

REVISED AND ADOPTED BY  
THE GLENPOOL BOARD OF EDUCATION  
2011-2012  
ADMINISTRATION POLICIES  
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## **PUBLIC PARTICIPATION AT BOARD MEETINGS**

All meetings of the Glenpool Board of Education will be open to the press and public. Pursuant to a proper agenda item, the Board reserves the right to meet privately to discuss such matters as are legally appropriate for an executive session. Meetings of the Board of Education are conducted for the purpose of carrying on the business of the School District. The meetings are not public hearings but are meetings held in the public.

In addition to the regular business, the Board desires citizens of the District to attend its sessions so that they may become better acquainted with the operation and programs of the schools and that the Board may have an opportunity to hear the wishes and ideas of the public.

In order to assure that persons who wish to appear before the Glenpool Board of Education may be heard and, at the same time, conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation in Board meetings:

1. Orderly conduct of a meeting does not permit spontaneous discussion from the audience. Individuals or organizations desiring to be heard by the Board shall appear at a regularly scheduled Board meeting and list on a clipboard his/her name, telephone number, address, and a brief description of his/her reason to address the Board. All persons who sign the list may address the Board under the agenda item "Hearing From the Public". This item shall be heard near the beginning of the meeting, preferably immediately before or immediately after the Superintendent's report.
2. The Board President will instruct all presenters to limit their comments to only such items as are on the Board's agenda for that meeting and no other items. In addition, each presenter must address his comments solely to the Board and must refrain from using vulgar, defamatory, insulting or abusive language and must maintain such decorum as is necessary to the Board's proper conduct of its business. The Board of Education reserves the right to discontinue any presentation which violates any of these public participation guidelines.
3. If a presenter wishes to address the Board on a matter which is not on the Board's agenda, the presenter must present his/her item, in writing, to the Superintendent of Schools prior to noon on the Wednesday immediately preceding the regular Board meeting for inclusion on the Board's agenda. No proposed agenda item will be denied if the Superintendent of Schools or any Board member determines that the item is related to school business and should be placed on the agenda.
4. A single spokesperson will be selected by groups or organizations to address the Board on an agenda item. Initial presentations are limited to three (3) minutes, although the Board of Education may, at its sole discretion, extend the time. In addition, the "Hearing From the Public" shall not exceed thirty (30) minutes unless extended by the Board of Education. Matters requiring Board action will be deferred for later consideration by the Board.
5. Persons making presentations at a Board meeting shall address remarks to the Board and may direct questions or comments to the Board members or other officers of the school system but no answers to questions will be provided at that meeting. Members of the Board and the Superintendent of Schools have the privilege of asking questions of any person who addresses the Board. Board action with regard to items addressed by a presenter may only occur pursuant to proper agenda items allowing such action.

## USE OF SCHOOL FACILITIES DURING NON-SCHOOL HOURS

### Authority:

The Legislature of the State of Oklahoma recognizes that the Board of Education of each school district has present constitutional power to issue rules, regulations and directives as regards who will, or will not, and under what format and conditions be allowed to make use of the facilities under their constitutional or statutory jurisdiction.

### Philosophy:

The Board of Education of Glenpool Schools accepts responsibility to establish guidelines and procedures to govern the use of school facilities during non-school hours while maintaining the security and quality of these facilities. The Board of Education of Glenpool Schools reserves the school district's right to define the parameters of facilities use, and to subject applicants to any and all conditions set forth in this policy. The Board also reserves the school district's right to define the scope of each request for facilities use. Each request shall be considered on an individual basis. The automatic annual renewal of applications is neither granted nor inferred. Priority for use of school facilities will be granted to student groups.

### Availability:

Requests for facility use will not be considered for District Holidays (including weekends), weekdays when school is not in session, Wednesdays after 6:00 p.m., or on Sundays. Facilities will be made available other weekdays after 4:30 p.m. and on Saturdays. (Exceptions may be granted in extreme situations.)

### Eligibility For Use:

- A. Request for the use of facilities will not be considered for:
  - 1. Fund-raising activities not sponsored by a Glenpool Schools organization or a Glenpool Civic organization.
  - 2. Entrepreneurial activities not operating in conjunction with school-sponsored fund-raising activities.
  - 3. Groups from outside the community of Glenpool. (Unless sponsored by a school or community organization).
  - 4. Adult sports leagues or events.
- B. The following criteria will be applied to all requests from groups not associated directly with Glenpool Schools:
  - 1. Request is eligible for consideration.
  - 2. Adequate provisions are in place to address custodial, security and supervision concerns.
  - 3. Facility requested is available.
  - 4. Security and quality of facility is not in jeopardy.

### Request for Use:

- A. School Sponsored Organizations:

Sponsors must send requests to their building Principals for school facilities which will be used after 4:30 p.m. on the "Application for Use of School Facilities" form. The Principal will submit completed

request to the Maintenance Director for scheduling.

B. Non School-Sponsored Community Organizations:

All requests from groups outside the school should be submitted in writing to the Director of Maintenance at least one week prior to the date the facility is requested. This request must be in the form of a completed "Application for Use of School Facilities". If the request is eligible, the application will be processed, and notification sent to the applicant.

**Conditions For Use:**

- A. School employee must be on site for the duration of the activity. Keys and security codes are made available to school employees only.
- B. Requests for extended use or high risk activities will necessitate that the organization provide proof of purchase of a minimum \$100,000.00 liability insurance policy covering the participants and spectators and that names Glenpool Schools as additional named insured.
- C. Requests from volunteer youth sports programs for use of a school facility (indoor or outdoor) must include the requirement that all volunteer coaches complete the National Youth Sports Coaches Association training program, and must ensure that the onset and duration of facility use will approximate the scheduled season of similar school-sponsored sports. Exception will be granted to certified employees of the school district who are operating athletic camps, either as a fund raising activity or under the auspices of community education.
- D. Requests by those in need of facilities for extended use, or for large scale events will necessitate the appointment of a contact person whose responsibilities will include facility supervision and spectator control.
- E. If deemed necessary by school officials, continuing use of facilities may include a checklist of required custodial duties and/or the hiring of approved personnel to maintain the integrity of that facility.
- F. Approval of requests for extended use will include the provision that, with sufficient notification, the school may waive permission for use if a school need should arise that coincides with the requested schedule.
- G. Approval will be rescinded if proper supervision is not maintained or damage to the facilities is apparent.

**Cost:** Approval for the use of school facilities from non school-sponsored community organizations may include one or more of the following on-site fees.

- A. **Site Manager** fee for large scale Facility Use such as competitive events, concerts or productions.
  - 1. **Site Manager** will be hired @ an established hourly rate.
  - 2. If deemed necessary by school officials, a **Site Manager** may be required for those events charging admission and/or selling concessions, and for those events which are hosting competitive events and/or productions.
  - 3. **Site Manager's** presence will be required for the duration of such events
  - 4. **Site Manager** Duties:
    - a. Building Access
    - b. Building & Grounds Security
    - c. Crowd Control

- d. Emergency Contacts
  - e. Event Related Custodial Exigency.
- B. Contracted **Cleaning Service** fee for large scale Facility Use such as competitive events, concerts or productions.
- 1. **Cleaning Service** will be hired at an established fee.
  - 2. District may elect to require a **Cleaning Service** for those events charging admission and/or selling concessions, and for those events which are hosting competitive events and/or productions.
  - 3. **Cleaning Service** fee will be in addition to any applicable **Site Manager** or **Custodian** fee.
  - 4. **Cleaning Service's** presence is not required for the duration of such Facility Use
  - 5. **Cleaning Service** duties:
    - a. Cleaning responsibilities as defined in contractual agreement
    - b. Building security
- C. **Custodian** fee
- 1. **Custodian** may be hired @ up to 1 ½ times the assigned hourly rate.
  - 2. District may elect to require a **Custodian** for any approved Facility Use
  - 3. **Custodian** fee may be in addition to any applicable **Site Manager** or **Cleaning Service** fees.
  - 4. **Custodian's** presence may be required for the duration of such Facility Use.
  - 5. **Custodian** Duties:
    - a. Responsible for building access.
    - b. Responsible for building security
    - c. Responsible for custodial duties, maintaining cleanliness of assigned area
    - d. Assist in room setup and breakdown as assigned
- D. **Food Services** fee for events which require the use of kitchen facilities
- 1. **Food Services** personnel will be hired @ assigned hourly rate
  - 2. **Food Services** personnel will be required when kitchen access is requested
  - 3. **Food Services** personnel's presence is required for the duration of such Facility Use.
  - 4. **Food Services** duties:
    - a. Food preparation when requested in advance
    - b. Demonstrate use of equipment
    - c. Supervise use of equipment
    - d. Supervise area cleanup
    - e. Building security

**Exception:** The regular meetings and subsequent fund-raising events of the following groups may be exempt from on-site fees provided that a school sponsor or employee is present throughout the meeting and provided that there are no mitigating custodial or security concerns:

- A. PTA
- B. Indian Education Parent Committee
- C. Boy/Girl Scouts
- D. Campfire

E. All School sponsored events

F. Community Education

G. Booster Clubs

Additional exception may be granted by the Board of Education

## OKLAHOMA OPEN RECORDS ACT

The Board of Education of the Glenpool School District adopts this Policy Statement in connection with the Oklahoma Open Records Act (the "Act"), effective February 12, 1991.

The School District, as a tax supported institution, recognizes that the public has a right to be fully informed concerning its operations. The School District strongly believes that informed citizens are vital to the successful functioning of the democratic government process which this School District desires to exemplify to its students.

In order to achieve these goals, the Board of Education hereby states that all records of the School District, except those records designated as confidential in this Policy Statement, shall be open to any person for inspection, copying and/or mechanical reproduction during regular business hours. All persons requesting the right to inspect non-confidential records of the School District shall be accorded access to those records in a reasonable period of time, not to exceed 45 working days.

As permitted by the Act, the School District hereby designates the following records as confidential and not open for public inspection:

1. Records which can be kept confidential under Federal or State law as designated in Sec. 5 of the Act.
2. Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation.
3. Personnel records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, or employment applications submitted by persons not hired, and transcripts from institutions of higher education maintained in personnel files; provided, however, that nothing in this subsection shall be construed to exempt from disclosure the degree obtained and the curriculum on the transcript of certified public school employees.
4. If disclosure would give an unfair advantage to competitors or bidders, the following: bid specifications for competitive bidding prior to publication; contents of sealed bids prior to bid opening; computer programs or software (but not the data thereon); and appraisals relating to the sale or acquisition of real estate prior to the award of a contract.
5. Except for the fact that a communication has been received and that it is or is not a complaint, personal communications received from a person exercising rights secured by the Oklahoma or United States Constitution. Any response to such personal communications shall be confidential only to the extent necessary to protect the identity of the persons exercising the right.
6. Individual student records, except for: (a) statistical information not identified with a particular student if such information is maintained in a composite form and (b) directory information as defined in the Act, if, pursuant to the Family Educational Rights and Privacy Act that information (I) has been designated by the School District as directory information and, (II) parents have been notified of and have not exercised their non-release rights.
7. Teacher lesson plans, tests, and other teaching materials.
8. Personal communications concerning individual students.
9. Prior to taking action, including making a recommendation or issuing a report, personal notes and personally created materials of School District Personnel, excluding departmental budget requests, prepared as an aid to

memory or research leading to the adoption of a School District Policy or School District project.

The Board of Education hereby designates its Business Manager or if such person is not available during regular business hours, then its Superintendent/Board's Secretary as the person authorized to release non-confidential public records for inspection, copying or mechanical reproduction. The School District shall charge reasonable fees to recover the direct cost of document copies. Reasonable document search fees shall be charged as permitted by the Act.

If inspection of documents designated as confidential is denied, the person requesting access to such documents shall have a right to appeal the denial to the Board of Education.

**PUBLIC RECORD ACCESS REQUEST  
OKLAHOMA OPEN RECORDS ACT**

TO: \_\_\_\_\_ SCHOOL DISTRICT  
\_\_\_\_\_ OKLAHOMA

1. Pursuant to the Oklahoma Open Records Act, the undersigned hereby requests access to the following School District records:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Describe records as specifically as possible; attach additional sheets if necessary.)

2. The undersigned requests access to the following records for the following purpose:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. If copies of the documents are requested, the undersigned agrees to pay \$.25 per page for copies. As permitted by the Open Records Act, a fee of \$8.00 per hour shall be charged if a search is necessary.

4. The undersigned is acting as representative or agent for

\_\_\_\_\_.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

Received by \_\_\_\_\_ School District

on \_\_\_\_\_, 20\_\_\_\_\_.

Record Request No. \_\_\_\_\_

Earlene Wilson  
Tulsa County Clerk  
500 S. Denver  
Tulsa, Oklahoma 74103

Dear Ms. Wilson:

In compliance with the Oklahoma Open Records Act the Glenpool Public Schools, Independent District 13, Tulsa County, establishes the following procedures and fees:

All document requests to Glenpool Schools will be to:

Ms. Natalie Clark  
Business Manager  
461 E. 146th St.  
Box 1149  
Glenpool, Oklahoma 74033

If Ms. Clark is unavailable records may be requested through the Superintendent's secretary, at the same address as above.

Business Hours:

Excluding school holidays and vacations, the regular business hours for Glenpool Public Schools for document requests will be:

9:00 a.m. - 12:00 p.m.  
1:00 p.m. - 4:00 p.m.

Fees: \$.25 per page copied.  
\$8.00 per hour search fee

Sincerely,

Kathy Coley  
Superintendent  
Glenpool Public Schools

## RESOLUTION

In compliance with HB1070 of the Legislative Session, effective November 1, 1987.

Any media representative who wants to file a written request with the Secretary to the Glenpool Board of Education for prior notice of Special Meetings called by the Board must do the following:

- (1) Make the written request before September 1 of each academic year.
- (2) Pay an annual fee of \$18.00.

## **SCHOOL YEAR CALENDAR DEVELOPMENT**

The following guidelines are considered in developing the calendar for the academic year:

A school year for all public schools in Oklahoma shall consist of not less than one hundred eighty (180) days or 1080 hours. Five (5) days or 30 hours may be used for attendance of professional meetings. (As professional employees, teachers are considered "exempt" employees as defined by the Fair Labor Standards Act and are not subject to the hourly pay requirements of the act.) A school district may authorize parent-teacher conferences to be held during a regular school day. A maximum of two (2) days or 12 hours of parent-teacher conferences may be counted as instructional days and included as part of the one hundred seventy-five (175) days or 1050 hours of classroom instruction. A school day consists of a minimum of six hours of instruction. A school district may maintain school for less than full term only when conditions beyond the control of school authorities make the maintenance of said term impossible. (Article A, Section 9, School Laws Of Oklahoma).

An effort will be made to coordinate the scheduling of the winter break with other Tulsa County School Districts and with the Tulsa Area Technology Centers. The scheduling of a spring break will be in accordance with state directives as required.

## **POLITICAL ACTIVITIES ON THE SCHOOL CAMPUS**

### **STAFF AND STUDENTS PERSONAL TIME ONLY**

Employees and students of Glenpool Public Schools have the same fundamental civic responsibilities and privileges as other citizens and are encouraged to participate in the political election process. In accordance with the intent of Oklahoma State Statutes, political activity in which a school employee or student participates shall only be exercised during personal time away from school premises.

### **USE OF SCHOOL EQUIPMENT**

Use of school equipment or supplies is not authorized for political campaigning; nor shall any employee use any time during the school day or during school activities for campaigning activities.

### **USE OF AND MATERIALS**

Use of school mailboxes, bulletin boards and other facilities for political campaign purposes is not authorized.

### **USE OF SCHOOL FACILITIES**

Use of school facilities is not authorized for the sole purpose of benefitting an individual candidate or issue. Use of facilities may be granted by the school administration for political forums designed to inform the public on issues or candidates.

### **DISTRIBUTION OF POLITICAL MATERIALS**

Distribution of political campaign material within the school facilities or on the school campus during the working day or at school events is not authorized, except at political forums.

## **OPEN TRANSFER POLICY**

Beginning January 1, 2000, a request for a transfer into this District initiated by or on behalf of a nonresident student will be approved or refused in accordance with this policy.

### **CRITERIA FOR APPROVAL OR DENIAL OF REGULAR TRANSFERS:**

The fact that the District has adopted an open transfer policy does not mean that every transfer application will be accepted. A transfer will be denied if the administration determines the transfer would detract from the educational experiences of students currently enrolled in the District or place additional financial or space burdens upon the District.

### **A TRANSFER APPLICATION WILL NOT BE APPROVED IF THIS DISTRICT DOES NOT:**

1. Provide the courses/educational programs in which the applicant desires to enroll or in which this District deems the student is required to enroll in order to comply with state and federal laws and regulations;
2. Have adequate facilities to provide the courses/educational programs in which the applicant desires to enroll or in which this District deems the students is required to enroll in order to comply with the state and federal laws and regulations;
3. Have adequate space for the student in the courses/educational programs in which the applicant desires to enroll or in which the District deems the student is required to enroll in order to comply with state and federal laws and regulations. The administration will reserve preferred space for resident students or new students reasonably anticipated to move into the District during the school year. Thus, the District may deny a transfer if approval would result in:
  - A. Placing a financial or educational burden on District facilities or staff in the courses/programs the student would attend;
  - B. Exceeding class size limitations set by state law or District policy in such courses; or,
  - C. Exceeding a percentage of such class size limitations as set by the Superintendent or designee. The administration may determine that a percentage of class size mandates should be reserved for later in the school year due to additional enrollment of reasonably anticipated new resident students;
4. Have current personnel needed to provide the grade/courses/programs in which the applicant desires to enroll.

### **A TRANSFER WILL NOT BE APPROVED IF THE STUDENT:**

1. Has a disciplinary record which provides a reasonable basis to determine the applicant would present a discipline problem if enrolled. Such a reasonable basis will exist if school discipline or court records of the student, from any public or private school within or without the State of Oklahoma or any court within or without the State of Oklahoma, show the student at any time:
  - A. Has violated school regulations;
  - B. Has committed an act commonly regarded as being immoral;
  - C. Has been adjudicated as a delinquent for an offense that is not a violent offense under relevant Oklahoma law;
  - D. Has been adjudicated as a delinquent for an offense that is a violent offense under relevant Oklahoma law;
  - E. Has been convicted as an adult for an offense defined in relevant Oklahoma law as an exception to a

nonviolent offense;

- F. Has been convicted as an adult for an offense defined in relevant Oklahoma law as a violent offense;
- G. Has committed on school property, in school transportation, or at a school event a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or others;
- H. Has possessed on school property, in school transportation, or at a school event an alcoholic beverage, low-point beer as defined by relevant Oklahoma law, an unauthorized wireless communication device, or missing or stolen property found to have been taken from a student, school employee, or the school during school activities; or,
- I. Has possessed on school property, while in school transportation, or at a school event a dangerous weapon or a controlled dangerous substance as defined by relevant Oklahoma law.

**A TRANSFER WILL NOT BE APPROVED IF THE APPLICANT:**

1. Fails to complete the Application Form (Attachment "A"), provide the District with sufficient educational records, or inform the District in detail of the grades/courses/programs in which the student desires to enroll or participate if the application is accepted so that the criteria above can be applied within the time deadlines set by law for the approval or rejection of a transfer. All such records must be supplied to the District in time for District personnel to make a reasonable review of such records in applying the approval/denial criteria set by this policy. This is particularly important for students with disabilities because all documentation of the resident district will need to be reviewed to make a preliminary determination as to whether the District has the appropriate programs, staff, and services to provide the applicant with the education and services set forth in the student's IEP, and, if a preliminary approval determination is made, to prepare for and conduct a joint IEP conference with the resident district prior to any final approval or rejection of the application. All applicants must consent in writing to the release of educational records from previous schools attended and applicants for students with disabilities must consent in writing to forward to this District whatever confidential records this District deems necessary to review in applying the approval/denial criteria of this policy. The Superintendent or designee has the authority to amend Attachment "A" by regulation to include additional information needed to review an application request.
2. Fails to timely submit a completed application; or,
3. Provides incorrect information on the application request.

**DELEGATION OF APPROVAL AUTHORITY TO SUPERINTENDENT OR SUPERINTENDENT'S DESIGNEE:**

The Glenpool Board of Education delegates to the Superintendent or the Superintendent's designee the authority to approve or deny a transfer application pursuant to the criteria listed in this policy.

**TIME OF RECEIPT OF APPLICATIONS DETERMINES ORDER OF REVIEW:**

Transfer requests will be numbered as received and the District shall consider request on a first-come, first-served basis. All transfer applications received by this District shall be dated and time-stamped. Any currently enrolled District student for whom a regular transfer has been approved in the past and any sibling of such student will be given priority if an application is filed before April 1, and the first-come, first-serve list will be compiled only after such current students and their siblings have been placed on the list.

**NONDISCRIMINATION:**

The District shall not accept or deny any regular or emergency transfer application based upon the student's ethnicity, national origin, race, color, religion, gender, income level, disabling condition, proficiency in the English

language, measure of achievement, aptitude, or athletic ability. Failure to meet the criteria in this policy for approval will not be deemed to be rejection for a discriminatory reason.

#### **STUDENTS WITH DISABILITIES:**

If a student with a disability applies for a transfer, the student must supply all documentation of the resident district relating to the student's previous and current IEP's so that this District may:

1. Determine whether the District currently has appropriate programs, staff, services and placement needed to fulfill the current or anticipated IEP of the student; and,
2. If a preliminary determination is made that the District has the appropriate programs, staff, services and placement needed to fulfill the current IEP of the student if the transfer application is approved, conduct the statutorily-required joint IEP conference with the district of residence before a final determination or approval or denial is made.

Notwithstanding the provision of this policy, students with disabilities may be educated in this district pursuant to special education cooperative agreements between this District and other school districts. Such transfers will not be deemed to be parent or student initiated transfer applications governed by this policy.

#### **TIME DEADLINES FOR OPEN TRANSFERS:**

An application for an open transfer must be submitted on a form approved by the State Board of Education, completed by the parent or person having legal custody of the student, and filed with the Superintendent of this District between January 1 and April 1 of the school year preceding the school year in which the transfer is requested. On or before April 1 of the school year preceding the school year in which the transfer is requested, the District will notify all resident school districts that an application for the transfer has been filed by a student enrolled in the resident school district. This District shall approve or deny the application not later than June 1 of the same year in which the application is submitted and by September 1 shall also inform the State Board of Education and the resident district of the students who have been granted transfers and their grade levels.

#### **ATHLETIC AND OTHER COMPETITION:**

A transfer student, other than a student granted an emergency transfer, will not be eligible to participate in school-related interscholastic competition governed by the Oklahoma Secondary School Activities Association for a period of one year from the first day of attendance at this District, unless the transfer is from a school district not offering the grade the student is entitled to pursue. If the student is granted an emergency transfer, was granted a transfer for any reason prior to January 1, 2000, or enrolls pursuant to the Education Open Transfer Act and qualifies for a hardship waiver pursuant to the rules of the Oklahoma Secondary School Activities Association, eligibility shall be determined by the Oklahoma Secondary Schools Activities Association.

#### **EMERGENCY TRANSFERS:**

Students may be granted a transfer on an emergency basis. The parent or person with legal custody must submit a completed application on a form approved by the State Board of Education. On an adequate showing of an emergency, the Superintendent may approve a transfer, subject to approval of the State Board of Education. An emergency shall include proof provided by the parent of:

1. The inability of the resident district to provide an education to the student applicant due to the destruction or partial destruction of a school building attended by the student;
2. The inability of the resident district to offer the subject the pupil desires to pursue, provided the pupil became a legal resident of the school district after February 1 of the school year immediately prior to the school year for

which the pupil is seeking the transfer;

3. A catastrophic medical problem of the student, which means an acute or chronic serious illness, disease, disorder or injury which has a permanent detrimental effect on the body's system or makes the risk of harm unusually hazardous, such that removal from the resident district is medically needed;
4. The total failure of the resident district to provide transportation to and from school; or,
5. The concurrence of both the resident school district and this receiving District.

Applications for approval of a transfer will not be considered unless the parent has signed Attachment "B" which will cancel the transfer if the conditions stated in the Attachment occur. This District shall have complete discretion as to whether to approve or not approve an emergency transfer which is based upon prior approval of the resident district.

**APPROVAL OF A TRANSFER REQUIRES AGREEMENT FOR CANCELLATION OF TRANSFER:**

Approval by this District of any transfer is contingent upon the applicant agreeing in writing to cancellation of this transfer by the District during the school year if the student does not comply with the rules and regulations of this District for student behavior, or if the family of the transferred student fails to remain current in financial obligations owed to the District, including, but not limited to, payment for lunches or lost or destroyed District property. The Board of Education hereby delegates to the Superintendent or the Superintendent's designee the authority to cancel any transfer previously granted upon a determination that cancellation is appropriate. The consent form is attached as "Attachment B" which may be amended by administrative regulations.

**STUDENTS SEEKING A TRANSFER FROM A NON-ACCREDITED SCHOOL OR A HOME SCHOOL ONLY WILL BE GRANTED "PROVISIONAL APPROVAL PENDING REVIEW OF TEST RESULTS AND APPLICATION OF POLICY CRITERIA TO THE PLACEMENT DEEMED APPROPRIATE":**

Students currently enrolled in a private school not accredited by a state agency or in a home school are not guaranteed enrollment in the grade/program/courses in which the applicant desires to enroll. Students desiring to transfer from private schools not accredited by a state agency or from a home school will be required to take all placement tests required of resident students enrolling in the District after attendance in private schools not accredited by a state agency or home schools, and the administration will decide the appropriate placement primarily upon placement test results as per District policy. Accordingly, students applying for a transfer from such schools will be granted a provisional transfer until a.) Test results are reviewed to determine the appropriate grade/course/programs for the applicant and b.) The criteria of this policy is then applied to determine if the applicant is eligible for transfer approval. An applicant who does not agree to accept placement based upon such test results and criteria review will be deemed ineligible for an approved transfer and the provisional transfer will be of no effect.

**ACCEPTANCE OF ASSIGNMENT REQUIRED: SUBSEQUENT CHANGE NEEDS ADMINISTRATIVE APPROVAL:**

Because approval of transfers is based upon criteria of sufficient programs, staffing, and space needs for the particular applicant, a transfer student must accept the school site, courses, and programs to which the student is assigned by the administration. **A TRANSFER STUDENT WILL NOT BE ALLOWED AT THE TIME, OR AFTER, ENROLLMENT TO CHANGE THE GRADE/COURSES/PROGRAMS IN WHICH THE STUDENT STATED HE/SHE DESIRED TO ENROLL ON THE TRANSFER APPLICATION WITHOUT SPECIFIC WRITTEN PERMISSION FROM THE SUPERINTENDENT OR DESIGNEE.** It will be the responsibility of the transfer student or parent to inform the school official from whom approval for a new assignment is requested that the student is a transfer student and failure to do so will result in cancellation of the transfer unless excused by the Superintendent or designee.

**ATTACHMENT "A" GLENPOOL TRANSFER APPLICATION FORM**

Completion of this form is required of each applicant for a transfer in order to apply the criteria of this policy. Failure to fully and truthfully complete and timely submit this form to the District will result in a denial of the transfer. Completion of this form will be in addition to completion of any form required by the State Board of Education.

1. Student's full name as it appears on the student's birth certificate: \_\_\_\_\_
2. Date of student's birth: \_\_\_\_\_
3. Current address of student: \_\_\_\_\_
4. Full names of parent, guardian, or custodian of the student:  
\_\_\_\_\_
5. Educational history of the student:
  - A. School district in which student currently resides: \_\_\_\_\_
  - B. School in which the student is currently enrolled, if different from above.  
\_\_\_\_\_
  - C. If the student has not exclusively attended the school district in which the student is currently enrolled, list the name of each school district and addresses, if known, in which student has ever been enrolled:

School: _____	Dates of attendance: _____
Grade completed upon leaving district _____	
School: _____	Dates of attendance: _____
Grade completed upon leaving district _____	
School: _____	Dates of attendance: _____
Grade completed upon leaving district _____	
6. Current or last completed grade of student: \_\_\_\_\_
7. Grade in which the student desires to enroll at Glenpool: \_\_\_\_\_
8. Courses in which the student desires to enroll in each semester/trimester in the coming school year:  
Fall: (A) \_\_\_\_\_ 2<sup>nd</sup> Tri (B) \_\_\_\_\_ Spring (C): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Does the student have a disciplinary record for violating school regulations? **YES** \_\_\_\_ **NO** \_\_\_\_

**If YES:** List school(s) in which each violation occurred and approximate date(s) of violation(s):

10. Has the student ever been suspended from school or placed in an alternative education program or setting for disciplinary reasons? **YES** \_\_\_\_ **NO** \_\_\_\_  
**If YES:** For each suspension and alternative program or setting, state the school which suspended or placed the student, the nature of the offense, and approximate date of the suspension or placement, if different from above.
11. Has the student been adjudicated as a delinquent for an offense that is not a violent offense under relevant Oklahoma law? **YES** \_\_\_\_ **NO** \_\_\_\_  
**If YES:** Name the court making the adjudication, the time of such adjudication, the nature of offense, whether the student is still under any court supervision, and, if so, the name of the person overseeing such supervision.
12. Has the student been adjudicated as a delinquent for an offense that is a violent offense under relevant Oklahoma law? **YES** \_\_\_\_ **NO** \_\_\_\_  
**If YES:** Name the court making the adjudication, the time of such adjudication, the nature of offense, whether the student is still under any court supervision, and, if so, the name of the person overseeing such supervision.
13. Has the student been convicted as an adult for an offense defined in relevant Oklahoma law as an exception to a nonviolent offense? **YES** \_\_\_\_ **NO** \_\_\_\_  
**If YES:** Name the court in which the conviction was entered, the time of the conviction, the nature of the offense, the sentence imposed, whether the student is still under court supervision, and, if so, the name of the parole officer or other supervisor.
14. Has the student been convicted as an adult for an offense defined in relevant Oklahoma law as a violent offense? **YES** \_\_\_\_ **NO** \_\_\_\_  
**If YES:** State the name of the court in which the conviction was entered, the time of the conviction the nature of the offense, the sentence imposed, whether the student is still under any court supervision, and, if so, the name of the parole officer or other supervisor.
15. Has the student committed on school property, in school transportation, or at a school event a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or others?  
**YES** \_\_\_\_ **NO** \_\_\_\_  
**If YES:** State the school district attended when the act occurred, the approximate date of the act, and describe what occurred.
16. Has the student possessed on school property, in school transportation, or at a school event an alcoholic beverage, low-point beer as defined by relevant Oklahoma law, an unauthorized wireless communication device, or been involved with missing or stolen property found to have been taken from a student, school employee, or the school during school activities? **YES** \_\_\_\_ **NO** \_\_\_\_  
**If YES:** State for each separate act, the school district attended when the act occurred, the approximate date of the act, and describe what occurred.
17. Has the student possessed on school property, while in school transportation, or at a school event a dangerous weapon or a controlled dangerous substance as defined by relevant Oklahoma law?  
**YES** \_\_\_\_ **NO** \_\_\_\_  
**If YES:** For each separate act, state the school district attended when the act occurred, the approximate date of the act, and describe what occurred.

18. If the student has been identified as a child with a disability, this District will need to review all such records to make a reasonable determination of whether the District has the facilities, programs, staff, and space to implement the student's current or anticipated IEP, and, if preliminary approval of a transfer is made, the conduct the statutorily-required joint IEP conference with the resident district. Is the student currently, or has the student been, a child with a disability who received an Individualized Education Program? **YES** \_\_\_\_\_ **NO** \_\_\_\_\_  
**If YES:** Briefly describe the nature of the disability, the approximate time period in which the student has been or was under an Individualized Education Program (IEP), and the names of the school districts which implemented the student's IEP.
19. Do you agree to complete the Consent For Release Of Confidential Information, State Department of Education Form 11, allowing this District to review all educational records of the student from all previous school attended by the student. **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

\_\_\_\_\_  
Parent or Legal Guardian's Signature

\_\_\_\_\_  
Date

## **BOMB THREATS EMERGENCY ACTION PLAN**

Every precaution should be taken to safeguard the lives of pupils and staff members. In order to achieve that goal, the procedures outlined in this Emergency Action Plan should be closely followed.

As a general rule, the easiest area in which to plant a bomb is in the shrubbery outside the building, or in a parking lot. The place most likely one would conceal a bomb inside the building is in an area to which the pupils have the easiest access (lockers, halls, foyers, etc.). Therefore, any evacuation that requires pupils to move through these areas might increase the risk of injury during any detonation. Also, the movement of a large number of individuals could jar a device that would detonate the explosive.

While pupils remain inside a classroom, they generally have good protection. National Bomb Data states very few bombs would penetrate classroom walls. With this knowledge, and realizing that a classroom is NOT LIKELY to be a prime spot for bomb placement, it is an accepted premise that the classroom is the safest place for pupils.

Should a school receive a call of a threatening nature, persons who normally handle telephone calls are to follow instruction in the Emergency Procedures Guide. The Emergency Procedures Guide should always be available for easy access by office personnel.

### Personnel Roles:

- Principal or Designee: Gather known information and determine whether or not evacuation is warranted. If the Building is evacuated, assign nurses and qualified auxiliary personnel first aid duties in case of detonation.
- Secretary: Call police (911) and notify Central Administration Office.
- Teacher: Remain with students. Take roll if evacuation occurs.
- Nurse: Be available at evacuation site to administer first aid as needed.
- Auxiliary Staff: Be available to assist if evacuation occurs. Check unsupervised areas for students (restrooms, etc.). Be available for further instructions from building principal.

In the event a decision is made to evacuate a building, the evacuation will be conducted as a "lockdown drill" and the emergency will not be announced.

A search of the building will be made only by police search personnel.

If an explosive device is found, it will not be touched, moved or handled. If evidence of a bomb or other threat is discovered, the Administrator on duty must make the final decision about whether or not the location of the device will endanger lives, and whether or not evacuation of the building is desirable.

A report will be made on any bomb threat and kept on file in the Principal's Office and the Office of the Superintendent. When the police are involved, a copy of the school report will be mailed to them (see Bomb Threat Report form).

School personnel should be particularly observant of strangers in or near a building. School personnel should advise visitors of the requirement that visitors register at the school office. This should be done courteously, and unflinchingly.

KEEP CALM - Points to remember:

1. Steps of Action:

- a. If threat is made by phone, write the message in its entirety with as much accuracy as possible.
- b. Do not interrupt the caller except to ask questions below.
- c. Immediately following the call, notify the building principal (or designee).
- d. If the decision is made to evacuate the building, the signal is a continuous blast of the fire alarm.

2. Questions to Ask:

a. When will the bomb go off? \_\_\_\_\_

b. Where is the bomb right now? Which building is it in? \_\_\_\_\_

c. What does it look like? \_\_\_\_\_

d. What is your name? \_\_\_\_\_

e. Are you a student in Glenpool? \_\_\_\_\_

f. What will cause it to explode? \_\_\_\_\_

g. Is there only one bomb? \_\_\_\_\_

3. Follow all procedures as directed in the Emergency Procedures Guide for Glenpool Schools.

## SALE OF SCHOOL DISTRICT SURPLUS PROPERTY

When district-owned real estate is no longer needed for public school purposes, the Board of Education may declare the property to be surplus to the needs of the District. Following such a declaration surplus real estate may be sold at any time using the following procedure:

1. Prior to requesting bids for a property, the School District will have the property appraised by at least one (1) independent appraiser chosen by the Superintendent of Schools. If the Superintendent deems it appropriate additional appraisals may be obtained. All appraisals will be confidential until after the property is sold. When the property is sold, all appraisals will be made available for public inspection. Any appraisals must be made within six (6) months of the date on which the property is offered for public bid.
2. The Superintendent will prepare a notice to bidders advising that sealed bids for the purchase of a property will be received by the District at a time and place designated in the bid notice. The bid notice will require each bidder to state, in his bid, the intended use of the property.
3. The bid notice will be published at least ten (10) days prior to the bid opening in at least one (1) issue of a newspaper of general circulation in Glenpool, Oklahoma. The bid notice may be published in additional newspapers in Tulsa County at the discretion of the Superintendent or by direction of the Board of Education.
4. The bids will be opened at the time and place specified in the bid notice and the bids will be referred to the Board of Education for acceptance or rejection. The Board of Education will reserve the right to reject any and all bids or to accept any particular bid.
5. Surplus real estate will not be sold at private sale unless the real estate has first been offered for sale by public sale or public bid and all such bids have been rejected.
6. Any conveyance of real estate by private sale to a non-profit organization, association, or corporation to be used for public purposes, unless for exchange, will contain a reversionary clause which returns the real estate to the District upon cessation of the use without profit or for public purposes by the purchaser or the assigns of the purchaser.

When district-owned property (equipment, other than real estate), is no longer needed or is no longer functional for public school purposes, the Board of Education may declare the property to be surplus to the needs of the District. Following such a declaration, surplus property may be disposed of using one or all of the following procedures:

1. A value may be placed on the equipment by the Board of Education and sold to interested parties. Or the Board may direct the Superintendent to dispose of the equipment in the most economical method.
2. If the Board determines that the equipment no longer has any functional or saleable value, it may be destroyed.
3. The Superintendent may prepare a notice to bidders advising that sealed bids for the purchase of equipment will be received by the District at a time and place designated in the bid notice. The bid notice will be published at least ten (10) days prior to the bid opening in at least one (1) issue of a newspaper of general circulation in Glenpool, Oklahoma.
4. The bids will be opened at the time and place specified in the bid notice and the bids will be referred to the Board for acceptance or rejection. The Board of Education will reserve the right to reject any and all bids.

## BOARD VOTING

Votes on all motions and resolutions shall be by "ayes" and "nays". No secret ballot shall be used.

Members shall vote individually, either by raising their hands or making a voice vote, and the votes of the members shall be individually recorded. Each member and officer shall have one vote.

All motions shall be carried by a majority of the members present and voting, provided a quorum is present. A majority shall mean "more than half" of the votes cast. Blanks or abstentions shall not be counted.

A minimum of 2 votes is required to pass any motion.

The following table reflects voting results:

FAVORING	OPPOSING	ABSTAINING	
5	0	0	Motion Passes
4	0	0	" "
4	0	1	" "
4	1	0	" "
3	0	2	" "
3	2	0	" "
3	0	1	" "
3	1	0	" "
3	0	0	" "
2	0	1	" "
2	0	2	" "
2	0	3	" "
2	1	1	" "
2	1	2	" "
2	2	1	Motion Fails
2	3	0	" "
1	1	1	" "
1	2	0	" "
2	0	0	No Quorum
1	0	0	" "
1	1	0	" "
1	0	1	" "

## **HIV/AIDS PREVENTION PROGRAMS**

The HIV/AIDS prevention programs in Glenpool Schools are in compliance with the requirements of HB 1476 (1987) and HJR 1078(1994). While the law mandates HIV/AIDS prevention education at least once from grade seven through grade nine and once from grade ten through grade twelve, Glenpool Schools has opted to provide HIV/AIDS education each year in grades 1-12. Glenpool Schools also provides an in-service training program on a regular basis to all teachers and administrators in grades five through twelve as required by HJR 1078.

1. The instructional videos and materials used in the HIV/AIDS prevention programs have been approved by the American Red Cross and Oklahoma State Department of Health. The curriculum is subject to review by the community at least one (1) month prior to teaching HIV/AIDS prevention in any classroom.
2. The curriculum will be presented once each year to grades 1-12.
3. No student in grades 6-12 will be required to participate in HIV/AIDS education if a parent or guardian of the student signs the required form opting out of the program. Students in grades 1-5 must return the required form signed by a parent or guardian to opt into the program in order to participate.
4. Each session will include the viewing of an age appropriate video tape which has been approved by the State Department of Health, the American Red Cross, and the Glenpool Board of Education.
5. Following each video session, students will be given the opportunity to ask questions relevant to HIV/AIDS education. Sessions will be conducted by personnel from the American Red Cross, and/or the school nurse, and counselor. Questions and answers may be explicit in sexual content and responses will be formatted at the discretion of the Red Cross staff, and/or school nurse and counselor.

## TITLE VI, TITLE IX, SECTION 504 POLICY

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

Glenpool I-13  
School/District

461 E. 146th, Street P. O. Box 1149  
Street Address

322-9500  
Telephone

Glenpool, Oklahoma 74033-1149  
City, State, Zip

### CIVIL RIGHTS CERTIFICATE

Assurance of compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975.

The applicant provides this assurance in consideration of and for the purpose of obtaining Federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other Federal financial assistance to education programs or activities from the Department of Education. The applicant assures that it will comply with:

1. Title VI of the Civil Rights Act of 194, as amended, 42 U.S.C. 200Od et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.
3. Title IX of the Education Amendments of 1972, as amended, 29 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs or activities receiving Federal financial assistance.
4. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
5. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

The applicant agrees that compliance with this Assurance constitutes a condition of continued receipt of Federal financial assistance, and that it is binding upon the applicant, its successors, transferees, and assignees for the period during which such assistance is provided. The applicant further assures that all contractors, subcontractors, subgrantees, or others with whom it arranges to provide services or benefits to its students or employees in connection with its education programs or activities are not discriminating in violation of the above statutes, regulations, guidelines, and standards against those students or employees. In the event of failure to comply the applicant understands that assistance can be terminated and the applicant denied the right to receive further assistance. The applicant also understands that the Department of Education may at its discretion seek a court order requiring compliance with the terms of the Assurance or seek other appropriate judicial relief.

The person or person(s) whose signatures(s) appear(s) below is/are authorized to sign this certificate, and to commit the applicant to the above provisions.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Authorized Official(s)

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Date

## PROCUREMENT PLAN

The Glenpool School District's plan for procuring items for the School Food Service Program under its authority is as follows:

### **SECTION A - ITEMS TO BE PURCHASED, PURCHASE PERIODS, AND METHODS OF PROCUREMENT USED**

<u>ITEM</u>	<u>PURCHASE PERIOD</u>	<u>PROCUREMENT METHOD USED</u>
Milk	Year	Bid
Bread	Year	Small Purchase
Canned Fruits	Bi-Weekly	Small Purchase
Canned Vegetables	Bi-Weekly	Small Purchase
Frozen Fruits	Bi-Weekly	Small Purchase
Frozen Vegetables	Bi-Weekly	Small Purchase
Prepared Fruits & Vegetables	Bi-Weekly	Small Purchase
Fresh Fruits	Weekly	Small Purchase
Fresh Vegetables	Weekly	Small Purchase
Meats	Bi-Weekly	Small Purchase
Paper Products	Bi-Weekly	Small Purchase
Chemicals	Bi-Weekly	Small Purchase
Small Equipment	As Needed	Small Purchase
Large Equipment	As Needed	Small Purchase
Pizza	Annually	Bid

### **SECTION B - COMPETITIVE SEALED BIDS**

The aggregate amount of purchases for the items indicated in Section A as being obtained through competitive sealed bids is \$10,000 or more for the purchase period. Therefore, the following procedures will be used:

1. Because of the potential for a school to purchase \$10,000 or more of any item, it will be the responsibility of Director of Food Services to make projections of the amounts to be purchased so that the correct method of procurement of the item will be followed.
2. Specifications will be prepared and mailed to the potential contractors desiring to bid the products.
3. The SFA will publicly advertise its intent to purchase needed items by mailing an invitation to bid to all interested suppliers.
4. The announcement will contain a general description of items to be purchased, the deadline for submission of sealed bids, and the address where complete specifications and bid forms may be obtained.
5. Each vendor will be given an opportunity to provide quotations on the same specifications.
6. The Invitation to Bid will clearly define the purchase conditions. The following, as a minimum, shall be addressed:
  - a. contract periods;
  - b. date, time, and location of bid opening;
  - c. delivery schedule;
  - d. benefits to which the School Food Authority will be entitled if the contractor cannot or will not perform as required;
  - e. termination provisions and the basis for any settlement;
  - f. provisions requiring compliance with Executive Order 1124 entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in the Department of Labor Regulations;
  - g. provisions requiring access by duly authorized representatives of the School Food Authority, State Agency, United States Department of Agriculture, or Comptroller General to any books, documents, papers and records of the contractor which are directly pertinent to the contract;
  - h. provision requiring contractor to maintain all required records for five (5) years after final payment and all other pending matters are closed; and
  - i. provision requiring the contractor to recognize mandatory standards and policies relating to energy efficiency which are contained in the State Energy Plan issued in compliance with the Energy Policy and Conservation Act (PL 94-13).
7. If any potential bidder is in doubt as to the true meaning of specifications or purchase conditions, an interpretation will be provided by the Director of Food Service.
8. The Director of Food Service will be responsible for securing all bids.
9. The bids will be awarded to the lowest and best bid based upon quality, service, availability, and price.

10. When the lowest bid is not accepted, the reason for unacceptability shall be recorded on the bid of tabulations.
11. The Supt is required to sign on bid tabulations, signifying a review & approval of the selections by the Director of Food Services.
12. The Director of Food Services will be responsible for documentation that the actual product specified is received.
13. Any time an accepted item is not available, the Director of Food Services will select the acceptable alternate.
14. Full documentation as to the reason an accepted item was unavailable and to the procedure used in determining acceptable alternates will be available for audit and review. The person responsible for this documentation is the Director of Food Services.
15. Identification of purchase orders for documentation that these procedures were followed will be the responsibility of the Director of Food Services.

### **SECTION C - NON-COMPETITIVE NEGOTIATIONS**

Non-Competitive Negotiations is procurement through solicitations of a proposal from only one source and can only be used when the procurement is not feasible under small purchase procedures, competitive sealed bids (formal advertising), or competitive negotiation. The decision to use non-competitive negotiations must be justified in writing and available for audit and review. As with the other methods of procurement, such documentation must be maintained with other program records for three years after the end of the fiscal year to which they pertain and cost-plus-a-percentage-of-cost method of contracting is prohibited. Circumstances under which a procurement may be made by non-competitive negotiations are limited to the following:

- a. The merchandise or service is available only from a single source.
- b. A public emergency exists and the urgency for the requirements will not permit the delay involved with competitive sealed bids (formal advertising) or competitive negotiations.

### **SECTION D - SMALL PURCHASE PROCEDURES**

The aggregate amount of purchases for the items indicated in Section A as being obtained through small purchase procedures is less than \$10,000 during the indicated purchase period. Therefore, the following procedures will be used:

1. Specifications will be prepared and provided to the vendor.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specification. A minimum of two (2) vendors shall be contacted.
3. The Director of Food Services will be responsible for contacting the vendors when price quotes are needed.
4. The price quotes will receive appropriate confidentiality.
5. Quotes will be awarded by the Director of Food Services. Quotes awarded will be to the lowest and best quote based upon quality, service, availability, and price.
6. The Director of Food Services will be responsible for the documentation of records to show the selection of vendor, reasons for selection, and the names of all vendors contacted and the price quotes from each vendor. Also identification of the purchase orders involved will be documented.
7. The Director of Food Services will be responsible for documentation that the actual product specified is received.
8. Any time an accepted item is not available, the Director of Food Service will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.
9. When the lowest quote is not accepted, the reason for unacceptability shall be recorded on the quote tabulations.
10. The Superintendent is required to sign off on quote tabulations signifying a review and approval of the selections by the Director of Food Services.

### **SECTION E - MISCELLANEOUS PROVISIONS**

The School Food Authority agrees that the reviewing official of each transaction, Director of Food Services, is responsible for the elimination of the purchasing of duplicate or unnecessary items and will determine the economy and practicality of lease and purchase alternatives.

Positive efforts shall be made to utilize small business and minority-owned business sources, giving them the maximum feasible opportunity to compete.

A written Code of Conduct that governs the performance of all persons engaged in purchasing procedures and provides penalties for violations is attached to this plan.

Any contracts over \$100,000 shall contain a provision which requires compliance with all applicable standards, orders, or requirements issued under Section 30 of the Clean Air Act, Executive Order 11738, and Environmental Protection Agency regulations.

The School Food Authority further assures that all times when purchases are being made that open and free competition exists to the maximum extent possible, and that identical requests are furnished to all potential contractors.

Any supplier who wishes to protest or dispute the application of the procedures of this policy must do so in writing within 10 days of the action being protested. The protest shall be delivered to the Superintendent of Schools who will gather

facts regarding the action being protested from the supplier and the child nutrition programs manager. Within 10 days of the receipt of the protest, the Superintendent of Schools will notify the supplier in writing of the decision regarding the protest. The supplier may appeal the Superintendent's decision to the Board of Education.

\_\_\_\_\_  
Kathy Coley, Superintendent

\_\_\_\_\_  
Date

## SCHOOL FOOD SERVICE DEPARTMENT CODE OF CONDUCT

- I. No employee, representative, or agent shall participate in the selection, or in the award or direct administration of a contract if a conflict of interest, real or apparent, would be involved.  
Such a conflict would arise when:
  1. the employee, representative or agent,
  2. any member of his/her immediate family,
  3. his/her partner, or
  4. an organization which employs or is about to employ any of the above, has a financial or other interest in the firm selected for an award.
- II. No employee, representative, or agent shall seek nor accept any gift, payment, fee, service, rebate, privilege, discount, trip, loan, or other favor from any person or business organization that does, or seeks to do, business with the Glenpool Public Schools except in the case of an unsolicited gift or advertising item of nominal intrinsic value.
- III. Failure to disclose actual or potential conflicts of interest may be grounds for termination.
- IV. Each employee is expected to subscribe to the following "Principles and Standards of Purchasing Practice" advocated by the National Association of Purchasing Management:
  1. To consider, first, the interests of your company in all transactions and to carry out and believe in its established policies.
  2. To be receptive to competent counsel from your colleagues and to be guided by such counsel without impairing the dignity and responsibility of your office.
  3. To buy with prejudice, seeking to obtain the maximum ultimate value for each dollar of expenditure.
  4. To strive consistently for knowledge of the materials and processes of manufacture, and to establish practical methods for the conduct of your office.
  5. To subscribe to and work for honesty and truth in buying and selling, and to denounce all forms and manifestations of commercial bribery.
  6. To accord a prompt and courteous reception, so far as conditions will permit, to all who call on a legitimate business mission.
  7. To respect your obligations and to require that obligations to you and your concern be respected, consistent with good business practice.
  8. To avoid sharp practice.
  9. To counsel and assist fellow purchasing agents in the performance of their duties, whenever occasion permits.
  10. To cooperate with all organizations and individuals engaged in activities designed to enhance the development and standing of purchasing.

## FILLING VACANCY ON BOARD OF EDUCATION

Any vacancy occurring on the Board of Education of Glenpool Schools shall be filled by the Board of Education. Persons appointed to fill vacancies in the first half of the term of office for a Board position shall serve only until the next succeeding election, at which time the office which they hold shall be placed on the ballot for the balance of the unexpired term. Persons appointed to fill vacancies after the first half of the term of office for a Board position shall serve for the balance of the unexpired term; provided, however, that if the Board of Education does not fill the vacancy by appointment within the time allotted by state statutes, it shall be mandatory on the part of the County Election Board to call a special election to fill the vacancy for the unexpired term, which election shall be held for the election of a Board member only and said election shall be conducted in the same manner as the regular annual school election.

The Glenpool Board of Education accepts the responsibility of filling a vacancy on the Board. The following procedure will be followed in the selection of a replacement:

1. Vacancy is determined to exist by the remaining members of Board, and the Board, as then constituted, is authorized to fill vacancy.
2. Whenever possible, the outgoing member will recommend to the remaining members a candidate to fill the vacancy. This recommendation will be in writing to the Superintendent of Schools and will be placed on the agenda at the next regularly scheduled Board meeting. The recommended candidate would be asked to submit a letter of interest and resumé which would be presented to each member. Following a discussion in open or closed session, as determined by the Board, a decision will be made to name the candidate recommended by the outgoing member, or to advertise the vacancy and accept additional declarations from those interested in filling the vacancy. Candidates must meet the qualifications for membership on the Board of Education as outlined by law, which include:
  - A. Must have been a registered voter in the District and a resident residing within District for at least six (6) months immediately preceding the filing period or filling of vacancy by appointment.
  - B. If District is divided into election districts, candidates must have been a registered voter within election district and a resident residing within election district for at least six (6) months.
  - C. Must have been awarded a high school diploma or certificate of high school equivalency.
3. If it is the decision of the Board of Education to advertise for additional candidates, the Superintendent of Schools will advertise in the local newspaper and a time limit of 15 calendar days will be set for the receipt of credentials and letters of interest for those candidates wishing to be considered.

The complete list of candidates with credentials will be submitted to the Board of Education for deliberation and decision at the next regularly scheduled meeting.

If the Board of Education is unable to select a candidate by majority vote, within the time limit prescribed by law, a vacancy will be declared and notification will be made to the County Election Board.

## **TOBACCO-FREE ENVIRONMENT**

The Glenpool Board of Education is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The Board believes that education has a central role in establishing patterns of behavior related to good health and recognizes the importance of adult role-modeling for students during formative years. Therefore, to promote further the health and safety of all its students and staff, and to promote the cleanliness of all facilities, the Board bans the use of all tobacco products on all district property.

### **POLICY**

Smoking, chewing, and the use of tobacco in any other form (and tobacco paraphernalia) by staff, students and members of the public is prohibited on any school property 24 hours per day, 7 days per week which includes non-school hours. This includes classrooms, hallways, rest rooms, locker rooms, work areas, cafeterias, offices, gymnasiums, faculty lounges, stadiums, campus grounds, parking lots and all vehicles owned, leased or operated by the District.

District employees and students will not be permitted to use tobacco or tobacco products while they are participants in any class or activity in which they represent the District. This policy also affects employees of agencies working with students and/or employees of the District, spectators at contests, activities, sports events, and games, and all others authorized to be in or on the District's facilities.

All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property may report it to the building principal or appropriate supervisor.

Appropriate publications and public announcement signs that publicize the prohibition made by this policy will be provided throughout the district.

## **TITLE VII CONSTITUTION AND BY-LAWS PREAMBLE**

The members of the Indian Parent Committee of the Glenpool Public School system, in order to establish a better utilization of facilities and funds, do hereby ordain and establish this Constitution and By-Laws.

### **ARTICLE I: NAME**

The name of the Committee shall be Title VII Indian Education Parent Committee of Glenpool Public Schools.

### **ARTICLE II: PURPOSE OF THE COMMITTEE**

The establishment of and the work of the Parent Committee is intended to comply with the rules and regulations of Part 18 - Indian Elementary and Secondary School Assistance Act.

The Parent Committee shall work with the public school district staff to provide advice and assistance in all aspects of developing proposals for special Indian Education, and in reviewing the planning, implementation, and evaluation of educational projects for Indians. The Parent Committee shall approve all proposed budgets for such projects and programs.

Final approval of any program proposed by the Parent Committee must be given at the general meeting by a majority vote of those committee members present.

The Parent Committee shall try to identify problems, assess needs, and establish priorities to meet the special educational needs of Indian children.

The Parent Committee shall assist the school district in identifying and/or verifying the Indian students to be served by the project.

The Parent Committee shall act as a hearing board for any individual or group who may wish to propose additions or changes, or to express grievances, regarding the school district's Indian Education Programs.

The Parent Committee shall develop policies and procedures to assure that Indian Elementary and Secondary Education Act funds are used for Indian Students Educational Needs, and not to supplant school district, state, or local funding sources.

The Parent Committee shall ensure widespread community awareness of existing programs and beginning programs.

The Parent Committee shall help to mobilize community resources that are applicable to the purposes of the proposals for Indian education.

The Parent Committee shall have no power to enter into contracts of any nature or spend public funds.

The School Board and administration, as the Local Education Agency (LEA), is responsible for all personnel matters, i.e., making recommendations to the LEA. The Indian Education Program Director will coordinate committee involvement with personnel matters, as directed by the LEA.

No member of the Parent Committee shall be required to provide any sum of money or property to the Parent Committee. No member of the Parent Committee shall be required to give any service to the Parent Committee other than the services described in these by-laws. The Parent Committee shall not pay any member for providing a service.

### **ARTICLE III: MEMBERSHIP**

The membership of the Indian Parent Committee shall consist of seven (7) parents, plus one (1) faculty member and one (1) student representative appointed yearly. The Indian Education Parent Committee officers shall be elected for two (2)

years. In even years, there will be four (4) members elected. In odd years, three (3) member elected. These elections shall be held at a date that the parent committee selects.

Among the qualities desirable in the members of the Parent Committee are:

1. Willingness to participate actively.
2. Previous or current membership in an educational committee.
3. Experience with the schools in which Federal money will be used.
4. Involvement in community affairs.
5. Representing the interests of the Indian children.

Membership in the Parent Committee cannot be transferred. Any member may resign by giving a written resignation to the Indian Education Parent Committee.

Any member shall automatically be removed from membership on the Parent Committee for any of the following reasons:

1. The member does not attend regular or special meetings of the IEC for three (3) consecutive meetings without just cause.
2. The member no longer resides or works in the district of the school, but this will not apply to a parent whose child continues to attend school in the school district.
3. The member actively operates independently of other committee members without authorization of the chairperson or voting body.
4. The member does not acknowledge and adhere to the by-laws of the IEC.

By affirmative vote of a majority of all members of the committee present at the meeting, a vacancy can be filled. The new member will serve only for the term of the vacant member.

A member who has been removed from the IEPC has the right to appeal the removal. The person shall have five working days to file an appeal with the IEC Coordinator. A special meeting of the IEC will be called within 10 working days from the date the grievance was filed. The approval or repeal of the membership will be done through a majority vote of the members present.

#### **ARTICLE IV: QUORUM**

A simple majority of the total number of committee members shall constitute a quorum necessary for the transaction of business of the IEC.

#### **ARTICLE V: VOTING**

The committee voting membership shall adhere to Subpart C, Section 251.20 of the Title VII Part A regulations, including parents of Indian children to be served, Indian secondary school students and teachers or counselors serving on the committee. Each member shall have one (1) vote in any matter submitted to the Parent Committee for general vote. Proxy voting and absentee ballot shall not be permitted. A member may abstain from voting on any matter. Voting on matters may be by voice vote called for by the chairperson. If any one member of the Parent Committee requests it, each and every member present shall be called by name and asked to present a vote individually.

#### **ARTICLE VI: OFFICERS**

The officers of the Parent Committee shall be a chairperson, vice-chairperson, and secretary. Other officers may be appointed.

##### **CHAIRPERSON:**

The chairperson shall perform all duties incident to the office of chairperson and such other duties as may be

prescribed by the Parent Committee from time to time. Specific duties are to preside over all general committee meetings and sign all letters, reports, and other committee papers as required. The Parent Committee chairperson must give a signature of approval on project applications, applications for continuation awards, and amendments to applications (including revisions to the project budget and project design). The chairperson will also be an ex-officio member of all subcommittees. The chairperson shall act as spokesperson for the committee.

**VICE-CHAIRPERSON:**

The vice-chairperson shall preside in the absence of the chairperson. He/she shall automatically assume the chairperson's position in the event the position becomes vacant.

**SECRETARY / TREASURER:**

In cooperation with the chairperson, the Secretary/Treasurer shall take minutes of all meetings, correspondence when necessary, make public notices of meetings. He;/she shall keep a record of the minutes, committee attendance record and roster of committee membership. The Secretary/Treasurer shall date and sign all minutes of meetings. In addition, the Secretary/Treasurer shall keep accurate records of all fund-raising activities carried out by the committee.

**ARTICLE VII: MEETINGS**

All general meetings will be held every six (6) weeks on Monday, excluding any holiday which will be held the next Monday. Notification of all general meetings shall be properly given to the Parent Committee members and to the Indian community not less than five (5) day prior to the meeting, and not more than six (6) weeks prior to the meetings.

Regular meetings shall be publicized in advance in the local paper stating the date, hour, and location of the meeting and notices shall be delivered to each member not less than five (5) days before the date of such a meeting.

All regular and special meetings of the Parent Committee shall be conducted in accordance with Robert's Rules of Order or in accordance with appropriate adaption thereof.

All regular meetings of the Parent Committee shall be open to the public.

Special meetings may be called by the chairperson or by the majority vote of the Parent Committee. All members shall be notified by telephone if necessary.

**ARTICLE VIII: SUB-COMMITTEES**

The Parent Committee shall create such sub-committees as may be required to promote its objectives. Each sub-committee can be created by a majority vote of a quorum at any called Parent Committee meeting. The members of the sub-committee may be named by the chairperson and approved by a majority vote of the committee membership..

**ARTICLE IX: AMENDING THE BY-LAWS**

These by-laws shall be reviewed and revised annually by the Indian Education Parent Committee. The review shall take place at the first monthly meeting after the parent committee elections. A majority vote of the members present shall be required to support an amendment of the existing by-laws, provided that the amendment is to carry out the purpose and objectives of the Parent Committee as herein above expressed. Any amendment must conform to requirements imposed by the rules and regulations of the Indian Elementary and Secondary Education Act.

The by-laws will then be presented to the Board of Education for consideration and approval. Once approved by the Board, these by-laws will be in force for the remainder of that year without further amendments.

**ARTICLE X: RATIFICATION**

These by-laws shall be declared adopted by the Parent Committee when passed by a majority vote of the full

membership of the Parent Committee present. These by-laws and future revisions will be submitted to the Glenpool Board of Education for review and recommendations.

These by-laws were first approved by the Glenpool Indian Parent Committee at its meeting on December 19, 2005.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Vice Chairperson

\_\_\_\_\_  
Director

\_\_\_\_\_  
Secretary/Treasurer

\_\_\_\_\_  
Teacher Representative

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Student Representative

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Parent

## **JOHNSON O'MALLEY CONSTITUTION AND BY-LAWS PREAMBLE**

The members of the Indian Parent Committee of the Glenpool Public School system, in order to establish a better utilization of facilities and funds, do hereby ordain and establish this Constitution and By-Laws.

### **ARTICLE I: REFERENCE**

In accordance with the Indian Education Self Determination and Education Assistance Act – Johnson O'Malley Act of 1934, 25 CFR Part 273 of the federal regulations, a Parent Committee selected in accordance with federal regulation, will adopt and abide by reasonable by-laws for the conduct of the project for which assistance is sought.

### **ARTICLE II: NAME**

The name of the Committee shall be Johnson O'Malley Indian Education Parent Committee of Glenpool Public Schools.

### **ARTICLE III: PURPOSE OF THE COMMITTEE**

The establishment of and the work of the Parent Committee is intended to comply with the rules and regulations of Part 18 - Indian Elementary and Secondary School Assistance Act.

The Parent Committee shall work with the public school district staff to provide advice and assistance in all aspects of developing proposals for special Indian Education, and in reviewing the planning, implementation, and evaluation of educational projects for Indians. The Parent Committee shall approve all proposed budgets for such projects and programs.

The committee shall approve all proposed budgets for such projects and programs using the following procedures:

At the beginning of project year, the committee shall approve a budget for the project that includes a line item amount for each area of the budget including, but not limited to, the following categories: personnel/salaries, office supplies, equipment, dues and fees, IEC costs.

At each IEC meeting, the committee shall review a report of purchases made and purchases planned according to the approved line item budget.

In the event the committee determines the line items in the approved budget need to be increased, decreased, added or deleted or if there are any additional expenditure or special expenditures, the committee shall approve a budget revision by line item.

Final approval of any program proposed by the Parent Committee must be given at the general meeting by a majority vote of those committee members present.

The Parent Committee shall try to identify problems, assess needs, and establish priorities to meet the special educational needs of Indian children.

The Parent Committee shall assist the school district in identifying and/or verifying the Indian students to be served by the project.

The Parent Committee shall act as a hearing board for any individual or group who may wish to propose additions or changes, or to express grievances, regarding the school district's Indian Education Programs.

The Parent Committee shall develop policies and procedures to assure that Indian Elementary and Secondary Education Act funds are used for Indian Students Educational Needs, and not to supplant school district, state, or local funding sources.

The Parent Committee shall ensure widespread community awareness of existing programs and beginning programs.

The Parent Committee shall help to mobilize community resources that are applicable to the purposes of the proposals for Indian education.

The Parent Committee shall have no power to enter into contracts of any nature or spend public funds.

The School Board and administration, as the Local Education Agency (LEA), is responsible for all personnel decisions. The Parent Committee, as a parent advisory body, may be involved, as deemed necessary by the LEA, to participate in personnel matters, i.e. making recommendations to the LEA. The Indian Education Program Director will coordinate Committee involvement with personnel matters, as directed by the LEA.

No member of the Parent Committee shall be required to provide any sum of money or property to the Parent Committee. No member of the Parent Committee shall be required to give any service to the Parent Committee other than the services described in these by-laws. The Parent Committee shall not pay any member for providing a service.

### **ARTICLE IV: MEMBERSHIP**

The membership of the Indian Parent Committee shall consist of seven (7) parents. The Indian Education Parent

Committee officers shall be elected for two (2) years. In even years, there will be four (4) members elected. In odd years, three (3) members elected. These elections shall be held at a date that the parent committee selects.

Among the qualities desirable in the members of the Parent Committee are:

- Willingness to participate actively.
- Previous or current membership in an educational committee.
- Experience with the schools in which Federal money will be used.
- Involvement in community affairs.
- Representing the interests of the Indian children.

Membership in the Parent Committee cannot be transferred. Any member may resign by giving a written resignation to the Indian Education Committee.

A member shall be automatically removed from membership in the Parent Committee for any of the following reasons:

- The member does not attend regular or special meeting of the Parent Committee for three (3) consecutive meetings without just cause.
- The member no longer resides or works in the district of the school, but this will not apply to a parent whose child continues to attend school in the school district.
- The member actively operates independently of other committee members without authorization of the chairperson or voting body.
- The member does not acknowledge and adhere to the by-laws of the IEC.

By affirmative vote of a majority of all members of the committee present at the meeting, a vacancy can be filled. The new member will serve only for the term of the vacant member.

A member who has been removed from the IEPC has the right to appeal the removal. The person shall have five working days to file an appeal with the IEC Coordinator. A special meeting of the IEC will be called within 10 working days from the date the grievance was filed. The approval or repeal of the membership will be done through a majority vote of the members present.

#### **ARTICLE V: QUORUM**

A simple majority of the total number of committee members shall constitute a quorum necessary for the transaction of business of the IEC.

#### **ARTICLE VI: VOTING**

The committee voting membership shall adhere to Subpart C, Section 251.20 of the Title VII Part A regulations, including parents of Indian children to be served, Indian secondary school students and teachers or counselors serving on the committee. Each member shall have one (1) vote in any matter submitted to the Parent Committee for general vote. Proxy voting and absentee ballot shall not be permitted. A member may abstain from voting on any matter. Voting on matters may be by voice vote called for by the chairperson. If any one member of the Parent Committee requests it, each and every member present shall be called by name and asked to present a vote individually.

#### **ARTICLE VII: OFFICERS**

The officers of the Parent Committee shall be a chairperson, vice-chairperson, and secretary. Other officers may be appointed.

##### **CHAIRPERSON:**

The chairperson shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the Parent Committee from time to time. Specific duties are to preside over all general committee meetings and sign all letters, reports, and other committee papers as required. The Parent Committee chairperson must give a signature of approval on project applications, applications for continuation awards, and amendments to applications (including revisions to the project budget and project design). The chairperson will also be an ex-officio member of all subcommittees. The chairperson shall act as spokesperson for the committee.

##### **VICE-CHAIRPERSON:**

The vice-chairperson shall preside in the absence of the chairperson. He/she shall automatically assume the chairperson's position in the event the position becomes vacant.

##### **SECRETARY / TREASURER:**

In cooperation with the chairperson, the Secretary/Treasurer shall take minutes of all meetings, correspondence when necessary, make public notices of meetings. He/she shall keep a record of the minutes, committee attendance record and roster of committee membership. The Secretary/Treasurer shall date and sign all minutes of meetings. In addition, the Secretary/Treasurer shall keep accurate records of all fund-raising activities carried out by the committee.

#### **ARTICLE VIII MEETINGS**

All general meetings will be held every six (6) weeks on Monday, excluding any holiday, in which case the meeting will be held the next Monday. Notification of all general meetings shall be properly given to the parent committee members and to

the Indian community not less than five (5) days prior to the meeting and not more than six (6) weeks prior to the meeting.

Regular meetings shall be publicized in advance in the local paper stating the date, hour, and location of the meeting and notices shall be delivered to each member not less than five (5) days before the date of such a meeting.

All regular and special meetings of the Parent Committee shall be conducted in accordance with Muscogee Creek Nation JOM parliamentary procedures or in accordance with appropriate adaptation thereof.

All regular meetings of the Parent Committee shall be open to the public.

Special meetings may be called by the chairperson or by majority vote of the Parent Committee. All members shall be notified by telephone if necessary.

**ARTICLE IX: SUB-COMMITTEES**

The Parent Committee shall create such sub-committees as may be required to promote its objectives. Each sub-committee can be created by a majority vote of a quorum at any called Parent Committee meeting. The members of the sub-committee may be named by the chairperson and approved by a majority vote of the committee membership.

**ARTICLE X: AMENDING THE BY-LAWS**

These by-laws shall be reviewed and revised annually by the Indian Education Parent Committee. The review shall take place at the first monthly meeting after the parent committee elections. A majority vote of the members present shall be required to support an amendment of the existing by-laws, provided that the amendment is to carry out the purpose and objectives of the Parent Committee as herein above expressed. Any amendment must conform to requirements imposed by the rules and regulations of the Indian Elementary and Secondary Education Act.

The by-laws will then be presented to the Board of Education for consideration and approval. Once approved by the Board, these by-laws will be in force for the remainder of that year without further amendments.

**ARTICLE XI: RATIFICATION**

These by-laws shall be declared adopted by the Parent Committee when passed by a majority vote of the full membership of the Parent Committee present. These by-laws and future revisions will be submitted to the Glenpool Board of Education for review and recommendations.

These by-laws are approved by the Glenpool Indian Parent Committee at its meeting on January 11, 2007.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Vice Chairperson

\_\_\_\_\_  
Director

\_\_\_\_\_  
Secretary/Treasurer

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Parent

## **ACCEPTANCE AND OPERATION OF FEDERALLY FUNDED PROGRAMS**

The Board of Education will provide to the Federal government yearly statements of assurances and agreements for compliance with the regulations of those Federal programs which the Board agrees to accept.

With the acceptance of the regulations and requirements of the individual Federal program, the Glenpool Board of Education has adopted as policy the following guidelines for the operation of Federal programs in the Glenpool Public Schools.

### **1. EMPLOYMENT OF STAFF FOR FEDERALLY FUNDED PROGRAMS**

All employees of the Glenpool Public Schools are subject to the employment policies and procedures established by the Glenpool Board of Education. The responsibility for final action on hiring, firing, and disciplining employees rests solely with the Board of Education.

EXEMPT STATUS: When parent committees or advisory groups are involved in the Federal requirements of a program, that committee shall assist the Office of Personnel in writing job descriptions and screening written applications for personal interviews.

Personal interviews of job candidate finalists will be conducted before a quorum of the Parent Committee or advisory panel. Those same candidates will be interviewed by the Superintendent.

The Superintendent will make a recommendation for the employment of one of the candidates to the Board of Education.

No candidates will be considered where relationships to members on the Board of Education or to the community advisory group for that program violates the state statutes regarding affinity or consanguinity.

NON-EXEMPT STATUS: Positions which are in support of designated supervisors shall be filled through a standard interview procedure followed by recommendation of that supervisor to the Superintendent for the most qualified candidate. With the Superintendent's approval that recommendation will be submitted to the Board of Education.

Applicants who would be salaried by the same federal funds as that of their immediate supervisor will not be considered if their relationship to that supervisor or other employees in the same program would violate state statutes regarding affinity or consanguinity.

### **2. SALARY INCREASES FOR FEDERALLY FUNDED EMPLOYEES:**

Salary increases for both certified and non-certified federally funded employees will be consistent with and are not to exceed raises given to other employees in the Glenpool School District.

Salary increases shall be yearly. If, in any year, public schools must freeze or reduce salaries for state-funded employees, the same condition will be applied to Federally funded employees, unless such restrictions would violate a federal requirement in a specific program for that year.

### **3. PARENT COMMITTEES AND ADVISORY GROUPS:**

The Glenpool Board of Education regards broad community representation as an essential component in the operation of Federal programs where an advisory committee is required.

It is recognized that community representation is strictly advisory. It is important that all parties understand that the legal responsibility and subsequent liability for expending federal as well as state funds for personnel and materials rests solely with the Board of Education.

The Board welcomes the assistance of community/parent advisory groups in recommending needs and in developing and operating the budget for a particular program.

It will be the policy of the Glenpool Board of Education not to accept budget recommendations which include "parental costs" which are direct payments to individuals for personal needs of a particular family or individual student. The only exception the Board may accept will be in a budget component reserved for cases of extreme emergency with students who are direct recipients of the Federal program.

It is the philosophy of the Glenpool Board of Education that Federal funds will be accepted only when the funds can clearly be shown to benefit the specific educational needs of students designated to be recipients of the Federal program.

## **AUTHORIZATION FOR ADMINISTRATION OF EPINEPHRINE WHEN ANAPHYLAXIS IS PRESENT**

Anaphylaxis is a serious form of allergic reaction that may be triggered by an insect bite, a drug allergy or a food allergy. It requires immediate attention to prevent death.

The following actions are approved by the Board of Education and comprise a standing order issued by a local physician, and are to be taken by the school nurse(s) when anaphylaxis is indicated:

- Nursing Action:
1. Administer epinephrine from a kit per the following instructions if patient is in shock and no other physician order is available.
  2. First dose:
    - a. For children 60 pounds and under or all K-3 children if weight unknown: give 0.15cc epinephrine U.S.P. 1:1000 subcutaneously.
    - b. For persons 60 pounds or over (most fourth to sixth graders, all junior high and high school student(s): give 0.3cc epinephrine, U.S.P. 1:1000 subcutaneously.
  3. Repeat the injection as above in 15 minutes if child has not improved or has deteriorated and ambulance has not arrived.
  4. Other measures should include:
    - a. Monitor blood pressure.
    - b. Have student lie flat and elevate legs.
    - c. If insect sting, carefully scrape stinger out.

## ACTIVITY FUND POLICIES AND PROCEDURES

In compliance with HB 1935, 70 O.S. Section 5-129 Student Activity Fund Control - Accounts - Disbursements - Petty Cash Accounts - Custodian - Bond - Investment of Funds, the following policies and procedures are submitted for consideration and approval:

The Glenpool Board of Education shall exercise control over all funds on hand or hereafter received or collected, as herein provided, from student or other extra curricular activities conducted in the Glenpool School District. Such funds shall be deposited to the credit of the account maintained for the benefit of the particular activity within the school activity fund. Disbursements from each of the activity accounts shall be by check countersigned by the school activity fund custodian and shall not be used for any purpose other than that for which the account was originally created.

The Glenpool Board of Education recognizes the following school activity fund sub-accounts and guidelines for the methods of generating revenues and approved expenditures for each sub-account:

<b>Account</b>	<b>No.</b>	<b>Site</b>
1 Academic Team	907	705
2 Alternative Education	971	705
3 Annual -- Elementary	922	105
4 Annual -- High School	905	705
5 Annual -- Middle School	911	505
6 Athletics	819	705
7 Art Club	921	705
8 Band -- High School/Middle School	924	505
9 Business Professionals of America	909	705
10 Cheerleaders -- High School	901	705
11 Cheerleaders -- 9th Grade	927	705
12 Cheerleaders -- Middle School	928	505
13 Community Education General Fund Refund Account	962	050
14 Drug Free Youth	910	705
15 Elementary Accelerated Reader	975	105
16 Extended Day General Fund Refund Account	963	105
17 FCCLA	932	705
18 Foreign Language Club	933	705
19 General Activity	919	050
20 Library -- Elementary	977	105
21 Library -- High School	939	705
22 Library -- Middle School	938	505
23 Middle School Literature	968	505
24 Miscellaneous -- Elementary	915	105

25	Miscellaneous -- High School	917	705
26	Miscellaneous -- Middle School	916	505
27	National Honor Society -- High School	903	705
28	National Junior Honor Society -- Middle School	935	505
29	Native American Student Association	936	705
30	Speech/Debate	931	705
31	Special Education	942	050
32	Student Council -- High School	904	705
33	Student Council -- Middle School	943	505
34	Vocal Music -- High School	946	705
35	Vocal Music -- Middle School	966	505
36	12th Grade -- Class of 2012	990	705
37	11th Grade -- Class of 2013	991	705
38	10th Grade -- Class of 2014	984	705
39	9th Grade -- Class of 2015	985	705
40	Warrior Spirit Crew	941	705
41	Booster Club	820	705
42	SafeTeam	917	705
43	Vocational Transition	920	705
44	Stand for the Silent	969	505

The Glenpool Board of Education recognizes the following school activity fund sub-accounts and guidelines for the methods of generating revenues and approved expenditures for each sub-account:

<b>Account</b>	<b>No.</b>	<b>Site</b>	<b>Revenue Source</b>	<b>Expenditures</b>
Academic Team	907	705	Healthy food snacks Donations Fundraiser receipts Shamrock grams St Pat's Day t-shirts  Community fundraiser donation	Team travel/meal expenses Entry fees/dues  Food items Miscellaneous supplies T-shirts Construction paper Suckers for shamrock grams
Alternative Education	971	705	Sale of plants Grants Donations Fundraiser receipts	Purchase of plants Awards Classroom resources/materials Food items Holiday charity gifts Travel expenses Dues/fees Student supplies Pictures with Santa
Annual -- Elementary	922	105	Annual sales Advertising sales Fundraiser receipts	Film and processing expense Printing of annual Equipment/supplies Postage Refunds Equipment repairs Fundraiser expenses
Annual -- High School	905	705	Annual sales Advertising sales Commissions on photography Surplus picture sales Fundraiser receipts	Processing of photo. materials Cost of printing annual Photo. equipment and repairs Miscellaneous supplies Scholastic Journalism Assoc. membership

			Donations Grants	Workshops and camp fees Scholastic Journalism awards Food expenditures Expense of fundraisers Fundraiser winner prizes Student reimbursement Postage Holiday charity gifts Student store supplies Computer hardware/software Travel Student recognition
Annual -- Middle School	911	505	Annual sales Commissions on photography Donations Picture sales Fundraiser receipts Grants	Processing of photo. materials Cost of printing annuals Photo. equipment and repairs Miscellaneous supplies Travel expenses Food expenditures Fundraiser expenses Fundraiser winner prizes Student reimbursement Postage Change
Athletics	819	705	Gate receipts Concession receipts Tournament entry fees OSSAA receipts Student activity fees Program/advertisement sales 50 inning baseball game Volleyball-a-thon Healthy food snacks Basketball scrimmage/chili dinner Season passes Summer athletic camps Student supplies/equipment sales Donations Highlight sales Photo/CD sales Fundraiser receipts Lift-a-thon Run-a-thon T-shirt/sweatshirt sales Car washes Blue Gold sausage sales Discount cards Garage sales 100 inning softball game Magazine sales	Officials Event workers/substitutes Schedule/program printing Uniforms/equipment/supplies Expenses for coaches clinic Change Concession supplies Conference dues Association fees Security service for athletic events Homecoming expense Labor for field/gym clean-up Travel expenses/meals Office supplies Entry fees Fundraiser expenses Sports banquet expenses Equipment repair Official coordinator Film and developing expenses Advertisements Racing service Trophies/awards T-shirts and sweatshirts Drug testing expenses Monogramming expenses Postage Holiday charity gifts Teacher substitutes Scholarship
Art Club	921	705	Healthy food snacks Fundraiser receipts Craft booth sales Student supplies sales Student/entry fees	Fund raiser supplies Travel expenses Student supplies Entry fees/dues Judges

			Donations	OAEA membership for OANHHS
			Art auction	Guest WKSP
			T-shirt sales	Awards, ribbons, trophies
			Contest profit	Equipment
				Approved art trips
				NAHS dues
				Holiday charity gifts
				Student reimbursement
				Food expenses
				Prizes
				Student admission
				Costs of substitutes for field trips/contests
Band -- HS/MS	924	505	Food sales	Contest entry fees
			Blue-Gray Contest proceeds	Fundraising supplies
			Student supplies sales	Fundraiser expenses
			Catalog sales	Inst. Consultant
			Student/entry fees	fees/judges/accompaniment
			Blue Gold sausage	Band uniforms/color guard supplies
			Fundraiser receipts	Approved band trip expenses
			Jazz concert/Silent auction	Flowers
			Charitable donations	Reimbursement of student fees
				Miscellaneous student supplies
				Honor band fees
				Student/band booster serv. recog. awards
				Band coronation expenses
				Equipment/instrument repair
				Miscellaneous equipment
				Student incentive prizes
				Student admission or dues/fees
				Postage
				Director membership fees
				Yearbook page
				Film development
				Holiday charity gifts
				Cost of substitutes for field trips/contests
				Travel costs
				Donations to charitable causes/events
Business Professionals of America	909	705	Dues	State organization dues
			Glow sticks/sucker sales -- HC	T-shirts
			Sugarbush Gift Basket fundraiser	Travel expenses
			Ticket sales - installation dinner	Fundraiser expenses
			Santa grams	Holiday & charity gifts
			Gift wrapping service	Food items for installation dinner
			Joe Corbi's pizza kits/cookie dough	Installation & meeting expenses
			Sonic peel cards	Flash drives
			Sonic fundraiser nights	Photo booth rental
			Flash drive sales	Uniforms and equipment
			Photo booth	Clinic/camp fees
Cheerleaders -- HS	901	705	Uniform and equipment receipts	Travel expenses
			Camp/instruction fees	Cheerleader tryout judges/instructor
			Program sales	Refreshments
			Spirit bus receipts	Fund raiser expenses
			Cheerleading clinic receipts	Competition fees
			Car wash receipts	Program fees for competition
			Healthy food snacks	
			Spirit item sales	

			Food sales T-shirt sales Athletic participation fee Donations Garage sale Fundraiser receipts	Flowers Student awards Holiday charity gifts Decorating supplies Video and tape for instruction Advertisement Clinic coaches expenses/fees Competition coaches fees Food expenses Pictures/film Postage Spirit items Student reimbursement
Cheerleaders -- 9th Grade	927	705	Program sales Uniform and equipment receipts Ribbon sales Fundraiser receipts Cheerleading clinic/instruction fees Camp fee receipts Healthy food snacks Donations Catalog sales Cookie dough sales	Uniforms and equipment Camp and clinic fees Food and travel expenses Cheerleader tryout judges/instructor Fundraiser expenses Holiday charity gifts Decorating supplies Tapes and video instruction UPS/postage Instruction fees Miscellaneous student supplies Film development/pictures Competition fees Student reimbursement Food items
Cheerleaders -- MS	928	505	Uniform and equipment receipts Camp fees Fundraiser receipts Donations Catalog sales Cookie dough sales	Uniforms and equipment Camp and clinic fees Travel expenses Fundraiser expenses Cheerleader tryout judges/instructor Holiday charity gifts Student reimbursement Food items Student awards
Comm. Educ. Gen. Fund Refund Acct.	962	505	Community Education receipts	Instructor fees Camp t-shirts and supplies Return of profits to organization
Drug Free Youth	992	705	Club dues Fundraiser receipts Grants	T-shirts Field trips Red Ribbon week materials
Elementary Accelerated Reader	975	105	Fundraiser receipts Book fairs	Books AR test disks Classroom libraries Professional speaker fees Equipment for library

				Student awards
				Fundraiser expenses
Extended Day Gen. Fund Refund Acct.	963	105	Extended day care receipts Return of change	Refund of overpayment Change
FCCLA	932	705	Babysitting on prof days FCCLA dues Donations T-shirt sales Breakfast with Santa Candy cane grams Car washes Chili cook-off Cooking clinics Country Meats beef jerky E-fundraising online magazine sales End of Year grams Garage sales Glamour Magic photos Gourmet popcorn Halloween grams Healthy food snacks March of Dimes coin bank drives Otis Spunkmeyer cookies for a cause Parent/Teacher Conf dinners Pretty in Pink -- Pink soda sales for Susan G Komen Foundation Valentine Crush sales Scentsy Pampered Chef Tupperware  Cookie Dough Candles Coupon cards Magazine sales Candy grams Matchmaker.com	State competitive event expenses Fund raiser expenses Initiation expenses Member/officer initiation Travel expenses Cluster meeting registration/expenses Student incentive prizes Miscellaneous student supplies State convention expenses National conference registration/expenses Parent/member banquet FCCLA Week expenses Holiday charity gifts FCCLA affiliation/registration Officer leadership registration Student reimbursements District competitive event expenses District meeting registration/expenses  Meeting refreshments Member awards Regional competitive event expenses Rookie Camp registration Senior scholarships Service project donations T-shirts Take Aim registration  Angel Tree Recruitment activities Community service projects Goody bag supplies
Foreign Language Club	933	705	Dues Ticket sales Fundraiser receipts	Tickets to foreign language performance Fundraiser items State and national dues Travel expenses Prizes T-shirts Student/teacher reimbursement Refreshments Holiday charity gifts
General Activity	919	050	Vending machine receipts Interest earnings T-shirt sales Remediation class deposit	Supplies for activity fund bank account Postage and shipping charges Miscellaneous supplies for admin. Chamber of Commerce luncheon Plaques Teacher/staff appreciation expenses

				Flowers Student advisory committee expenses Workshop expenses T-shirts Food items Entry fees/dues Printing charges Change Remediation class deposit refund
Library -- ES	977	105	Book sales Fundraiser receipts Recycling proceeds Donations	Books CDs and videos and DVDs Display items Supplies/equipment--library equip. repair Flowers for grounds Fundraiser expenses
Library -- HS	939	705	Book sales Donations Fundraiser receipts Library fines	Book fair expenses Program(lib/rdg)promo materials/supplies Fundraiser expenses Magazines Videos/films/DVDs Membership dues/fees Minor maintenance expense for equipment Merry message supplies Miscellaneous library supplies Books
Library -- MS	938	505	Book sales Donations Student store sales Library fines Fundraiser receipts	Reading incentive awards Book fair expenses Miscellaneous supplies Student store expenses Fees Books Videos/films/DVDs Fundraiser expenses Change Technology equipment
MS Literature	968	505	Fundraiser proceeds Grants Donations Catalog sales	Books Computers and software Reading incentives Office supplies Teaching supplies Professional training expenses
Miscellaneous -- ES	915	105	Snow cone/slushies sales Donations for flower fund Vending machine receipts Portrait commission PTA donations Fundraiser proceeds Book order receipts	Equipment/copy machine Scholarship Miscellaneous student supplies Supplies for volunteer program Postage/shipping costs Change Travel expenses

Field trip fees	T-shirts
Mothers day gift fees	Miscellaneous staff expenses
School parties fees	Miscellaneous food items/student awards
Collections-charitable,non-profit org	Expenses for student of the month
Cookie dough sales	Staff appreciation expenses
Healthy food snacks	Holiday charity gifts
	Books
	Trophies/memory bench
	Admissions -- student
	Fundraiser expenses
	Flowers
	Printing
	Office supplies
	Assembly expenses
	PTA expenses
	Furniture
	Teaching materials
	Staff registrations
	Dues/fees for students (online prog etc.)
	Technology equip/supplies/software
	AR test disks
	Professional speaker fees
	Student/staff expense

Miscellaneous -- HS	917	705	Vending Machine receipts	Miscellaneous student expenses/awards
			Spring portrait commissions	Student travel expenses
			PSAT student fees	PSAT/ACT testing fee
			Sweater sales	Membership dues
			Donations	Postage/shipping costs
			Collections-charitable/non-profit	Staff expenses
			Yogurt sales	Trophies, plaques, medals
			Parking fees	Fundraiser expenses
			Fundraiser receipts	Homecoming expenses
				Student admission
				Office supplies
				Uniforms
				Books
				Printing
				Food items
				Flowers
				Prom expenses
				Scholarship
				Change

Miscellaneous -- MS	916	505	Vending machine receipts	Postage/shipping costs
			School picture commission	Subscriptions
			Fundraiser sales	Furniture
			Collections-charitable/non-profit	Student/staff travel expenses
			Student incentive collections	Contest/competition entry fees
			Donations	Student incentive awards
			OU/OSU Bedlam t-shirts	Student/staff expenses
			Sonic Nights	Student handbook expenses
				Drug testing expenses
				Fundraiser expenses

				OASSP/NASSP fees Academic team expenses/awards Charitable, non-profit organizations Food items Staff registrations Flowers Student reward activities (food, inflatables) Books Holiday charity gifts Trophies/awards Printing Scholarship Teacher appreciation expenses AR test disks Classroom libraries Professional speaker fees Library equipment
National Honor Society -- HS	903	705	Dues/fees Student dance receipts Donations Fundraiser receipts Family night receipts	National Honor Society registration fees Decorations for banquet/induction NSAAP supplies Supplies Student fees (OANHS fees) Awards/scholarships Fundraiser expenses Travel expenses Holiday charity gifts Food items Pictures
National Jr. Honor Society -- MS	935	505	Dues Donations Fundraiser receipts	National Honor Society registration fees Decorations for banquet/induction NSAAP supplies Travel expenses Initiation expenses Registration fees Student supplies Fundraiser expenses Refreshments Staff appreciation gifts Student incentive awards Holiday charity gifts
Native American Student Association	936	705	Donations Fundraiser receipts T-shirt sales Food sales Concession sales Stomp Dance proceeds Membership cards	Student expenses Student admission Fundraiser expenses Holiday charity gifts Food items Arts and crafts materials Entry fees Change Travel
Special Education	942	050	100 Lap Walk Concession receipts	Equipment and sales T-shirts

			Donations Fundraiser receipts Snack sales  Carnation sales Bake sale	First aid supplies Entry fees/dues Ribbons and medals for contests Spec Oly meet expenses/equipment/supplies Travel expenses Fundraiser expenses Food items Cost of substitutes for Special Olympics Cost-coach assistants for Spec Olympics Expenses community based instruction Uniforms for Spec Olympics events
Student Council -- HS	904	705	School dance proceeds Fundraiser receipts Christmas wrapping Turkey challenge Dues	Donations Awards (students) Class parties Publicity Dances Fundraiser expenses Holiday charity gifts District workshop Travel expenses (state, district) Student council t-shirts Security National and state dues Teacher appreciation gifts
Student Council -- MS	943	505	Holiday grams Fundraiser receipts Donations	Community service projects/donations Fundraiser expenses Student activity expenses Food items Holiday charity gifts Travel expenses Awards and plaques Organization supplies Teacher appreciation gifts Security
Vocal Music -- HS	946	705	Entry fees Fundraiser receipts T-shirts Donations Receipts from students/parents Play/musical receipts Blue Gold sausage sales	Contest entry fees Travel expenses Fundraiser expenses T-shirt printing Choir expenses Play/musical production expenses Music Music equipment Student reimbursement Staff registrations and travel expenses Holiday charity gifts
Vocal Music -- MS	966	505	Fundraiser receipts Catalog sales Play/musical receipts Entry fees Donations	Instructional materials Music Student awards Accompanist gratuities Music equipment/repair

			T-shirts	Holiday charity gifts Concert/musical production expenses Entry fees Fundraiser expenses Staff registration/travel expenses Travel expenses
12th Grade -- Class of 2012	990	705	Carryover from previous years Donations Fundraiser receipts Healthy food snacks Proceeds from college games, Driller games, Expo Square	Prom expenses Food items Fundraiser expenses Travel fees Prizes Miscellaneous supplies Dues/fees Homecoming expenses Senior night expenses Senior t-shirts Change
11th Grade -- Class of 2013	991	705	Carryover from previous years Prom tickets Fundraiser receipts Donations Winterball tickets Garage sale receipts T-shirt sale proceeds Homecoming dance tickets Sale of spirit items Henna hand art proceeds Dine-out pancake breakfast proceeds	Winterball expenses Food items Prom expenses Fundraiser expenses Homecoming expenses
10th Grade -- Class of 2014	984	705	Carryover from previous years Fundraiser receipts	Homecoming expenses Entry fees/dues Food items
9th Grade -- Class of 2015	985	705	Carryover from previous years Fundraiser receipts	Homecoming expenses Entry fees/dues Food items
Warrior Spirit Crew	941	705	Membership dues T-shirt sales Spirit item sales	Supplies to make spirit items Spirit items
Cross Country	814	705	T-shirt sales	T-shirts Food & drinks for athletes Entry fees Athletic equipment and supplies Travel expenses Track meet expenses and supplies
Boys and Girls Track	811	705	T-shirt and sweats sales Donations Food and snack sales	T-shirts and sweats Food and drinks for athletes Entry fees

				Fundraiser expenses Athletic equipment and supplies Travel expenses Track meet expenses and materials Coaches gear Reimbursement of lay coach expenses
Volleyball	816	705	Membership dues Proceeds from work at Driller games Proceeds from servathon Proceeds from car wash T-shirt sales Donations Sunglasses sales	Tournament hospitality room supplies Food and drinks for athletes Senior night expenses Year end reception expenses Fundraiser expenses Travel expenses for athletes Postage for servathon Athletic equipment and supplies Coaches gear Coaches clinic expenses Reimbursement of lay coach expenses
Boys and Girls Soccer	815	705	T-shirt and sweats sales Donations Food and snack sales	T-shirts and sweats Food and drinks for athletes Entry fees Fundraiser expenses Athletic equipment and supplies Travel expenses Coaches gear Reimbursement of lay coach expenses
SafeTeam	917	705	Beef jerky sticks Temporary tattoos Spirit stickers Car washes Donations Athletic tournament entry fees Face painting Catalog sales T-shirt sales Spirit items Flowers & supplies	Travel expenses Ropes course expenses Professional speakers Field trips Incentive prizes Food expenses Conferences/trainings Prizes for giveaways T-shirts Media supplies Decorating supplies Host school/community activities Fundraiser expenses
Vocational Transition	920	705	Sale of greeting cards Profits from recycling project Sale of umbrellas	Supplies for greeting card production Recycling boxes Educational field trips Food items Fundraising expenses Expenses for community based instruction
Stand for the Silent	XXX	505	Donations Carnival games Bake sales	Bracelets T-shirts Other promotional items

## **GUIDELINES FOR THE RECEIPT, DEPOSIT, AND EXPENDITURE OF SCHOOL ACTIVITY FUNDS**

### **RECEIPTS**

1. Students will be directed during specified times to a designated building banker and/or building secretary to deposit monies from fund-raisers, fees, and purchases. The student will be issued a receipt from the banker/secretary.
2. The sponsor will be issued a copy of the student's receipt for record-keeping purposes.
3. The District Banker will collect monies daily from each building, issue receipts, prepare bank deposits daily, and log the receipts and deposits in the ledgers of each activity fund sub-account.
4. Students who present monies outside the specified times of the building banker, will be directed to the building secretary who will serve as the alternate building banker. The building secretary will then notify the District Banker who will collect the money from the building secretary.
5. At no time is money to be left unattended or in the building at night. The District Banker will utilize the school's safe in the administration center or the services of the local bank night deposit.

### **EXPENDITURES**

1. Expenditures of monies through the activity fund shall be approved by the Board of Education. The pre-approved expenditures listed in this policy do not require additional approval from the Board. Any expenditures not itemized in this policy will require prior approval from the Board.
2. Sponsors will complete in detail an activity fund purchase order listing item description, amount of purchase and vendor.
3. Sponsors will present the completed purchase order to the designated building secretary for verification that account balance is sufficient to accommodate purchase and initial accordingly. The secretary will then direct the purchase order to the building administrator for approval of the purchase.
4. If approved, the building secretary will encumber the amount from the appropriate account and a purchase order number will be issued.
5. The secretary will enter the encumbrance in the activity fund ledger in the appropriate sub-account.
6. A copy of the purchase order (approved or not approved) will be returned to the sponsor for appropriate action (order or not order) and a copy of the approved purchase order will be directed to the activity fund custodian when ready for payment.
7. When change is needed for any sponsored event, the same purchase order procedures will be used.
8. Payments for orders made without complying with the approved procedures will not be made through the activity fund.
9. Reimbursement to sponsor must be approved in advance of purchase to qualify for reimbursement. A purchase order must be made to the sponsor.

### **RECEIPT OF MERCHANDISE - APPROVAL OF PAYMENT**

In order to facilitate an orderly inventory of goods and merchandise received, the following procedures will be used:

1. All deliveries and shipments will be directed to the Transportation and Maintenance Office for receipt and campus

distribution.

2. Orders received will be logged by the Maintenance Office and directed to building destination with shipping receipt attached.
3. Building secretary will accept orders and direct to individual sponsor for final inventory and return of completed shipping receipt to Central Office for verification of contents received.
4. Payment will be made on valid purchase orders when verification of receipt has been received from sponsor.

#### **FUND RAISING PROCEDURES**

1. Specific fund raising events itemized in this policy have been pre-approved for each activity account and do not need additional approval from the Board of Education. Prior approval must be granted by the building administrator.
2. Fund raising activities or events not listed in this policy must be approved first by the building administrator and then the Board of Education.
3. Requests must be submitted to the Board of Education for consideration at least one week prior to the regularly scheduled meeting during the month preceding the fund raising activity or event.
4. Prior to ordering fund raising merchandise, a purchase order must be completed. An estimate of the cost may be used when exact price is unavailable.

### **PURCHASING PROCEDURES**

#### **PURCHASES: ALL FUNDS**

Glenpool School will pay for no purchases that are made prior to the assignment of a purchase order number. If the order date and/or invoice date on the invoice is prior to the date on the signed, numbered purchase order, the person responsible for the order will have two options:

1. Return the merchandise to the company.
2. Pay for the merchandise personally.

#### **ACTIVITY FUND: FUND RAISER, GROUP TRAVEL, YEARBOOK PURCHASES, ETC.**

Purchase orders must be completed, signed, dated and numbered before the order for merchandise for sale is ordered or the travel is arranged. The school will not pay a purchase order where the order date/invoice date precedes the purchase order date.

The purchase order must be completed for the total expense of the fund raiser, trip, yearbook, etc.

Purchase orders that are issued for fund raising materials, trips, yearbooks, etc. that exceed the available balance in the sub-account, must include the following language:

Sub-account balance is not of sufficient amount for this encumbrance. The intent of the purchase order is to make payments from the future proceeds of the fund raiser, fund-raising activities, or sale of the yearbook.

#### **REIMBURSEMENTS: ALL FUNDS**

Travel and meal reimbursements -

A dated and numbered purchase order for approved reimbursement for travel must be on the file in the encumbrance clerk's office before the dates of the travel. If receipts and/or mileage claims are presented for reimbursement that have dates preceding the date of the purchase order for that reimbursement, no reimbursement will be paid.

All receipts for meal reimbursement must state purpose of reimbursement, for example, what meeting was attended,

and for whom the meal was purchased.

No photocopies of receipts will be accepted. No credit card receipts will be accepted. The receipt must show what was purchased.

Meals will be reimbursed only for out of town travel that requires an overnight stay.

If meals are charged to hotel rooms, the employee must return a receipt to the school from the restaurant showing what was purchased in order for the school to pay the hotel. If receipts are not returned, the employee will be responsible for the payment of the meal to the hotel.

There will be no reimbursement for tolls without receipts.

**REIMBURSEMENTS FOR MATERIALS AND SUPPLIES:**

No employee will be reimbursed for materials or supplies purchased with the employee's personal money unless the following conditions are met:

1. Prior approval is granted by the supervisor.
2. A completed signed, numbered and dated purchase order is on file in the encumbrance clerk's office. The date of the purchase order must precede the date of the purchase on the receipt submitted for reimbursement or the reimbursement will not be made.

## **NATIONAL CRIMINAL HISTORY RECORD POLICY**

Pursuant to Section 5-142 of Title 70 of the Oklahoma Statutes (Supp. 1990) it shall be the policy of this School District that it will obtain the results of a national criminal history record of the name of every prospective School District employee.

During the first interview with each employment applicant, the School District will advise the applicant that:

1. the School District requires a national criminal history record search of every prospective employee as a condition of employment;
2. to enable the School District to request the search and obtain the results, the applicant must complete and sign an Authorization and Release form provided by the School District;
3. the School District will only request a national criminal history record search if the Superintendent of Schools recommends employment of the applicant;
4. if the Superintendent of Schools recommends employment of the applicant, the applicant must permit himself/herself to be fingerprinted, provide a Social Security Number and provide any other information necessary to facilitate the national criminal history record search.
5. the applicant, if placed on duty prior to receipt of the national criminal history record search results, will be classified as a temporary employee until the School District is notified that the search is clear of any felony record.

If the national criminal history record search reveals a prior felony offense conviction or if the applicant provides a false response to one or more of the questions on the Authorization and Release, the applicant will be denied employment and, if placed on duty prior to receipt of the search results, will be deemed to have resigned from employment with the School District, effective upon acceptance by the Board of Education. The Board of Education may accept any employee's resignation at any time within thirty (30) days after the date the School District is notified of either the unsatisfactory search results or learns of the applicant's false response, whichever is later. Under these circumstances, the employee waives any due process procedures which might otherwise be available under federal and state law and School District policies and procedures.

The School District will also request a national criminal history record search of any current School District employee if the Board of Education recommends a search of the employee's felony record.

### **PROCEDURE FOR NON-CONTRACTUAL SUBSTITUTE TEACHERS**

Each year, Glenpool Schools receive applications from persons seeking non-contractual substitute teaching assignments. As soon as possible each school year, a pool of substitute teachers will be identified the number of which will be commensurate with the anticipated need of the school district. As soon as the substitute pool is identified, each person in the pool will be required to complete and sign an authorization and release form for a national criminal history record search.

As each school year progresses, there may be occasions when the district's need for substitute teachers exceeds the number in the original pool. Substitute applications are accepted throughout the school year which allows the school to use applicants not a part of the original pool if needed. An applicant that is not included in the original substitute pool may be employed as a substitute teacher on an "as needed" basis. If it is anticipated that the substitute will be utilized on a regular

basis, the substitute will be required to complete and sign an authorization and release form for a national criminal history record search provided by the school district and the substitute will be added to the district's regular substitute pool.

In accordance with HB1321, any person applying for employment as a substitute teacher shall only be required to have one national criminal history record search for the school year. If such a search has been conducted by another school district during the current school year, the applicant will be required to sign a release of the national criminal history record search to Glenpool Schools upon request. If the national criminal history record search process reveals a prior felony offense conviction or if the applicant provides a false response to one or more of the questions on the authorization and release the applicant will be denied future placement in substitute teaching assignments.

#### **ANNUAL CRIMINAL RECORD QUESTIONNAIRE**

Student and staff safety is of paramount concern to the Glenpool Board of Education. Employees who have committed criminal offenses could be a threat to the safety of students and staff. The Board of Education commits itself to make the best possible effort to maintain a workplace safe for all students and employees.

On an annual basis, all school district employees who are employed on September 1 of each year are required to truthfully answer the employee yearly criminal record questionnaire. Additionally, 10% of the total returning employee roster (certified and non-certified personnel) will be selected on a random basis for a national criminal history record check equal to that required of employees new to the district.

## **BLOODBORNE PATHOGENS COMPLIANCE PROGRAM**

### **PURPOSE:**

Occupational exposure to blood and/or other potentially infectious materials could result in the transmission of bloodborne pathogens which could lead to disease and/or death. One of the major goals of the Occupational Safety and Health Administration (OSHA) is to regulate facilities in an effort to minimize the incidence of injury and illness experienced by employees. Relative to this goal, OSHA has enacted the Bloodborne Pathogens Standard, codified as 29 CFR 1910.1030. Under this Standard, employers are charged with the responsibility of defining job classifications with exposure and to develop a control plan to eliminate or minimize employee(s) exposure. Glenpool Public Schools believes that there are a number of good general principles that should be followed when working with blood and/or other body fluids and contaminated materials. These principles include:

- Minimizing all exposure to bloodborne pathogens;

- Recognizing the potential risk involved with exposure to bloodborne pathogens;

- Instituting engineering controls and procedures that will eliminate or minimize employee exposure to bloodborne pathogens.

The purpose of an Exposure Control Plan is to protect the employees from the health hazards associated with bloodborne pathogens and to provide appropriate treatment and counseling should an employee be exposed to bloodborne pathogens.

### **SCOPE:**

All employees who could be "reasonably anticipated" as a result of performing their job duties to face contact with blood and other potentially infectious materials. Infectious materials include any body fluid visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

### **DEFINITIONS:**

"Bloodborne Pathogens" means pathogenic microorganisms that are present in human blood and can cause disease in humans. These include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

"Contaminated" means the presence or the anticipated presence of blood or other potentially infectious materials on an item or surface.

"Exposure Incident" means a specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

"Occupational Exposure" means reasonable anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

"Engineering Controls" means controls (e.g., sharps disposal containers, self sheathing needles) that isolate or remove the bloodborne pathogens hazard from the workplace.

"Work Practice Controls" means controls that reduce the likelihood of exposure by alternating the manner in which a task is performed.

"Personal Protective Equipment" means specialized clothing or equipment worn by employee for protection against a hazard. General work clothes that are not intended to function as protection against a hazard are not considered to be

personal protective equipment.

"Source Individual" means any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.

"Regulated Waste" means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

## EXPOSURE CONTROL PLAN

### I. GENERAL PROGRAM MANAGEMENT

#### A. Responsible Persons

There are five "categories of responsibility" that are central to the effective implementation of the Exposure Control Plan. These are:

- Exposure Control Officer
- Building Principals
- Director of Transportation and Maintenance
- Education/Training Instructor
- Employees

#### Exposure Control Officer

The exposure control officer will be responsible for the overall management and support of the Bloodborne Pathogens Compliance Program. These responsibilities include implementation, policy development and practice, review and update of plan, keeping up-to-date with legal requirements of bloodborne pathogen standards, and serving as school's liaison during OSHA inspections.

The Superintendent of Schools shall serve as Exposure Control Officer. The Superintendent will require assistance in fulfilling the responsibilities of this position and will create an Exposure Control Committee comprised of the Director of Maintenance / Transportation, the School Nurse, and building principals at the elementary, middle, and high school levels. This committee shall meet as often as necessary to accomplish the maintenance of the exposure control plan.

#### Building Principals/Cafeteria Manager

The building Principals are responsible for the implementation and compliance with the exposure control plan at their respective levels. They will also serve on the exposure control committee to assist in the development, review and implementation of the plan. The building Principals will also be responsible for the maintenance of employee training records and for the investigation and documentation of exposure incidents involving their building personnel. The cafeteria manager is responsible for the maintenance of employee training records and for the investigation of exposure incidents of all cafeteria personnel.

#### Director of Transportation and Maintenance

The Director of Transportation and Maintenance is responsible for the management of contaminated material/laundry, for developing cleaning and maintenance schedules, assisting in the maintenance of training records of custodial/transportation staff, and investigating and documenting exposure incidents involving custodial/transportation personnel. The director will also serve on the Exposure Control Committee.

#### Education/Training Instructor

The School Nurses shall serve as the Education/Training Instructors and will be responsible for providing and/or coordinating information and training to all employees. In addition, the education/training instructors will be responsible in assisting the building Principals and Directors in the maintenance and up-dating of training records of all

employees, developing suitable education/training of all employees, and periodically reviewing training materials to maintain an up-to-date training program.

### Employees

All employees will be responsible for the execution of the Exposure Control Plan. These responsibilities include attendance at training sessions, planning and implementation of all operations in accordance with work practice controls/procedures, to develop good personal hygiene habits in relation to bloodborne pathogens, and to report any exposure incident to building Principal.

#### B. Availability of the Exposure Control Plan to Employees

The school's Exposure Control Plan will be made available in each building Principal's office, office of the Nurse, the office of maintenance and transportation, and in the Central Administration Office. Employees will be advised of the existence and location of this plan at staff meetings and educational/training sessions.

#### C. Review and Update of the Plan

Recognizing the importance of continual review and up-grading of the Exposure Control Plan, the plan will be reviewed annually, on or before September 15 of each year and as often as necessary to ensure plan meets the changing tasks, job descriptions and procedures for addressing bloodborne pathogens.

## II. EXPOSURE DETERMINATIONS

Defined Job Classifications With Occupational Exposure:

### 1. GROUP A . . . Identified As High Risk

Reasonably Anticipated Exposure More Than Once Each Month:

Employees identified as those with Reasonably Anticipated Exposure (Group A):

a. School Nurse

b. Athletic Coaches (specifically):

- |               |             |               |
|---------------|-------------|---------------|
| 1. Football   | 4. Track    | 7. Volleyball |
| 2. Basketball | 5. Baseball |               |
| 3. Wrestling  | 6. Softball |               |

c. Physical Education Instructors

d. Special Education Teachers (speciically):

- |                                |                          |
|--------------------------------|--------------------------|
| 1. Preschool development Delay | 3. Emotionally Disturbed |
| 2. Multiply Disabled           | 4. Other Health Impaired |

e. Special Education Teacher Assistants (specifically):

- |                                |                          |
|--------------------------------|--------------------------|
| 1. Preschool development Delay | 3. Emotionally Disturbed |
| 2. Multiply Disabled           | 4. Other Health Impaired |

f. Special Education Transportation (specifically):

- |                                |                          |
|--------------------------------|--------------------------|
| 1. Preschool Development Delay | 3. Emotionally Disturbed |
| 2. Multiply Disabled           | 4. Other Health Impaired |

g. Day Custodial Staff (specifically):

1. Building Custodians

### 2. GROUP B . . . Identified as Low Risk of Exposure

Rare or No Anticipated Contact

Employees Identified with Rare or No Anticipated Exposure (Group B):

Those persons who would rarely have contact with blood or body secretions:

- |   |                                     |
|---|-------------------------------------|
| a. Classroom Teacher (Regular)            | g. Cafeteria/Food Preparation Staff |
| b. Classroom Teacher Assistant (Regular)  | h. Counselors                       |
| c. Clerical Staff                         | i. Librarians                       |
| d. Building/Central Office Administration | j. Speech Therapists                |
| e. Bus Drivers (Regular)                  | k. Elementary Specials Teachers     |
| f. Maintenance Staff                      |                                     |

### III. METHODS OF COMPLIANCE

In order to eliminate or minimize employee's exposure to bloodborne pathogens, the following areas will be addressed:

Use of Universal Precautions

Implementing Appropriate Work Place Controls

Establishing Appropriate Engineering Controls

Use of Personal Protective Equipment

Implementing Appropriate Housekeeping Procedures

Employees will receive training that addresses each of these areas.

#### A. Universal Precautions

Universal Precaution is an approach to infection control. According to the concept of Universal Control, all human blood and certain human body fluids are treated as if known to be infectious with HIV, HBV, and/or other bloodborne pathogens. The following is a list of potentially infectious body fluids:

Blood, Semen, Vaginal Secretions, Cerebrospinal Fluid, Synovial Fluid, Pleural Fluid, Pericardial Fluid, Peritoneal Fluid, Amniotic Fluid, and Saliva.

Not included are feces, nasal secretions, sputum, sweat, tears, urine, or vomitus unless contains visible blood. In circumstances where it is difficult or impossible to differentiate between body fluid types, we assume all body fluids to be potentially infectious.

#### B. Engineering Controls

To eliminate or minimize employee exposure to bloodborne pathogens, sharps and/or self-sheathing needles will be located and used in the School Nurse's Office and appropriate disposal containers/methods will be utilized. Included in the annual review will be the review of tasks and procedures performed in the school where engineering controls can be implemented or updated. Controls/procedures will be reexamined for improvement, proper functioning, and any needed repair on a regular (annual) basis.

Additional engineering controls located throughout the school include:

Handwashing Facilities

Containers for Contaminated Materials

Leak-Proof Color-coded or Labeled with a Biohazard Warning Label

Puncture Resistant, if necessary.

Specimen Containers

Leak-Proof Color-coded or Labeled with a Biohazard Warning Label,

Puncture Resistant, if necessary.

C. Work Practice Controls

In addition to the engineering controls, employees will use the following work practice controls to help eliminate or minimize exposure to bloodborne pathogens:

Wash hands immediately, or as quickly as feasible after removal of gloves or other personal protective equipment.

Following any contact with blood or any other infectious materials, employee will wash their hands and any other exposed skin with soap and water as soon as possible. They will also flush any exposed mucous membranes with water.

Contaminated sharps are not bent, recapped or removed unless:

- it can be demonstrated that there is no feasible alternative.
- the action is required by specific medical procedure.
- in the two situations above, the recapping or needle removal is accomplished through the use of a medical device or a one-handed technique.

Contaminated reusable sharps are placed in appropriate containers immediately, or as soon as possible after use. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses are prohibited in work areas where there is potential for exposure to bloodborne pathogens. Food and drink are not kept in refrigerators, freezers, on counter tops or in other storage areas where blood or other potentially infectious materials are present. Mouth pipetting/suction of blood or other infectious materials is prohibited. In all procedures involving blood or other infectious materials, minimize splashing, spraying, or other actions generating droplets of these materials. Specimens of blood or other materials are placed in designated leak-proof containers, appropriately labeled for handling and storage.

If outside contamination of a primary specimen container occurs, that container is placed within a second leak-proof container, appropriately labeled for handling and storage. If the specimen can puncture the primary container, the secondary container must be puncture resistant as well. Equipment which becomes contaminated is examined prior to servicing or shipping and decontaminated as necessary unless it is determined that decontamination is unnecessary. An appropriate Biohazard warning label is attached to any contaminated equipment, identifying the contaminated portions. Information regarding the remaining contamination is conveyed to all affected employees, the equipment manufacturer and the equipment service representative prior to handling, servicing or shipping.

D. Personal Protective Equipment

Personal protective equipment will be provided in a variety of sizes at no cost to the employee. This equipment includes:

Gloves, Gowns, Face Shields/Masks, Safety Glasses, Goggles, Mouth-pieces, Resuscitation Bags, Pocket Masks, Hoods, and Shoe Covers.

Hypo-allergenic gloves, glove liners and similar alternatives are readily available to employees who are allergic to the gloves normally used.

The School Nurse is responsible for ensuring that a supply of personal protective equipment is available to meet the needs of each individual building office. Secretaries will request additional supplies as the supply on hand is depleted.

All employees will be trained regarding the use of the appropriate protective equipment. Initial training will take place during the in-service week of each year and training will be provided all new employees within 10 working days of their employment.

To ensure that personal protective equipment is not contaminated and is in the appropriate condition to protect employees from potential exposure, the following practices will be followed:

- All personal protective equipment is inspected periodically and repaired or replaced as needed to maintain its effectiveness.
- Reusable personal protective equipment is cleaned, laundered and decontaminated as needed.
- Single-use personal protective equipment is disposed of by defined disposal procedures.

To make sure that this equipment is used as effectively as possible, all employees will adhere to the following practices when using their personal protective equipment:

- Any garments penetrated by blood or other infectious materials are removed immediately, or as soon as feasible.
- All personal protective equipment is removed prior to leaving work area.

Gloves are worn in the following circumstances:

- Whenever employees anticipate hand contact with potentially infectious material.
- When handling or touching contaminated items or surfaces.

Disposable gloves are replaced as soon as practical after contamination or if they are torn, punctured or otherwise lose their ability to function as an exposure barrier. Utility gloves are decontaminated for reuse unless they are cracked, peeling, torn or exhibit other signs of deterioration, at which time they are disposed. Masks and eye protection are used whenever splashes or sprays may generate droplets of infectious materials. Protective clothing is worn whenever potential exposure to the body is anticipated. Surgical caps/hoods and/or shoe covers/boots are used in any instance where gross contamination is anticipated.

#### E. Housekeeping

Facility maintenance is an integral part of a Bloodborne Pathogen Compliance Program. The following will be assured:

- That the worksite is maintained in a clean and sanitary condition.
- That an appropriate cleaning schedule will be developed and implemented for rooms where body fluids are present.
- That housekeeping workers will wear appropriate personal protective equipment during all cleaning of blood or other potentially infectious materials and during decontaminating procedures.
- That initial clean-up of blood or other potentially infectious materials shall be followed with the use of an approved disinfectant chemical germicide that is tuberculocidal or a solution of 5.25% sodium hypochlorite (household bleach) diluted between 1:10 and 1:100 with water.
- That equipment contaminated with blood or other potentially infectious materials shall be checked routinely and decontaminated if possible prior to servicing or shipping.

All pails, bins, cans and other receptacles intended for routine use are inspected, cleaned and decontaminated as soon as possible if visibly contaminated. Potentially contaminated broken glassware is

picked up using mechanical means such as dustpan and brush or tongs. Contaminated reusable sharps are stored in containers that do not require hand processing.

The Director of Transportation/Maintenance is responsible for developing a cleaning and maintenance schedule and enforcing compliance.

The following procedures will be utilized when managing contaminated waste:

Contaminated waste is discarded or bagged in containers that are:

Closeable

Puncture Resistant

Leak-proof if the potential for fluid spill or leakage exists

Red in color or labeled with the appropriate Biohazard warning label.

Containers for this contaminated waste are located throughout the facility within easy access of all employees and as close as possible to the sources of the waste.

Waste containers are maintained upright, routinely replaced and not allowed to overfill.

Contaminated laundry is handled as little as possible and is not stored or rinsed where it is used.

Whenever employees move containers of contaminated waste from one area to another the containers are immediately closed and placed inside an appropriate secondary container if leakage is possible from the first container.

The Director of Transportation/Maintenance is responsible for the collection and handling of all contaminated waste.

#### **IV. HIV and HBV RESEARCH LABORATORIES AND PRODUCTION FACILITIES**

These special requirements do not apply due to the fact that diagnostic or other screening procedures are not performed on blood or other potentially infectious materials in any of the school's facilities.

#### **V. HEPATITIS B VACCINATION, POST EXPOSURE EVALUATION & FOLLOW-UP**

Employees identified as those with High Risk - Reasonably Anticipated Exposure (GROUP A) are eligible to receive, at no cost to the individual, the Hepatitis B Vaccination series within 10 working days of assignment, under the supervision of a licensed physician or other healthcare professional and according to the recommendations of the USPHS. Employees occupying positions defined as GROUP A must sign a declination form if they choose not to be vaccinated, but may later amend that position & receive the vaccine at no cost. Employees wishing to receive Hepatitis B Vaccination must sign consent form .

HIV antibody testing is also available to employees who have occupational exposure and desire such testing prior to being immunized.

The vaccination program consists of a series of three inoculations over a six-month period. As part of the bloodborne pathogens training, all employees will receive information regarding Hepatitis B vaccination, including its effectiveness and safety.

Medical treatment is available which can protect persons who have been exposed to Hepatitis B. When given within 7 days of exposure, Hepatitis B immune globulin (HB 1) and Hepatitis B vaccine (HBV) will protect the majority of exposed persons from infection.

The Head School Nurse is responsible for organizing and coordinating the Hepatitis B vaccination program.

Employees identified with Rare or No Anticipated Exposure (GROUP B) are eligible for a post-exposure confidential medical evaluation with full documentation and follow-up at no cost to the employee. Healthcare

professionals will be provided specific information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccination following exposure.

A. Post Exposure Evaluation and Follow-up

A post-exposure confidential medical evaluation with full documentation and follow-up will be made available to all employees at no cost to the employee. Healthcare professionals will be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccination following exposure.

All exposure incidents will be reported to the building Principal for investigation and documentation. This investigation is to be initiated within 24 hours after the incident occurs and involves gathering the following information:

- Date, time, and location of incident.
- What potentially infectious materials were involved.
- Source of material.
- Under what circumstances did the incident occur.
- How the incident was caused.
- Personal protective equipment being used at the time of the incident.
- Actions taken as a result of the incident.

Following the investigation, a written report will be prepared and recommendations made for avoiding similar incidents in the future. A completed copy of this report will be kept on file in the building administrator's personnel file and the original will be sent to the Head School Nurse for evaluation and follow-up as necessary. The exposed employee will be provided with the following information:

- Documentation regarding the routes of exposure and circumstances under which the exposure incident occurred.
- Identification of the source individual (unless not feasible or prohibited by law).

If possible, the source individual's blood will be tested to determine HBV or HIV infectivity and as disclosure law allows, this information will be made available to the exposed individual. If desired, a test will be conducted of the exposed individual's blood for HBV and HIV status weeks, 12 weeks and months post exposure.

It is recognized that much of the information involved in this process must remain confidential. Efforts will be made to ensure the privacy of the individuals involved. Once these procedures have been completed an appointment will be made with a qualified healthcare professional to discuss the employee's medical status. This will include an evaluation of any reported illnesses as well as any recommended treatment.

B. Information Provided to the Healthcare Professional

To assist the healthcare professional, the following documents will be provided:

- A copy of the Bloodborne Pathogens Standard
- A description of the exposure incident
- Relevant medical records of the individuals involved
- Other pertinent information

C. Healthcare Professionals Written Opinion

After the consultation, the healthcare professional will provide a written opinion evaluating the exposed employee/student situation. All involved parties will be provided a copy of this opinion.

The written opinion will provide the following information:

- Recommendation regarding Hepatitis B vaccination

If the employee/student has received the Hepatitis B vaccination

- Confirmation that the employee/student has been told about any medical conditions resulting from the exposure incident which require further evaluation or treatment.

All other findings or diagnoses will remain confidential and will not be included in this written opinion.

#### D. Medical Record keeping

The following records will be maintained in the Nurse's office:

- Name and social security number of student/employee
- A copy of the employee/student's Hepatitis B vaccination status
- Dates of any vaccinations
- Medical records relative to the employee/student's ability to receive vaccination
- Copies of the results of the examination, medical testing and follow-up procedures which took place as a result of an employee/student's exposure to bloodborne pathogens

A copy of the information provided to the consulting healthcare professional as a result of any exposure to bloodborne pathogens. Written consent must be obtained prior to the release of any information determined to be confidential.

## VI. LABELS AND SIGNS

To warn employees of potential hazards to bloodborne pathogens, containers will be labeled with red color-coded labels. The following items will be labeled:

Containers of regulated waste

Refrigerators/freezers containing blood or other potentially infectious materials

Sharps disposal containers

Other containers used to store, transport or ship infectious materials

Laundry bags and containers

Contaminated equipment

## VII. INFORMATION AND TRAINING

All employees will receive comprehensive training and will be furnished with as much information as possible. Additionally, training will be provided for:

Any new employee, within 10 working days of employment.

Any employee transferred from one job to another if the potential for exposure to bloodborne pathogens changes.

The School Nurse is responsible for the information and training component of this program, in conjunction with each building Principal or department Supervisor. Records will be maintained documenting each employees training to include dates, content of sessions, and name and qualification of instructor. Records will be open for inspection to interested individuals.

#### A. Training Topics

Topics included in the training sessions will include, but is not limited to the following:

Bloodborne Pathogen Standard

Epidemiology and symptoms of bloodborne diseases

Modes of transmission

Glenpool Public School's Exposure Control Plan

Appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious material.

## **EMPLOYEE HEALTH SERVICE INFORMATION ABOUT HEPATITIS B VACCINE**

### **THE DISEASE**

Hepatitis B is a viral infection caused by Hepatitis B virus (HBV) which causes death in about 1-2% of patients. Most people with Hepatitis B recover completely, but approximately 5-10% become chronic carriers of the virus. Most people have no symptoms, but can continue to transmit the disease to others. Some may develop chronic active Hepatitis & cirrhosis. HBV appears to be a causative factor in the development of liver cancer. Thus, immunization can greatly reduce the risk of acute Hepatitis & also reduce sickness & death from chronic active Hepatitis, cirrhosis & liver cancer.

### **HEPATITIS B**

Persons infected with Hepatitis B virus often have no symptoms of illness, however, they are capable of transmitting the virus to others through their blood and certain other body fluids. Hepatitis B virus can eventually cause serious liver damage and/or liver cancer.

Medical treatment is available which can protect persons who have been exposed to Hepatitis B. When given within 7 days of exposure, Hepatitis B immune globulin (HBIG) and Hepatitis B vaccine (HBV) will protect the majority of exposed persons from infection.

Testing the source person for evidence of infection with Hepatitis B virus (HBsAg test) will tell whether or not the exposed person needs to be treated with HBIG and HBV.

For persons who are found to be positive for HBsAg, the knowledge that they are positive (infected with Hepatitis B virus) is important since Hepatitis B virus can cause serious damage to the liver. Persons who are infected with Hepatitis B should be under the care of a doctor, even if they feel well. In addition, Hepatitis B infected persons can pass the infection on to their household members, sexual contacts, and, in the case of a pregnant woman, to her newborn baby. Knowing they are infected allows the infected person to take certain precautions to prevent passing the infection on to others. If you are tested for evidence of infection with Hepatitis B (HBsAg) and are positive, you can receive special counseling about this disease from the county health department.

### **HUMAN IMMUNODEFICIENCY VIRUS**

Human Immunodeficiency Virus (HIV) is the virus that causes AIDS. A blood test can tell whether or not a person has been infected with HIV. Persons who test positive for HIV are capable of passing the virus on to others who are exposed to their blood or certain other body fluids. Persons who are infected with HIV may not have any signs of illness or AIDS for many years after they become infected, however, they are able to pass the virus to others, even though they are well.

Unlike Hepatitis B, there is currently no treatment available to prevent infection with HIV once exposed. However, people who are infected with HIV can do many things to help themselves stay healthy. In addition, they can also do things which can protect their close personal contacts from exposure to the virus. If you are tested for infection with HIV (HIV test), you will receive special counseling by an Oklahoma State Department of Health certified HIV counselor. This counseling will be provided both before you consent to be tested and after the test results are known. Persons who test positive for HIV should be under the care of a doctor.

## HYGIENE AND SANITATION

In accordance with the policy of the Board of Education, the following regulation and attached procedures contain guidelines for cleaning and disposal of body fluids. For the purpose of this regulation, the term "body fluids" shall include reference to blood, semen, vaginal secretions, cerebrospinal fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, and saliva.

Not included are feces, nasal secretions, sputum, sweat, tears, urine, or vomitus unless contains visible blood. In circumstances where it is difficult or impossible to differentiate between body fluid types, we assume all body fluids to be potentially infectious.

1. Wear gloves. All personnel will wear disposable latex gloves during the cleanup and disposal of any of the body fluids listed above. When in doubt about materials, assume it to be a body fluid. After any material is removed and disposed, the gloves should be destroyed or disposed of.
2. After cleanup, hands should be carefully washed as follows:
  - A. Use liquid soap and water with vigorous washing under running water for at least 10 seconds;
  - B. Dry hands thoroughly with a paper towel. Use the paper towel to turn off the faucet and discard the towel in a proper container;
  - C. Use hand lotion if desired. **CAUTION:** Dry, cracked hands provide openings in the skin for bacteria to enter.
3. A 1 to 10 solution of household bleach and water may be stored in proper containers in areas where soap and water are not readily available. The solution may be used in cleaning body fluid spillage and hands (if soap and water are not available) following cleanup.
4. Materials used in the cleanup of body fluids or suspected fluids will be sealed in a plastic bag and discarded in appropriate trash containers. Soiled clothing articles, including sanitary napkins will be sealed in plastic bags and discarded. Other non-disposable cleaning items such as mops, towels, buckets, and other items will be thoroughly rinsed in the bleach and water solution or carefully washed in hot, soapy water.
5. Personnel will use the same procedures for washing non-disposable cleaning equipment as for handling body fluids and soiled clothing or other personal apparel.
6. Sanitary absorbents may be used to clean spilled body fluids. The absorbent should be swept up or vacuumed. Carpets should also be shampooed with a germicidal rug shampoo. Sweepings or used vacuumed bags should be sealed in a plastic bag for disposal. Brooms, dustpans, and vacuum brushes should be washed in a solution of 1 part bleach to 10 parts water.
7. Any liquid disinfectant used in cleaning floors, equipment, or materials should be discarded in a suitable and appropriate sewage drain.
8. Clothing, towels, and similar cleaning equipment should be washed in hot soapy water with one-half to one cup of bleach added to the wash water.
9. Custodians and sanitation personnel should wear latex disposable gloves during any cleaning operation where the possibility of encountering body fluid exists whether or not the fluid is touched.
10. Careful handwashing is the single most effective method of preventing the spread of contagious diseases. Hands should be washed in hot soapy water after any cleanup operation.
11. A copy of the Routine Procedures for Sanitation and Hygiene When Handling Body Fluids will be provided to each employee and must be followed when appropriate and necessary.

## SECURITY FOR STATE MANDATED & NON-MANDATED STANDARDIZED TEST MATERIALS

The Glenpool Board of Education endorses the use of standardized testing materials as a tool to assist in the assessment, evaluation, and placement of students into the most appropriate educational setting. A review of test results with parents/guardians is appropriate and encouraged. However, disclosure or copying test items, protocols, or other test materials would compromise the test security, validity, and the value of the test as a measurement tool. Such compromise of a test would deny its value to other patrons for use as a diagnostic tool.

Therefore, the Glenpool Board of Education adopts limitations on the access to tests and testing materials. The Board will comply with established restrictions on the disclosure/duplication of copyrighted materials and regulations set forth in the Oklahoma School Testing Program Act, 70 O.S. Supp. 1989. Additionally, the Board sets forth procedures in response to requests to view or take possession of tests or testing materials not protected by copyright laws or the OSTPA.

**POLICY: It shall be the policy of Glenpool Public Schools to:**

- (1) Direct all requests for access to achievement tests and/or related materials which are mandated by the Oklahoma School Testing Program Act to the State Department of Education for information/response;
- (2) Direct all requests for access to Psychological or Psychoeducational tests and/or related materials to the appropriate publisher for assistance and explanation of established procedures for review of tests and/or test materials;
- 3) Direct all requests for access to standardized achievement tests and/or related materials not mandated by the OSTPA or not protected by copyright laws or publisher restrictions, to Glenpool School's Director of Testing for assistance. Responses to requests to view or take possession of these test documents (student test booklets which contain test items, student answer sheets, and test administrator manuals/materials) shall be executed as follows:
  - (a) No person shall be allowed to take possession of an original version or copy of any test material which contains test items or answers to said items;
  - (b) A parent or legal guardian of a student participating in testing shall be allowed to view test documents under the following conditions:
    1. Request shall be in writing to the attention of the Director of Testing, Glenpool Public Schools;
    2. Viewing shall take place in the office of the Director of Testing at a mutually agreed upon date/time with the Director or his/her designee;
    3. No more than two persons other than Director may be present at one time to view a test document;
    4. Test Director or designee will remain in the room with the viewers throughout the viewing of test documents;
    5. An eligible student (18 years of age or older or enrolled in an institution of post-secondary education) may view test documents that contain information directly related to that student. No other student may view test documents.
    6. Viewers will be prohibited from duplicating, paraphrasing, or summarizing test items in any form (hand written or via use of recording/photographic device);
    7. No viewer will be allowed to remove secured documents (tests and test materials) from viewing room
    8. Prior to viewing, viewers shall sign affidavit stating:
      - a. Viewer is parent/legal guardian of student whose documents they wish to view, or meets the conditions of an eligible student as defined in section (3) (b) (5) of this document.
    9. A student's answer sheet may be viewed only by the parent or legal guardian, or eligible student. Any

person requesting to view a student test document(s) shall be required to provide proof of his/her status as the parent or legal guardian of that student, or proof of status as an eligible student.

Documentation of proof shall include the following:

- a. Student' birth certificate;
- b. Viewer's drivers license (with photo); or, other recognized official form of identification; and,
- c. Proof of his/her status as parent or legal guardian of the student whose documents are requested for viewing.

## **TITLE VIII IMPACT AID INDIAN POLICIES AND PROCEDURES**

Children living on Indian land participate in school programs on an equal basis with all other children attending school in the Glenpool Public School District. No teacher or program director is to exclude or limit participation in any district activity on the basis of race. An annual statistical study will be conducted to determine the extent Indian children do participate on an equal basis; and modifications will be made in the educational programs to allow equal participation of all children.

Pertinent program policies, plans, and applications will be disseminated through the local newspaper, newsletters, and the Glenpool School's Parent Information Handbook sent to parents from the school and by mailing copies of the Title VIII Impact Aid applications and evaluations, program plans, and other information concerning education programs assisted with funds provided under Title VIII Impact Aid to the tribe when these items become available.

By scheduling through the Superintendent's office a place on the agenda of any open meeting of the Glenpool Public School Board of Education, a tribe or their designee, parent, or group of parents concerned with the educational opportunity of any student or group of students in Glenpool School District may:

1. present views regarding applications.
2. make recommendations concerning the needs of their children.
3. provide input into the planning and development of the educational program of the district.
4. present views on the educational program and its operation.

In addition to the above, Glenpool Public Schools will:

1. make copies of such applications, evaluations, and program plans available to any Indian parent upon request.
2. provide notice of meetings regarding education programs assisted with funds provided under Title VIII Impact Aid to the Indian community and to the tribe.
3. work with the tribal leaders to seek input from the Indian parents, tribe, and other Indians in the community by using available forms of communication and cooperation to seek and encourage such input.
4. hold all meetings involving or discussing education programs assisted with funds provided under Title VIII Impact Aid in the school auditorium or a classroom of sufficient size to accommodate all Indian parents who might wish to attend.
5. provide ample time for discussions of education programs assisted with funds provided under Title VIII Impact Aid.
6. invite comments and suggestions from the Indian community with regard to education programs assisted with funds provided under Title VIII Impact Aid by holding as many meetings with the tribe and Indian community as are necessary to ensure that the needs of the Indian community are received and considered.

A Public Hearing will be held on the second Monday of December at which parents of children living on Indian land and/or tribal officials may discuss current status of school programs and desired directions for future development for Board consideration.

In addition to the above, the Indian Parent Committee will annually conduct a survey to assess the involvement of Indian parents in the educational programs of the district.

The Indian Parent Committee will review the results of the survey and will, if necessary:

1. recommend specific procedures for increasing opportunity for parental involvement.
2. recommend specific modifications to the policies and procedures to allow the school to respond to the Indian

input.

Any modifications to the Indian Policies and Procedures will be presented and acted upon as an agenda item at a Board of Education meeting.

In addition Glenpool Public Schools will:

1. encourage all staff members of the LEA to elicit input regarding the general educational program from Indian parents and tribal leaders, and to submit such suggestions to the administration for consideration and evaluation.
2. encourage all staff members to use their best efforts in establishing a more amicable relationship with tribal leaders and parents of Indian children to elicit voluntary input.
3. recommendations of the tribe will be considered and written response will be submitted.

The above policies and procedures related to tribal and parental involvement in the education of children residing on Indian lands are hereby approved by the Glenpool Board of Education, Glenpool Public Schools in regular session July 13, 2009 and is included in the minutes.

The above policies and procedures shall remain in effect until rescinded by the local Board of Education.

## DISABILITY ACCOMMODATIONS

It is the policy of the Glenpool Board of Education to take reasonable steps to accommodate patrons and students with disabilities.

Each facility or part of a facility constructed by, on behalf of, or for the use of the district will be designed and constructed in such manner that the facility or part of the facility is readily accessible to and usable by persons with disabilities. Alterations of facilities that affect or could affect their usability will, to the maximum extent feasible, be altered in such a manner that the altered portion is readily accessible to and usable by persons with disabilities.

This school district prohibits discrimination in any form against any person, persons, organizations or other entity. Employment opportunities will not be withheld from any qualified person solely because of a known disability. The school district will make reasonable accommodations to the known physical or mental limitations of a qualified person, unless it can be shown that the accommodations would impose an undue hardship on the operation of the school district. This school district does not require pre-employment medical examinations except for bus drivers.

For the purpose of this policy, the term "reasonable accommodation" shall mean making existing facilities used by employees readily accessible to and usable by individuals with disabilities; and job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment, modifications of examinations and training, the provision of qualified readers, and other similar and reasonable accommodations.

In determining whether an accommodation would impose an undue hardship, the district will consider:

- a. the nature and cost of the accommodation needed;
- b. the overall financial resources available to the district;
- c. the number and nature of employees at the facility in question.

In order to disseminate the content of this policy to all school district employees, the superintendent is directed to post appropriate notices in those common areas where employees may expect to find such notices.

## **PROCEDURES FOR REIMBURSEMENT OF TRAVEL EXPENSES**

**Expenses incurred while Teachers, Administrators, and School Board Members are traveling on approved school trips will be reimbursed as follows:**

### **MEALS**

There will be no reimbursement for meals purchased unless the meals purchased are part of an approved school trip that requires the employee or school board member to be gone from the district overnight. Meals involving overnight stays will be reimbursed up to \$28.00 per day per employee/board member. There will be no reimbursement for spouses'/guests' expenses. There will be no reimbursement for meals purchased within school district boundaries. Employees and board members must present detailed receipts. There will be no reimbursement for alcoholic beverages. Receipts should be presented that show where the purchase was made, what was purchased, date of purchase, and amount of purchase. Tips (max 15%) may be included for reimbursement but total not to exceed maximum allowed per day (\$28.00). Credit card signature slips are not valid receipts.

### **VEHICLES**

Employees and board members who use their personal vehicles for travel will be reimbursed for mileage at the rate of 50.5 cents per mile. Use of personal vehicles must be pre-approved to be eligible for reimbursement. Cost of rental cars will be reimbursed if use of rental car was pre-approved by the Superintendent of Schools. Receipt from the rental car agency must be presented for reimbursement.

### **CAB FARE, AIRPORT TRANSFERS, PARKING, TOLLS**

Receipts must be presented for parking and tolls. If receipts are not available for cab fares & airport transfers, a detailed log of expenses, signed by the employee or board member will be accepted.

### **AIRFARE**

Cost of airline will be paid by purchase order in advance whenever possible. If arrangements cannot be made to pre-pay airfare, employees and board members must present receipts from airline. Airfare must be pre-approved to be eligible for reimbursement. Credit card signature slips are not valid receipts.

### **LODGING**

Cost of rooms, applicable taxes and applicable meals will be paid by purchase order in advance whenever possible. If arrangements cannot be made to pre-pay the room expense, employee and board members must present a receipt from the hotel for reimbursement. Credit card signature slips are not valid receipts. Expenses for phone calls, movies, and incidentals charged to the room must be paid to the hotel by the employee or board member at the time of check-out. These are not reimbursable expenses.

## **CONFERENCE EXPENSES AND REGISTRATION FEES**

Conference fees will be paid by purchase order in advance whenever possible. Receipts must be presented for reimbursement for expenses not pre-paid. Attendance must be approved by school administration to be eligible for reimbursement or pre-payment. Expenses for personal entertainment will not be reimbursed.

**Expenses incurred while students and sponsors are involved in authorized school-sponsored co-curricular activities will be reimbursed as follows:**

### **MEALS**

Purchase orders will be issued from the Activity Fund sub account relating to the co-curricular activity for the purchase of meals for students and sponsors involved in the activity. Purchase orders may also be issued from the General Fund by approval of the Superintendent of Schools. The purchase order will be issued to the restaurant or establishment where the meals will be purchased whenever possible. If the purchase order cannot be issued to the restaurant or establishment, then the purchase order will be issued to the sponsor. The sponsor will then be responsible for payment to the restaurant or establishment. The sponsor must present detailed receipts that show where the purchases were made, what was purchased, date of purchase, and amount of purchase. Tips (max 15%) may be included for reimbursement. Credit card signature slips are not valid receipts.

### **LODGING**

Cost of rooms, applicable taxes and applicable meals will be paid by purchase orders issued from the Activity Fund sub account relating to the co-curricular activity in advance whenever possible. Purchase orders may also be issued from the General Fund if approved by the Superintendent of Schools. If arrangements cannot be made to pre-pay the room expense, a purchase order will be issued to the sponsor who then must present a receipt from the hotel for reimbursement. Credit card signature slips are not valid receipts. Expenses for phone calls, movies, and incidentals charged to the room must be paid to the hotel by the sponsor or student at the time of check-out. These are not reimbursable expenses. When traveling with students, the sponsor should secure a hotel room, adjoining or adjacent to the rooms housing students. Under no circumstances should sponsors share a room with a student.

## **GUIDELINES FOR REPORTING CHILD ABUSE**

Oklahoma law requires all school personnel who have reason to believe that a child under the age of eighteen (18) years has been the victim of physical abuse, sexual abuse, or neglect, to report the suspected abuse or neglect promptly. Failure to report incidents is a misdemeanor under the law. There is also protection under the law from any civil or criminal liability to any person who, in good faith, makes reports of suspected abuse or neglect.

### **DEFINITIONS**

"Abuse and neglect" means harm or threatened harm to a child's health or welfare by a person responsible for the child's well being.

"Harm or threatened harm to a child's health or welfare" includes but is not limited to nonaccidental physical or mental injury; sexual abuse, sexual exploitation, or negligent treatment or maltreatment including the failure to provide adequate food, clothing, shelter, or medical care.

### **POLICY**

School personnel who become aware of suspected abuse or neglect of a student should report it immediately to the student's building principal or counselor, who in turn will notify the other as well as the school nurse. The student will be questioned, counseled and examined (if needed) and appropriate steps will be taken based on the information obtained.

If it is determined that a student has been abused, the building principal, or designee, will report the incident to the Tulsa County Department of Human Services. In emergency situations where it is deemed unwise for the student to return to the home, the Glenpool Police Department should also be involved to help with locating the student at a youth shelter facility.

All reports telephoned in to DHS will be followed by a written report from the school principal, counselor or nurse containing the names and addresses of the child and parents, the nature and extent of injuries, any previous incidents and any other helpful information. The following reports are filled out when reporting child abuse cases:

Information Sheet "A" for Reporting Suspected Child Abuse (filled out for all students)

Information Sheet "B" for Reporting Suspected Child Abuse involving Indian Victims and/or Perpetrators (filled out only when students or perpetrators are Indian)

Examination Report (filled out by nurse when injuries are present)

### **GUIDELINES FOR REPORTING CHILD ABUSE IN INDIAN COUNTRY**

On August 29, 1994 there was a signing of a Memorandum of Understanding between the U.S. Attorneys' Offices for the Northern and Eastern Districts of Oklahoma, the FBI, Oklahoma Department of Human Services, Bureau of Indian Affairs, Indian Health Services, and the following Indian Nations and Indian Law Enforcement Agencies:

Osage Nation	Miami Agency	Choctaw Nation	Pawnee Tribe
Seminole Nation	Cherokee Nation	Muscogee (Creek) Nation	
Thlopthlocco Tribal Town	Chickasaw Nation		

As a result of this Memorandum of Understanding, Multi disciplinary Teams, made up of people within the appropriate Agencies and Indian Nations, will be involved in the investigation of cases involving physical or sexual abuse of an Indian child or cases where the suspected perpetrator appears to be Indian, regardless of the race of the child victim.

The school should continue to operate under the existing protocol when reporting abuse cases. It should be brought to the attention of DHS if the child or suspected perpetrator is Indian. It is then the responsibility of DHS to contact the appropriate Agencies and Nations listed above by phone within 12 hours of the report.

If the school becomes aware that the Department of Human Services has not fulfilled its responsibility in making the necessary contacts, a representative of the school should make them or seek assistance from the U.S. Attorney's office (918) 581-7463.

The attached sheet should be filled out and kept on file with other documentation on reported abuse cases involving Indian victims and/or perpetrators.

## **PROCEDURES REGARDING ACCESS TO STUDENTS BY LAW ENFORCEMENT AGENCIES AND DHS**

Sometimes it is necessary for the Police and Department of Human Services to visit students at school. The school will make every effort to work in a cooperative manner with these agencies.

Schools have legal custody of students during the school day and during extracurricular events. Each student's well-being is the responsibility of the school administration when the student is in the care of the school.

Therefore, it is the practice at Glenpool Schools to have an administrator, counselor, or other designated certified staff member present when a student is questioned by the Police or Department of Human Services. The presence of the administrator, counselor, or designee does not require participation on their part. The school official present during questioning will participate or refrain from participation, based on that official's judgement at the time.

### **POLICY**

When the representative of DHS or a law enforcement agency requests to a student, the following procedure will be followed:

1. The representative will be asked for identification, which will be copied and kept on file to document the visit.
2. The student will be called to the office.
3. A private place (preferably an office) will be provided for the visitation of the student.
4. An administrator, counselor, or other designated certified staff member will be present during the visitation.
5. Following the visitation, if the student is removed from school by the visiting law enforcement agency or DHS, the school will attempt to notify the student's parents of the visit and removal as soon as possible, and document this attempt.
6. Following the visitation, the administrator, counselor, or other designated certified staff member present, will fill out the appropriate form documenting the visitation, and file in a confidential location designated by the building principal.

## DOCUMENTATION OF VISIT BY POLICE OR DHS

Staff member filing report \_\_\_\_\_ Date \_\_\_\_\_

Name of agency requesting access to student \_\_\_\_\_

Agency representative's name \_\_\_\_\_  
(attach copy of I.D.)

Approximate time of visit - from \_\_\_\_\_ to \_\_\_\_\_

Was the student removed from school? Yes \_\_\_\_\_ No \_\_\_\_\_

What time(s) was the student's parents called? \_\_\_\_\_

Was the attempt at notifying parents successful? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, name of parent notified \_\_\_\_\_

Comments:

Signature of person filing report \_\_\_\_\_

This form should be filed in a confidential location designated by the building administrator.

## EXTENDED SCHOOL YEAR POLICY

Extended school year (“ESY”) services are defined as special education and related services that are provided to children with disabilities (ages 3 through 21) beyond the School District’s normal school year, as necessary for a free appropriate public education in accordance with state standards and the Individuals with Disabilities Education Act, as amended (“IDEA”). It is the School District’s intent to make ESY services available at no cost to children with disabilities determined to require such services by their IEP team in accordance with this policy.

Each child with a disability, regardless of categorical disability, is eligible for ESY. The question of a child’s need for ESY services may be raised at any time by an IEP team member (including during a regularly scheduled IEP meeting) or incorporated into the annual IEP review. For a child whose current IEP provides for ESY services, the question of his or her continuing need for such services should be included in any subsequent meeting held to review and revise the IEP. Determination of whether ESY services are required will be made by the IEP team in a timely manner to ensure that each child receives a free appropriate public education.

The purpose of ESY services is to ensure that each child receives meaningful educational benefit from his or her education. To make this determination, the IEP team will consider the following factors:

- the child’s degree of impairment;
- the actual/predicted degree of regression suffered by the child;
- the child’s actual/predicted recovery time from this regression;

ESY services may be appropriate when the team determines that a child has regressed or is predicted to regress to such a severe degree in a critical skill area that recoupment of such skill loss following the break in programming, or beyond the normal school year, is unlikely or would require an unusually long period of time.

- the ability of the child’s parents to provide educational structure at home;

After affirming a parent’s capacity to maintain a child’s skills during the summer, an IEP team may determine that an appropriate ESY program consists totally or partially of such intervention. Even where a serious regression/recoupment problem has previously been documented if the IEP team determines that parents are capable of maintaining a child’s skills over the summer months or beyond the normal school year, the School District may not be required to provide additional services.

- The child’s rate of progress;
- The child’s behavioral problems;
- The child’s physical problems;
- The ability of the child to interact with children who are not disabled;
- The area(s) of the child’s curriculum that need continuous attention;
- The child’s vocational needs;
- Whether the requested service is extraordinary for the child’s condition as opposed to an integral part of a program for those with the child’s condition;
- Other relevant factors as determined by the IEP team.

In making its determination, the IEP team will collect, review and analyze existing information and pertinent data, including, but not limited to, the child’s disability, educational history and present levels of performance/education functioning

with could include the following:

- Criterion referenced and standardized tests, including pre-test and post-test data of a student's progress;
- Functional assessments used in natural environments (home, community, work and school);
- An analysis of data collected on a regular basis;
- Evaluations and progress records for related services;
- Parent, student and/or services provided information;
- Attendance records;
- Behavior and disciplinary records;
- Interviews with teachers and parents on the success or potential success of ESY services;
- Health and medical records and;
- Progress reports and assessments to determine the child's performance of IEP annual goals and objectives or benchmarks across time;

During the meeting at which ESY is discussed, the team will utilize the form: "Consideration for Extended School Year (ESY) Services" referencing any documentation it considers in making its decision;

If the IEP team determines that the child requires ESY services, it will complete an IEP/Review to govern the child's ESY program. The IEP team will specify which goal(s) and objectives/benchmarks will be addressed by the services to be implemented for the child's ESY program. The least restrictive environment (LRE) requirement must be met for ESY, although the LRE for the duration of ESY Services may differ from that during the school year. The LRE is based on the goals and objectives addressed for ESY and will be specified on the IEP/Review. The IEP team will not unilaterally limit the type, amount or duration of ESY services, but will instead determine those services on an individual basis in accordance with state and federal law and regulations.

Parents or guardians may request a hearing under the IDEA to challenge the provision of a free appropriate public education for a child

# ESY ELIGIBILITY CHECKLIST

The IEP team will complete this checklist when considering a student's eligibility for extended school year services. Additional documentation should be considered and attached as appropriate.

Child \_\_\_\_\_ Birthdate \_\_\_\_\_  
Date of Review \_\_\_\_\_ School \_\_\_\_\_

1. DEGREE OF REGRESSION AND TIME NECESSARY FOR RECOUPMENT OF SKILLS:

\_\_\_\_\_

a. Documented degree of regression in the past \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Documentation not available

b. documented amount of time required for recoupment of skills:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Documentation not available

c. Predicted degree of regression: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d. Predicted amount of time required for recoupment at the beginning of each school year if this child does not receive ES services: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. DEGREE OF THE DISABILITY(IES):

Degree of disability: Mild \_\_\_\_\_ Moderate \_\_\_\_\_ Severe \_\_\_\_\_

3. ABILITY OF THE CHILD'S PARENTS TO PROVIDE EDUCATIONAL STRUCTURE AT HOME:

Above average \_\_\_\_\_ Average \_\_\_\_\_ Below average \_\_\_\_\_ Inadequate \_\_\_\_\_

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. CHILD'S RATE OF PROGRESS (when compared to other children with the same or a similar disability):

Above average \_\_\_\_\_ Average \_\_\_\_\_ Below average \_\_\_\_\_ Inadequate \_\_\_\_\_

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. EXPLAIN ANY BEHAVIORAL AND/OR PHYSICAL PROBLEMS THE CHILD HAS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. AVAILABILITY OF ALTERNATIVE RESOURCES FOR SERVICE FOR THIS CHILD: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. CHILD'S ABILITY TO INTERACT WITH CHILDREN WHO ARE NOT DISABLED:

Above average \_\_\_\_\_ Average \_\_\_\_\_ Below average \_\_\_\_\_

8. AREAS IN CHILD'S CURRICULUM THAT REQUIRE CONTINUOUS ATTENTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. CHILD'S VOCATIONAL NEEDS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. IS THE AREA OF SERVICE(S) UNDER CONSIDERATION "EXTRAORDINARY" TO THE CHILD'S DISABILITY?  
Yes \_\_\_\_\_ No \_\_\_\_\_

11. IS THE AREA OF SERVICE(S) UNDER CONSIDERATION AN INTEGRAL PART OF AN EDUCATION PROGRAM FOR CHILDREN WITH THIS DISABILITY: Yes \_\_\_\_\_ No \_\_\_\_\_

12. ADDITIONAL INFORMATION OR COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IEP TEAM RECOMMENDATIONS: \_\_\_\_\_

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ESY service(s) are required to provide this child with a free appropriate public education. Such service(s) include those that are provided to prevent or slow severe skill regression during an interruption of special education and related service(s) beyond the normal school year. \*Yes \_\_\_\_\_ No \_\_\_\_\_

\*If Yes, goals and objectives/benchmarks to be addressed by the necessary ESY service(s) will be in accordance with the IEP/IEP Review by the IEP team. The type, amount and duration of ESY services will be determined by the IEP team.

**IEP TEAM MEMBERS PARTICIPATING IN REVIEW OF EXISTING DATA FOR ESY ELIGIBILITY:**

Parent(s) \_\_\_\_\_

Special Education Teacher \_\_\_\_\_

Regular Classroom Teacher \_\_\_\_\_

Administrative Representative \_\_\_\_\_

Others \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **FOOD SERVICE AT SCHOOL SPONSORED EVENTS/FUNCTIONS**

To protect the health and safety of the school community, the following guidelines are to be observed whenever food is served to children at any school sponsored functions:

1. All food and beverages served to children must be prepared in a licensed kitchen by a commercial vendor or by the school cafeteria. Consumables are to be stored and handled properly prior to serving. Commercially prepared items must be delivered to the school in unopened containers.
2. Parents who wish to assist in the preparation of cookies/cakes or other food items to be served to students must have a food handler's permit and must have a cafeteria employee present. Permission must be obtained from the school cafeteria manager.
3. Classroom cooking experiences must be under the direct supervision of the classroom teacher or other designated school employee.
4. Ice must be produced from a licensed and approved source. Ice is to be stored in a bin or self-draining ice chest that is smooth and easily cleaned. Styrofoam ice chests are prohibited. Ice must be served with a scoop or tongs.
5. Popcorn poppers must be cleaned thoroughly after each use.
6. Employees/volunteers must remain conscientious of health and safety issues. Every effort must be made to maintain a clean, safe and sanitary environment during preparation and/or serving of food products.

## **SAFETY SENSITIVE POSITIONS**

**SAFETY SENSITIVE** The Board of Education of Glenpool Schools has established the following factors in designating specific positions as safety sensitive. The number of safety sensitive positions may increase further as criteria are established by the Board of Education of Glenpool Schools.

1. Drivers of commercial vehicles:
  - a. with a gross vehicle weight rating of 26,001 pounds or more or combination vehicles (weighing at least 26,001 pounds) or
  - b. designated to transport 16 or more passengers including the driver, or
  - c. transporting hazardous materials in amounts requiring placarding.

Additional safety sensitive positions may be identified as further criteria are established or new mandates are implemented. Any employee who occupies added safety sensitive positions would be notified in writing of the change.

## SAFE AND HEALTHY SCHOOL COMMITTEE

Due to the growing concern of health and safety and the ever constant threat of violence in the public schools, the Oklahoma Legislature has enacted certain statutory mandates to assist in combating this rising problem. This policy will implement the legislative mandate for the establishment and operation of safe and healthy school committees in this School District as follows:

1. No later than October 1 of each school year, the principal at each school site within this District where students are regularly present during the school day shall establish a Safe School Committee for the principal's school site to be composed of at least seven members, with an equal number of teachers, parents and students, including school officials who investigate reports of harassment, intimidation, bullying and threatening behavior. All members of each Safe School Committee shall serve until the following June 30 unless earlier removed from the Committee by the principal for any reason. The principal who appoints the Safe School Committee members shall advise the Superintendent of Schools, in writing, of the names, addresses and phone numbers of the committee members. In case of a resignation, death or removal of any committee members, the principal shall immediately appoint a successor committee member so as to maintain the composition of the committee as set forth above. Committee members are eligible to serve consecutive terms.
2. As of September 1, 2004, and each school year thereafter, a Healthy and Fit School Advisory Committee shall be established. The committee will be combined with the Safe School Committee for each school site. The committee will, therefore, be known as the Safe and Healthy School Committee and will be comprised of six members meeting the requirements mentioned in the first section of this policy. In addition to the members above, a health care professional may be included, if possible.
3. Each Safe and Healthy School Committee shall study and make recommendations, in writing, to the school principal regarding: unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which prohibit the maintenance of a safe school. In addition to its responsibilities regarding safety issues, the committee shall study and make recommendations to the school principal regarding: health education, physical education, physical activity, nutrition, and health services.
4. Each Safe and Healthy School Committee shall meet at least once each semester. Each Safe and Healthy School Committee shall appoint its committee chairperson who shall maintain written minutes of each meeting. The committee chairperson will be responsible for notifying all committee members of meetings, preparing agendas for each meeting, and posting such agendas in the principal's office for a reasonable period prior to the date and time of each meeting. All agendas, minutes and other

documents related to each Safe and Healthy School Committee shall be retained by the principal of each respective school site.

5. Prior to the last day of school of each year, each Safe and Healthy School Committee shall make a written report to the school principal. The school principal shall consider the recommendations of the committee and then transmit a copy of the report to the Superintendent of Schools. The Superintendent of Schools shall maintain the reports in the records of the School District and shall transmit a copy of each Safe and Healthy School Committee report to each School District Board Member.

## SELECTION AND ADOPTION OF INSTRUCTIONAL MATERIALS

The Board of Education delegates the authority to select and review all instructional materials to the Superintendent and such committees and designees as appointed within the guidelines of this policy.

### CLASSROOM INSTRUCTIONAL MATERIALS

Classroom instructional materials are those primary tests & supplementary print & non-print materials that are used as a regular instructional tool for the course of study. Classroom instructional materials are selected by committees chaired by the Superintendent. Members of the committee include teachers and administrators charged with the instruction of the students in the grade or subject adopting materials, and a parent.

All materials being considered for adoption will be available for inspection by all professional staff and parents of students who will be affected by the adoption of the materials.

Individual teachers may select supplementary materials print or non-print to meet special needs of students or to augment the course of study providing that the materials have instructional value related to the District goals. These supplementary materials are available for inspection by faculty & by parents of students in that course or class.

### PROCEDURE FOR REVIEW

A professional staff member or a parent whose child is using the materials may request a review of materials to which he or she objects. The Citizen's Request for Reconsideration of Library or Instructional Materials form must be completed and given to the Superintendent. The Superintendent will arrange for a review of the materials as follows:

1. Classroom instructional materials will stay in use in the course during the time of consideration. Any exception to this can be made only by the Superintendent.
2. The Superintendent will appoint a committee including an Administrator as Chairperson, a parent, the Library Media Specialist in the building where the objection originated, and two teachers. The teachers will be chosen from the staff not directly using the materials in question when ever possible.
3. The committee members will each examine the complaint and the material in question in its entirety. The committee will meet within two (2) weeks for review and discussion of their findings.
4. If the complainant is present at the final meeting of the review committee, he or she shall be welcome to present their view, but shall not vote on the disposition of the material under consideration.
5. The committee's decision (which shall be reached by simple majority) shall be given to the Superintendent who will see that implementation of the decision takes place.
6. An appeal of the decision of the committee may be made by the complainant within two (2) weeks to

the Board of Education.

Within thirty (30) days of the receipt of the request for reconsideration of materials, the chairperson of the committee will report, in writing, the decision of the majority of the members of the committee.

The decision of the committee may be appealed to the Board of Education by the party making the request for reconsideration of materials.

Material which has undergone a challenge may not be rechallenged until one (1) calendar year after the recommendation of the challenge committee has been made

**CITIZEN'S REQUEST FOR RECONSIDERATION  
OF LIBRARY OR INSTRUCTIONAL MATERIAL**

FORMAT: \_\_\_\_\_ Book \_\_\_\_\_ Video Tape \_\_\_\_\_ Other Specify: \_\_\_\_\_

Title: \_\_\_\_\_ Author: \_\_\_\_\_

Publisher/Producer: \_\_\_\_\_

1.To what in the media do you object? (Please be specific; cite pages): \_\_\_\_\_

\_\_\_\_\_

2.What do you feel might be the result of being exposed to this material? \_\_\_\_\_

\_\_\_\_\_

3.Did you read or view the material in its entirety? \_\_\_\_\_

\_\_\_\_\_

4.What do you believe is the theme of this material? \_\_\_\_\_

\_\_\_\_\_

5.Are you aware of any public reviews by critics? \_\_\_\_\_

\_\_\_\_\_

6..What would you like your school to do about this material? \_\_\_\_\_

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a.Do not assign it to my child. \_\_\_\_\_

b.Limit the circulation. Specify user group \_\_\_\_\_

c. Withdraw it from all students. \_\_\_\_\_

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7.In its place, what material would you recommend that would convey a valuable picture and perspective of our civilization? \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

Organization represented, if any: \_\_\_\_\_

## LIBRARY MATERIALS SELECTION POLICY

The purpose of the selection process is to obtain expertly selected books and materials to further the library program of giving information, reference assistance, and help those engaged in educational pursuits, as well as to provide general interest reading. This selection policy is intended to implement those general objectives of the educational process of the Glenpool School system by providing guidelines for material selection which will result in a supportive collection of educational and recreational material.

Material selection for the library shall be the responsibility of the Librarian in consultation with the administration and faculty, and in some instances, the students, using as guiding principles those set forth by the American Library Association:

To provide a comprehensive collection in instructional materials selected in compliance with basic written selection principles, and to provide maximum accessibility to these materials.

To provide materials that will support the curriculum taking into consideration the individual's needs, and the varied interests, abilities, socio-economic backgrounds, and maturity levels of the students served.

To provide materials for teachers and students that will encourage growth in knowledge, and that will develop literary, cultural and aesthetic appreciation, and ethical standards.

To provide materials which reflect the ideas and beliefs of religious, social, political, historical and ethnic groups and their contribution to the American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgements.

To provide a written statement, approved by the local Board of Education, of the procedures for meeting the challenge of censorship of materials in School Library Centers.

To provide qualified professional personnel to serve teachers and students.

Selective acquisition of library materials for the School Library Media Center follows a lengthy procedure utilizing many reputable evaluation tools, such as those published by the American Library Association, Oklahoma State Department of Education, School Library Association, Professionals Journals and State Selection Panels, and others generally accepted by the educational media profession.

In general, the library's policy will be to purchase the best books which satisfy the clientele and purpose of the library, working within budget limitations and attempting to evenly distribute those funds among the educational departments which the library serves. The established criteria for all fields in selection of materials will be:

1. Needs of the School:
  - a. based on present collection.
  - b. based on knowledge of the curriculum.
  - c. based on requests from administration and teachers.
  - d. based on funding available.
2. Needs of the individual student:
  - a. based on the knowledge of children and youth.
  - b. based on request of students, parents, and teachers.
3. Material's physical evaluation:
  - a. permanent or timely value.
  - b. accurate information.
  - c. authoritativeness of author and publisher.
  - d. clear presentation and readability.
  - e. artistic quality and superior format and binding.
4. Provision of a wide range of materials on all levels of difficulty, with a diversity of appeal and the presentation of different points of view.
  - a. Materials are provided which present all points of view concerning the problems and issues of our times, international, national, and local. Books and materials of sound factual authority are not removed or banned from library media center shelves because

- of partisan or doctrinal disapproval.
  - b. Nonfiction materials are selected which fill a need related to the curriculum and/or contribute to the development and enrichment of the student.
  - c. Fiction is acquired to supplement areas of the curriculum and to encourage and develop the interests of students. The sound treatment of significant historical, social and personal problems in books of fiction can contribute to the understanding of human problems and human relations.
5. Consideration will be given to those topics of varying points of view: religion, ideologies, sex education, profanity, and science.
- a.. Religion - factual, unbiased material which represents all major religions should be included within the collection.
  - b. Ideologies - the library media center should, without making any effort to sway reader judgment make available basic, factual information on the level of its reading public concerning ideologies or philosophies which exert a strong force, either favorably or unfavorably, in government, current events, politics, education, or any other phase of life, which might effect information which is a part of the curriculum.
  - c. Sex Education - materials presenting information on sex should be subjected to a stern test of literary merit and reality by the librarian, who takes into consideration the majority of library patrons.
  - d. Sex - the library media specialist will be careful not to include media which contains sensational, overly dramatic, or graphically explicit sex scenes presented in a lewd or pornographic way. However, the fact of sexual incidents appearing should not automatically disqualify any material. The decision should be made on the basis of the value of the media as a whole, as it fills a need of the curriculum or students and falls within their maturation levels.
  - e. Profanity - the fact that profanity appears in material will not automatically disqualify a selection. Care will be taken to exclude materials using profanity in a lewd or detrimental attitude.
  - f. Science - medical and scientific knowledge suitable to the developmental state of the students should be made available without any biased selection of facts.
6. Gifts of media or money to purchase library materials are welcomed. They will be accepted with the understanding that their use or disposition will be determined by the Librarian. Donated material may be added to the collection if it passes the selection criteria.

Quality of services provided by the library is affected by the physical condition and currentness of the library collection. Criteria considered in removal of worn and obsolete material includes:

1. physical condition.
2. outdated and/or inaccurate content.
3. outdated format.
4. inappropriate subject or treatment of the subject when considered in relation to the needs of the patrons being served by the material.

In order to maintain the school's responsibility to provide information and enlightenment, reconsideration of any material owned by the school shall follow a due process of evaluation and recommendation before any censorship results. If the inclusion of material in the library collection is questioned, the re-evaluation process will be as follows:

1. The complainant shall submit the objection in writing by completing a Citizen's Request for Reconsideration of Library or Instructional Material and returning this form to the Principal.
2. The material will be referred to a committee consisting of the Principal, Librarian, and three certified staff members, preferably from the educational department in which the material is utilized.
3. The committee and complainant will read and/or examine the material in its entirety and then meet within two weeks for review and discussion of their findings.
4. The decision of the review committee shall be made in writing to the complainant and placed on record.

5. Appeals of this committee's decision will be considered by a committee consisting of the Superintendent of Schools, Principal, Librarian, Department Representatives, and one or more Board members. Decisions of this committee must be considered final and placed on record

## **AUTHORIZATION FOR ADMINISTRATION OF MEDICATION DURING SCHOOL DAY**

Medication will only be given at school with written or verbal authorization by a parent or legal guardian. This includes all medications both prescription and non-prescription, there will be no exceptions.

Prescription medicine must be in a currently dated prescription vial or properly labeled container by a pharmacist, which correctly states the name of the patient, doctor's name, dosage, and time to be given. A request for administration must accompany the medication. Non-prescription medicine must be presented in the original container with the name of the drug and directions for administration. A request for administration must accompany the medication. Self-administration of inhaled asthma medication by a student for the treatment of asthma and the self-administration of anaphylaxis medication by a student for the treatment of anaphylaxis will be permitted provided the following guidelines are met: 1) Parent or guardian must provide written authorization for student to administer the medication. 2) Parent or guardian must provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and that the student is capable of self-administration of the medication. 3) Parent or guardian must provide the school with an emergency supply of the student's medication.

Oklahoma law provides that the school nurse, administrator, or other designated school employee shall not be liable to the student or parent or guardian of the student for civil damages for any personal injuries to the student which result from acts or omissions of the school nurse, administrator or other designated school employee in the administering of medication or the self-administration of inhaled asthma medication by a student pursuant to the provisions of the law except for acts or omissions constituting gross, willful or wanton negligence.

## REQUEST TO GIVE MEDICATION

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent's Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Medication to be given: \_\_\_\_\_ Doses to be given \_\_\_\_\_

Condition being treated: \_\_\_\_\_

Physician's Name \_\_\_\_\_

\_\_\_\_\_ I give the school authorization to administer prescription and non-prescription medications that I supply in properly labeled original containers during the school year as needed. (Example: antibiotics, non-aspirin products, over-the-counter cold medications, antacids, etc.). I will provide medications sent to school with the following information: Student's name, name of medication, date, and time to be given. All medication is kept in the nurse's office in a locked cabinet and should be brought to the nurse's office at the beginning of the day.

\_\_\_\_\_ I give my student authorization to self-administer inhaled asthma medication. I have attached a written statement from my student's physician stating that my student has asthma and is capable of self administration of the medication. I have also provided the school with an emergency supply of my student's asthma medication.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## **SCHOOL BOARD MEMBER CONTINUING EDUCATION AND NEW BOARD MEMBER WORKSHOP**

It is the policy of the Glenpool Board of Education to assist newly elected Board Members to become familiar with their duties and responsibilities as quickly as possible and that its members shall attend workshops and seminars designed to increase their knowledge and abilities of good boardmanship, professionalism and expertise.

**New School Board Member Requirements** - 15 months preceding or following their election, a new board member must complete 12 hours of instruction on education issues, including school finance, Oklahoma education laws and ethics, duties and responsibilities of district board of education members.

**Incumbent (Reelected) Member Requirements** - Within 15 months following re-election, complete six hours emphasizing changes in school finance, Oklahoma education laws and ethics, duties and responsibilities of district board of education members.

**What Counts** -

- State Department of Education New School Board Member Workshop.
- State Board of Education approved workshops and seminars.
- Higher education institution workshops/seminars/classes.

**Continuing Education Requirements** - Complete 9 hours during a full 3-year term, 12 hours during a full 4-year term, or 15 hours during a full 5-year or 7-year term.

**When** - during any full term of office, to be completed prior to the date to file for reelection.

**What Counts** - Workshops, seminars, conferences and/or conventions conducted by the:

- State Department of Education and/or Higher Education
- Oklahoma Department of Career & Technology Education.
- Oklahoma State School Boards Association

Local professional development programs of the board member's district. All other programs must have prior approval by the SDE and the Okla Dept. of Career and Technology Education.

**Penalties** - If a board member has not met the requirement for newly elected or incumbent members within the allotted time, the local board shall declare the seat vacant and fill the vacancy according to law.

If a board member does not satisfy the requirements of continuing education during a full term of office, the member shall not be eligible to run for reelection to the school district board of education.

Any board member of the Glenpool School District who attends and completes a course which satisfies this policy shall be reimbursed by the School District for expenses incurred for lodging, meals, registration fees, and transportation to and from the place of the workshop.

The State Department of Education shall maintain records of each Board member's training accomplishments and will notify the district (in March) of each board member's point total. The SDE records continuing education points and maintains open permanent records for review if requested.

The Superintendent will notify the State Department of Education of any changes in Board membership and will submit the Annual School Board membership report to the SDE after reorganization of the board which shall occur at the first regular, special or emergency meeting after the date of the election and after the member has been certified as elected.

## **RECOGNITION OF SCHOOL SPONSORED ORGANIZATIONS ASSIGNMENT OF STIPEND**

The Glenpool Board of Education recognizes the value of School Sponsored Organizations whose purpose is to create an environment that promotes leadership and teamwork, offers supplemental or enrichment activities for various academic subjects, offers social experiences for the student body or a group within the student body, or provides opportunities for individual or team competitions that enhance a student's learning experience. The Board appreciates the efforts of those who sponsor these activities/organizations whether it be on a voluntary or paid basis and acknowledges their positive contributions of time, professionalism, and enthusiasm toward the betterment of Glenpool Public Schools and its students' educational experience.

The following guidelines will be utilized in recognizing an organization and the assignment of a stipend:

### **CLUB**

A club is defined as an association of students for some common purpose, object, or cause (cultural-curricular-social). A club may be created on a temporary or short-term basis for the accomplishment of one stated objective or may exist as long as the common interest exists. The club will cease to exist should the initial objective be accomplished or should the level of interest diminish.

Sponsorship of a club must come from within the school staff and will be voluntary. Staff members interested in the formation of a club must submit a mission statement, calendar of activities, and an explanation of the organization (i.e officers, projects, and general organization of the club) to the building principal. The criteria utilized by the principal when considering the creation of a school club will include:

1. Is the club consistent with the philosophy of Glenpool Public School?
2. Will the club contribute positively to the learning or social environment of the school?
3. Will the club distract from the academic day?
4. Has a sponsor been identified among the school staff?

The building administration will be charged with the responsibility of conducting an annual evaluation of the Club, its sponsor, and its continuing role in the school day. Should the evaluation indicate that the Club or its sponsor is no longer serving its defined role, the building administrator will take action to replace the existing sponsor or abolish the Club.

If after applying the defined criteria the principal approves the request for the creation of a club, the principal will notify the sponsor and following approval by the Board of Education, the development of the organization will proceed.

### **ORGANIZATION**

An organization is defined as a functional unit affiliated with a state or national level organization. An organization will exist for the long term. Advisors will be identified, recruited, assigned, and evaluated by the

building administration and will be replaced by the administrator should a vacancy occur to insure the continuation of the organization. The organization's advisor must come from within the school staff. Advisors will receive a stipend commensurate with the basic expectations of the position.

The initial interest in creating an organization may come from a faculty member or an administrator. The administrator will direct the effort to determine the degree of interest among the student body, the merit(s) of the organization, the compatibility of the organization's mission or philosophy with that of Glenpool Public Schools, and the potential cost to the district in time and dollars. If after the initial process is concluded the interest continues, the administrator will make a written proposal to the Superintendent of Schools for consideration. After discussions with the building administrator, after researching the organization through other schools and/or other outside resources, the Superintendent will submit the request to the Board of Education for consideration. If approved by the Board, the building administrator will be notified and the organizational steps initiated.

#### STEPS:

1. Development of a Written Mission Statement;
2. Development of Organization's Constitution and By-Laws;
3. Development of a Calendar of Events;
4. Development of a brief narrative of the organization, its goals, and its structure;
5. Completion of Survey of Responsibilities and Duties of Advisor;

Prior to final approval, the Organization must submit the required information to the Superintendent of Schools. The Superintendent will then approve/not approve the creation of the organization and if approved, determine the stipend to be paid the organization's advisor based on existing extra duty stipend schedule or initiate the procedures designed to determine appropriate stipend.

#### PROJECT OR PROGRAM

A Project or Program is defined as a specific effort of the school as determined by the school administration to accomplish a stated project, goal, or product. The Project/Program Coordinator shall be a member of the school staff and be identified, recruited, assigned, and evaluated by the school administration and the position shall exist as long as the need for the project or program continues.

The creation of a Project or Program Coordinator shall be at the discretion of the Board of Education through the Superintendent of Schools after consultation with the building administration. Coordinators will be paid a stipend commensurate with basic responsibilities and expectations of the position.

#### COMPETITIVE TEAM

A competitive team is defined as a student group organized for the purpose of representing Glenpool Public Schools in non-athletic extracurricular competitive events sanctioned by the Oklahoma Secondary Schools Activity Association. The creation of a non-athletic competitive team shall be at the discretion of the Board of Education and the team shall exist as long as the interest remains and the Board determines that the resources are available to maintain the program. Directors of competitive teams will be paid a stipend

commensurate with established criteria.

#### ATHLETIC TEAM

An athletic team is defined as a extracurricular competitive program sanctioned by the Oklahoma Secondary Schools Activity Association. The creation of an athletic program is at the sole discretion of the Board of Education and the program shall exist as long as the interest remains and the Board determines that the resources are available to maintain the program at a safe and competitive level. Coaches of athletic teams will be paid a stipend commensurate with the established criteria.

**No club, organization, or program shall be created that is in conflict with state or federal law, is derogatory to an individual's race, nationality, or religious creed, or advocates principles not consistent within a democracy.**

#### CRITERIA FOR DETERMINING LEVEL OF STIPEND

When considering the assignment of a stipend for an extra duty responsibility, only the positions of Advisor, Coordinator, Director, and Coach will be considered. If approved, the stipend assigned will be consistent with the Board approved Extra Duty Stipend Schedule. Should a position be created that is not represented on this schedule, the following (Survey of Responsibilities and Duties) will be considered by a Review Committee convened by the Superintendent to assist in determining the stipend:

1. Length of Time Required to Perform the Job.
2. Level of Skill Required to Perform the Job.
3. Management of Inventory/Budget (value)(repairs)(issue) \*Facility Preparation & Maintenance.
4. Community Involvement (program visibility).
5. Average Number of Participants.
6. Requirements for Supervision/Management of Participants.
7. Management of Staff.
8. \*Environmental Factors.

\* Applicable to Athletic/Cheerleading/Instrumental Music

The assignment of a stipend will be the responsibility of the Superintendent of Schools utilizing the existing extra duty stipend schedule or in instances not addressed by the existing schedule, following the recommendation of a Review Committee convened for that purpose. Documentation may be required to assist in the development of the Survey.

The Superintendent shall initiate a periodic review of the existing Extra Duty Stipend Schedule by convening a Review Committee. The Committee will evaluate the existing positions utilizing the criteria designed for that purpose. The Superintendent will make appropriate recommendations to the Board of Education following the conclusion of the Review Committee's efforts.

A staff member who has agreed to perform the responsibilities of an Advisor, Coordinator, Director, or Coach will continue in that role at the discretion of the school administration. If an individual desires to be

removed from this extracurricular responsibility, a request should be made to the building administrator. The individual will continue to serve in the extracurricular capacity until the building administrator identifies and names an acceptable replacement and the individual is released from that assignment.

The administration acknowledges the subjective nature of assigning a stipend for extra duty assignments. While recognizing that the vast majority of Advisors, Coordinators, Directors, and Coaches perform the responsibilities of their respective positions to a level above the basic expectations, stipends will be assigned based on the basic expectations required in the performance of the duties of the position.

## **POLICY ON USE OF SCHOOL BUS FOR NONSCHOOL AND EXTRA-CURRICULAR ACTIVITIES**

### Extra-Curricular Activities

School transportation may be used for field trips, extra-curricular activities or school-sponsored activities. The Superintendent may authorize the use of private vehicles when a small number of students is involved.

Adults may ride school buses when they are designated as chaperones for the students on the bus at that time.

### Nonschool Activities

The use of school vehicles for nonschool activities will not be permitted.

## **POLICY FOR USE OF ELECTRONIC FACSIMILE SIGNATURES**

It is the policy of Glenpool Public Schools that electronic facsimile signature may be used only for signatures on school district checks, activity fund checks, contracts and school district purchase orders.

Electronic facsimile signatures will be maintained for the following positions:

School Board President  
School Board Clerk  
School District Superintendent  
School District Treasurer  
School District Activity Fund Custodian  
School District Encumbrance Clerk

Employees authorized to use the electronic facsimile signatures:

School Board President:

Authorized Use by:

Payroll Clerk, Encumbrance Clerk, Treasurer, and School Board President.

School Board Clerk:

Authorized Use by:

Payroll Clerk, Encumbrance Clerk, Treasurer, and School Board Clerk.

School District Superintendent

Authorized Use by:

Encumbrance Clerk and Payroll Clerk

School District Treasurer:

Authorized Use by:

Payroll Clerk, Encumbrance Clerk, Activity Fund Custodian, and Treasurer.

School District Activity Fund Custodian:

Authorized Use by:

Treasurer and School District Activity Fund Custodian.

School District Encumbrance Clerk:

Authorized Use by:

Encumbrance Clerk only

All mandatory certifications of manual signatures are filed with the Secretary of State of the State of Oklahoma. The electronic file of signatures will be secured in the School District's safe. The District's Payroll Clerk, Encumbrance Clerk, Treasurer, Assistant Treasurer, and Activity Fund Custodian are the only employees who have access to the safe. The electronic facsimile signature file is also stored on the district network server and its access is password protected and limited to the Payroll and Encumbrance Clerks.

## GLENPOOL PUBLIC SCHOOLS EXTRAORDINARY EVENTS POLICY

The Glenpool Board of Education recognizes the value of experiences gained by students who participate in "Extraordinary Events/Trips". In an effort to endorse and support such trips while maintaining a balance between such trips and the typical competitive events, assessing the impact such trips will have on the various budgets and the demands for fund-raising activities, and the amount of school time lost to such trips, the following guidelines are established to govern such requests:

1. All Extraordinary (out-of-state trips or trips involving an overnight stay) Events must be approved by the Director of Athletics (requests involving athletic programs), the building principal, and the Board of Education. Request must include:
 

A. Date(s) of proposed trip	E. Projected Cost & Funding Source(s)
B. Destination	F. Supervision (rules/consequences & parental permission slips)
C. Itinerary	G. Expected Benefits of Trip (Including Educational)
D. Method of Transportation	H. Ratio of Adult Sponsors to Students
2. If approved, all funding required for such trip must be provided from sources outside the regular school/activity budget (i.e. supplemental fund raisers and/or student fees).
3. Extraordinary Trips or Events will be considered for students in grades 9 through 12 only.
4. In an effort to maintain comparability in financial support for all the school's competitive programs, sponsors are encouraged to limit to a maximum of \$350.00 (from all sources) the expenditure per participant per year for trip(s) considered to be extraordinary to the normal schedule of events. This amount does not include the expenses absorbed by the individual participants (i.e. meals and incidental expenses).
5. Trip(s) will not be granted that will require the student athlete/performer/member of school organization to be absent from school more than three (3) days. Coaches/Sponsors are encouraged to investigate options during school holidays when considering an extraordinary trip proposal.
6. Due to the disruptive effect on the daily operation of the school when sponsors are utilized from the school's staff, volunteer sponsors must be sought from outside the school staff. Sponsors/Coaches are to seek adult volunteer sponsors from other than school employees. Exceptions may be granted (requests considered on an individual basis and only from staff members who have a student participating in the proposed trip) by the building principal and the Superintendent of Schools. Staff members who are granted a leave from work to participate in proposed trip will be granted leave without pay.
7. Trip(s) during the school year will not be considered for destinations outside a radius of 1200 miles from

the school district. Exceptions to this radius will be considered for proposed trips resulting in student(s) qualifying for a National Competition or attendance and participation in a National Convention.

8. When considering a request for an Extraordinary Trip or Event, Sponsors/Coaches are encouraged to consider the competitive level of their program, the frequency of requests for extraordinary events, and the demands that such trips place on those involved in the fund-raising activities.
9. Each Building Level will prepare a "Calendar of Events" prior to the beginning of each school year. This calendar will include all proposed "Extraordinary Trips and Events" unless such trip or event could not have been forecast prior to the upcoming school term. Sponsors/Coaches will be required to submit the request for the proposed trip prior to the beginning of the term in which the trip will occur.

## **INVESTMENT POLICY**

This investment policy is adopted in accordance with the provisions of applicable law by the Board of Education of the Glenpool School District (the "District"). This policy sets forth the investment policy for the management of the public funds of the District. The policy is designed to ensure prudent management of public funds, the availability of funds when needed, and reasonable investment returns.

### **INVESTMENT AUTHORITY**

The District Treasurer is required by the Board of Education to invest District monies in the custody of the Treasurer in those investments permitted by law. The Treasurer shall, to the extent practicable, use competitive bids when purchasing direct obligations of the United States Government or other obligations of the United States Government, its agencies or instrumentalities.

The District Treasurer shall limit investments to:

1. Direct obligations of the United States Government to the payment of which the full faith and credit of the Government of the United States is pledged; provided the District Treasurer, after completion of an investment education program in compliance with applicable law, may invest funds in the investment account in other obligations of the United States Government, its agencies or instrumentalities;
2. Obligations to the payment of which the full faith and credit of this state is pledged;
3. Certificates of deposits of banks when such certificates of deposits are secured by acceptable collateral as in the deposit of other public monies;
4. Savings accounts or savings certificates of savings and loan associations to the extent that such accounts or certificates are fully insured by the Federal Savings and Loan Insurance Corporation;
5. Repurchase agreements that have underlying collateral consisting of those items specified in paragraphs 1 and 2 above including obligations of the United States, its agencies and instrumentalities, and where the collateral has been deposited with a trustee or custodian bank in an irrevocable trust or escrow account established for such purposes;
6. County, municipal or school district direct debt obligations for which an ad valorem tax may be levied or bond and revenue anticipation notes, money judgments against such county, municipality or school district ordered by a court of record or bonds or bond and revenue anticipation notes issued by a public trust for which such county, municipality or school district is a beneficiary thereof. All collateral pledged to secure public funds shall be valued at no more than market value;
5. Money market mutual funds regulated by the Securities and Exchange Commission and which investments consist of obligations of the United States, its agencies and instrumentalities, and investments in those items and those restrictions specified in paragraphs 1 through 6 above;
6. Warrants, bonds or judgments of the District;
7. Qualified pooled investment programs through an inter-local cooperative agreement formed pursuant to

applicable law and to which the Board of Education has voted to be a member, the investments of which consist of those items specified in paragraphs 1 through 8 above, as well as obligations of the United States agencies and instrumentalities; or

8. Any other investment that is authorized by law.

### **INVESTMENT PHILOSOPHY**

This policy shall be based upon a “prudent investor” standard. The Board of Education recognizes that those charged with the investment of public funds act as fiduciaries for the public, and, therefore the Treasurer is directed to exercise the judgment and care that persons of ordinary prudence, discretion, and intelligence exercise in the management of their own affairs as to the permanent non-speculative disposition of their funds, with due consideration of probable income earnings and probable safety of capital. In investing the District’s funds, the Treasurer shall place primary emphasis on safety and liquidity of principal and earnings thereon.

1. Liquidity: Available funds will be invested to the fullest extent practicable in interest-bearing investment or accounts, with the investment portfolio remaining sufficiently liquid to meet reasonably anticipated operating requirements.
2. Diversification: The investment portfolio will be diversified to avoid one class of investment having a disproportionate impact on the portfolio. Provided this restriction will not apply to securities of the United States Treasury backed by the full faith and credit of the United States Government.
3. Safety of Principal: Although investments are made to produce income for the District, investments will be made in a manner that preserves principal and liquidity.
4. Yield: The portfolio will be designed to attain maximum yield within each class of investment instrument, consistent with the safety of the funds invested and taking into account investment risk and liquidity needs.
5. Maturity: Investments may have maturities extending to twelve (12) months, provided sufficient liquidity is available to meet major outlays, and except that general fund investment may not exceed twelve (12) months.
6. Quality Of The Instrument And Capability Of Investment Management: The Superintendent of Schools shall be responsible for seeing that the Treasurer and any Assistant Treasurer are qualified and capable of managing the investment portfolio and satisfactorily complete any investment education programs required by state law or by the Board of Education.

### **SAFEKEEPING AND CUSTODY**

The Treasurer will maintain a list of the financial institutions and pooled investment programs governed by an inter-local cooperative agreement formed pursuant to 70 Okla. Stat. Section 5-117b which are authorized to provide services, and will maintain a separate list of financial institutions with collateral pledged in the name of the District.

1. Securities purchased from a bank or dealer, including any collateral required by state law for a particular investment, shall be placed under an independent third party custodial agreement. The Trust

Department of a financial institution will be considered to be independent from the financial institution.

2. All securities will be in book entry form, and physical delivery of securities will be avoided.
3. Telephone transactions may be conducted, but such transactions must be supported by written confirmation, which may be made by way of a facsimile on letterhead with authorized signatures of the safekeeping institution.
4. Written transactions and confirmations of transactions by computer connections will be kept in the Treasurer's office.

#### **REPORTING AND REVIEW OF INVESTMENTS**

The Treasurer will prepare an investment report to be submitted to the Board of Education on at least a monthly basis. The report will include:

1. A list of individual securities held at the end of the reporting period.
2. The purchase and maturity dates of these securities;
3. The name and fund for these securities.
4. The yield rate of these securities.
5. Any collateral pledged by a custodian.

The Board of Education shall review the Treasurer's investment performance on a regular basis that is no less frequent than monthly.

Unless otherwise directed by the Board of Education through policy or by special directive, by the Oklahoma Constitution, or by the federal government, income earned from the investment of non-activity funds shall be deposited in the Building Fund, and income earned from the investment of activity funds shall be deposited as directed by the Activity Fund Custodian.

## SEXUAL HARASSMENT

State and federal law specifically prohibits sexual harassment of employees and students in connection with their employment by or enrollment in the Glenpool School District. This policy will set forth the rules and regulations to be followed by all students, employees and Board members of the School District with regard to the issue of sexual harassment.

1. "Employee" means any person who is authorized to act in behalf of the School District, whether that person is acting on a temporary or permanent basis, with or without being compensated, or on a full-time basis and including board members and school volunteers.
2. "Student" means any person who is enrolled in any school or program of the School District.
3. In the case of an employee of the School District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by one employee towards another employee which (a) is made an explicit or implicit term or condition of an employee's employment, or (b) is used as a basis for employment decisions affecting that employee or (c) has the purpose or effect of unreasonably interfering with an employee's work performance, or creating an intimidating, hostile or offensive working environment.
4. 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.
5. All students, employees and Board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, applicant for employment, vendor representative or patron of the School District. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits and termination. Such 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.
6. 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 Code.
7. 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 report all such incidents to either the Superintendent, a Principal, an Assistant Principal, or any Board member of the School District. If the 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 complete 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, 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.

8. 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 and may report such incidents to the United States Equal Employment Opportunity Commission or the Oklahoma Human Rights Commission.
9. The Superintendent, Principal, Assistant Principal, and any Board member of the School District, upon receiving a report (formal or informal) of sexual harassment shall do the following as quickly as reasonably possible:
  1. Obtain a statement, oral or written, from the individual who is alleged to have been sexually harassed which contains information necessary to conduct a full investigation of the matter. This information should include, but is not limited to, the name of the alleged harassing student, employee or board member, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and the names of any witnesses;
  2. Take appropriate and reasonable steps to separate and protect the individual who is allegedly being sexually harassed from the alleged harasser, until the matter can be fully investigated and the appropriate remedial steps taken;
  3. Keep the individual who is allegedly being sexually harassed reasonably apprised, to the extent allowed under federal and state privacy laws and regulations, of the investigation and the actions taken as a result of the investigation;
  4. Conduct a full and complete investigation, to the extent reasonably possible, regarding the alleged sexual harassment, which would include, but not be limited to, interviewing the individual allegedly harassed and any witnesses, reviewing any supporting documents, and interviewing the alleged harasser;
  5. Based on the facts, as revealed by the investigation, taken as a whole and the totality of the circumstances, such as the nature, extent, context and gravity of such activities or incidents, take or recommend the taking of appropriate measures, including but not limited to, suspension, demotion, forfeiture of pay or benefits, termination or reassignment.
10. During and after the investigation, confidentiality shall be maintained, as far as reasonably possible; provided however, nothing in this policy shall preclude public disclosure of any information of a personal or confidential nature during the course of any suspension, dismissal or nonrenewal hearing or in any litigation. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

## **GLENPOOL SCHOOL DISTRICT ASSAULT AND BATTERY INVOLVING SCHOOL DISTRICT EMPLOYEES**

Any School District employee upon which an assault, battery, assault and battery, aggravated battery or aggravated assault and battery is committed while in the performance of any duties as a school employee shall immediately notify either the Superintendent, a building administrator or a member of a Safe School Committee of the School District. The building administrator or member of the Safe School Committee shall immediately notify the Superintendent of the incident. If the School District employee seeks emergency medical treatment as a result of the incident, the employee may make the report after obtaining such treatment or through a designee. All such reports must state the name of the person who committed the offense, the person upon whom the offense was committed, the nature, context and extent of the offense, the date(s) and time(s) of the offense and any other information necessary to a full report and investigation of the matter. The report may be made orally or in writing. The Superintendent or his/her designee will deliver a copy of this policy to the School District employee upon receipt of the report. The Superintendent or Superintendent's designee will investigate the incident and take appropriate action based upon the results of the investigation. The School District employee must cooperate in the investigation. The Superintendent will notify the State Department of Education in writing of all such incidents for the previous year on July 1 of each year or the first business day thereafter if July 1 falls on a weekend or legal holiday. The Superintendent's report must include a description of the incident and the final disposition of the incident.

The School District will also refer appropriate incidents to law enforcement for investigation and prosecution. The School District's decision to report or not to report a particular incident to law enforcement does not preclude the School District employee from making a report to law enforcement. To the extent permitted by law, the School District will share information and cooperate with law enforcement in the conduct of its investigation and in any subsequent prosecution.

No School District employee will be subject to any civil liability for any statement, report or action taken in reporting or assisting in reporting a battery or assault or assault and battery committed upon the School District employee while in the performance of any duties unless such report or assistance was made in bad faith or with malicious purpose.

The School District will post in a prominent place at each school site the following notice: "FELONY CHARGES MAY BE FILED AGAINST ANY PERSON(S) COMMITTING AN AGGRAVATED ASSAULT OR BATTERY UPON ANY SCHOOL EMPLOYEE."

For purposes of this policy, a "School District employee" means a teacher, administrator or any duly appointed person employed by the School District or employees of a firm contracting with the School District for any purpose, including any personnel not directly related to the teaching process and school board members during school board meetings.

For purposes of this policy, the terms “assault,” “battery,” and “aggravated assault and battery” are defined as follows: An “assault” means any wilful and unlawful attempt or offer with force or violence to do a corporal hurt to another. A “battery” is any wilful and unlawful use of force or violence upon the person of another. An “assault and battery” becomes “aggravated” when committed under any of the following circumstances: (1) when great bodily injury is inflicted upon the person assaulted; or (2) when committed by a person of robust health or strength upon one who is aged, decrepit or incapacitated, as defined by law.

## **POLICY REGARDING INTERFERENCE WITH THE PEACEFUL CONDUCT OF SCHOOL DISTRICT ACTIVITIES**

The Superintendent of Schools or anyone designated by the Superintendent or the Board of Education to maintain order in the School District shall have the authority and power to direct any person to leave School District property who is not a student, officer or employee thereof, and who:

1. Interferes with the peaceful conduct of activities on School District property;
2. Commits an act that interferes with the peaceful conduct of activities on School District property;
3. Enters School District property for the purpose of committing an act that may interfere with the peaceful conduct of activities on School District property.

For the purposes of this policy, the term “interferes with the peaceful conduct” includes, but is not limited to, actions that directly interfere with classes, study, student or faculty safety, housing or parking areas or extracurricular activities; threatening or stalking any person; damaging or causing waste to any property belonging to another person or the School District; or direct interference with administration, maintenance or security of property belong to the School District.

Any person to whom this policy applies, who fails to leave School District property as directed or returns within six (6) months thereafter, without first obtaining written permission from the Superintendent or anyone designated by the Superintendent or the Board of Education, shall be guilty of a misdemeanor.

### **APPEAL PROCEDURE**

After receiving a directive to leave School District property under this policy, the person issued the directive may request reconsideration by taking the following steps:

**First Level of Appeal:** The person may request review of the initial decision by letter to the Superintendent. If no written request is received within five (5) calendar days of the person’s receipt of written notification of the directive to leave School District property, the directive will be final and nonappealable. If the Superintendent issued the initial directive to leave School District property, the person issued the directive may proceed directly to the final level of appeal.

**Final Level of Appeal:** The person may request review of the Superintendent’s decision by letter to the Superintendent or the Clerk of the Board of Education. If no written request is received within five (5) calendar days of the person’s receipt of the Superintendent’s written notification of his/her decision, the Superintendent’s decision will be final and nonappealable. The person will be notified in writing of the date, time and place of the Board meeting at which the decision will be reviewed. The Board’s decision will be final and nonappealable.

The Superintendent or person who issues the directive to leave School District property will give the person to whom the directive is issued a copy of this policy along with the directive to leave School District property. During any appeal process, the person given the directive to leave School District property must remain off school property unless the Superintendent, in writing, instructs that the directive is to be stayed pending the conclusion of the appeal process.

## **DISTRICT COPYRIGHT WORLD WIDE WEB (WWW) PUBLISHING RULES**

Copyright law and District policy do not allow the re-publishing on District Web sites of text or graphics found on the WWW without explicit written permission.

1. For each re-publishing on a WWW site of a graphic or a text file which was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. In many cases, that notice should also include the URL (WWW address) of the original source.
2. Students and staff engaged in producing WWW pages must provide the site Internet coordinator with e-mail or hard copy permissions to file before the WWW pages are actually published. In the case of "public domain" documents, printed evidence must be provided to document the status of the materials.
3. The failure of a site to display a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. If the materials have been improperly and illegally displayed by a site, the manager of that site may not be considered a source of permission.
4. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both parent and student.

**Staff members and students with questions regarding these guidelines are advised to check with the Internet coordinator in their building before proceeding with the collection of images and text.**

**PARENT PERMISSION FORM FOR WORLD WIDE WEB  
PUBLISHING STUDENT WORK**

Name of student \_\_\_\_\_

School \_\_\_\_\_ Name of Parent \_\_\_\_\_

I understand that my daughter or son's art work or writing is under consideration for publication on the World Wide Web, a part of the Internet. I further understand that the work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to me as a parent. No home address or telephone number will appear with such work.

Parent signature

\_\_\_\_\_

Date signed

\_\_\_\_\_

I give my permission for such publishing.

Student signature

\_\_\_\_\_

Date signed

\_\_\_\_\_

## COPYRIGHT PERMISSION LETTER

Whenever a student or staff member wishes to "re-publish" someone else's writing or graphics on a Glenpool Public School Web site, explicit permission must be obtained from the owner of the copyright, or evidence must be provided that the materials are "in the public domain". The form below may be copied and pasted into an e-mail message sent to the owner of the site and/or the owner of copyright. An e-mail reply which answers all questions fully and grants permission should be printed out and presented along with any Web pages being submitted to the site Internet coordinator for publication. Every Web page containing such items must provide full credit to the source, indicate that permission was granted and include a notice clarifying that all rights are still reserved by the copyright owner.

\*\*\*\*\* Copy the letter below and E-Mail to Site Owner \*\*\*\*\*

(Type Name of site here)  
(Type Name of Site manager here)  
(Type e-mail address of Site Manager here)  
(Type URL(S) (addresses) of Web page containing desired item(s))

Dear (insert name of Site Manager),

I am a (insert either "student" or "teacher") in the Glenpool Oklahoma Public School District creating Web pages for a school project. My school is (insert name of school). My e-mail address is (insert full e-mail address).

We are currently engaged in a project which (insert description of the project and its goals here).

While, doing research for this project, I visited your excellent site and was very impressed with what you have done. I am interested in gaining permission to "re-publish" the following material from your Web site on our school's Web site:

(describe first item)  
(describe additional items)

Are you the holder of a copyright for these materials?     Yes             No

If you are the holder of copyright, may we "re-publish" these items, including at the bottom of the Web page a clear notice that we are "re-publishing" the item with your permission, with all rights reserved?

I give my permission             I do not give my permission

Please write the words you wish for us to place at the bottom of the page describing your copyright restrictions.

---

If you are not the holder of a copyright can you identify the owner and supply an e-mail address so that I may contact the owner?

---

Thanks so much for your time and assistance. We appreciate your contribution to the development of excellent content on the Web.

Please send back this whole message with your name and title at the bottom so that we can identify the source of permission.

Sincerely,  
(insert your name)  
Approved:  
Glenpool Public Schools

## **GLENPOOL PUBLIC SCHOOLS VOLUNTEER OR LAY COACH POLICY**

Glenpool Public Schools strives to provide quality extracurricular activities that will offer students the opportunity to develop academic and athletic skills, knowledge, and character. To achieve the goals of the extracurricular program, it may be necessary for the Glenpool School District to utilize volunteer or lay coaches to assist with athletic programs.

The volunteer or lay coach must possess the qualities and attributes of model leadership and good moral character. He or she must display a positive and enthusiastic attitude and must keep the safety of student athletes paramount at all times.

The assignment of volunteer or lay coaches will be at the district's discretion and will be based on the needs of the individual program as determined by the Director of Athletics who will make recommendations for assignments to the Superintendent of Schools. The Superintendent will present a list of assignments of volunteer or lay coaches to the Board of Education for approval at the beginning of each sport's season. Upon approval of the assignments by the Board of Education, the volunteer or lay coach will enter into a Contract for Volunteer or Lay Coach with the Board of Education. Compensation for the volunteer or lay coach will be at the sole discretion of the Board of Education.

Volunteer or lay coaches must comply with all Policies and Procedures of Glenpool Public Schools and all rules and regulations regarding lay or volunteer coaches outlined by the Oklahoma Secondary Schools Activities Association Policy which states:

Schools may use volunteer lay coaches to assist in their athletic program(s). These lay coaches cannot be in the team or squad area during contests unless the schools certified coach(es) is present in the same area. Under no circumstances may a lay coach confer with game officials about interpretation of the rules. If a lay coach is ejected by a game official, he/she is not permitted to be with that team for the remainder of the year.

The volunteer or lay coach must be supervised at all times by certified school personnel. The volunteer or lay coach will be under the supervision of the Director of Athletics and the direct supervision of the head coach of the sport to which the volunteer or lay coach is assigned. The volunteer or lay coach will report daily to the head coach and will assist the program by completing duties and responsibilities as directed by the head coach.

The Glenpool School District reserves the right to terminate the assignment of the volunteer or lay coach and the Contract for Volunteer or Lay Coach at any time without prior notice or cause.

### **Procedures for Assignment of Volunteer of Lay Coaches**

- A. **At the beginning of each season**, the head coach of each sport who desires to utilize a volunteer or lay coach will submit to the Director of Athletics a Request for Volunteer or Lay Coach.
- B. The applicant identified by the head coach will complete and submit to the Director of Athletics an Application for Volunteer Coaching Position.
- C. After approval of the request by the Director of Athletics, the applicant will be interviewed by the Director of Athletics and the High School Principal.
- D. Upon successful completion of the interview process, the applicant will submit to a Criminal Background Check.
- E. The Director of Athletics will review the Background Check report and submit a list of recommended volunteer or lay coaches to the Superintendent of Schools for approval.
- F. The Superintendent will present the approved list of volunteer and lay coaches to the Board of Education
- G. The Board of Education will have final approval of the assignment of volunteer and lay coaches.

**REQUEST FOR VOLUNTEER COACH**

Date: \_\_\_\_\_

Head Coach: \_\_\_\_\_

Program requesting assistance: \_\_\_\_\_

Statement of Need:

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Name of person being requested:

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Describe the qualities the person being requested possesses that will benefit the program.

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**GLENPOOL PUBLIC SCHOOLS**  
**Application for Volunteer Coaching Position**

Application Date \_\_\_\_\_

Sport \_\_\_\_\_

Boys/Girls \_\_\_\_\_

**Personal Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

**Athletic Playing/Participation Experience**

High School \_\_\_\_\_ School Size \_\_\_\_\_ Years attended \_\_\_\_\_

Sport	Years lettered	Positions	Awards/Honors
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional comments regarding High School playing experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

College and University experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional playing experience: \_\_\_\_\_

\_\_\_\_\_

List experiences working with young people: \_\_\_\_\_

\_\_\_\_\_

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How do you view your role as a volunteer coach? \_\_\_\_\_

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**References**

List three references who would have insight into your ability to work with young people.

Name	Address	Phone Number
_____	_____	(____)-_____
_____	_____	(____)-_____
_____	_____	(____)-_____

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Glenpool School District  
Volunteer or Lay Coach Contract**

This Volunteer or Lay Coach Contract is made between \_\_\_\_\_, as a volunteer or lay coach ("Coach") and Independent School District No. 13 of Tulsa County, Oklahoma ("District") for the 20\_\_\_\_-20\_\_\_\_\_ school year only.

Coach and District agree:

1. District employs Coach to assist the regularly assigned and certificated head coach in the following extracurricular sports as a volunteer or lay coach:

\_\_\_\_\_  
\_\_\_\_\_

and coach accepts said employment.

2. For the performance of said assignment, District agrees to pay Coach the total annual sum of \$\_\_\_\_\_, said amount to be prorated over the school year and to be paid in equal installments at the District's regular payroll periods, subject to all lawful withholdings and deductions.

3. District reserves the right to terminate this contract and the compensation for such assignment without prior notice or cause at any time.

4. With written permission of the District, Coach shall have the right to terminate this Contract at any time by ten calendar days written notice to District. In such event, Coach's compensation under this Contract shall terminate on the expiration of the ten-day period.

5. If not terminated earlier, this Contract shall terminate at the end of the school year for which this Contract is made. This Contract shall be renewed for the next school year only if Coach and District enter into a new Contract for the next school year. Coach and District specifically agree that this contract provides Coach with no property interests or rights of due process of law in connection with termination of this Contract.

**Executed** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Coach

\_\_\_\_\_  
Clerk  
Board of Education

\_\_\_\_\_  
President  
Board of Education

**GLENPOOL PUBLIC SCHOOLS  
POLICY FOR THE MAINTENANCE AND USE OF  
AUTOMATED EXTERNAL DEFIBRILLATOR  
AND CPR TRAINING REQUIREMENTS FOR STAFF**

The Board of Education of the Glenpool School District adopts the following policy for the maintenance and use of its automated external defibrillator ("Defibrillator"). It is the Board's intention and expectation that the Defibrillator will be used only by qualified persons voluntarily and in good faith to provide emergency care or treatment to persons in need and in strict accordance with this policy. Because the District's facilities are not continuously open and staffed, the Defibrillator will be available for use only when a qualified person is readily available in the District's facility to operate the Defibrillator.

For purposes of this policy, the term "Defibrillator" means a medical device consisting of a heart monitor and defibrillator which:

- a. has received approval of its premarket notification, filed pursuant to 21 U.S.C. 360(k), from the United States Food and Drug Administration;
- b. is capable of recognizing the presence or absence of ventricular fibrillation or rapid ventricular tachycardia, and is capable of determining, without intervention by an operator, whether defibrillation should be performed; and
- c. upon determining that defibrillation should be performed, automatically charges and requests delivery of an electrical impulse to an individual's heart.

**The school district will permit only qualified persons to operate the district's Defibrillator.** For purposes of this policy, the term "qualified" means that the person has successfully completed appropriate training in the use of Defibrillators and cardiopulmonary resuscitation ("CPR"). "Appropriate training" shall consist of a course of at least four (4) hours of training in the use of Defibrillators and CPR. The providers and instructors of those courses must be approved pursuant to rules adopted by and will be subject to approval or disapproval in the discretion of the Oklahoma Commissioner of Health. "Appropriate training" will also include any appropriate periodic retraining at intervals established by rule by the Oklahoma Commissioner of Health.

The Superintendent or designee will maintain a list of persons qualified to operate the Defibrillator and will not add a name to the list until the person provides the district with written verification of initial training establishing his or her qualification. Each qualified person has the responsibility of providing the Superintendent or designee with written verification of any required periodic retraining necessary to maintain his or her qualification. If any previously qualified person becomes unqualified to operate the Defibrillator due to a lapse in training or some other reason, he or she will immediately notify, in writing, the Superintendent or designee of that fact, and the Superintendent or designee will remove his or her name from the list of qualified persons.

**The list of qualified persons will be posted in prominent places in each school building.**

The School District will maintain and test its Defibrillator in accordance with the manufacturer's instructions. The Defibrillator will not be used unless this requirement has been met, and the Defibrillator has been determined through that process to be in good working order. Any person with reason to believe that the Defibrillator is not in good working order will report, in writing, that information immediately to the Superintendent.

Neither the School District nor any person who operates the District's Defibrillator will seek compensation for its use. Each use of the District's Defibrillator will be performed without expectation of compensation.

The School District will store the Defibrillator in an environment that is reasonably accessible to qualified persons, yet secure from unqualified persons. **Any unqualified student who operates or attempts to operate the District's Defibrillator will be subject to discipline under the District's policy on student behavior, including out-of school suspension. Any unqualified employee who operates or attempts to operate the District's Defibrillator will be subject to discipline, up to and including dismissal or nonreemployment.**

Each time the Defibrillator is used, the qualified user will immediately complete the attached report documenting its use. The District will maintain these reports for a minimum of five (5) years.

Under the Superintendent's direction, the District will develop a public information program concerning the Defibrillator, its purpose and availability for use and written procedures intended to alert qualified persons to circumstances that might indicate a need for the Defibrillator and the process they are to follow to access the Defibrillator.

Effective with the 2005-06 school year, each school site will have one certified and one non-certified employee trained in the use of cardiopulmonary resuscitation (CPR) and the Heimlich maneuver. Training will occur annually. A list of district-wide trained employees will be available at each school site and at the Administration Offices.

## **PROCEDURES FOR USE OF AUTOMATED EXTERNAL DEFIBRILLATOR**

As per the District's Policy for the Maintenance and Use of Automated External Defibrillator, the Superintendent designates the Middle School - High School Nurse as the Automated External Defibrillator Coordinator ("AED Coordinator"). The AED Coordinator is responsible for maintaining and testing all equipment and supplies, organizing regular training and re-training programs, maintaining records of completed training, lapsed training and retraining, forwarding any incident data to the Superintendent, and holding post-incident debriefing sessions for any employees involved. The AED Coordinator will also maintain and post at each building site, a list of specific employees who are trained and qualified to use the District's defibrillator, as per specifications of the District's policy.

### **Location of Equipment**

Due to the size of the campus and the availability of only one AED, the district has determined the priority for access to the AED should be given to participants of athletic events and practices. During the fall football season the AED will be kept in the concession stand at the football stadium. During the winter sports season the AED will be kept in the concession stand at the sports arena. During the spring track and baseball season the AED will be kept in the concession stand at the football stadium.

All Glenpool School athletic personnel will be informed by the Athletic Director of the location of the AED.

During team travel for the respective sports, a Glenpool School athletic employee who is trained and qualified in the use of the AED will be responsible for taking the AED with the traveling team along with other first aid equipment.

### **Procedures for Deployment of Equipment**

All Glenpool School athletic personnel have access to the concession stand at the football stadium and the sports arena. In the event of need for access, the AED will be retrieved by Glenpool School athletic personnel trained in the use of the AED, or retrieved by other Glenpool School athletic personnel and

transported to the Glenpool School employee who is trained in the use of the AED.

**Training Schedule**

To begin the use of the AED, the district, after initial training, has four trained and qualified athletic employees who are involved in the sports of football, basketball and track. A training schedule will be developed to train an additional ten (10) athletic employees per year until all are trained. A schedule of training and retraining needs will be maintained by the AED Coordinator.

In the future, if the District acquires additional AED's, the locations of the equipment and training schedules will be expanded.

**AUTOMATED EXTERNAL DEFIBRILLATOR USE REPORT**

Name of Qualified Operator: \_\_\_\_\_

Date of use: \_\_\_\_\_ Approximate beginning and ending times of use: \_\_\_\_\_

Name of recipient: \_\_\_\_\_

Name of witness (if any): \_\_\_\_\_

Recipient's presenting condition:  
\_\_\_\_\_

Brief statement of action performed:  
\_\_\_\_\_

Any additional emergency support requested:  
\_\_\_\_\_

Outcome:  
\_\_\_\_\_

I certify that I am a person qualified to operate an automated external defibrillator under Title 76, Section 5A(A)(2) of the Oklahoma statutes and that I took the action identified above voluntarily, in good faith and without expectation of compensation to provide emergency care or treatment to the recipient.

Date: \_\_\_\_\_

\_\_\_\_\_

Qualified Operator

## **PUBLIC INFORMATION REGARDING USE OF AUTOMATED EXTERNAL DEFIBRILLATOR**

Glenpool Public Schools has received a donation from the Tulsa City - County Health Department and the American Red Cross of an automatic external defibrillator ("AED"). The AED will enable trained and qualified employees in Glenpool Public School to deliver early defibrillation to victims in the first critical moments after a sudden cardiac arrest. Qualified employees' use of the AED will not replace the care provided by emergency medical services (EMS) providers, but will be used to provide a lifesaving bridge during the first few critical minutes it takes for advanced life support providers to arrive. Upon arrival of the EMS providers, patient care will be transferred to the EMS providers.

Glenpool School employees qualified in the use of the AED will have completed a certified training course of at least four (4) hours in the use of defibrillators and CPR. A list qualified employees will be posted in a prominent place in each school building.

The Middle School - High School nurse is designated as the AED Coordinator.

### **Location of Equipment**

Due to the size of the campus and the availability of only one AED, the district has determined the priority for access to the AED should be given to participants of athletic events and practices. During the fall football season the AED will be kept in the concession stand at the football stadium. During the winter sports season the AED will be kept in the concession stand at the sports arena. During the spring track and baseball season the AED will be kept in the concession stand at the football stadium.

All Glenpool School athletic personnel will be informed by the Athletic Director of the location of the AED.

During team travel for the respective sports, a Glenpool School athletic employee who is trained and qualified in the use of the AED will be responsible for taking the AED with the traveling team along with other first aid equipment.

### **Procedures for Deployment of Equipment**

All Glenpool School athletic personnel have access to the concession stand at the football stadium and the sports arena. In the event of need for access, the AED will be retrieved by Glenpool School athletic personnel trained in the use of the AED, or retrieved by other Glenpool School athletic personnel and transported to a Glenpool School employee who is trained in the use of the AED.

## **FAMILY EDUCATIONAL RIGHTS PRIVACY ACT**

Glenpool Public School complies with the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA) by annually notifying parents and eligible students of the rights and procedures under this act.

This act affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education record within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of student rights.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student rights.

If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with requirements of FERPA. The name and address of the Office that administers FERPA is:

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

## **GLENPOOL SCHOOL DISTRICT** **PROTECTION OF PUPIL RIGHTS AMENDMENT POLICY**

For purposes of this policy, the following definitions apply:

“Instructional material” means instructional content that is provided to a student regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

“Parent” includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). All rights provided to parents under this policy transfer to the student when the student turns 18 years old or is an emancipated minor at any age.

“Personal information” means individually identifiable information including (i) a student or parent’s first and last name; (ii) a home or other physical address (including street name and the name of the city or town); (iii) a telephone number; or (iv) a Social Security identification number.

“Survey” includes an evaluation.

### **Inspection of Instructional Materials**

All instructional materials, including teacher’s manuals, films, tapes or other supplementary instructional material that will be used in connection with any survey, analysis or evaluation as part of any applicable program shall be available for inspection by the parents of students in the School District. However, teacher lesson plans and tests are confidential records under the Oklahoma Open Records Act. After request by a parent, review of instructional materials shall be at a time mutually convenient to the teacher involved and the parent. Any complaint by a parent regarding the parent’s inability to inspect any instructional material shall initially be addressed to the principal of the school where the parent’s child attends. If the parent is dissatisfied with the principal’s decision, then the parent may request review by the superintendent, or his or her designee, who shall have final authority over the matter.

Establishing a curriculum and determining to include or remove particular materials within the curriculum are the legal responsibilities of the board of education subject to statutory and state board of education guidelines. Nothing in this policy is intended to grant or require prior parental approval or control of materials or parental control, approval or review of teaching techniques or methods.

### **Surveys**

No students shall be required to submit to a survey, analysis, written examination or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student’s family;
2. Religious practices, affiliations, or beliefs of the student or the student’s family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;

5. Mental or psychological problems of the student or the student's family;
6. Critical appraisals of other individuals with whom the student has a close family relationship;
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; and
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

without the parent's consent.

Parents may inspect, upon request, a survey created by a third party before the survey is administered or distributed to students. Review of such surveys shall be at a time mutually convenient to the principal involved and the parent. Any complaint by a parent regarding the parent's inability to inspect any such survey shall be addressed to the superintendent, or his or her designee, who shall have final authority over the matter.

The School District will take appropriate steps in compliance with the Family Educational Rights and Privacy Act to protect student privacy in the event of the administration or distribution of a student survey containing one or more of the items mentioned above.

### **Psychiatric or Psychological Examination**

Without the prior written consent of the parent or guardian, no student who is an unemancipated minor shall be required, as part of any applicable program, to submit to psychiatric or psychological examination, testing or treatment.

### **Notification and Opt-Out**

The School District will directly notify parents, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

1. Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information or providing that information to others for that purpose. These activities do not include information for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions, such as:
  - a. College or other post secondary education recruitment, military recruitment;
  - b. Book clubs, magazines, and programs providing access to low-cost literary products;
  - c. Curriculum and instructional materials used by elementary and secondary schools;
  - d. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic clinical, aptitude, achievement information about students and the subsequent analysis and public release of the aggregate data from such tests and assessments;
  - e. The sale by students of products or services to raise funds for school-related or education-related activities; and
  - f. Student recognition programs.

2. The administration of a survey containing one or more items described above in the Survey's section of this policy; and
3. Any non-emergency, invasive physical examination or screening that is (i) required as a condition of attendance; (ii) administered by and scheduled by The school in advance; and (iii) not necessary to protect the immediate health and safety of the student or other students. This provision does not apply to any physical examination or screening that is permitted or required by state law, including physical examination or screening that is permitted without parental notification.

### **Inspection of Data Collection Instruments**

The School District will take appropriate steps in compliance with the Family Educational Rights and Privacy Act to protect student privacy in the event of such collection, selling that information or providing that information to others for that purpose. Parents and eligible students may inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to students. Review of such instruments shall be at a time mutually convenient to the principal involved and the parent. Any complaint by a parent regarding the parent's inability to inspect any such survey shall be addressed to the superintendent, or his or her designee, who shall have final authority over the matter.

## **DESTRUCTION OF CONFIDENTIAL RECORDS**

According to State and Federal guidelines, all confidential records may be destroyed after a period of five (5) years and the determination that the records have been deemed inactive. Parents/guardians of eligible students must be notified prior to the destruction of Confidential Educational Records and must be afforded the opportunity to obtain records before destruction.

These confidential records include all records of special testing, placement in special education classes and IEPs, not to be confused with any records, transcripts or documents considered to be a part of the student's permanent records.

The parent or legal guardian will be notified in writing at the last known address of the intent to destroy the Confidential Educational Records and the right to obtain these records. If parent/guardian does not respond or claim the Educational Records after sixty (60) days of the notification, the records will be destroyed.

## **POLICY ESTABLISHING GUIDELINES FOR THE SANCTIONING OF STUDENT ACHIEVEMENT PROGRAMS AND PARENT-TEACHER ASSOCIATIONS AND ORGANIZATIONS**

The Board of Education of the Glenpool School District believes that student achievement programs (curricular, co-curricular and extracurricular) and parent-teacher associations and organizations can advance the educational goals of the Board of Education and confer a benefit to the students of the School District. It is the purpose of this policy to establish guidelines for the sanctioning of student achievement programs and parent-teacher associations and organizations that raise money and collect revenues for the benefit of students. Only those student achievement programs and parent-teacher associations and organizations sanctioned in accordance with this policy will be exempt from the statutory controls over school activity funds found in the Oklahoma School Code, OKLA. STAT. tit. 70, § 5-129.

### **Sanctioning Procedure for Student Achievement Programs and Parent-Teacher Associations and Organizations**

1. The School District may sanction student achievement programs and parent-teacher associations and organizations that, according to the Board's determination, advance the educational objectives of the School District, are beneficial to students and meet the requirements of this policy.
2. In determining whether a student achievement program or a parent-teacher association or organization should be sanctioned by the School District, the Board of Education may consider: (1) if the program, association, or organization promotes activities that are an extension, expansion, or application of the School District curriculum; (2) if the program, association, or organization assists student government or activities in carrying out special projects or responsibilities; (3) if the program, association, or organization assists student clubs, organizations and other student groups in raising funds to promote activities approved by the Board of Education; and (4) supplemental information provided by the student achievement program or by a parent-teacher association or organization in support of its application.
3. A written statement by a student achievement program or by a parent-teacher association or organization to the Board of Education requesting sanctioning shall include the following: (1) a statement of its purpose, goals, organizational structure, and membership requirements; (2) a detailed statement of how the School District and its students will benefit if the organization is sanctioned; (3) a statement of nondiscrimination consistent with all Oklahoma and federal laws; and (4) financial and performance audits, if any, which have been performed on such program, association, or organization by an independent accounting firm.
4. The written statement shall be submitted to the superintendent for preliminary review. After the program, association, or organization's written statement has been reviewed by the superintendent, the superintendent shall make a recommendation to the Board of Education. The Board of Education shall review the written statement, and shall sanction or decline to sanction the applicant. The decision of the Board of Education is final and nonappealable.
5. In order to maintain the status of a sanctioned program, association, or organization in accordance with this policy, the superintendent of schools or the Board of Education may require from any such program, association or organization, on an annual basis, that financial and performance audits be performed on the program, association, or organization by an independent auditing firm. If required by the superintendent of schools or the Board of Education, the audits shall be submitted to the superintendent within ninety (90) days of the superintendent's request. The Board of Education shall review any audits submitted and determine if the program, association, or organization is entitled to continue to be sanctioned in accordance with this policy and if its funds should continue to be exempt

from the statutory controls over student activity funds found in the Oklahoma School Code, OKLA. STAT. tit. 70, § 5-129.

6. The superintendent of schools or the Board of Education may, at any time they deem warranted, request copies of any and all records maintained by the program, organization, or association. Copies of records must be promptly provided upon the request of the Board or Superintendent.
7. The Board may, at its discretion, withdraw sanctioning at any time it deems it is in the best interest of the School District. Any decision of the Board of Education to withdraw sanctioning is final and nonappealable.
8. No program, association, or organization sanctioned under this policy shall publish or otherwise publicly indicate in any manner that it has been sanctioned by the School District under this policy.

## TITLE I PARENTAL INVOLVEMENT POLICY

### Part I General Expectations

Glenpool Public Schools agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with the Title I, Part A programs, consistent with Section 1119 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with Section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with Section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under Section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plans for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved to parental involvement are spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with the definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring –

- (A) that parents plan an integral role in assisting their child's learning;
  - (B) that parents are encouraged to be actively involved in their child's education at school;
  - (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
  - (D) the carrying out of other activities, such as those described in Section 1118 of the ESEA.
- The State PIRC does not currently exist. If a State PIRC becomes available, the school district will inform parents and parental organizations of the purpose and existence of the *Parental Information and Resource Center* (PIRC).

## PART II. DESCRIPTION OF METHOD USED BY DISTRICT TO IMPLEMENT REQUIRED DISTRICTWIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

1. Glenpool Public Schools will take the following actions to involve parents in the joint development of its district wide parental involvement plan under Section 1112 of the ESEA:
  - Parents will review the policy at an annual Title I committee meetings(s). Suggestions and/or concerns will be communicated to the Director of Special Services for possible revisions.
  - The policy will be posted on the district web site with a link for parents to review. There is a link for parents to respond to the Director of Special Services regarding suggestions.
2. Glenpool Public Schools will take the following actions to involve parents in the process of school review and improvement under Section 1116 of the ESEA:
  - Parents will serve on applicable site and district committees.
  - District and school report cards will be available to parents on the School District website; a copy will be available at each site and on the district website.
  - Parents will receive individual student assessment reports regarding their child's mastery of student achievement mandates.
3. Glenpool Public Schools will provide the necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
  - The district will build an effective communication partnership with the parent regarding their child's school and teacher. This will include an understanding of the school climate, qualifications of each teacher, academic initiatives, available programs and federal mandates.
  - Committee meetings will be held annually to review and update parental involvement needs. The district will provide space and time to hold the meetings.
  -
4. Glenpool Public Schools will coordinate and integrate parental involvement strategies in Part A with parents involvement strategies under the following other programs: Parents as Teachers, Head Start, and state-operated preschool programs by:
  - To coordinate and integrate the parental involvement strategies the Special Services Director will continue to be a member of the committee *Parents as Teachers*. Furthermore, the Special Services Director is the liaison for parents of students entering from Head Start and chairperson of the Federal Programs Committee. Strategies will be shared by the Director among the various programs.
5. Glenpool Public Schools will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use its findings of the evaluation about its parental involvement policy to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
  - Data will be collected from parents and staff. This data will be a part of the information available to review at the annual meeting. An interpreter will be available and the data will be in alternative formats on an as needed basis. Other data will be achievement test results, NCLB district/site results, minutes from previous parent involvement activities, (if available) parent survey results, and any survey such as the *Nine Essential Elements*. This information will be compared and used to evaluate program effectiveness.
  - The district will schedule a meeting annually to review, and evaluate the data collected and its impact on the parental involvement policy. Parent representative(s) will attend from the Title I program school.

Glenpool Public Schools will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the

community to improve student academic achievement, through the following activities specifically described below:

- A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following , by undertaking the actions described in this paragraph –
- the state’s academic content standards,
  - the state’s student academic achievement standards,
  - the state and local academic assessments including alternate assessments,
  - the requirements of Part A,
  - how to monitor their child’s progress, and
  - how to work with educators:

This assistance may be provided through the distribution of newsletters, during scheduled parent conferences, distribution of brochures, scheduled Title I meeting(s), and the district web site.

- B. The school district will, with the assistance of its schools, provide materials and training to help parents with their children to improve their children’s academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement by:
- Parents will receive assistance and training at parent conferences, scheduled site and district meetings. There will be scheduled literacy and math activities to help parents improve their children’s academic achievement. The goals and objectives which were developed by the Title I site committee will be posted for staff and parents to read.
- C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parents programs and build ties between parents and schools, by:
- The school district will provide assistance to educate teachers, pupil services personnel, principals and other staff in appropriate activities that engage parents as partners and increase parental involvement. When appropriate, professional development will be provided to increase staff awareness of the value of parental involvement. Staff will be trained to record their communication with parents using *Parent Involvement Logs*.
- D. The school district will, to the extent feasible and appropriate, coordinate and integrate parents involvement programs and activities with Head Start, Parents as Teachers, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
- *Parents as Teachers* is an active program in the Glenpool School District. The Special Services Director and the Title I site Principal are active members of this program. Information and activities at the site and in the PAT program are integrated and coordinated. Information concerning parental involvement is available to the PAT coordinator and any Head Start personnel in the area.
- E. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
- Information related to the school and parent programs, meetings, and other activities, is available to parents in an understandable format. It may be listed on the district web site, sent home via a flyer or newsletter with the student, be in another language (primarily Spanish), posted at the site and/or listed in the Parent Handbook.
  - Goals and objectives of the program will be posted within the Title I site for staff and parents to read.

### PART III. DISCRETIONARY DISTRICTWIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

The school district may, in consultation with parents, develop other activities designed to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under Section 1118(e) of the ESEA:

- as needed, the Glenpool district may involve parents in the development of training for teachers, principals , and other educators to improve the effectiveness of that training;
- to maximize parental involvement and participation in their children's education, the district will provide childcare for parents during the meeting, or arrange school meetings at a variety of time, or conduct phone conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school; and
- will provide other reasonable support for parental involvement activities under Section 1118 as parents may request.

### PART IV. ADOPTION

This District wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs.

This policy was adopted by Glenpool Public Schools on April 11, 2011. The school district will distribute this policy to all parents of participating Title I, Part A children annually.

## **HIGHLY QUALIFIED REGULATIONS POLICY**

### **Employment**

It is the intent of the Glenpool Board of Education to employ teachers of early childhood education, elementary education, and core academic subjects who meet the Highly Qualified Standard as set forth by the No Child Left Behind Act of 2001. Core academic subjects include: English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, geography, and the arts (art and music history).

### **Parents Right-to-Know**

At the beginning of each school year, any district that receives funds under NCLB Title I shall notify the parents of each student attending any school receiving funds that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

Whether the teacher has met State qualification and licensing criteria for the grade levels and subject area in which the teacher provides instruction.

Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition parents may request and a school shall provide to each parent –

information on the level of achievement of their child in each of the State academic assessments as required under NCLB; and

timely notice that their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

## **WELLNESS POLICY**

The Glenpool Public School District is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Glenpool School District that:

1. The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
2. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
3. Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans and the requirements of Oklahoma law regarding products sold through vending machines on school campuses.
4. Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students and will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. The school district will participate in the National School Lunch Program and the School Breakfast Program and will comply with all USDA guidelines.
6. The school district will provide opportunities for nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.
7. All school district staff will be encouraged to model healthful eating and physical activity as a valuable part of daily life.

The Glenpool School District adopts this school wellness policy with the following commitments to nutrition, nutrition education, physical activity and other school-based activities that support student and staff wellness.

### **Nutrition Education**

Students in pre-kindergarten through 12th grade will be offered nutrition education that teaches the skills needed to adopt healthy eating behaviors. Nutrition education will be offered through physical education classes, athletic programs, and health classes. Teachers will be encouraged to integrate nutrition education into core curriculum areas such as math, science, social studies and language arts.

The school district will use its district newsletter to inform parents and students of the importance of healthy eating behaviors by including articles from school staff members and from the school nurses that educate parents and students on healthy eating behaviors.

School staff will be encouraged to model healthy eating behaviors for students. Staff will also be encouraged to consider the wellness impact of associating snack time, treats and recess with rewarding and punishing behaviors of students.

### **Physical Activity Goals**

Opportunities for physical activity for students in pre-kindergarten through 12<sup>th</sup> grade will be consistent with state physical education standards. Students will be provided opportunities to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity and understand the short and long-term benefits of being physically active.

Each school site will be encouraged to focus on the importance of physical activity to a healthy lifestyle and find innovative strategies to incorporate physical activity into the school day. Examples of strategies may include organized games during bus waiting times, and organized physical activities before and after school.

School staff will be encouraged to model, promote and participate in increased physical activity for students.

### **Nutrition Standards for All Foods Available on School Campus during the School Day**

Nutrition standards will be maintained according to the Federal and State standards for the Child Nutrition Program. Foods made available through the Child Nutrition Program will offer a variety of healthy choices that are tasty, attractive and of excellent quality.

As outlined in State standards, drinks of minimal nutritional value will not be offered to elementary or middle school students through school vending machines. High school students will be provided pricing incentives to chose healthy drinks over minimal nutritional value drinks in school vending machines. School vending machines will not include food products.

Parents will be encouraged to support the district's nutrition efforts by selecting healthy, nutritional meals and snacks when sending food products to school with students.

Each school site will focus on the importance of providing healthy food choices to students and parents during class parties, on special occasions, at ceremonies, during class snack times and as a part of sales of fundrasier items.

### **Goals for Other School-Based Activities Designed to Promote Student Wellness**

The school district will allow access to the district facilities as outlined in the facility use policy for a variety of activities to promote physical activity, including youth sports programs, summer athletic camps, and adult exercise classes. Parents, students and patrons will be invited and encouraged to use the district's track facility and campuses' sidewalks and trails for personal exercise.

### **Goals for Measurement and Evaluation**

The school district will utilize the existing site- based safe and healthy schools committees to establish additional goals to continue to improve the opportunities for nutrition education, increased physical activity and to strengthen nutrition standards. Representatives from each site safe and healthy school committee will meet annually to discuss and review the wellness policy.

## FEDERALLY FUNDED EQUIPMENT INVENTORY

It is the policy of the Glenpool School district to comply with the mandates of the *No Child Left Behind Act of 2001*. In keeping with this mandate, the district will maintain an appropriate inventory of all equipment purchased with federal funds. A physical inventory of equipment shall be taken annually and the results reconciled with the property records to verify the equipment purchased with state and/or federal funds is located in the area indicated. Any differences between quantities determined by the physical inspection and those shown in the accounting records shall be investigated to determine the causes of the differences.

The inventory shall contain:

- A description of the equipment, including manufacturer's model number, if any
- An identification number, such as the manufacturer's serial number
- Identification of the grant under which the recipient acquired the equipment
- The information needed to calculate the federal or state share of the equipment
- Acquisition date and unit acquisition cost
- Location, use, and condition of the equipment and the date the information was reported
- All pertinent information on the ultimate transfer, replacement, or disposition of the equipment

## **DISTRIBUTION OF WRITTEN MATERIALS IN SCHOOL FACILITIES**

Students are not to be considered a captive audience for the promotion of non-school related activities or opportunities. The intent of this policy is to prohibit the exploitation of students in order to promote private enterprise, educational entities or organizations or non-school sponsored athletic clubs.

However, the district feels an obligation to provide students and parents opportunities for learning about a variety of civic events and recreational opportunities that are available from time to time in the community of Glenpool.

Subject to the approval of the Superintendent of Schools, the District may allow the distribution of material or the posting of notices in buildings which are informational materials, or which relate to employment opportunities, community events, or cultural activities. The District hereby creates a limited open forum in which private persons or entities may utilize District facilities for the distribution of written materials according to the procedures and criteria set forth below. However, except as otherwise provided for community-based, youth-related activities described below, and school related activities described below, no materials shall be supplied to students or posted in the District=s elementary school.

The provisions of this policy do not apply to the distribution of official school publications, such as yearbooks or student newspapers, materials regarding school sponsored activities, materials produced by non-profit organizations which exist solely to support the District and its schools, including parent-teacher organizations, school booster clubs, the District=s School Foundation, or materials produced or provided by the city, county, state or federal governmental agencies.

**Materials Not Allowed To Be Distributed:** The District shall not allow the distribution of materials which:

1. depict tobacco products, alcohol products (including beer), drugs, or drug-related paraphernalia or products;
2. depict sex or sexual activity, or which are lewd, indecent, vulgar, obscene, or pornographic as defined by prevailing community standards related to minors;
3. attack ethnic, religious, or racial groups (i.e. Hate@ material);
4. promote hostility, disorder, or violence;
5. promote, endorse, or oppose any political candidate, beliefs, party, or issues;
6. violate any applicable copyright laws;
7. invade the privacy of others;
8. promote illegal activities for minors;
9. are defamatory, libelous, misleading, or false;
10. are not age-appropriate;
11. promote discrimination on the basis of race, color, national origin, handicap, disability, age, or gender; and
12. promote organizations, individuals, or groups who are for profit corporations or businesses.

**Distribution Procedure:** All materials sought to be supplied to students, other than school related information as described below, shall be submitted to the Superintendent five days prior to the date requested for the material to be made available. The request shall indicate at which sites the material is to be made available and the time period for availability. Material which is approved shall be placed on a table to be set up in a common area of the school site. The person or entity supplying the material shall be responsible for delivering the supplied material, for placing it on the table, and for removing any remaining material at the request of the District. Persons who deliver and/or place the material for students to access shall not communicate with any person while on school property for the purpose of soliciting, encouraging, or pressuring such person to take such materials and shall refrain from

commenting about or discussing with students the material being supplied. Teachers, principals, or other school employees or agents shall neither be involved in the distribution of material nor communicate with any person on school property for the purpose of soliciting, encouraging, or pressuring any person to take such materials. The District shall not make any announcements or provide any publicity as to the material's availability.

**Community Based Youth Related Activities Material:** Those persons or entities which provide community-based, youth-related activities, including but not limited to, Boy Scouts, Girl Scouts, Camp Fire, 4-H and Little League shall be allowed to supply materials about events for students in the elementary school as well as the middle school and high school. Groups may leave flyers in the lobbies and designated visitors center of each site for students and parents to access. In addition, persons or entities may post an announcement or flyer on a bulletin board in a common area of the school site for community-based, youth-related activities and events.

**Time Period for Distribution:** Approved materials that are time sensitive, such as related to a specific event or activity will be made available to students at a reasonable amount of time surrounding the event or activity. Approved materials that are informational in nature and are not tied to a time or date will be made available to students for a reasonable period of time as determined by the Superintendent.

**School Related Material:** No information will be directly distributed and sent home with individual students except school related material and only at the elementary school. Information will be directly distributed and sent home with individual elementary students with authorization of the elementary principal only if:

- the information is school related
- the information is related to or produced by non-profit organizations which exist solely to support the schools (example: PTA, booster clubs, school foundation)
- the information is related to school sponsored events (example: summer sports camps)
- the information is related to school affiliated fund raising campaigns
- the information is produced or provided by city, county, state or federal governmental agencies.

**Other Materials:** With the approval of site administrators, and only for the benefit of district employees, literature that is entrepreneurial in nature may be posted in teacher work areas only.

Distribution of political campaign materials in school facilities and on the school campus is prohibited as outlined in the Political Activities on School Campus Policy.

In order to facilitate the uninhibited flow of traffic and pedestrian movement and to limit the amount of potentially discarded material on school property, dissemination of materials by individuals, organizations or groups not affiliated with the school district is prohibited at all athletic, fine arts, academic, social or other district sponsored events held on school property. This prohibition includes the attachment of flyers to vehicle windshields in parking areas on district property.

**Violation of the Policy:** Any person who violates the provisions of this policy may be prohibited from further distribution, and the District may prohibit the distribution of materials sought to be distributed by any person who violates this provision. Students may be disciplined for failing to follow this policy according to District policy on discipline.

**Disclaimer Sign Required:** All materials and the distribution point, including any bulletin board designated for community-based, youth-related activities, shall contain a statement which provides as follows:

These materials are neither sponsored by nor endorsed by the Glenpool Schools, the Glenpool Board of Education, its agents, or its employees. The views and the information contained in the

materials do not reflect the approval or disapproval of the Board or the School District and its administration.

## **RELIGION IN THE SCHOOLS**

This policy is meant to be sensitive to individual beliefs and respectful of established law, as guaranteed by the First Amendment to the Constitution of the United State:

“Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof, or abridging the freedom of speech or of the press, or the right of the people peaceable to assemble, and to petition the Government for a redress of grievances.”

The proper role of religion in the public schools is in its educational value and not in religious observance or celebration. According to the Supreme Court, the Establishment Clause forbids state action or practices that aid or prefer one religion over another or that aid all religions and thus encores or show preference for religion over non-religion, while the Free Exercise Clause requires any state action or practices which interfere with an individual's constitutionally protected religious freedom to be strictly scrutinized.

### **ABSENCE FROM SCHOOL FOR RELIGIOUS HOLIDAYS**

At a parent's request, a student's absence from school on a recognized religious holiday shall be recognized as an excused absence, without penalty on scholastic records.

### **PARENTS' RIGHT TO EXCUSE STUDENTS FOR RELIGIOUS REASONS**

Students will be excused from lessons/activities which their parents find objectionable for religious reasons. Alternative lessons/activities will be substituted within reasonable limitations. The objection must be submitted in writing to the building principal.

### **PRIVACY**

Individuals shall not be required to disclose their personal religious preferences or beliefs nor those of their family members.

### **PROGRAMS AND HOLIDAYS**

School programs, performances, and celebrations will serve an educational purpose. The inclusion of religious music, symbols, art or writings may be permitted if the religious content has an independent educational purpose which contributes to the state objectives of the approved curriculum.

The Supreme Court has made clear that public schools may not sponsor religious celebrations but may teach about religion. Secular and religious holidays provide opportunities for educating students about history and cultures, as well as traditions of particular religious groups within a pluralistic society.

Teachers must exercise special caution and sensitivity whenever discussion about religious holidays occurs. Presentation of materials dealing with religious holidays must be accurate, informative, and descriptive. Focus should be on the origins, history, and generally agreed-upon meanings of the holidays. Teachers need to be aware, to the fullest extent possible, of the diversity of religious beliefs in their classrooms, and they will need to be particularly sensitive to the rights of religious minorities as well as those who hold no religious belief. Respect for religious diversity in the classroom requires that teachers be fair and balanced in their treatment of religious holidays.

Teachers need to be aware, to the fullest extent possible, of the major religious holidays of all the represented religions in their classrooms in order to avoid creating an undue burden on students who

choose not to attend on those days. Furthermore, teachers should be alert to the distinction between teaching about religious holidays and other cultural events, which is permissible, and celebrating religious holidays, which is not.

## RELIGION IN CURRICULUM AND INSTRUCTION

On the elementary level, natural opportunities arise for discussion of religion and religious holidays while studying different cultures and communities. On the secondary level, the history of religion, comparative religion, and the Bible or other scripture as literature are all permissible topics. It is both permissible and desirable to teach objectively and accurately about the role of religion in the history of the United States and other countries. Omission of facts about religion can give students the false impression that the religious life of humankind is insignificant or unimportant.

Teaching about religions should:

- A. foster knowledge about religion, not indoctrination into religion
- B. be academic not devotional or testimonial
- C. promote student awareness of religions but not press for student acceptance of any one religion
- D. sponsor study about religion, but no sponsor the practice of religion
- E. expose students to a diversity of religious views but no impose any particular view or belief
- F. educate about religions but not promote or denigrate any one religion or religion in general

All discussion about religion in the context of curriculum should be governed by these guidelines:

- A. Religious liberty, or freedom of conscience, is a basic and inalienable right founded on the inviolable dignity of the person.
- B. Religious liberty is not only a universal right, but it also depends upon a universal responsibility to respect that right for others.
- C. All debate and disagreement about religious difference should strive to be fair and accurate and maintain civility and respect.

As part of the curriculum, religious literature, music, drama, and the arts may be included, provided each is intrinsic to the learning experience in the various fields of study and is presented objectively. Also, as part of the curriculum, students may be asked to read selections from writings for literary and historical qualities, but not for devotional purposes.

## RELIGIOUS EXPRESSION

As a general rule, student may express their religious viewpoint in the form of reports, both oral and written, class discussions, homework, and artwork. Teachers may not reject or correct such submissions simply because they include a religious symbol or address religious themes. Likewise, teachers may not require students to modify, include, or excise religious views in their assignments. these assignments should be judged by ordinary academic standards of substance, relevance, appearance, and grammar.

Students have the right to pray individually or in groups and to discuss their religious views with their peers as long as they are not disruptive. Students may enjoy the right to read scriptures, pray silently, and discuss religion with other student listeners as long as the listeners are not coerced or harassed.

Secondary students may form groups to meet on campus outside of school hours. They must be student-initiated. District employees may neither encourage nor discourage such organizations. During contract

hours, district employees may not actively participate in club activities, and “non-school persons” may not regularly attend or control club meetings.

Religious messages on student T-shirts and the like may not be singled out for suppression.

#### DISTRIBUTION OF RELIGIOUS MATERIAL

The Glenpool Board of Education has adopted a policy regarding the distribution of non-school literature by non-school groups to students in the school district. The promotion of individual churches or religious groups, events, or materials sponsored by these institutions is not approved for distribution to students.

Students have the right to distribute materials related to their individual churches and youth groups in locations and manner set forth by the administrator of the site and as dictated by rules designed to promote non-interference in the instructional process. (See Distribution of Written Materials in School Facilities Policy.)

#### RELIGIOUS MUSIC

Religious music may be sung or played as part of the academic study of music. School concerts which present a variety of selections may include religious music. Concerts should avoid programs dominated by religious music.

At all levels, the study of religious music as part of a musical appreciation course, as a musical experience, or as part of a study of various lands and cultures can be included. In all school programs and study, care must be taken to avoid presentation of the music as a celebration of a particular religion or religious holiday. Teachers must be especially sensitive to the feelings of students who might prefer not to participate for religious reasons.

#### RELIGIOUS SYMBOLS

The use of religious symbols, provided they are used only as examples of cultural or religious heritage, is permissible as a teaching aid or resource. Religious symbols may be displayed only on a brief basis as part of the academic program. Students may choose to incorporate religious symbols into their work, but teachers should not assign or suggest such creations.

Some symbols considered secular in nature have significant religious overtones or foundations. Teachers must be alert to the distinction between teaching about religious holidays and other cultural events, which is permissible, and celebrating religious holidays, which is not. Seasonal symbols may be used as a teaching aid and displayed briefly as part of a broad cultural study.

## PANDEMIC INFLUENZA SCHOOL PREPAREDNESS PLAN

### Introduction

Glenpool Public Schools has been involved in the Tulsa County Pandemic Preparedness Committee and has developed this preliminary plan to address needs during Pandemic Influenza.

Influenza is a highly contagious respiratory virus that is responsible for annual epidemics in the United States and other countries. Each year, an average of 36,000 people die in the U.S. from influenza infection or a secondary complication. During an influenza pandemic, the level of illness and death will likely be much higher.

Glenpool Public Schools' pandemic flu plan is composed of three main categories, Preparedness, Response and Recovery. Activities are described for each category.

### Goals

The purpose of this plan is to assist in managing the impact of an influenza pandemic on the school based on two main goals:

- Reduce the spread of the virus within the school
- Sustain education function

Stage	Action	Time Frame	Person(s) Responsible	Communication Evidence
<i>Preparedness</i>				
Educate staff, students, and parents on Emergency Management plan, Pandemic Influenza, and infection control strategies	Educate staff of Emergency Management Plan for Serious Illness (levels of preparedness, response, and recovery and communication plan for each.)	Upon notification of possible pandemic by CDC or TCHD	School nurses Principals	Staff meeting agendas
	Educate students, staff and parents on essentials of pandemic management (hand washing, cough and sneeze etiquette, social distancing, use of personal protective equipment, disinfection) and signs	Upon notification of possible pandemic by CDC or TCHD	School nurses Principals Curriculum Director Superintendent	Staff agenda Student lesson plan Warrior Chant GPS Website Parent prevention letter

<b>Stage</b>	<b>Action</b>	<b>Time Frame</b>	<b>Person(s) Responsible</b>	<b>Communication Evidence</b>
	and symptoms of influenza (fever, headache, sore throat, body aches, cough, runny nose, stomach and intestinal discomfort, extreme tiredness)			
	Communication plan (regular updates regarding risk, infection)	Monthly	School nurses Curriculum Director	Warrior Chant GPS Website
<b>Response</b> Care of students and staff during initial outbreak (Level 1) and expanded outbreak (Level 2) so that school will continue with the least amount of disruption while communication of risk is regularly updated.	Monitoring of student signs and symptoms of influenza (report to Tulsa County Health Dept if illness is noted)	Weekly	School nurses	Student influenza incident report
	Level 1 Initial Outbreak Communication to staff and parents regarding initial outbreak with school remaining open	Within 24 hrs of first occurrence	School nurses Principals Superintendent	GPS Website Initial outbreak letter to parents Staff communication via Email and/or special assembled site staff meetings
	Level 2 Expanded Outbreak Communication to staff and parents regarding expanded outbreak urging ill children/ staff to stay home	Within 24 hrs as determined Level 2 by school officials in cooperation with TCHD	School nurses Principals Superintendent	GPS Website Expanded outbreak letter to parents Staff communication at special assembled site staff meetings
School closure (Level 3) due to pandemic flu outbreak	Level 3 School Closure Communication to staff and parents that school is closed due to severity of pandemic flu situation. Alternate methods of	When determined by school officials in cooperation with TCHD	School nurses Principals Superintendent	GPS Website Media outlets School closure letter Staff call tree as determined by Dist

education as determined by each site will be communicated via school website and principal letter detailing times, location, and methods which may include, but are not limited to web-based learning, mailed lessons and assignments, and instruction via media outlets

Emergency Mgmt Plan  
Principal letter

<b>Stage</b>	<b>Action</b>	<b>Time Frame</b>	<b>Person(s) Responsible</b>	<b>Communication Evidence</b>
<b>Recovery</b> Glenpool Schools reopens when advised by public health officials from TCHD that it is considered safe	Communication to staff that school will be reopened at designated time/date	When determined by school officials in cooperation with TCHD	Superintendent	Call tree as determined by Dist Emergency Mgmt Plan
	Communication to parents that school will be reopening at designated time/date	When determined by school officials in cooperation with TCHD	Superintendent	Media outlets School website School reopening letter
	Communication to staff regarding precautions, staffing concerns, management, and continuity of school operations	Morning of return to school	Principals School nurses	Meeting agenda
	Continue to observe for signs and symptoms of influenza and report to TCHD if illness is noted	On-going	School nurses Principals Teachers	Influenza incident reports

## **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

The McKinney-Vento Homeless Assistance Act ensures educational rights and protections for children and youth experiencing homelessness. It is the intent of Glenpool Public School District to provide all eligible students under this provision the equal opportunity to access educational services.

For the purposes of this regulation an eligible student is one who meets at least one of the following criteria:

- The family lacks a fixed, regular and adequate nighttime residence
- Shares the housing of other persons due to loss of housing, economic hardship, or similar reason(s)
- Lives in a motel, hotel, trailer park, or on camping grounds due to lack of other housing
- Lives in an emergency or transitional shelter
- Has a primary nighttime residence that is not a place for regular sleeping arrangements
- Lives in a car, park, public place abandoned building, or in substandard housing

All questions concerning student eligibility will be referred to the District Homeless Liaison.

## **MCKINNEY-VENTO EDUCATION OF THE HOMELESS DISPUTE/COMPLAINT RESOLUTION POLICY**

Federal regulations require that Glenpool Public School adopt procedures for receiving and resolving disputes pertaining to transition of children and youth experiencing homelessness as identified under the McKinney-Vento Act.

If a dispute arises regarding the education of homeless child or youth, the child/youth must be immediately enrolled in the school in which he/she is seeking enrollment, pending resolution of the dispute. Enrollment is defined as "attending classes and participating fully in school activities."

### **District level**

The following steps will be taken to resolve the dispute/complaint:

- The complainant will request a copy of or access to the district board of education policies addressing the education of homeless children and youths. The complainant will make an appointment with the district homeless liaison to discuss a resolution to the dispute. If the dispute is not resolved after the initial discussion with the district homeless liaison, the complainant may file a complaint in writing to the district's homeless liaison for further review.
- In the complaint include a request that a written proposed resolution of the dispute or a plan of action be provided within five (5) business days of the date the written complaint was received by the district's homeless liaison. A review of the proposal or plan of action with the homeless liaison will follow. The parties may mutually agree on an extension; however every effort will be made to resolve the complaint in the shortest possible time;
- If the dispute is not resolved at the district homeless liaison level, the complaint may be forwarded to the superintendent of the district for review followed by a meeting with the superintendent to discuss the dispute. The complainant will request from the superintendent a written resolution within five (5) business days of the date of the discussion. The parties may mutually agree on an extension; however, every effort will be made to resolve the complaint as expeditiously as possible;
- If the dispute is not resolved at the district superintendent level, the complainant may take the matter before the school district board of education for resolution.

### **State Level**

If the dispute is not resolved in a satisfactory manner at the school district level, the complaint may be brought to the Oklahoma State Department of Education (ODE). Complaints made under this process must be made in writing and signed by the complainant. The following steps are to be taken:

- Address the complaint to the State Homeless Coordinator, Oklahoma State Department of Education, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105. Include in the complaint:
  - (A) A detailed description of the dispute
  - (B) The name(s) and age(s) of the children involved
  - (C) The name(s) of involved school district personnel and the district(s) they represent
  - (D) A description of attempts that were made to resolve the issue at the school district level.

The OSDE has established guidelines for dispute resolution. A copy of these guidelines is available upon request.