of goods or services from Israel that constitutes an integral part of business conducted or sought to be conducted with the State of Oklahoma, and that it will not boycott Israel during the term of the Contract.

C. Certification For Non-Boycott Of Fossil Fuel Energy Companies

In contracts of \$100,000 or more and where the Contractor has 10 or more employees, the Contractor certifies that it does not currently boycott energy companies in violation of the Energy Discrimination Elimination Act of 2022 (74 O.S. § 12001 et seq.). The Contractor further certifies that it will not boycott energy companies in violation of the Act during the term of the Contract.

D. Force Majeure

A party is not liable for failure to perform the party's obligations if such failure is a result of Acts of God (including fire, flood, earthquake, storm, or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), strikes or labor disputes, embargoes, government orders, epidemics, pandemics or other similar events beyond the reasonable control of the party. If a party asserts Force Majeure as an excuse for failure to perform the party's obligation, then the nonperforming party must prove that the party took reasonable steps to minimize delay or damages caused by foreseeable events, that the party substantially fulfilled all non-excused obligations, and that the other party was timely notified of the likelihood or actual occurrence of an event described in this clause.

If an event of Force Majeure occurs, the party injured by the other's inability to perform may elect one of the following remedies:

- to terminate the Contract in whole or in part; or

- to suspend the Contract, in whole or part, for the duration of the Force Majeure circumstances.

The party experiencing the Force Majeure circumstances shall cooperate with and assist the injured party in all reasonable ways to minimize the impact of Force Majeure on the injured party.

A. Termination For Funding Insufficiency

Notwithstanding anything to the contrary in any Contract document, the DRS may terminate the Contract in whole or in part if funds sufficient to pay obligations under the Contract are not appropriated or received from an intended third-party funding source. In the event of such insufficiency, the Contractor shall be provided at least fifteen (15) calendar days' written notice of termination. Any partial termination of the Contract under this section shall not be construed as a waiver of, and shall not affect, the rights and obligations of any party regarding portions of the Contract that are not terminated. The determination by the DRS of insufficient funding shall be accepted by and shall be final and binding on the Contractor.

B. Prohibition On Certain Telecommunications And Video Surveillance

The Contractor shall not obligate or expend funds received as payment under this contract to procure or obtain equipment, services, or systems that use telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system produced by one of the prohibited companies as provided for at 2 C.F.R. § 200.216.

I. Signatures

Signature:

Email:

STATE OF OKLAHOMA
DEPARTMENT OF REHABILITATION SERVICES
WORK PLAN

Owasso Public Schools
VENDOR

Contract Number

Esther Watkins has been appointed contract monitor for the above stated contract and assumes responsibility for the monitoring of all programmatic aspects of the contract, including the periodic and ongoing review of reports or other valid indications of performance. The contract monitor also assumes oversight responsibility for fiscal monitoring of said contract.

The contract monitor has been assigned the following duties:

1. monitoring services provided through the contract;
2. periodically reviewing interim reports or other indications of past contract performance;
3. monitoring contractor compliance to the requirements and specifications of the contract;
4. monitoring pre-authorization of contract services in AWARE;
5. monitoring the Oklahoma Department of Rehabilitation Services (DRS) authorizing authority's approvals for services provided through the contract;
6. monitoring the DRS authorizing authority's receiving, reviewing, approving, and submitting of invoices/claims for payment to DRS Finance – Accounts Payables (State Office);
7. If the contract number begins with 805, the contract monitor shall submit requests for additional funding to the DRS Contracts Section prior to the expenditure of funds.

All information pertinent to this contract (i.e., original contract copies, addendums, revisions, vendor correspondence, evaluations, reports, audits, compliance reviews and staff comments regarding service provision) shall be maintained in the central repository located in the DRS Contracts Section. Documentation shall be made available for review upon request by the Office of Management and Enterprise Services (OMES). Copies of invoices/claims shall be maintained in the DRS Finance Unit. Confidential DRS client information shall be maintained in the DRS client's case service file.

The services to be performed through the contract are necessary for DRS to carry out its policies, rules, and regulations regarding the provision of indicated and appropriate rehabilitation services in a timely manner leading to employment of eligible disabled individuals, per the Code of Federal Regulations (CFR), Section 261.42(a)(4).

**STATE OF OKLAHOMA
DEPARTMENT OF REHABILITATION SERVICES
SCHOOL WORK STUDY**

**FIRST AMENDMENT
TO
CONTRACT No. 2500248**

This first amendment, **consisting of two (2) pages** (the "Amendment"), is hereby made between the Oklahoma Department of Rehabilitation Services ("DRS") and

OWASSO PUBLIC SCHOOLS

1501 N ASH

OWASSO, OK 74055-4920

("Contractor"). This first amendment:

- extends the contract period end date set forth in section I (Contract Period) from June 30, 2025 to September 30, 2025. AND
- increases the reimbursement cost for background checks in Compensation Section III (A), from \$50.00 to \$58.25; AND
- adds the following term to the original contract's Section IV (Standard Terms):

IV. Standard Terms

BB. Offender List Registration Declaration and Compliance with 57 O.S. § 589 and 70 O.S. § 6-101.48

This section applies to contractors who provide services to persons under eighteen (18) years of age or who provide services on the premises of the Oklahoma School for the Blind (OSB) or the Oklahoma School for the Deaf (OSD).

Offender List Registration Declaration

The Contractor's signing authority for the Contract hereby states under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct:

1. I am the Contractor OR I am the duly authorized representative of the

2.23 Staff / Professional Development

1. **Policy** - It is the policy of the Owasso Board of Education that teachers and other employees shall continue their professional growth through seminar and workshop attendance and membership in professional organizations. The board believes that it has a responsibility to provide opportunities for the continual growth of its professional staff. Such opportunities shall include, within budgetary limitations, special in-service training courses and workshops as recommended by **the Teaching and Learning Department, a the professional development committee and/or the Board**. Staff members are encouraged to seek additional and higher degrees, to obtain further certification, and become more proficient, not only in their subject area, but also in their ability to handle discipline, to motivate students, and to cope with both personal and job-related stress.

2. **Committee** - The professional development committee shall be comprised of certified staff from across the school district who represent a wide array of teaching and professional disciplines. In order to ensure equitable representation of stakeholders, and to procure reasonable feedback about professional learning opportunities, the appointment of committee members shall utilize set organizational structures within the Teaching and Learning Department as outlined in the school district's Professional Development Guidance document.

3. **Mandatory Activities** - When classes are dismissed for professional development activities, ~~teachers~~ **certified staff** are expected to attend professional meetings. **If not in attendance, the employee will be charged the appropriate leave for their absence(s). If an employee is out of leave, they will be charged a sub-deduct day or pay-deduct day, whichever is appropriate.** ~~or forfeit one day's pay for each day of the meeting unattended unless an emergency exists.~~ **Annual requirements for certificated staff to earn professional development points and consequences for not meeting those requirements are contained in the school district's Professional Development Guidance document. Regardless of absence or leave taken, the individual must maintain state and district regulations regarding professional development requirements.**

4. Regulations

- a. The State of Oklahoma and the school district require certified ~~teachers~~ **staff** to accumulate 75 professional development points in a 5-year block. **(1 point is equivalent to 1 clock hour)**
- b. Owasso Public Schools requires a minimum of 15 points per year.
- c. OPS provides at least 15 hours of professional development during scheduled ~~PD~~ **professional development** days annually. At a minimum, it is the expectation of every certified staff member to complete these hours.
- d. **Certified staff are required to track and maintain documentation of their professional development points.**
- e. Failure to fulfill the professional obligation to complete professional development training hours may result in action by the board of education.

Amended January 2025

Amended November 2020

Adopted July 2006

1.22 Discrimination, Harassment, and Retaliation and Grievance Procedure for Filing, Processing, and Resolving Complaints Alleging Discrimination, Harassment and Retaliation

~~The school district is committed to providing all students and employees with a safe and respectful school environment. Both state and federal law specifically prohibit harassment of or by employees and students in connection with the district.~~

~~The district prohibits discrimination, harassment or retaliation based on real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. Owasso Public Schools complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex (including pregnancy, sexual orientation, and gender identity) and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. This prohibition applies to students, employees and board members in any aspect of the district's programs, including during school hours, extracurricular activities, school sponsored events, or outside of school hours if the conduct affects the education or working environment.~~

~~Owasso Public Schools is committed to providing all students and employees with a safe and respectful school environment.~~

Definitions

"Employee" for purposes of this policy, includes all technology center employees, board members and volunteers.

"Student" refers to any person who is enrolled in any program.

"Discrimination" means unfair treatment which is based on a person's real or perceived race, color, sex, pregnancy, gender, gender identity or expressions, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

Examples of harassment include, but are not limited to: Refusing to consider a person for a position or declining to enroll a student in a program based on legally discriminatory factors. Harassment can be a specific form of legally prohibited discrimination.

"Harassment" means repetitive, unwelcome conduct which is based on a person's real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

Examples of harassment include, but are not limited to: slurs, epithets, insults, jokes or derogatory comments; verbal or physical abuse; intimidation (physical, verbal or psychological); impeding or blocking a person's movement; unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities. Demeaning comments about a student's ability to excel in a class historically considered a "boy's" or a "girl's" subject may also constitute harassment.

“Sexual harassment” is a type of harassment which includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which:

- is made an explicit or implicit term or condition of an employee’s employment or a student’s ability to obtain an education; or
- is used as a basis for decisions impacting either an employee’s employment or a student’s education; or
- has the purpose or effect of unreasonably or substantially interfering with an employee’s work performance or a student’s educational performance, or creating an intimidating, hostile, or offensive environment.
- **Sexual assault (as defined in the Cleary Act, 20 U.S.C. 1092(f)(6)(a)(v)), dating violence, domestic violence or stalking (as defined in the Violence Against Women Act, 34 U.S.C.12291)**

In order to constitute sexual harassment, the conduct at issue must be unwelcome. Sexual conduct between minor students and employees will always be considered unwelcome. Sexual harassment also includes conduct such as rape, sexual assault, stalking, and any other form of sexual violence.

Sexual harassment may occur between persons of the same gender or sex.

Nothing in this policy precludes legitimate, nonsexual physical contact to avoid physical harm to persons or property.

“Retaliation” is any negative conduct which is **a** taken in response to an individual’s complaint of harassment or discrimination, or participation in any investigation of a harassment or discrimination complaint.

Reporting

Students who have been harassed or discriminated against, or who witness such conduct, are encouraged to report the offensive conduct to any instructor, counselor, administrator, or board member.

Employees who witness, suspect or receive a report of harassment or discrimination must immediately report the incident to the superintendent or a board member – even if that report must be made after hours to the superintendent or board members home or cell phone.

Any employee who receives a harassment, discrimination or retaliation report will immediately refer the matter to the superintendent or the Title IX coordinator, unless the superintendent or Title IX coordinator is the alleged malfeasant. In such circumstances, the complaint will be referred to the board president or the district’s legal counsel. To ensure impartiality, no person who is the subject of a complaint shall conduct any investigation into the improper conduct.

If possible, reports should be made in person and/or in writing, and be signed by the reporting party. However, in order to encourage full, complete and immediate reporting, any person may report such incidents anonymously in writing by mailing the report to the personal attention of either the superintendent or a board member. All reports should state:

- the name of the alleged harasser;

- the person(s) being harassed;
- the nature, context and extent of the prohibited activity;
- the dates of the prohibited activity, and;
- any other information necessary to a full report and investigation of the matter.

Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act. Individuals may simultaneously report an allegation of this type of misconduct to school officials and to the United States Equal Employment Opportunity Commission, the Oklahoma Human Rights Commission, or local law enforcement.

Administrative Response

The district will promptly, thoroughly and impartially investigate all reports of harassment and discrimination. This process will include:

- A statement from the individual who was allegedly harassed;
- Appropriate and reasonable steps to separate and protect the alleged victim pending conclusion of the investigation and necessary remedial action;
- Reasonable updates to the alleged victim of the investigation's progress, subject to federal and state laws and regulations;
- Interviews with the alleged harasser, alleged victim and witnesses; and
- Review of relevant documents, including district files and records.

The district will review all relevant facts and take into account the totality of the circumstances - including the nature, extent, context and gravity of the activities. At the conclusion of this process, the superintendent, in conjunction with the Title IX coordinator, will issue findings based on the preponderance of the evidence and take appropriate measures, including but not limited to: education, information on available outside resources, training and counseling, transfer, suspension, removal from a program, and any other appropriate remedy under the circumstances. Employees may also be terminated for engaging in harassment, discrimination or retaliation.

Confidentiality shall be maintained during and after the investigation to the extent reasonably possible. However, public disclosure of personal or confidential employee information may be made during the course of any suspension, dismissal, non-renewal hearing or resulting litigation.

Penalties

Penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.

Any employee or student engaging in harassment, discrimination or retaliation will be subject to any and all disciplinary action allowed by school policy and Oklahoma law.

Grievance Procedure for Filing, Processing, and Resolving Complaints Alleging Discrimination, Harassment and Retaliation

Definitions

Complaint: A verbal or written complaint alleging any action, policy, procedure or practice that discriminates on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information (including harassment and retaliation).

Grievant: Any person enrolled in or employed by the district or a parent, guardian, or member of the public who submits a complaint alleging discrimination based on race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information (including harassment or retaliation). For purposes of this policy, a parent or guardian's complaint or grievance shall be handled in the same manner as a student's complaint would be.

Coordinator(s): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title VI, IX, Section 504/Title II and the Age Act is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons, but each coordinator will receive relevant training in order to perform his or her duties.

**Section 504/Title II Coordinator
(for questions or complaints based on disability)**

Director of Special Services
1501 North Ash
Owasso, Oklahoma 74055
Office Number: (918) 272-5367

**Title VI Coordinator
(for questions or complaints based on race, color and national origin)**

Assistant Superintendent of Teaching and Learning
or
Director of Instructional Services
1501 North Ash
Owasso, Oklahoma 74055
Office Number: (918) 272-5367

**Title IX Coordinator
(for questions or complaints based on sex, pregnancy, gender, gender expression or identity)**

Assistant Superintendent of Teaching and Learning
1501 North Ash
Owasso, Oklahoma 74055
Office Number: (918) 272-~~5367~~8182
Email: titleixofficer@owassops.org

The district has adopted grievance procedures for filing, processing, and resolving alleged discrimination complaints. To report information about conduct that may

constitute sex discrimination or make a complaint of sex discrimination under Title IX, please visit the district's [Title IX webpage](#). To see the grievance procedures for Title IX please refer to the Owasso Public Schools Policy Manual, Policy [#1.22b](#).

Prohibition of Race and Sex Discrimination in Curriculum

(for questions or complaints on Prohibition on Race and Sex Discrimination in Curriculum)

Margaret Coates
Superintendent
1501 North Ash
Owasso, Oklahoma 74055
Office Number: (918)272-5367

To see the policy and complaint procedures please refer to Owasso Public Schools Policy Manual, Policy [#1.22a](#).

Age Act Coordinator (for questions or complaints based on age)

Director of Human Services
1501 North Ash
Owasso, Oklahoma 74055
Office Number: (918)272-5367

Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact

Assistant Superintendent of District Services
1501 North Ash
Owasso, Oklahoma 74055
Office Number: (918) 272-5367

Respondent: The person alleged to be responsible for the alleged discrimination contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

Day: Day means a working day when the district's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

Filing, Investigation, Hearing and Review Procedures

The Grievant submits a verbal or written complaint to one of the Coordinators, as applicable, stating the basis, nature and date of the alleged discrimination, harassment or retaliation, the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the superintendent for assignment. Complaint forms are available from the office of the district's Coordinators.

The Coordinator conducts a complete and impartial investigation within 10 days of receiving the complaint, to the extent reasonably possible, which shall include but not be limited to, interviewing the Grievant and any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to (a) confirm or deny facts; (b) indicate acceptance or rejection of the Grievant's requested action; and (c) outline alternatives.

The Coordinator will not delay the investigation of the discrimination complaint, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations, and the Coordinator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by the district's grievance policy.

As to complaints of discrimination by students, parents or guardians and school employees, the Coordinator will disclose the complaint, the identity of the Grievant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the complaint and only when the disclosure is required or permitted by law. If a Grievant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the district's ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with the investigation.

Within 5 days after completing the investigation, the applicable Coordinator will issue a written decision to the Grievant and Respondent. The report will include (a) a summary of facts, (b) an analysis of the appropriate legal standards applied to the facts, and (c) findings regarding whether the alleged discrimination occurred. If a finding is made that discrimination occurred, the Coordinator's report shall also contain (a) recommended interim and permanent steps, including examples of the range of possible disciplinary sanctions and remedies available to address the disciplinary effects on the grievant and other, necessary to eliminate the discrimination, prevent its ~~reoccurrence~~ recurrence, and remedy its effects, as well as (b) the resources, including medical and counseling resources, that are available to students and witnesses. The decision will be based on a preponderance of evidence standard (i.e., it is more likely than not that the alleged discrimination occurred).

If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator, in writing, within 5 days and request an appeal to the superintendent. The written appeal shall contain a specific statement explaining the basis for the appeal.

Within 5 days after receiving the appeal request, the applicable Coordinator will refer the matter to the superintendent for a hearing. At the hearing and as far as practicable, efforts should be made to prevent the Grievant and Respondent from personally questioning and cross-examining each other. Additionally, the Grievant and Respondent will be afforded similar rights (i.e., timely access to information that will be used at the hearing, opportunity to present his or her side of the story, presentation of character witnesses, and review of party statements). If the superintendent is the person alleged to have committed the discriminatory act(s), then a different decision maker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent and the superintendent. The hearing will be conducted within 10 days after the Coordinator refers the matter to the superintendent for hearing.

The superintendent will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual harassment, the Coordinator may

determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.

Within 5 days after completing the investigation the superintendent will issue a written decision to the Grievant and Respondent. If the Grievant or Respondent is not happy with the decision, he or she must notify the superintendent, in writing, within 5 days, and request an appeal to the board of education. The written appeal shall contain a specific statement explaining the basis of the appeal.

The superintendent will notify the board of education, in writing, within 5 days after receiving the appeal. The clerk will place the appeal on a board agenda within 30 days from the date of notification to the board of education.

The board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the board meeting, the board may ask for oral or written evidence from the parties and any other individual it deems relevant. The clerk will make arrangements to audiotape any oral evidence presented. Within 5 days of the meeting, the board will issue a final decision in writing to all parties involved.

General Provisions

Duty of District Employees to Report Alleged Discrimination: District employees, supervisors and administrators are required to immediately report any complaints, reports, observations, or other alleged information of alleged discrimination, including harassment and retaliation, to the designated coordinator, even if that district employee is investigating the alleged discrimination as part of the district's student or employee disciplinary process, and provide the Grievant with information for filing a complaint form if requested, and contact information for the district's designated coordinator. If the district is using its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the district's standards for a prompt and equitable grievance procedure.

Extension of Time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the board of education issues a final decision shall be no more than 120 days.

Access to Regulations: Upon request, the Coordinator shall provide copies of any regulations prohibiting discrimination on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the district. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.

Representation: The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.

Corrective Action: After all facts and circumstances are reviewed, the district shall take any and all disciplinary actions to prevent further harassment or discrimination. Possible disciplinary or remedial actions include, but are not limited to: education, training and counseling, transfer,

and/or suspension of a student, and education, training, counseling, transfer, suspension and/or termination of an employee.

Retaliation: The district prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the district's discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The district will take steps to prevent the alleged perpetrator or anyone else at the district from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the district will take strong responsive action.

Section 504 Due Process Procedures: For information concerning the impartial hearing and review procedures under Section 504, the Grievant should contact:

Charlene Duncan, Director of Special Services
or
Ashley Hearn, Director of Instructional Services
1501 North Ash
Owasso, Oklahoma 74055

Notice: The district will notify all students, parents or guardians, members of the public and employees of the name, office and telephone number of each Coordinator and this Grievance Procedure in writing via school publications and/or postings at each school site to which employees or students are assigned.

Outside Assistance: Individuals may also file complaints alleging discrimination, harassment or retaliation with the Office of Civil Rights. The OCR may be contacted at:

U.S. Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
(816) 268-0550
(816) 268-0599 (Fax)
(877) 521-2172 (TTY)
E-mail: OCR.KansasCity@ed.gov

1.22 Discrimination, Harassment, and Retaliation and Grievance Procedure for Filing, Processing, and Resolving Complaints Alleging Discrimination, Harassment and Retaliation

Owasso Public Schools complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex (including pregnancy, sexual orientation, and gender identity) and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. This prohibition applies to students, employees and board members in any aspect of the district's programs, including during school hours, extracurricular activities, school sponsored events, or outside of school hours if the conduct affects the education or working environment.

Owasso Public Schools is committed to providing all students and employees with a safe and respectful school environment.

Definitions

"Employee" for purposes of this policy, includes all technology center employees, board members and volunteers.

"Student" refers to any person who is enrolled in any program.

"Discrimination" means unfair treatment which is based on a person's real or perceived race, color, sex, pregnancy, gender, gender identity or expressions, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

Examples of harassment include, but are not limited to: Refusing to consider a person for a position or declining to enroll a student in a program based on legally discriminatory factors. Harassment can be a specific form of legally prohibited discrimination.

"Harassment" means repetitive, unwelcome conduct which is based on a person's real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

Examples of harassment include, but are not limited to: slurs, epithets, insults, jokes or derogatory comments; verbal or physical abuse; intimidation (physical, verbal or psychological); impeding or blocking a person's movement; unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities. Demeaning comments about a student's ability to excel in a class historically considered a "boy's" or a "girl's" subject may also constitute harassment.

"Sexual harassment" is a type of harassment which includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which:

- is made an explicit or implicit term or condition of an employee's employment or a student's ability to obtain an education; or

- is used as a basis for decisions impacting either an employee's employment or a student's education; or
- has the purpose or effect of unreasonably or substantially interfering with an employee's work performance or a student's educational performance, or creating an intimidating, hostile, or offensive environment.
- Sexual assault (as defined in the Clery Act, 20 U.S.C. 1092(f)(6)(a)(v)), dating violence, domestic violence or stalking (as defined in the Violence Against Women Act, 34 U.S.C.12291)

In order to constitute sexual harassment, the conduct at issue must be unwelcome. Sexual conduct between minor students and employees will always be considered unwelcome. Sexual harassment also includes conduct such as rape, sexual assault, stalking, and any other form of sexual violence.

Sexual harassment may occur between persons of the same gender or sex.

Nothing in this policy precludes legitimate, nonsexual physical contact to avoid physical harm to persons or property.

"Retaliation" is any negative conduct which is taken in response to an individual's complaint of harassment or discrimination, or participation in any investigation of a harassment or discrimination complaint.

Reporting

Students who have been harassed or discriminated against, or who witness such conduct, are encouraged to report the offensive conduct to any instructor, counselor, administrator, or board member.

Employees who witness, suspect or receive a report of harassment or discrimination must immediately report the incident to the superintendent or a board member – even if that report must be made after hours to the superintendent or board members home or cell phone.

Any employee who receives a harassment, discrimination or retaliation report will immediately refer the matter to the superintendent or the Title IX coordinator, unless the superintendent or Title IX coordinator is the alleged malfeasant. In such circumstances, the complaint will be referred to the board president or the district's legal counsel. To ensure impartiality, no person who is the subject of a complaint shall conduct any investigation into the improper conduct.

If possible, reports should be made in person and/or in writing, and be signed by the reporting party. However, in order to encourage full, complete and immediate reporting, any person may report such incidents anonymously in writing by mailing the report to the personal attention of either the superintendent or a board member. All reports should state:

- the name of the alleged harasser;
- the person(s) being harassed;
- the nature, context and extent of the prohibited activity;
- the dates of the prohibited activity, and;

- any other information necessary to a full report and investigation of the matter.

Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act. Individuals may simultaneously report an allegation of this type of misconduct to school officials and to the United States Equal Employment Opportunity Commission, the Oklahoma Human Rights Commission, or local law enforcement.

Administrative Response

The district will promptly, thoroughly and impartially investigate all reports of harassment and discrimination. This process will include:

- A statement from the individual who was allegedly harassed;
- Appropriate and reasonable steps to separate and protect the alleged victim pending conclusion of the investigation and necessary remedial action;
- Reasonable updates to the alleged victim of the investigation's progress, subject to federal and state laws and regulations;
- Interviews with the alleged harasser, alleged victim and witnesses; and
- Review of relevant documents, including district files and records.

The district will review all relevant facts and take into account the totality of the circumstances - including the nature, extent, context and gravity of the activities. At the conclusion of this process, the superintendent, in conjunction with the Title IX coordinator, will issue findings based on the preponderance of the evidence and take appropriate measures, including but not limited to: education, information on available outside resources, training and counseling, transfer, suspension, removal from a program, and any other appropriate remedy under the circumstances. Employees may also be terminated for engaging in harassment, discrimination or retaliation.

Confidentiality shall be maintained during and after the investigation to the extent reasonably possible. However, public disclosure of personal or confidential employee information may be made during the course of any suspension, dismissal, non-renewal hearing or resulting litigation.

Penalties

Penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.

Any employee or student engaging in harassment, discrimination or retaliation will be subject to any and all disciplinary action allowed by school policy and Oklahoma law.

Grievance Procedure for Filing, Processing, and Resolving Complaints Alleging Discrimination, Harassment and Retaliation

Definitions

Complaint: A verbal or written complaint alleging any action, policy, procedure or practice that discriminates on the basis of race, color, sex, pregnancy, gender, gender expression or identity,

national origin, religion, disability, veteran status, sexual orientation, age, or genetic information (including harassment and retaliation).

Grievant: Any person enrolled in or employed by the district or a parent, guardian, or member of the public who submits a complaint alleging discrimination based on race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information (including harassment or retaliation). For purposes of this policy, a parent or guardian's complaint or grievance shall be handled in the same manner as a student's complaint would be.

Coordinator(s): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title VI, IX, Section 504/Title II and the Age Act is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons, but each coordinator will receive relevant training in order to perform his or her duties.

**Section 504/Title II Coordinator
(for questions or complaints based on disability)**

Director of Special Services
1501 North Ash
Owasso, Oklahoma 74055
Office Number: (918) 272-5367

**Title VI Coordinator
(for questions or complaints based on race, color and national origin)**

Assistant Superintendent of Teaching and Learning
or
Director of Instructional Services
1501 North Ash
Owasso, Oklahoma 74055
Office Number: (918) 272-5367

**Title IX Coordinator
(for questions or complaints based on sex, pregnancy, gender, gender expression or identity)**

Assistant Superintendent of Teaching and Learning
1501 North Ash
Owasso, Oklahoma 74055
Office Number: (918) 272-8182
Email: titleixofficer@owassops.org

**Age Act Coordinator
(for questions or complaints based on age)**

Director of Human Services
1501 North Ash
Owasso, Oklahoma 74055
Office Number: (918)272-5367

Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact

Assistant Superintendent of District Services
1501 North Ash
Owasso, Oklahoma 74055
Office Number: (918) 272-5367

Respondent: The person alleged to be responsible for the alleged discrimination contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

Day: Day means a working day when the district's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

Filing, Investigation, Hearing and Review Procedures

The Grievant submits a verbal or written complaint to one of the Coordinators, as applicable, stating the basis, nature and date of the alleged discrimination, harassment or retaliation, the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the superintendent for assignment. Complaint forms are available from the office of the district's Coordinators.

The Coordinator conducts a complete and impartial investigation within 10 days of receiving the complaint, to the extent reasonably possible, which shall include but not be limited to, interviewing the Grievant and any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to (a) confirm or deny facts; (b) indicate acceptance or rejection of the Grievant's requested action; and (c) outline alternatives.

The Coordinator will not delay the investigation of the discrimination complaint, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations, and the Coordinator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by the district's grievance policy.

As to complaints of discrimination by students, parents or guardians and school employees, the Coordinator will disclose the complaint, the identity of the Grievant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the complaint and only when the disclosure is required or permitted by law. If a Grievant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the district's ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with the investigation.

Within 5 days after completing the investigation, the applicable Coordinator will issue a written decision to the Grievant and Respondent. The report will include (a) a summary of facts, (b) an analysis of the appropriate legal standards applied to the facts, and (c) findings regarding whether the alleged discrimination occurred. If a finding is made that discrimination occurred, the Coordinator's report shall also contain (a) recommended interim and permanent steps, including examples of the range of possible disciplinary sanctions and remedies available to address the disciplinary effects on the grievant and other, necessary to eliminate the discrimination, prevent its recurrence, and remedy its effects, as well as (b) the resources,

including medical and counseling resources, that are available to students and witnesses. The decision will be based on a preponderance of evidence standard (i.e., it is more likely than not that the alleged discrimination occurred).

If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator, in writing, within 5 days and request an appeal to the superintendent. The written appeal shall contain a specific statement explaining the basis for the appeal.

Within 5 days after receiving the appeal request, the applicable Coordinator will refer the matter to the superintendent for a hearing. At the hearing and as far as practicable, efforts should be made to prevent the Grievant and Respondent from personally questioning and cross-examining each other. Additionally, the Grievant and Respondent will be afforded similar rights (i.e., timely access to information that will be used at the hearing, opportunity to present his or her side of the story, presentation of character witnesses, and review of party statements). If the superintendent is the person alleged to have committed the discriminatory act(s), then a different decision maker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent and the superintendent. The hearing will be conducted within 10 days after the Coordinator refers the matter to the superintendent for hearing.

The superintendent will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual harassment, the Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.

Within 5 days after completing the investigation the superintendent will issue a written decision to the Grievant and Respondent. If the Grievant or Respondent is not happy with the decision, he or she must notify the superintendent, in writing, within 5 days, and request an appeal to the board of education. The written appeal shall contain a specific statement explaining the basis of the appeal.

The superintendent will notify the board of education, in writing, within 5 days after receiving the appeal. The clerk will place the appeal on a board agenda within 30 days from the date of notification to the board of education.

The board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the board meeting, the board may ask for oral or written evidence from the parties and any other individual it deems relevant. The clerk will make arrangements to audiotape any oral evidence presented. Within 5 days of the meeting, the board will issue a final decision in writing to all parties involved.

General Provisions

Duty of District Employees to Report Alleged Discrimination: District employees, supervisors and administrators are required to immediately report any complaints, reports, observations, or other alleged information of alleged discrimination, including harassment and retaliation, to the designated coordinator, even if that district employee is investigating the alleged discrimination as part of the district's student or employee disciplinary process, and provide the Grievant with information for filing a complaint form if requested, and contact information for the district's designated coordinator. If the district is using its disciplinary procedures to investigate and

resolve an alleged discrimination complaint, those disciplinary procedures will comply with the district's standards for a prompt and equitable grievance procedure.

Extension of Time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the board of education issues a final decision shall be no more than 120 days.

Access to Regulations: Upon request, the Coordinator shall provide copies of any regulations prohibiting discrimination on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the district. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.

Representation: The ~~complainant~~ Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.

Corrective Action: After all facts and circumstances are reviewed, the district shall take any and all disciplinary actions to prevent further harassment or discrimination. Possible disciplinary or remedial actions include, but are not limited to: education, training and counseling, transfer, and/or suspension of a student, and education, training, counseling, transfer, suspension and/or termination of an employee.

Retaliation: The district prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the district's discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The district will take steps to prevent the alleged perpetrator or anyone else at the district from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the district will take strong responsive action.

Section 504 Due Process Procedures: For information concerning the impartial hearing and review procedures under Section 504, the Grievant should contact:

Charlene Duncan, Director of Special Services

or

Ashley Hearn, Director of Instructional Services

1501 North Ash

Owasso, Oklahoma 74055

Notice: The district will notify all students, parents or guardians, members of the public and employees of the name, office and telephone number of each Coordinator and this Grievance Procedure in writing via school publications and/or postings at each school site to which employees or students are assigned.

Outside Assistance: Individuals may also file complaints alleging discrimination, harassment or retaliation with the Office of Civil Rights. The OCR may be contacted at:

U.S. Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
(816) 268-0550
(816) 268-0599 (Fax)
(877) 521-2172 (TTY)
E-mail: OCR.KansasCity@ed.gov

NEW Title IX grievance procedures policy, suggest 1.22b

Owasso Public Schools
Title IX Grievance Procedures

Title IX Statement

Title IX prohibits discrimination on the basis of sex, including sexual harassment, in any program, service or activity, including but not limited to, educational programs or activities, student services, academic counseling, discipline, classroom assignment, grading, extra-curricular activities and transportation services by the Owasso Public Schools (OPS). Title IX also prohibits sex discrimination in employment.

Owasso Public Schools encourages anyone who believes a Title IX violation may have occurred to report their concerns to an OPS employee or staff member assigned to work at or on behalf of OPS or the Title IX coordinator who is identified below.

Title IX Coordinator

(for questions or complaints based on sex, pregnancy, gender, gender expression or identity)

Assistant Superintendent of Teaching and Learning

1501 North Ash

Owasso, Oklahoma 74055

Office Number: (918) 272-8182

titleixofficer@owassops.org

Definitions

“Grievant” means the person who is alleged to be the victim of conduct that could constitute sexual harassment.

“Respondent” means the person who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

“District employees or staff members” means the employees and staff members assigned to work at or on behalf of the district pursuant to a written agreement.

“Third parties” include, but are not limited to, guests and/or visitors, visiting speakers, parents, guardians, learning coaches, vendors or contractors doing business with or seeking to do business with the District and other individuals who come into contact with students or District employees or staff members at school-related events/activities.

“Sexual harassment” is a type of harassment which includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which:

- is made an explicit or implicit term or condition of an employee's employment or a student's ability to obtain an education; or
- is used as a basis for decisions impacting either an employee's employment or a student's education; or
- has the purpose or effect of unreasonably or substantially interfering with an employee's work performance or a student's educational performance, or creating an intimidating, hostile, or offensive environment.
- Sexual assault (as defined in the Cleary Act, 20 U.S.C. 1092(f)(6)(a)(v)), dating violence, domestic violence or stalking (as defined in the Violence Against Women Act, 34 U.S.C.12291)

In order to constitute sexual harassment, the conduct at issue must be unwelcome. Sexual conduct between minor students and employees will always be considered unwelcome. Sexual harassment also includes conduct such as rape, sexual assault, stalking, and any other form of sexual violence.

Sexual harassment may occur between persons of the same gender or sex.

"Formal Complaint" is defined as a document filed by the Grievant or signed by the Title IX coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation(s) of sexual harassment.

Grievance Procedures

These Grievance Procedures are intended to treat Grievants and Respondents equitably by providing remedies to a Grievant if a Respondent is found responsible, and by following the proscribed grievance process before imposing discipline on a Respondent. The Grievance Procedure seeks to ensure objective evaluation of all relevant evidence, including inculpatory and exculpatory evidence. Individuals involved in the Grievance Procedures – including Title IX coordinators, investigators, decision-makers, facilitators of informal resolution efforts and those involved in the appeal process – must be trained and not have any bias or conflict of interest.

Reporting and Filing a Formal Complaint

Any student or District employee or staff member who believes that they have been subjected to sexual harassment by a student, District board member, vendor, volunteer, contractor, or other person doing business with the District, should immediately report the behavior or communication to an District employee or staff member or a Title IX coordinator.

All district employees and staff members are expected to promptly report actual knowledge of sexual harassment they observe or hear about to the Title IX Coordinator or their direct supervisor.

Reports can be made orally or in writing and should be as specific as possible. The person making the report should identify the alleged victim/Grievant, perpetrator(s)/Respondent(s) and witness(es), and describe in detail what occurred, including date(s), time(s) and location(s).

Upon receipt of a report, the Title IX Coordinator or direct supervisor must promptly contact the Grievant to discuss the availability of supportive measures, consider the Grievant's wishes with respect to supportive measures, inform the Grievant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Grievant the process for filing a formal complaint.

A Formal Complaint must be filed by a Grievant prior to the district proceeding with an investigation under its Title IX Grievance Procedure. A formal complaint may be filed by a Grievant in person, by mail, or electronic mail. A Title IX Coordinator may file a formal complaint, with or without the Grievant's consent.

Mandatory and Discretionary Dismissals

The district must dismiss a complaint:

- That does not describe the conduct that meets the definition of sexual harassment;
- That alleges sexual harassment that did not occur in the district's educational program or activity; or
- That alleges the sexual harassment did not occur in the United States at all.

The district may dismiss a complaint:

- If the Grievant notifies the Title IX coordinator in writing that the Grievant wishes to withdraw the formal complaint or some of its allegations;
- If the Respondent is no longer enrolled as a student in the district or employed by the district and assigned to work at or on behalf of the district; or
- If specific circumstances prevent the district from gathering evidence sufficient to reach a determination about the allegations.

If the district dismisses a complaint, or any allegations, pursuant to the above, it will send a written notice of dismissal and the reason(s) to the parties. Both parties have the right to appeal the district dismissal as described in more detail below under "Right to Appeal."

Informal Resolution Process

If appropriate as determined by the Title IX coordinator, the Grievant and the Respondent may voluntarily agree to participate in an informal resolution process that does not involve a full investigation and determination. Prior to the informal resolution process commencing, both parties will receive written notice of the charges and allegations and will be advised of their option to engage in a formal resolution process. The Grievant will not be required to resolve the problem directly with the Respondent, and either party has the right to end the informal process at any time and begin the formal process for investigating the complaint. The district prohibits the informal resolution process for complaints involving a district employee or staff member assigned to work at or on behalf of the district and a student. The informal process should be completed on or before thirty (30) days after the complaint is filed.

Formal Resolution Process

If the parties choose not to engage in the informal resolution process or choose to stop the informal resolution process at any time, the district will conduct a prompt and full investigation into any formal Title IX complaint. An investigation will afford both the Grievant and the Respondent a full and fair opportunity to be heard, submit documentation and evidence supporting or refuting the allegation(s), and identify witnesses. All parties involved in the investigation will be provided with a copy of these Title IX Grievance Procedures.

When the district begins the investigation a written notice will be provided to the parties containing:

- A copy of the district's Policy and Grievance Procedure under Title IX;
- Whether there is an opportunity to engage in informal resolution;
- The actual allegations that would constitute sexual harassment;
- A statement that the Respondent is presumed innocent;
- A statement that the parties are entitled to an advisor of their choice;
- A statement that the parties can request to inspect and review certain evidence; and
- Information regarding possible repercussions of making false statements.

Investigations may be conducted by the appropriate Title IX coordinator or designee, such as a principal or other administrator who has been trained in Title IX procedures and does not have a conflict of interest or bias towards either party. The district reserves the right to obtain or consult with a third-party investigator or resource at any time during the Grievance Procedures.

Prior to and during the investigation process, the Title IX coordinator or designee will meet independently with the Grievant and the Respondent and discuss any supportive measures to be implemented before or during the investigation.

Retaliation Prohibited

At the beginning of the investigation, the Title IX coordinator or investigator will explain that Title IX includes protections against retaliation and that the district will take steps to prevent retaliation and that the district will strongly react to any retaliatory actions, including any acts of retaliatory harassment, should they occur. No student, parent/guardian, district employee or staff member, or member of the public shall be retaliated against for filing a complaint or participating in the investigation of the complaint.

Respondent Presumed Innocent

During an investigation, the Respondent is presumed to be innocent.

Investigation Procedure

Investigations must begin promptly, proceed impartially, and treat all parties equitably. This includes providing both parties an opportunity to present witnesses and other evidence. The investigation will be concluded within thirty (30) calendar days but no more than sixty (60) days after a formal complaint is filed, unless there is good cause to continue the investigation beyond sixty (60) days (e.g. law enforcement activities, absence of a party or witness, absence of a party's advisor of choice or the need to provide language assistance or accommodations of disabilities).

Supportive Measures

Upon request of a party, or on its own initiative, the district may implement supportive measures prior to or during the investigation of a formal complaint. Supportive measures are free measures designed to restore or preserve equal access to education, protect safety, or deter sexual harassment. Supportive measures support Grievant/Respondent and are not punitive or disciplinary with respect to the Grievant or Respondent. They do not unreasonably burden any other person. Supportive measures include, but are not limited to, counseling, extensions of time, modifications of work or class schedules, appropriate emotional and/or academic support, restrictions on contact between the parties, leaves of absences, and increased monitoring and support. In fairly assessing the need for either party to receive interim measures, the district will not rely on fixed rules or any assumptions that favor one party over another. Supportive measures will be made available to both parties, as appropriate. In imposing supportive measures, the Title IX coordinator or designee will make every effort to avoid depriving any student of his/her education. The Title IX coordinator or designee will communicate with the parties to ensure any supportive measures are necessary and effective based on the parties' needs.

Determination of Investigation

The district shall take reasonable, timely, age-appropriate and effective corrective action, if warranted, based upon the situation and nature of the complaint. Appropriate corrective action may include reassignment, increased supervision, counseling, academic support services, additional training for students and staff, safety plan, behavioral support plan and/or disciplinary action under the district's policies and procedures which include suspension, permanent expulsion, and termination. Restorative practices will also be considered in any circumstance involving disciplinary action. The investigator's findings will be documented in a preliminary report and shared with the Grievant, Respondent and their advisors, if any. The parties will have at least ten (10) calendar days to review the preliminary report and submit a response in writing. Prior to finalizing the report, the investigator shall consider the parties' written responses to the preliminary report, if any. The investigation report will then be finalized and forwarded to the decision-maker, the parties and their advisors, if any. The decision-maker cannot be the investigator, Title IX Officer or have any conflict of interest or bias with either party

The decision-maker, prior to any final decision, shall afford the parties an additional (10) calendar days to submit relevant, written questions to the opposing party or any witnesses. The decision-maker shall ask any relevant questions, record the response(s) and provide the responses to the parties (and their advisors, if any) prior to making a final determination. If the decision-maker deems a question irrelevant, he/she shall state in writing why the question is not relevant and provide the reason(s) to the parties (and advisors, if any) before the final decision is made.

The decision-maker shall issue a written decision and deliver it simultaneously to both parties. The written decision must include:

- The portion of the district's policies that was violated;
- A description of the procedural steps that were taken by the district on the way to getting to the decision;
- A findings of fact section;
- A section that draws conclusions after applying the facts to the portion of the district's policy that applies;
- A statement and rationale for the ultimate determination of responsibility;
- A statement and rationale for any remedies for the Grievant, addressing how those remedies will restore or preserve equal access; and
- A statement of the district's procedures, a statement that the parties have a right to appeal the initial determination regarding responsibility and the permissible basis for the appeal.

Right to Appeal

Both parties shall be provided notice of right to appeal the final determination based on: (1) a procedural irregularity affected the outcome of the matter; (2) new evidence has been discovered that was not reasonably available at the time of the determination on responsibility or dismissal; or (3) a conflict of interest on the part of the Title IX coordinator, an investigator who compiled evidence, or a decision-maker, and the conflict of interest affected the outcome.

If a party intends to file an appeal, they must submit the appeal in writing to the superintendent within five (5) days following the date of the final decision.

The opposing party shall be provided with a copy of the written appeal and given an opportunity to submit a response, which will be provided to the superintendent.

The superintendent shall review the written appeal and any response and issue a written determination within ten (10) days of the receipt of the appeal, which will be delivered to both parties.

If the Grievant or Respondent is not happy with the decision, they must notify the superintendent, in writing, within 5 days, and request an appeal to the board of education. The

written appeal shall contain a specific statement explaining the basis of the appeal.

The superintendent will notify the board of education, in writing, within 5 days after receiving the appeal. The clerk will place the appeal on a board agenda within 30 days from the date of notification to the board of education.

The board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the board meeting, the board may ask for oral or written evidence from the parties and any other individual it deems relevant. Within 5 days of the meeting, the board will issue a final decision in writing to all parties involved.

The district board of education's decision shall be final.

Training

Individuals involved in the Grievance Procedure – Title IX coordinators, investigators, decision-makers or facilitators of informal, voluntary resolution efforts must be trained. The training materials will not rely on sex stereotypes, will promote impartial investigations and adjudications and be posted on the district's website. All other district employees and staff members assigned to work at or on behalf of the district shall be trained on how to identify and report sexual harassment.

Privileges

No information protected by a legal privilege, such as the attorney-client privilege or the doctor-patient privilege, can be used during an investigation unless the person holding that privilege has waived it. Neither a party or the district is allowed to seek, permit questions about, or allow the introduction of evidence that is protected by a recognized privilege.

1.45 Discrimination, Harassment, and Retaliation

~~The school district is committed to providing all students and employees with a safe and respectful school environment. Both state and federal law specifically prohibit harassment of or by employees and students in connection with the district.~~

~~The district prohibits discrimination, harassment or retaliation based on real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.~~ Owasso Public Schools complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex (including pregnancy, sexual orientation, and gender identity) and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. This prohibition applies to students, employees and board members in any aspect of the district's programs, including during school hours, extracurricular activities, school sponsored events, or outside of school hours if the conduct affects the education or working environment.

~~Owasso Public Schools is committed to providing all students and employees with a safe and respectful school environment.~~

Definitions

"Employee" for purposes of this policy, includes all district employees, board members and volunteers.

"Student" refers to any person who is enrolled in any district school or program.

"Harassment" means repetitive, unwelcome conduct which is based on a person's real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

Examples of harassment include, but are not limited to: slurs, epithets, insults, jokes or derogatory comments; verbal or physical abuse; intimidation (physical, verbal or psychological); impeding or blocking a person's movement; unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities. Demeaning comments about a student's ability to excel in a class historically considered a "boy's" or a "girl's" subject may also constitute harassment.

"Sexual harassment" is a type of harassment which includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which:

- is made an explicit or implicit term or condition of an employee's employment or a student's ability to obtain an education; or
- is used as a basis for decisions impacting either an employee's employment or a student's education; or
- has the purpose or effect of unreasonably or substantially interfering with an employee's work performance or a student's educational performance, or creating an intimidating, hostile, or offensive environment.

In order to constitute sexual harassment, the conduct at issue must be unwelcome. Sexual conduct between minor students and employees will always be considered unwelcome. Sexual harassment also includes conduct such as rape, sexual assault, stalking, and any other form of sexual violence.

Sexual harassment may occur between persons of the same gender or sex.

Nothing in this policy precludes legitimate, nonsexual physical contact to avoid physical harm to persons or property.

“Retaliation” is any negative conduct which is taken in response to an individual’s complaint of harassment or discrimination, or participation in any investigation of a harassment or discrimination complaint.

Reporting

Students who have been harassed or discriminated against, or who witness such conduct, are encouraged to report the offensive conduct to any teacher, counselor, administrator, or board member.

Employees who witness, suspect or receive a report of harassment or discrimination must immediately report the incident to the superintendent or a board member – even if that report must be made after hours to the superintendent or board members home or cell phone.

Any employee who receives a harassment, discrimination, or retaliation report will immediately refer the matter to the Title IX coordinator, an administrator, human resources, or the superintendent. To ensure impartiality, no person who is the subject of a complaint shall conduct any investigation into the improper conduct.

If possible, reports should be made in person and/or in writing, and be signed by the reporting party. However, in order to encourage full, complete and immediate reporting, any person may report such incidents anonymously in writing by mailing the report to the personal attention of the Title IX coordinator, an administrator, human resources, or the superintendent. All reports should state:

- the name of the alleged harasser;
- the person(s) being harassed;
- the nature, context and extent of the prohibited activity;
- the dates of the prohibited activity, and;
- any other information necessary to a full report and investigation of the matter.

Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act. Individuals may simultaneously report an allegation of this type of misconduct to school officials and to the United States Equal Employment Opportunity Commission, the Oklahoma Human Rights Commission, or local law enforcement.

The Title IX Coordinator serves as the point of contact for addressing complaints and ensuring compliance with Title IX regulations. Inquiries about Title IX may be referred to the Owasso Public Schools Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The Owasso Public Schools Title IX Coordinator is the Assistant Superintendent of Teaching & Learning and can be contacted at:

1501 N. Ash, Owasso, OK 74055
titleixofficer@owassops.org
918-272-8182

The district has adopted grievance procedures for filing, processing, and resolving alleged discrimination complaints. Those procedures can be viewed in the Owasso Public Schools Policy Manual, [Policy #1.22](#).

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please visit the district's [Title IX webpage](#). To see the grievance procedures for Title IX please refer to the Owasso Public Schools Policy Manual, Policy #1.22b.

Administrative Response

The district will promptly, thoroughly and impartially investigate all reports of harassment and discrimination. This process will include:

- A statement from the individual who was allegedly harassed;
- Appropriate and reasonable steps to separate and protect the alleged victim pending conclusion of the investigation and necessary remedial action;
- Reasonable updates to the alleged victim of the investigation's progress, subject to federal and state laws and regulations;
- Interviews with the alleged harasser, alleged victim and witnesses, and
- Review of relevant documents, including district files and records.

The district will review all relevant facts and take into account the totality of the circumstances - including the nature, extent, context and gravity of the activities. At the conclusion of this process, the superintendent, in conjunction with the Title IX coordinator, will issue findings based on the preponderance of the evidence and take appropriate measures, including but not limited to: education, information on available outside resources, training and counseling, transfer, suspension, and any other appropriate remedy under the circumstances. Employees may also be terminated for engaging in harassment, discrimination or retaliation.

Confidentiality shall be maintained during and after the investigation to the extent reasonably possible. However, public disclosure of personal or confidential employee information may be made during the course of any suspension, dismissal, non-renewal hearing or resulting litigation.

Penalties

Penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.

Any employee or student engaging in harassment, discrimination or retaliation will be subject to any and all disciplinary action allowed by school policy and Oklahoma law.

1.45 Discrimination, Harassment, and Retaliation

Owasso Public Schools complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex (including pregnancy, sexual orientation, and gender identity) and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. This prohibition applies to students, employees and board members in any aspect of the district's programs, including during school hours, extracurricular activities, school sponsored events, or outside of school hours if the conduct affects the education or working environment.

Owasso Public Schools is committed to providing all students and employees with a safe and respectful school environment.

Definitions

"Employee" for purposes of this policy, includes all district employees, board members and volunteers.

"Student" refers to any person who is enrolled in any district school or program.

"Harassment" means repetitive, unwelcome conduct which is based on a person's real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

Examples of harassment include, but are not limited to: slurs, epithets, insults, jokes or derogatory comments; verbal or physical abuse; intimidation (physical, verbal or psychological); impeding or blocking a person's movement; unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities. Demeaning comments about a student's ability to excel in a class historically considered a "boy's" or a "girl's" subject may also constitute harassment.

"Sexual harassment" is a type of harassment which includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which:

- is made an explicit or implicit term or condition of an employee's employment or a student's ability to obtain an education; or
- is used as a basis for decisions impacting either an employee's employment or a student's education; or
- has the purpose or effect of unreasonably or substantially interfering with an employee's work performance or a student's educational performance, or creating an intimidating, hostile, or offensive environment.

In order to constitute sexual harassment, the conduct at issue must be unwelcome. Sexual conduct between minor students and employees will always be considered unwelcome. Sexual harassment also includes conduct such as rape, sexual assault, stalking, and any other form of sexual violence.

Sexual harassment may occur between persons of the same gender or sex.

Nothing in this policy precludes legitimate, nonsexual physical contact to avoid physical harm to persons or property.

“Retaliation” is any negative conduct which is taken in response to an individual’s complaint of harassment or discrimination, or participation in any investigation of a harassment or discrimination complaint.

Reporting

Students who have been harassed or discriminated against, or who witness such conduct, are encouraged to report the offensive conduct to any teacher, counselor, administrator, or board member.

Employees who witness, suspect or receive a report of harassment or discrimination must immediately report the incident to the superintendent or a board member – even if that report must be made after hours to the superintendent or board members home or cell phone.

Any employee who receives a harassment, discrimination, or retaliation report will immediately refer the matter to the Title IX coordinator, an administrator, human resources, or the superintendent. To ensure impartiality, no person who is the subject of a complaint shall conduct any investigation into the improper conduct.

If possible, reports should be made in person and/or in writing, and be signed by the reporting party. However, in order to encourage full, complete and immediate reporting, any person may report such incidents anonymously in writing by mailing the report to the personal attention of the Title IX coordinator, an administrator, human resources, or the superintendent. All reports should state:

- the name of the alleged harasser;
- the person(s) being harassed;
- the nature, context and extent of the prohibited activity;
- the dates of the prohibited activity, and;
- any other information necessary to a full report and investigation of the matter.

Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act. Individuals may simultaneously report an allegation of this type of misconduct to school officials and to the United States Equal Employment Opportunity Commission, the Oklahoma Human Rights Commission, or local law enforcement.

The Title IX Coordinator serves as the point of contact for addressing complaints and ensuring compliance with Title IX regulations. Inquiries about Title IX may be referred to the Owasso Public Schools Title IX Coordinator, the U.S. Department of Education’s Office for Civil Rights, or both. The Owasso Public Schools Title IX Coordinator is the Assistant Superintendent of Teaching & Learning and can be contacted at:

1501 N. Ash, Owasso, OK 74055
titleixofficer@owassops.org
918-272-8182

The district has adopted grievance procedures for filing, processing, and resolving alleged discrimination complaints. Those procedures can be viewed in the Owasso Public Schools Policy Manual, [Policy #1.22](#).

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please visit the district's [Title IX webpage](#). **To see the grievance procedures for Title IX please refer to the Owasso Public Schools Policy Manual, Policy #1.22b.**

Administrative Response

The district will promptly, thoroughly and impartially investigate all reports of harassment and discrimination. This process will include:

- A statement from the individual who was allegedly harassed;
- Appropriate and reasonable steps to separate and protect the alleged victim pending conclusion of the investigation and necessary remedial action;
- Reasonable updates to the alleged victim of the investigation's progress, subject to federal and state laws and regulations;
- Interviews with the alleged harasser, alleged victim and witnesses, and
- Review of relevant documents, including district files and records.

The district will review all relevant facts and take into account the totality of the circumstances - including the nature, extent, context and gravity of the activities. At the conclusion of this process, the superintendent, in conjunction with the Title IX coordinator, will issue findings based on the preponderance of the evidence and take appropriate measures, including but not limited to: education, information on available outside resources, training and counseling, transfer, suspension, and any other appropriate remedy under the circumstances. Employees may also be terminated for engaging in harassment, discrimination or retaliation.

Confidentiality shall be maintained during and after the investigation to the extent reasonably possible. However, public disclosure of personal or confidential employee information may be made during the course of any suspension, dismissal, non-renewal hearing or resulting litigation.

Penalties

Penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.

Any employee or student engaging in harassment, discrimination or retaliation will be subject to any and all disciplinary action allowed by school policy and Oklahoma law.

Supplemental Schedule No. 4

**To Master Agreement between Owasso Public Schools
("Owner") and The Stacy Group, Inc. ("Architect")
dated May 13, 2024 (the "Master Agreement").**

This Supplemental Schedule is executed and delivered pursuant to the terms and conditions contained in the Master Agreement between Owner and Architect. This Supplemental Schedule reaffirms and incorporates each of the terms and conditions of the Master Agreement and sets forth the understanding of the Owner and Architect with respect to the specific services to be performed on the project described herein. Terms described in the Master Agreement shall have their defined meanings when used in this Supplemental Schedule.

Description of Project:

Owasso Public Schools 2022 Bond Projects

7th Grade Safe Structure & Soccer Complex

Project Parameters:

The preliminary budget for this project is \$14,500,000. The projected time parameter for completion of construction and occupancy is TBD. The proposed procurement method for this project is construction management.

Project Team:

As provided in the Master Agreement for the design, bidding and contract administration for the construction project.

Architects Services:

As provided in the Master Agreement for the design and construction documents for the construction project.

Compensation:

The Architect shall be paid a fee for services of six (6) percent of construction.

DATED this January 13, 2025

By: _____
Frosty Turpen, Board President
"Owner"

By:  _____
Michael Stacy, AIA, President
"Architect"

Supplemental Schedule No. 5

**To Master Agreement between Owasso Public Schools
("Owner") and The Stacy Group, Inc. ("Architect")
dated January 13, 2025 (the "Master Agreement").**

This Supplemental Schedule is executed and delivered pursuant to the terms and conditions contained in the Master Agreement between Owner and Architect. This Supplemental Schedule reaffirms and incorporates each of the terms and conditions of the Master Agreement and sets forth the understanding of the Owner and Architect with respect to the specific services to be performed on the project described herein. Terms described in the Master Agreement shall have their defined meanings when used in this Supplemental Schedule.

Description of Project:

**Owasso Public Schools 2022 Bond Projects
West Campus PAC**

Project Parameters:

The preliminary budget for this project is \$14,700,000. The projected time parameter for completion of construction and occupancy is TBD. The proposed procurement method for this project is construction management.

Project Team:

As provided in the Master Agreement for the design, bidding and contract administration for the construction project.

Architects Services:

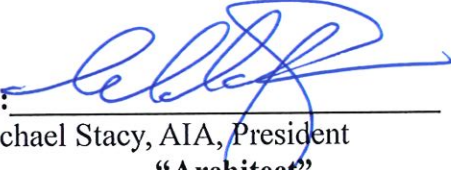
As provided in the Master Agreement for the design and construction documents for the construction project.

Compensation:

The Architect shall be paid a fee for services of six (6) percent of construction.

DATED this January 13, 2025

By: _____
Frosty Turpen, Board President
"Owner"

By: 
Michael Stacy, AIA, President
"Architect"

Customer Name: OWASSO SCHOOL
DISTRICT 11

Lenovo (United States) Inc.

Customer Number: 1213345682



Bid Request No. BRPNS007259178 V2

Sales Representative: Caleb Ellis

Created On: 08-Jan-2025

Phone Number: +1 (919) 4113433

Last Updated: 08-Jan-2025

Email: cellis@lenovo.com

Lenovo Master Contract No. MC00059693

Lenovo Pricing Contract: 5326005794

Customer Contract No. CUSNP221-Omnia
Partners (NCPA)-01-
146

Lenovo Contract Code: CUSNP221

Thank you for requesting a quote from Lenovo. Your complete quote information is included below. Please feel free to reach me by phone or email if you need further assistance.

PRODUCT AND SERVICE DETAILS

Part Number	Description	F/B	Qty	List Price	Unit Price	End Date	Total
21MFS26400	Notebook ThinkPad P14s Gen 5 AMD 21MFCTO	F	850	3,966.00	1,200.00	08-Jan-2026	1,020,000.00
40B10135US	ThinkPad Universal Thunderbolt 4 Smart Dock - US	F	850	359.99	270.00	08-Jan-2026	229,500.00
30GUSMN900	ThinkStation P3 Tower, Intel® Core™ i7-14700 vPro® (E-cores up to 4.20GHz, 33MB), Windows 11 Home 64, 64.0GB, 1x1TB SSD M.2 2280 PCIe Gen4 Performance TLC Opal, Intel® UHD Graphics 770, BT 5.1 or above, Intel® AX211 vPro 5YR Premier NBD, USB, Traditional, Black-English (US)	F	7	5,674.00	1,795.00	20-Dec-2025	12,565.00
30E1SNXB00	ThinkStation P620, AMD Ryzen™ PRO 5955WX (4.00GHz, 64MB), Windows 11 Pro 64, 256.0GB, 1x1TB SSD M.2 2280 PCIe Gen4 TLC Opal, NVIDIA® GeForce RTX™ 4070 12GB, 5YR Premier NBD, USB, Traditional, Black-English (US)	F	1	14,344.00	3,740.00	20-Dec-2025	3,740.00
						Grand Total	USD 1,265,805.00

CONFIGURATION DETAILS

Part Number	SKU (MTM_VK)	Component	Description	Qty
21MFS26400			Notebook ThinkPad P14s Gen 5 AMD 21MFCTO	850
	5WS1H31756	SERVICE	WARRANTY 5Y Premier Support	1
	21MF_VK00061089	Country/Region	USA	1
	21MF_VK00028570	Preload Type	Custom Image	1
	21MF_VK00110008	Preload OS	Windows 11 Home 64	1
	21MF_VK00124795	Dash Manageability	Dash Manageability	1
	21MF_VK00185799	Processor	AMD Ryzen™ 5 PRO 8640HS Processor (3.50 GHz up to 4.90 GHz)	1
	21MF_VK00069954	Security Chip Setting	Enabled Discrete TPM2.0	1
	21MF_VK00062883	Color	Black	1
	21MF_VK00085805	Electronic Privacy Filter	No ePrivacy Filter	1
	21MF_VK00088618	Color Calibration	No Factory Color Calibration	1
	21MF_VK00095766	Human Presence Detection	Human Presence Detection	1
	21MF_VK00183937	Display	14" WUXGA (1920 x 1200), IPS, Anti-Glare, Touch, 45%NTSC, 400 nits, 60Hz	1
	21MF_VK00061133	Graphics	Integrated Graphics	1
	21MF_VK00123120	Camera	5MP RGB+IR with Microphone	1
	21MF_SBB0R38263	Fingerprint Reader	No Fingerprint Reader	1
	21MF_SBB1H48630	DIMM Memory	32 GB DDR5-5600MHz (SODIMM) - (2 x 16 GB)	1
	21MF_SBB0Z70643	Storage Selection	512 GB SSD M.2 2280 PCIe Gen4 Performance TLC Opal	1
	21MF_VK00123583	Wireless LAN	Qualcomm® Wi-Fi 6E NFA725A 2x2 AX & Bluetooth® 5.1 (Windows 10) or Bluetooth® 5.3 (Windows 11)	1
	21MF_VK00061518	WWAN Selection	No WWAN	1
	21MF_VK00085818	Wireless WAN	No Wireless WAN	1
	21MF_VK00085819	WWAN SIM Card	No WWAN SIM Card	1
	21MF_VK00061806	NFC	No NFC	1
	21MF_VK00069824	System Expansion Slots	No Smart Card Reader BK	1
	21MF_VK00184271	Battery	4 Cell Li-Polymer 52.5Wh	1
	21MF_VK00123006	Rapid Charge	Rapid Charge	1
	21MF_SBB1B67042	Power Adapter	65W USB-C Slim 90% PCC 2pin AC Adapter - US	1
	21MF_SBB0Q00276	Keyboard	Backlit, Black - English (US)	1
	21MF_SBB0V88740	Publication	Publication - Polish/Portuguese/English	1
	21MF_VK00112003	OS DPK	W11 Home Plus	1
	21MF_SBB0W92759	Preload Language	CI_W11 H64-ENG	1
	21MF_SBB1L34830	System Unit	P14s5A R5PRO 8640HS+725A PL	1
	21MF_SBB1L34853	Display Shell	14" WUXGA (1920 x 1200), IPS, Anti-Glare, Touch, 45%NTSC, 400 nits, 60Hz, 5MP RGB+IR with Microphone, FreeSync, Black	1
	21MF_SBB1G98661	Pointing Device	Trackpad, No Fingerprint, No NFC, No WWAN, Black	1
	21MF_SBB1J32894	Package Box Type	Single Standard Packaging	1
	21MF_VK00085807	Graphic Dongle	No Graphics Dongle	1
	21MF_VK00086484	Graphic Dongle 2	No Graphics Dongle	1

Part Number	SKU (MTM_VK)	Component	Description	Qty
	21MF_VK00085806	Ethernet Dongle	No Ethernet Dongle	1
	21MF_VK00150093	Adobe Elements	No Adobe Elements	1
	21MF_VK00150092	Adobe Creative Cloud	No Adobe Creative Cloud	1
	21MF_VK00150091	Adobe Acrobat	No Adobe Acrobat	1
	21MF_VK00120542	Microsoft Office	No Microsoft Office	1
	21MF_VK00120545	Security Software	No Security Software	1
	21MF_VK00111980	Cloud Security Software	No Cloud Security Software	1
	21MF_VK00153113	Keyboard Patch	No Keyboard Patch	1
	21MF_VK00080006	Absolute BIOS Selection	BIOS Absolute Enabled	1
	21MF_VK00120441	CO2 Offset Label	No CO2 Offset Label	1
	21MF_VK00087786	Custom Image Type	Standard Image (ITC)	1
	21MF_VK00087784	Premier Asset Tag	Premier Support Asset Tag	1
	21MF_VK00087771	BIOS Customization	Custom BIOS Settings	1
	21MF_VK00129202	Trusted Supply Chain	No Trusted Supply Chain	1
	21MF_SBB1C55329	Offering Model	Relationship Model	1
	21MF_VK00110995	OS Type	Windows 11 Standard	1
	21MF_VK00061438	GEO	NA	1
	21MF_SBB0X80861	Publication 2	PUB POL/POR/BUL/BRL/SPA/ENG	1
	21MF_SBB0S70653	CPU Label	AMD Ryzen 5 PRO	1
	21MF_SBB1B67452	Region	ROW	1
	21MF_SBB1N52820	System Unit 2nd	D Cover PC/CF/PCC BK	1
	21MF_SBB0S70558	ASCII PW Support on BIOS	KBL_ID_ENG_KBLANG_409	1
	21MF_VK00182474	Endpoint Management	No Endpoint Management	1
	21MF_VK00122702	Ethernet	Wired Ethernet	1
	21MF_VK00071091	Warranty	3 Year On-site	1
	21MF_VK00144277	Second Security Software	None	1
	21MF_VK00154988	Third Security Software	None	1
	21MF_VK00087799	ProvisionNow	None	1
	21MF_VK00087798	Microsoft 4KHH Report	None	1
	21MF_VK00087802	Microsoft Autopilot	None	1
	21MF_VK00061495	Image Management	None	1
	21MF_VK00061474	Cloud Recovery	None	1
	21MF_VK00087801	Hard Drive Encryption	None	1
	21MF_VK00087795	Custom Asset Tag	None	1
	21MF_VK00061481	Drop In Box	None	1
	21MF_VK00198693	PRO Manageability	None	1
	21MF_VK00087800	Laser Etch and UV Print	None	1
	21MF_VK00184253	Service Withdrawn	None	1
	21MF_VK00087797	Digital Welcome	None	1
	21MF_VK00184223	Future Services 5	None	1
	21MF_VK00184224	Future Services 6	None	1

Part Number	SKU (MTM_VK)	Component	Description	Qty
	21MF_VK00184225	Future Services 7	None	1
	21MF_VK00184226	Future Services 8	None	1
	21MF_VK00184227	Future Services 9	None	1
	21MF_VK00184218	Future Services 10	None	1
	21MF_VK00184219	Future Services 11	None	1
	21MF_VK00184220	Future Services 12	None	1
	21MF_VK00184221	Future Services 13	None	1
	21MF_VK00184222	Future Services 14	None	1
	21MF_VK00061646	Microsoft Label	None	1
	21MF_VK00084910	NBWARRANTY_CARD	None	1
	21MF_VK00177308	Common1 2024	None	1
	21MF_VK00177309	Common2 2024	None	1
	21MF_VK00177310	Common3 2024	None	1
	21MF_VK00177311	Common4 2024	None	1
	21MF_VK00177312	Common5 2024	None	1
	21MF_VK00185793	P14sG5 AMD Others1	None	1
	21MF_VK00185794	P14sG5 AMD Others2	None	1
	21MF_VK00185795	P14sG5 AMD Others3	None	1
	21MF_VK00185796	P14sG5 AMD Others4	None	1
	21MF_VK00185797	P14sG5 AMD Others5	None	1
30GUSMN900			ThinkStation P3 Tower, Intel® Core™ i7-14700 vPro® (E-cores up to 4.20GHz, 33MB), Windows 11 Home 64, 64.0GB, 1x1TB SSD M.2 2280 PCIe Gen4 Performance TLC Opal, Intel® UHD Graphics 770, BT 5.1 or above, Intel®AX211vPro, 5YR Premier NBD , USB, Traditional, Black-English (US)	7
	5WS0T36135	SERVICE	WARRANTY 5Y Premier Support	1
	30GU_VK00108174	CO2 Neutral Label	No CO2 Neutral Label	1
	30GU_VK00081202	Chassis E-Lock	No Chassis E-Lock	1
	30GU_NPR0005	Adobe	No Adobe	1
	30GU_VK00085741	Warranty	3 Year On-site	1
	30GU_SBB0L52928	Mouse	USB Calliope Mouse (Black)	1
	30GU_VK00060537	Country/Region	USA	1
	30GU_VK00070961	Second Ethernet	No Second Ethernet	1
	30GU_VK00085727	Second Graphic Dongle mDP	No Second Graphics Mini DP Dongle	1
	30GU_VK00151089	Ethernet Optical Module	No Ethernet Optical Module	1
	30GU_VK00085732	Second RAID	No Second RAID	1
	30GU_SBB1C22313	OS DPK	W11 Home Advanced DPK WW	1
	30GU_VK00151100	Lenovo XiaoTian	No Lenovo XiaoTian	1
	30GU_VK00151104	Endpoint Management	No Endpoint Management	1
	30GU_VK00149402	Memory Selection	32 GB DDR5-4400MHz (UDIMM)	2
	30GU_VK00084166	USB-C Rear Adapter	No USB-C Rear Adapter	1
	30GU_VK00085708	Graphic Dongle DP	No Graphics DP Dongle	1
	30GU_VK00084143	Expansion Card	No Expansion Card	1
	30GU_VK00070960	Parallel Cable	No Parallel Cable	1
	30GU_VK00109933	Preload OS	Windows 11 Home 64	1

Part Number	SKU (MTM_VK)	Component	Description	Qty
	30GU_SBB0P67795	Preload Language	Windows 11 Home 64 English	1
	30GU_VK00074569	Recovery USB	No Recovery USB	1
	30GU_VK00077377	Bulk Package	No Bulk Package	1
	30GU_VK00137719	Cloud Security Software	No Cloud Security Software	1
	30GU_VK00074571	Security Software	No Security Software	1
	30GU_SBB1K07778	Motherboard	RPL W680	1
	30GU_VK00009603	Preload Type	Standard Image (Preload)	1
	30GU_VK00070966	Storage	No Storage	0
	30GU_SBB1K31232	Processor	14th Generation Intel® Core™ i7-14700 vPro® Processor (E-cores up to 4.20 GHz P-cores up to 5.30 GHz)	1
	30GU_SBB1B56902	Wireless LAN	Intel® Wi-Fi 6E AX211 2x2 AX vPro® & Bluetooth® 5.1 or above	1
	30GU_SBB1A19272	Package	PKG TW WW EPEAT Gold	1
	30GU_VK00154929	Third Security Software	No Third Security Software	1
	30GU_VK00071188	Second Graphics	No Second Graphics Card	1
	30GU_SBB1J19849	Platform	Tower, 750W 92% Power Supply	1
	30GU_SBB1A18688	Publication	Publication - Polish/Portuguese/English	1
	30GU_SBB1D95954	OB M.2 SSD G4	1 TB SSD M.2 2280 PCIe Gen4 Performance TLC Opal	1
	30GU_VK00085706	Front Access Storage	No Front Access Storage	1
	30GU_VK00016897	Ethernet	Integrated Ethernet	1
	30GU_VK00085736	Storage Boot Drive	No	1
	30GU_SBB1J19842	Cooler	Entry Air Cooling	1
	30GU_VK00083909	Thunderbolt I/O	No Thunderbolt I/O	1
	30GU_VK00070959	Optional USB Port	No Optional USB Port	1
	30GU_VK00119296	OB M.2 SSD G4 RAID	No Onboard M.2 SSD Gen4 RAID	1
	30GU_VK00119301	Second OB M.2 SSD G4	No Second Onboard M.2 SSD Gen4	0
	30GU_VK00087893	PCIe Storage Carrier	No PCIe Storage Carrier	1
	30GU_VK00031830	KB TYPE	USB Traditional KB BK	1
	30GU_VK00070964	Second Storage	No Second Storage	0
	30GU_SBB0T15899	Media Card Reader	3 in 1 Card Reader	1
	30GU_SBB1L83750	Graphics	NVIDIA® GeForce RTX™ 4060 8GB GDDR6	1
	30GU_VK00085709	Graphic Dongle mDP	No Graphics Mini DP Dongle	1
	30GU_VK00119302	Second OB M.2 SSD G4 RAID	No Second Onboard M.2 SSD Gen4 RAID	1
	30GU_VK00127729	Single AIC SSD G3 Boot Drive	No	1
	30GU_VK00120638	Microsoft Managed Desktop	No Microsoft Managed Desktop	1
	30GU_VK00085684	Audio Card	Integrated Audio	1
	30GU_VK00086586	Premier Asset Tag	Premier Support Asset Tag	1
	30GU_VK00060649	Microsoft Office	No Microsoft Office	1
	30GU_VK00085738	USB Card	No USB Card	1
	30GU_VK00119303	Single AIC M.2 SSD G3	No Single AIC M.2 SSD Gen3	1
	30GU_VK00085726	Second Graphic Dongle DP	No Second Graphics DP Dongle	1

Part Number	SKU (MTM_VK)	Component	Description	Qty
	30GU_VK00077378	Cable Lock	No Cable Lock	1
	30GU_VK00074542	Chassis Intrusion Switch	No Chassis Intrusion Switch	1
	30GU_VK00074635	Adobe Acrobat	No Adobe Acrobat	1
	30GU_VK00062378	Keyboard	USB, Traditional, Black - English (US)	1
	30GU_VK00071477	RAID	No RAID	1
	30GU_VK00119295	OB M.2 SSD G4 Boot Drive	Yes	1
	30GU_VK00112709	Flexible I/O Port	No Flexible I/O Port	1
	30GU_VK00060564	Optical Drive	No Optical Drive	1
	30GU_VK00081224	PS2 Port Cable	No PS2 Port Cable	1
	30GU_VK00085705	Flex Bay	No Flex Bay	1
	30GU_SBB0G92320	Line Cord	LineCord - USA	1
	30GU_VK00077671	Rear Com Port	No Rear Com Port	1
	30GU_VK00140956	Second Security Software	No Second Security Software	1
	30GU_VK00086589	ITC Custom Image Type	None	1
	30GU_VK00151106	OLIVEOTHERS7	NONE	1
	30GU_VK00151105	OLIVEOTHERS6	NONE	1
	30GU_VK00151108	OLIVEOTHERS9	NONE	1
	30GU_VK00151107	OLIVEOTHERS8	NONE	1
	30GU_VK00151102	Build Assure	None	1
	30GU_VK00151103	Digital Learning Horus	NONE	1
	30GU_VK00086593	Laser_Etch and UV_Print	NONE	1
	30GU_VK00086590	Digital_Welcome	NONE	1
	30GU_VK00086592	Future Services 3	NONE	1
	30GU_VK00086595	Microsoft Autopilot	NONE	1
	30GU_VK00086591	Future Services 2	NONE	1
	30GU_VK00086597	vPro Factory Pre-provisioning	NONE	1
	30GU_VK00151101	OLIVEOTHERS20	NONE	1
	30GU_VK00151092	OLIVEOTHERS12	NONE	1
	30GU_VK00151091	OLIVEOTHERS11	NONE	1
	30GU_VK00151090	OLIVEOTHERS10	NONE	1
	30GU_VK00151099	OLIVEOTHERS19	NONE	1
	30GU_VK00151098	OLIVEOTHERS18	NONE	1
	30GU_VK00151097	OLIVEOTHERS17	NONE	1
	30GU_VK00151096	OLIVEOTHERS16	NONE	1
	30GU_VK00151095	OLIVEOTHERS15	NONE	1
	30GU_VK00151094	OLIVEOTHERS14	NONE	1
	30GU_VK00151093	OLIVEOTHERS13	NONE	1
	30GU_VK00070957	Image Management	None	1
	30GU_VK00070952	Cloud Recovery	None	1
	30GU_VK00086594	Hard Drive Encryption	NONE	1
	30GU_VK00070953	ITC Drop in Box	None	1
	30GU_VK00086588	Custom Asset Tag	NONE	1
	30GU_VK00086587	BIOS Customization	NONE	1

Part Number	SKU (MTM_VK)	Component	Description	Qty
30E1SNXB00			ThinkStation P620, AMD Ryzen™ PRO 5955WX (4.00GHz, 64MB), Windows 11 Pro 64, 256.0GB, 1x1TB SSD M.2 2280 PCIe Gen4 TLC Opal, NVIDIA® GeForce RTX™ 4070 12GB, 5YR Premier NBD , USB, Traditional, Black-English (US)	1
	5WS0T36128	SERVICE	WARRANTY 5Y Premier Support	1
	30E1_VK00088434	Third Graphic Dongle mDP	No Third Graphics Mini DP Dongle	1
	30E1_NPR0005	Adobe	No Adobe	1
	30E1_VK00085741	Warranty	3 Year On-site	1
	30E1_VK00088379	Quad AIC M.2 SSD	No Quad AIC M.2 Solid State Drive	0
	30E1_VK00088372	Fourth Graphics	No Fourth Graphics Card	1
	30E1_VK00089081	Second Onboard M.2 SSD	No Second Onboard M.2 Solid State Drive	0
	30E1_SBB0L52928	Mouse	USB Calliope Mouse (Black)	1
	30E1_VK00060537	Country/Region	USA	1
	30E1_VK00085727	Second Graphic Dongle mDP	No Second Graphics Mini DP Dongle	1
	30E1_VK00085732	Second RAID	No Second RAID	1
	30E1_VK00088433	Third Graphic Dongle DP	No Third Graphics DP Dongle	1
	30E1_SBB1C50523	OS DPK	W11 Pro High End DPK WW	1
	30E1_SBB0X61234	Memory Selection	64 GB DDR4-3200MHz (RDIMM, ECC)	4
	30E1_VK00085708	Graphic Dongle DP	No Graphics DP Dongle	1
	30E1_VK00089083	Storage Controller Adapter	AMD Integrated Controller	1
	30E1_VK00089039	Onboard M.2 SSD	1 TB SSD M.2 2280 PCIe Gen4 TLC Opal	1
	30E1_VK00109937	Preload OS	Windows 11 Pro 64	1
	30E1_VK00112708	SATA Signal CBL	SATA Signal Cable TSCA	1
	30E1_SBB0P67851	Preload Language	Windows 11 Pro 64 English	1
	30E1_VK00088824	Quad AIC M.2 PCIe Adapter	No Quad AIC M.2 PCIe Adapter	1
	30E1_VK00074569	Recovery USB	No Recovery USB	1
	30E1_VK00085012	USB-C Port	No USB-C Port	1
	30E1_VK00088409	Single AIC M.2 SSD	No Single AIC M.2 Solid State Drive	0
	30E1_VK00074571	Security Software	No Security Software	1
	30E1_SBB1F52216	Motherboard	MB AMD Castle Peak V1.2	1
	30E1_VK00009603	Preload Type	Standard Image (Preload)	1
	30E1_VK00070966	Storage	No Storage	0
	30E1_SBB1F36402	Processor	AMD Ryzen™ Threadripper™ PRO 5955WX Processor (4.00 GHz up to 4.50 GHz)	1
	30E1_VK00088376	Lock Kit	No Lock Kit	1
	30E1_VK00088393	Second Optical Drive	No Second Optical Drive	1
	30E1_VK00089074	Onboard M.2 SSD RAID	No Onboard M.2 Solid State Drive RAID	1
	30E1_VK00060652	Wireless LAN	No Wireless LAN	1
	30E1_SBB0P36109	Package	PKG TW WW	1
	30E1_VK00071188	Second Graphics	No Second Graphics Card	1
	30E1_SBB1D03163	Platform	Tower, 1000W 92% Power Supply TSCA	1

Part Number	SKU (MTM_VK)	Component	Description	Qty
	30E1_VK02978	ESLABEL	No Energy Star Label	1
	30E1_SBB0P36220	Publication	Publication-English	1
	30E1_VK00085706	Front Access Storage	No Front Access Storage	1
	30E1_VK00089082	Second Onboard M.2 SSD RAID	No Second Onboard M.2 Solid State Drive RAID	1
	30E1_VK00016897	Ethernet	Integrated Ethernet	1
	30E1_VK00085736	Storage Boot Drive	No	1
	30E1_VK00089073	Onboard M.2 SSD Boot Drive	Yes	1
	30E1_VK00083909	Thunderbolt I/O	No Thunderbolt I/O	1
	30E1_VK00088383	Quad AIC M.2 SSD RAID	No Quad AIC M.2 Solid State Drive RAID	1
	30E1_VK00031830	KB TYPE	USB Traditional KB BK	1
	30E1_VK00070964	Second Storage	No Second Storage	0
	30E1_VK00088411	Sync Card	No Sync Card	1
	30E1_SBB0X61258	Media Card Reader	15 in 1 Card Reader	1
	30E1_SBB1K83886	Graphics	NVIDIA® GeForce RTX™ 4070 12GB GDDR6X	1
	30E1_VK00085709	Graphic Dongle mDP	No Graphics Mini DP Dongle	1
	30E1_SBB0X61302	Thermal	Thermal Kit 280W	1
	30E1_VK00041184	CPU Type	AMD Ryzen 5 Pro	1
	30E1_VK00088373	Fourth Graphic Dongle DP	No Fourth Graphics DP Dongle	1
	30E1_VK00060650	Optane Memory	No Optane Memory	1
	30E1_VK00088396	Second Quad AIC M.2 SSD	No Second Quad AIC M.2 Solid State Drive	0
	30E1_VK00085684	Audio Card	Integrated Audio	1
	30E1_VK00086586	Premier Asset Tag	Premier Support Asset Tag	1
	30E1_VK00060649	Microsoft Office	No Microsoft Office	1
	30E1_VK00088397	Second Quad AIC M.2 SSD RAID	No Second Quad AIC M.2 Solid State Drive RAID	1
	30E1_VK00088432	Third Graphics	No Third Graphics Card	1
	30E1_VK00085726	Second Graphic Dongle DP	No Second Graphics DP Dongle	1
	30E1_VK00074635	Adobe Acrobat	No Adobe Acrobat	1
	30E1_VK00088371	Flex Bay Storage	No Flex Bay Storage	0
	30E1_VK00062378	Keyboard	USB, Traditional, Black - English (US)	1
	30E1_VK00071477	RAID	No RAID	1
	30E1_VK00088426	Third Security Software	No Third Security Software	1
	30E1_VK00088381	Quad AIC M.2 SSD Boot Drive	No	1
	30E1_VK00088412	CO2 Neutral Label	No CO2 Neutral Label	1
	30E1_VK00060564	Optical Drive	No Optical Drive	1
	30E1_VK00111762	Flex Bay	5.25" Flex Module TSCA	1
	30E1_SBB0G92320	Line Cord	LineCord - USA	1
	30E1_VK00157084	Graphiccard type 2	No Graphiccard Type 2	1
	30E1_VK00088407	Serial Port	No Serial Port	1
	30E1_VK00175635	Graphiccard type 3	No Graphiccard Type 3	1
	30E1_VK00175642	Graphiccard type 4	No Graphiccard Type 4	1
	30E1_VK00089077	PCIe M2 Carrier	No PCIe M.2 Carrier	1

Part Number	SKU (MTM_VK)	Component	Description	Qty
	30E1_VK00151240	Graphiccard type	200W_Triple_GTX	1
	30E1_VK00088374	Fourth Graphic Dongle mDP	No Fourth Graphics Mini DP Dongle	1
	30E1_VK00086589	ITC Custom Image Type	None	1
	30E1_VK00086593	Laser_Etch and UV_Print	NONE	1
	30E1_VK00086590	Digital_Welcome	NONE	1
	30E1_VK00086592	Future Services 3	NONE	1
	30E1_VK00086595	Microsoft Autopilot	NONE	1
	30E1_VK00086591	Future Services 2	NONE	1
	30E1_VK00086597	vPro Factory Pre-provisioning	NONE	1
	30E1_VK00070957	Image Management	None	1
	30E1_VK00088413	DTTERMINATOROTHERS10	NONE	1
	30E1_VK00088415	DTTERMINATOROTHERS11	NONE	1
	30E1_VK00088414	DTTERMINATOROTHERS11	NONE	1
	30E1_VK00088417	DTTERMINATOROTHERS12	NONE	1
	30E1_VK00088416	DTTERMINATOROTHERS13	NONE	1
	30E1_VK00088419	DTTERMINATOROTHERS14	NONE	1
	30E1_VK00088418	DTTERMINATOROTHERS15	NONE	1
	30E1_VK00088421	DTTERMINATOROTHERS16	NONE	1
	30E1_VK00088420	DTTERMINATOROTHERS17	NONE	1
	30E1_VK00088422	DTTERMINATOROTHERS18	NONE	1
	30E1_VK00070952	Cloud Recovery	None	1
	30E1_VK00086594	Hard Drive Encryption	NONE	1
	30E1_VK00070953	ITC Drop in Box	None	1
	30E1_VK00088428	Endpoint Management	NONE	1
	30E1_VK00088429	DTTERMINATOROTHERS7	NONE	1
	30E1_VK00088430	DTTERMINATOROTHERS8	NONE	1
	30E1_VK00088431	DTTERMINATOROTHERS9	NONE	1
	30E1_VK00088423	Microsoft Managed Desktop	NONE	1
	30E1_VK00088425	Second Security Software	None	1
	30E1_VK00088427	Build Assure	NONE	1
	30E1_VK00088424	DTTERMINATOROTHERS20	NONE	1
	30E1_VK00086588	Custom Asset Tag	NONE	1
	30E1_VK00086587	BIOS Customization	NONE	1



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Owasso Public Schools

Treasurers Report

as of December 31, 2024

	General Fund prior year 7/1/23 to 12/31/23	General Fund current year 7/1/24 to 12/31/24	Building Fund prior year 7/1/23 to 12/31/23	Building Fund current year 7/1/24 to 12/31/24	Child Nutrition prior year 7/1/23 to 12/31/23	Child Nutrition current year 7/1/24 to 12/31/24	Sinking Fund prior year 7/1/23 to 12/31/23	Sinking Fund current year 7/1/24 to 12/31/24
Beginning Fund Balance	14,472,763.48	18,444,544.42	3,486,854.69	4,009,841.87	2,542,882.97	2,572,917.00	2,943,531.65	2,035,668.91
Revenue								
local	6,308,841.53	3,376,171.01	909,227.63	514,809.27	848,467.66	921,128.37	4,093,469.90	2,266,915.69
intermediate	528,881.23	581,674.46	0.00	0.00				0.00
state	20,104,491.81	20,556,018.33	158.58	3,142.63	0.00	0.00	811.65	14,648.10
federal	2,776,986.21	1,822,988.98	119,667.13	0.00	1,162,061.09	989,042.74		
premium on bond sale							0.00	0.00
reimb/correcting entry	<u>41,250.66</u>	<u>40,373.58</u>	<u>0.00</u>	<u>0.00</u>	<u>127.98</u>	<u>914.20</u>	<u>0.00</u>	<u>0.00</u>
total revenue	29,760,451.44	26,377,226.36	1,029,053.34	517,951.90	2,010,656.73	1,911,085.31	4,094,281.55	2,281,563.79
Expenditures								
salary	20,501,372.54	21,428,546.78			654,792.79	760,328.70	0.00	0.00
benefits	6,347,910.38	6,778,565.56			210,720.17	232,908.10	0.00	0.00
contracted prof / tech svcs	576,980.92	556,791.62	1,415.00	410.00	12,514.00	13,539.00	0.00	0.00
property svcs	175,073.12	247,405.80	665,670.66	567,594.98	17,510.34	34,189.86	0.00	0.00
other purchased svcs	353,078.87	385,957.33	1,119,919.14	1,608,583.78	708,670.90	785,096.65	0.00	0.00
supplies	946,240.26	866,910.27	1,442,353.68	1,437,099.45	171,843.54	60,345.42	0.00	0.00
property	137,700.05	0.00	21,318.94	15,255.09	25,420.00	221,310.52	0.00	0.00
dues/fees/registration/tuition	379,682.24	371,958.11			640.75	1,048.50	0.00	0.00
bond principal & interest							582,925.00	1,015,212.50
other uses	<u>1,136.80</u>	<u>699.28</u>	<u>0.00</u>	<u>0.00</u>	<u>7,627.98</u>	<u>13,514.20</u>	<u>0.00</u>	<u>0.00</u>
total expenditures	29,419,175.18	30,636,834.75	3,250,677.42	3,628,943.30	1,809,740.47	2,122,280.95	582,925.00	1,015,212.50
prior year estopped checks	0.00	0.00						
Balance as of December 31st, 2024	14,814,039.74	14,184,936.03	1,265,230.61	898,850.47	2,743,799.23	2,361,721.36	6,454,888.20	3,302,020.20
bank balance 12-31-24		14,277,309.53		903,627.95		2,361,984.37		3,302,020.20
outstanding checks		(92,373.50)		(4,777.48)		(263.01)		0.00
cash balance 12-31-24		14,184,936.03		898,850.47		2,361,721.36		3,302,020.20

**Owasso Public Schools
Treasurers Report**

Bond Funds Summary
as of 12-31-24

	bond 31 year to date	bond 33 year to date	bond 35 year to date	bond 39 year to date
FY 25 Beginning Fund Balance	32,680,241.44	713.68	151,460.54	280,714.69
Revenue				
interest/other	401,653.89	0.00	0.00	0.00
correcting entry	0.00	0.00	0.00	0.00
bond proceeds	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
total revenue	401,653.89	0.00	0.00	0.00
Expenditures	<u>13,792,521.53</u>	<u>0.00</u>	<u>0.00</u>	<u>71,658.75</u>
Balance as of 12-31-24	19,289,373.80	713.68	151,460.54	209,055.94

project	description	Bond 39 budget	Bond 39 encumbered	Bond 39 balance	Bond 35 budget	Bond 35 encumbered	Bond 35 balance	Bond 33 budget	Bond 33 encumbered	Bond 33 balance
000	non categorical	4,963.79	0.00	4,963.79	151,460.54	0.00	151,460.54	713.68	0.00	713.68
119	plant operations	172,265.17	67,995.00	104,270.17	0.00	0.00	0.00	0.00	0.00	0.00
120	fine arts uniforms/equip	51,413.18	45,937.53	5,475.65						
141	5th grade center	<u>52,072.55</u>	<u>52,072.55</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
total		280,714.69	166,005.08	114,709.61	151,460.54	0.00	151,460.54	713.68	0.00	713.68

project	description	Bond 31 budget	Bond 31 encumbered	Bond 31 balance
000	non categorical	0.00	0.00	0.00
102	enrollment/tech center	874,092.79	874,092.79	0.00
111	copiers	107,614.00	107,614.00	0.00
112	buses	536,613.76	505,723.00	30,890.76
113	technology	6,111,504.43	2,087,699.13	4,023,805.30
114	instructional resources	2,521,213.58	1,874,436.25	646,777.33
116	uniforms/equipment	178,974.40	41,223.50	137,750.90
117	safety	379,852.07	325,568.19	54,283.88
119	plant operations	4,110,206.67	3,335,951.52	774,255.15
120	fine arts uniforms/equip	593,347.69	20,000.00	573,347.69
134	roofing district wide	0.00	0.00	0.00
136	track/band project	8,065,326.94	8,075,498.92	(10,171.98)
138	hodson safe structure	8,894,446.43	8,894,446.43	0.00
139	8th Grade Safe Room	480,000.00	515,000.00	(35,000.00)
141	5th grade center	456,044.00	451,927.45	4,116.55
171	nurses equipment	47,604.08	30,585.04	17,019.04
172	library budgets	181,098.48	143,084.07	38,014.41
201	construction undesignated	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
total		33,537,939.32	27,282,850.29	6,255,089.03